

MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., MARCH 2, 2026
AV ROOM #308, CITY HALL

Joseph Jenkins, Chair, called the meeting of the Charleston City Council Committee on Finance to order at 6:00 p.m., March 2, 2026.

A silent roll was taken by the Clerk and a quorum was established. The following committee members were present:

Joseph Jenkins, Chair
Brent Burton, Vice Chair
Becky Ceperley
Mary Beth Hoover
Larry Moore
Chad Robinson
Shawn Taylor

Absent:

Other Councilmembers present:

Shannon Snodgrass
Beth Kerns
Chelsea Steelhammer
Joe Solomon
Frank Annie
Harper Gardner
Caitlin Cook

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Burton asked for unanimous consent to dispense with the reading of the minutes for the February 17, 2026 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

b. Budget Presentation – Introduced by Mayor Goodwin, Finance Director Andy Wood explained the FY2027 General Fund Budget

II. RESOLUTIONS:

- a. Resolution No. 26-024 – Authorizing the Mayor or City Manager to purchase a new Ford F250 Crew Cab for the Charleston Fire Department from Thornhill Auto Group in the amount of \$49,335.00, to replace safety officer vehicle, pursuant to a competitively bid statewide contract.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to purchase a new Ford F250 Crew Cab for the Charleston Fire Department from Thornhill Auto Group in the amount of \$49,335.00, to replace safety officer vehicle, pursuant to a competitively bid statewide contract.

City Manager Ben Mishoe added that the purchase is scheduled and budgeted for.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-024 approved.

- b. Resolution No. 26-025 – Authorizing the Mayor or City Manager to purchase a total of sixteen GETAC S410 laptops for the Charleston Police Department Mobile Data Terminals from Brooks Network Services, LLC in the amount of \$2,679.00 each, for a total price of \$42,864.00, to furnish new fleet vehicles, where the price was determined pursuant to a competitively sourced Sourcewell contract.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to purchase a total of sixteen GETAC S410 laptops for the Charleston Police Department Mobile Data Terminals from Brooks Network Services, LLC in the amount of \$2,679.00 each, for a total price of \$42,864.00, to furnish new fleet vehicles, where the price was determined pursuant to a competitively sourced Sourcewell contract.

Mishoe added that the terminals will be for the new fleet vehicles.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-025 approved.

- c. Resolution No. 26-026 – Authorizing the Mayor or City Manager, subject to final review by the City Attorney, to renew its contracts with the West Virginia Counties Group Self Insurance Risk Pool, Inc., DBA West Virginia Communities Risk Pool, at a price of \$1,181,783 for the City’s Risk Management and Property, Casualty, and Cyber Insurance coverage and including all Third Party Administrator (TPA) Services for those lines of coverage for the period March 31, 2026 through March 31, 2027, in accordance with the costs and coverages in Exhibit A. Underinsured motorists coverage is specifically rejected. Uninsured motorists coverage with statutory minimum limits of \$25,000/\$50,000/\$25,000 is accepted only.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized, subject to final review by the City Attorney, to renew its contracts with the West Virginia Counties Group Self Insurance Risk Pool, Inc., DBA West Virginia Communities Risk Pool, at a price of \$1,181,783 for the City’s Risk Management and Property, Casualty, and Cyber Insurance coverage and including all Third Party Administrator (TPA) Services for those lines of coverage for the period March 31, 2026 through March 31, 2027, in accordance with the costs and coverages in Exhibit A. Underinsured motorists coverage is specifically rejected. Uninsured motorists coverage with statutory minimum limits of \$25,000/\$50,000/\$25,000 is accepted only.

Mishoe added that the resolution would renew the City’s insurance contract with the West Virginia Counties Group Self Insurance Risk Pool. He added that it is for the City’s Property and Casualty and Cyber Insurance coverage. It also covers Third Party Administrator services. It represents an approximate 6.12% increase from last year.

Councilmember Jenkins abstained from voting as he serves on the Board of BRIM.

Councilmember Burton abstained from voting as he works for an insurance company.

Councilmember Hoover moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Committee Member Ceperley declared Resolution No. 26-026 approved.

- d. Resolution No. 26-027 – Authorizing the Mayor or City Manager to renew its contract with Encova Insurance for workers’ compensation insurance coverage for a premium of \$271,461, including surcharges, and with an additional claims handling charge of 10% of paid claims, as detailed in Exhibit A: Provided, That this contract does not include any commission to the City’s broker of record, USI Insurance Services LLC;

Authorizing the Mayor or City Manager to renew its contract with USI Insurance Services LLC (“USI”) for insurance broker, risk management, and loss control services related to the City’s property, liability, and workers’ compensation insurance coverages for one year at a cost of \$50,000 as detailed in Exhibit A; and

Authorizing the Mayor or City Manager to renew its contract with the West Virginia Counties Group Self Insurance Risk Pool, Inc, D/B/A West Virginia Communities Risk Pool (“WVCorp”), for Third Party Administration (TPA) services related to legacy claims incurred while the City was self-insured for workers’ compensation at a fee not to exceed \$15,000.

This procurement is based on the results of a competitive insurance quote review process and the Memorandum of Understanding among the City, USI, and WVCorp entered into under Resolution No. 617-22.

The effective dates of the policies/contracts above will be from March 31, 2026 through March 31, 2027.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized (1) to renew its contract with Encova Insurance for workers’ compensation insurance coverage for a premium of \$271,461, including surcharges, and with an additional claims handling charge of 10% of paid claims, and authorizing leaving the WV self-insurance system, as detailed in Exhibit A: Provided, That this contract does not include any commission to the City’s broker of record, USI Insurance Services LLC; (2) to renew its contract with USI Insurance Services LLC for insurance broker, risk management, and loss control services related to the City’s property, liability, and workers’

compensation insurance coverages for one year at a cost of \$50,000 as detailed in Exhibit A; and
(3) to renew its contract with the West Virginia Counties Group Self Insurance Risk Pool, Inc, D/B/A West Virginia Communities Risk Pool, for Third Party Administration (TPA) services related to legacy claims incurred while the City was self-insured for workers' compensation at a fee not to exceed \$15,000, all to be effective from March 31, 2026 through March 31, 2027.

Mishoe added that the resolution renews coverage for the City's Worker Compensation coverage, adding that there is a slight decrease in premium costs from last year.

Councilmember Jenkins abstained from voting as he serves on the Board of BRIM.

Councilmember Burton abstained from voting as he works for an insurance company.

From the audience, Councilmember Gardner confirmed with Wood that there are only approximately 8 legacy claims, but they are expected to be long term.

From the audience, Councilmember Snodgrass confirmed with Mishoe that any of the current renewals were not put out for a bid.

Councilmember Hoover moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Committee Member Ceperley declared Resolution No. 26-027 approved.

- e. Resolution No. 26-028 – Authorizing the Mayor or City Manager to execute the Stadium License, Lease and Service Agreement First Amendment between the City of Charleston and Charleston Professional Baseball Company, LLC, as contained in the attached exhibit, relating to the lease of the baseball stadium located at 601 Morris Street.

Be it Resolved by the Council of the City of Charleston, West Virginia:

The Mayor or City Manager is authorized to execute the Stadium License, Lease and Service Agreement First Amendment between the City of Charleston and Charleston Professional Baseball Company, LLC, as contained in the attached exhibit, relating to the lease of the baseball stadium located at 601 Morris Street.

Mishoe added that the resolution would allow the City to extend the current Stadium lease for one year with an option for an additional renewal under the same conditions.

Councilmember Jenkins confirmed that the lease would really be extended through the end of the year and not for a literal year.

From the audience Councilmember Kerns confirmed with Mishoe that the contract is a flat rate rent agreement that is not dependent on ticker sales, alcohol sales, etc.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-028 approved.

- f. Resolution No. 26-029 – Authorizing the Mayor or City Manager to enter into one or more agreements with the Regional Intergovernmental Council (“RIC”) to administer various economic and engineering studies for improvements to the Patrick Street Corridor, and to administer the City’s Complete Streets Network study for city-wide bicycle planning and infrastructure improvements, wherein the City will agree to provide \$100,000.00 in matching funds to the RIC to facilitate a total of \$650,000.00 in the various projects as further outlined in the attached Exhibit.

Be it Resolved by the Council of the City of Charleston, West Virginia:

The Mayor or City Manager is authorized to enter into one or more agreements with the Regional Intergovernmental Council (“RIC”) to administer various economic and engineering studies for improvements to the Patrick Street Corridor, and to administer the City’s Complete Streets Network study for city-wide bicycle planning and infrastructure improvements, wherein the City will agree to provide \$100,000.00 in matching funds to the RIC to facilitate a total of \$650,000.00 in the various projects as further outlined in the attached Exhibit.

Mishoe added that the agreement to study Patrick Street regarding traffic design, bicycle/pedestrian access, etc. It will also study long-term land use and economic development ideas for that corridor. It will also facilitate a city-wide bicycle plan.

Councilmember Jenkins confirmed with Jeff Mace from the Regional Intergovernmental Council that RIC will spend \$100,000 of their funding for the bicycle study, there is a \$90,000 match to \$360,000 of Federal money for a Planning and Environmental Linkage Study to give to the DOH to bundle with the Bridge Replacement Project. The next fiscal year after this, they will budget \$100,000 with the City’s match for a land-use transportation study for the Partick Street Area. He added that that it will probably take 2.5 years, but the City will get 3 studies.

Councilmember Jenkins asked what new information this would provide given that the City already has a comprehensive bike plan. Mayor Goodwin replied that the study was beneficial as they were planning the Capital Connector Project. Mace added that concept of Best Practices has changed significantly since 2016.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-029 approved.

Councilmember Burton motioned to adjourn the meeting.
Meeting adjourned.