

MINUTES  
FINANCE COMMITTEE MEETING  
6:00 P.M., MARCH 16, 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 16, 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 (arrived 6:03, first vote was for 26-031)  
Becky Ceperley  
Mary Beth Hoover  
Larry Moore  
Chad Robinson  
Shawn Taylor

Absent:

Other Councilmembers present:

Chuck Overstreet  
Chelsea Steelhammer  
Harper Gardner  
Shannon Snodgrass  
Emmett Papper  
Frank Annie  
Caitlin Cook  
Beth Kerns  
Bobby Haas  
Joe Solomon

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Taylor asked for unanimous consent to dispense with the reading of the minutes for the March 2, 2026 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 26-030 – Authorizing the Mayor or City Manager to execute a lease with JM Properties, LLC, to allow for the secured placement of CO<sub>2</sub> or other compressed gas tanks used for brewery operations with appropriate protections from vehicular traffic in an alley adjacent to Hale Street according to the terms contained in the attached exhibit.

Now, therefore, be it Resolved by the Council of the City of Charleston:

Authorizing the Mayor or City Manager to execute a lease with JM Properties, LLC, to allow for the secured placement of CO<sub>2</sub> or other compressed gas tanks used for brewery operations with appropriate protections from vehicular traffic in an alley adjacent to Hale Street according to the terms contained in the attached exhibit.

City Manager Ben Mishoe added that the resolution is for an encroachment lease agreement for an alleyway to allow a brewery to allow for outside storage.

Councilmember Taylor confirmed this is similar to the agreement with Fife Street brewery.

From the audience, Councilmember Pepper confirmed that the alley is perpendicular to Hale that goes along the side of the building.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-030 approved.

- b. Resolution No. 26-031 – Authorizing the Mayor or City Manager to execute the Lease Agreement between the City of Charleston and The Greater Charleston Theater Company and Entertainment Group, LLC, as contained in the attached exhibit, relating to the lease of the movie theater located at 600 Washington Street, East.

Now, therefore, be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is hereby authorized to execute the Lease Agreement between the City of Charleston and The Greater Charleston Theater Company and Entertainment Group, LLC, as contained in the attached exhibit, relating to the lease of the movie theater located at 600 Washington Street, East.

Mishoe added that the agreement is for a one-year lease to reopen the movie theatre. There is the possibility of two additional one-year terms. The City will get \$.50 for every ticket sold. The company will pay for all utilities, and the City will make some minor upgrades and cleaning to the facility.

Councilmember Jenkins spoke in favor of the resolution.

Councilmember Taylor confirmed that the theatre will show first-run movies in at least nine of the theatres.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-031 approved.

- c. Resolution No. 26-032 – Authorizing the Mayor or City Manager to enter into an Agreement with WesBanco, Inc. for a Standby Letter of Credit in the amount of \$705,000 in favor of Encova for a term starting March 31, 2026 to provide collateral for liability of potential workers’ compensation claims under the City’s large deductible policy. The letter of credit is subject to review and final approval by legal counsel for the City. Cost of the letter is 0.5% of the amount issued plus \$400 documentation fee (\$3,925).

Now, therefore, be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is hereby authorized to enter into an agreement with WesBanco, Inc. for a Standby Letter of Credit in the amount of \$705,000 in favor of Encova for a term starting March 31, 2026 to provide collateral for liability of potential workers’ compensation claims under the City’s large deductible policy. The letter of credit is subject to review and final approval by legal counsel for the City. Cost of the letter is 0.5% of the amount issued plus \$400 documentation fee (\$3,925).

Mishoe added that the yearly agreement is for the City’s workers Compensation claims. The cost is the same as last year.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-032 approved.

- d. Resolution No. 26-033 – Approving the Official Municipal Budget Document for the Fiscal Year 2026-2027, as proposed and included as Exhibit A hereto, inclusive of the Municipal Levy Rates Estimate for Current Expenses and Excess Levy purposes.

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

That the Official Municipal Budget Document for the Fiscal Year 2026-2027, as proposed and included as Exhibit A hereto, inclusive of the Municipal Levy Rates Estimate for Current Expenses and Excess Levy purposes is approved.

Finance Director Andy Wood added that the \$133 million budget is balanced.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-033 approved.

- e. Resolution No. 26-034 – Authorizing the Mayor or City Manager to purchase 27 in-car camera systems from Motorola Solutions in the amount of \$147,227.76 for the Charleston Police Department. A West Virginia Department of Homeland Security grant will pay \$133,449.55 and CPD will pay the remaining \$13,778.21 for an extended four-year warranty.

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

That the Mayor or City Manager is authorized to purchase 27 in-car camera systems from Motorola Solutions in the amount of \$147,227.76 for the Charleston Police Department. A West Virginia Department of Homeland Security grant will pay \$133,449.55 and CPD will pay the remaining \$13,778.21 for an extended four-year warranty.

Mishoe added that the grant agreement will only pay for products and services for the one-year grant period, so the City will pay for the extended warranty. Twelve of the units are for the newly purchased vehicles and the remainder will be replacements.

From the audience, Councilmember Snodgrass confirmed the Deputy Chief Webb that the fleet cars in the parking garage above the bus station are primarily waiting to go to auction.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-034 approved.

- f. Resolution No. 26-035 – Authorizing the Mayor or City Manager to purchase a new Ford F150 Long Bed pickup truck for the Charleston Fire Department from Thornhill Ford Auto Group in the amount of \$45,200.00, to replace unit 425, 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 F150 Long Bed pickup truck for the Charleston Fire Department from Thornhill Ford Auto Group in the amount of \$45,200.00, to replace unit 425, pursuant to a competitively bid statewide contract.

Mishoe added that the vehicle purchase was budgeted for in the current budget.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-035 approved.

- g. Resolution No. 26-036 – Authorizing the Mayor or City Manager to purchase a total of twelve sets of turnout gear for the Charleston Fire Department from Witmer Public Safety in the amount of \$43,903.00, to furnish remaining personnel with a second set of gear, 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 twelve sets of turnout gear for the Charleston Fire Department from Witmer Public Safety in the amount of \$43,903.00, to furnish remaining personnel with a second set of gear, where the price was determined pursuant to a competitively sourced Sourcewell contract.

Mishoe added that the gear will be used as backups for the Fire Department. This will complete the backup sets for the entire Department.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-036 approved.

- h. Resolution No. 26-037 – Authorizing the Mayor or City Manager to purchase a new Ford F250 Regular Cab 4x4 Pick Up Truck for the Public Grounds Department from Thornhill Ford Auto Group in the amount of \$43,603.00, to replace the Public Grounds Carriage Trail truck on a regular replacement schedule, pursuant to a competitively bid statewide contract. This purchase is funded by the continued support of The Mr. and Mrs. Richard Ayre Fund, administered by the Greater Kanawha Valley Foundation.

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 Regular Cab 4x4 Pick Up Truck for the Public Grounds Department from Thornhill Ford Auto Group in the amount of \$43,603.00, to replace the Public Grounds Carriage Trail truck on a regular replacement schedule, pursuant to a competitively bid statewide contract.

Mishoe added that the vehicle will be used by Public Grounds for the Carriage Trail and is funded by The Mr. and Mrs. Richard Ayre Fund, administered by the Greater Kanawha Valley Foundation.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-037 approved.

III. BILLS:

- a. Bill No. 8069 – A BILL to amend and reenact Article II, Section 54-71 and 54-74 of the Municipal Code of the City of Charleston, relating to adding a definition for paramedic intercept and adding the paramedic intercept fee to the schedule of charges for ambulance services.

Now, therefore, be it ordained by the Council of the City of Charleston:

That Article II, Sections 54-71 and 54-74 of the Municipal Code of the City of Charleston is hereby amended to read as follows:

ARTICLE II. - FIRE DEPARTMENT

DIVISION 2. - EMERGENCY MEDICAL SERVICES DIVISION

Sec. 54-71. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*ALS* means advanced life support administered by a paramedic. ALS-1 means the patient receives treatment such as Monitor, NTG, 2 or less IV, IM, SQ, IO, LS medications going to an emergency department. ALS-2 means the patient receives advanced ALS treatment such as intubation, defibrillation, chest decompression or 3 or more IV, IM, SQ, IO, SL medications. ALS-N means non-emergency transportation where ALS is administered.

*Ambulance* means any motor vehicle equipped with advanced life support and basic life support equipment capable of transporting a patient in a reclining position.

*Ambulance service system* means an organized, fully coordinated network of individuals capable of effecting a fully coordinated response to every emergency medical incident, modified appropriately by the context of the compelling demands upon the system at any point in time. Essential components include but are not limited to:

CPR training of the general public;

Single point termination telephone access to the system;

Fully centralized professional in direct radio contact with each paramedic and ambulance operating in the system;

Continuing medical education in accordance with state requirements;

Advanced life support ambulances;

Rapid response times to all emergencies; and

Routine physician supervision in the treatment of patients.

*BLS* means basic life support administered by an EMT or paramedic. BLS-E means basic

life support provided to a patient going to an emergency department. BLS-N means basic life support provided to patient during non-emergency transportation.

*Emergency medical technician-basic* means one who has successfully completed the course for certification as an emergency medical technician-basic as established by the commissioner or authorities recognized and approved by the commissioner.

*EMS* means emergency medical services.

*Medical director* means a licensed physician appointed by the mayor, with the consent of the city council, who generally is charged with the responsibility of overseeing the ambulance service system from a medical perspective.

*Paramedic* means one who has successfully completed the course for certification as an emergency medical technician-paramedic or paramedic established by the commissioner or authorities recognized and approved by the commissioner.

*Paramedic intercept* means advanced life support (ALS) services that are provided to a patient that is being transported by an entity other than the Charleston Fire Department. These services include, but are not limited to, paramedic assessments for patients transported in a vehicle operated by another governmental entity.

Sec. 54-74. - Schedule of charges for ambulance services.

In conformity with section 54-43(6) authorizing the Chief of the Fire Department of the City of Charleston to carry out the purposes of this article, including, but not limited to billing, the following charges for ambulance related services are hereby adopted:

ALS-1 loading fee ..... \$681.84

ALS-2 loading fee ..... \$687.39

ALS-N ..... \$681.84

BLS-E loading fee ..... \$414.47

BLS-N ..... \$313.09

Oxygen charge ..... \$25.00

Paramedic intercept fee ..... \$300.00

ALS mileage fee, per mile ..... \$9.02

BLS mileage fee, per mile ..... \$9.02

The city council shall have the right to revise from time to time the schedule of rate and charges enacted herein.

Such schedule of charges shall be effective upon final passage of this section and shall be assessed by and payable to the city collector who is hereby authorized and adopt such rules and regulations as may be necessary for him or her to accomplish the purposes hereof, including but not limited to the right to contract with outside collection services to effect the purposes hereof as he or she may deem appropriate.

Mishoe added that the ambulance fees are set forth in the City's Code. It will add fees associated with CFD paramedics need to provide advanced life support to an ambulance that is not operated by the City.

From the audience, Councilmember Gardner asked what the expected revenue for this was. Mishoe replied that since Kanawha County just changed their billing structure, they are not sure.

Councilmember Burton moved to approve the Bill. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Bill No. 8069 approved.

Councilmember Jenkins thanked the City for providing a great budget, particularly Wood for his hard work on it.

Regarding Resolution No. 26-031, Chief of Staff Matt Sutton thanked Councilmember Pepper, His advocating to bring the International Film Festival to the theater last year showed that the space was needed.

Councilmember Burton motioned to adjourn the meeting.  
Meeting adjourned.