

MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., JUNE 1, 2026
AV ROOM #308, CITY HALL

Joseph Jenkins, Chair, called the meeting of the Charleston City Council Committee on Finance to order at 6:30 p.m., June 1, 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 (arrived at 6:31; 1st vote was for 26-061)
Chad Robinson
Shawn Taylor

Absent:

Other Councilmembers present:

Frank Annie
Caitlin Cook
Chelsea Steelhammer
Emmett Pepper

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Burton asked for unanimous consent to dispense with the reading of the minutes for the May 15, 2026 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

II. RESOLUTIONS:

- a. Resolution No. 26-061 – Authorizing the Mayor or City Manager to execute the Lease Agreement between the City of Charleston and the Supreme Court of Appeals of West Virginia, as contained in the attached exhibit, relating to the lease of parking spaces located on Venable Avenue and California Avenue.

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 Supreme Court of Appeals of West Virginia, as contained in the attached exhibit, relating to the lease of parking spaces located on Venable Avenue and California Avenue.

City Manager Ben Mishoe added that the resolution will renew a lease agreement that the City has had in place for five years for twelve parking spots.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-061 approved.

- b. Resolution No. 26-062 – Authorizing the Mayor or City Manager to enter into a Memorandum of Understanding with the Charleston Sanitary Board for the purchase and implementation of a new billing system under the terms set forth in the attached Exhibit A.

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 a Memorandum of Understanding with the Charleston Sanitary Board for the purchase and implementation of a new billing system under the terms set forth in the attached Exhibit A.

Mishoe added that it is more efficient for the City to work with the Sanitary Board and their new billing system. The amount will be split per users, etc.

Councilmember spoke in favor of the resolution.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-062 approved.

- c. Resolution No. 26-063 – Authorizing the Mayor or City Manager to enter into a Memorandum of Understanding (MOU) with other participating agencies comprising the Metro Drug Enforcement Network Team (MDENT), consistent with Attachment A hereto, that assists the Charleston area offices of the Drug Enforcement Administration, the Federal Bureau of Investigation and the Bureau of Alcohol, Tobacco, Firearms and Explosives to achieve maximum cooperation in combined law enforcement efforts to address drug and related violent crime offenses in Charleston and surrounding communities. The MOU is in effect for a one-year period starting July 1, 2026, and ending June 30, 2027.

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

That the Mayor or City Manager is authorized to enter into a Memorandum of Understanding (MOU) with other participating agencies comprising the Metro Drug Enforcement Network Team (MDENT), consistent with Attachment A hereto, that assists the Charleston area offices of the Drug Enforcement Administration, the Federal Bureau of Investigation and the Bureau of Alcohol, Tobacco, Firearms and Explosives to achieve maximum cooperation in combined law enforcement efforts to address drug and related violent crime offenses in Charleston and surrounding communities. The MOU is in effect for a one-year period starting July 1, 2026, and ending June 30, 2027.

Mishoe added that the resolution is for the annual renewal of the operating agreement with MDENT. It also maintains that the City will continue to be the fiscal agent.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-063 approved.

- d. Resolution No. 26-064 – Authorizing approval of Amendment No. 8 of the FY 2025-2026 General Fund Budget as indicated on the attached list of accounts.

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

That Amendment No. 8 of the FY 2025-2026 General Fund Budget as indicated on the attached list of accounts is approved.

Finance Director Andy Wood added that the amendment take \$1.2 million from the Health Care Reserve Fund to the General Fund to supplement the budget for retirees.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-064 approved.

- e. Resolution No. 26-065 – Adopting the proposed Fiscal Year 2026-2027 Parking System budget as indicated within the attached document.

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

That the proposed Fiscal Year 2026-2027 Parking System budget as indicated within the attached document is approved.

Wood added that the Parking System operates at a surplus every year. That surplus is transferred to the Maintenance Fund. Revenue is expected to be stable.

Councilmember Taylor complimented Parking Director Terri Allen.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-065 approved.

- f. Resolution No. 26-066 – Authorizing the Mayor or City Manager to purchase a total of three Ford F-150 Extended Cab 4x4 Trucks – two for the Charleston Public Grounds Department and one for Springhill Cemetery – from Thornhill Ford in the amount of \$42,396.00 per unit, for a total price of \$127,188.00, to replace vehicles 202 for Springhill and 360 & 365 for Public Grounds in the regular fleet rotation schedule, where the price was determined 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 total of three Ford F-150 Extended Cab 4x4 Trucks from Thornhill Ford in the amount of \$42,396.00 per unit, for a total price of \$127,188.00, where the price was determined pursuant to a competitively bid Statewide contract.

Mishoe added that the resolution will replace three pickup trucks. The purchases are budgeted for in the General Budget.

Councilmember Taylor added that he is on the Spring Hill Cemetery Board.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-066 approved.

- g. Resolution No. 26-067 – Receiving the Work Plan Summary of the City Center Business Improvement District, approving the proposed budget of the City Center Business Improvement District for the 2026-2027 fiscal year, and maintaining the same levying rate of annual fees for the City Center Business Improvement District on each private for-profit property owner within the District.

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

That the Work Plan Summary of the City Center Business Improvement District is received; that the proposed budget of the City Center Business Improvement District for the 2026-2027 fiscal year, as attached as Exhibit A hereto, is approved; and that, and the rate of annual fees for the City Center Business Improvement District on each private for-profit property owner within the District remains levied at the equation of (total land lot size square footage x .075) + (total building square footage x .03325).

Mishoe added that the assessments have not changed since last year.

Councilmember Ceperley compliments the Business Improvement District.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-067 approved.

- h. Resolution No. 26-068 – Authorizing the Mayor or City Manager to approve and execute multiple Change Orders collectively referred to as Change Order No. 2, relating to the Charleston Fire Department station renovation project in the total amount of \$57,420.81 to address multiple owner-requested changes and other changes due to unforeseen conditions discovered during the course of the project.

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

That the Mayor or City Manager is authorized to approve and execute multiple Change Orders collectively referred to as Change Order No. 2, relating to the Charleston Fire Department station renovation project in the total amount of \$57,420.81 to address multiple owner-requested changes and other changes due to unforeseen conditions discovered during the course of the project. The pricing details related to Change Order No. 2 are indicated in Exhibit A. The new total contract price approved is \$4,308,183.55.

Mishoe added that the change order constitutes only 2.5% of the total contract cost.

Mayor Goodwin added that since it has been a very long time since the fire stations were upgraded, the City wants to do it correctly.

Councilmember Robinson confirmed that there have been discussions about purchasing the surrounding properties for some of the same stations.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-068 approved.

Councilmember Burton motioned to adjourn the meeting.
Meeting adjourned.