



CITY OF CHARLESTON West Virginia



Council Member – 12th WARD

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Finance Committee, Chair
Parking Committee, Chair
Ordinance and Rules Committee

AGENDA
FINANCE COMMITTEE MEETING
Monday, July 20, 2026
6:30 PM

AV ROOM #308, CITY HALL, CHARLESTON, WV

AVAILABLE TO VIEW VIA LIVESTREAM AT <https://charlestonwv.civicclerk.com/web/home.aspx>

I. DISCUSSION:

- a. Approval of Previous Minutes 7-6-2026

II. RESOLUTIONS:

- a. Resolution No. 26-085 - Authorizing approval of Amendment No. 1 of the FY 2026-2027 General Fund Budget.
- b. Resolution No. 26-086 - Authorizing the Mayor or City Manager to approve and execute multiple Change Orders relating to the Charleston Fire Department station renovation project to address multiple changes due to unforeseen conditions discovered during the course of the project.
- c. Resolution No. 26-087 - Authorizing the Mayor or City Manager to enter into an agreement with the West Virginia Division of Highways and the Regional Intergovernmental Council to receive funding and administer bidding and construction for a lighting improvement project within the Business Improvement District.
- d. Resolution No. 26-088 - Authorizing the Mayor or City Manager to enter into an agreement with the West Virginia Division of Highways and the Regional Intergovernmental Council to receive funding and administer bidding and construction for a sidewalk improvement project within the City of Charleston.
- e. Resolution No. 26-089 - Authorizing the Mayor or City Manager to enter into an agreement with the West Virginia Division of Highways and the Regional Intergovernmental Council to receive funding and administer bidding and construction for paving of Federal Aid Non-State roads within the City of Charleston.

- f. Resolution No. 26-090 - To approve a new agreement between the City and the Kanawha Animal Shelter.

***Meetings may be recorded and broadcast via internet <https://charlestonwv.civicclerk.com>**

MINUTES
FINANCE COMMITTEE MEETING
6:30 P.M., JUNE 15, 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., July 6, 2026.

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

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

Absent:
Brent Burton, Vice Chair

Other Councilmembers present:
Frank Annie
Chelsea Steelhammer
Emmett Pepper
Harper Gardner
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 June 15, 2026 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

I. RESOLUTIONS:

- a. Resolution No. 26-076 – Authorizing the Mayor or City Manager to enter into a one-year open-ended contract with Smith Concrete for the purchase of various classes of cement at the following rates that were determined pursuant to a competitive bidding process:

Class A - \$204.90 per ton
Class B - \$201.90 per ton
Class C - \$198.90 per ton
Class D - \$195.90 per ton
Flow-able Fill - \$189.90 per ton

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 one-year open-ended contract with Smith Concrete for the purchase of various classes of cement at the following rates that were determined pursuant to a competitive bidding process:

Class A - \$204.90 per ton
Class B - \$201.90 per ton
Class C - \$198.90 per ton
Class D - \$195.90 per ton
Flow-able Fill - \$189.90 per ton

City Manager Ben Mishoe added that the resolution is for a competitive annual bid to secure the rates of cement. Two bids were received. There is no minimum purchase required.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-076 approved.

- b. Resolution No. 26-077 – Approving Second Supplemental Resolution Series 2026 A Charleston Sanitary Board (4909-8656-9298) as it relates to bonding conditions.

Mishoe added that the resolution and those that follow are related to the Magazine Branch Charleston Sanitary Board Sewer Improvement Project. Resolution No. 26-077 will authorize a new issuance for just over \$18 million. The following five resolutions are to restructure the existing bonds to add surety. This will free up approximately \$6 million that can be used for the project.

City Attorney Joseph Baldwin added that there will not be any rate increases associated with these bonds.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-077 approved.

- c. Resolution No. 26-078 – Resolution No. 26-078 - Approving Second Supplemental Resolution Series 2020 A Charleston Sanitary Board (4905-1324-6136) as it relates to bonding conditions.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-078 approved.

- d. Resolution No. 26-079 – Resolution No. 26-079 - Approving Second Supplemental Resolution Series 2013 A Charleston Sanitary Board (4908-6333-9192) as it relates to bonding conditions.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-079 approved.

- e. Resolution No. 26-080 – Resolution No. 26-080 - Approving Second Supplemental Resolution Series 2011 A Charleston Sanitary Board (4934-8733-4328) as it relates to bonding conditions.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-080 approved.

- f. Resolution No. 26-081 – Resolution No. 26-081 - Approving Second Supplemental Resolution Series 2005 A Charleston Sanitary Board (4916-6733-2792) as it relates to binding conditions.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-081 approved.

- g. Resolution No. 26-082 – Resolution No. 26-082 - Approving Second Supplemental Resolution Series 2008 A Charleston Sanitary Board (4907-0978-6552) as it relates to bonding conditions.

Councilmember Taylor moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-082 approved.

Councilmember Taylor motioned to adjourn the meeting.
Meeting adjourned.

Resolution No. 26-085

Introduced in Council:

Adopted by Council:

July 20, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

- 1 Resolution No. 26-085 - Authorizing approval of Amendment No. 1 of the FY 2026-2027 General
- 2 Fund Budget as indicated on the attached list of accounts.
- 3
- 4 Be it Resolved by the Council of the City of Charleston, West Virginia:
- 5
- 6 That Amendment No. 1 of the FY 2026-2027 General Fund Budget as indicated on the attached
- 7 list of accounts is approved.

General Fund FY 2026-2027 Budget Amendment No. 01 - July 20, 2026

Revenues and Fund Balances										
Account No.						Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
1001 00 00000 000 000 329500						Fund Balance	Non-Spendable Fund Balance	-	298,622	298,622
1001 00 00000 000 000 430500						Revenue	Business & Occupation Tax	53,660,000	(298,622)	53,361,378
Net Increase/(Decrease) to Revenues									-	
Expenditures										
Account No.						Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
Net Increase/(Decrease) to Expenditures									-	
Description:										
Nonspendable Fund Balance - To recognize nonspendable fund balances for Prepaid Insurance expenses.										

Revenues and Fund Balances												
Account No.					Department		Account Description		Current Amount	Increase/ (Decrease)	Amended Amount	
1001 00 00000 000 000 329500					Fund Balance		Restricted Fund Balance - Debt Service		-	57,068	57,068	
1001 00 00000 000 000 430500					Revenue		Business & Occupation Tax		53,361,378	(57,068)	53,304,310	
Net Increase/(Decrease) to Revenues										-		
Expenditures												
Account No.					Department		Account Description		Current Amount	Increase/ (Decrease)	Amended Amount	
											-	
Net Increase/(Decrease) to Expenditures										-		
Description:												
<u>Restricted Fund Balance</u> - To recognize funds restricted for Ball Park Debt Service.												

Revenues and Fund Balances									
Account No.		Department		Account Description		Current Amount	Increase/ (Decrease)	Amended Amount	
1001	00	00000	000	000	329500 Fund Balance	Unassigned Fund Balance	3,000,000	851,854	3,851,854
Net Increase/(Decrease) to Revenues								851,854	
Expenditures									
Account No.		Department		Account Description		Current Amount	Increase/ (Decrease)	Amended Amount	
1001	10	41200	000	000	522300 City Manager's Office	Professional Services	329,000	100,000	429,000
1001	10	41700	000	000	522900 City Attorney	Claims & Damages	750,000	450,000	1,200,000
1001	10	42100	000	000	510310 MOECD	Salaries & Wages - Part Time	20,000	157,319	177,319
1001	10	42100	000	000	510400 MOECD	FICA	34,753	12,035	46,788
1001	10	42400	000	000	556800 Main Streets Program	Contributions to Others	75,000	62,500	137,500
1001	80	98000	C18	000	645900 Capital Outlay - Social Services	Cemetery - Equipment	90,000	70,000	160,000
Net Increase/(Decrease) to Expenditures								851,854	
Description:									
Unassigned Fund Balance - To recognize the unassigned balance for items budgeted but not purchased in FY 2026									

Resolution No. 26-086

Introduced in Council:

July 20, 2026

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

Finance

Resolution No. 26-086 - Authorizing the Mayor or City Manager to approve and execute multiple Change Orders collectively referred to as Cumulative Change Order No. 3, relating to the Charleston Fire Department station renovation project in the total amount of \$60,285.40 to address multiple 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 Cumulative Change Order No. 3, relating to the Charleston Fire Department station renovation project in the total amount of \$60,285.40 to address multiple changes due to unforeseen conditions discovered during the course of the project. The pricing details related to Cumulative Change Order No. 3 are indicated in Exhibit A. The new total contract price approved is \$4,352,070.74.

Cumulative Change Order #1

CO Number	Cost	Station	Description	CMO Approval	Work Status
CO1	17,310.25	4	Replace rotten wood; corrected electrical room ceiling; fill old sewer line under addition	Approved	Completed
CO2	0.00	4 & 2	Add 14 days due to asbestos delay	Approved	Completed
CO5	2,259.26	2	Owner-requested change to design of study room	Approved	Completed
CO6	1,447.80	2	Relocation of shower wall; replace rotten shower wall material	Approved	Completed
Total	21,017.31				

Cumulative Change Order #2

CO Number	Cost	Station	Description	CMO Approval	Work Status
CO3.1	24,290.84	4	Gas leaking at Station 4 - internal lines need replaced	Approved	Completed
CO4	5,454.59	4	Owner-requested cleaning and painting apparatus bay at Station 4	Approved	Completed
Total	29,745.43				

Approved by Council - February 2, 2026

New Contract Total **\$4,250,762.74****Cumulative Change Order #3**

CO Number	Cost	Station	Description	CMO Approval	Work Status
CO7.1	14,589.39	2	Kitchen and Laundry Rooms - electrical and plumbing work	Approved	Completed
CO8		4	Range Hood	Rejected	
CO9		4	Painting Stairs	Rejected	
CO10	2,763.86	4	HVAC would not fit in location - attic and rafter work to accommodate	Approved	Completed
CO11.1	3,072.78	4	Additional Kitchen Cabinets due to change in range and range hood size	Approved	Completed
CO12.1	886.52	2	Cabinet Modifications due to larger range hood	Approved	Completed
CO13		4	Adding Additional Countertop to Kitchen at Station 4	Rejected	
CO14		2	Adding Additional Countertop to Kitchen at Station 2	Rejected	
CO15	1,915.71	2	Modification of keying system - addition of keypad to exterior door	Approved	Pending
CO16.1	1,483.99	8	Flashing and sealant modification and labor on new deck at Station 8	Approved	Pending
Total	24,712.25				

Approved

New Contract Total **\$4,275,474.99****Cumulative Change Order #4**

CO Number	Cost	Station	Description	CMO Approval	Work Status
CO17	2,443.47	2	Add additional gas line to roof for make up air unit and accessories	Approved	Completed
CO18.1	14,371.76	5	Owner requested change to kitchen design; add new door at rear; add larger showers	Approved	Completed
CO19	16,398.21	5	Addition of concrete patio in rear of building to the new retaining wall	Rejected	
CO20.1	(504.88)	1	Remove deck from scope; owner-requested change to kitchen design; add larger showers	Approved	Completed
Total	16,310.35				

Amount Approved by Council

June 1, 2026: **\$4,308,183.55**

New Contract Total

(after rejecting CO19) **\$4,291,785.34****Cumulative Change Order #5**

CO Number	Cost	Station	Description	CMO Approval	Work Status
CO21	24,582.25	5	Station 5 subfloor replacement - Wooden with new composite floor	Approved	Completed
CO22		5	Concrete subfloor - Alternate Option to CO21	Rejected	
CO23	22,582.25	1	Replace ductwork in Station 1	Pending	
CO24	2,749.19	1	Gas line extension	Pending	
CO25	10,371.71	5	Exterior waterproofing for basement issues that were not cured by internal waterproofing	Pending	
Total	60,285.40				

Pending Council Approval

New Contract Total **\$4,352,070.74**

Total Change Orders:

3.62%