

MINUTES  
FINANCE COMMITTEE MEETING  
6:30 P.M., JULY 20, 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 20, 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:

Frank Annie  
Emmett Pepper  
Chelsea Steelhammer  
Harper Gardner  
Joe Solomon  
Beth Kerns

I. DISCUSSION:

a. Approval of Previous Minutes - Councilmember Burton asked for unanimous consent to dispense with the reading of the minutes for the July 6, 2026 meeting and that they be approved as distributed. There were no objections, and the minutes were approved.

I. RESOLUTIONS:

- a. Resolution No. 26-085 – Authorizing approval of Amendment No. 1 of the FY 2026-2027 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. 1 of the FY 2026-2027 General Fund Budget as indicated on the attached list of accounts is approved.

Finance Director Andy Wood added that the amendment will roll over certain balances that were restricted or not spendable due to various reasons as well as funds for items that have been earmarked but not yet spent that includes the bike study and equipment.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-085 approved.

- b. 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.

City Manager Ben Mishoe added that they decided not to proceed with a renovation from a previous change order. The proposed change order includes issues with the sub-floor at Station #5, Station #1 ductwork and waterproofing at Station #1.

Councilmember Robinson suggested that the lot on the corner of 50<sup>th</sup> street for the use of Station #6 would get rid of two eyesores.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-086 approved.

- c. Resolution No. 26-087 – Authorizing the Mayor or City Manager to enter into one or more agreements with the Regional Intergovernmental Council (“RIC”) and the west Virginia Division of Highways in substantially the same form as the attached Exhibit, to administer various grant funds related to a lighting improvement project in the downtown Business Improvement District (“BID”), and authorizing a related MOU between the City, CURA, and the BID for the same. Per the Agreements, the City will receive \$252,000 of funding from the WV DOH via the RIC, while CURA and the BID will provide the remaining funding including any necessary fiscal match.

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”) and the west Virginia Division of Highways in substantially the same form as the attached Exhibit, to administer various grant funds related to a lighting improvement project in the downtown Business Improvement District (“BID”), and authorizing a related MOU between the City, CURA, and the BID for the same. Per the Agreements, the City will receive \$252,000 of funding from the WV DOH via the RIC, while CURA and the BID will provide the remaining funding including any necessary fiscal match.

City Manager Ben Mishoe added that the resolution will allow the City to work with RIC and DOH to provide funding for lighting improvements within the Business Improvement District. The City is not providing funds directly, but will be acting as the fiscal agents for the funds.

From the audience, Councilmember Pepper confirmed with Mishoe that a completed design is ready to be put out to bid. Susie Salisbury added that the lights will have electrical boxes to use for special event lighting.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-087 approved.

- d. Resolution No. 26-088 – Authorizing the Mayor or City Manager to enter into one or more agreements with the Regional Intergovernmental Council (“RIC”) and the west Virginia Division of Highways in substantially the same form as the attached Exhibit, to receive and administer \$2,000,000 of funding related to a sidewalk improvement design and construction project, where the City’s matching funds will total \$500,000 as approved by Resolution No. 924-24 on February 5, 2024.

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”) and the west Virginia Division of Highways in substantially the same form as the attached Exhibit, to receive and administer \$2,000,000 of funding related to a sidewalk improvement design and construction project, where the City’s matching funds will total \$500,000 as approved by Resolution No. 924-24 on February 5, 2024.

City Manager Ben Mishoe added that funding requires a 3-way agreement.

Councilmember Jenkins confirmed with Mishoe that specific sidewalks have been identified by the City as being the most in need. Mishoe added that the design work is likely to be 6-10% of the budget, but that cannot be verified until bids are received.

From the audience, Councilmember Solomon wanted to confirm the sidewalks were all on/adjacent to public properties. Mishoe replied that the locations were both adjacent to public and private properties. While property owners are responsible for the adjacent sidewalk, specific private areas were chosen as they were deemed to be highly trafficked areas.

From the audience, Councilmember Pepper confirmed with Chief of Staff Matt Sutton that the focus for choosing the areas was major walking areas to improve public safety. From the audience, Councilmember Solomon added that he would like to work to develop plans to utilize funds to improve sidewalks in other neighborhoods.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-088 approved.

- e. Resolution No. 26-089 – Authorizing the Mayor or City Manager to enter into one or more agreements with the Regional Intergovernmental Council (“RIC”) and the west Virginia Division of Highways in substantially the same form as the attached Exhibit, to receive and administer \$1,139,200 of funding for the paving of approximately 4.6 miles of City Streets designated as Federal Aid Non-State routes (“FANS Routes”), and approving the City’s 20% matching funds of \$284,800.

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”) and the west Virginia Division of Highways in substantially the same form as the attached Exhibit, to receive and administer \$1,139,200 of funding for the paving of approximately 4.6 miles of City Streets designated as Federal Aid Non-State routes (“FANS Routes”), and approving the City’s 20% matching funds of \$284,800.

City Manager Ben Mishoe added that the roads mentioned are owned by the City but qualify for Federal funding. The required matching funds will come from the Paving Budget.

Councilmember Robinson confirmed with Mishoe that these roads require specific guidelines from the State, so the standard paving contract cannot be used for them.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-089 approved.

- f. Resolution No. 26-090 – Authorizing the Mayor or City Manager to enter into an Agreement with Kanawha-Charleston Humane Association for animal sheltering services. The Agreement is attached hereto as Exhibit A. The Agreement will be in effect for an initial three-year period, starting July 1, 2026, and ending June 30, 2029.

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

That the Mayor or City Manager is authorized to enter into an Agreement with Kanawha-Charleston Humane Association for animal sheltering services. The Agreement is attached hereto as Exhibit A. This Agreement will be in effect for an initial three-year period, starting July 1, 2026, and ending June 30, 2029.

City Manager Ben Mishoe added that all parties have agreed to the terms of the contract.

Councilmember Jenkins confirmed with Mishoe that changes include: the removal of some “mandatory” services such as some requirement with the Charleston Fix’em Clinic and microchips. The TNR program will stay in place. It will also guarantee that there will be availability for cases deemed as emergencies.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-090 approved.

- g. Resolution No. 26-091 – Authorizing the Mayor or City Manager to enter into an MOU with Mountwest Community and Technical College to provide textbooks and three semesters of paramedic training courses for 6 members of the Charleston Fire Department, where the prices are set forth in the MOU and the anticipated total cost is \$37,000.

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

That the Mayor or City Manager is authorized to enter into an MOU with Mountwest Community and Technical College to provide textbooks and three semesters of paramedic training courses for 6 members of the Charleston Fire Department, where the prices are set forth in the MOU and the anticipated total cost is \$37,000.

Councilmember Jenkins confirmed that price was a large factor for why they weren't using the closer Bridge Valley. The City provides transportation to the classes.

Councilmember Burton moved to approve the Resolution. With members present recorded thereon as voting unanimously in the affirmative, Chairperson Jenkins declared Resolution No. 26-091 approved.

Councilmember Burton motioned to adjourn the meeting.  
Meeting adjourned.