



# City of South Charleston

Frank A. Mullens Jr.  
Mayor

## AGENDA

REGULAR COUNCIL MEETING

November 21, 2024

1. ROLL CALL
2. PRAYER
3. PLEDGE OF ALLEGIANCE TO OUR FLAG
4. MINUTES OF PREVIOUS MEETING: Regular Meeting: 11-7-24
5. CITY'S MONTHLY FINANCIAL STATEMENT
6. PETITIONS, COMMUNICATIONS AND PUBLIC HEARINGS

a. . Recognize J.B. Akers (Mayor)
b. Approve closing street from 6 <sup>th</sup> to 7 <sup>th</sup> Avenue from Oaks Street to Hog Alley for Christmas tree lighting ceremony on Friday December 6 <sup>th</sup> (Mayor)
c. Approve closing streets from 1 <sup>st</sup> Avenue to 7 <sup>th</sup> Avenue on Saturday December 7 <sup>th</sup> for Christmas Parade (Mayor)
d.
e.
f.
g.
h.
i.
j.
k.
j.

7. CONSIDERATION OF BIDS
8. REPORT OF RECREATION COMMITTEE
9. REPORT OF FIRE CHIEF
10. REPORT OF POLICE CHIEF
11. REPORT OF SANITARY BOARD MANAGER/ENGINEER
12. REPORT OF CITY MANAGER
13. REPORT OF PUBLIC WORKS DIRECTOR
14. REPORT OF CITY ATTORNEY
15. REPORT OF CITY TREASURER
16. COMMITTEE REPORTS
17. MISCELLANEOUS BUSINESS
18. ADJOURNMENT

**JOURNAL OF THE COUNCIL**  
**CITY OF SOUTH CHARLESTON**

The council met in its chambers in City Hall on November 7, 2024 at 7:30 p.m., DST for the first meeting and was called to order by Mayor Mullens.

Margie Spence, City Clerk, called the roll and the following members were present:

Tommy Spurlock	Bob Lilly
Kathleen Walker	Westley Smolder
Laura Marker	Kent Rymer
Adam Strider	David DiFilippo
	Mayor Mullens

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**PRAYER**

Given by Kent Rymer.

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**PLEDGE OF ALLEGIANCE**

Led by Margie Spence, City Clerk.

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**ALSO IN ATTENDANCE**

Hunter Moles, Recreation Director  
Virgil White, Chief, Fire Department  
Brad Rinehart, Chief, Police Department  
Gerald Burgy, Building Inspector  
Steve DeBarr, Engineering  
Jake Arnold, Director, Public Works Department  
Marey Casey, City Attorney  
Hannah Parsons, City Treasurer

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**MINUTES OF PREVIOUS MEETING**

It was moved by Mrs. Walker; seconded by Mr. Lilly to approve the minutes of the October 17, 2024 council meeting. This passed by a unanimous voice vote.

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FINANCIAL REPORT

None.

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PETITIONS, COMMUNICATIONS AND PUBLIC HEARINGS

RESOLUTION AUTHORIZING CITY OFFICIALS TO TAKE ANY AND ALL ACTIONS NECESSARY TO ACCEPT A GRANT FROM CXS PRIDE IN SERVICE FOR THE CITY OF SOUTH CHARLESTON FIRE DEPARTMENT AND TO FURTHER ADMINISTER THE GRANT AS REQUIRED BY THE BRANT AGREEMENT (MAYOR)

It was moved by Mrs. Walker; seconded by Mr. Smolder to approve the resolution. This passed by a unanimous voice vote.

RESOLUTION AUTHORIZING CITY OFFICIALS TO TAKE ANY AND ALL ACTIONS NECESSARY TO ACCEPT A GRANT FROM DOW CORPORATION FOR THE CITY OF SOUTH CHARLESTON FIRE DEPARTMENT AND TO FURTHER ADMINISTER THE GRANT AS REQUIRED BY THE GRANT AGREEMENT(MAYOR)

It was moved by Mr. Smolder; seconded by Mr. Lilly to approve the resolution. This passed by a unanimous voice vote.

RESOLUTION AUTHORIZING CITY OFFICIALS TO TAKE ANY AND ALL ACTIONS NECESSARY TO ACCEPT A GRANT FROM THE KANAWHA COUNTY COMMISSION – FIRE PROTECTION FUNDS FOR THE CITY OF SOUTH CHARLESTON FIRE DEPARTMENT AND TO FURTHER ADMINISTER THE GRANT AS REQUIRED BY THE GRANT AGREEMENT (MAYOR)

It was moved by Mrs. Marker; seconded by Mr. Spurlock to approve the resolution. This passed by a unanimous voice vote.

RESOLUTION AUTHORIZING CITY OFFICIALS TO TAKE ANY AND ALL ACTIONS NECESSARY TO ACCEPT A GRANT FROM THE KANAWHA COUNTY COMMISSION – PUBLIC SAFETY GRANT FUNDS FOR THE CITY OF SOUTH CHARLESTON FIRE DEPARTMENT AND TO FURTHER ADMINISTER THE GRANT AS REQUIRED BY THE GRANT AGREEMENT (MAYOR)

It was moved by Mrs. Marker; seconded by Mr. Lilly to approve the resolution. This passed by a unanimous voice vote.



**RESOLUTION AUTHORIZING CITY OFFICIALS TIO TAKE ANY AND ALL ACTIONS NECESSARY TO ACCEPT A GRANT FROM THE KANAWHA COUNTY COMMISSION – COAL SEVERANCE GRANT FUNDS FOR THE CITY OF SOUTH CHARLESTON FIRE DEPARTMENT AND TO FURTHER ADMINISTER THE GRANT A REQUIRED BY THE GRANT AGREEMENT (MAYOR)**

It was moved by Mrs. Walker; seconded by Mr. Rymer to approve the resolution. This passed by a unanimous voice vote.

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**BIDS**

**ROOF MATERIAL – FARMER’S MARKET**

It was moved by Mr. Lilly; seconded by Mr. Spurlock to award the bid to Builder’s FirstSource for roof structure material in the amount of \$63,179.62. This passed by a unanimous roll call vote.

**PARK PLACE WATER LINE MATERIAL**

It was moved by Mr. Lilly; seconded by Mrs. Marker to award the bid to CITCO Water for various water line materials in the amount of \$332,573.53. This passed by a unanimous roll call vote.

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**REPORT OF RECREATION DIRECTOR** – No written report. Mr. Moles stated there will be a Marshall Arts exhibition next weekend.

**REPORT OF FIRE CHIEF** – No written report.

**REPORT OF POLICE CHIEF** – No written report.

**REPORT OF SANITARY BOARD MANAGER/ENGINEER** – No written report.

**REPORT OF CITY MANAGER** – No written report.

**REPORT OF PUBLIC WORKS DIRECTOR** – No written report.

**REPORT OF CITY ATTORNEY** – No written report.

**REPORT OF CITY TREASURER** – No written report.

**COMMITTEE REPORTS**

None.

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**MISCELLANEOUS BUSINESS**

Councilman Smolder stated the first annual Harvest Festival was a success and thanked all city workers who helped.

Mayor Mullens announced that Little Creek Park will have Christmas lights this year.

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**ADJORNMENT**

It was moved by Mr. Rymer; seconded by Mr. Smolder to adjourn the meeting. The meeting was adjourned at 7:50 pm.

**APPROVAL**

Approved this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Frank A. Mullens, Jr. Mayor

ATTEST:

\_\_\_\_\_  
Margie Spence, City Clerk

## **FINANCE COMMITTEE**

**November 21, 2024**

The South Charleston Finance Committee will meet at **7:15P.M.** We will meet in the Finance Room at South Charleston City Hall.

### **APPROVAL OF MINUTES:**

- Approval of minutes for regular meeting October 17, 2024.

### **OLD BUSINESS:**

### **NEW BUSINES:**

### **BUDGET PERFORMANCE:**

- Financials for Month Ending October 31, 2024- Hannah Parsons

### **MISCELLANEOUS:**

### **EXCUTIVE SESSION:**

### **ADJOURNMENT:**

## FINANCE COMMITTEE MEETING

October 17, 2024

The South Charleston Finance Committee met on Thursday at 7:15 p.m. in the Council Chambers at City Hall.

Present:

David DiFilippo, Finance Chairman  
Wesley Smolder, Councilman  
Tommy Spurlock, Councilman  
Kent Rymer, Councilman  
Adam Strider, Councilman  
Laura Marker, Councilwoman

Kathleen Walker, Council President  
Hannah Parsons, City Treasurer  
Rick Atkinson, City Manager  
Marey Casey, City Attorney  
Steve Debarr, City Engineer  
Mayor Mullens

Mayor Mullens called the meeting to order at 7:15 p.m.

### MINUTES OF PREVIOUS MEETING:

Regular meeting October 17, 2024 were approved by **Kent Rymer** and seconded by **Laura Marker**.

### OLD BUSINESS:

### NEW BUSINESS:

**Hannah Parsons** presented bids for roof materials for the Farmer's Market. Quotes were submitted by Builder's First Source, Lowes Pro, and 84 Lumber. The low bid was from Builder's First Source. A motion was made to accept the bid from Builder's First Source by **Kent Rymer** and seconded by **Laura Marker**.

**Hannah Parsons** next presented the Monthly Collections for Fiscal Year 2025. She stated that revenue had increased by 15.92%.

Lastly **Hannah Parsons** presented bids for water line materials for Park Place. Sealed quotes were submitted by two local source suppliers. Citco Water had the low bid and a motion was made to accept the bid from Citco Water by **Kent Rymer** and seconded by **Laura Marker**.

### BUDGET PERFORMANCE:



**MISCELLANEOUS BUSINESS:**

Meeting was adjourned at 7:28 p.m.

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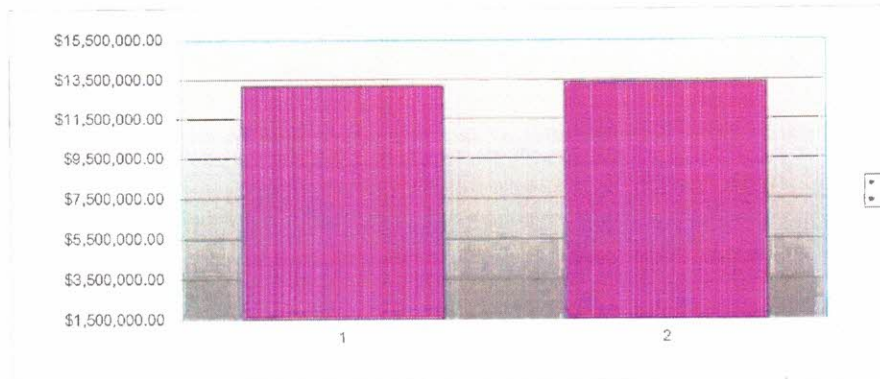
Frank A. Mullens, Jr., Mayor

Respectfully Submitted,  
Trina Rucker  
Finance Committee Secretary

10/31/24  
 Monthly Summary

Utilities			\$ 131,125.98
Salaries			
	Wages	\$ 752,724.90	
	FICA	\$ 42,475.90	
	OT	\$ 173,600.81	
	Group Insurance	\$ 65,327.00	
			Total Salaries \$1,034,128.61
Retirement			\$ 32,702.72
Insurance			
	Premium	\$ 101,651.55	
	Express Scripts	\$ 71,108.48	
	Claims	\$ 171,191.37	
	Health Clinic	\$ 55,772.71	
			Total Health Ins \$ 399,724.11
			Total Combined \$1,597,681.42

		Current Month	Total for FY
Total Monthly Expenses	35.76%	\$ 2,379,942.42	\$ 13,184,844.78
Monthly Revenues	39.61%	\$ 4,582,079.50	\$ 13,370,593.05



**City of South Charleston**

Summary Budget Comparison - Revenue Listing  
From 10/1/2024 Through 10/31/2024

Account Title	Account...	Total Budget	YTD Budget	Current Month	YTD Actual	Percent Total Budget Used - Original
Ad Valorem Taxes	3301					
Not Dept Specific	0	6,676,000.00	2,225,332.00	903,247.96	3,722,685.84	55.76%
Tax Penalties and Interest	3302					
Not Dept Specific	0	50,000.00	16,668.00	7,903.53	19,430.58	38.86%
Gas & Oil Severance Tax	3303					
Not Dept Specific	0	100,000.00	33,332.00	0.00	0.00	0.00%
Public Utility Tax	3304					
Not Dept Specific	0	650,000.00	216,668.00	1,036.09	111,200.92	17.10%
Gross Sale Tax	3305					
Not Dept Specific	0	14,250,000.00	4,750,000.00	1,690,063.65	6,075,895.57	42.63%
Wine & Liquor Tax	3306					
Not Dept Specific	0	150,000.00	50,000.00	26,497.76	54,583.48	36.38%
Hotel & Motel Tax	3308					
Not Dept Specific	0	625,000.00	208,332.00	45,928.79	216,824.97	34.69%
Sales Tax	3314					
Not Dept Specific	0	6,000,000.00	2,000,000.00	1,531,379.51	1,531,379.51	25.52%
Fines, Fees & Court Costs	3320					
Not Dept Specific	0	100,000.00	33,332.00	8,014.44	32,125.26	32.12%
Parking Violations	3321					
Not Dept Specific	0	500.00	168.00	0.00	0.00	0.00%
Licenses	3325					
Not Dept Specific	0	25,000.00	8,332.00	1,377.57	10,505.66	42.02%
Building Permit Fees	3326					
Not Dept Specific	0	130,000.00	43,332.00	5,709.50	19,641.71	15.10%
Franchise Fees	3328					
Not Dept Specific	0	120,000.00	40,000.00	0.00	28,358.56	23.63%
IRP Fees	3330					
Not Dept Specific	0	250,000.00	83,332.00	0.00	93,922.16	37.56%
Emergency Service Fee	3339					
Not Dept Specific	0	0.00	0.00	0.00	100.00	100.00%
Recreation Rev	3340					
Not Dept Specific	0	0.00	0.00	(80.00)	122.29	100.00%
Parks & Recreation	900					
Community Center	905					
Ice Arena	915					
Golf Course	918					
Municipal Service Fees	3341					
Not Dept Specific	0	1,000,000.00	333,332.00	119,777.35	340,058.68	34.00%

**City of South Charleston**

Summary Budget Comparison - Revenue Listing  
From 10/1/2024 Through 10/31/2024

Account Title	Account...	Total Budget	YTD Budget	Current Month	YTD Actual	Percent Total Budget Used - Original
Refuse Collection	3350					
Not Dept Specific	0	425,000.00	141,668.00	30,501.12	134,673.17	31.68%
Federal Government Grants	3365					
Not Dept Specific	0	10,000.00	3,332.00	0.00	0.00	0.00%
State Government Grants	3366					
Not Dept Specific	0	0.00	0.00	9,942.32	76,550.83	100.00%
Payment in Lieu of Taxes	3371					
Not Dept Specific	0	30,000.00	10,000.00	0.00	20,315.88	67.71%
Reimbursements	3381					
Not Dept Specific	0	300,000.00	100,000.00	10,011.64	13,100.00	4.36%
Police Department	700					
Sale of Fixed Assets	3383					
Not Dept Specific	0	900,000.00	300,000.00	0.00	30,000.00	3.33%
Recycling Revenue	3391					
Not Dept Specific	0	5,000.00	1,668.00	0.00	2,315.00	46.30%
Video Lottery	3397					
Not Dept Specific	0	75,000.00	25,000.00	10,891.56	41,948.93	55.93%
Miscellaneous Revenue	3399					
Not Dept Specific	0	75,000.00	25,000.00	6,764.00	36,288.53	48.38%
Report Difference		33,756,500.00	11,252,164.00	4,582,079.50	13,370,593.05	39.61%

Expense by Department

		<u>Total Budget</u>	<u>YTD</u>	<u>Percentage of Budget</u>
1	409 - Mayor's Office	191,395	65,923.96	34.44%
2	410 - City Council	124,460	40,609.20	32.63%
3	414 - Finance & Administration	831,436	241,066.82	28.99%
4	415 - City Clerk	47,000	16,185.58	34.44%
5	416 - Police Judge's Office	148,449	50,209.02	33.82%
6	417 - City Attorney	205,000	78,824.20	38.45%
7	435 - Area Development Corp	455,000	51,358.26	11.29%
8	436 - Engineering	23,833	7,176.65	30.11%
9	437 - Planning and Zoning	5,441	0.00	0.00%
10	440 - City Hall	10,224,686	5,293,363.70	51.77%
12	700 - Police Department	5,086,035	1,472,262.42	28.95%
13	706 - Fire Department	6,760,544	2,293,535.29	33.93%
14	707 - Animal Warden	46,424	10,856.61	23.39%
15	712 - Police and Fire Maintenance	118,858	25,950.50	21.83%
16	750 - Streets & Highways	3,193,717	863,695.41	27.04%
17	754 - Central Garage	1,538,739	300,777.41	19.55%
18	800 - Sanitation	1,606,375	387,679.82	24.13%
19	900 - Parks & Recreation	880,267	360,471.60	40.95%
20	901 - Visitor's Bureau	325,000	0.00	0.00%
21	905 - Community Center	1,879,377	701,001.63	37.30%
23	909 - Museum Commision	28,025	8,216.40	29.32%
24	915 - Ice Arena	594,848	144,404.42	24.28%
25	916 - Library	462,000	154,000.00	33.33%
26	918 - Golf Course	2,091,590	617,275.88	29.51%
27	956 - Community Council	7,000	<u>0.00</u>	0.00%
	Totals	<u>(36,875,499.25)</u>	<u>(13,184,844.78)</u>	35.76%