



# City of Elkins

## Finance Committee Meeting

---

February 10, 2025

1:00 PM

Phil Gainer Community Center  
142 Robert E. Lee Ave. Ext.

**Charter Authority of the Finance Committee:** Recommend an annual budget to Council. Supervise budget management and make reports to Council. Review and propose to Council municipal debt instruments and grants. Make fiscal forecasts and report same to Council.

### AGENDA

1. **Call to order and roll call**
2. **Public comment**
3. **Minutes**
  - a. Proposed minutes for the joint Personnel and Finance Committee meeting of Jan. 13, 2025
4. **New business**
  - a. City Hall renovation costs and financing options
  - b. Agreement with Optimum for City Hall internet connection
  - c. Phil Gainer Community Center roof
  - d. FY26 budget planning
  - e. FY26 PEIA update and next steps
  - f. FY25 budget adjustments
5. **Announcements**
6. **Adjournment**



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	February 10, 2025
<b>Section:</b>	Minutes
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Proposed minutes for the joint Personnel and Finance Committee meeting of Jan. 13, 2025
<b>Recommended By:</b>	City Clerk
<b>Summary:</b>	Minutes proposed for the meeting of Jan. 13
<b>Fiscal Impact:</b>	n/a
<b>Recommendation:</b>	Consider for approval
<b>Attachments:</b>	1. Finance and Personnel Committees - 2025_01_13 - minutes_proposed

**FINANCE AND PERSONNEL COMMITTEES  
REGULAR MEETING  
MINUTES**

*401 Davis Avenue  
City Hall, Council Chambers  
January 13, 2025  
1:00 p.m.*

Present were Finance Committee members: R. Chenoweth, M. Hinchman, and C. Lowther.

Present were Personnel Committee members: C. Lowther, R. Chenoweth, and C. Thompson.

Also present were: Jerry Marco (mayor), Mike Kesecker (operations manager), Gerry Roberts (city attorney), Tracy Judy (treasurer), Steve Himes (fire chief), Travis Bennett (police chief), and Sutton Stokes (city clerk).

**MINUTES**

Lowther **MOVED APPROVAL OF THE MINUTES OF THE FINANCE COMMITTEE MEETING OF DECEMBER 9, 2024.** The motion carried.

Thompson **MOVED APPROVAL OF THE MINUTES OF THE PERSONNEL COMMITTEE MEETING OF DECEMBER 9, 2024.** The motion carried.

**NEW BUSINESS**

The committee discussed FY 2026 PEIA costs. No action was taken.

Chenoweth **MOVED RECOMMENDING COUNCIL APPROVAL OF FY 2025 GENERAL FUND BUDGET REVISIONS 9-16.** The motion carried.

The meeting adjourned at 1:29 p.m.

---

Name & Title

---

Signature



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	February 10, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	City Hall renovation costs and financing options
<b>Recommended By:</b>	City Treasurer, Operations Manager
<b>Summary:</b>	The City Treasurer and Operations Manager will present information about costs and financing options related to the City Hall renovation project.
<b>Fiscal Impact:</b>	TBD.
<b>Recommendation:</b>	Consider for recommendations and next steps.
<b>Attachments:</b>	None



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	February 10, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Agreement with Optimum for City Hall internet connection
<b>Recommended By:</b>	Interim IT Manager
<b>Summary:</b>	The interim IT Manager will present information about a proposed new contract for internet service with Optimum.
<b>Fiscal Impact:</b>	TBD
<b>Recommendation:</b>	Consider for recommendation to council
<b>Attachments:</b>	None



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	February 10, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Phil Gainer Community Center roof
<b>Recommended By:</b>	Treasurer
<b>Summary:</b>	The PGCC director will present information about the need for repairs to the building's roof. Photos showing roof's condition are attached.
<b>Fiscal Impact:</b>	TBD
<b>Recommendation:</b>	Consider for recommendations and next steps
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. dji_fly_20250130_102804_963_1738251053445_photo_optimized</li> <li>2. dji_fly_20250130_102814_965_1738251052495_photo_optimized</li> <li>3. dji_fly_20250130_102848_966_1738251051885_photo_optimized</li> <li>4. dji_fly_20250130_102922_968_1738251050785_photo_optimized</li> <li>5. dji_fly_20250130_102758_962_1738251053875_photo_optimized</li> </ol>













## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	February 10, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	FY26 budget planning
<b>Recommended By:</b>	
<b>Summary:</b>	
<b>Fiscal Impact:</b>	
<b>Recommendation:</b>	
<b>Attachments:</b>	None



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	February 10, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	FY26 PEIA update and next steps
<b>Recommended By:</b>	
<b>Summary:</b>	
<b>Fiscal Impact:</b>	
<b>Recommendation:</b>	
<b>Attachments:</b>	None



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	February 10, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	FY25 budget adjustments
<b>Recommended By:</b>	
<b>Summary:</b>	
<b>Fiscal Impact:</b>	
<b>Recommendation:</b>	
<b>Attachments:</b>	None