



City of Elkins

Finance Committee Meeting

April 14, 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 meeting of March 10, 2025
4. **Reports**
5. **New business**
 - a. Proposed MOU for warming station contribution
 - b. Contract for consultant to assist with DEP's updated landfill requirements
 - c. Planning for FY27 partner contributions
 - d. Approval of change order for HVAC/City Hall renovations
 - e. Funding AED for little league field
 - f. FY 2026 Landfil Budget
 - g. FY 2026 Sanitation Budget
6. **Announcements**
7. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 14, 2025
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of March 10, 2025
Recommended By:	City Clerk
Summary:	Minutes proposed for the committee's meeting of March 10
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. Finance Committee - 2025_03_10 - minutes_proposed

FINANCE COMMITTEE MEETING MINUTES

*Phil Gainer Community Center
142 Robert E. Lee Ave. Ext.
March 10, 2025
1:00 p.m.*

Present were members: M. Hinchman, R. Chenoweth.

Councilor C. Lowther was absent.

Also present were Mike Kesecker (operations manager), Gerry Roberts (city attorney), Tracy Judy (treasurer), Steve Himes (fire chief), Travis Bennett (police chief), Chris Marshall (human resources), and Sutton Stokes (city clerk).

MINUTES

Chenoweth **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF FEB. 10, 2025.** The motion carried.

NEW BUSINESS

Chenoweth **MOVED RECOMMENDING COUNCIL APPROVAL OF THE FY 2026 FIRE FUND BUDGET AS PRESENTED.** The motion carried.

Chenoweth **MOVED RECOMMENDING COUNCIL APPROVAL OF THE FY 2026 COAL SEVERANCE FUND BUDGET AS PRESENTED.** The motion carried.

Chenoweth **MOVED RECOMMENDING COUNCIL APPROVAL OF THE FY 2026 GENERAL FUND BUDGET AND INDIRECT COSTS AS PRESENTED.** The motion carried.

The meeting adjourned at 1:35 p.m.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 14, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Proposed MOU for warming station contribution
Recommended By:	City Clerk and City Attorney
Summary:	<p>The attached draft MOU has been reviewed by the City Attorney. The intention of the document is to clarify the relationship between the City and a community coalition that proposes to provide a warming station open to the public when temperatures in Elkins drop below 20 degrees Fahrenheit. The MOU clarifies that the city's entire role is the contribution of funds to support this effort (\$1,000 budgeted for FY 2026). The MOU requires/stipulates:</p> <ul style="list-style-type: none"> • Use funds only for operating the warming station (below 20°F). • Keep records and report to the City after each opening (dates, people served, spending details). • Unspent funds: Keep for future use under same terms, or return if MOU is terminated. • Future funding requires reapplying. • Comply with laws and indemnify the City from liability.
Fiscal Impact:	Council has budgeted \$1,000 for this project in FY 2026. These funds are not guaranteed; funding in future years is not guaranteed.
Recommendation:	Consider for recommendation to council
Attachments:	1. MEMORANDUM OF UNDERSTANDING with Refinery Church for warming stations

MEMORANDUM OF UNDERSTANDING

Between

The City of Elkins, West Virginia

And

The Refinery Church

This Memorandum of Understanding ("MOU") is made and entered into on this ____ day of _____, 2025, by and between the City of Elkins, West Virginia, hereinafter referred to as the "City," and The Refinery Church, hereinafter referred to as the "Church." Both entities may collectively be referred to as the "Parties."

PURPOSE

The purpose of this MOU is to outline the terms and conditions under which the City agrees to provide funding during the City's Fiscal Year 2026 (FY 2026) to the Church to support its efforts, in collaboration with community partners, in offering a warming station for unhoused people within the City of Elkins when temperatures fall below 20 degrees Fahrenheit.

AGREEMENT

In consideration of the mutual benefits to be derived from this MOU, the Parties agree as follows:

1. City's Responsibilities

- a. The City agrees to provide \$1,000 during FY 2026 to the Church to support its operation of a warming station for unhoused individuals within the community when temperatures fall below 20 degrees Fahrenheit.
- b. The City assumes no responsibility for any aspect of the operation of the said warming station, including but not limited to securing space, providing staff or volunteers, or donating supplies in addition to the above funds.

2. Church's Responsibilities

- a. The Church agrees to use the \$1,000 provided by the City exclusively for the purpose of operating a warming station for unhoused individuals. These funds may be used by the Church for any expenditure reasonably related to this purpose, including but not limited to purchase of supplies, rental of space, and/or remuneration of persons supervising or supporting these operations.
- b. The Church agrees to maintain detailed financial records documenting the use of the funds provided by the City.
- c. The Church agrees to submit a report to the City after each occasion the warming station is opened, which will include:
 - i. A summary of the warming station's operation (e.g., dates of operation, number of individuals served).

- ii. A detailed accounting of how the City’s funds were used to support the operation of the warming station.
- d. The Church agrees that unexpended funds remaining after FY 2026 will be retained for use in future Fiscal Years under the same terms established in this MOU.
- e. The Church agrees that, if this agreement is terminated as allowed for in paragraph 3 (“Term and Termination”), below, it will return any unexpended funds to the City.
- f. The Church agrees that, if it desires to seek funding in future Fiscal Years, it must reapply for this funding on a schedule determined by Council’s Finance Committee.

3. Term and Termination

This MOU shall commence on the date of execution and will remain in effect until all funds provided by the City are used, unless terminated earlier by either Party. Either Party may terminate this MOU upon thirty (30) days written notice to the other Party.

4. No Future Obligation

Nothing in this MOU shall obligate either of the Parties to enter into any further agreements or business relationship, including but not limited to the awarding of funding in future Fiscal Years. Either of the Parties may, in its sole discretion, choose not to proceed with any possible future business relationship or agreement.

5. Modification

This MOU may be amended or modified only in writing and signed by authorized representatives of both Parties.

6. Indemnification

Each Party agrees to hold harmless, defend, and indemnify the other Party, its officers, employees, and agents from and against any and all claims, demands, liabilities, costs, and expenses, including reasonable attorneys' fees, arising out of or related to the performance of this MOU.

7. Compliance with Laws

The Church agrees to comply with all applicable federal, state, and local laws, ordinances, regulations, and codes in the performance of this MOU.

SIGNATURES

IN WITNESS WHEREOF, the Parties hereto have executed this Memorandum of Understanding on the day and year first above written.

By: _____

Authorized Representative
City of Elkins, West Virginia

Date: _____

By: _____

Authorized Representative
The Refinery Church

Date: _____



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 14, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Contract for consultant to assist with DEP's updated landfill requirements
Recommended By:	Operations Manager
Summary:	<p>Although the project of capping and closing the Elkins Landfill is under the control of the WV DEP, the City is responsible for certain costs and activities. One of these is remaining current on WV DEP permitting and licensing for landfills. As has been the practice for past WV DEP landfill permitting tasks, it is proposed to contract with Sam & Sharon Enterprises for technical assistance.</p> <p>The company's proposal is attached.</p>
Fiscal Impact:	<p>Proposal terms include:</p> <ul style="list-style-type: none"> • Charles H. Muncy Jr., MSCE, PE, PS Hourly Rate \$125.00/Hour • Anticipated Project Hours Not to Exceed 40 Hours • Projected Budget Not to Exceed \$5000.00 <p>"No services will be performed by SSE unless specifically requested by the City of Elkins."</p>
Recommendation:	Consider for recommendation to council
Attachments:	1. Proposal Technical Assistance

April 5, 2025

Project SSE1053
Transmitted Electronically

Mr. Mike Kesecker
Operations Manager
City of Elkins
401 Davis Ave
Elkins, WV 26241

Re: City of Elkins Operations
Subject: Technical Assistance related to Landfill Operations

Dear Mr. Kesecker:

Sam & Sharon Enterprises (SSE) is pleased to have the opportunity to submit this proposal to provide technical services to the City of Elkins. Thank you for the invitation. This proposal is based on:

- Your request via email dated March 12, 2025.
- As principal owner for SSE, I will be the primary manager responsible to the City of Elkins for all tasks.
- Thirty-eight (38) years of experience as a registered professional engineer working within regulations of the West Virginia Department of Environmental Protection (WVDEP).
- Preparation and submittal of over 300 WVDEP environmental permits and reports of which 78 were major facility permit applications, modifications and reviews.
- Direct permitting, operations, environmental monitoring and design experience with the Elkins Randolph County Landfill beginning in 1995.
- Management of the Elkins Randolph County Landfill Closure Cap Construction Quality Assurance (CQA) and compliance with the landfill's WVDEP Operating Permit and Closure Rules.
- Cursory review of the current permit that indicates some further clarifications should be addressed.

SSE is anxious to provide technical services, and we believe the following attributes qualify us for this project:

- SSE principal owner has been the engineer of record for over 25 West Virginia private and municipal landfill operations since 1988.
- SSE has the capabilities, similar project experience, and support facilities to complete this project.
- SSE has developed an excellent working relationship with the WVDEP Division of Water and Waste Management (DWWM) during past and present WVDEP projects.

Following are discussions of the scope of work, project organization, and budget. These discussions are typically directed to the specifics of this project to begin the clear, unambiguous exchange of information with the City of Elkins that will carry through this project.

SCOPE OF WORK

This scope of work is developed to provide a description of basic tasks expected to support the City of Elkins in completion of an operating permit and future planning. This proposal is based on the past discussions and interactions as requested by current City of Elkins personnel and the experience of SSE with the City of Elkins operations. The following items of work will be performed:

- Review State of WV Code of State Regulations Title 33 Series 1 Solid Waste Management Rule
- Correspondence with City of Elkins personnel
- Correspondence with WVDEP DWWM permit writer
- Correspondence with Environmental Enforcement Office (EEO)
- Correspond with WVDEP Landfill Closure Assistance Program (LCAP)
- Review comment letter dated March 3, 2025 and new partial permit documents with revised permit conditions.
- Assist City of Elkins as directed.

PROJECT ORGANIZATION

Mr. Charles H. "Sam" Muncy, Jr. MSCE, PE, PS, will manage and perform all engineering tasks and will be responsible to the City of Elkins for the quality of work, schedule, and budget. A copy of Mr. Muncy's Professional Vitae is attached.

BUDGET

No services will be performed by SSE unless specifically requested by the City of Elkins. Should occasion require services beyond the budget, then the City of Elkins will be informed with a description of services and a budget of cost, and no work will be performed without approval. All requested documentation will be provided electronically.

Charles H. Muncy Jr., MSCE, PE, PS Hourly Rate	\$125.00/Hour
Anticipated Project Hours Not to Exceed	40 Hours
Projected Budget Not to Exceed	\$5000.00

Your consideration of our proposal is most appreciated. We respectfully request the opportunity to clarify any aspect of this proposal or questions that you may have on our proposal. We look forward to providing our professional services to the City of Elkins.

Sincerely,



Charles H. "Sam" Muncy, Jr., MSCE, PE, PS
Principal

Charles H. "Sam" Muncy, Jr., MSCE, PE, PS

Engineering Partner-Sam and Sharon Enterprises LLC

Years of Experience 48

Education

- B.S. Civil Engineering, West Virginia University, 1974
- M.S. Civil Engineering, West Virginia University, 1984

Professional Registration/Certifications

- Register Professional Engineer- West Virginia, Ohio, Virginia, Pennsylvania
- Professional Surveyor- West Virginia
- Certified Compaction Technician- West Virginia Department of Highways
- Certified Monitoring Well Designer-WVDEP
- Certified Landfill Designer- SWANA
- Certified WV Heritage Interpretive Guide- West Virginia University
- Certified Master Naturalist- West Virginia Department of Natural Resources

Past Work History

- MSES Consultants, Inc.
- Joyce Engineering
- Harman Construction
- Southern Ohio Coal Company
- American Electric Power Service Corporation
- Mountain State Surveying

Experience Summary

Project Management
Regulatory Interaction
Computer Modeling (H&H)
Specification Development
Mapping
Storm Routing Studies
Land Planning
Roadway/Highway
NPDES Permitting
Geosynthetics Design & Inspection
SEDCAD4 Computer Modeling
Economic Feasibility Investigation

Erosion/Sediment Planning
Waste Management
Computer Earthwork Modeling
Impoundment Design
Database Systems
Job Costing
QA/QC Inspection & Compliance
Site Development
Storm Water Management
Municipal/Industrial Solid Waste Landfill Design
Site Investigations
Soils Engineering



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 14, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Planning for FY27 partner contributions
Recommended By:	City Clerk
Summary:	<p>The City of Elkins currently allocates about 10% of its General Fund budget—\$612,746 in FY 2026—to contributions for 19 outside organizations.</p> <p>However, only \$352,246 of this is truly discretionary, as \$260,500 comes from restricted Hotel/Motel Tax funds.</p> <p>These contributions range from core public health and safety services to parks, transportation, library support, regulatory boards, and community organizations. The memo categorizes these organizations by priority, suggesting that while some services may seem optional, others would likely require greater city investment if not provided externally.</p> <p>The committee is asked to consider whether current allocations remain appropriate and to explore potential reallocation of funds to address competing budget needs, such as fair wages and city services. This is intended as a first step toward prioritizing these expenditures and possibly redirecting funds to higher-need areas in the General Fund budget.</p>
Fiscal Impact:	TBD
Recommendation:	Review presented information and consider recommendations for possible next steps
Attachments:	<ol style="list-style-type: none"> 1. Memo - analysis of outside contributions - 2025_04_12 2. _History of Outside Contributions FY26 - 2025_02_19 - as approved by council - 2025_03_20 - corrected regarding Main Street

Memo

To: Finance Committee

From: Elkins City Clerk

Date: April 12, 2025

Re: Analysis of City's annual contributions to "outside organizations"

The City of Elkins has a long-standing practice of including a variety of "outside organizations" in its annual budget. Each year, questions are raised about whether these contributions are worthwhile, especially when the city also faces challenges such as offering fair wages to employees, meeting public demand for more services (like police staffing, road repairs, and stormwater management), and dealing with the rising cost and uncertain future of some city services (such as the current way leaf collection is offered).

For FY 2026, the city has budgeted \$612,746—about 10% of the General Fund—for 19 different agencies, boards, commissions, and community organizations. Some of these groups have received city funds for many years; others are newer to the list, with one being added just this year. A key question remains: Should the city give this much money to outside organizations when it struggles to pay fair wages to its own employees?

Although it may look like over half a million dollars could be redirected elsewhere, not all of that amount is flexible. Only \$352,246 of the total is truly discretionary. The rest—\$260,500—is from the city's Hotel/Motel Tax revenue, which state law limits to tourism, recreation, and convention-related uses. These restricted funds are split between the Elkins-Randolph County Tourism Commission (ERPC) and the Randolph County Convention and Visitors Bureau (CVB).

It's also important to look at the kinds of services these contributions support. Some might be considered "nice to have," but others may be viewed as essential. In some cases, if these outside organizations didn't provide the services, the city might have to offer them itself—at a much higher cost.

The memo places these organizations into four categories, based on how essential their services are. This is a judgement call, and reasonable people may disagree where to place some of these organizations. In no case am I offering a value judgement or criticizing any of these organizations, but it is inarguable that some of these organizations provide more essential services than others.

1. Core Government Services: Public Health and Safety – \$88,500

These contributions support services that most people expect from any city government.

- Randolph County Emergency Medical Services (\$50,000)
- Elkins-Randolph County Health Department (\$5,500)
- Randolph County Animal Control Officer (\$10,000)
- Randolph County Humane Society (\$12,000)
- Randolph-Tucker Children's Advocacy Center (\$10,000)
- Warming Station (\$1,000)

2. Second-Tier Government Services: Parks, Transportation, Library – \$213,046

These services are also widely expected in a modern city but are less urgent than health and safety.

- Elkins Parks and Recreation Commission (\$305,796 total; \$175,546 discretionary)
- Country Roads Transit (\$15,000)
- Elkins-Randolph County Public Library (\$22,500)

3. Other Boards, Commissions, and Authorities – \$36,200

These groups handle specific legal or technical duties. While less visible, they still play important roles and often rely on volunteers.

- Elkins-Randolph County Airport Authority (\$15,000, plus insurance coverage)
- Randolph County Development Authority (RCDA) (\$13,500)
- Historic Landmarks Commission (\$4,000)
- Elkins Tree Board (\$3,700)

4. Community Organizations – \$14,500

These groups provide more specialized services. While valuable, they are not legally connected to city government and serve more niche roles. This category raises questions about fairness and how the city chooses which groups to support.

- Appalachian Forest National Heritage Area (AFNHA) (\$2,000)
- Arts Center (\$5,000)
- Elkins-Randolph County Chamber of Commerce (\$2,500)
- Citizens Promoting Community (\$2,500)
- Our Town (\$2,500)

Conclusion

This breakdown shows that less money may be available for reallocation than it first appears. However, it may still be worthwhile to take a closer look at these contributions. City leaders might find that some of the funds currently going to outside organizations could be used more effectively elsewhere in the city budget.

##

FY 2026 Proposed Funding for Partner and Community Organizations

Organization	FY2025	FY2026 total funding (requested)	FY25-FY26 difference (requested)	FY2026 total funding (recommended by Finance Committee)	FY25-FY26 difference (recommended by Finance Committee)	FY2026 (final by council)	FY25-FY26 change (final)
Airport Authority	\$15,000	\$25,000	\$10,000	\$15,000	\$0	\$15,000	\$0
Appalachian Forest Heritage	\$2,000	\$7,000	\$5,000	\$2,000	\$0	\$2,000	\$0
Arts Center	\$5,000	\$5,000	\$0	\$5,000	\$0	\$5,000	\$0
Chamber of Commerce	\$2,500	\$5,000	\$2,500	\$2,500	\$0	\$2,500	\$0
Child Advocacy Center	\$10,000	\$10,000	\$0	\$10,000	\$0	\$10,000	\$0
Citizens Promoting Community	\$2,500	\$5,000	\$2,500	\$2,500	\$0	\$2,500	\$0
Country Roads Transit	\$15,000	\$20,000	\$5,000	\$15,000	\$0	\$15,000	\$0
Development Authority	\$13,500	\$13,500	\$0	\$13,500	\$0	\$13,500	\$0
Emergency Medical Squad	\$50,000	\$50,000	\$0	\$50,000	\$0	\$50,000	\$0
Health Department	\$5,500	\$5,500	\$0	\$5,500	\$0	\$5,500	\$0
Historic Landmarks Commission	\$4,000	\$4,200	\$200	\$4,000	\$0	\$4,000	\$0
Humane Officer (county)	\$7,000	\$10,000	\$3,000	\$10,000	\$3,000	\$10,000	\$3,000
Humane Society	\$12,000	\$12,000	\$0	\$12,000	\$0	\$12,000	\$0
Library	\$22,500	\$22,500	\$0	\$22,500	\$0	\$22,500	\$0
Main Street	\$5,000	\$0	-\$5,000	\$0	-\$5,000	\$0	-\$5,000
Our Town (fireworks)	\$2,500	\$2,500	\$0	\$2,500	\$0	\$2,500	\$0
Warming Station	\$0	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
Tree Board	\$3,700	\$4,000	\$300	\$3,700	\$0	\$3,700	\$0
Subtotal	\$177,700	\$202,200	\$24,500	\$176,700	-\$1,000	\$176,700	-\$1,000
Formula Driven Contributions							
CVB/Welcome Center (50% H/M Tax)	\$100,000	\$130,000	\$30,000	\$130,000	\$30,000	\$130,000	\$30,000
Parks & Recreation TOTAL	\$305,796	\$305,796	\$0	\$305,796	\$0	\$305,796	\$0
50% H/M Tax	\$100,000	\$130,000	\$30,000	\$130,000	\$30,000	\$130,000	\$30,000
General Fund	\$205,796	\$175,796	-\$30,000	\$175,796	-\$30,000	\$175,796	-\$30,000
Total (inc. H/M tax)	\$583,496	\$637,996	\$54,500	\$612,496	\$29,000	\$612,496	\$29,000
Total from General Fund	\$383,496	\$377,996	-\$5,500	\$352,496	-\$31,000	\$352,496	-\$31,000
	FY2025	FY2026 total funding (requested)	FY25-FY26 difference (requested)	FY2026 total funding (recommended by Finance Committee)	FY25-FY26 difference (recommended by Finance Committee)	FY2026 (final by council)	FY25-FY26 change (final)

Yellow highlighting indicates organizations not funded in previous/recent years.

Blue highlighting indicates increases.

Red highlighting indicates estimated formula-driven hotel/motel tax amounts (no General Fund impact).



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 14, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Approval of change order for HVAC/City Hall renovations
Recommended By:	Operations Manager
Summary:	<p>From the Operations Manager:</p> <p>The change order being presented to you today is a result of increasing the scope of work of the current contractors working on the city hall hvac and renovation project.</p> <p>Due to the complexity, detailed scope and time-sensitive issues of this project, it was determined that the remodeling of city hall should be broken into 2 separate phases.</p> <p>The first of these phases is critical to being completed in conjunction with the HVAC project and will play a key role in preventing city hall from being flooded again due to heavy rain and sewer issues. That is why we have decided, with guidance from the city's legal counsel, to simply address this phase 1 as a change order to scope of work, thus allowing the current contractor to stay on site and continue working without any delays or remobilization charges to the city.</p> <p><u>It is vital to keep in mind that this change order cost WILL NOT increase the project cost by the amount of the order, this is included in our current total project cost estimate.</u></p>
Fiscal Impact:	No impact on the total \$4.1 million project cost already authorized by council
Recommendation:	Consider for recommendation to council
Attachments:	1. Elkins City Hall- COR#3

CHANGE ORDER REQUEST

CITY PLUMBING AND HEATING

1500 Morgantown Industrial Park
Morgantown, WV 26501
PH 304-296-7135 FAX 304-291-5269

PROPOSAL
SUBMITTED TO

City of Elkins Building Commission

PHONE

DATE

4-8-25

STREET

401 Davis Ave

FAX

JOB NAME

City Hall
HVAC Project

CITY

Elkins

STATE

WV

ZIP

26241

LOCATION

Elkins, WV

ATTN:

You are authorized to perform the following specifically described additional work:

Additional Cost for Phase #1 Work as detailed in attached narrative:

Work Performed by CP&H


Description	Quantity	Unit	Unit Price	Price
HVAC and Plumbing Work	1		\$ 313,300.00	\$ 313,300.00
			Subtotal	\$ 313,300.00

Work Performed by Subcontractors

Description	Quantity	Unit	Unit Price	Price
CBI	1		\$ 1,063,300.00	\$ 1,063,300.00
PASS	1		\$ 28,750.00	\$ 28,750.00
			Subtotal	<u>\$ 1,092,050.00</u>
			Subtotal	\$ 1,405,350.00
		OH&P CP&H	\$ 313,300.00	15% \$ 46,995.00
		OH&P Subs	\$ 1,092,050.00	10% \$ 109,205.00
		Bonds	\$ 1,561,550.00	2% \$ 31,231.00
			Total:	\$ 1,592,781.00

ADDITIONAL CHARGE FOR ABOVE WORK IS: \$ 1,592,781.00

This change order will add 220 days to current substantial completion date of 5/25/2025, new substantial completion date will now be 12/31/2025.

Authorized Signature  _____ Date: 4-8-25
Jay Wade/President

We hereby agree to furnish labor and materials-complete in accordance with the above specifications, at the above stated price

Acceptance:

Date: _____ Authorizing Signature _____

THIS IS CHANGE ORDER REQUEST NO. 03

NOTE: THIS REVISION BECOMES PART OF, AND IN CONFORMANCE WITH, THE EXISTING CONTRACT.



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 14, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Funding AED for little league field
Recommended By:	Mayor
Summary:	The Mayor will present information about a request to fund purchase of an automatic electric defibrillator for use at the Little League field in Riverbend Park.
Fiscal Impact:	Approximate cost is \$2-3,000.
Recommendation:	Consider for recommendation to council
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 14, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	FY 2026 Landfil Budget
Recommended By:	City Treasurer
Summary:	An FY 2026 Landfill budget of \$4,000 is presented for recommendation to council.
Fiscal Impact:	The attached Budget Report shows a balanced budget of \$4,000 revenues/expenditures.
Recommendation:	Consider for recommendation to council
Attachments:	1. FY2026 Landfill Budget

BUDGET : 26-2025-2026 Budget

FUND : 684 LANDFILL FUND

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
684-000-302-0000	Penalties	0.00
684-000-354-0000	Landfill/Incinerator Fees	0.00
684-000-380-0000	Interest Earned On Investments	4,000.00CR
684-000-383-0000	Sale of Fixed Asset	0.00
684-000-399-0000	Miscellaneous Revenue	0.00
	PAGE TOTAL:	4,000.00CR
	TOTAL REVENUES:	4,000.00CR

BUDGET : 26-2025-2026 Budget
 FUND : 684 LANDFILL FUND
 ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
684-801-213-0000	Utilities	300.00
684-801-220-0000	Advertising	0.00
684-801-223-0000	Professional Services	2,900.00
684-801-226-0000	Insurances & Bonds	800.00
684-801-230-0000	Contracted Services	0.00
	PAGE TOTAL:	4,000.00
	TOTAL EXPENDITURES:	4,000.00
	NET REVENUES/EXPENDITURES:	0.00



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 14, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	FY 2026 Sanitation Budget
Recommended By:	City Treasurer
Summary:	An FY 2026 Sanitation budget is presented for recommendation to council.
Fiscal Impact:	The attached Budget Report shows a balanced budget of \$1,662,509 revenues/expenditures.
Recommendation:	Consider for recommendation to council
Attachments:	1. FY2026 Sanitation Budget

BUDGET : 26-2025-2026 Budget

FUND : 404 SANITATION FUND

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
404-000-302-0000	Penalties & Interest	19,000.00CR
404-000-350-0000	Refuse Collection Residential	820,000.00CR
404-000-350-0002	Refuse Collection Comm	597,509.00CR
404-000-350-0003	Hauling Fees Roll-Off	154,000.00CR
404-000-350-0004	Rental Fees Roll-Off	35,000.00CR
404-000-380-0000	Interest Earned	25,000.00CR
404-000-380-0001	Construction Draw Interest	0.00
404-000-381-0000	Reimbursements	10,000.00CR
404-000-382-0000	Refunds & Rebates	2,000.00CR
404-000-383-0000	Sale of Fixed Assets	0.00
404-000-399-0000	Miscellaneous Revenues	0.00
404-000-399-0001	Construction Draw Funds	0.00

PAGE TOTAL: 1,662,509.00CR

TOTAL: 1,662,509.00CR

TOTAL REVENUES: 1,662,509.00CR

BUDGET : 26-2025-2026 Budget
 FUND : 404 SANITATION FUND
 ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

ACCOUNT NO# ===== ACCOUNT NAME ===== ANNUAL BUDGET
 DEPT NO: 800 SANITATION

404-800-103-0000	Salary & Wages	386,550.00
404-800-104-0000	FICA Expense	31,000.00
404-800-105-0000	Group Health Insurance	78,100.00
404-800-106-0000	Retirement	36,500.00
404-800-108-0000	Overtime/Extra Help	18,000.00
404-800-211-0000	Telephone	1,300.00
404-800-213-0000	Utilities	8,000.00
404-800-214-0000	Travel	200.00
404-800-215-0000	Maint Bldgs & Grounds	2,000.00
404-800-216-0000	Maint of Equipment	5,000.00
404-800-217-0000	Maint of Autos & Trucks	7,500.00
404-800-217-0001	Maint of Roll-Off	5,000.00
404-800-219-0000	Bldgs, Equipment & Rents	0.00
404-800-220-0000	Advertising & Legal Publicatio	500.00
404-800-221-0000	Training & Education	500.00
404-800-222-0000	Dues & Subscriptions	100.00
404-800-230-0000	Contracted Services	630,000.00
404-800-341-0000	Supplies & Materials	7,500.00
404-800-343-0000	Automotive Supplies	80,000.00
404-800-343-0001	Automotive Supplies-Roll-Off	6,000.00
404-800-345-0000	Uniforms	10,000.00
404-800-348-0000	Chrgs By Other Funds	42,459.00
404-800-457-0000	Capital Outlay - Buildings	120,000.00
404-800-459-0000	Capital Outlay - Equipment	52,900.00
404-800-459-0001	CIP Sanitation Garage	0.00
404-800-670-0000	Other Interest & Penalties	2,000.00

PAGE TOTAL: 1,531,109.00

DEPT TOTAL: 1,531,109.00

BUDGET : 26-2025-2026 Budget

FUND : 404 SANITATION FUND

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
DEPT NO: 801	UTILITY BILLING	
404-801-103-0000	Salaries & Wages	16,000.00
404-801-104-0000	FICA Tax	1,300.00
404-801-105-0000	Group Health Insurance	6,600.00
404-801-106-0000	Retirement	1,500.00
404-801-108-0000	Overtime/Extra Help	100.00
404-801-341-0000	Supplies & Materials	3,000.00
	PAGE TOTAL:	28,500.00
	DEPT TOTAL:	28,500.00

BUDGET : 26-2025-2026 Budget
 FUND : 404 SANITATION FUND
 ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
DEPT NO: 802	ADMIN & GENERAL	
404-802-103-0000	Salaries & Wages	40,000.00
404-802-104-0000	FICA Expense	1,900.00
404-802-105-0000	Group Health Insurance	4,500.00
404-802-106-0000	Retirement	2,200.00
404-802-108-0000	Overtime/Extra Help	0.00
404-802-218-0000	Postage	6,000.00
404-802-223-0000	Professional Services	4,200.00
404-802-226-0000	Insurance & Bonds	20,000.00
404-802-226-0001	Insurance & Bonds GL	19,000.00
404-802-230-0000	Contracted Services	2,000.00
404-802-232-0000	Bank Charges	100.00
404-802-341-0000	Supplies & Materials	500.00
404-802-353-0000	Computer Software	2,500.00
404-802-460-0000	Sanitation Garage CIP	0.00
	PAGE TOTAL:	102,900.00
	DEPT TOTAL:	102,900.00
	TOTAL EXPENDITURES:	1,662,509.00
	NET REVENUES/EXPENDITURES:	0.00