



# City of Elkins

## Finance Committee Meeting

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May 12, 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 April 14, 2025
4. **Reports**
5. **New business**
  - a. FY 2027 outside contributions
  - b. FY 2025 Budget Revisions within the following departments: Council, treasurer, police judge, custodial, city hall, public works, police, police admin, street, mayor, central garage, clerk, and human resources.
  - c. FY 2025 Budget Revisions: Interdepartmental revisions affecting the following departments (requiring state approval): clerk, contributions to comms/authorities, police, street lights, excess revenues (B&O tax, Hotel tax, Sales Tax, Parking Violation, State grants, Contributions from other entities, reimbursements, insurance claims), city attorney, acquisition of property, city hall, convention and visitor's bureau, PGCC, mayor, elections, and treasurer.
  - d. Fahe permanent financing for City Hall project
  - e. City Hall construction loan
  - f. HRIS platform
6. **Announcements**
7. **Adjournment**



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	May 12, 2025
<b>Section:</b>	Minutes
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Proposed minutes for the meeting of April 14, 2025
<b>Recommended By:</b>	
<b>Summary:</b>	
<b>Fiscal Impact:</b>	
<b>Recommendation:</b>	
<b>Attachments:</b>	1. Finance Committee - 2025_04_14 - minutes_proposed

# FINANCE COMMITTEE MEETING MINUTES

*Phil Gainer Community Center  
142 Robert E. Lee Ave. Ext.  
April 14, 2025  
1 p.m.*

Present were members C. Lowther and R. Chenoweth. M. Hinchman (Chair) was absent.

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), Chris Marshall (human resources), J. Deighan (communications), and Sutton Stokes (city clerk).

## MINUTES

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

## NEW BUSINESS

Chenoweth **MOVED RECOMMENDING COUNCIL APPROVAL OF A PROPOSED MOU FOR WARMING STATION CONTRIBUTION.** The motion carried.

Chenoweth **MOVED RECOMMENDING COUNCIL APPROVAL OF A CONTRACT FOR A CONSULTANT TO ASSIST WITH DEP'S UPDATED LANDFILL REQUIREMENTS.** The motion carried.

The committee discussed possible changes to partner contributions for FY 2027.

Chenoweth **MOVED RECOMMENDING COUNCIL APPROVAL OF A CHANGE ORDER FOR HVAC/CITY HALL RENOVATIONS.** The motion carried.

Through discussion, the committee reached consensus that one of the AEDs previously installed at City Hall will be transferred to Elkins Little League for use at Riverbend Park.

Chenoweth **MOVED RECOMMENDING COUNCIL APPROVAL OF THE FY 2026 LANDFILL BUDGET.** The motion carried.

Lowther **MOVED RECOMMENDING COUNCIL APPROVAL OF THE FY 2026 SANITATION BUDGET.** The motion carried.

The meeting adjourned at 2 p.m.

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Name & Title

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Signature



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	May 12, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	FY 2027 outside contributions
<b>Recommended By:</b>	City Clerk
<b>Summary:</b>	The memo providing an overview of outside contributions is attached. The purpose of this agenda item is to support ongoing discussion of how to categorize/prioritize the various outside organizations.
<b>Fiscal Impact:</b>	TBD
<b>Recommendation:</b>	Discuss and consider next steps/recommendations
<b>Attachments:</b>	1. Memo - analysis of outside contributions - 2025_04_12

# Memo

To: Finance Committee

From: Elkins City Clerk

Date: April 12, 2025

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

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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.

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## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	May 12, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	FY 2025 Budget Revisions within the following departments: Council, treasurer, police judge, custodial, city hall, public works, police, police admin, street, mayor, central garage, clerk, and human resources.
<b>Recommended By:</b>	City Treasurer
<b>Summary:</b>	Transfers FY 2025 funds within multiple city departments.
<b>Fiscal Impact:</b>	See attached document.
<b>Recommendation:</b>	Consider for recommendation to council
<b>Attachments:</b>	1. FY 2025 budget revisions 17-29



### General Fund Budget Revision

Revision Number 18

#### Revenues

Fund	Department	Transfer From/Description	Amount
001	000-Revenues		
<b>TOTAL</b>			<b>\$0.00</b>

Department	Transfer To/Description	Amount
000-Revenues		
		<b>\$0.00</b>

#### Expenses

Fund	Department	Transfer From/Description	Amount
001	410-Council	103-0000 Salary & Wages	\$3,600.00
		104-0000 FICA Expense	\$275.00
		214-0000 Travel	\$580.00
		221-0000 Training & Education	\$185.00
<b>TOTAL</b>			<b>\$4,640.00</b>

Department	Transfer To/Description	Amount
410-Council	105-0000 Group Insurance	\$3,261.00
	341-0000 Supplies & Materials	\$614.00
	222-0000 Dues & Subscriptions	\$765.00
		<b>\$4,640.00</b>



### General Fund Budget Revision

Revision Number 19

#### Revenues

Fund	Department	Transfer From/Description	Amount
001	000-Revenues		
<b>TOTAL</b>			<b>\$0.00</b>

Department	Transfer To/Description	Amount
000-Revenues		
		<b>\$0.00</b>

#### Expenses

Fund	Department	Transfer From/Description	Amount
001	409-Mayor	220-0000 Advertising	\$300.00
		221-0000 Training & Education	\$1,000.00
<b>TOTAL</b>			<b>\$1,300.00</b>

Department	Transfer To/Description	Amount
409-Mayor	214-0000 Travel	\$1,300.00
		<b>\$1,300.00</b>



## General Fund Budget Revision

Revision Number 20

### Revenues

Fund	Department	Transfer From/Description	Amount
001	000-Revenues		
<b>TOTAL</b>			<b>\$0.00</b>

Department	Transfer To/Description	Amount
000-Revenues		
		<b>\$0.00</b>

### Expenses

Fund	Department	Transfer From/Description	Amount
001	413-Treasurer	216-0000 Maint of Equipment	\$500.00
		221-0000 Training & Education	\$2,300.00
		229-0000 Court Costs & Damages	\$200.00
		230-0000 Contracted Services	\$6,000.00
<b>TOTAL</b>			<b>\$9,000.00</b>

Department	Transfer To/Description	Amount
413-Treasurer	103-0000 Salary & Wages	\$7,500.00
	222-0000 Dues & Subscriptions	\$1,000.00
	240-0000 Refunds & Reimbursements	\$500.00
		<b>\$9,000.00</b>

Tracy Ardy

## General Fund Budget Revision

Revision Number 21

### Revenues

Fund	Department	Transfer From/Description	Amount
001	000-Revenues		
<b>TOTAL</b>			<b>\$0.00</b>

Department	Transfer To/Description	Amount
000-Revenues		
		<b>\$0.00</b>

### Expenses

Fund	Department	Transfer From/Description	Amount
001	566-Public Works	108-0000 Overtime	\$1,700.00
		353-0000 Computer Software	\$2,000.00
<b>TOTAL</b>			<b>\$3,700.00</b>

Department	Transfer To/Description	Amount
566-Public Works	104-0000 FICA Expense	\$2,000.00
	106-0000 Retirement	\$1,700.00
		<b>\$3,700.00</b>

*mlh*

## General Fund Budget Revision

Revision Number

22

### Revenues

Fund	Department	Transfer From/Description	Amount
001	000-Revenues		
<b>TOTAL</b>			<b>\$0.00</b>

Department	Transfer To/Description	Amount
000-Revenues		
		<b>\$0.00</b>

### Expenses

Fund	Department	Transfer From/Description	Amount
001	955-Human Resource	103-0000 Salary & Wages	\$2,500.00
<b>TOTAL</b>			<b>\$2,500.00</b>

Department	Transfer To/Description	Amount
955-Human Resourc	108-0000 Overtime	\$500.00
	222-0000 Dues & Subscriptions	\$2,000.00
		<b>\$2,500.00</b>

*Emailed to Chris 5/8/25*

## General Fund Budget Revision

Revision Number 23

### Revenues

Fund	Department	Transfer From/Description	Amount
001	000-Revenues		
<b>TOTAL</b>			<b>\$0.00</b>

Department	Transfer To/Description	Amount
000-Revenues		
		<b>\$0.00</b>

### Expenses

Fund	Department	Transfer From/Description	Amount
001	416-Municipal Judge	103-0000 Salary & Wages	\$2,700.00
<b>TOTAL</b>			<b>\$2,700.00</b>

Department	Transfer To/Description	Amount
416-Municipal Judge	353-0000 Computer Software	\$2,700.00
		<b>\$2,700.00</b>

*[Handwritten Signature]*

## General Fund Budget Revision

Revision Number 24

### Revenues

Fund	Department	Transfer From/Description	Amount
001	000-Revenues		
<b>TOTAL</b>			<b>\$0.00</b>

Department	Transfer To/Description	Amount
000-Revenues		
		<b>\$0.00</b>

### Expenses

Fund	Department	Transfer From/Description	Amount
001	704-Police Admin	103-0000 Salary & Wages	\$3,400.00
<b>TOTAL</b>			<b>\$3,400.00</b>

Department	Transfer To/Description	Amount
704-Police Admin	104-0000 FICA Expense	\$1,400.00
	108-0000 Overtime	\$2,000.00
		<b>\$3,400.00</b>



## General Fund Budget Revision

Revision Number 26

### Revenues

Fund	Department	Transfer From/Description	Amount
001	000-Revenues		
<b>TOTAL</b>			<b>\$0.00</b>

Department	Transfer To/Description	Amount
000-Revenues		
		<b>\$0.00</b>

### Expenses

Fund	Department	Transfer From/Description	Amount
001	433-Custodial	103-0000 Salary & Wages	\$1,405.00
		230-0000 Contracted Services	\$4,000.00
<b>TOTAL</b>			<b>\$5,405.00</b>

Department	Transfer To/Description	Amount
433-Custodial	104-0000 FICA Expense	\$900.00
	105-0000 Group Insurance	\$3,200.00
	106-0000 Retirement	\$600.00
	108-0000 Overtime	\$200.00
	211-0000 Telephone	\$105.00
	222-0000 Dues & Subscriptions	\$100.00
	343-0000 Automobile Supplies	\$300.00
		<b>\$5,405.00</b>

*MLL*

## General Fund Budget Revision

Revision Number 27

### Revenues

Fund	Department	Transfer From/Description	Amount
001	000-Revenues		
<b>TOTAL</b>			<b>\$0.00</b>

Department	Transfer To/Description	Amount
000-Revenues		
		<b>\$0.00</b>

### Expenses

Fund	Department	Transfer From/Description	Amount
001	754-Central Garage	459-0000 Capital Outlay Equipment	\$9,000.00
<b>TOTAL</b>			<b>\$9,000.00</b>

Department	Transfer To/Description	Amount
754-Central Garage	108-0000 Overtime	\$2,000.00
	211-0000 Telephone	\$2,500.00
	230-0000 Contracted Services	\$500.00
	341-0000 Supplies & Materials	\$4,000.00
		<b>\$9,000.00</b>

*Handwritten signature*

### General Fund Budget Revision

Revision Number 28

**Revenues**

Fund	Department	Transfer From/Description	Amount
001	000-Revenues		
<b>TOTAL</b>			<b>\$0.00</b>

Department	Transfer To/Description	Amount
000-Revenues		
		<b>\$0.00</b>

**Expenses**

Fund	Department	Transfer From/Description	Amount
001	750-Streets	230-0000 Contracted Services	\$5,300.00
<b>TOTAL</b>			<b>\$5,300.00</b>

Department	Transfer To/Description	Amount
750-Streets	105-0000 Group Insurance	\$3,300.00
	216-0000 Maint of Equipment	\$2,000.00
		<b>\$5,300.00</b>

*Handwritten signature*





## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	May 12, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	FY 2025 Budget Revisions: Interdepartmental revisions affecting the following departments (requiring state approval): clerk, contributions to comms/authorities, police, street lights, excess revenues (B&O tax, Hotel tax, Sales Tax, Parking Violation, State grants, Contributions from other entities, reimbursements, insurance claims), city attorney, acquisition of property, city hall, convention and visitor's bureau, PGCC, mayor, elections, and treasurer.
<b>Recommended By:</b>	City Treasurer
<b>Summary:</b>	See attached memo.
<b>Fiscal Impact:</b>	This revision transfers FY 2025 between various city departments. See attached memo for specific amounts.
<b>Recommendation:</b>	Consider for recommendation to council
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Finance Memo 5-9-25</li> <li>2. SAO 2025-001-3</li> </ol>



# City of Elkins

Ph. 304-636-1414 Ext. 1317 Fax: 304-635-7135

401 Davis Avenue, Elkins, WV 26241

City Treasurer – Tracy R. Judy

## RE: State Budget Revision #3 Details

Revenues: Increase account 305 (B&O Tax) by \$327,631  
Increase account 308 (Hotel Tax) by \$47,000  
Increase account 314 (Sales Tax) by \$160,700  
Increase account 321 (Parking Violation) by \$3,000  
Increase account 366 (State Grants) by \$19,274 DOF Grant  
Increase account 368 (Contribution from Other Entities) \$15,000  
Increase account 381 (Reimbursements) \$18,844  
Increase account 386 (Insurance Claims) \$199,500

## Expenditures:

Account 409-Mayor's Office, increase by \$5,000 for travel.  
Account 413-Treasurer, increase \$70,000 for wages, FICA, health insurance, retirement.  
Account 415-City Clerk, decrease \$5,000 and transferring to mayor.  
Account 417-City Attorney, increase \$12,000  
Account 424-Cont to Comm/Auth, increase \$2,500 Highlands Trail Foundation.  
Account 428-Acquisition of Property, Four Seasons purchase.  
Account 438-Elections, increase \$5,000 for supplies & materials.  
Account 440-City Hall, increase by \$351,449 for professional & contracted services, supplies & materials.  
Account 700-Police, increase by \$150,000 for retirement, overtime, maint.autos,capital outlay equipment.  
Account 751-Street Lights, increase \$20,000 electric.  
Account 901-Vistor's Bureau, increase \$30,000 from hotel tax.  
Account 910-Civic Center(PGCC), increase \$15,000 for contracted services.

Ora Ash, Deputy State Auditor  
 West Virginia State Auditor's Office  
**200 West Main Street**  
 Clarksburg, WV 26301  
 Phone: 627-2415 ext. 5114  
 Fax: 304-340-5090  
 Email: [igs@wvsao.gov](mailto:igs@wvsao.gov)

**REQUEST FOR REVISION TO APPROVED BUDGET**

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (\$ 11-8-26a)

CONTROL NUMBER  
 Fiscal Year Ending **2025**  
 Fund: **1**  
 Revision Number: **3**  
 Pages: **1 of 1**

City of Elkins  
 GOVERNMENT ENTITY

Person To Contact Regarding Request:

Name: **Tracy Judy**  
 Phone: **304-636-1414, ext 1317**  
 Fax: **304-635-7135**  
 Email: [tjudy@cityofelkinswv.com](mailto:tjudy@cityofelkinswv.com)

401 Davis Ave.  
 STREET OR PO BOX

Elkins 26241  
 CITY ZIP CODE

Municipality  
 Government Type

**REVENUES: (net each acct.)**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
305	Business and Occupation Tax	1,604,000	327,631		1,931,631
308	Hotel Occupancy Tax	200,200	47,000		247,200
314	Sale Tax	1,400,000	160,700		1,560,700
321	Parking Violation	4,000	3,000		7,000
366	State Government Grants		19,274		19,274
368	Contributions/Transfer from Other Entities		15,000		15,000

**NET INCREASE/(DECREASE) Revenues (ALL PAGES)** 790,949

Explanation for Account # 378, Municipal Specific:  
 Explanation for Account # 369, Contributions from Other Funds:

**EXPENDITURES: (net each account category)**

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
409	Mayor's Office	35,730	5,000		40,730
413	Treasurer's Office	334,700	70,000		404,700
415	City Clerk	239,429		5,000	234,429
417	City Attorney	80,000	12,000		92,000
424	Contributions to Comms/Authorities	63,888	2,500		66,388
428	Acquisition of Property		135,000		135,000
438	Elections	14,600	5,000		19,600
440	City Hall	957,920	351,449		1,309,369
700	Police Department	2,558,687	150,000		2,708,687
751	Street Lights	108,000	20,000		128,000

**NET INCREASE/(DECREASE) Expenditures** 790,949

**APPROVED BY THE STATE AUDITOR**

BY: Deputy State Auditor, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE







## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	May 12, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Fahe permanent financing for City Hall project
<b>Recommended By:</b>	City Treasurer
<b>Summary:</b>	This agenda item addresses the \$4.1 million loan for the City Hall repair and renovation project. The City Treasurer will present information about the terms of a loan available through Fahe (Federation of Appalachian Housing Enterprises), a Community Development Financial Institution that serve as a broker of USDA and other federal funds.
<b>Fiscal Impact:</b>	Terms: 30 yr loan@ 4.75% Amount: \$4.1 million
<b>Recommendation:</b>	Consider for recommendation that council authorize execution of documents for this loan
<b>Attachments:</b>	1. Fahe term sheet



5.2.25

City of Elkins, WV  
Tracy Judy  
City Treasurer  
401 Davis Ave  
Elkins, WV 26241

**RE: City Hall Renovation (Permanent Loan)**

Dear Mrs. Judy

On behalf of Fahe, we are pleased to offer this non-binding term sheet summarizing the anticipated principal terms and conditions of the proposed loan facility. This summary is intended solely for discussion purposes and does not constitute a legally binding or enforceable commitment by any party. A formal commitment may be issued upon full underwriting, credit committee approval, and acceptance of final terms and conditions.

**BORROWER:** City of Elkins WV

**AMOUNT:** Up to \$4,100,000.00

**COLLATERAL:**

- First place mortgage lien on Project Real Estate
- Assignment of interest leases and rents from the property and all tangible and intangible property used in connection

**PURPOSE:** Renovation of Elkins City Hall

**INTEREST RATE:** 4.75% Fixed (ACH Payment Required) USDA Community Facilities Funds

**TERM:** Up to 360 months from date of closing

**LOAN TO VALUE:** Up to 95% of appraised value

**LENDER COMMITMENT FEE:** 0.25% of total loan amount

**PAYMENTS:** Monthly Principal & Interest based on a 360-month amortization

**COUNSEL AND TITLE:** McBrayer, ("McBrayer"), or its designee, shall act as Lender's counsel, will issue the borrower's title insurance and close.



| Community Lending Services | Term Sheet |

**CLOSING COSTS:** Borrower shall pay the cost of Lender's attorney fees, origination fee, title insurance, recording fees, closing fees and any other of Lender's out of pocket expenses.

**GUARANTORS:** None other than borrower

**Initial Underwriting Requirements:**

- Borrowers Year-to-Date Balance Sheet, Cash Flow Statement, Profit & Loss
- Construction budget and materials list
- Architect Plans and Specifications
- As Is and As Completed appraisal
- General Obligation Bond information

**Standard Covenants:**

- Notice of any change in executive management
- Annual Audit within 150 days of year end
- Builders risk, general liability and workers compensation insurance in the amount of the loan required with Fahe named as Additional Insured

**Additional Covenants:**

- Fahe reserves the right to add covenants as deemed appropriate during underwriting.

The terms and conditions outlined herein are subject to change without notice. Please note that this summary does not include all terms, conditions, and provisions that would be fully detailed in the final, legally binding loan documents governing the proposed transaction.

Should you wish to proceed with obtaining formal credit approval under the general terms and conditions of this non-binding term sheet, please sign where indicated below and return this document on or before May 13, 2025

Sincerely,

Name: Dwain Neeley  
Title : SVP of Community Lending  
Fahe

**Signature Page Follows**



| Community Lending Services | Term Sheet |

Accepted By: \_\_\_\_\_ on behalf of \_\_\_\_\_  
on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Title:

**RE Project: City of Elkins City Hall Renovation (Perm)**



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	May 12, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	City Hall construction loan
<b>Recommended By:</b>	City Treasurer
<b>Summary:</b>	Interest payments on \$4,100,000
<b>Fiscal Impact:</b>	Interest only during construction
<b>Recommendation:</b>	Review presented information
<b>Attachments:</b>	None



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	May 12, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	HRIS platform
<b>Recommended By:</b>	HR Director
<b>Summary:</b>	The HR Director will present information about need for and options for implementing a Human Resources Information System (HRIS) platform.
<b>Fiscal Impact:</b>	TBD
<b>Recommendation:</b>	Review presented information and consider next steps and recommendations
<b>Attachments:</b>	None