



# City of Elkins

## Finance Committee Meeting

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August 18, 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 June 9, 2025
4. **Reports**
5. **New business**
  - a. Brief discussion on the City's current pay structure and potential next steps for addressing compensation.
  - b. Proposed compensation adjustment of Elkins Police Officers
  - c. Funding to replace "Welcome to Elkins" sign destroyed in accident.
  - d. Request for city contribution to Babe Ruth League for projects at Bluegrass Park.
  - e. Request for city contribution toward utility bills at All Veterans Park.
  - f. Request for city funding of private vendor's services to set up and remove the community Christmas tree.
6. **Announcements**
7. **Adjournment**



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	August 18, 2025
<b>Section:</b>	Minutes
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Proposed minutes for the meeting of June 9, 2025
<b>Recommended By:</b>	City Clerk
<b>Summary:</b>	Minutes proposed for the committee's meeting of June 9
<b>Fiscal Impact:</b>	n/a
<b>Recommendation:</b>	Consider for approval
<b>Attachments:</b>	1. Finance Committee - 2025_06_09 - Minutes_Proposed

# FINANCE COMMITTEE MEETING MINUTES

*Phil Gainer Community Center  
142 Robert E. Lee Ave. Ext.  
June 9, 2025  
1:00pm*

Present were members: M. Hinchman (chair), R. Chenoweth, C. Lowther.

Also present were: Mike Kesecker (operations manager), Gerry Roberts (city attorney), Tracy Judy (treasurer), Travis Bennett (police chief), Leon Kaye (communications specialist), Mikayla Goins (executive secretary and recording secretary for this meeting) Wes Lambert (water director), and Sutton Stokes (city clerk).

## PUBLIC COMMENT

Kathy Vance, of 122 2<sup>nd</sup> Street, explained her proposal that the city purchase an artificial Christmas tree (agenda item “b”).

## MINUTES

Lowther **MOVED APPROVAL OF THE MINUTES OF THE MAY 12, 2025.** The motion carried.

## NEW BUSINESS

The Committee discussed reductions to outside contributions for FY 2027.

The Committee took no action on the \$11,294.75 Community Christmas Tree Funding Request.

Lowther **MOVED RECOMMENDING COUNCIL APPROVAL OF FY 2025 GENERAL FUND BUDGET REVISIONS 30-35.** The motion carried.

Lowther **MOVED RECOMMENDING COUNCIL APPROVAL OF FY 2025 GENERAL FUND BUDGET REVISION SAO 2025-001-04.**

The meeting adjourned at 2:05p.m.

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Name & Title

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Signature



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	August 18, 2025
<b>Section:</b>	New business
<b>Category:</b>	Presentation
<b>Agenda Item Name:</b>	Brief discussion on the City's current pay structure and potential next steps for addressing compensation.
<b>Recommended By:</b>	HR Director
<b>Summary:</b>	The HR Director will present information and facilitate discussion on the City's current pay structure and potential next steps for addressing compensation.
<b>Fiscal Impact:</b>	TBD
<b>Recommendation:</b>	Review presented information and consider next steps and recommendations
<b>Attachments:</b>	None



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	August 18, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Proposed compensation adjustment of Elkins Police Officers
<b>Recommended By:</b>	Police Chief
<b>Summary:</b>	<p>A proposed 25% pay increase for the Elkins Police Department (EPD) would align compensation with surrounding law enforcement agencies, helping retain current officers and achieve full staffing. The gross annual cost is estimated at \$150,000; however, projected overtime savings of at least \$85,000—due to reduced staffing shortages—would bring the net cost to about \$65,000. Given that losing just two officers to higher-paying departments would cost more than this increase, the adjustment is expected to be both a retention strategy and a cost-control measure.</p> <p>See attachments for more information.</p>
<b>Fiscal Impact:</b>	See note above and attachments
<b>Recommendation:</b>	Consider for recommendation to council
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Explanation of proposed EPD pay increase</li> <li>2. Starting Pay Rates from WV Police Agencies</li> </ol>

## **2025 EPD Pay Increase**

- A 25% increase brings EPD in line with other law enforcement agencies in the area.
- This will prevent us from losing officers to other agencies and allow us to be fully staffed.
- The expected cost for this increase is \$150,000
- Every position that we are short costs us around \$40,000 in overtime.
- Last year's total overtime amount for EPD was \$424,404.
- By being fully staffed the total overtime amount will be reduced by a minimum of 20% or \$85,000.
- When factoring in the overtime reduction the cost for this increase is reduced to \$65,000
- The bottom line is that if we lose 2 officers to higher paying departments, it will cost us more than this increase.

## Starting Pay Rates

Putnam Co.	60,240
Nitro	63,372
Marion Co.	55,000
Harrison Co.	59,382
Fayetteville	52,000
Ranson	57,586
Charles Town	57,462
Fairmont	60,007
Clarksburg	57,132
Glenville	48,840
Martinsburg	57,917
Beckley	50,530
Wheeling	55,160
Berkeley Co.	57,466
Bridgeport	56,344
Randolph Co.	55,000
WVSP	60,984

**EPD: 39,302**

**45,600 (after 1 year with mandatory OT and longevity pay)**

**42,600 (first year)**



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	August 18, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Funding to replace "Welcome to Elkins" sign destroyed in accident.
<b>Recommended By:</b>	Operations Manager
<b>Summary:</b>	The "Welcome to Elkins" sign on Randolph Avenue, near the AHT pedestrian bridge, was destroyed in a motor vehicle accident. This sign was one of four signs procured through public bidding and installed in 2024 for a total cost of \$31,000. The Operations Manager is seeking to identify \$8,000 as the estimated funding needed to replace this sign.
<b>Fiscal Impact:</b>	Approximately \$8,000 expenditure
<b>Recommendation:</b>	Consider for recommendations and next steps
<b>Attachments:</b>	1. R-1714 Accepting Bid and Authorizing Execution of Agreement for Design, Procurement, and Installation Service related to City Welcome Sign

**IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV**

**A RESOLUTION OF COMMON COUNCIL**

(#1714)

January 18, 2024

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***Accepting Bid and Authorizing Execution of Agreement for  
Design, Procurement, and Installation Services related to City Welcome Signs***

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**WHEREAS**, the City of Elkins, West Virginia ("City") has, per Resolution #1154, adopted the 2018-2023 Strategic Plan, including milestones and deadlines to serve as a guide in decision-making and resource assignment for the City; and,

**WHEREAS**, under Strategic Area #1, item D, this Plan identifies City welcome signs; and,

**WHEREAS**, the City advertised for bids from any company interested in providing design, procurement, and installation services related to City welcome signs ("Project"); and,

**WHEREAS**, at a public bid opening held January 16, 2024, only one bid was received; and,

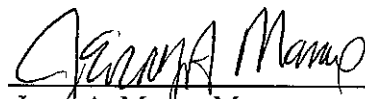
**WHEREAS**, that bid was received from Rustiques, in the amount of \$31,000, for provision of design, procurement, and installation services related to this Project; and,

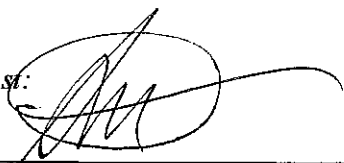
**WHEREAS**; Rustiques is the only bidder and therefore is the recommended awardee for this Project; and,

**WHEREAS**, it appears that securing the services of Rustiques on the basis of these terms is in the best interests of the citizens of the City of Elkins;

**NOW, THEREFORE, BE IT RESOLVED, THAT:**

The Elkins Common Council hereby authorizes the Operations Manager to accept and contract with Rustiques under these terms for the design, procurement, and installation of City welcome signs.

  
\_\_\_\_\_  
Jerry A. Marco, Mayor

Attest:   
\_\_\_\_\_  
Sutton R. Stokes, City Clerk

RUSTIQUES - Richard L. Rockwell  
 17 Rockwell Lane  
 Elkins, WV 26241

PHONE: 304-636-8890 office  
 304-642-9100 cell

WV LICENSE #WV007347

**REBID FOR SIGNS**

JOB NO. \_\_\_\_\_

JOB NAME: CITY OF ELKINS  
OPERATIONS MANAGER  
MIKE KESECKER  
MELODY HIMES, OPERATIONS ASS'T

WORK PERFORMED:  
CITY OF ELKINS SIGNS

DATE	DESCRIPTION	CURRENT CHARGES	PAYMENTS	BALANCE
1/15/2023	IN ACCORDANCE WITH YOUR REQUEST FOR " CITY OF ELKINS " SIGNS THE FOLLOWING IS SUBMITTED:			
	SIGN DESIGN AND PROCUREMENT	\$ 14,000.00		
	MISC. MATERIALS FOR INSTALLATION	\$ 3,500.00		
	LABOR TO INSTALL ALL	\$ 13,500.00		
	TOTAL BASED ON INFORMATION SUBMITTED	\$ 31,000.00		
	ALL WORK WILL BE COMPLETED WITHIN 90 DAYS FROM RECEIPT OF FIRST PAYMENT			
	SEE QUOTE FROM "SIGN GUY " ATTACHED			
	SEE SKETCHES ATTACHED			
	PAYMENTS WILL BE REQUESTED AS FOLLOWS:			
	ADVANCE FOR SIGN DESIGN AND ORDER	\$ 14,000.00		
	INSTALLATION STARTED	\$ 8,500.00		
	ALL WORK COMPLETED	\$ 8,500.00		
	TOTAL BID	\$ 31,000.00		

Please make checks payable to "Rustiques"  
 file ELKINS SIGNS-REBID

AMOUNT DUE THIS INVOICE: \_\_\_\_\_



**The Sign Guy**  
 Phone: 304-472-8864  
 Fax: 304-471-8468  
 signguy8864@gmail.com

9 1/2 Franklin St  
 Buckhannon, WV 26201

**Quote**

DATE	INVOICE #
12/12/2023	

<b>Bill To:</b>
Rustiques Log Homes Dick Rockwell 2151 Beverly Pike ELKINS, West Virginia 26241

Order #	Order Title	PO #
30241	City of Elkins - Welcome Signs	

Type	Title	Description	TOTAL
Line Item	Other	8 - HDU Sign - 15lbs sq/ft - 4x4ft - Painted at \$1,632.00 each	13056.00

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<b>Sub Total</b>	<b>\$ 13,056.00</b>
<b>Tax</b>	<b>\$ 783.36</b>
<b>Total</b>	<b>\$ 13,839.36</b>

**Acceptance of Quote:**  
 The above prices, specifications, and conditions are satisfactory and are hereby accepted.  
 PLEASE CALL 304-472-8864 WITH PAYMENT TO PROCEED WITH THIS ORDER.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

12/12/2023  
 10:02:45 AM

1/1





## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	August 18, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Request for city contribution to Babe Ruth League for projects at Bluegrass Park.
<b>Recommended By:</b>	Requested by the Elkins Elks Babe Ruth League
<b>Summary:</b>	The Elkins Elks Babe Ruth League requests funding assistance for projects at Bluegrass Park. See attached application.
<b>Fiscal Impact:</b>	TBD
<b>Recommendation:</b>	Consider for recommendation to council
<b>Attachments:</b>	1. City Elkins Funding Request - Elkins Babe Ruth



**Mid-Year City Council Funding Request**

If you have questions prior to submitting your request, we are happy to assist. Questions can be addressed to Sutton Stokes, City Clerk, at [suttonstokes@cityofelkinswv.com](mailto:suttonstokes@cityofelkinswv.com).

**Non-Profit Funding Request Application**

**ORGANIZATION INFORMATION**

Organization Name: Elkins Elks Babe Ruth League Date of Request: 7/7/2025  
 Organization Address: 416 Maple Lane Elkins, WV 26241  
 Contact Name: Steve Schumacher Contact Phone: (304) 439-5786  
 Contact Email: steveschul969@gmail.com  
 Annual Operating Budget: \$45,000 - \$60,000 expenses  
 Total Capital Project Budget (if applicable): \$146,000.00

What is the purpose / mission of your organization?

Attached

**USE OF FUNDS**

Type of Request

Capital Funding       Operations       Event/Program       Other

Funding Request Amount: \_\_\_\_\_

Have you received funding from the City in the past?     YES       NO       UNSURE

If yes, please provide the time period and allocation for the most recent funding provided:

Amount provided: \$50,000      Fiscal Year: 2022      New Bleachers

What are the requested funds to be used for? Provide as much detail as possible, including project budget and how this benefits the City. Attach additional sheets as necessary.

Attached

Please list any funds that will be used to supplement the requested funds (i.e. grants, other matching funds). Please also list the number of any volunteers involved in the project or any in-kind contributions.

Will there be ongoing costs associated with this project/request once completed? Please describe any continuation or upkeep needed and discuss how any reoccurring costs will be covered.

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**ADDITIONAL INFORMATION REQUESTED**

- A. Attach any additional sheets (as needed) from questions asked in this application.
- B. Provide specific details and documentation related to requested funds such as quotes from vendors, utilities/operating expenses, proposed job descriptions and salaries when applicable.
- C. Organizational budget and sources of general funding (i.e. treasury, fundraising, grants, other income).

*Steven D. Schumacher*

Applicants Signature

Steven G. Schumacher, League Treasurer

Printed Name & Title

**TO BE COMPLETED BY CITY OF ELKINS**

Date Received: \_\_\_\_\_

Staff Comments:

Finance Committee Action:

Recommended?

YES

NO

Amount Recommended (if applicable): \_\_\_\_\_

Assigned Account No.: \_\_\_\_\_

Council Action:

Approved?

YES

NO

Amount Approved (if applicable): \_\_\_\_\_

Assigned Account No.: \_\_\_\_\_



## Non-Profit Funding Request Application

Elkins Elks Babe Ruth League – Id # 31-1124332 -501(c)(4)

### What is the purpose / mission of your organization:

To teach the fundamentals, the game of baseball and provide a season of games to the youth of Randolph County and surrounding counties. To provide a safe atmosphere, team competition, team leadership and professional leadership to each player.

### Use of Funds

#### What are the requested funds to be used for?

The funds will be used along with the leagues funds which have been fundraised and monetary donations from local people in the community to build a two-story wood frame building with metal siding that will house a new concession stand on the first floor and the second floor will be used as a meeting room for the league board to use and meet. This building will be built adjacent to the existing two-story concession and press box. The existing concession area will be used for concession storage as the old small single storage room (actual the original concession stand) will be torn down with the new structure replacing it in its current location. Openings will be made on the side wall so you can access the areas in the new structure. The funds will construct the entire new building, new heat/cool system, electrical wiring, water and sewer tie in flooring, toilet in press box meeting area, new roof on existing press box, cabinets, counter tops, two burner stove top, three sinks for proper washing of dishes, new beverage cooler, new serving windows, press box windows and more secure doors and locks. The league has received a bid for the construction of a 2-story structure at \$146,00.00. The Elkins Babe Ruth baseball league leased Bluegrass Park from the city and the league maintains all the structures and playing field at Robin Harvey Memorial Baseball Field mostly without any city assistance. Our league provides an opportunity for young kids to grow and play the game of baseball at well maintained facility. The new concession stand will allow for our volunteers who work in the stand during games to have a larger area to serve the fans during each game. It will allow the league to continue to meet the health standards to serve concession food and have less maintenance on the existing concession area. The new meeting area will allow us to meet when we need to and instead of trying to find a business or some location to have our meetings to prepare for the season.

**Please list any funds that will be used to supplement the requested funds. Please list the number of any volunteers involved in the project or any in-kind contributions.**

Approximately \$76,000.00 will be spent with the league's capital funding for this project. We have fund raised in the past few years preparing for this project and with monetary donations from the local people in the community. A local contractor will remove and haul away debris from the existing 1-story storage building and prepare the foundation before construction begins on the new 2-story building for no charge to the league. The league has a board of about 18 members which includes the managers of each of the 6 teams in the league and many other volunteers who assist working in concession stand during games and upkeep with the baseball field and existing structures.

**Will there be ongoing costs associated with this project/request once completed? Please describe any contributions or upkeep needed and discuss how any reoccurring cost will be covered?**

No additional cost will be asked from the league to the city once this project is completed. In the past after city assistance on a project, the league will maintain the new building and keep up with its maintenance. And if a improvement is required it will normally be paid with the league's funds and/or donation from the local community or people.

Elkins Babe Ruth League income comes from donations from the BPOE Elks Lodge 1135, individuals, fund raising, outfield advertising signs and income from sales in the concession stand. Our expenses include league/player insurance, electricity, umpire fees, field maintenance items, mower gas, concession stock items, baseball supplies and miscellaneous items. For very large new projects the league will request funding assistance from the city of Elkins, Parks and Recreation and the Randolph County commission. The league did receive a state grant funding many years ago when the new backstop fencing was replaced.

## **Non-Profit Funding Request Application**

**Elkins Elks Babe Ruth League – Id # 31-1124332 -501(c)(4)**

### **What is the purpose / mission of your organization:**

To teach the fundamentals, the game of baseball and provide a season of games to the youth of Randolph County and surrounding counties. To provide a safe atmosphere, team competition, team leadership and professional leadership to each player.

### **Use of Funds**

#### **What are the requested funds to be used for?**

The funds will be used along with the leagues funds which have been fundraised and monetary donations from local people in the community to build a two-story wood frame building with metal siding that will house a new concession stand on the first floor and the second floor will be used as a meeting room for the league board to use and meet. This building will be built adjacent to the existing two-story concession and press box. The existing concession area will be used for concession storage as the old small single storage room (actual the original concession stand) will be torn down with the new structure replacing it in its current location. Openings will be made on the side wall so you can access the areas in the new structure. The funds will construct the entire new building, new heat/cool system, electrical wiring, water and sewer tie in flooring, toilet in press box meeting area, new roof on existing press box, cabinets, counter tops, two burner stove top, three sinks for proper washing of dishes, new beverage cooler, new serving windows, press box windows and more secure doors and locks. The league has received a bid for the construction of a 2-story structure at \$146,00.00. The Elkins Babe Ruth baseball league leased Bluegrass Park from the city and the league maintains all the structures and playing field at Robin Harvey Memorial Baseball Field mostly without any city assistance. Our league provides an opportunity for young kids to grow and play the game of baseball at well maintained facility. The new concession stand will allow for our volunteers who work in the stand during games to have a larger area to serve the fans during each game. It will allow the league to continue to meet the health standards to serve concession food and have less maintenance on the existing concession area. The new meeting area will allow us to meet when we need to and instead of trying to find a business or some location to have our meetings to prepare for the season.

Name/Address
Babe Ruth

Date	Estimate No.	Project
04/22/25	27	

Item	Description	Quantity	Cost	Total
materials	metal siding, furring strips, doors, windows, block, gravel, plumbing, concrete, framing lumber, shingles, lights, etc.	1	49,320.00	49,320.00
Labor	replace bad block above door at stairs, construct new structure, footings, block, concrete, frame two story addition, lights, plumbing, insulation, roofing, install doors to new structure, etc.		49,000.00	49,000.00
materials	1-1/2" rigid foam, home depot	44	40.00	1,760.00
materials	rheem 3.5kw point of usewater heater	3	192.97	578.91
materials	lvt flooring	1,382	7.50	10,365.00
materials	8' and 2-4' electric baseboard heaters	1	280.00	280.00
materials	triple bowl sink with faucet, amazon	1	730.00	730.00
materials	countertop	36	40.00	1,440.00
materials	ductless aire 24000 mini split, couldnt find twin head units	4	1,549.00	6,196.00
materials	44x36 slider window	2	325.00	650.00
materials	2 burner cooktop	1	350.00	350.00
materials	hm door jamb and 36" door	2	1,160.00	2,320.00
materials	72x64 twin casement window	2	1,500.00	3,000.00
materials	6" wafer lights	30	500.00	15,000.00
materials	dimmers	2	45.00	90.00
materials and labor	2 shed awnings	2	500.00	1,000.00
materials and labor	desks at press box	2	750.00	1,500.00
materials and labor	roof over exisnting structure	1	3,200.00	3,200.00
			<b>Total</b>	<b>\$146,779.91</b>

6- 2X10X12 SPF (HEADERS)  
 5- 7/16" OSB  
 66- 2X4X16 TRD  
 4- BOXES 1/4X23/4" TAPCONS  
 220- 8" BLOCK  
 5- TYPE S MORTAR  
 1- TON SAND  
 56- 60# CONCRETE  
 20- ANCHOR BOLTS  
 1- 6MIL PLASTIC BLACK  
 8- 5X10' REMESH  
 15- 1/2" X20 REBAR  
 10- 2X6X16 SPF (FORMS)  
 10- 3" X60" SLAB BOLSTERS  
 4- LINTELS (BLOCK)  
 5- 2X8X16 TRD  
 3- 8" SEAL SILL  
 150- 2X6X8 SPF  
 36- 2X6X16 SPF  
 24- 2X12X12 SPF ) JOISTS  
 4- 2X12X16 SPF )  
 75- 2X4X16 SPF (PURLINS  
 38- 2X10X16 SPF (RAFTERS)  
 2- HOUSE WRAP  
 3- 24" X50' TRIM COIL  
 30- VINYL SOFFIT  
 16- J-CH VINYL  
 64- 1/2" X4X12 DRTHALL

4- 5 GAL JOINT COMPOUND  
 2600SF - R-19 INSULATION  
 4- BOXES 3" 21° NAILS  
 2- BOXES 23/8" RING SHANK  
 58- 5/8" OSB  
 1- BOX 5/16" F50 STAPLES (BIG BOX)  
 1- BOX 1 1/4" COIL ROOFING NAILS  
 1- ROLL TITANIUM FELT  
 44- 1 1/2" RIGID FOAM  
 3- RHEEM 3.5KW WATER HEATERS  
 1382SF - LVT FLOORING  
 1- 8' ELECTRIC BASEBOARD  
 2- 4' ELECTRIC BASEBOARD  
 1- TRIPLE BOWL SINK + FAUCET  
 36LF - COUNTERTOP  
 1- VANITY  
 1- FAUCET  
 1- TOILET  
 1- MIRROR  
 4- DUCTLESS AIRE MINISPLIT  
 2- 44X36 VINYL SLIDERS  
 1- 2 BURNER COOKTOP  
 4- 36" HM DOOR NAMB + DOOR  
 2- 72X64" VINYL CAEMENT WINDOW  
 3- 36X54 NORTHANVEL DH WINDOW  
 30- 6" WAFER LIGHTS  
 2- DIMMERS  
 2- SHED AWNINGS

2-DESKS

1-ELECTRICAL

1-PLUMBING

### ROOFING & SIDING

50 - 18' PANEL

16 - 15' PANEL

4 - O.C. 18'

1 - I.C. 18'

12 - RAT GUARD

25 - J-CHANNEL

14 - DRIP EDGE

96 LF - VENTED OUTSIDE CLOSURE

96 LF - VENTED INSIDE CLOSURE

78 LF - RAKES

14 BAGS - 1/4" SCREWS



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	August 18, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Request for city contribution toward utility bills at All Veterans Park.
<b>Recommended By:</b>	Mayor
<b>Summary:</b>	The Mayor will present a request that the city share the cost of electricity service at All Veterans Memorial Park.
<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>	August 18, 2025
<b>Section:</b>	New business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Request for city funding of private vendor's services to set up and remove the community Christmas tree.
<b>Recommended By:</b>	Mayor
<b>Summary:</b>	An artificial community Christmas tree has been purchased and donated by a private party. A vendor has proposed to provide setup and takedown services for a fee. The Mayor proposes that the city cover this annually.
<b>Fiscal Impact:</b>	TBD
<b>Recommendation:</b>	Consider for recommendation to council
<b>Attachments:</b>	None