



City of Elkins

Personnel Committee Meeting

September 2, 2025

1:00 PM

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

Charter Authority of the Personnel Committee: Review and propose to Council employment policies, including employee compensation and benefits and an employee handbook. Review applications for primary staff positions recommended by the Mayor and make hiring recommendations to Council.

AGENDA

1. **Call to order and roll call**
2. **Public comment**
3. **Minutes**
 - a. Proposed minutes for the Personnel Committee meeting of August 4, 2025
 - b. Proposed minutes for the Finance Committee meeting of August 18, 2025
4. **Reports**
5. **New business**
 - a. Proposed classification and compensation plan for city organization.
 - b. Reappointment of the City Treasurer (for referral to council by 9/4, as required by city code).
6. **Announcements**
7. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	September 2, 2025
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the Personnel Committee meeting of August 4, 2025
Recommended By:	City Clerk
Summary:	Minutes proposed for the meeting of August 4
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. Personnel Committee - 2025_08_04 - minutes_proposed

PERSONNEL COMMITTEE MEETING MINUTES

*Phil Gainer Community Center
142 Robert E. Lee Ave. Ext.
August 4, 2025
1:00pm*

Present were members: C. Thompson (chair), L. Severino, C. Kerns

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), Wes Lambert (Water Director), Sutton Stokes (city clerk) and Mikayla Goins (recording secretary).

MINUTES

Kerns **MOVED APPROVAL OF THE MINUTES OF THE JUNE 2, 2025.** The motion carried.

NEW BUSINESS

HR Director Marshall provided the Committee with an update on the new HRIS system implementation.

The Committee discussed Human Resource related topics.

Kerns, seconded by Severino, moved that the committee enter executive session under Employee Privacy exemption.” The motion carried. The executive session began at 2:10 p.m. and ended at 2:30 p.m. The chair announced that no decisions were made and no actions were taken.

The meeting adjourned at 2:35 p.m.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	September 2, 2025
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the Finance Committee meeting of August 18, 2025
Recommended By:	City Clerk
Summary:	Minutes proposed for the meeting of August 18
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. Finance Committee - 2025_08_18 - minutes_proposed

FINANCE COMMITTEE MEETING MINUTES

*Phil Gainer Community Center
142 Robert E. Lee Ave. Ext.
August 18, 2025
1:00 p.m.*

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

Also present were: Jerry Marco (mayor), Mike Kesecker (operations manager), Tracy Judy (treasurer), Steve Himes (fire chief), Travis Bennett (police chief), Chris Marshall (human resources), Sutton Stokes (city clerk), Whitney Hymes (Wastewater Director), and Mikayla Goins (recording secretary).

MINUTES

Lowther **MOVED APPROVAL OF THE MINUTES OF THE JUNE 9, 2025.** The motion carried.

NEW BUSINESS

The committee discussed the City Contribution to Babe Ruth League for Projects at Bluegrass Park. No action was taken.

XYZ MOVED RECOMMENDING COUNCIL APPROVAL OF COMPENSATION ADJUSTMENT FOR ELKINS POLICE OFFICERS. The motion carried.

The committee discussed the request for funding to replace a “Welcome to Elkins” Sign Destroyed in Accident. No action was taken.

Chenoweth MOVED RECOMMENDING COUNCIL APPROVAL OF CITY CONTRIBUTION TOWARD UTILITY BILLS AT ALL VETERANS PARK TO THE ANNUAL AMOUNT OF \$1,500. The motion carried

Chenoweth MOVED RECOMMENDING COUNCIL APPROVAL OF CITY FUNDING OF PRIVATE VENDOR’S SERVICES TO SET UP AND REMOVE THE COMMUNITY CHRISTMAS TREE TO THE ANNUAL AMOUNT OF \$1,500. The motion carried

The Committee discussed the City’s current pay structure and next steps for addressing compensation.

Lowther, seconded by Hinchman, moved that the committee enter executive session as allowed under WVC §6-9A-4 (b) (2) (A) (“Matters arising from the appointment, employment, retirement, promotion, transfer, demotion, disciplining, resignation, discharge, dismissal or compensation of a public officer or employee, or prospective public officer or employee unless the public officer or employee or prospective public officer or employee requests an open

meeting the exemption for the agenda item”) for the agenda item “Brief discussion on the City’s current pay structure and potential next steps for addressing compensation.” The motion carried. The executive session began at 2:12 p.m. and ended at 2:41 p.m. The chair announced that no decisions were made and no actions were taken.

Lowther **MOVED TO RECOMMEND THAT THE HR DIRECTOR PROCEED WITH THE CREATION OF A DEFENSIBLE GS-BASED PAY SCALE FOR THE ENTIRE CITY ORGANIZATION, INITIATE A PUBLIC INFORMATION CAMPAIGN TO UPDATE CITY EMPLOYEES, AND BRING RECOMMENDED PAY SCALE AND NEEDED COMPENSATION ADJUSTMENTS TO A JOINT MEETING OF THE FINANCE COMMITTEE AND PERSONNEL COMMITTEE TENTATIVELY SCHEDULED FOR SEPTEMBER 2.** The motion carried.

The meeting adjourned at 2:43 p.m.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	September 2, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Proposed classification and compensation plan for city organization.
Recommended By:	HR Director
Summary:	The HR Director will update the committee concerning the need for and progress toward an improved classification and compensation plan for the city organization
Fiscal Impact:	TBD
Recommendation:	Review presented information and consider next steps and recommendations to council
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	September 2, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Reappointment of the City Treasurer (for referral to council by 9/4, as required by city code).
Recommended By:	City Treasurer
Summary:	Per City Code § 32.16 (F), "the City Collector and Treasurer shall be elected by the Council at the first regular meeting held in the month of September of each odd year, or as soon thereafter as practicable."
Fiscal Impact:	Per Resolution 1793, compensation upon reappointment is to be \$62,540, effective October 1, 2025.
Recommendation:	Consider for recommendation to council
Attachments:	None