



City of Elkins

Finance Committee Meeting

September 8, 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. **Reports**
4. **New business**
 - a. Cost of extending the city right-of-way on Ellis Avenue
 - b. Request for city contribution to Babe Ruth League for projects at Bluegrass Park.
 - c. Request from Elkins Area Shared Trails for City of Elkins act as applicant and fiscal agent for application to US DOT Rural and Tribal Assistance Nationally Significant Multimodal Freight & Highway Projects (INFRA) for a feasibility study for a bike/pedestrian lane on Beverly Pike
5. **Announcements**
6. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	September 8, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Cost of extending the city right-of-way on Ellis Avenue
Recommended By:	Operations Manager
Summary:	The Operations Manager will present information about this topic.
Fiscal Impact:	TBD
Recommendation:	Consider for next steps and recommendations
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	September 8, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Request for city contribution to Babe Ruth League for projects at Bluegrass Park.
Recommended By:	Requested by the Elkins Elks Babe Ruth League
Summary:	The Elkins Elks Babe Ruth League requests funding assistance for projects at Bluegrass Park. See attached application.
Fiscal Impact:	TBD
Recommendation:	Consider for recommendation to council
Attachments:	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.

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.

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

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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
			Total	\$146,779.91

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- 6 MIL 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 ~~RAFTERS~~)
 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

Meeting Date:	September 8, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Request from Elkins Area Shared Trails for City of Elkins act as applicant and fiscal agent for application to US DOT Rural and Tribal Assistance Nationally Significant Multimodal Freight & Highway Projects (INFRA) for a feasibility study for a bike/pedestrian lane on Beverly Pike
Recommended By:	Requested by Elkins Area Shared Trails
Summary:	<p>This proposal outlines roles and responsibilities for a grant application to the US DOT INFRA program supporting a feasibility study and preliminary design of a bike/pedestrian lane along Beverly Pike from 11th Street to Elkins High School.</p> <p>Under the attached proposal, submitted by EAST, the City of Elkins would serve as applicant and fiscal agent, managing funds and compliance. There is no match requirement, so the city's only cost would be staff time in managing receipt and disbursement of funds.</p> <p>Woodlands Development Group would support application development and reporting, while the Randolph County Development Authority would lead procurement and project management.</p> <p>Elkins Area Shared Trails would serve as client representative, ensuring community priorities and stakeholder input are integrated.</p>
Fiscal Impact:	No match. Staff time.
Recommendation:	Consider for recommendation to council
Attachments:	1. USDOT RTA Grant Proposal R&R

Proposal: Roles and Responsibilities for Grant Application and Project Implementation

Program: US DOT Rural and Tribal Assistance Nationally Significant Multimodal Freight & Highway Projects (INFRA)

Project: Bike Lane for the 5 Lane

Scope of Work: Feasibility Study, Environmental Review, Design, and Preliminary Engineering for a Bike and Pedestrian Lane along the Beverly Pike from the intersection with 11th Street to Elkins High School on Kennedy Drive.

Budget: (no match)

Applicant and Fiscal Agent

City of Elkins (COE)

- Serve as the official applicant and fiscal agent for the grant.
- Manage receipt and disbursement of funds.
- Provide financial oversight and ensure compliance with grant requirements.
- Execute contracts and agreements related to the project.

Application and Reporting Support

Woodlands Development Group (WDG)

- Assist COE in drafting the grant application.
- Provide technical writing, data, and supporting documentation.
- Support ongoing compliance and reporting requirements once awarded.
- Collaborate with project partners to collect necessary information for progress and final reports.

Procurement and Project Management Lead

Randolph County Development Authority (RCDA)

- Lead procurement of consultants and contractors in alignment with applicable regulations.
- Develop and issue RFPs/RFQs for feasibility study, environmental review, design, and engineering.
- Coordinate with COE and project partners to evaluate proposals and select contractors.
- Manage day-to-day coordination of consultant activities.

- Track project progress against timeline and deliverables.
- Ensure compliance with contractual obligations and grant requirements.
- Provide regular updates to COE and project partners.

Client Representative

Elkins Area Shared Trails (EAST)

- Serve as client representative to ensure community and stakeholder priorities are reflected.
 - Act as liaison between the project partners, consultants, and the public.
 - Provide input during feasibility, design, and review phases.
 - Facilitate community engagement and outreach to build support and gather feedback.
 - Advise on project alignment with broader trail and recreation initiatives in the region.
-