



City of Elkins

Joint Personnel & Finance Committees

October 6, 2025

1:00 PM

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

AGENDA

1. **Call to order and roll call**
2. **Public comment**
3. **Minutes**
 - a. Proposed minutes for the joint Personnel & Finance Committee meeting of September 2, 2025
4. **Reports**
5. **New business**
 - a. Reappointment of the City Treasurer.
 - b. Request for authorization to use funds from the Financial Stabilization Account to pay for city hall project invoices until Mountain Valley Bank construction loan is finalized.
 - c. Proposed classification and compensation plan for city organization.
6. **Announcements**
7. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

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|--------------------------|---|
| Meeting Date: | October 6, 2025 |
| Section: | Minutes |
| Category: | Action Item |
| Agenda Item Name: | Proposed minutes for the joint Personnel & Finance Committee meeting of September 2, 2025 |
| Recommended By: | City Clerk |
| Summary: | Minutes proposed for the meeting of October 6, 2025 |
| Fiscal Impact: | n/a |
| Recommendation: | Consider for approval |
| Attachments: | 1. Joint Personnel-Finance Committee - 2025_09_02 - Minutes_proposed |

PERSONNEL & FINANCE COMMITTEE MEETING MINUTES

*Phil Gainer Community Center
142 Robert E. Lee Ave. Ext.
September 2, 2025
1 p.m.*

Present were members: C. Thompson (Chair), L. Severino, C. Kerns, R. Chenoweth, M. Hinchman

C. Lowther 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), Whitney Hymes (Wastewater Chief), Wes Lambert (Water Chief) and Sutton Stokes (city clerk).

MINUTES

Severino **MOVED APPROVAL OF PERSONNEL COMMITTEE THE MINUTES OF THE MEETING OF AUGUST 4, 2025.** The motion carried.

Chenoweth **MOVED APPROVAL OF FINANCE COMMITTEE THE MINUTES OF THE MEETING OF AUGUST 4, 2025.** The motion carried.

NEW BUSINESS

The HR Director and the City Treasurer presented information about a proposed new classification and compensation system for the city organization. No action was taken.

The City Treasurer presented a memo regarding her reappointment to a two-year term starting October 1. No action was taken.

Another joint meeting of the Personnel and Finance Committees was scheduled for September 15 at 1 p.m.

The meeting adjourned at 2:30 p.m.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

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|--------------------------|---|
| Meeting Date: | October 6, 2025 |
| Section: | New business |
| Category: | Action Item |
| Agenda Item Name: | Reappointment of the City Treasurer. |
| Recommended By: | City Treasurer |
| Summary: | <p>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."</p> <p>The City Treasurer will present information for this item at the meeting.</p> |
| Fiscal Impact: | TBD |
| Recommendation: | Consider for recommendation to council |
| Attachments: | None |



CITY OF ELKINS AGENDA ITEM REPORT

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|--------------------------|---|
| Meeting Date: | October 6, 2025 |
| Section: | New business |
| Category: | Action Item |
| Agenda Item Name: | Request for authorization to use funds from the Financial Stabilization Account to pay for city hall project invoices until Mountain Valley Bank construction loan is finalized. |
| Recommended By: | City Treasurer |
| Summary: | The Treasurer seeks authorization to use funds from the Financial Stabilization Account to pay for city hall project invoices until Mountain Valley Bank construction loan is finalized. The loan will "repay" these outlays. Further information will be presented at the meeting. |
| Fiscal Impact: | Temporary expenditures from the Financial Stabilization Account that will be reimbursed from the construction loan for the City Hall repairs and renovation project. The overall project is estimated to cost \$4.1 million. |
| Recommendation: | Consider for recommendation to council |
| Attachments: | None |



CITY OF ELKINS AGENDA ITEM REPORT

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|--------------------------|---|
| Meeting Date: | October 6, 2025 |
| Section: | New business |
| Category: | Action Item |
| Agenda Item Name: | Proposed classification and compensation plan for city organization. |
| Recommended By: | Placeholder item |
| Summary: | Although it is not anticipated that any action will be requested on this item at Monday's meeting, this item is included to allow updates and discussion on this topic. |
| Fiscal Impact: | TBD |
| Recommendation: | Review presented information and consider recommendations |
| Attachments: | None |