



# City of Elkins

## Joint Meeting of the Personnel & Finance Committees

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November 17, 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 meeting of the Finance Committee on September 8, 2025.
  - b. Proposed minutes for the meeting of the joint Personnel and Finance Committee on October 06, 2025.
  - c. Proposed minutes for the meeting of the Personnel Committee on October 27, 2025.
4. **Reports**
5. **New business**
  - a. *(Finance and Personnel)* General Fund presentation
  - b. *(Finance and Personnel)* City compensation & classification plan
  - c. *(Personnel)* Proposed changes to the Personnel Manual clarifying the grievance process and leave donation program
  - d. *(Finance)* Budget revision funding compensation adjustment for City Treasurer upon reappointment
  - e. *(Finance)* Proposed changes to outside contribution process and administration
  - f. *(Finance)* Proposal to authorize purchase of new transfer switch at the Elkins Fire Department through payment from the Coal Severance Fund
  - g. *(Finance)* Request to transfer \$50,000 from the Financial Stabilization Fund to the Fire Fund
  - h. *(Finance)* Mayor's request for \$10,000 to fund engineering study for Harrison Avenue property
6. **Announcements**
7. **Adjournment**