



City of Elkins

Finance Committee Meeting

December 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. **Minutes**
 - a. Proposed minutes for the joint meeting of Finance & Personnel Committees on November 17, 2025.
4. **Reports**
5. **New business**
 - a. Budget Revisions
 - b. Planning for FY 2027 outside contributions
 - c. General Fund budget presentation
6. **Announcements**
7. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 8, 2025
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the joint meeting of Finance & Personnel Committees on November 17, 2025.
Recommended By:	
Summary:	Minutes proposed for the referenced meeting.
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. Finance & Personnel - 2025_11_17 - minutes_proposed

JOINT FINANCE & PERSONNEL COMMITTEE MEETING MINUTES

*Phil Gainer Community Center
142 Robert E. Lee Ave. Ext.
November 17, 2025
1:00 p.m.*

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

Also present were: Jerry Marco (mayor), Mike Kesecker (operations manager), Tracy Judy (treasurer), Steve Himes (fire chief), Travis Bennett (police chief), Joshua Martin (human resources), Sutton Stokes (city clerk), Wes Lambert (water chief operator), Whitney Hymes (wastewater chief operator), and Mikayla Goins (executive secretary).

MINUTES

Thompson **MOVED APPROVAL OF THE MINUTES OF THE FINANCE COMMITTEE MEETING OF SEPTEMBER 8, 2025.** The motion carried.

Lowther **MOVED APPROVAL OF THE MINUTES OF THE JOINT PERSONNEL AND FINANCE COMMITTEE MEETING OF OCTOBER 6, 2025.** The motion carried.

Thompson **MOVED APPROVAL OF THE MINUTES OF THE PERSONNEL COMMITTEE MEETING OF OCTOBER 27, 2025.** The motion carried.

NEW BUSINESS

a. General Fund presentation

The City Treasurer gave a presentation regarding the General Fund and changes to department budget presentation format moving forward.

b. City compensation & classification plan

Chenoweth **MOVED THAT THE COMMITTEE ENTER EXECUTIVE SESSION WITH THE ADMINISTRATIVE OFFICERS AND HUMAN RESOURCES DIRECTOR FOR THE AGENDA ITEM “CITY COMPENSATION & CLASSIFICATION PLAN.”** The stated exemption was for matters arising from the employment, etc. of an individual, as allowed under WVC §6-9A-4 (b) (2) (A). The motion carried. The executive session began at 1:20 p.m. and ended at 1:35 p.m. The chair announced that no decisions were made and no actions were taken.

Chenoweth **MOVED RECOMMENDING COUNCIL APPROVAL OF A PAY INCREASE FOR GENERAL FUND AND SANITATION FUND EMPLOYEES OF \$1/HOUR (\$2,080/YEAR), EFFECTIVE**

NOVEMBER 23, 2025. Judy explained that Fire Department employees would be addressed in a subsequent motion. The motion carried.

Thompson **MOVED RECOMMENDING COUNCIL APPROVAL OF A PAY INCREASE FOR CHIEF HIMES OF \$1/HOUR AND FOR ALL CIVIL SERVICE FIREFIGHTERS OF \$0.60/HOUR, EFFECTIVE NOVEMBER 23, 2025.** Himes explained that, because of the fire department's mandatory overtime schedule for civil service firefighters, the increase of \$0.60/hour would result in an annual earnings increase of \$2,080, the same overall earnings increase that regular 40-hour employees would receive at \$1/hour. As a salaried employee, Himes is not eligible for overtime pay. The motion carried.

c. Proposed changes to the Personnel Manual clarifying the grievance process and leave donation program

By unanimous consent, this item was postponed to a later Personnel Committee meeting.

d. Compensation adjustment for the City Treasurer upon reappointment

The City Treasurer's reappointment is on the next council agenda. After council sets a new compensation level, any necessary budget revision will be brought to the Finance Committee.

e. Proposed changes to outside contribution process and administration

Lowther **MOVED RECOMMENDING COUNCIL APPROVAL OF A NEW POLICY AND RELATED FORMS FOR CONTRIBUTIONS TO OUTSIDE ORGANIZATIONS, AS PRESENTED.** The motion carried.

f. Proposal to authorize purchase of new transfer switch at the Elkins Fire Department through payment from the Coal Severance Fund

Hinchman **MOVED RECOMMENDING COUNCIL AUTHORIZATION OF THE PURCHASE AND INSTALLATION OF A NEW TRANSFER SWITCH AT THE FIRE DEPARTMENT, PAID FROM THE COAL SEVERANCE FUND.** The motion carried.

g. Request to transfer \$50,000 from the Financial Stabilization Fund to the Fire Fund

Hinchman **MOVED RECOMMENDING COUNCIL AUTHORIZATION TO TRANSFER \$50,000 FROM THE FINANCIAL STABILIZATION FUND TO THE FIRE FUND.** The motion carried.

h. Mayor's request for \$10,000 to fund engineering study for Harrison Avenue property

Lowther **MOVED RECOMMENDING COUNCIL APPROVAL OF A \$10,000 EXPENDITURE TO FUND A DESIGN STUDY FOR THE CITY-OWNED PROPERTY ON HARRISON AVENUE.** The motion carried.

The meeting adjourned at 2:23 p.m.

Name & Title

Signature



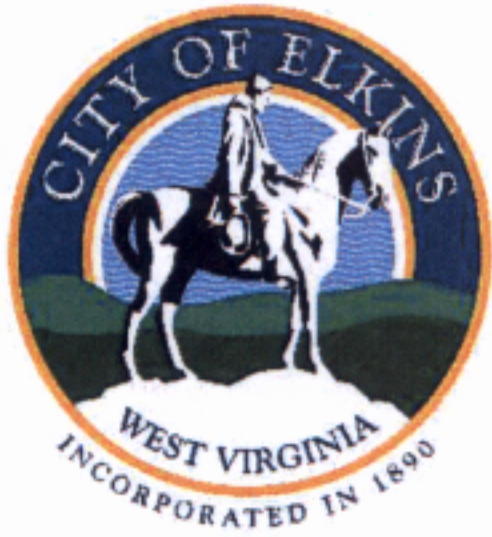
CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 8, 2025
Section:	New business
Category:	Presentation
Agenda Item Name:	General Fund budget presentation
Recommended By:	City Treasurer
Summary:	The City Treasurer will present information about the FY 2026 General Fund budget.
Fiscal Impact:	n/a
Recommendation:	Review presented information and consider recommendations and next steps as needed
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 8, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Budget Revisions
Recommended By:	City Treasurer
Summary:	Various budget revisions are proposed in the FY 2026 budget. See attached budget memo and forms.
Fiscal Impact:	See attached
Recommendation:	Consider for recommendation to council
Attachments:	1. FY 2026 - Budget Revisions - 2025_12_04



City of Elkins

Ph. 304-636-1414 Ext. 1317 Fax: 304-635-7135

401 Davis Avenue, Elkins, WV 26241

City Treasurer – Tracy R. Judy

RE: State Budget Revision #2 Details

Revenues: Increase account 381 (Reimbursements) by \$732,388

Expenditures:

Account 404-State Grants, increase by \$30,000 for demolitions.

Account 409-Mayor's Office, increase by \$10,000 for wages, health insurance, retirement, travel.

Account 424-Cont to Comm/Auth, increase by \$1,500 for All Veterans Memorial.

Account 438-Elections, increase \$220 for GIS services.

Account 699-Contingencies, increase by \$623,968.

Account 707-Dog Warden/Humane Society, increase by \$700 for animal control.

Account 910-Civic Center (PGCC), increase \$16,000 for contracted services (roof repair), auto supplies, refunds.

Account 955-Human Resources, increase by \$50,000 for wages, health insurance, telephone, dues & subscriptions.

Tracy Judy
12/4/2025

Ora Ash, Deputy State Auditor
 West Virginia State Auditor's Office
200 West Main Street
 Clarksburg, WV 26301
 Phone: 627-2415 ext. 5114
 Fax: 304-340-5090
 Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
 Fiscal Year Ending: **2026**
 Fund: **1**
 Revision Number: **2**
 Pages: **1 of 1**

City of Elkins
 GOVERNMENT ENTITY

Person To Contact Regarding Request:

Name: **Tracy Judy**
 Phone: **304-636-1414, ext 1317**
 Fax: **304-635-7135**
 Email: tjudy@cityofelkinswv.com

401 Davis Ave.
 STREET OR PO BOX

Elkins 26241
 CITY ZIP CODE

Municipality
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
381	Reimbursements	40,000	732,388		772,388
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			732,388		

Explanation for Account # 378, Municipal Specific:
Explanation for Account # 369, Contributions from Other Funds:

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
404	State Grants		30,000		30,000
409	Mayor's Office	35,730	10,000		45,730
424	Contributions to Comms/Authorities	55,174	1,500		56,674
438	Elections		220		220
699	Contingencies*		623,968		623,968
707	Dog Warden/Humane Society	10,000	700		10,700
910	Civic Center - Municipal Auditorium	124,600	16,000		140,600
955	Human Resources	167,400	50,000		217,400
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			732,388		

APPROVED BY THE STATE AUDITOR
 BY: _____ Date _____
 Deputy State Auditor, Local Government Services Division

AUTHORIZED SIGNATURE
 OF ENTITY

APPROVAL
 DATE

General Fund Budget Revision

Revision Number 4

Revenues

Fund	Department	Transfer From/Description	Transfer To/Description	Amount
001	000-Revenues			
TOTAL				\$0.00

Expenses

Fund	Department	Transfer From/Description	Transfer To/Description	Amount
001	440-City Hall	457-0000 Capital Outlay Buildings	219-Buildings & Equipment & Rents	\$8,000.00
			223-0000 Professional Services	\$10,000.00
			341-0000 Supplies & Materials	\$50,000.00
TOTAL				\$68,000.00

Joan Andy
12/4/25



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 8, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Planning for FY 2027 outside contributions
Recommended By:	City Clerk
Summary:	<p>Looking ahead to budget planning for FY 2027, please see the attached revised memorandum of understanding with Refinery Church for the operation of a warming station. Revisions are necessary to reflect Council's new reimbursement-only policy for outside contributions.</p> <p>Another memo sums up current practice and possible next steps concerning the overall category of outside contributions in general. Because it is often proposed that the city could find significant savings by cutting or eliminating this category, this is easier said than done. Although the total for "outside contributions" in FY 2026 is about \$613,000, only roughly \$352,000 is truly discretionary; the balance is legally restricted for tourism- and recreation-related uses. For the remainder, many major contributions support shared public services or joint boards the City participates in, so sudden, across-the-board reductions could have unintended consequences. A more productive approach may be to consider policy-level options and targeted adjustments rather than assuming the whole amount is available for reallocation.</p>
Fiscal Impact:	n/a
Recommendation:	<p>MOU: consider for recommendation to council.</p> <p>Outside contributions memo: review presented information.</p>
Attachments:	<ol style="list-style-type: none"> 1. Memo - review of outside org analysis - 2025_12_03 2. MOU - warming station - FY 2027 - draft changes

Memo

To: Finance Committee

From: Sutton Stokes, City Clerk

Date: December 3, 2025

Re: Review of prospects for reducing “outside contributions” this year

Purpose

As we enter budget planning season, this memo provides background and a summary of previous analyses regarding the City of Elkins’s annual practice of funding “outside” organizations. This information is intended to help avoid repeating the same preliminary question we face each year: “Why can’t we just cut all of this?”

In short, while these contributions total more than half a million dollars annually, the amount that is truly discretionary—and legally available for reallocation to other city priorities—is far smaller than it appears at first glance.

1. Summary of Current Practice

The City of Elkins has historically included contributions to a variety of outside organizations in its General Fund budget. For FY 2026, that total is approximately \$612,746 (about 10% of the General Fund), distributed among 19 organizations, including government partner agencies, boards and commissions created by City Council, public health and safety providers, transportation and recreation providers, and community and cultural organizations.

Each year, questions arise because these contributions appear, at first inspection, to represent a major potential savings opportunity.

2. Key Clarification: “Outside Contributions” Are Not One Lump of Re-allocatable Cash

Although the total contribution amount exceeds \$600,000, only about \$352,000 is discretionary. The rest—approximately \$260,500—is restricted by state law through Hotel/Motel Tax revenue, which must be used for tourism, recreation, convention, and similar purposes. Council cannot legally redirect those restricted dollars to salaries, staffing, stormwater projects, or other general government needs.

Practical takeaway: When someone says, “We could free up \$600K if we stopped giving to outside groups,” the realistic number closer to discussion is about half that number, and even

within that, the vast majority of the overall amount is divided among line items that would be difficult or even unwise to discontinue.

3. Most Contributions Are Tied to Core Public Expectations and Shared Responsibility

Contributions fall into four broad categories:

Category A — Core Government Services

These include EMS, Randolph County Animal Control, the Children’s Advocacy Center, the Humane Society, and warming shelter support. It is difficult to ask Council to cut these because the city would likely be expected to provide these services if the organizations did not, and the cost of direct municipal operation would far exceed the contribution amount.

Category B — Second-Tier Government Functions

These include EPRC, Country Roads Transit, and the Public Library. One key point for budget discussion is that the City and County share appointment authority for both the library and the health department. In other words, these are less “outside groups” than they are quasi-governmental partners that exist only because municipalities participate in their governance. They also do a lot with relatively small budgets, so cutting the city’s contributions would undoubtedly have a noticeable impact.

Category C — Boards, Commissions, and Authorities

These include the Tree Board, Historic Landmarks Commission, RCDA, and Airport Authority. Most are established by ordinance (i.e., by action of Council) or state code, and many require city representation and shared cost participation as a condition of operation. Removing funding does not eliminate the legal existence of the bodies, and in some cases may compromise eligibility for grants or matching funds.

Category D — Community and Cultural Organizations

This is the smallest dollar group and includes long-standing quality-of-life partners such as the Arts Center, Our Town (fireworks), AFNHA, Chamber of Commerce, and Citizens Promoting Community. These are typically where Council looks first for possible reductions, but these are also the organizations with the highest visible public appeal, while the total contribution in this category is less than \$20,000.

4. Institutional Memory Issue: We Have This Conversation Every Year 😊

Each budget cycle, committee members understandably revisit these questions. However, prior analyses have repeatedly shown that the “all or nothing” approach is not realistic, either legally or practically. Attempts to identify “easy cuts” typically result in the same short list of small contributions—and even those have strong community visibility and value.

In other words, the math has not changed materially from year to year, and the political and community context remains consistent. This memo is meant to establish a baseline so that the first part of the budget conversation is not spent rediscovering the same constraints.

5. Practical Paths Forward if Council Wishes to Change Direction

Option A: Maintain current structure and review annually. Continue allocating contributions categorically and treat major changes as policy decisions, not individual budget line edits.

Option B: Adopt a formal policy on outside contributions. Possible elements include limiting contributions to governmental partner agencies and boards created by Council or state code, treating cultural and community requests as small-grant competitive applications rather than automatic budget lines, and establishing content-neutral eligibility criteria (e.g., city funds will be granted only for events that are free of cost, etc.) to reduce inequity and political pressure.

6. Conclusion

The Finance Committee's desire to review spending priorities is appropriate, especially given recruitment and retention challenges, rising costs across all departments, capital needs, and administrative staffing demands. Based on two prior cycles of analysis, the following themes are consistent and should guide discussion this year:

- A large proportion of outside contributions cannot easily be redirected.
- Several major items support services the city would otherwise have to provide itself.
- Some "outside groups" are not truly outside at all—they are city/county joint boards.
- Eliminating all contributions is neither realistic nor recommended.

Keeping all of this in mind may save some time in budget planning for FY 2027.

##

MEMORANDUM OF UNDERSTANDING

Between

The City of Elkins, West Virginia

And

The Refinery Church

This Memorandum of Understanding ("MOU") is made and entered into on this ____ day of _____, ~~2025~~ **[2026]**, by and between the City of Elkins, West Virginia, hereinafter referred to as the "City," and The Refinery Church, hereinafter referred to as the "Church." Both entities may collectively be referred to as the "Parties."

PURPOSE

The purpose of this MOU is to outline the terms and conditions under which the City ~~agrees to provide funding~~ **[will make reimbursement funding available]** during the City's ~~Fiscal Year 2026 (FY 2026)~~ **[Fiscal Year 2027 (FY 2027)]** to the Church to support its efforts, in collaboration with community partners, in offering a warming station for unhoused people within the City of Elkins when temperatures fall below 20 degrees Fahrenheit.

AGREEMENT

In consideration of the mutual benefits to be derived from this MOU, the Parties agree as follows:

1. City's Responsibilities

a. The City ~~agrees to provide \$1,000 during FY 2026 to the Church~~ **[agrees to make up to \$1,000 available during FY 2027 as reimbursement]** for ~~to support its operation~~ **[eligible expenses incurred in operating]** a warming station for unhoused individuals when temperatures fall below 20 degrees Fahrenheit.

b. ~~The City assumes no responsibility for any aspect of the operation of the said warming station, including but not limited to securing space, providing staff or volunteers, or donating supplies in addition to the above funds.~~ **[Reimbursements will be issued only upon submission of documentation meeting City requirements, including invoices, receipts, or equivalent proof of payment identifying each expense and its purpose.]**

[c. Reimbursements will be made payable to a business bank account in the name of the Church.]

[d. The City assumes no responsibility for any aspect of the operation of the warming station, including securing space, staffing, volunteer coordination, or providing supplies.]

2. Church's Responsibilities

a. The Church ~~agrees to use the \$1,000 provided by the City exclusively for the purpose of~~

~~operating a warming station~~ [agrees to incur eligible costs and seek reimbursement only for expenses directly related to operating a warming station] for unhoused individuals. ~~These funds may be used by the Church for any expenditure reasonably related to this purpose, including but not limited to purchase of supplies, rental of space, and/or remuneration of persons supervising or supporting these operations.~~ [Examples of eligible expenses include supplies, facility costs, utilities attributable to warming station use, contracted services, and other reasonable costs directly related to warming station operations.]

b. The Church agrees to ~~maintain detailed financial records documenting the use of the funds provided by the City~~ [submit reimbursement requests using the City's approved reimbursement form and maintain detailed financial records documenting all reimbursed expenditures.]

c. The Church agrees to submit a report to the City after each occasion the warming station is opened, which will include:

i. A summary of the warming station's operation (e.g., dates of operation, number of individuals served).

ii. ~~A detailed accounting of how the City's funds were used to support the operation of the warming station.~~ [A detailed accounting of expenses associated with that operation.]

d. The Church agrees that ~~unexpended funds remaining after FY 2026 will be retained for use in future Fiscal Years under the same terms established in this MOU.~~ [unexpended reimbursement authority (unused balance of the \$1,000 maximum) may carry forward for reimbursement in future fiscal years under the same terms established in this MOU.]

e. The Church agrees that, if this agreement is terminated ~~as allowed for in paragraph 3 ("Term and Termination"), below, it will return any unexpended funds to the City.~~ [as allowed for in paragraph 3, reimbursement may only be requested for eligible expenses incurred on or before the effective date of termination.]

f. The Church agrees that, if it desires to seek funding in future Fiscal Years, it must ~~reapply for this funding~~ [apply for funding] on a schedule determined by Council's Finance Committee.

[g. Reimbursement requests for expenses incurred in FY 2027 must be submitted to the City Treasurer no later than June 20, 2027, and should allow up to two weeks for payment to be made.]

3. Term and Termination

This MOU shall commence on the date of execution and will remain in effect ~~until all funds provided by the City are used~~ [until the full reimbursement amount has been paid],

unless terminated earlier by either Party. Either Party may terminate this MOU upon thirty (30) days written notice to the other Party.

4. No Future Obligation

Nothing in this MOU shall obligate either Party to enter into any further agreements or business relationship, including but not limited to the awarding of funding in future Fiscal Years. Either of the Parties may, in its sole discretion, choose not to proceed with any possible future business relationship or agreement.

5. Modification

This MOU may be amended or modified only in writing and signed by authorized representatives of both Parties.

6. Indemnification

Each Party agrees to hold harmless, defend, and indemnify the other Party, its officers, employees, and agents from and against any and all claims, demands, liabilities, costs, and expenses, including reasonable attorneys' fees, arising out of or related to the performance of this MOU.

7. Compliance with Laws

The Church agrees to comply with all applicable federal, state, and local laws, ordinances, regulations, and codes in the performance of this MOU.

8. Non-Reimbursable Expenses [NEW]

[The following expenses are not eligible for reimbursement under any circumstances:]

- [• General administrative overhead or indirect costs]**
- [• Alcohol, gifts, or entertainment]**
- [• Fundraising, lobbying, or political activities]**
- [• Unrelated debts, late fees, penalties, or personal expenses]**
- [• Any expense not clearly related to eligible warming station operations]**

SIGNATURES

IN WITNESS WHEREOF, the Parties hereto have executed this Memorandum of Understanding on the day and year first above written.

By: _____

Authorized Representative
City of Elkins, West Virginia

Date: _____

By: _____

Authorized Representative

The Refinery Church

Date: _____