



City of Elkins

Finance Committee Meeting

September 7, 2023
12:00 PM
401 Davis Avenue
Council Chamber, 2nd Floor

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 meeting of June 5, 2023
4. **Reports**
5. **New business**
 - a. Phil Gainer Community Center gym roof repair/re-roof quotes
 - b. City hall HVAC project funding
 - c. Employee compensation changes
 - d. Davis Avenue business owners compensation request
6. **Announcements**
7. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	September 7, 2023
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of June 5, 2023
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. Finance Committee - 2023_06_05 - minutes_proposed

FINANCE COMMITTEE REGULAR MEETING MINUTES

***401 Davis Avenue
City Hall, Council Chambers
June 5, 2023
10:00 AM***

Present were Committee Members: Michael Hinchman, Rob Chenoweth, Christopher Lowther

Also present were: EFD Captain R. Corcoran, Mayor Jerry Marco, City Attorney Gerry Roberts, City Clerk Sutton Stokes, Operations Manager Mike Kesecker, City Treasurer Tracy Judy, EPD Chief Travis Bennett, and Chief Water Operator Wes Lambert.

MINUTES

Cm. Chenoweth **MOVED APPROVAL OF THE MINUTES OF THE MAY 1, 2023 MEETING.** The motion carried.

NEW BUSINESS

Christopher Lowther **MOVED RECOMMENDING THAT COUNCIL TAKE THE NEEDED \$50,000 FROM THE COAL SEVERANCE FUND FOR AN EFD/EPD TRAINING SITE.** The motion carried.

No action was taken on the agenda item “funding Request from Augusta Heritage Center, Inc. for acquisition and redevelopment of the Wilt building.”

Cm. Lowther **MOVED ENTERING INTO EXECUTIVE SESSION UNDER THE REAL ESTATE EXEMPTION TO DISCUSS A PROPOSED PURCHASE OF REAL PROPERTY IN SECOND WARD.** The motion carried. The council entered executive session at 10:07 a.m. and returned at 10:32 a.m. p.m. The chair announced that no action was taken.

Cm. Chenoweth **MOVED RECOMMENDING THAT COUNCIL AUTHORIZE THE MAYOR TO NEGOTIATE A PRICE FOR PURCHASE OF A PROPERTY IN SECOND WARD.** The motion carried.

The Treasurer explained various inter- and intradepartmental budget revisions.

Cm. Hinchman **MOVED RECOMMENDING COUNCIL APPROVAL OF THE FOLLOWING INTERDEPARTMENTAL AND INTRADEPARTMENTAL FY23 BUDGET REVISIONS:**

- GENERAL FUND REVISIONS 18-25**
- EFD FUND REVISIONS #4**
- SANITATION FUND 2-3**
- STATE BUDGET REVISION #4.**

The motion carried.

Cm. Lowther **MOVED RECOMMENDING COUNCIL APPROVE FINANCING OF UP TO \$1.1 MILLION WITH TRUIST FOR CITY COUNCIL HVAC PROJECT, WITH THE INVOLVEMENT OF THE ELKINS BUILDING COMMISSION AS REQUIRED BY STATE LAW.** The motion carried.

Michael Hinchman **MOVED RECOMMENDING COUNCIL APPROVE CONTRACTING FOR AUTO AND LIABILITY INSURANCE FOR FY24 FROM WV CORP. (WORKER COMP.POLICY WILL STAY WITH INCOVA.)** The motion carried.

The Operations Manager briefed committee on purchase of a pick-up truck and garbage truck by the Sanitation Department.

ANNOUNCEMENTS

Christopher Lowther **MOVED ADJOURNMENT.** The motion carried.

The meeting adjourned at 11:07 a.m.

The foregoing minutes were approved at the meeting of _____, 2023

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	September 7, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Phil Gainer Community Center gym roof repair/re-roof quotes
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. Phil Gainer Gym Roof Options Proposal-Contract



Appalachian Renovations Roofing & Sheet Metal LLC

304-924-1222

PROPOSAL/CONTRACT

To: City of Elkins

Date: 8/16/2023

Email: mkeasecker@cityofelkinswv.com, ttesar@cityofelkinswv.com, cllee@cityofelkinswv.com

RE: Phil Gainer Community Center- Gym Roof, Repair and ReRoof Quotes

Option 1 REPAIR-Scope of work:

- Cut back loose EPDM, re-attach loose insulation boards where possible with foam. (Replace damaged boards that are curled).
- Re-glue and patch existing EPDM back down.
- Re-attach existing edge flashing where coming loose on back gable above new units.
- Includes 1 year contractor warranty on areas affected by our work only.

Total Cost Option 1: \$8,950 materials & labor

Option 2 RE-SKIN (Preferred Option)- Scope of work:

- Includes Option 1.
- Cover entire roof with new 060 TPO reinforced white TPO as per Kelly 2001 wind vented design for application over existing roof with non-nailable deck.
- Existing edge flashing and gutters to remain.
- Includes flashing for center roof vent.
- Includes engineering and 20 year material and labor warranty.
- *Note- this TPO is white and will reflect UV/reduce temp which will greatly reduce insulation boards from popping up with new inside A/C system. With that said, any future/possible insulation board curling that may occur in not covered under the warranty. This system has same warranty as Option 3 below.

Total Cost Option 2: \$71,550 materials & labor (\$35,500 material deposit upon delivery onsite)

Option 3 TEAR OFF/NEW ROOF- Scope of work:

- Remove rubber roof and 4" insulation down to existing tectum non nailable deck and dispose of all debris.
- Supply and install new 4" insulation foam adhered to tectum deck.
- Install new fully adhered 060 black EPDM or white TPO membrane with new metal edge flashing.
- Existing gutter to remain.
- Includes 2 year contractor warranty and 20 year manufacturer material and labor warranty

Total Cost Option 3: \$165,300 materials & labor (\$116,000 material deposit upon delivery onsite)

Phil Gainer Gym Page 1/3

Exclusions:

- This proposal excludes all unforeseen rotten or damaged wood work unless otherwise included in the scope above. Any additional wood work to be billed as time and materials at a rate of \$65 per each man hour plus the cost of the additional materials. *Painting/staining of new wood, if applicable, is not included.
- New gutters or work to existing gutters are not included unless specifically in the scope of work above.

Warranty:

- All warranties are stated in the detailed scope of work provided.
- Alterations or work performed by others to our work will void all implied warranties.
- Warranty repairs require notification within 24hrs of presenting issue.
- Damage due to mother nature are not considered included warranty repairs.

Payment Terms:

- Deposit(s) due upon delivery of materials onsite and prior to installation.
- Asbestos report fee, if applicable, payable prior to issuance of permit.
- All remaining contract costs are to be paid based on bi-weekly draws until completion.
- All payments are to be paid by check only.

Standard Notes & Disclosures:

- All specs and details to meet or exceed metal manufacturer specifications and requirements, as well as national standard code.
- Any applicable permits are to be provided by the building owner prior to project starting.
- If your roof will require removal of existing asphalt shingles, underlayment, and/or fiber board siding that may or may not contain asbestos and will require an asbestos survey from the city or county prior to issuing your permit, the additional cost of such asbestos report is additional to the proposed cost of this contract and the full responsibility of building owner.
- If your roof has roof mounted satellite equipment in use, we will need to remove this to complete your roof installation. In most cases the satellite will be re-installed back in its original location and will not need recalibrated, *however there is a chance it will need to be recalibrated to function properly. Any recalibration and cost to do so, if required, is the responsibility of the owner.*
- Appalachian Roofing will supply a dump trailer, as needed, to properly dispose of all debris.
- Site will be left in a clean workmanship manner.
- Appalachian Roofing & Sheet Metal, LLC and its' affiliates shall not be held responsible for damage to drive way, sidewalks, patio, landscaping due to necessary construction traffic which includes delivery trucks, dumpsters, dump trailers, and construction equipment.

- Pricing- Proposed costs are for materials and labors within the scope of work provided only. If your project encounters unforeseen conditions (ex. rotten wood) and/or changes at the request of the building owner that exceed the original proposed scope of work, additional costs will apply. ***Material costs often vary due to market conditions (most recently increases from the covid-19 pandemic), therefore our vendors no longer guarantee material pricing and availability until orders ship. *If there is a significant increase in material pricing prior to the beginning of your project and ordering materials, a change order will be submitted to you for your approval before materials are ordered. Any applicable increases will then be applied to your original contract price.***
- Material- Any additional/left over materials upon completion of job is the property of Appalachian Roofing & Sheet Metal, LLC. Any materials left with owner upon completion will be discussed prior to beginning job.
- Schedule- Proposals/contracts do not imply specific start or completion dates whether discussed verbally or not. Our schedule is entirely at the mercy of inclement weather and therefore will not allow us to keep or maintain a predetermined deadline or schedule.

Acceptance of terms:

- As the owner or authorized agent of the referenced property known as, Phil Gainer Gym Roof, I agree to the terms and conditions herein. I authorize Appalachian Renovations, Roofing & Sheet Metal, LLC to perform this work on my behalf. Furthermore, I agree to make payment per the terms of this contract.

Total Contract Amount: _____

Owner/Authorized Signature

Date

Brad Weatherholtz, Contractor

Date

Proposal Good for 30 days

Thank you for the opportunity to provide you with a quote for your project.

PROTECT YOURSELF - No matter who you choose as your contractor, always ask for a current contractor license and a certificate of insurance before signing a contract. If your work is not done properly or at all, you will have little recourse if you choose an unlicensed or improperly licensed individual. You are also personally liable for any damages to your property or injuries to individuals that do work for you if they are uninsured.



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	September 7, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	City hall HVAC project funding
Recommended By:	City Treasurer
Summary:	Council previously authorized borrowing up to \$750,000 for this project from Truist, via Resolution 1669 (attached). After recent consultation with the architect for this project, the City Treasurer has provided the following information. Council previously dedicated \$450,000 in ARPA funds for improvements to City Hall. To date, the following expenditures have been made from this pot of \$450,000: • Architect: \$49,000 for HVAC design work on 1/25/23. • Architect: \$9,600 for generator bid documents on 4/29/22. • Cira & Associates: \$585 asbestos testing. • Master Service: \$25,740 for generator work on 4/11/23. Generator installation is not yet complete. According to the architect, the overall city hall HVAC project may cost about \$1,250,000. (This will depend on bids.) To fund this amount, the City Treasurer recommends: • Minimum of \$250,000 from Financial Stabilization account. • Balance of unused \$450,000 city hall ARPA funds. Finance remaining needed amount, keeping in mind the following: • If we borrow \$600,000, then our annual payments for 15 years are estimated to be \$55,500. • If we borrow \$700,000, then our annual payments for 15 years are estimated to be \$64,700.



CITY OF ELKINS AGENDA ITEM REPORT

	• We do have the option of going to a 20-year term but this is not recommended.
Fiscal Impact:	See summary for fiscal information, with final impact TBD.
Recommendation:	Recommend council authorize use of at least \$250,000 from Financial Stabilization account for city hall HVAC project.
Attachments:	1. R-1669 Accepting Proposal for Financing Agreement between Truist Financial Corporation (Truist) and City

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1669)

June 15, 2023

Accepting Proposal for Financing Agreement between Truist Financial Corporation ("Truist") and the City of Elkins ("City") for the HVAC Project ("Project") for City Hall

WHEREAS, for several years the Common Council has been pursuing the upgrade of the HVAC system for the City Hall to provide a more efficient central system for City Hall; and

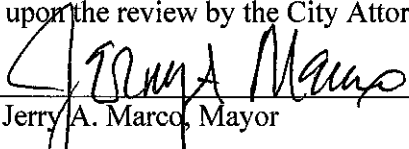
WHEREAS, the City has a design plan provided by Van Nostrand Architects, PLLC for the Project that will be put out for bid for the construction of the Project in compliance with City Code provisions; and

WHEREAS, the Project will require financing and the Treasurer has received a proposal from Truist (see attached Exhibit) with an expiration date of June 30, 2023; and

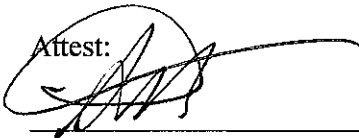
WHEREAS, it has been determined that part of the payment for the costs of the Project will be financed up to the amount of \$750,000.00 with the remainder to be paid for from the City's other revenue funds and

NOW, THEREFORE, BE IT RESOLVED, AS FOLLOWS:

1. The City hereby determines to finance the Project through Truist up to the amount of \$750,000.00 with the final terms of the financing to be as proposed in the Exhibit and in compliance with West Virginia State Code for financing of the Project.
2. The Treasurer is hereby authorized and directed to inform Truist of this Resolution and to approve the final financing documents upon the review by the City Attorney.



Jerry A. Marco, Mayor

Attest: 

Sutton Stokes, City Clerk



Truist Financial Corporation

Governmental Finance

5130 Parkway Plaza Blvd.
 Charlotte, North Carolina 28217
 Phone (704) 954-1700

April 19, 2023

Tracy Judy
 Treasurer
 City of Elkins, WV
 401 DAVIS AVE RM 102
 ELKINS, West Virginia
 262413899

Dear Ms. Judy:

Truist Bank ("Lender") is pleased to offer this proposal for the financing requested by the City of Elkins, WV ("Borrower").

PROJECT: HVAC Project for City Hall

AMOUNT: Up to \$1,100,000.00

TERM: a. 15 years
b. 20 years

INTEREST RATE: a. 4.59 %
b. 4.65 %

TAX STATUS: Tax Exempt, Bank Qualified

PAYMENTS: Interest: Monthly
Principal: Monthly

INTEREST RATE CALCULATION: 30/360

SECURITY: HVAC system being financed with the proceeds

PREPAYMENT TERMS: Prepayable in whole at any time with a one percent prepayment penalty. As an alternate redemption provision, the Borrower may elect for the transaction to be non-callable for the first half of the term and callable at par thereafter.

RATE EXPIRATION: June 30, 2023

FUNDING: Proceeds will be deposited into an account held at Lender pending disbursement unless equipment is delivered prior to closing.



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	September 7, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Employee compensation changes
Recommended By:	
Summary:	Placeholder in case further action is needed on this topic prior to tonight's council meeting.
Fiscal Impact:	
Recommendation:	No action needed at time of packet creation
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	September 7, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Davis Avenue business owners compensation request
Recommended By:	City Clerk
Summary:	Davis Avenue business owners plan to present request for compensation due to closure of Davis Avenue for Tygart Hotel construction work
Fiscal Impact:	
Recommendation:	
Attachments:	None