



City of Elkins

Finance Committee Meeting

March 11, 2024
1:00 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 February 22, 2024
 - b. Proposed minutes for the meeting of March 7, 2024
4. **New business**
 - a. FY 2025 budget
 - b. D&E camera-system funding request
 - c. Phil Gainer Community Center gym roof repair/re-roof quotes
 - d. Budget revisions
5. **Announcements**
6. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 11, 2024
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of February 22, 2024
Recommended By:	City Clerk
Summary:	Minutes proposed for the meeting of February 22
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. Finance committee - 2024_02_22 - minutes_proposed

FINANCE COMMITTEE REGULAR MEETING MINUTES

***401 Davis Avenue
City Hall, Council Chambers
February 22, 2024
1 p.m.***

Present were Committee Members: C. Lowther, M. Hinchman, R. Chenoweth.

Also present were: Mike Kesecker (operations manager), Gerry Roberts (city attorney), Tracy Judy (treasurer), Travis Bennett (police chief), and Sutton Stokes (city clerk).

MINUTES

Chenoweth **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF FEBRUARY 12, 2024.** The motion carried.

PRESENTATIONS

a. *Elkins-Randolph County Airport Authority*

Bob Woolwine, member of the Elkins-Randolph County Airport Authority, presented information about the airport.

b. *Randolph County Humane Society*

Jenna Lee, chair of the board of the Randolph County Humane Society, presented information about the society.

NEW BUSINESS

a. *Financing for new EFD fire apparatus*

RFQs have been published. No action to be taken today.

b. *FY 2025 budget – Partner funding requests*

The committee discussed funding requests from outside agencies and partner organizations. No action was taken.

XYZ, **MOVED ADJOURNMENT.** The motion carried.

The meeting adjourned at 3:01 p.m.

The foregoing minutes were approved at the meeting of _____.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 11, 2024
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of March 7, 2024
Recommended By:	City Clerk
Summary:	Minutes proposed for the meeting of March 7
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. Finance committee - 2024_03_07 - minutes_proposed

FINANCE COMMITTEE REGULAR MEETING MINUTES

***401 Davis Avenue
City Hall, Council Chambers
March 7, 2024
1 p.m.***

Present were Committee Members: C. Lowther, M. Hinchman (chair), R. Chenoweth.

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), Melissa Washington (human resources), and Sutton Stokes (city clerk).

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

Chenoweth **MOVED RECOMMENDING COUNCIL APPROVAL OF MOUNTAIN VALLEY BANK’S BID FOR 2023 SUTPHEN CUSTOM PUMPER.** The motion carried.

Judy presented a balanced General Fund budget with an unassigned fund balance of \$588,261. After discussion, no action was taken.

Marco explained that a proposal is in hand with CEC for the relocation of a sewer line under the city lot on Eleventh Street. The total project cost is \$147,000. The state economic development authority is seeking funding, but Marco recommended that the city pay up front to secure the bid and await partial or total reimbursement from the EDA.

Lowther **MOVED RECOMMENDING COUNCIL APPROVAL OF USING FINANCIAL STABILIZATION ACCOUNT FUNDS FOR SEWER LINE RELOCATION UNDER CITY LOT ON ELEVENTH STREET.** The motion carried.

The meeting adjourned at 2:15 p.m.

The foregoing minutes were approved at the meeting of _____.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 11, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	FY 2025 budget
Recommended By:	Administrative team
Summary:	Continuing item for work on the FY 2025 budget
Fiscal Impact:	TBD
Recommendation:	Continue work/recommend to council as determined
Attachments:	1. Email - Tree Board Funding - 2024_03_08

From: marilynn cuonzo <mcuonzo@gmail.com>

Sent: Friday, March 8, 2024 2:39 PM

To: Mike Hinchman <mhinchman@cityofelkinswv.com>; Christopher Lowther <clowther@cityofelkinswv.com>; Rob Chenoweth <rchenoweth@cityofelkinswv.com>

Cc: Sutton Stokes <suttonstokes@cityofelkinswv.com>; Nanci Bross-Fregonara <nbross-fregonara@cityofelkinswv.com>

Subject: Reduction in ETB budget

Dear Finance Committee Members,

On behalf of the Elkins Tree Board, (ETB) I am expressing my concern with cutting the ETB budget by \$1000. As Nanci Bross-Fregonara has already addressed the committee, due a federally mandated delay in the application of the US Forest Service Urban Development Grant, the ETB chose to use the balance of our '24 budget to complete the downtown tree project. In doing so, our finances will be brought to \$0.

Because of the unexpected delay in the grant, all the trees that have been dug at Ramelton Nursery, in anticipation of spring planting, will have to be paid for. The ETB is working hard asking for donations from the community, but we will be dependent on our entire budget to fill the \$6660 nursery and planting bill.

In the past the ETB has been successful in applying for over \$40,000 in grants to provide trees for the downtown tree replacement project, adding additional trees to the city parks and providing extensive pruning for all the trees the tree board has planted as well as other downtown trees.

Last year the ETB forfeited back to the city \$1000 to help fill the city's shortfall. This year, we are asking for the finance committee to remember that forfeiture and restore the \$1000 to our budget so that we can fulfill our commitments.

Every project that is conducted by the ETB directly enhances the city of Elkins or its city parks.

I will try to make the Monday, March 11th meeting to address the committee. However if I am not able to make the meeting I am requesting that this letter be read aloud to the committee to become part of the meetings permanent records.

Thank you for considering this request,

Marilynn, Chair Elkins Tree Board



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 11, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	D&E camera-system funding request
Recommended By:	Request from Davis & Elkins College
Summary:	Davis & Elkins College requests one-time support for a camera system used for streaming sports games and providing analysis of player performance. This is not a security system and does not offer any synergies with the police department's separate street-camera system. The college states that this system will aid recruitment of new student athletes. See attached letter.
Fiscal Impact:	The request is for \$10,000 out of total project costs of \$40,000.
Recommendation:	Consider for recommendation to council
Attachments:	1. D&E camera request - 2024_02

February 6, 2024

City of Elkins
Finance Committee
401 Davis Avenue
Elkins WV 26241

Dear Finance Committee:

As we know, athletics is a significant program of Davis & Elkins College. What does that mean for Elkins? We all know that what happens “on the hill” affects the economy all around us, from gas stations to restaurants, to hotels, to tourist attractions and more. This year more than half of our 2023-2024 Fall enrollment of 667 is athletes. And more than half of those athletes participate in the six field sports of baseball, men’s and women’s lacrosse, men’s and women’s soccer, and softball. The ripple effect of those 190 students bringing their families and friends to town during their four years on campus is certainly not insignificant, and now with your help, we have an opportunity to increase that impact for years to come. So what is that draw?

Over the past decade, we have been steadily improving our baseball, softball, and soccer/lacrosse fields and player pavilions, continually increasing our recruiting efforts in those six sports, and now it is time to focus on technology.

The power of video analysis and data science is changing how teams train and strategize for each game. The hardware and software company AWRE Sports (<https://www.awresports.com/>) makes it possible with advanced video collection and analysis. Knowing this from his professional experience, Douglas “Doug” Homer (Class of 1993) recently gifted the D&E Men’s and Women’s Soccer Programs with a tactical camera from Veo Technologies, Inc. Video analysis has become a crucial strategy in athletic training and development in many other sports. The process allows coaches and players to closely review performance to identify areas of improvement, refine techniques, and gain a competitive edge. In looking to the future and in helping our teams at D&E to become even more competitive among peer institutions, we are excited to announce the possible addition of an AWRE Sports package. This package will offer the following perks:

- AI software for player development to enhance the student-athlete experience and provide our coaching staff with an invaluable assessment tool.
- Having such an advanced tool to offer prospective students will certainly give D&E an advantage in recruiting student athletes who are looking for opportunities to hone their athletic skills utilizing technology such as this. When they see that we have invested in such resources, they will know that we are serious about keeping pace with industry advances in their chosen sport.
- Enhanced live stream experience for viewers with multiple high-definition camera angles. The home plate view will be unobstructed as it will be mounted inside the fence. This will provide coaches and players excellent vantage points for post-game analysis.
- Frees up the need for an additional staff member at baseball/softball/soccer/lacrosse games and will have a great benefit to/for sports information by providing a professional level livestream experience for fans without the need of a production staff.

- Eliminates the need for a camera at the fields while providing high-definition access for post-game, play-by-play analysis.
- The program will connect with the production truck so there will not be a need to purchase additional programs.
- The system will give Senator Nation a REAL recruiting advantage in several areas. First, it will enhance the player development experience by having individualized highlights that each student-athlete will be able to access. Second, in situations when families simply can't get to campus, particularly international families for example, they will know that they will be able to watch a high-definition, high-level livestream of their student-athlete's home contests.
- If we choose to not use the AI software in the future, we own the cameras and can still use them for live streams (3-year warranty).
- If we choose to (for high school games, travel games, camps) we can set up a fee associated with the link to use as a fundraiser.
- The ability to generate a free link for streaming outside of in-season contests (fall scrimmages, inner squad, etc.) to share with parents, including residents of the Elkins area and Randolph County. We envision working together to find ways for the community to have access to the system when local organizations use D&E's baseball, lacrosse, softball and soccer fields that would provide up to six angles of high-definition livestreaming action for fans that aren't able to attend in person.

Senator Nation has rallied! Recently the teams assisted with the necessary trench work for this project, and friends of Davis & Elkins College provided their time and expertise. The Student Athlete Advisory Committee has stepped up with \$10,000. **We are requesting \$10,000 from the City of Elkins toward the final goal, and we are also seeking contributions from the Randolph County Commission and other partners to move this project officially across the \$40,000 total finish line.**

This will give D&E a particular, extra edge over our competitors and give students an exceptional reason to choose D&E. That's why we're coming to you today to ask for your assistance to help us put this technology in place to offer student athletes an additional reason to make D&E and Elkins their college home – when everybody wins!

Respectfully,



Scott D. Goddard

Vice President of Institutional Advancement

Office: 304-637-1352 | Cell: 304-642-1352

Halliehurst

100 Campus Drive, Elkins, WV 26241

www.dewv.edu



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 11, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Phil Gainer Community Center gym roof repair/re-roof quotes
Recommended By:	Request from EPRC for funding to repair roof of Phil Gainer Community Center
Summary:	Center manager Chris Lee will present information about this request. Attached is his email and quotes received last fall for this project. These may need to be updated.
Fiscal Impact:	Proposed project will cost approximately \$75,000.
Recommendation:	Consider for recommendation to council
Attachments:	1. PGCC roof request 2. Phil Gainer Gym Roof Options Proposal-Contract

Tracy Judy

From: Chris Lee
Sent: Thursday, February 15, 2024 9:17 AM
To: Tracy Judy
Subject: PGCC Roof Project

Hi Tracy.

I wanted to send you a little more info to provide context/clarification regarding the roof project. I have a quote dated 8/16/23 from Appalachian Renovations Roofing totaling \$71,550 which includes patching existing insulation issues and covering with a new "wind-vented" membrane. Includes engineering and a 20 year material and labor warranty. I spoke with their project manager and he's going to look at the numbers and see if we need to update the figures to reflect any changes in the market since August. He's on vacation this week so I expect I'll hear back from him next week.

If I correctly recall the discussion in finance committee, this project would have to go to bid. If it's decided to work this into next budget year, would we have to wait until July to start the bid process or could we start the process earlier to allow work to begin in July?

Thank you kindly,

Chris Lee, Manager
Phil Gainer Community Center
304.591.1410
www.philgainercommunitycenter.com

Chris spoke with me by phone and said the quote is revised to \$77,000 max.



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, cleo@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 is 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:	March 11, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Budget revisions
Recommended By:	Standing item
Summary:	Allows consideration of budget revisions as needed
Fiscal Impact:	TBD
Recommendation:	Consider any presented budget revisions for recommendation to council
Attachments:	None