



City of Elkins

Finance Committee Meeting

May 13, 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 April 8, 2024
4. **New business**
 - a. Funding City Hall HVAC project
 - b. Mid-year funding request: Little League paving proposal
5. **Announcements**
6. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 13, 2024
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of April 8, 2024
Recommended By:	City Clerk
Summary:	Minutes proposed for the meeting of April 8
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. Finance Committee - 2024_04_08 - minutes_proposed

FINANCE COMMITTEE REGULAR MEETING MINUTES

***401 Davis Avenue
City Hall, Council Chambers
April 8, 2024
1 p.m.***

Present were members M. Hinchman (chair), C. Lowther, 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), J. Deighan (communications), and Sutton Stokes (city clerk).

MINUTES

Chenoweth **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF MARCH 11, 2024.** The motion carried.

NEW BUSINESS

Lowther **MOVED RECOMMENDING COUNCIL APPROVAL OF FY 2024 GENERAL FUND BUDGET REVISIONS 8 (PHIL GAINER COMMUNITY CENTER) AND 9 (CITY HALL).** The motion carried.

Chenoweth **MOVED RECOMMENDING COUNCIL APPROVAL OF THE FY 2025 LANDFILL FUND BUDGET AS PRESENTED.** The motion carried.

Lowther **MOVED RECOMMENDING COUNCIL APPROVAL OF THE FY 2025 SANITATION FUND BUDGET AS PRESENTED.** The motion carried.

Lowther **MOVED RECOMMENDING THAT EPRC BID OUT THE PAVING PROJECT THAT WOULD INCLUDE THE ELKINS LITTLE LEAGUE MID-YEAR FUNDING REQUEST FROM ELKINS LITTLE LEAGUE.** The motion carried.

Lowther **MOVED AGAINST RECOMMENDING COUNCIL APPROVAL OF A MID-YEAR FUNDING REQUEST FOR DAVIS & ELKINS COLLEGE TO HELP PAY FOR A CAMERA SYSTEM.** The motion carried.

The meeting adjourned at 1:35 p.m.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 13, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Funding City Hall HVAC project
Recommended By:	City Treasurer
Summary:	The City Treasurer will present information and options for funding the HVAC project.
Fiscal Impact:	TBD
Recommendation:	Consider recommendations to council based on information presented
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 13, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Mid-year funding request: Little League paving proposal
Recommended By:	Request from Little League
Summary:	This was considered at last meeting, with the following action: Lowther MOVED RECOMMENDING THAT EPRC BID OUT THE PAVING PROJECT THAT WOULD INCLUDE THE ELKINS LITTLE LEAGUE MID-YEAR FUNDING REQUEST FROM ELKINS LITTLE LEAGUE. The motion carried. This item is on this agenda in the event that bids are received in time for further discussion. Little League requests approximately \$60,000 in funding for the paving of a path between its two fields, in Riverbend Park. See attached application form.
Fiscal Impact:	\$60,000 outlay from General Fund
Recommendation:	Consider for recommendation to council (including recommendation for source of funds)
Attachments:	1. Little League - mid-year funding request - 2024_04_03 - read only



Mid-Year City Council Funding Request

If you have questions prior to submitting your request, we are happy to assist. Questions can be addressed to Sutton Stokes, City Clerk, at suttonstokes@cityofelkinswv.com.

Non-Profit Funding Request Application

ORGANIZATION INFORMATION

Organization Name: Elkins Little League Date of Request: 4-2-24
Organization Address: PO Box 1784, Elkins, WV 26241
Contact Name: Leah Shepler Contact Phone: 304-614-5725
Contact Email: leahshepler@yahoo.com
Annual Operating Budget: \$35,000
Total Capital Project Budget (if applicable): _____

What is the purpose / mission of your organization?

Elkins Little League strives to provide a positive, safe environment for our community youth to help build and develop not only their baseball skills, but also their ability to become team leaders through good sportsmanship and teamwork.

USE OF FUNDS

Type of Request



Capital Funding



Operations



Event/Program



Other

Funding Request Amount: \$58,650.00

Have you received funding from the City in the past?



YES



NO



UNSURE

If yes, please provide the time period and allocation for the most recent funding provided:

Amount provided: \$18,000

Fiscal Year: 2023

What are the requested funds to be used for? Provide as much detail as possible, including project budget and how this benefits the City. Attach additional sheets as necessary.

Elkins Little League is looking to pave the walkways in our facility. Currently, our walkways are gravel, which makes it difficult for those in wheelchairs, walkers, or using strollers. We have the possibility to host a State Baseball Tournament in 2025, which will bring approximately 14 teams from across the state to our area. Each team will have approximately 12 players each, meaning this would be a benefit to our hotels and restaurants in the area. Teams could possibly stay 1-3 nights or more during the tournament. This will most definitely be a boost to local businesses. We would like for our facility to be more handicap accessible before this tournament; however, the paving project is well over our yearly budget.

Please list any funds that will be used to supplement the requested funds (i.e. grants, other matching funds). Please also list the number of any volunteers involved in the project or any in-kind contributions.

We currently have fundraisers planned this year for facility improvements.

Will there be ongoing costs associated with this project/request once completed? Please describe any continuation or upkeep needed and discuss how any reoccurring costs will be covered.

There shouldn't be any ongoing costs once this project is complete.

ADDITIONAL INFORMATION REQUESTED

- A. Attach any additional sheets (as needed) from questions asked in this application.
- B. Provide specific details and documentation related to requested funds such as quotes from vendors, utilities/operating expenses, proposed job descriptions and salaries when applicable.
- C. Organizational budget and sources of general funding (i.e. treasury, fundraising, grants, other income).

Leah Shepler, President

Applicants Signature

Printed Name & Title

TO BE COMPLETED BY CITY OF ELKINS

Date Received: April 3, 2024

Staff Comments:

Finance Committee Action:

Recommended?

☐ YES

☐ NO

Amount Recommended (if applicable): _____

Assigned Account No.: _____

Council Action:

Approved?

☐ YES

☐ NO

Amount Approved (if applicable): _____

Assigned Account No.: _____