



City of Elkins

Finance Committee Meeting

June 24, 2024
5:00 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 3, 2024
4. **Reports**
5. **New business**
 - a. City Hall HVAC project financing and related matters
 - b. Mid-year funding request: Little League paving proposal
 - c. Mid-year funding request: Allegheny Highland Trails grant match assistance
 - d. Gold Star Memorial
6. **Announcements**
7. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 24, 2024
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of June 3, 2024
Recommended By:	City Clerk
Summary:	Minutes proposed for the committee's meeting of June 3
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. Finance Committee - 2024_06_03 - minutes_proposed

FINANCE COMMITTEE REGULAR MEETING MINUTES

***401 Davis Avenue
City Hall, Council Chambers
June 3, 2024
2 p.m.***

Present were members R. Chenoweth and M. Hinchman. Councilor Lowther was absent.

Also present were: Jerry Marco (mayor), Mike Kesecker (operations manager), Gerry Roberts (city attorney), Tracy Judy (treasurer), and Sutton Stokes (city clerk).

MINUTES

Chenoweth **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF MAY 13, 2024. The motion carried.**

NEW BUSINESS

Chenoweth **MOVED RECOMMENDING COUNCIL APPROVAL OF FY 2024 GENERAL FUND BUDGET REVISIONS #11-21 AS PRESENTED. The motion carried.**

Chenoweth **MOVED RECOMMENDING COUNCIL APPROVAL OF FY 2024 SAO BUDGET REVISION #5 AS PRESENTED. The motion carried.**

Bryson Van Nostrand, of Van Nostrand Architects, PLLC, presented information about options for the City Hall HVAC project.

Chenoweth **MOVED RECOMMENDING COUNCIL APPROVAL OF A TOTAL PROJECT COST OF \$1,575,000, WITH A FUNDING PACKAGE CONSISTING OF AT LEAST \$309,000 FROM ARPA FUNDS, \$266,000 FROM THE FINANCIAL STABILIZATION ACCOUNT, AND A BOND ISSUE OF ABOUT \$1 MILLION (DEPENDING ON TERMS OFFERED). The motion carried.**

The treasurer will seek bids on financing and present them to the committee at a special meeting scheduled for June 24 at 1 p.m. A special council meeting will be scheduled for June 24 at 7 p.m. to enable final council action before the expiration of the winning bid.

The meeting adjourned at 2:59 p.m.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 24, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	City Hall HVAC project financing and related matters
Recommended By:	City Treasurer, Operations Manager
Summary:	Agenda item to take needed actions related to securing financing for the City Hall HVAC project.
Fiscal Impact:	The new total estimated cost for the project would be \$1,576,910. The Finance Committee recommends a funding package consisting of at least \$309,000 from ARPA funds, \$266,000 from the Financial Stabilization account, and a bond issue of about \$1 million (depending on terms offered). The viability of this expanded project scope will depend on the terms offered by institutions bidding on the bond issue. See attached memo for more information.
Recommendation:	Review presented information and make recommendations as needed
Attachments:	1. Memo - HVAC financing - 2024_06_05_v2 2. HVAC Bid Responses

Memo

To: City Council
From: Sutton Stokes, City Clerk
Date: June 5, 2024
Re: Financing for City Hall HVAC project

Council previously authorized acceptance of the “base bid” from City Plumbing and Heating (via Resolution 1758, on May 16). However, that limited project scope would lead to several undesirable results that would need fixing in the future, including but not limited to:

- Asbestos pipe insulation left in place in the basement, posing continued risk to employee health
- Deactivated furnace and related equipment left in place in the basement, limiting use of the space
- No heating in the basement, further limiting use of the space

After discussion with city staff and the project architect at its meeting Monday, the Finance Committee is recommending that council consider an expanded funding package as follows:

- City Plumbing and Heating base bid: \$1,255,000
- City Plumbing and Heating bid alt #1 basement VRF system: \$133,900
- Cira and Associates base bid for asbestos abatement: \$90,460
- Cira and Associates bid alternate #1 basement and attic demolition: \$47,550
- And an additional project component of finishing the city hall fire alarm system, estimated at a cost of \$50,000.

The new total estimated cost for the project would be \$1,576,910. The Finance Committee recommends a funding package consisting of at least \$309,000 from ARPA funds, \$266,000 from the Financial Stabilization account, and a bond issue of about \$1 million (depending on terms offered). The viability of this expanded project scope will depend on the terms offered by institutions bidding on the bond issue.

To be able to execute a new bid acceptance before expiration of the 90-day hold period, council must take first action on its bond ordinance tonight and final action no later than June 24, hence the need for the special council meeting that date. This bond issue will also require use of the Elkins Building Commission, which is now scheduled to meet the needed three times prior to June 24.

##



VANNOSTRAND ARCHITECTS PLLC

29 East Main Street, Ste 4
Buckhannon, West Virginia 26201
304.473.0555

April 5th, 2024

Mr. Mike Kesecker, Operations Manager
City of Elkins
401 Davis Avenue
Elkins, WV 26241

RE: ELKINS CITY HALL – HVAC & BOILER DEMOLITION PROJECTS

Dear Mike,

Regarding the HVAC PROJECT, we have reviewed the following low bid from CITY PLUMBING & HEATING:

→ Base Bid (HVAC): 1 st , 2 nd , 3 rd Floor VRF Systems	\$1,255,000.00	
→ Bid Alt #1 (Add): Basement VRF System	\$ 133,900.00	
Bid Alt #2 (Add): Jury Room & Penthouse HVAC	\$ 59,100.00	
Total:		\$1,448,000.00

Regarding the BOILER DEMOLITION PROJECT, we have reviewed the following low bid from CIRA AND ASSOCIATES:

→ Base Bid (Asbestos Abatement):	\$ 90,460.00	
→ Bid Alternate #1 (Add): Basement & Attic Demolition	\$ 47,550.00	
Bid Alternate #2 (Add): 1 st , 2 nd , 3 rd , Jury Room, & Penthouse Demolition:	\$ 16,600.00	
Total:		\$ 154,610.00
Total Cost:		\$1,602,610.00

We understand that the established budget for the construction work is \$1,300,000.00, and that the total of the lowest bids exceeds the budget by \$302,610.00. If we were to award only the essential components of the project, we would still be above the established budget by \$93,010.00:

Base Bid (HVAC): (1 st , 2 nd , 3 rd Floor VRF Systems	\$1,255,000.00	
Base Bid (Asbestos Abatement):	\$ 90,460.00	
Bid Alternate #1 (Add) Basement & Attic Demolition	\$ 47,550.00	
Essential Cost:		\$1,393,010.00

Should the City of Elkins be willing and able to secure these additional funds, we would recommend that the contracts be awarded to the lowest bidders, who are noted above. We are very familiar with both company's work, and are confident that they are qualified to complete our project.

If the City of Elkins is not willing or able to secure these additional funds, we are prepared to promptly rebid the project with a smaller scope of work for the Base Bids, and would also endeavor to further reduce the overall scope of work wherever possible.

We await your direction.

Respectfully Submitted,

VanNostrand Architects PLLC

A handwritten signature in black ink, appearing to read "Bryson", with a vertical line extending downwards from the end of the signature.

Bryson VanNostrand, AIA
bryson@vnarch.com

HVAC Bid Responses

Based on financing \$1,000,000

Bank	Terms	Interest Rate	Estimated Monthly Payment	Terms	Interest Rate	Estimated Monthly Payment	Prepayment Penalty	Bank Expenses	Other
Citizens Bank of WV	20	6.75%	\$7,604.00	25	6.75%	\$6,910.00	None	None	
City National Bank									
Did not respond									
Davis Trust Company	20	6.36%	\$7,400.00	25	6.36%	\$6,665.00	None	\$2,500.00	
Huntington Bank	20	4.89%	\$6,539.00	n/a	n/a	n/a	Not Provided	\$5,000.00	
Mountain Valley Bank	20	5.23%	\$6,728.00	25	5.28%	\$6,011.00	None	\$5,000.00	
Ohio Valley Bank	20	5.19%	\$6,705.00	25	5.55%	\$6178/20 yrs	None	None	Option 2-Fixed for 20 yrs and adjustable to 5yr Treasury rate plus 1.35%.
				25	6.12%	\$6,517.00	None	None	
United Bank									
Did not respond									
Wesbanco	20	4.83%	\$6,505.00	n/a	n/a	n/a	None	\$6,000.00	Fixed rate for 5 yrs. Balloon due at maturity.



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 24, 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 a past committee 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. 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.: _____



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 24, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Mid-year funding request: Allegheny Highland Trails grant match assistance
Recommended By:	City Clerk
Summary:	The Allegheny Highland Trails Foundation is seeking matching funds in applying for a grant for refresh of the trail system. From Karen Carper, the foundation's president: Please find attached the Highlands Trail Foundation funding request for the Finance Committee's 6/24 meeting. The grant application is due 6/26, so our timeline is very tight. If approved, a letter with the city's pledge of support must accompany the application.
Fiscal Impact:	AHT is seeking \$2,000 from the city as part of the \$250,000 funding package needed for the project. The grant will provide \$200,000 but requires AHT to contribute \$50,000. In other words, each dollar will be "matched" 400 percent.
Recommendation:	Consider for recommendation to council.
Attachments:	1. COE Application For Funds Highlands Trail Foundation 2. AHT Refresh Budget 3. AHT map



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: Highlands Trail Foundation Date of Request: 6/10/2024
Organization Address: P.O. Box 196, Parsons WV 26287
Contact Name: Karen Carper Contact Phone: 304-704-6911
Contact Email: kcarperwv@gmail.com
Annual Operating Budget: \$24,050
Total Capital Project Budget (if applicable): \$250,000

What is the purpose / mission of your organization?

The Highlands Trail Foundation works to create, support, and advance the Allegheny Highlands Trail System in the Potomac Highlands of West Virginia.

USE OF FUNDS

Type of Request

☐ Capital Funding ☐ Operations ☐ Event/Program ☒ Other

Funding Request Amount: \$2,000

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: _____ Fiscal Year: _____

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.

The contiguous AHT is complete from its southern terminus at the Elkins Depot to Hendricks. Future development may reach Thomas. The current project is for long-overdue maintenance on the oldest section from Elkins to Parsons. The Highlands Trail Foundation will apply for Transportation Enhancement/Recreational Trail Grant funding to support the Allegheny Highlands Trail Refresh project. This project seeks to improve safety by replacing removable wooden posts with high quality, bright yellow, folding metal posts. It will also bring the trail back up to rail-trail standards with new signs and rehabilitation of trailheads. Any remaining funds will be used for restoration of unpaved trail surface with grading and application of compacted limestone sand. A \$50,000 match is required for the \$200,000 grant award. The HTF has \$25,000, but must raise another \$25,000 to meet this requirement. A contribution from the City of Elkins will help us meet the \$25,000 goal. Benefits to the city include economic development that will increase tourism, and improvement of the quality of life for residents.

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.

The Highlands Trail Foundation is seeking support from various entities to meet our \$25,000 goal. These include the Randolph County Commission, Tucker County Commission, City of Parsons, Tucker Community Foundation and others.

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 will be no ongoing cost to the City of Elkins.

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).



Applicants Signature

Karen Carper, President

Printed Name & Title

TO BE COMPLETED BY CITY OF ELKINS

Date Received: _____

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.: _____



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: Highlands Trail Foundation Date of Request: 6/10/2024
Organization Address: P.O. Box 196, Parsons WV 26287
Contact Name: Karen Carper Contact Phone: 304-704-6911
Contact Email: kcarperwv@gmail.com
Annual Operating Budget: \$24,050
Total Capital Project Budget (if applicable): \$250,000

What is the purpose / mission of your organization?

The Highlands Trail Foundation works to create, support, and advance the Allegheny Highlands Trail System in the Potomac Highlands of West Virginia.

USE OF FUNDS

Type of Request

☐ Capital Funding ☐ Operations ☐ Event/Program ☒ Other

Funding Request Amount: \$2,000

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: _____ Fiscal Year: _____

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.

The contiguous AHT is complete from its southern terminus at the Elkins Depot to Hendricks. Future development may reach Thomas. The current project is for long-overdue maintenance on the oldest section from Elkins to Parsons. The Highlands Trail Foundation will apply for Transportation Enhancement/Recreational Trail Grant funding to support the Allegheny Highlands Trail Refresh project. This project seeks to improve safety by replacing removable wooden posts with high quality, bright yellow, folding metal posts. It will also bring the trail back up to rail-trail standards with new signs and rehabilitation of trailheads. Any remaining funds will be used for restoration of unpaved trail surface with grading and application of compacted limestone sand. A \$50,000 match is required for the \$200,000 grant award. The HTF has \$25,000, but must raise another \$25,000 to meet this requirement. A contribution from the City of Elkins will help us meet the \$25,000 goal. Benefits to the city include economic development that will increase tourism, and improvement of the quality of life for residents.

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.

The Highlands Trail Foundation is seeking support from various entities to meet our \$25,000 goal. These include the Randolph County Commission, Tucker County Commission, City of Parsons, Tucker Community Foundation and others.

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 will be no ongoing cost to the City of Elkins.

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).



Applicants Signature

Karen Carper, President

Printed Name & Title

TO BE COMPLETED BY CITY OF ELKINS

Date Received: _____

Staff Comments:

Finance Committee Action:

Recommended?

☐ YES

☐ NO

Amount Recommended (if applicable): _____

Assigned Account No.: _____

Council Action:

Approved?

☐ YES

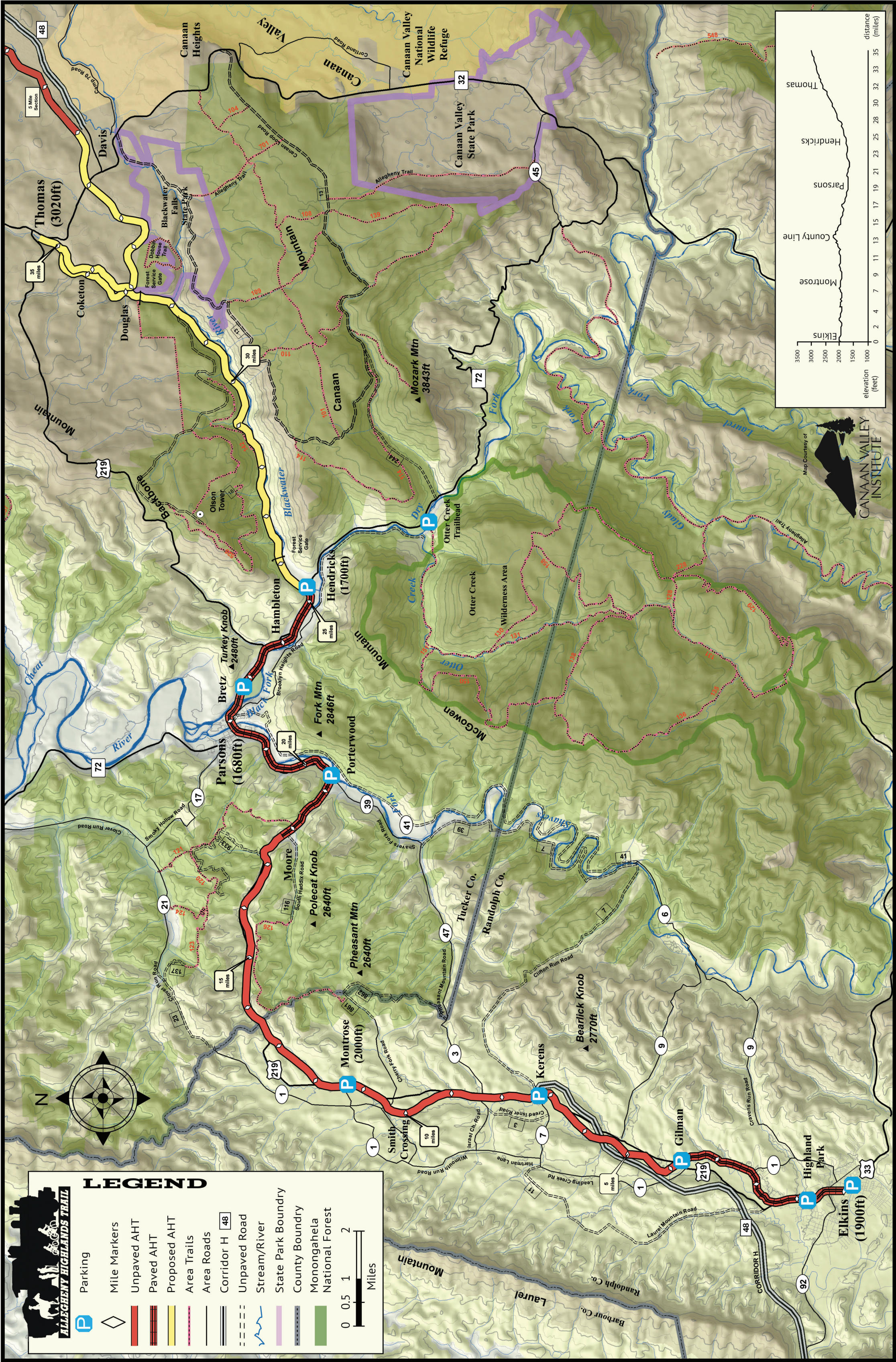
☐ NO

Amount Approved (if applicable): _____

Assigned Account No.: _____

Allegheny Highlands Trail Refresh BUDGET

Materials		\$145,000
	Folding posts	\$71,500
	Paint/Stain	\$6,000
	Lumber	\$6,000
	Supplies	\$1,500
	Limstone sand	\$60,000
Sign design, production, & installation		\$5,000
Labor		\$100,000
TOTAL		\$250,000





CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 24, 2024
Section:	New business
Category:	Presentation
Agenda Item Name:	Gold Star Memorial
Recommended By:	Mayor
Summary:	Mayor Marco will update the committee on this project
Fiscal Impact:	TBD
Recommendation:	Review presented information and make recommendations as needed
Attachments:	None