City of Elkins

Regular Council Meeting

December 12, 2024
7:00 PM
Phil Gainer Community Center
142 Robert E Lee Ave. Ext.

AGENDA

1. **Invocation and Pledge of Allegiance**
2. **Call to order and roll call**
3. **Public comment**
4. **Minutes**
   a. Proposed minutes for the meeting of November 21, 2024
5. **Correspondence, Notifications, and Recognitions**
   a. Building permits, zoning permits, and vacant property registrations
6. **Councilor Reports**
7. **Staff reports**
   a. Treasurer's report
8. **Approval of vendor invoice payments**
   a. Vendor invoices presented for approval: November 18-29, 2024

   (Available for public review in the city clerk's office two business days before this meeting, as required by W. Va. Ethics Commission Open Meetings Advisory Opinion 2012-04.)
9. **New business**
   a. Resolution 1800: Reappointing Sutton Stokes as City Clerk
   b. Resolution 1801: FY 2025 General Fund Budget Revisions 2-8
   c. Resolution 1802: FY 2025 Coal Severance Fund Budget Revision 1
   d. Resolution 1803: FY 2025 General Fund Budget Revision SAO 2025-002-01
   e. Resolution 1804: Adopting administrative procedure for review of substantial improvement and substantial damage, in compliance with the National Flood Insurance Program
   f. Resolution 1805: Adopting rules for use of the City Hall parking lot
   g. Resolution 1806: Reappointing members of various boards and commissions
   h. Mid-year funding request from YMCA for pool filtration system project
   i. Reschedule January council meetings
   j. Matters related to City Hall recovery and construction work

k. Update and planning related to real estate purchase

10. Mayor’s comments

11. Adjournment

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	December 12, 2024
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of November 21, 2024
Recommended By:	City Clerk
Summary:	Minutes proposed for the regular council meeting of November 21
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. city council - 2024_11_21 - minutes_proposed

ELKINS COMMON COUNCIL
REGULAR COUNCIL MEETING
MINUTES

Phil Gainer Community Center
142 Robert E Lee Ave. Ext.
Elkins, WV 26241
November 21, 2024
7 p.m.

Elkins Common Council met in regular session in the council chamber of city hall. Present were Mayor Jerry A. Marco; Councilors N.E. Bross-Fregonara, A.C. Carroll, R.C. Chenoweth, G.M. Hinchman, B.C. Kerns, C.C. Lowther, D.C. Parker, E. L. Plishka, L.S. Severino, and C.H. Thompson; City Treasurer T. Judy; Fire Chief S.D. Himes; Police Chief T. Bennett; Operations Manager M. Kesecker; and City Clerk S.R. Stokes (recording secretary).

City Attorney G. S. Roberts was absent.

PUBLIC HEARING CONCERNING ORDINANCE 338 (AMENDING THE CHARTER)

The Mayor opened the hearing at 7 p.m. There were no comments. The Mayor closed the hearing at 7:01 p.m.

PUBLIC COMMENT

There was no public comment.

MINUTES

Chenoweth **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 7, 2024.** The motion carried.

APPROVAL OF VENDOR INVOICE PAYMENTS

Hinchman **MOVED APPROVAL OF THE INVOICES PRESENTED.** The motion carried.

The invoices in question were as specified on the following list, which is attached and made part of this record:

- Accounts Payable check transactions for the period November 4-15, 2024.

NEW BUSINESS

Kerns **MOVED ALLOWING THE 10-DAY PERIOD TO EXPIRE FOR CURING OBJECTIONS TO ORDINANCE 338 (AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF ELKINS,**

WEST VIRGINIA AMENDING THE CITY CHARTER, SECTION 3.01 APPOINTMENT, POWERS AND DUTIES OF THE MAYOR), AND, IF THE OBJECTIONS ARE NOT WITHDRAWN BY THAT TIME, TO TERMINATE THIS CHARTER AMENDMENT PROCESS WITHOUT FURTHER COUNCIL ACTION. The motion carried.

Carroll **MOVED APPROVAL OF ORDINANCE 339: AMENDING CITY CODE CHAPTER 32: CITY OFFICERS, CONCERNING DUTIES AND POWERS OF THE CITY'S ADMINISTRATIVE OFFICERS (FINAL READING).** The Mayor requested a roll-call vote. The clerk called the roll. The motion carried. Council votes were as follows:

Bross-Fregonara	Yes	Kerns	Yes	Severino	Yes
Chenoweth	No	Lowther	Yes	Thompson	Yes
Carroll	Yes	Parker	Yes	Mayor J. Marco (in case of tie)	n/a
Hinchman	Yes	Plishka	No		

Hinchman **MOVED APPROVAL OF RESOLUTION 1796: ADOPTING A CYBERSECURITY POLICY AND ASSIGNING DUTIES RELATED TO IT AND NETWORKING IMPROVEMENTS.** The motion carried.

Bross-Fregonara **MOVED APPROVAL OF RESOLUTION 1797: APPROVING TERMS AND AUTHORIZING EXECUTION OF AN AGREEMENT WITH GAI CONSULTING FOR A PARKING STUDY.** The motion carried.

Lowther **MOVED APPROVAL OF RESOLUTION 1799: REAPPOINTING V. HAYNES TO THE BOARD OF DIRECTORS OF THE ELKINS HOUSING AUTHORITY.** The motion carried.

Lowther **MOVED APPROVAL OF RESOLUTION 1799: AUTHORIZING CONTRACTING WITH M. WASHINGTON FOR HR SERVICES.** The motion carried.

Lowther **MOVED THAT COUNCIL ENTER EXECUTIVE SESSION UNDER THE EXEMPTION FOR MATTERS INVOLVING OR AFFECTING THE PURCHASE, SALE OR LEASE OF PROPERTY FOR AGENDA ITEM "UPDATE AND PLANNING CONCERNING PURCHASE OF REAL ESTATE."** The motion carried. The executive session began at 8:05 p.m. and ended at 8:23 p.m.

The meeting was adjourned at 8:31 p.m.

_____ _____

Attest: S.R. Stokes, City Clerk Jerry A. Marco, Mayor

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	December 12, 2024
Section:	Correspondence, Notifications, and Recognitions
Category:	Presentation
Agenda Item Name:	Building permits, zoning permits, and vacant property registrations
Recommended By:	Code Enforcement
Summary:	The attached report shows building permits issued 11/19/2024-12/02/2024. There were 2 projects with a total valuation of $16,800.00. Zoning permits show 1 new business. There are currently 54 structures registered as vacant. This year, 40 structures have been billed with $5,600 in vacant property registration fees have been collected and 10 liens have been placed upon properties.
Fiscal Impact:	See summary
Recommendation:	Review presented information
Attachments:	1. Building Permits - 2024_12_05

The attached report shows building permits issued 11/19/2024-12/02/2024. There were 2 projects with a total valuation of $16,800.00.

Zoning permits show 1 new business.

There are currently 54 structures registered as vacant. This year, 40 structures have been billed with $5,600 in vacant property registration fees have been collected and 10 liens have been placed upon properties.

BUILDING PERMITS

12/02/2024 10:10 AM PROJECT MASTER REPORT PAGE: 1
PROJECTS: THRU ZZZZZZZZZZ REPORT SEQUENCE: Project
PROJECT TYPE: Exclude: BPZONING CONTRACTOR CLASS: All - All Contractor Classes
CONTRACTORS: All
APPLIED DATES: 11/19/2024 THRU 12/02/2024 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
STATUS INCLUDED: All ISSUED DATES: 0/00/0000 THRU 99/99/9999

PROJECT: 240331 - RESIDENTIAL REMODEL TYPE: BR-REM RESIDENTIAL REMODEL
PROPERTY: 313 DAVIS ST
APPLIED DATE: 11/19/2024 ISSUED DATE: 11/19/2024 EXPIRATION DATE: 5/20/2025 COMPLETION DATE: 0/00/0000
CONTRACTOR: PHILLIPSRE PHILLIPS REPAIR SERVICE ISSUED TO: RYAN, KENNETH
928 S HENRY AVENUE 313 DAVIS ST
ELKINS, WV 26241 ELKINS, WV 26241
SQUARE FEET: 1,200
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 61.00

PROJECT: 240333 - COMMERCIAL FENCE TYPE: FENCE-COM COMMERCIAL FENCE
PROPERTY: 1 THIRTEENTH ST
APPLIED DATE: 11/22/2024 ISSUED DATE: 11/22/2024 EXPIRATION DATE: 5/23/2025 COMPLETION DATE: 0/00/0000
CONTRACTOR: AMFENCE AMERICAN FENCE CO LLC ISSUED TO: WOODFORD OIL
750 FAIRMONT AVE PO BOX 567
FAIRMONT, WV 26554 ELKINS, WV 26241
SQUARE FEET: 1
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 50.00

ZONING PERMITS

12/02/2024 10:13 AM PROJECT MASTER REPORT PAGE: 1
PROJECTS: THRU ZZZZZZZZZZ REPORT SEQUENCE: Project
PROJECT TYPE: Include: BPZONING CONTRACTOR CLASS: All - All Contractor Classes
CONTRACTORS: All
APPLIED DATES: 11/19/2024 THRU 12/02/2024 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
STATUS INCLUDED: All ISSUED DATES: 0/00/0000 THRU 99/99/9999

PROJECT: 240332 - ZONING PERMIT TYPE: BPZONING ZONING
PROPERTY: 921 S RAILROAD AVE
APPLIED DATE: 11/20/2024 ISSUED DATE: 11/20/2024 EXPIRATION DATE: 11/20/2025 COMPLETION DATE: 0/00/0000
CONTRACTOR: ISSUED TO: LIMITLESS REPAIR LLC
PO BOX 162
ELKINS, WV 26241
SQUARE FEET: 1
DWELLING TYPE: PUBLIC UNITS: 1

VACANT STRUCTURE BILLING

12/02/2024 10:23 AM F E E C O D E R E P O R T PAGE: 1

LICENSES: THRU ZZZZZZZZZZ
LIC CODES: Include: CE-VAC
LIC STATUS:Pending, Active
FEE CODES: All

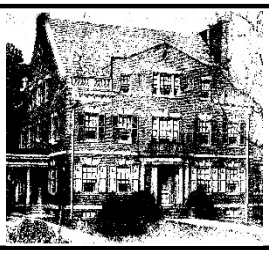
ORIGINATION DATE: 3/01/2023 THRU 12/02/2024
EFFECTIVE DATE: 0/00/0000 THRU 99/99/9999
EXPIRATION DATE: 0/00/0000 THRU 99/99/9999
PRINT DATE: 0/00/0000 THRU 99/99/9999

FEE CODE: VACANT - VACANT PROPERTY FEE

LICENSE	PERIOD	LIC CODE	STATUS	REPORT	ISSUED TO		# of Years	CHARGES
24285	3/04/24 - 3/05/24	CE-VAC	Pending	CODE	HOSEY	LINDA	1.0000	200.00
24286	3/04/24 - 3/05/24	CE-VAC	Pending	CODE	HOSEY	LINDA	1.0000	200.00
24287	3/04/24 - 3/05/24	CE-VAC	Active	CODE	HIGGINS	MARIE	1.0000	200.00
24289	3/04/24 - 3/05/24	CE-VAC	Active	CODE	METHENY	MICHE	1.0000	200.00
24290	3/04/24 - 3/05/24	CE-VAC	Active	CODE	MILLER	LINDA	1.0000	200.00
24294	3/12/24 - 3/13/24	CE-VAC	Active	CODE	CHUA	DOMIN	1.0000	200.00
24295	3/12/24 - 3/13/24	CE-VAC	Active	CODE	ARBOGAST	GARY	1.0000	200.00
24302	3/19/24 - 3/20/24	CE-VAC	Active	CODE	AUVIL	BENJA	1.0000	200.00
24303	3/19/24 - 3/20/24	CE-VAC	Active	CODE	PROUDFOOT	LINDA	1.0000	200.00
24305	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	HALLE	SHANE	1.0000	200.00
24306	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	ARMENTROUT	WILLI	1.0000	200.00
24307	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	ARMENTROUT	WILLI	1.0000	200.00
24308	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	CORDER	DEBOR	2.0000	200.00
24309	10/16/24 - 10/17/24	CE-VAC	Active	CODE	GUSTKE	JAMES		200.00
24310	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	GRAHAM	ANNA	1.0000	200.00
24311	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	ANGER	MIKE	1.0000	200.00
24312	3/19/24 - 3/20/24	CE-VAC	Active	CODE	SHIFFLETT	DAVID	2.0000	200.00
24314	3/19/24 - 3/20/24	CE-VAC	Active	CODE	BEVERLY PIKE LAND LLC		2.0000	200.00
24315	3/19/24 - 3/20/24	CE-VAC	Active	CODE	GUSTKE	JAMES	2.0000	200.00
24323	4/04/24 - 4/05/24	CE-VAC	Active	CODE	COMIS	DINO	2.0000	200.00
24324	4/04/24 - 4/05/24	CE-VAC	Active	CODE	BOGGS	ANGEL	2.0000	200.00
24325	4/04/24 - 4/05/24	CE-VAC	Active	CODE	SHOMO	LINDA	2.0000	200.00
24326	4/04/24 - 4/05/24	CE-VAC	Active	CODE	STEVENSON	JULIA	2.0000	200.00
24327	4/04/24 - 4/05/24	CE-VAC	Active	CODE	YEAGER	MARVI	2.0000	200.00
24328	4/04/24 - 4/05/24	CE-VAC	Active	CODE	KIRKPATRICK	KRIST	2.0000	200.00
24333	4/16/24 - 4/17/24	CE-VAC	Active	CODE	VARNEY	CHARL	2.0000	200.00
24334	4/16/24 - 4/17/24	CE-VAC	Active	CODE	MESSINGER	DAVID	2.0000	200.00
24335	6/24/24 - 6/25/24	CE-VAC	Active	CODE	WHITE	DELAI	2.0000	200.00
24336	4/16/24 - 4/17/24	CE-VAC	Active	CODE	KNUTTI	FREDE	2.0000	200.00
24337	6/04/24 - 6/05/24	CE-VAC	Active	CODE	LOTHES	WILFR	2.0000	200.00
24343	4/29/24 - 4/30/24	CE-VAC	Active	CODE	KHAN	FARUK	2.0000	200.00
24344	4/29/24 - 4/30/24	CE-VAC	Active	CODE	HATFIELD	WANDA	2.0000	200.00
24345	4/29/24 - 4/30/24	CE-VAC	Pending	CODE	SHOCKEY	KATHE	2.0000	200.00
24346	4/29/24 - 4/30/24	CE-VAC	Pending	CODE	SHOCKEY	KATHE	2.0000	200.00
24347	4/29/24 - 4/30/24	CE-VAC	Pending	CODE	KIRKPATRICK	REBEC	2.0000	200.00
24406	8/12/24 - 8/13/24	CE-VAC	Active	CODE	MOORE	GREGO	2.0000	200.00
24407	8/12/24 - 8/13/24	CE-VAC	Active	CODE	CARR	CAROL	2.0000	200.00
24425	10/03/24 - 10/04/24	CE-VAC	Active	CODE	HUNTINGTON NATIONAL BANK		2.0000	200.00
24439	11/01/24 - 11/02/24	CE-VAC	Active	CODE	SAFEGUARD PROPERTIES PRES		2.0000	200.00
24448	12/02/24 - 12/25/25	CE-VAC	Pending	CODE	KING	WILLI	2.0000	200.00
REPORT TOTALS:	40						64.0000	8,000.00

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	December 12, 2024
Section:	Correspondence, Notifications, and Recognitions
Category:	Presentation
Agenda Item Name:	Kump Education Center quarterly report for the period July 1-September 30, 2024
Recommended By:	City Clerk
Summary:	The Kump House is managed by the Kump Education Center (KEC), a nonprofit corporation formed to further the purposes of preservation, education, and the wishes of the endowed trust of Mary Gamble Kump, under the terms of a Memorandum of Understanding with City of Elkins. This MOU requires that KEC make quarterly written reports to the city. KEC's latest quarterly report is attached.
Fiscal Impact:	n/a
Recommendation:	Review provided information
Attachments:	1. KEC report - 2024_11_11



Kump Education Center
401 S. Randolph Avenue
Post Office Box 1106
Elkins, WV 26241

2024 Schedule for Reporting to Elkins Municipal Properties Committee:

Reporting Period	Report Due / Dates Done:
October 1 –December 31, 2023	January 30, 2024/ February 12
January 1 –March 31, 2024	April 30, 2024/ May 13
April 1 –June 30, 2024	July 30, 2024/ August 26
July 1 –September 30, 2024	October 30, 2024/ November 11

Third Quarterly Reports for 2024 by Kump Education Center
November 18, 2024

Status of Work on Kump House Improvements in preparation for our big Centennial Celebration:

- The City Tree Board has just complete a neat, tall fence to keep deer out of the Elkins Tree Nursery. It fits nicely beside the openair classroom pavilion that the City paid for two years ago with funding for the pandemic.

- November 15 Meredith Dreistadt [State Historic Preservation Office(SHPO)] met with Melody Himes [City Operations], Chuck Preusch [Design Roofing], Malcolm Long and Heather Biola [Kump Education Center]. They discussed how to replace the standing-seam metal roof on the east elevation of Kump house paid for by a grant from SHPO.

- We plan to remove the dead fir tree near the Smokey Bear fire warning sign beside Seneca Road.

Requests for help from the City of Elkins:

- Kump Center needs help from the City to move and protect two large historic gatepost capstones on S. Randolph Avenue before snow plows damage them during winter snow removal. Moving these capstones back 30 feet will require heavy equipment. The smaller gatepost capstones are safely resting on brick pillars in the south lawn wall; however, the larger capstones are too heavy to be moved back from the road to their future location without equipment. The historic "code of the road" was marked on the bricks of these gateposts and some of those bricks are stored for the reconstruction of gateposts.

- We still need help from the City or Elkins and the West Virginia Division of Highways to improve safety at the entrances for buses and cars on Randolph Avenue and/or Seneca Road.

- We need a better system for controlling the runoff that is dumping water into the Kump wetland when we have heavy rains. All of these water issues need to be addressed with the Division of Highways.

Efforts to Obtain Funding:

- We are renting two bedrooms to two AmeriCorps members, and one of them is doing his project to inventory and map native plants in the wetland and create a landscape plan for a wooded wetland.
- We have a matching grant from the State Historic Preservation Office [SHPO] for $16,000 to stop water leaks from the roof on the east elevation over the old sleeping porch which will be a conference room.
- We continue to look for a wheelchair lift that meets ADA accessibility requirements for grant funding.
- We plan to seek grants for centennial events and scholarly lectures

Fall Programs:

Saturday Yard Sale	September 7
Maid Silvia's Sunday Reception	September 28
Forest Fest Tuesday Tours	September 30
Envisioning Saturday Seminar 10-12 a.m.	October 19
Halloween / H. G. Kump's Birthday Party	October 31
Five Christmas Tours on Tuesdays & Thursdays	December 5 - 19

Report respectfully submitted by Kump Education Center Board of Directors:

K. J. Shaffer, EHS Math Teacher, & KEC President

Jane Birdsong, Retired Teacher, & KEC Secretary

Priscilla Gay, College Instructor, & KEC Treasurer

Debra Barsy, Retired Glass Artist & KEC Volunteer

Andrew Carroll, EHS Teacher & City Councilman

Russ Collett Upshur County Assistant Superintendent

Sam Cusimano, Director of Generation WV

Sandra Elza, Retired from Valley Health Care

Judy Guye, Emeritus KEC Founding Mayor

Crystal Krouse, D&E & KEC Sustainability Chair

Malcolm Long, Heating and Plumbing Innovator

Laura Santmyer, Business Retiree & KEC Pie Pro

Dr. Heather R. Biola, Kump Education Center Director

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	December 12, 2024
Section:	Staff reports
Category:	Presentation
Agenda Item Name:	Treasurer's report
Recommended By:	Treasurer
Summary:	The attached report from the City Treasurer includes: • General Fund Revenue Detail report showing: most recent month's revenues, YTD revenues, and YTD actual revenues as percentage of budgeted revenues • Budget control summary • P-Card rebates and Police and Fire Pension information • ARPA information
Fiscal Impact:	n/a
Recommendation:	Review
Attachments:	1. Treasurer's Report - 2024_12_12_v2

General Fund Revenue Detail

	November Revenues	YTD Revenues	Percent of Revenues Collected Per Budget	Percent of Yr. Completed 41.67
Unassigned Fund Balance				
County Tax	$48,865.57	$808,309.98	65.66%	1,231,105.00
B & O Tax	$276,383.79	$1,092,460.93	68.11%	1,604,000.00
Hotel/Motel Tax	$37,843.54	$165,802.65	82.82%	200,200.00
Gas & Oil Severance Tax	$0.00	$25,525.61	51.05%	50,000.00
2% City Utility Tax	$8,132.17	$40,464.32	47.61%	85,000.00
Utility Excise Tax	$32,637.27	$147,052.20	47.44%	310,000.00
Liquor Tax	$0.00	$42,923.71	46.66%	92,000.00
Police	$340.32	$7,477.63	46.74%	16,000.00
Municipal Court	$2,013.18	$11,496.30	27.40%	41,950.00
Code Enforcement	$1,732.87	$14,939.20	49.80%	30,000.00
Business License	$995.00	$9,934.15	36.12%	27,500.00
Intergovernmental	$17,545.40	$907,851.57	398.15%	228,017.00
Franchise/IRP Fees	$9,411.02	$67,210.80	52.92%	127,000.00
Phil Gainer Community Center	$3,196.00	$23,306.00	58.27%	40,000.00
Misc. Revenue	$19,151.44	$7,378.47	5.43%	135,760.00
Municipal Sales Tax	$0.00	$738,567.89	52.75%	1,400,000.00
TOTAL	**$458,247.57**	**$4,110,701.41**	**73.16%**	5,618,532.00

Intergovernmental increased revenues are due to 2 DOJ grant deposits (7/2/24 $158,074.82 & 8/1/24 $640,547.27)

FY2025 Budget Control Summary

General Fund	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	YTD TOTALS
Revenues	$1,137,832.22	$965,209.58	$441,020.42	$1,108,391.62	$458,247.57	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$401,069.81	$4,110,701.41
Expenses	$754,795.22	$1,337,901.18	$540,536.22	$554,291.99	$522,106.99	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$3,709,631.60

Sanitation Fund	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	YTD TOTALS
Revenues	$120,655.66	$125,941.58	$120,782.16	$130,050.87	$128,130.80	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	-$32,193.73	$625,561.07
Expenses	$145,484.16	$118,185.70	$127,156.83	$150,524.61	$116,403.50	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$657,754.80

Sewer Fund	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	YTD TOTALS
Revenues	$281,446.53	$262,524.76	$243,041.16	$280,581.66	$260,233.99	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$108,123.55	$1,327,828.10
Expenses	$267,166.54	$246,266.86	$269,123.07	$237,408.89	$199,739.19	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$1,219,704.55

Water Fund	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	YTD TOTALS
Revenues	$416,751.93	$431,270.32	$363,415.43	$436,453.16	$457,153.71	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$221,775.51	$2,105,044.55
Expenses	$451,505.21	$395,801.52	$398,974.64	$313,509.37	$323,478.30	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$1,883,269.04

Fire Fund	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	YTD TOTALS
Revenues	$53,017.83	$91,922.15	$63,908.09	$48,472.65	$79,767.47	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	-$131,541.50	$337,088.19
Expenses	$107,354.02	$83,438.32	$87,906.66	$82,554.88	$107,375.81	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$468,629.69

Landfill Fund	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	YTD TOTALS
Revenues	$566.80	$497.89	$515.81	$463.58	$453.90	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$2,116.00	$2,497.98
Expenses	$174.31	$0.00	$183.37	$24.30	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00		$381.98

FY2025 Mastercard Purchasing Card Rebates	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	TOTAL
General Fund	$2,388.36				$2,388.36
Parks Fund	$410.34				$410.34
Fire Fund	$111.31				$111.31
Water Fund	$2,664.44				$2,664.44
Sewer Fund	$1,121.88				$1,121.88
Sanitation Fund	$196.52				$196.52
	$6,892.85	**$0.00**	**$0.00**	**$0.00**	**$6,892.85**

FY2025 Firemen's Pension Information

City Contribution Required	$0.00
City Contribution as of 10/31/2024	$0.00
City Contribution Completed	#DIV/0!
State Allocation Allotted-**None**	$0.00
State Allocation Received	$0.00
State Allocation Completed	0%

Per the Actuarial Valuation as of July 1, 2023, the Fire Pension is funded at 132.77%

FY2025 Policemen's Pension Information

City Contribution Required	$26,110.71
City Contribution as of 10/31/2024	$26,680.00
City Contribution Completed	102%
State Allocation Allotted	$160,720.53
State Allocation Received	$160,720.53
State Allocation Completed	100%

Per the Actuarial Valuation as of July 1, 2023, the Police Pension is funded at 89.38%

P-CARD FISCAL YEAR COMPARISON

	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	TOTAL
General Fund	$6,429.29	$7,416.24	$7,684.04	$6,932.77	$10,795.04	$8,367.64	$8,768.85	$8,572.72	$7,529.60	$6,057.57	$8,561.10	$8,994.51	$87,114.86
Parks Fund	$83.91	$341.02	$181.76	$753.95	$855.36	$449.76	$264.49	$281.73	$678.72	$561.24	$853.25	$635.54	$5,305.19
Fire Fund	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$0.00	$444.36	$730.25	$444.36
Water Fund	$783.14	$3,511.40	$3,404.61	$8,292.64	$10,652.79	$10,988.40	$12,616.35	$11,453.46	$9,091.44	$2,068.80	$2,092.41	$7,326.91	$74,955.44
Sewer Fund	$335.63	$1,466.46	$1,312.28	$3,730.00	$5,351.09	$5,675.19	$6,035.23	$7,769.36	$4,837.04	$3,405.47	$3,731.35	$3,319.36	$43,649.10
Sanitation Fund	$111.88	$177.68	$179.03	$542.75	$678.31	$598.91	$659.09	$1,030.30	$541.12	$2,975.40	$1,667.98	$741.42	$9,162.45
Landfill Fund	$0.00	$50.40	$28.53	$52.65	$14.71	$3.65	$2.29	$7.64	$1.18	$0.60	$0.00	$0.00	$161.65
	$7,743.85	$12,963.20	$12,790.25	$20,304.76	$28,347.30	$26,083.55	$28,346.30	$29,115.21	$22,679.10	$15,069.08	$17,350.45	$21,747.99	$242,541.04

ARPA Information

Awarded	Balance Available	
Elkins Parks	$5,683.00	
Water Treatment	$49,392.93	
Community Requests	$430.00	Randolph Co. Humane Society
Sewer Plant	$120,277.89	
Addiction & Homelessness	$5,000.00	
Total	$180,783.82	

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	December 12, 2024
Section:	Approval of vendor invoice payments
Category:	Action Item
Agenda Item Name:	Vendor invoices presented for approval: November 18-December 6, 2024 *(Available for public review in the city clerk's office two business days before this meeting, as required by W. Va. Ethics Commission Open Meetings Advisory Opinion 2012-04.)*
Recommended By:	City Treasurer
Summary:	Accounts payable transactions in all funds November 18-December 6, 2024
Fiscal Impact:	Report details $861,094.42 in transactions from all funds.
Recommendation:	Consider for approval
Attachments:	1. AP Check Report - 2024_12_12

VENDOR SET: 01 Elkins
BANK: GCBAN Grant Co Bank-Whitmer
DATE RANGE:11/18/2024 THRU 12/06/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00310		Griffith & Associates, PLLC							
	I-15112	Whitmer Work 08/24 09/24	R	11/20/2024	611.25		000024		611.25
00471		FirstEnergy MP/PE							
	I-Whitmer 111224	Whitmer 100724-110524	R	11/20/2024	639.89		000025		639.89
00132		Clarksburg Water Board							
	I-M92371	Compliance Sample	R	12/04/2024	23.00		000026		
	I-M92450	Compliance Sample	R	12/04/2024	23.00		000026		46.00
00283		Frontier							
	I-112824 Whitmer	Service 11/28/24-12/27/24	R	12/04/2024	78.69		000027		78.69

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	4			1,375.83	0.00	1,375.83
HAND CHECKS:	0			0.00	0.00	0.00
DRAFTS:	0			0.00	0.00	0.00
EFT:	0			0.00	0.00	0.00
NON CHECKS:	0			0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS	0.00			
		VOID CREDITS	0.00	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: GCBANTOTALS:	4	1,375.83	0.00	1,375.83
BANK: GCBAN TOTALS:	4	1,375.83	0.00	1,375.83

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE:11/18/2024 THRU 12/06/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02417		US Bank Corporate Payment Syst							
	I-VisaNF Pmt 103124	Visa NonFleet Pmt 103124	D	11/25/2024	193,612.42		006654		193,612.42
02417		US Bank Corporate Payment Syst							
	I-Visa Fleet 103124	Visa Fleet Pmt 103124	D	11/25/2024	16,050.97		006663		16,050.97
00741		Great-West Trust Company LLC							
	I-VF 202411251703	Voya	D	11/25/2024	620.00		006664		
	I-VF2202411251703	Voya AT	D	11/25/2024	100.00		006664		720.00
00792		WV Consolidated Retirement Boa							
	I-RTD202411251703	Retirement	D	11/25/2024	7,948.09		006665		
	I-RTD202411251704	Retirement	D	11/25/2024	156.77		006665		8,104.86
00952		WV Consolidated Retirement Boa							
	I-RTF202411251703	Retirement	D	11/25/2024	3,334.60		006666		
	I-RTN202411251703	Retirement	D	11/25/2024	5,616.54		006666		8,951.14
00993		WV Consolidated Retirement Boa							
	I-RT6202411251703	Retirement 6%	D	11/25/2024	9,591.36		006667		9,591.36
00032		Absolute Assurance Drug Test L							
	I-5772	Random Testing	R	11/20/2024	111.00		016295		
	I-5773	Random Testing	R	11/20/2024	42.00		016295		153.00
00047		Truist Governmental Finance							
	I-00005 112424	9948000234-05 112424	R	11/20/2024	2,596.05		016296		
	I-00006 112724	9948000234/06 112724	R	11/20/2024	2,643.26		016296		5,239.31
00126		City of Clarksburg							
	I-202411121688	Compost/Yard Waste Tkt 1770	R	11/20/2024	50.00		016297		50.00
00132		Clarksburg Water Board							
	I-M92366	Compliance Sample	R	11/20/2024	46.00		016298		
	I-M92379	Compliance Sample	R	11/20/2024	230.00		016298		276.00
00154		COE Sanitation							
	I-202411136681	Hauling Brush #111 Tkt 1770	R	11/20/2024	299.48		016299		299.48
00247		Elkins Truck Service, Inc							
	I-156081	Hose cplng	R	11/20/2024	38.10		016300		38.10
00430		Jonathan Distefano dba Mainten							
	I-1281	Locksmith Riverbend/Glendale	R	11/20/2024	319.00		016301		319.00

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE:11/18/2024 THRU 12/06/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00468		Miss Utility of West Virginia,							
	I-WV24-4690	Message Fees 10/2024	R	11/20/2024	308.85		016302		308.85
00471		FirstEnergy MP/PE							
	I-Park 095 111224	Park St 095 101024-110724	R	11/20/2024	10.82		016303		
	I-Park St 465 111224	Park St 465 101024-110724	R	11/20/2024	10.52		016303		
	I-ParkSt 996 111224	Park St 996 101024-110724	R	11/20/2024	10.52		016303		
	I-RR Ave 111524	RR Ave 10/14/24-11/13/24	R	11/20/2024	204.13		016303		235.99
00568		Ralston Press, Inc.							
	I-96390	Business Cards - Mayor	R	11/20/2024	43.99		016304		43.99
00772		Witmer Public Safety Group							
	I-SO463720	Vest - Elmore	R	11/20/2024	1,059.00		016305		1,059.00
00797		WV DEP Division of Water and W							
	I-CKREQ 111824	2025-2026 Lab Certification	R	11/20/2024	480.00		016306		480.00
00858		Capital Doors, Inc.							
	I-61371	Install Garage Doors	R	11/20/2024	1,035.00		016307		1,035.00
01594		Pace Analytical Services LLC							
	I-2430538449	Analytical Chgs WV3304203	R	11/20/2024	177.00		016308		
	I-2430541286	Analytical Charges WV3304203	R	11/20/2024	421.00		016308		
	I-2430545913	Analytical Charges WV3304203	R	11/20/2024	353.00		016308		
	I-2430547395	Analytical Charges WV3304203	R	11/20/2024	177.00		016308		
	I-2430557057	Analytical Charges WV3304203	R	11/20/2024	1,498.00		016308		
	I-2430565471	Analytical Charges WV3304203	R	11/20/2024	555.00		016308		3,181.00
01665		WV Division of Labor - Safety							
	I-PGCC 10/24	Inflatables inspection/cert	R	11/20/2024	200.00		016309		200.00
01751		COE WWTP							
	I-2025411076652	WTP Backwash 10/2024	R	11/20/2024	1,074.82		016310		1,074.82
01790		Crim Law Office PLLC							
	I-461	Sanitary Bd Services	R	11/20/2024	770.00		016311		
	I-462	Water Board Matters 10/2024	R	11/20/2024	810.00		016311		1,580.00
01959		Electronic Specialty Company							
	I-311163	sound system service	R	11/20/2024	1,567.50		016312		1,567.50
02012		Appalachian Aggregates							
	I-STMT 110624	Stone	R	11/20/2024	3,177.24		016313		3,177.24

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE:11/18/2024 THRU 12/06/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02157		Jerry A Marco							
	I-Travel 111324	Travel Exp WV Prevention Smt	R	11/20/2024	272.21		016314		272.21
02251		H&K Equipment Inc							
	I-1PS133472	ADSC500 Floor Scrubber	R	11/20/2024	9,300.00		016315		9,300.00
02347		LEAF							
	I-17451771	Toshiba 5525AC 120824	R	11/20/2024	304.49		016316		
	I-17476744	Toshiba E4515AC 12/11/24	R	11/20/2024	304.80		016316		
	I-17476745	Toshiba ES4515AC 121324	R	11/20/2024	133.78		016316		743.07
02361		Triple K Kustomz							
	I-9906	Transmission Install	R	11/20/2024	4,489.94		016317		4,489.94
02426		Game Time							
	I-172575-01-01	SS Chain Net City Park	R	11/20/2024	2,214.20		016318		2,214.20
02431		Ferguson Waterworks #527							
	I-0903627	Replacement parts	R	11/20/2024	11,950.67		016319		
	I-0914704-2	Replacement parts	R	11/20/2024	1,947.96		016319		
	I-0926017	Replacement Parts	R	11/20/2024	1,799.36		016319		15,697.99
02470		ES Property Services LLC							
	I-240001	Right of Way Brush Clearing	R	11/20/2024	4,500.00		016320		4,500.00
02523		City of Belington							
	I-1005	2nd Inst Drax	R	11/20/2024	5,000.00		016321		5,000.00
02549		Command LLC							
	I-1502	Aerial Test #402	R	11/20/2024	725.00		016322		725.00
02608		Zinn's R Us Inc							
	I-2827	4 septic holding tanks	R	11/20/2024	400.00		016323		400.00
02685		Selective Insurance Company of							
	I-QTRLY 112524	Quarterly Premium	R	11/20/2024	5,484.00		016324		5,484.00
00116		Child Support Enforcement							
	I-CDS202411251703	Child Support	R	11/25/2024	681.40		016325		681.40
00121		Citizens Bank of WVFP							
	I-FP 202411251703	Fire Pension	R	11/25/2024	353.22		016326		353.22

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE:11/18/2024 THRU 12/06/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00122		Citizens Bank of WVPP							
	I-PP 202411251703	Police Pension	R	11/25/2024	184.78		016327		
	I-PPN202411251703	Police Pension-2010 Forward	R	11/25/2024	275.20		016327		459.98
00147		COE Misc							
	I-MIS202411251703	Misc Reimbursements	R	11/25/2024	384.40		016328		384.40
00150		COE Payroll							
	I-T1 202411251703	Federal Withholding	R	11/25/2024	15,079.36		016329		15,079.36
00151		COE Payroll							
	I-T3 202411251703	FICA	R	11/25/2024	22,011.98		016330		
	I-T4 202411251703	Medicare	R	11/25/2024	5,452.44		016330		27,464.42
00152		COE Payroll							
	I-T2 202411251703	State Withholding	R	11/25/2024	6,434.00		016331		6,434.00
00203		Davis Trust Company							
	I-CC 202411251703	Employee Christmas Club	R	11/25/2024	2,680.00		016332		2,680.00
00747		Washington National Insurance							
	I-WN 202411251703	Washington National Insurance	R	11/25/2024	604.60		016333		604.60
00837		COE Payroll Reimbursement							
	I-001202411251703	Payroll Reimbursement	R	11/25/2024	60,624.62		016334		
	I-006202411251703	Payroll Reimbursement	R	11/25/2024	6,205.52		016334		
	I-036202411251703	Payroll Reimbursement	R	11/25/2024	16,678.24		016334		
	I-400202411251703	Payroll Reimbursement	R	11/25/2024	24,462.14		016334		
	I-401202411251703	Payroll Reimbursement	R	11/25/2024	14,383.23		016334		
	I-404202411251703	Payroll Reimbursement	R	11/25/2024	13,866.88		016334		136,220.63
01885		Colonial Life							
	I-CL 202411251703	Colionial Life-AT	R	11/25/2024	112.10		016335		
	I-CLP202411251703	Colonial Life-PT	R	11/25/2024	52.52		016335		164.62
00150		COE Payroll							
	I-T1 202411251704	Federal Withholding	R	11/25/2024	31.67		016336		31.67
00151		COE Payroll							
	I-T3 202411251704	FICA	R	11/25/2024	144.00		016337		
	I-T4 202411251704	Medicare	R	11/25/2024	33.68		016337		177.68
00152		COE Payroll							
	I-T2 202411251704	State Withholding	R	11/25/2024	30.00		016338		30.00

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE:11/18/2024 THRU 12/06/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00837		COE Payroll Reimbursement							
	I-400202411251704	Payroll Reimbursement	R	11/25/2024	958.50		016339		958.50
00202		Davis Trust Company							
	I-35239 120124	3113776-35239 120124	R	11/25/2024	789.21		016340		789.21
00471		FirstEnergy MP/PE							
	I-City Park 101124	City Park 240 091324-100924	R	11/25/2024	88.13		016341		88.13
00517		Ohio Valley Bank							
	I-6300002950 120124	Int Pmt 6300002950 120124	R	11/25/2024	2,379.81		016342		2,379.81
00805		WV FBMC							
	I-MFB202410291697	Mt. Flex Benefit	R	11/25/2024	1,970.60		016343		
	I-MFB202411121700	Mt. Flex Benefit	R	11/25/2024	1,944.88		016343		
	I-MFB202411251703	Mt. Flex Benefit	R	11/25/2024	1,944.88		016343		
	I-RChen 11/2024	RChenoweth 11/24	R	11/25/2024	154.26		016343		6,014.62
00898		Benny's Boot Hill							
	I-Stmt 110824	Boot Program	R	11/25/2024	3,966.73		016344		3,966.73
00047		Truist Governmental Finance							
	I-00007 121924	9948000234-07 121924	R	12/04/2024	4,984.55		016345		4,984.55
00119		First-Citizens Bank & Trust Co							
	I-45963698	Kyocera Copier 120624	R	12/04/2024	105.00		016346		
	I-45982798	Konica Printer	R	12/04/2024	55.00		016346		160.00
00132		Clarksburg Water Board							
	I-M92451	Compliance Sample	R	12/04/2024	230.00		016347		230.00
00140		City of Elkins							
	I-CK REQ 120224	Whitmer Utility Pmts to Elkins	R	12/04/2024	2,568.64		016348		2,568.64
00140		City of Elkins							
	I-CKREQ 120324	Reimb ARPA formula error	R	12/04/2024	57,100.00		016349		57,100.00
00143		COE General Fund 2							
	I-12/24 Indirects	Monthly Indirects 12/2024	R	12/04/2024	16,751.44		016350		16,751.44
00149		COE Parks and Recreation							
	I-12/24 Support	Monthly Support 12/2024	R	12/04/2024	25,483.00		016351		25,483.00

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE:11/18/2024 THRU 12/06/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00154		COE Sanitation							
	I-202411206727	Hauling Ticket 30196 111424	R	12/04/2024	484.53		016352		
	I-202412036777	Rolloff Rental City Hall 11/24	R	12/04/2024	198.90		016352		683.43
00156		COE Sewer Depreciation Account							
	I-11/24 Sewer Depr	Sewer Deprec Deposit 11/24	R	12/04/2024	6,434.62		016353		6,434.62
00158		COE Water Depreciation Account							
	I-11/24 Water Depr	Water Depr Deposit 11/2024	R	12/04/2024	11,135.15		016354		11,135.15
00235		Elkins Building Comm.							
	I-12/24 Pmt	Monthly Pmt 12/2024	R	12/04/2024	3,483.79		016355		3,483.79
00283		Frontier							
	I-112024	Phone charges 102024-111924	R	12/04/2024	1,462.45		016356		1,462.45
00381		Grover C Jackson Jr							
	I-12/24 Rent	Monthly Rent 12/2024	R	12/04/2024	1,800.00		016357		1,800.00
00484		Mountaineer Gas Company							
	I-1Baxter 111924	1 Baxter 100424-110424	R	12/04/2024	277.75		016358		
	I-1Baxter St 111924	1 Baxter St 100424-110424	R	12/04/2024	164.54		016358		
	I-216 4th 111924	216 4th 100724-110424	R	12/04/2024	321.96		016358		
	I-216 4thB 111924	216 4th St B 100724-110424	R	12/04/2024	50.31		016358		
	I-401Davis 111924	401Davis 100724-110524	R	12/04/2024	1,495.66		016358		
	I-917 SRR 111924	917 S RR 100424-110424	R	12/04/2024	403.51		016358		
	I-Barron 111924	Barron 100424-110524	R	12/04/2024	73.43		016358		
	I-Baxter 111924	Baxter 100424-110424	R	12/04/2024	300.95		016358		
	I-Center 111924	Center 100424-110424	R	12/04/2024	96.20		016358		
	I-Flood Ctrl 111924	Flood Control 100424-110524	R	12/04/2024	302.87		016358		
	I-GlendaleLS3 1124	Glendale Ave LS3 100424-110524	R	12/04/2024	142.46		016358		
	I-Industrial 111924	Industrial Pk Rd	R	12/04/2024	50.71		016358		
	I-RELee 111924	Robert E Lee 100424-110524	R	12/04/2024	265.92		016358		
	I-Stewart 111924	Stewart 100724-110424	R	12/04/2024	48.56		016358		3,994.83
00500		Newlons International Sales, L							
	I-01W3447	Repairs 2017 Int'l 7400	R	12/04/2024	4,106.91		016359		4,106.91
00573		Randolph County Development Au							
	I-6473	Rent - November 2024	R	12/04/2024	400.00		016360		
	I-6474	Rent December 2024	R	12/04/2024	400.00		016360		800.00
00665		State Electric Supply Company							
	I-17553233-00	Conduit/Wire/Beam Clamp	R	12/04/2024	381.51		016361		381.51

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE:11/18/2024 THRU 12/06/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00711		Tygart Valley Transfer, Inc.							
	I-00029750	Comm	R	12/04/2024	50.64		016362		
	I-00029767	Res	R	12/04/2024	358.31		016362		
	I-00029768	Comm	R	12/04/2024	562.79		016362		
	I-00029772	Com	R	12/04/2024	651.65		016362		
	I-00029787	Res	R	12/04/2024	107.97		016362		
	I-00029789	Comm	R	12/04/2024	75.48		016362		
	I-00029797	Comm	R	12/04/2024	296.21		016362		
	I-00029816	Res	R	12/04/2024	812.18		016362		
	I-00029818	Res	R	12/04/2024	950.72		016362		
	I-00029819	Comm	R	12/04/2024	908.68		016362		
	I-00029837	Comm	R	12/04/2024	236.01		016362		
	I-00029841	Comm	R	12/04/2024	39.18		016362		
	I-00029854	Comm	R	12/04/2024	37.26		016362		
	I-00029864	Res	R	12/04/2024	586.68		016362		
	I-00029865	Comm	R	12/04/2024	493.04		016362		
	I-00029868	Res	R	12/04/2024	601.97		016362		
	I-00029889	Comm	R	12/04/2024	106.06		016362		
	I-00029891	Comm	R	12/04/2024	476.79		016362		
	I-00029892	Res	R	12/04/2024	20.00		016362		
	I-00029904	Comm	R	12/04/2024	559.92		016362		
	I-00029905	Res	R	12/04/2024	622.03		016362		
	I-00029906	Comm	R	12/04/2024	535.08		016362		
	I-00029922	Comm	R	12/04/2024	287.61		016362		
	I-00029928	Comm	R	12/04/2024	444.31		016362		
	I-00029933	Res	R	12/04/2024	79.31		016362		
	I-00029945	Comm	R	12/04/2024	123.26		016362		
	I-00029947	Comm	R	12/04/2024	661.21		016362		
	I-00029954	Res	R	12/04/2024	523.61		016362		
	I-00029955	Comm	R	12/04/2024	570.43		016362		
	I-00029970	Comm	R	12/04/2024	229.32		016362		
	I-00029972	Comm	R	12/04/2024	195.88		016362		
	I-00029986	Comm	R	12/04/2024	613.43		016362		
	I-00029987	Res	R	12/04/2024	335.38		016362		
	I-00029988	Comm	R	12/04/2024	664.07		016362		
	I-00030013	Comm	R	12/04/2024	72.62		016362		
	I-00030022	Comm	R	12/04/2024	273.27		016362		
	I-00030035	Res	R	12/04/2024	771.09		016362		
	I-00030036	Res	R	12/04/2024	893.39		016362		
	I-00030039	Comm	R	12/04/2024	937.35		016362		
	I-00030062	Comm	R	12/04/2024	113.70		016362		
	I-00030084	Comm	R	12/04/2024	484.44		016362		
	I-00030086	Res	R	12/04/2024	600.05		016362		
	I-00030087	Res	R	12/04/2024	663.12		016362		
	I-00030107	Comm	R	12/04/2024	233.14		016362		
	I-00030112	Comm	R	12/04/2024	83.13		016362		
	I-00030116	Comm	R	12/04/2024	476.79		016362		
	I-00030119	Comm	R	12/04/2024	277.10		016362		

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE:11/18/2024 THRU 12/06/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
	I-00030122	Comm	R	12/04/2024	121.35		016362		
	I-00030125	Res	R	12/04/2024	579.03		016362		
	I-00030126	Res	R	12/04/2024	644.01		016362		
	I-00030130	Comm	R	12/04/2024	561.83		016362		
	I-00030151	Comm	R	12/04/2024	127.08		016362		
	I-00030154	Comm	R	12/04/2024	236.96		016362		
	I-00030158	Res	R	12/04/2024	158.61		016362		
	I-00030165	Comm	R	12/04/2024	66.89		016362		
	I-00030176	Res	R	12/04/2024	578.08		016362		
	I-00030177	Res	R	12/04/2024	498.77		016362		
	I-00030178	Comm	R	12/04/2024	589.54		016362		
	I-00030196	Comm	R	12/04/2024	203.52		016362		
	I-00030197	Comm	R	12/04/2024	314.36		016362		
	I-00030211	Comm	R	12/04/2024	863.77		016362		
	I-00030212	Res	R	12/04/2024	600.05		016362		
	I-00030213	Res	R	12/04/2024	424.24		016362		
	I-00030233	Comm	R	12/04/2024	178.68		016362		
	I-00030247	Res	R	12/04/2024	898.17		016362		
	I-00030248	Res	R	12/04/2024	941.17		016362		
	I-00030250	Comm	R	12/04/2024	1,052.96		016362		
	I-00030269	Comm	R	12/04/2024	296.21		016362		
	I-00030278	Comm	R	12/04/2024	231.23		016362		
	I-00030291	Comm	R	12/04/2024	199.70		016362		
	I-00030299	Comm	R	12/04/2024	380.29		016362		
	I-00030301	Res	R	12/04/2024	598.14		016362		
	I-00030304	Res	R	12/04/2024	737.65		016362		
	I-00030331	Comm	R	12/04/2024	431.89		016362		
	I-00030343	Res	R	12/04/2024	622.03		016362		
	I-00030344	Res	R	12/04/2024	439.53		016362		
	I-00030345	Comm	R	12/04/2024	572.34		016362		
	I-00030360	Comm	R	12/04/2024	328.69		016362		
	I-00030373	Res	R	12/04/2024	120.39		016362		
	I-00030376	Res	R	12/04/2024	487.31		016362		
	I-00030382	Residential	R	12/04/2024	754.85		016362		
	I-00030383	Comm	R	12/04/2024	513.10		016362		
	I-00030392	Comm	R	12/04/2024	255.12		016362		
	I-00030399	Comm	R	12/04/2024	735.74		016362		
	I-00030401	Res	R	12/04/2024	517.88		016362		
	I-00030402	Res	R	12/04/2024	542.72		016362		
	I-00030405	Res	R	12/04/2024	579.99		016362		
	I-00030406	Res	R	12/04/2024	356.40		016362		
	I-00030407	Comm	R	12/04/2024	632.54		016362		
	I-00030435	Comm	R	12/04/2024	335.38		016362		
	I-00030440	Comm	R	12/04/2024	128.99		016362		
	I-00030451	Res	R	12/04/2024	725.22		016362		
	I-00030452	Comm	R	12/04/2024	119.44		016362		
	I-00030453	Res	R	12/04/2024	1,041.50		016362		
	I-00030454	Comm	R	12/04/2024	753.89		016362		

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE:11/18/2024 THRU 12/06/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
	I-00030469	Comm	R	12/04/2024	464.37		016362		
	I-00030471	Comm	R	12/04/2024	421.38		016362		
	I-00030483	Res	R	12/04/2024	669.81		016362		
	I-00030488	Res	R	12/04/2024	710.89		016362		
	I-00030489	Res	R	12/04/2024	696.56		016362		
	I-00030490	Comm	R	12/04/2024	714.71		016362		46,450.61
00779		Woodford Oil Company							
	I-3232085	400 Clear ULSD w/winter add	R	12/04/2024	1,284.00		016363		1,284.00
00803		WV Division of Motor Vehicles							
	I-CITELKINS 112624	Sutton Stokes ID	R	12/04/2024	25.00		016364		25.00
01085		Elkins Motorsports, Inc.							
	I-112124	25 Polaris Ranger SP570	R	12/04/2024	21,894.00		016365		21,894.00
01292		COE Sewer O & M Account							
	I-11/24 Sewer O&M	Sewer O&M Deposit 11/24	R	12/04/2024	13,153.88		016366		13,153.88
01313		COE Water O & M Account							
	I-11/24 Water O&M	Water O&M Deposit 11/24	R	12/04/2024	12,902.14		016367		12,902.14
01493		LifeTite Metal Products Manu.							
	I-167740	2-16 Ft Panels cut	R	12/04/2024	82.88		016368		82.88
01555		Golden Equipment Co Inc							
	I-2452514	Reel-Hose/Drivers Side Bumper	R	12/04/2024	2,886.05		016369		2,886.05
01833		P3 Cost Analysts							
	I-26715	Visa VUIRF Program 11/2024	R	12/04/2024	617.14		016370		617.14
02098		Skasiks Quality Cleaners LLC							
	I-24285-562	3 pieces - Tice	R	12/04/2024	44.95		016371		44.95
02322		Badger Meter							
	I-80178640	Services 11/2024	R	12/04/2024	257.58		016372		257.58
02347		LEAF							
	I-17537566	Toshiba/Lexmark 12/24/24	R	12/04/2024	607.43		016373		
	I-17552016	Tosh 478S 122524	R	12/04/2024	113.97		016373		
	I-17552017	Tosh E4515AC 122524	R	12/04/2024	196.83		016373		
	I-17552018	Tosh E3025AC 122524	R	12/04/2024	432.11		016373		1,350.34

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE:11/18/2024 THRU 12/06/2024

VENDOR	I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02451		Waypoint Resource Group LLC							
	I-20032	Collections 11/2024	R	12/04/2024	115.28		016374		
	I-20033	Collections 11/2024	R	12/04/2024	7.50		016374		122.78
02608		Zinn's R Us Inc							
	I-2839	4 Septic Holding Tanks	R	12/04/2024	400.00		016375		400.00
02671		CP&H Inc dba City Plumbing & H							
	I-App #4	App #4	R	12/04/2024	101,880.00		016376		101,880.00
02736		Jacob Currence							
	I-Snikle 11/24	Snikle The Elf	R	12/04/2024	3,500.00		016377		3,500.00
1		MYLES, JUNE							
	I-000202411271705	US REFUND	R	12/04/2024	31.00		016378		31.00
1		BRAGG, JERRY & KARLA							
	I-000202411271706	US REFUND	R	12/04/2024	27.50		016379		27.50
1		HALL, JAMES							
	I-000202411271707	US REFUND	R	12/04/2024	110.00		016380		110.00

* * T O T A L S * *	NO			INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	86			622,687.84	0.00	622,687.84
HAND CHECKS:	0			0.00	0.00	0.00
DRAFTS:	6			237,030.75	0.00	237,030.75
EFT:	0			0.00	0.00	0.00
NON CHECKS:	0			0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS	0.00			
		VOID CREDITS	0.00	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: Pool TOTALS:	92	859,718.59	0.00	859,718.59
BANK: Pool TOTALS:	92	859,718.59	0.00	859,718.59
REPORT TOTALS:	96	861,094.42	0.00	861,094.42

SELECTION CRITERIA

VENDOR SET: 01-Elkins
VENDOR: ALL
BANK CODES: Exclude: PCARD
FUNDS: All

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 11/18/2024 THRU 12/06/2024
CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99
INCLUDE ALL VOIDS: YES

PRINT OPTIONS
SEQUENCE: CHECK NUMBER

PRINT TRANSACTIONS: YES
PRINT G/L: NO
UNPOSTED ONLY: NO
EXCLUDE UNPOSTED: NO
MANUAL ONLY: NO
STUB COMMENTS: NO
REPORT FOOTER: NO
CHECK STATUS: NO
PRINT STATUS: * - All

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	December 12, 2024
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1800: Reappointing Sutton Stokes as City Clerk
Recommended By:	Personnel Committee
Summary:	The Elkins City Clerk is elected by council to two year terms, commencing January 1 of each odd numbered years. Because compensation adjustments cannot made during a term of office, any compensation adjustment for the City Clerk must also be made at this time. The attached resolution reappoints S. Stokes as City Clerk for a two-year term commencing January 1, with a new salary level as directed by Council via Resolution 1793 (Compensation Adjustment Framework for General Fund Administrative Officers).
Fiscal Impact:	The Clerk's salary would increase from $58,000 to $61,480. The increased cost to the City for overall compensation package (including health insurance, retirement, and other non-salary benefits) would be $6,573.96.
Recommendation:	Consider for approval
Attachments:	1. R-1800 - reappointment of Stokes as city clerk 2. Memo - AO compensation adj framework - 2024_10_03 3. R-1793 Establishing a Compensation Adjustment Framework for the GeneralFund Administrative Officers

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1800)
December 12, 2024

Appointing a City Clerk and Establishing the Amount of Annual Compensation

---

WHEREAS, Elkins City Code §32.01 requires that all appointive officers of the city, including the City Clerk, be appointed by the Common Council of the City of Elkins, W.Va. ("Council") pursuant to the City Charter; and,

WHEREAS, Elkins City Code §32.35 directs that Council shall, at its first meeting in December of each even year, elect a City Clerk for a term of two years, commencing on the first day of January next succeeding his or her election; and,

WHEREAS, Council has, via Resolution 1793, adopted a Compensation Adjustment Framework for the General Fund Administrative Officers; and,

WHEREAS, Council's Personnel Committee has recommended that the current City Clerk, Sutton R. Stokes, be reappointed; and,

WHEREAS, Resolution 1793 directs a compensation level for the City Clerk of $61,480, effective January 1, 2025, pending reappointment; and,

WHEREAS, Elkins City Code, §30.2 provides Council with the power to prescribe and set forth compensation paid in the annual budget or through other ordinance; and,

WHEREAS, West Virginia Code, §8-5-12 provides that every municipality shall by ordinance or budget fix or cause to be fixed the salary or compensation of every municipal officer or employee; and,

WHEREAS, sufficient funds are available within the current fiscal year's General Fund budget;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council of the City of Elkins reappoints Sutton R. Stokes as Elkins City Clerk for a term of two years to begin January 1, 2025; and,

FURTHER, that Stokes's compensation during the above term shall be $61,480 dollars per annum.

_____ _____

Attest: Sutton R. Stokes, City Clerk Jerry A. Marco, Mayor

Memo

To: Personnel Committee

From: Admin Team

cc: Melissa Washington, HR Director

Date: October 3, 2024

Re: Framework for Administrative Officer compensation adjustments

---

The current approach to salary adjustments for the city's Administrative Officers is inconsistent, time-consuming, and unfair. This memo proposes a new approach that is fairer and more predictable, while also decreasing long-term costs to the city.

Issues With the Current System

One issue with the current system arises from the fact that two Administrative Officers (AOs) are appointed to terms (i.e., City Clerk and City Treasurer), while the rest are not (i.e., Fire Chief, Operations Manager, and Police Chief).

Salaries of officials appointed to terms can only be adjusted at the time of reappointment (i.e., not during a term of office). This reappointment process gives the Clerk and Treasurer a natural point in time to renegotiate salaries. The other three AOs, having no scheduled "reappointment" process, also have no similar point in time for their own renegotiations. (Salaries of AOs are negotiated and recommended by the Personnel Committee, as per the Charter.)

As a result, the Clerk and Treasurer have historically seen more consistent salary adjustments—i.e., every two years. The other three AOs have often gone much longer between adjustments. A previous Operations Manager waited six years for his second raise and four years for his third. A previous Fire Chief waited three years for his first raise and five years for his second. And a past Police Chief waited four years for his first increase after his initial appointment.

Another source of inconsistency is a lack of clarity concerning whether Admin Officer compensation adjustments are intended to compensate for increased cost of living, to recognize expanded duties, to reward excellent performance or training/certification attainment, or some combination of all of these. Given this lack of clarity, AOs come to the negotiating table with widely differing proposals, documentation, and hopes/expectations. The process of considering

these proposals then proceeds "from scratch," with no clear framework and no understanding of common assumptions. The result is stressful and time consuming for both the AOs and the Personnel Committee and is at high risk of resulting in misunderstandings, miscommunication, and damaged morale.

Historical AO Compensation Adjustments

In addition to the inconsistency of the *schedule* of AO compensation adjustments, the actual relative *amounts* have also varied considerably.

- The current Treasurer, originally appointed in 2015, has seen an average increase of 7.04 percent at each biannual reappointment since, or around 4.5 percent annually.
- The previous Clerk, originally appointed in 2016, saw an average increase of 8.4 percent at each biannual reappointment, or around 5.5 percent annually.
- From 2009 through 2020, a past Operations Manager compensation increases averaged to around 3 percent annually (and again, he waited six years for his second raise and four years for his third).
- From 2012 to 2020, a past Fire Chief's compensation increases averaged to around 5 percent annually (but again, he waited three years for his first raise and five years for his second).
- The current Police Chief has received only one compensation adjustment since initial appointment in 2019, in an amount that averages to around 1.4 percent annually.

Across the five administrative officers, the average of the annual increases shown above is just under 4 percent.

Proposal

After careful consideration, the AOs propose to replace the above approach with a more straightforward and consistent framework.

In short, each AO would receive a 6-percent increase every two years (slightly less than 3 percent annually), understood simply as a cost-of-living increase.

This increase would occur on January 1st of odd-numbered years, starting in 2025, for all AOs except the Treasurer, whose reappointment schedule would require that it be effective for her on October 1st of odd-numbered years.

Separately from this framework, if any AO felt that his or her salary warranted restructuring based on significantly expanded duties or for exceptional performance, he or she would be free to make that case to the Personnel Committee separately as they see fit. Otherwise, they would simply see their salaries increased by 6 percent every two years.

Although this is a not insignificant amount of increase, it should be considered in the context of the above-described history of AO compensation adjustments. Overall, compared to that pattern and considered across all five AOs, this proposal would result in reduced costs over time compared to past adjustment patterns.

This proposed framework would also be fairer and more predictable. Finally, it will avoid the morale issues and compensation stagnation that the current "system" risks.

Keep in mind that, even after adopting a formal framework of automatic increases such as this one, council would always have the option to amend the policy in the future.

Some Notes:

- The reason for the two-year increase period is because two AOs are appointed to terms, and salaries of employees appointed to terms cannot be changed during a term.
- Proposal is for the first 6-percent increase to be effective January 1, 2025, for everyone except the Treasurer, whose increase would be effective October 1, 2025. The increase would recur biannually thereafter.
- Coincidentally, a new rule from the U.S. Department of Labor requires that all "exempt" (salaried) employees must be paid at least $58,656 as of Jan. 1, 2025. The above proposal would have the additional benefit of moving all AOs above this threshold right on time, except for the Fire Chief. His current salary is so low that a 6 percent increase would not raise him above the Jan. 1 DOL minimum for exempt employees. Therefore, it is proposed that the fire chief be raised to at least $59,000 as of January 1, a 7.3 percent increase. However, given that the Police Chief would be raised to $61,480 and in light of the similarity of the roles, it would seem advisable to raise the Fire Chief to a matching salary (i.e., $61,480). The Fire Chief's biannual increase would revert to 6 percent after this initial increase.

Proposed Council Action:

To implement the above framework, it is proposed that Council approve a resolution as follows:

- Increase the compensation of the Clerk, Operations Manager, and Police Chief by 6 percent, effective Jan. 1, 2025.
- Increase the compensation of the Treasurer 6 percent, effective Oct. 1, 2025.
- Increase the compensation of the Fire Chief to $61,480, effective Jan. 1, 2025.
- Order that all five AOs will receive at least 6-percent compensation increases biannually thereafter.

##

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1793)
October 10, 2024

Establishing a Compensation Adjustment Framework for the General Fund Administrative Officers

---

WHEREAS, the Elkins Common Council ("Council") of the City of Elkins, W. Va. ("City") has long delegated significant administrative authority to five employees appointed by and reporting directly to Council, to wit, the City Clerk, the City Treasurer, the Fire Chief, the Operations Manager, and the Police Chief (the "Administrative Officers"); and,

WHEREAS, because these Officers are appointed directly by Council, with compensation packages recommended by the Personnel Committee and approved by Council, they are excluded from the compensation and classification system and periodic compensation adjustments applied to all other City employees; and,

WHEREAS, current practices related to compensation adjustments for the Administrative Officers are inefficient and inconsistent; and,

WHEREAS, Elkins City Code, § 30.02 provides Council with the power to prescribe and set forth compensation paid in the annual budget or through other ordinances; and,

WHEREAS, West Virginia Code, §8-5-12 provides that every municipality shall by ordinance or budget fix or cause to be fixed the salary or compensation of every municipal officer and employee; and,

WHEREAS, Council's Personnel Committee has recommended adoption of a new framework that would provide regular, consistent adjustments to the Administrative Officers' compensation, in an amount that would result in reduced overall costs to the city over time, compared to past adjustment patterns for this same category of employee;

NOW, THEREFORE, BE IT RESOLVED, THAT:

Council hereby establishes the following salary levels for the five General Fund Administrative Officers, with effective dates as shown, pending satisfactory performance, and also pending reappointment by Council where applicable:

- City Clerk: $61,480 (effective Jan. 1, 2025, pending reappointment)
- City Treasurer: $62,540 (effective Oct. 1, 2025, pending reappointment)

- Fire Chief: $61,480 (effective Jan. 1, 2025)
- Operations Manager: $74,200 (effective Jan. 1, 2025)
- Police Chief: $61,480 (effective Jan. 1, 2025)

AND BE IT FURTHER RESOLVED, THAT:

The compensation of the above Administrative Officers shall thereafter be increased 6 percent biannually, or otherwise as required by applicable laws, rules, and regulations concerning the compensation of personnel exempt from the overtime requirements of the Fair Labor Standards Act, pending satisfactory performance and, where applicable, reappointment by Council, and only if sufficient funds are available.

AND BE IT FURTHER RESOLVED, THAT:

Nothing in this resolution shall be construed as guaranteeing reappointment (where applicable) and/or permanent employment, nor shall anything in this resolution be construed to guarantee future compensation amounts.

Jerry Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	December 12, 2024
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1801: FY 2025 General Fund Budget Revisions 2-8
Recommended By:	City Treasurer
Summary:	Moves previously budgeted funds within various departments
Fiscal Impact:	See attached
Recommendation:	Consider for approval
Attachments:	1. R-1801 - FY 2025 General Fund Budget Revisions 2-8

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1801)
December 12, 2024

Resolution to Approve FY 2025 General Fund Budget Revisions 2-8

WHEREAS, the City of Elkins has previously prepared and submitted its Budget for the Fiscal Year 2025; and,

WHEREAS, it has become necessary to make a revision to said Budget; and,

WHEREAS, FY 2025 General Fund Budget Revisions 2-8 (copies attached) transfers funds as shown;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council of the City of Elkins hereby approves FY 2025 General Fund Budget Revisions 2-8.

_____
Jerry Marco, Mayor

Attest:

_____
Sutton R. Stokes, City Clerk

General Fund Budget Revision

Revision Number 2

Revenues

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

Expenses

Fund	Department	Transfer From/Description	Amount	Department	Transfer To/Description	Amount
001	910-PGCC	230-0000 Contracted Services	$9,050.00	910-PGCC	215-0000 Maint Bldgs/Grounds	$8,000.00
					240-0000 Refunds & Reimbursements	$1,050.00
TOTAL			$9,050.00			$9,050.00

General Fund Budget Revision

Revision Number 3

Revenues

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

Department	Transfer To/Description	Amount
000-Revenues		
		$0.00

Expenses

Fund	Department	Transfer From/Description	Amount
001	436-Building Inspector	459-0000 Capital Outlay Equip	$1,000.00
TOTAL			$1,000.00

Department	Transfer To/Description	Amount
436-Building Inspector	108-0000 Overtime	$1,000.00
		$1,000.00

General Fund Budget Revision

Revision Number 4

Revenues

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

Department	Transfer To/Description	Amount
000-Revenues		
		$0.00

Expenses

Fund	Department	Transfer From/Description	Amount
001	750-Streets	459-0000 Capital Outlay Equip	$500.00
TOTAL			$500.00

Department	Transfer To/Description	Amount
750-Streets	226-0000 G/L Insurance & Bonds	$500.00
		$500.00

General Fund Budget Revision

Revision Number 5

Revenues

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

Department	Transfer To/Description	Amount
000-Revenues		
		$0.00

Expenses

Fund	Department	Transfer From/Description	Amount
001	440-City Hall	459-0000 Capital Outlay Equip	$20,000.00
TOTAL			$20,000.00

Department	Transfer To/Description	Amount
440-City Hall	215-0000 Maint Bldgs/Grounds	$19,000.00
	220-0000 Advertising	$1,000.00
		$20,000.00

Tracy Andy

General Fund Budget Revision

Revision Number 6

Revenues

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

Expenses

Fund	Department	Transfer From/Description	Amount	Department	Transfer To/Description	Amount
001	416-Municipal Judge	103-0000 Salary & Wages	$2,000.00	416-Municipal Judge	341-0000 Supplies & Materials	$2,000.00
TOTAL			$2,000.00			$2,000.00

General Fund Budget Revision

Revision Number 7

Revenues

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

Expenses

Fund	Department	Transfer From/Description	Amount	Department	Transfer To/Description	Amount
001	415-City Clerk	230-0000 Contracted Services	$5,180.00	415-City Clerk	103-0000 Salary & Wages	$3,630.00
					104-0000 FICA Expense	$500.00
					106-0000 Retirement	$550.00
					108-0000 Overtime	$500.00
TOTAL			$5,180.00			$5,180.00

General Fund Budget Revision

Revision Number 8

Revenues

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

Department	Transfer To/Description	Amount
000-Revenues		
		$0.00

Expenses

Fund	Department	Transfer From/Description	Amount
001	955-Human Resources	214-0000 Travel	$2,000.00
		221-0000 Training & Education	$3,000.00
		230-0000 Contracted Services	$5,250.00
TOTAL			$10,250.00

Department	Transfer To/Description	Amount
955-Human Resour	103-0000 Salary & Wages	$6,000.00
	104-0000 FICA Expense	$500.00
	106-0000 Retirement	$550.00
	108-0000 Overtime	$2,200.00
	222-0000 Dues & Subscriptions	$1,000.00
		$10,250.00

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	December 12, 2024
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1802: FY 2025 Coal Severance Fund Budget Revision 1
Recommended By:	Finance Committee
Summary:	The city's Coal Severance Fund is used for City Hall expenses. This revisions transfer funds as shown within the Coal Severance Fund.
Fiscal Impact:	See attached
Recommendation:	Consider for approval
Attachments:	1. R-1802 - FY 2025 Coal Severance Fund Budget Revision 1

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1802)
December 12, 2024

Resolution to Approve FY 2025 Coal Severance Fund Budget Revision 1

WHEREAS, the City of Elkins has previously prepared and submitted its Budget for the Fiscal Year 2025; and,

WHEREAS, it has become necessary to make a revision to said Budget; and,

WHEREAS, FY 2025 Coal Severance Fund Budget Revision 1 (copy attached) transfers funds as shown;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council of the City of Elkins hereby approves FY 2025 Coal Severance Fund Budget Revision 1.

_____
Jerry Marco, Mayor

Attest:

_____
Sutton R. Stokes, City Clerk

Coal Severance Budget Revision

Revision Number 1

Revenues

Fund	Department	Transfer From/Description	Amount	Department	Transfer To/Description	Amount
002	000-Revenues			000-Revenues		
TOTAL			$0.00			$0.00

Expenses

Fund	Department	Transfer From/Description	Amount	Department	Transfer To/Description	Amount
002	440-City Hall	566-0000 City Hall Contingency	$45,993.00	440-City Hall	230-0000 Contracted Services	$45,993.00
TOTAL			$45,993.00			$45,993.00

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	December 12, 2024
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1803: FY 2025 General Fund Budget Revision SAO 2025-002-01
Recommended By:	Finance Committee
Summary:	Transfers previously budgeted funds between departments. See memo for details of transfers.
Fiscal Impact:	See attached
Recommendation:	Consider for approval (roll call vote)
Attachments:	1. R-1803 - FY 2025 budget revision SAO 2025-002-01

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV
A RESOLUTION OF COMMON COUNCIL

(#1803)
December 12, 2024

Resolution to Approve Budget Revisions for Fiscal Year 2025

At a regular session of the Elkins Common Council, held this date, the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) of the City of Elkins. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices the Elkins Common Council does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on Budget Revision SAO 2025-002-01, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by _____, the vote thereon was as follows:

N. Bross-Fregonara		C. Kerns		L. Severino	
A. Carroll		C. Lowther		C. Thompson	
R. Chenoweth		D. Parker		Mayor J. Marco (in case of tie)	
M. Hinchman		E. Plishka			

WHEREUPON: The Mayor declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the City Clerk is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

_____
Jerry Marco, Mayor

Attest:

_____
Sutton R. Stokes, City Clerk

City of Elkins

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

401 Davis Avenue, Elkins, WV 26241

City Treasurer – Tracy R. Judy

General Fund State Budget Revision #2 Details

Revenues: Increase account 299 (Unassigned Fund Balance) by $499,588
Increase account 365 (Federal Govt Grants) by $798,622
Increase account 371 (Payment in Lieu of Taxes) by $4,250
Increase account 381 (Reimbursements) by $4,581
Increase account 386 (Insurance Claims) by $10,255
Increase account 399 (Miscellaneous Revenues) by $30,534

Expenditures:
Account 409-Mayor's Office, increase by $2,000 for dues & subscriptions.

Account 410-Council, increase by $3,200 for retirement (M. Scott service correction).

Account 413-Treasurer, increase by $5,000 for overtime worked during city hall sewer issue.

Account 415-Clerk, increase by $16,680 for wages, dues & subscriptions.

Account 424-Contributions to Comms/Authorities, increase by $12,000 to have the Randolph Co. Humane Society separated from the Randolph Co. Commission contribution.

Account 433-Custodial, increase by $15,000 for overtime worked during city hall sewer issue.

Account 435-Regional Development Authority, decrease by $26, remaining balance of Region VII annual contribution.

Account 440-City Hall, increase by $292,670 for HVAC.

Account 441-Other Buildings, increase by $9,000 for internet at the Darden House.

Account 444-Cont/Transfer to Other Funds, increase by $91,830. FY2023 & FY2024 the Fire Fund paid for the city's pension contribution, and this is reimbursing the Fire Fund.

Account 699-Contingencies, increase by $281,084 for potential use for HVAC project.

Account 700-Police Department, increase by $888,622 for Camera Project using grant funds and $90,000 overtime during city hall sewer issue.

Account 704-Police Admin, increase $10,000 for overtime worked during city hall sewer issue.

Account 707-Dog Warden, decrease by $12,000 to go to Account 424 as noted above.

Account 950-Beautification, increase by $30,534 for Little League paving project.

Account 955-Human Resources, decrease $16,680 contracted services.

LGSD BR (Ver. 2020)

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: 2025
Fund: 1
Revision Number: 2
Pages: 1 of 1

City of Elkins
GOVERNMENT ENTITY

401 Davis Ave.
STREET OR PO BOX

Elkins — CITY
26241 — ZIP CODE

Municipality
Government Type

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

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
299	Unassigned Fund Balance	1,348,261	499,588		1,847,849
365	Federal Government Grants		798,622		798,622
371	Payment in Lieu of Taxes	17,000	4,250		21,250
381	Reimbursements	10,000	4,581		14,581
386	Insurance Claims		10,255		10,255
399	Miscellaneous Revenues	5,000	30,534		35,534
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			1,347,830		

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
409	Mayor's Office	33,730	2,000		35,730
410	City Council	88,258	3,200		91,458
413	Treasurer's Office	329,700	5,000		334,700
415	City Clerk	222,749	16,680		239,429
424	Contributions to Comms/Authorities	46,888	12,000		58,888
433	Custodial	154,600	15,000		169,600
435	Regional Development Authority	8,000		26	7,974
440	City Hall	670,250	292,670		962,920
441	Other buildings		9,000		9,000
444	Contributions / Transfers to Other Funds		91,830		91,830
NET INCREASE/(DECREASE) Expenditures			1,347,830		

APPROVED BY THE STATE AUDITOR

BY:
Deputy State Auditor, Local Government Services Division — Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

EXPENDITURES (CONT'D) City of Elkins

LGSD: BR City of Elkins CONTROL NUMBER: 2025 1 2

FY FUND REV#

BUDGET REVISION REQUEST-SUPPLEMENT

ACCOUNT NUMBER	ACCOUNT CATEGORY	PREVIOUSLY APPROVED AMOUNT	INCREASE	DECREASE	REVISED AMOUNT
700	Police Department	1,670,065	888,622		2,558,687
704	Police-Special Duty	84,153	10,000		94,153
707	Dog Warden/Humane Society	19,100		12,000	7,100
950	Beautification Programs	48,000	30,534		78,534
955	Human Resources	180,296		16,680	163,616
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures (this page) 900,476

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	December 12, 2024
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1804: Adopting administrative procedure for review of substantial improvement and substantial damage, in compliance with the National Flood Insurance Program
Recommended By:	Rules & Ordinances Committee, City Attorney, Floodplain Official (Building Inspector and Code Enforcement)
Summary:	Adopts administrative procedure for review of substantial improvement and substantial damage, in compliance with the National Flood Insurance Program.
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. R-1804 - administrative procedures for National Flood Insurance Program SDSI determinations

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(# 1804)
December 12, 2024

Adopting Administrative Procedure For Review Of Substantial Improvement And Substantial Damage, In Compliance With The National Flood Insurance Program

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WHEREAS, the City of Elkins participates in the National Flood Insurance Program (NFIP), which provides affordable flood insurance to property owners and encourages communities to adopt and enforce floodplain management regulations; and

WHEREAS, as a participating community in the NFIP, the City of Elkins is required to adopt procedures for determining substantial improvements and substantial damage to structures within Special Flood Hazard Areas (SFHAs); and

WHEREAS, "substantial improvement" refers to any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50% of the market value of the structure before the improvement or repair is started; and

WHEREAS, "substantial damage" refers to damage of any origin sustained by a structure whereby the cost of restoring the structure to its pre-damaged condition equals or exceeds 50% of the market value of the structure before the damage occurred; and

WHEREAS, the adoption of an administrative procedure for the review of substantial improvement and substantial damage is necessary to ensure that the City of Elkins remains in compliance with the NFIP's floodplain management requirements and protects the health, safety, and welfare of its residents;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council of the City of Elkins hereby adopts the attached *Substantial Improvement/Substantial Damage Administrative Procedures For Development In The Special Flood Hazard Area.*

_____ _____

Attest: Sutton R. Stokes, City Clerk Jerry A. Marco, Mayor

Jessie Wagler

401 Davis Ave.
Elkins, WV 26241
(304) 636-1414 Ext.1432
jwagler@cityofelkinswv.com

CITY OF ELKINS

Floodplain Administrator

SUBSTANTIAL IMPROVEMENT/SUBSTANTIAL DAMAGE ADMINISTRATIVE PROCEDURES FOR DEVELOPMENT IN THE SPECIAL FLOOD HAZARD AREA

I. Purpose and Use

The purpose of this document is to establish and administer a systematic process for the City of Elkins to make Substantial Improvement/Substantial Damage (SI/SD) determinations. Communities that participate in the National Flood Insurance Program (NFIP) are required to adopt and enforce floodplain management regulations that include those requirements for SI/SD structures, as defined in 44 CFR 59.1.

Improvements to structures in the regulated floodplain that equal or exceed 50% of the market value, including improvements undertaken after being substantially damaged during a disaster, must be brought into compliance with current local floodplain management regulations and cannot be rebuilt to pre-damage conditions. City officials must ensure that all permits issued for reconstruction must be in compliance with local, state, and federal regulations.

This document provides a set of standard operating procedures in one accessible location so the community will be more fully informed and prepared when a disaster strikes. This systematic process includes plans, procedures, and processes for actions taken pre-disaster as well as immediately following a disaster event, and post-disaster closure.

This document serves as a blueprint to be used in both day-to-day SI/SD operations as well as all disaster events, to include all types of hazards (flooding, wind, fire, etc.), small and large events, and presidential-declared or non-declared events. This plan is based on a model provided and required by FEMA.

II. Regulations

SI/SD structures in the City of Elkins are defined and regulated according to the following regulations and legislation. These should be referenced to determine the definition of SI/SD and any legal requirements pertaining to post-disaster permitting.

Title of Regulation(s)	Document	Department Contact	Effective Date
2018 IBC: 104.2.1 2018 IRC: R105.3.1	City of Elkins Building Code	Building Inspector (304)636-1414 ext. 1432	State 8/01/2022 City 8/01/2022
City of Elkins Chapter 151: Flood Damage Prevention	City of Elkins Flood Damage Prevention	Floodplain Administrator (304)636-1414 ext. 1432	City 3/04/2021

III. Appeals/Variances

The City of Elkins Code of Ordinances outlines the appeals process in Chapter 151. The City Council serves as the sitting Floodplain Appeals Board. The appeals process can be found specifically in 151.080.

IV. Permit Process-for development in the floodplain (including SI)

The City of Elkins has a process for all development within city limits, including remodels, additions, and any other building improvements. The following is the process for application review.

1. All development in the City of Elkins requires a building permit application to be reviewed by the Building Inspection department.
2. Every building permit application is reviewed to determine whether the proposed work lies within a Special Flood Hazard Area. If the work is within a SFHA a floodplain permit application is then filled in with information pulled from the building permit application and the West Virginia Flood Tool.
3. The City of Elkins Floodplain Administrator will review both permit applications to determine if the proposed work approaches the threshold for Substantial Improvement.
    - A Substantial Improvement Worksheet will be done for any proposed work that approaches the 50% threshold.
    - If it is determined that the improvement on the structure exceeds the value of the structure by 50% it will be deemed substantially improved and must meet all current floodplain regulations set forth in the City of Elkins Flood Damage Prevention Ordinances.
        - Floodplain Administrator will issue notice to applicants.
        - Applicants will need to resubmit construction plans that meet the current floodplain regulations for a substantial improvement found in the City of Elkins Flood Damage Prevention Ordinances.
        - If the applicant needs additional information or would like to contest the market value (tax value) or improvement value (cost per square foot) they can schedule a meeting with the Floodplain Administrator and/or submit the information following the policy above.
    - If it is determined that the improvement of the structure does NOT exceed the value of the structure by 50% it will be deemed non-substantially improved. The proposed work can proceed as proposed, and a permit will be issued. But if the scope, materials, or budget changes then a new or revised permit application must be submitted.

V. Method for Determining Market Value of Structures

The City of Elkins has a methodology for determining the market value of substantially improved structures. The primary method used for making this determination is as follows:

1. The Floodplain Administrator will use the Randolph County Assessor's Office GIS mapping application in order to get an appraisal value for the structure.
    - For more than one structure on a parcel of land, the Floodplain Administrator will contact the Randolph County Assessor's Office to obtain the value of the specific structure.
2. If the applicant would like to contest the tax assessment value, they may provide an appraisal from a certified real estate appraiser. The following guidelines must be followed in order for the Floodplain Administrator accepts the appraisal:
    - Must be within the last 12 months.
    - Must reflect the value of the property before any renovations or alterations.
    - Market Approach must be utilized.

VI. Method for Determining Cost of Improvement

The City of Elkins has a methodology for determining the cost of improvement of structures. The primary method used for making this determination is as follows:

1. Itemized cost estimates from a licensed contractor or design professional may be supplied by the applicant and must include:
    - An itemized list of the items found in 4.4.1 of the Substantial Improvement/Substantial Damage Desk Reference published by FEMA
    - Labor must be included. While labor can be volunteered, discounted, or donated, the value placed on labor should be estimated based on applicable minimum-hour wage scales for the skill and type of construction work that is done.
    - Where materials or servicing equipment are donated or discounted below normal market values, the value should be adjusted to an amount that would be equivalent to that estimated through normal market transactions.
2. If the Floodplain Administrator doesn't agree with estimates provided, at their discretion, they may use the most recently published International Code Council-Building Valuation Data to determine a value of work based on building types and square footage impacted by proposed work.
3. Phased work and/or multiple permits.
    - Multiple Permits: The City of Elkins issues separate mechanical, electrical, plumbing, and building permits. Therefore, the applicant must provide the combined value of all the proposed work to make a substantial improvement/damage determination, regardless of the number of permits issued.
    - Phased Improvements: The term "phased improvement" refers to a single improvement that is broken into parts. For a number of reasons, an applicant may wish to schedule anticipated improvements over a period of time, and they may request separate permits for each phase. The floodplain administrator, at its discretion, will ensure that phased improvements do not circumvent the substantial improvement requirements. The floodplain administrator will consider permits issued in the previous 10 years to determine Substantial Improvements.

VII. Method for Determining Cost of Damage/Repair

The City of Elkins has a methodology for determining the cost of damage/repair of structures. The method used is as follows:

1. The city will first use the Preliminary Damage Assessment "destroyed" category – waterline at the roofline or higher or complete failure of two or more major structural (e.g., collapse of basement walls, foundation, walls, or roof) to determine structures are substantially damaged.
2. For properties not deemed "destroyed", the city will use the Substantial Damage Estimator Tool supplied by FEMA to determine the estimated cost of damage to a structure.
3. If an owner would like to appeal the damage/repair valuation, they can provide and itemized cost estimate from a licensed contractor or design professional. *The estimate must comply Part VI Item 1 listed in this document.*

VIII. Substantial Damage Procedures

When a flood disaster strikes there are many damage assessments that occur by a variety of federal, State, local, and other organizations to determine response and recovery needs. However, Substantial Damage Inspections are required by locally adopted regulations, usually found in the building codes, which require the Community's Building Official to make determination of whether a structure is damaged more than 50% of its market value. These SD inspections are required to occur on all structures in the Special Flood Hazard Area (SFHA) and occur when any damage happens. This could be damage attributed to flood, wind, tornado, earthquake, tree, vehicle, fire, etc. Below are the procedures to follow to implement Substantial Damage Determinations.

1. **Roles and Responsibilities**

The City of Elkins has a variety of internal staff; however, County, State and Federal organizations may be involved in the determination of substantial damage and emergency response. The chart below Identifies the roles and responsibilities of city staff members.

RESPONSIBILITY	TITLE OF STAFF	OFFICE OR DEPARTMENT	TIME IN RESPECT TO EVENT
Substantial Damage Manager	Floodplain Administrator	Building Inspection	Before, During, and After
Maintaining SD Admin Procedures	Floodplain Administrator	Building Inspection	Before
Identifying Impacted Areas	Floodplain Administrator Street Department Emergency Services	Building Inspection Operations Police/Fire	During and Immediately After
Coordinating with local, county, state, and federal agencies	Floodplain Administrator Emergency Services Mayor Operations Manager Street Department	Building Inspection Polie/Fire Mayor's Department Operations Department	During and Immediately After
Communicating with the Public-rebuild/repair permits, SD, and reporting damage	Communications Specialist Operations Manager	Clerk's Department Operations	Before, During and After
Conducting Preliminary Damage Assessments	All Staff	All Departments	After (< 3 days)
Conducting SD Inspections	Floodplain Administrator	Building Inspection	After (< 7 days)
Making SD Determinations	Floodplain Administrator	Building Inspection	After (< 7 days)
Issuing SD Determination Notices	Floodplain Administrator	Building Inspection	After (< 7 days)
Managing Appeals and Variances	Floodplain Appeals Board City Clerk	City Council Clerk's Department	After (10-60 days)
RESPONSIBILITY	TITLE OF STAFF	OFFICE OR DEPARTMENT	TIME IN RESPECT TO EVENT
Permitting for repairs and rebuilding	Building Inspector	Building Inspection	After

	Floodplain Administrator		
Maintaining SD Data	Floodplain Administrator	Building Inspection	After
Recording Costs and SD Activity	Building Inspector Floodplain Administrator	Building Inspection	After (< 180 days)

2. Impact Areas

Currently there are 221 parcels in the City of Elkins that have been developed within the current Special Flood Hazard Area (Effective 9/29/2010). A process for determining the impact areas post-disaster is as follows:

- For flood damage:
  - The City of Elkins Floodplain Administrator, along with other departments in the city, will locate where flood damage has occurred throughout the city's identified Special Flood Hazard Area. There are a variety of distinct post-disaster assessments/inspections other than SD, and other teams should be coordinated as needed. For example, the Randolph County Office of Emergency Management will likely conduct Preliminary Disaster Assessments (PDA's) for the purposes of a disaster declaration. These assessments are not substantial damage determinations but can be used by the city to identify damaged areas.
- Other Sources:
  - The Operations Department staff will report damage to the Operations Department Manager, who will then forward those reports to the Floodplain Administrator.
  - Local and News reports and the National Weather Services
  - Cooperation with Emergency Services
  - FEMA and West Virginia Emergency Management Division
- For Fire Damage:
  - The Elkins Fire Department responds, and applicants seek permits to rebuild/repair.
- For other damage, the Building Inspector will be notified through permit applications to rebuild/repair.

3. Training/Resources

Providing pre/post-disaster training ensures that staff know what to do after an event. The community, State, or FEMA can deliver applicable training, and include, but are not limited to:

- Independent Study (IS)-284: Using the SDE Tool
- IS-285: SDE for Floodplain Administrators
- E/L/G273: Managing Floodplain Development Through NFIP
- E/L/G 284: Advanced Floodplain Management Concepts SI/SD Module
- E/L/G 194: Advanced Floodplain Management Concepts
- E/L/G 285: Providing Post-Disaster SD Technical Assistance to Communities
- P-758 SI/SD Desk Reference
- The City of Elkins Substantial Improvement/Substantial Damage Administrative Procedures
- The City of Elkins Code of Ordinances for Flood Damage Prevention

Information on classroom and field courses offered by FEMA can be found here: FEMA - Emergency Management Institute (EMI).

4. **Public Outreach**
The City of Elkins has several means of communication for immediate post-disaster public communications. Having these resources available and becoming familiar with them prior to an event will avoid confusion and stress during and after the event.
    - The City of Elkins Website
    - WENS Important and Emergency Notification System utilized by the City of Elkins for email and text alerts.
    - Local Television News and Radio Stations
    - The Inter-Mountain Newspaper
    - City Council and Committee Meetings
    - Social Media
        - Facebook
        - X (formerly known as Twitter

5. **Inspections**
The City of Elkins inspections will be supervised by the Building Department-when safe- to collect substantial damage data. If needed, other county and municipal Floodplain Administrators, along with state and federal agencies, will be brought in to assist in this process. Inspections will be documented using the FEMA Substantial Damage Estimator Tool.

    For the purposes of Substantial Damage determinations during a wide-scale event the city will categorize structures by into the following categories:
    - Affected – property damage due to floods (no flood waters in structure)
    - Minor - less than 18” of water on lowest living floor (below receptacles)
    - Major - more than 18” of water on lowest living floor (above receptacles)
    - Destroyed – structures completely flooded up to ceiling, moved off foundation,
    - not on site anymore

    The building department will prioritize those structed deemed Minor and Major, but follow-up with Affected properties as time allows. Destroyed properties will be automatically deemed substantially damaged.

    How many days would it take to assess all parcels during a wide-scale event?

    It takes roughly half an hour to assess one structure. Assuming each parcel only has one structure, an inspector could assess 16 in an eight-hour day.

    221 parcels / 16 per day = 13.81 days

    For the city to complete substantial damage assessments in 7 days we will deploy 2 inspectors, currently there is one on staff.

6. **Substantial Damage Determinations**
After staff have conducted inspection and collected data, the Building Official will make SI/SD determinations, and document data in the Substantial Damage Estimator Tool. The methods above (Method to Determine Market Value and Method to Determine Value of Damage/Repair) will be used to determine the market value and value of damage/repair. The building official will calculate the % damaged and maintain a record in the property file.

7. **Issuing Determinations**

SI/SD determinations are a necessary step to issuing permits for compliant rebuilding and are a requirement for administering a floodplain management program in the City of Elkins.

In flood events SD Determinations are needed by property owners who maintain flood insurance through the NFIP and would like to access Increased Cost of Compliance (ICC) coverage. The Building Official/Floodplain Administrator is responsible for issuing these determinations.

The City of Elkins procedure for communicating the results of the SI/SD determinations to structure owners will use one of the following methods within 2-3 weeks following the disaster:

- Letter to the structure owner/resident
- Letter handed directly to the structure owner/resident.
- If the Floodplain Administrator is unable to contact the structure owner/resident, a determination will be posted at a physical place on the structure or property.

8. **Appeals/Variances**

The City of Elkins has a process and other supporting materials for receiving, reviewing, and making decisions on appeals or requesting variances. The process and materials can be found here:

- If a property owner receives a notice of Substantial Damage or Non-Substantial Damage and disagrees with the market value and/or damage/repair value, you can contact the floodplain administrator to discuss the submission of the following documentation:
  - See above for the appeal method for market value and value of damage/repair.
  - See above for appeal/variance.

9. **Permitting for Repairs and Rebuilding**

Issuing permits is a regular part of the Building Departments but is especially important following a disaster. Repairing and rebuilding substantially damaged structures in compliance with local, state, and federal regulations is critical to maintaining good standing in the NFIP and protecting structure owners from future disasters. Below are the city's permitting procedures during blue skies, applicable to substantial improvement projects, and post-disaster/emergency permitting procedures:

- See above "Permit Process- for Determining Substantial Improvement" for how to repair and/or rebuild post disaster.

The City of Elkins will conduct periodic inspections of damaged properties after a disaster to ensure permits are being obtained for repair and/or rebuilding. In the case of properties deemed substantially damaged the City will coordinate with utility companies to assure utilities are not restored until City permits are obtained.

10. **Substantial Damage Data**

The City of Elkins process for documenting and storing SD determination data can be found below:

- The Building Department will maintain all pertinent data in its property inspection records and will be maintained by the Building Official.
- Anyone wishing to see this data may make an appointment with the Building Official.

11. **Monitoring**

Once the City returns to normal operations after an event, it is important to reflect upon what went well and what could be improved. Tracking best practices and evaluating things like

response times, staff needs, contact lists, and more can highlight opportunities to respond faster and stronger next time.

This process is reviewed and updated annually and/or immediately following an event.

12. **Record Costs and Track SD Activities (only applies to federally declared disasters)**
Recording costs and tracking SD activities may be necessary to obtain resources or reimbursement for disaster response, such as through FEMA Public Assistance reimbursement for activities made eligible by DRRA Section 1206 or other grants and funding sources.
    - DRRA Section1206 funding defines a period of eligibility to be no longer than 180 days after the date of a major disaster declaration. FEMA does not have the authority to extend this deadline. See Section A, Applicability, of the Building Code and Floodplain Management Administration and Enforcement Policy for more information.
        - To receive reimbursement, communities must submit all supporting documentation necessary to demonstrate the work completed and the location of the work; all documentation associated with work completed through Emergency Mutual Assistance Compact (EMAC) resource request or intrastate/interlocal mutual aid request; and, if work was performed by contract labor, all documentation demonstrating federal procurement rules in 2 Code of Federal Regulations Part 200 were followed

Jessie Wagler

401 Davis Ave.
Elkins, WV 26241
(304) 636-1414 Ext.1432
jwagler@cityofelkinswv.com

CITY OF ELKINS

Code Enforcement

SUBSTANTIAL IMPROVEMENT WORKSHEET FOR FLOODPLAIN CONSTRUCTION

For additions, rehabilitations, improvements, or damage repairs

Property Owner: _____

Address: _____

Permit No._____ District_____ Tax Map_____ Parcel ID_____

Description of Improvement:

_____

_____

Present Market Value of structure ONLY (final phased in full assessed valuation or market appraisal) BEFORE improvement, or if damaged, before the damage occurred: $_____

For Cost of Improvement, take the greater of:

1. Actual cost of the construction:
2. Estimated building cost based on _____square feet of construction from a building cost information service at $_____ /sq ft (Source: _____) $_____

Ratio = Cost of Improvement ($_____) X 100 = $_____

Present Market Value ($_____) _____%*

(Determined by Randolph County Assessor's Office)

*If 50% or greater (Substantial Improvement), entire structure (existing included) must be brought into compliance; if less than 50%, it may be exempted unless an addition. For additions: (1) if substantial but the existing structure is unaltered except for a doorway into the addition, the existing structure need not be brought into compliance, only the addition should be built to compliance.

Note:

1. Any costs directly associated with correcting health, sanitary, and safety code violations may be deducted from the cost of improvement. The violations must have been officially cited prior to submission of the permit application.
2. Alterations to historic structures, provided the alterations will not preclude continued designation as a "historic structure", may be exempted by variance.
3. Phased improvements refer to a single improvement that is broken into parts over several permits. At the floodplain administrator's discretion, s/he will ensure that phased improvements do not circumvent the substantial improvement requirements.

Summary:

_____Substantial Improvement – Compliance of entire structure.
_____Exempt – Not Substantial Improvement.
_____Addition – Only additions must be compliant.
_____Other (attach explanation)

Determined by: _____ Date: _____

Jessie Wagler

401 Davis Ave.
Elkins, WV 26241
(304) 636-1414 Ext.1432
jwagler@cityofelkinswv.com

CITY OF ELKINS

Floodplain Administrator

[Date]

NOTICE OF SUBSTANTIAL IMPROVEMENT DETERMINATION

Dear Property Owner:

We have reviewed your recent permit application for to [describe proposed improvement/addition]. Your existing home, [insert address] is in a mapped Special Flood Hazard Area. As required by our floodplain management regulations and/or building code, we have determined that the proposed work constitutes a substantial improvement of the structure as defined in Elkins City Code 151.015. This determination is based on a comparison of the cost estimate of the proposed work to the market value of the building (excluding land value). When the costs equal or exceed 50 percent of the market value of the building, the work is considered substantial improvement.

As a result of this determination, you are required to bring the building into compliance with the flood damage-resistant provisions of Chapter 151 Flood Damage Prevention and the 2018 International Residential Code and 2018 International Building Code.

We would be pleased to meet with you and your designated representative (architect/builder) to discuss how to bring your home into compliance. There are several aspects that must be addressed to achieve compliance. The most significant requirement is that the lowest floor, as defined in the regulations/code, must be elevated to or above the base flood elevation (BFE). You may wish to contact your insurance agent to understand how raising the lowest floor higher than the minimum required elevation can reduce NFIP flood insurance premiums.

Please resubmit your permit application along with plans and specifications that incorporate compliance measures. Construction activities that are undertaken without a proper permit are violations and may result in citations, fines, or other legal action.

You have the right to appeal this Notice within thirty (30) days from the date of receipt of this Notice to the City Clerk pursuant to the provisions of Section 150.033 of the City of Elkins Code of Ordinances. Appeals will be heard by the Elkins City Council sitting as the Floodplain Appeals Board.

Please feel free to contact me with any questions you may have, my contact information is above.

Very truly yours,

_____

Jessie Wagler
Floodplain Administrator

Attachment: Substantial Improvement Worksheet

Jessie Wagler

401 Davis Ave.
Elkins, WV 26241
(304) 636-1414 Ext.1432
jwagler@cityofelkinswv.com

CITY OF ELKINS

Floodplain Administrator

Substantial Damage Worksheet

Property Owner: _____

Address: _____

Permit Number: _____

Location (if different from address): _____

Description of Damage: _____

_____

_____

How high is the water mark? _____

Part 1: Field Inspection

1. Are photos of the exterior or interior included with this inspection? Yes / No
2. What is the square footage of the damaged area? _____
    a. Square footage of specific area to be repaired? _____
3. What is the Principal Structure? _____
4. Is there any additional damage to Structures on the property? _____

Part 2: Calculation

Building Value (County Assessed Value): _____

ICC Data

Building Valuation Data-ICC

1. ICC Table Date: _____
2. Building Group: _____
3. Building Type: IA, IB, IIA, IIB, IIIA, IIIB, VA, VB
4. Price per square foot: _____

Square Footage of Damage:		
Building Type:		
	Cost of Damage (CD):	
	Market Value (MV):	
	Substantial Calculation (CD/MV)*100=	

Calculations should be based on the cost of work determined by the International Code Council (ICC) Table attached.

Jessie Wagler

401 Davis Ave.
Elkins, WV 26241
(304) 636-1414 Ext.1432
jwagler@cityofelkinswv.com

CITY OF ELKINS

Floodplain Administrator

[Date]

NOTICE OF SUBSTANTIAL DAMAGE DETERMINATION (RESIDENTIAL)

Dear Property Owner:

We have reviewed your recent permit application to repair your existing home, [insert address], that was damaged by [insert cause of damage]. The building is in a mapped Special Flood Hazard Area. As required by our floodplain management regulations and/or building code, we have determined that the building has been substantially damaged as defined in Elkins City Code 151.015. This determination is based on a comparison of the cost estimate of the work required to restore the building to its pre damage condition to the market value of the building (excluding land value). When the cost to repair equals or exceeds 50 percent of the market value of the building, the work is repair of substantial damage. Please see the attached Substantial Damage Worksheet.

As a result of this determination, you are required to bring the building into compliance with the flood damage-resistant provisions of the regulations of Chapter 151 Flood Damage Prevention and 2018 International Building Code and International Residential Code regulations.

We would be pleased to meet with you and your designated representative (architect/builder) to discuss how to bring your home into compliance. There are several aspects that must be addressed to achieve compliance. The most significant requirement is that the lowest floor, as defined in the regulations/code, must be elevated to or above the regulatory flood elevation (RFE), which is Base Flood Elevation (BFE) plus two feet. You may wish to contact your insurance agent to understand how raising the lowest floor higher than the minimum required elevation can reduce NFIP flood insurance premiums.

If the damage was caused by flooding and if you have a flood insurance policy from the National Flood Insurance Program, you should contact your adjuster to discuss the Increased Cost of Compliance (ICC) coverage. This coverage may provide a claim payment to help pay for work required to bring your home into compliance. Your adjuster can explain that the ICC claim may also be used to pay certain costs associated with demolishing and rebuilding your home or moving your home to a site outside of the floodplain.

Please resubmit your permit application along with plans and specifications that incorporate compliance measures. Construction activities that are undertaken without a proper permit are violations and may result in citations, fines, or other legal action.

You have the right to appeal this Notice within thirty (30) days from the date of receipt of this Notice to the City Clerk pursuant to the provisions of Section 150.033 of the City of Elkins Code of Ordinances. Appeals will be heard by the Elkins City Council sitting as the Floodplain Appeals Board.

Please feel free to contact me with any questions you may have, my contact information is above.

Very truly yours,

_____

Jessie Wagler
Floodplain Administrator

Attachment: Substantial Damage Worksheet

Jessie Wagler

401 Davis Ave.
Elkins, WV 26241
(304) 636-1414 Ext.1432
jwagler@cityofelkinswv.com

CITY OF ELKINS

Floodplain Administrator

Substantial Damage Worksheet

Property Owner: _____

Address: _____

Permit Number: _____

Location (if different from address): _____

Description of Damage: _____

_____

_____

How high is the water mark? _____

Part 1: Field Inspection

1. Are photos of the exterior or interior included with this inspection? Yes / No
2. What is the square footage of the damaged area? _____
    a. Square footage of specific area to be repaired? _____
3. What is the Principal Structure? _____
4. Is there any additional damage to Structures on the property? _____

Part 2: Calculation

Building Value (County Assessed Value): _____

ICC Data

Building Valuation Data-ICC

1. ICC Table Date: _____
2. Building Group: _____
3. Building Type: IA, IB, IIA, IIB, IIIA, IIIB, VA, VB
4. Price per square foot: _____

Square Footage of Damage:		
Building Type:		
	Cost of Damage (CD):	
	Market Value (MV):	
	Substantial Calculation (CI/MV)*100=	

Calculations should be based on the cost of work determined by the International Code Council (ICC) Table attached.

Jessie Wagler

401 Davis Ave.
Elkins, WV 26241
(304) 636-1414 Ext.1432
jwagler@cityofelkinswv.com

CITY OF ELKINS

Floodplain Administrator

[Date]

NOTICE OF NON-SUBSTANTIAL DAMAGE DETERMINATION (RESIDENTIAL)

Dear Property Owner:

We have reviewed your recent permit application to repair your existing building, [insert address], that was damaged by [insert cause of damage]. The building is in a mapped Special Flood Hazard Area. As required by our floodplain management regulations and/or building code, we have determined that the work proposed to repair the damage does not constitute repair of substantial damage as defined in Elkins City Code 151.015. This determination is based on a comparison of the cost estimate of the work required to restore the building to its pre-damage condition to the market value of the building. Please see the attached Substantial Damage Worksheet.

Please be advised that we will make another determination if you elect to perform work other than what is necessary to repair the damage, such as additional renovations or upgrades or building an addition. Construction activities that are undertaken without a proper permit are violations and may result in citations, fines, or other legal action.

You have the right to appeal this Notice within thirty (30) days from the date of receipt of this Notice to the City Clerk pursuant to the provisions of Section 150.033 of the City of Elkins Code of Ordinances. Appeals will be heard by the Elkins City Council sitting as the Floodplain Appeals Board.

Please feel free to contact me with any questions you may have, my contact information is above.

Very truly yours,

_____

Jessie Wagler
Floodplain Administrator

Attachment: Substantial Damage Worksheet

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	December 12, 2024
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1805: Adopting rules for use of the City Hall parking lot
Recommended By:	Rules & Ordinances Committee, Police Chief
Summary:	Adopts rules for use of the City Hall parking lot
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. R-1805 - Adopting rules for use of the City Hall parking lot

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1805)
December 12, 2024

Adopting Rules For Use Of The City Hall Parking Lot

At a regular session of the Elkins Common Council, held this date, the following order was made and entered:

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby adopts the below rules for use of the City Hall parking lot, effective immediately.

1. **Time limit:** Vehicles parked in the lot for more than 24 hours may be towed without notice at the owner's expense.
2. **Registration**: Vehicles must be registered and have valid license plates.
3. **Condition**: Vehicles must be roadworthy for safe operation on public streets and highways.
4. **Parking only**: The parking lot is only for parking. The lot shall not be used for washing or repairing vehicles, storing vehicles, displaying vehicles for sale, or similar uses.
5. **Size**: Vehicles may not occupy more than one space.
6. **Self-propulsion**: Vehicles must be able to move under their own propulsion.
7. **Loitering**: Loitering is not allowed.
8. **Reserved parking**: Do not park in spaces marked reserved.

AND, FURTHER, THAT:

The Mayor and Police Chief are hereby authorized to grant temporary exceptions to these rules upon finding that such exceptions are in the best interest of the people of the City of Elkins, such as during emergencies, special events, or other exigent circumstances. Any such exceptions shall be reported to Council at its next regular meeting.

_____
Jerry A. Marco, Mayor

Attest:

_____
Sutton R. Stokes, City Clerk

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	December 12, 2024
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1806: Reappointing members of various boards and commissions
Recommended By:	City Clerk
Summary:	Reappoints members of various boards and commissions
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. R-1806 - reappointments to multiple boards and commissions

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1806)
December 12, 2024

Making Reappointments to Various Boards and Commissions

At a regular session of the Elkins Common Council, held this date, the following order was made and entered:

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby reappoints the following individuals to the following boards and commissions, for terms expiring as indicated.

Board Name	**Member Name**	**Term Expiration**
Board of Appeals (IPMC)	Charles Judy	12/31/2029
Board of Zoning Appeals	David Turner	12/31/2027
Fire Service Fee Appeals Board	Chris Fry	12/31/2027
Planning Commission	Kate Somers	12/31/2027
Sanitary Board	Randall Biller	12/31/2027
Tree Board	Linda Burke	12/31/2027

_____
Jerry A. Marco, Mayor

Attest:

_____
Sutton R. Stokes, City Clerk

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	December 12, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Mid-year funding request from YMCA for pool filtration system project
Recommended By:	Finance Committee
Summary:	At its December 9 meeting, the Finance Committee recommended that the City contribute $5,000 toward the replacement of the pool filtration system at the Elkins-Randolph County YMCA. This recommendation is pending identification of a funding source by the City Treasurer, who will provide this information at this meeting.
Fiscal Impact:	$5,000 expenditure
Recommendation:	Consider action after recommendation by City Treasurer
Attachments:	1. YMCA - mid-year funding request - FY 2025

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-Randolph County YMCA **Date of Request:** December 4, 2024

Organization Address: 400 Davis Avenue, Elkins WV 26241

Contact Name: Sid Gillispie **Contact Phone:** 304-614-1001

(cell)/304-636-4515

Contact Email: sgillispie@elkinsymca.com

Annual Operating Budget: $650,000.00

Total Capital Project Budget (if applicable): $90,000.00

What is the purpose / mission of your organization? The Elkins-Randolph YMCA is committed to enriching the lives of individuals and families across our seven county service region of central West Virginia. We offer a welcoming environment for fitness, recreation, and personal growth, providing a variety of high-quality programs, classes, and activities designed to support and uplift our community.

USE OF FUNDS

Type of Request

X Capital Funding Operations Event/Program Other

Funding Request Amount: $5,000.00

Have you received funding from the City in the past? X YES NO UNSURE If yes, please provide

the time period and allocation for the most recent funding provided:

i) December 2022: $5,000.00 ARPA Grant Funds for Youth Center Restroom Renovation

ii) November 2014: $500.00 Donation Pool Roof Replacement Due to Damage from Hurricane Sandy

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 YMCA's pool filtration system has reached the end of its operational lifespan and requires immediate replacement to ensure the continued operation of our pool facility. This critical equipment is responsible for maintaining water quality and distributing pool chemicals. The system alone cost $45,000, with an additional estimated installation cost of $45,000.

The scope of this project includes:

- Installation of the new filtration system
- Expansion of the exterior doorway to the pool pump room to accommodate the delivery of the new equipment
- Upgrading the electrical panel to support the new system

Our YMCA serves 1,700 annual members and thousands of visitors each year. The pool is a vital community resource, used by individuals of all ages for swim lessons, pool parties, group fitness classes, lap swimming, family swim time, and the RAYS swim team. As the only heated, multi-use pool in the region that operates year-round, it is essential to the well-being and fitness of our community.

The YMCA has proudly operated a pool facility since the early 1900s, providing generations of local residents with a space for recreation and fitness. With your support, we can continue to serve the community for years to come by ensuring our pool remains a safe, clean, and accessible space for all.

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 YMCA is actively fundraising to support this project. To date, we have secured $25,000 in funding from the Randolph County Commission and $1,100 in private donations. The filtration system has already been ordered and paid for using a line of credit. Our goal is to raise the remaining funds needed to fully cover the cost of the project.

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

Each year, the YMCA covers the operating costs of the pool, which results in an annual cost of $33,000. This deficit is offset through membership fees and program revenue.

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

Sid Gillispie, Executive Director

Printed Name and Title

S&K Construction and Remodeling
143 Weese St
Elkins, WV 26241 US
304-614-0217
samkconstruction@gmail.com

Invoice

BILL TO	SHIP TO
Elkins YMCA Sid Gillispie 400 Davis Ave. Wv Elkins, WV 26241	Elkins YMCA Sid Gillispie 400 Davis Ave. Wv Elkins, WV 26241

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
791	09/04/2024	$44,837.04	09/09/2024	Due on receipt	

SHIP DATE
09/04/2024

DESCRIPTION	QTY	RATE	AMOUNT
Jandy JCP Polymer Pump5hp, 3phase 208-230v/460v TEFC	1	6,588.04	6,588.04
Stenner chemical pump 85gpd	2	800.00	1,600.00
Cat 5000 Controller and sensors	1	5,548.00	5,548.00
Evoqua Horizontal Sand Filter	1	28,601.00	28,601.00
Freight	1	2,500.00	2,500.00

BALANCE DUE **$44,837.04**

S&K Construction and Remodeling
143 Weese St
Elkins, WV 26241 US
304-614-0217
samkconstruction@gmail.com

Invoice

BILL TO	SHIP TO
Elkins YMCA Sid Gillispie 400 Davis Ave. Wv Elkins, WV 26241	Elkins YMCA Sid Gillispie 400 Davis Ave. Wv Elkins, WV 26241

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
796	10/28/2024	$20,000.00	11/01/2024	Due on receipt	

DESCRIPTION	QTY	RATE	AMOUNT
Construction Draw Demo of back pool wall and dump, install of new pressure treated beam, framing for new glass, insulation install, removal of exterior pump room door and cutting and framing for new door, mixing and pouring concrete for new doorway	400	50.00	20,000.00

BALANCE DUE **$20,000.00**

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	December 12, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Reschedule January council meetings
Recommended By:	City Clerk
Summary:	Council's regular meetings in January fall on Jan. 2 and 16. Given that there will be no committee meetings between the winter holidays and Jan. 2, it is recommended that Council agree to move both January meetings ahead one week, i.e., to Jan. 9 and Jan. 23.
Fiscal Impact:	n/a
Recommendation:	Motion to reschedule Jan. Council meetings to fall on Jan. 9 and Jan. 23
Attachments:	None

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	December 12, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Matters related to City Hall recovery and construction work
Recommended By:	Operations Manager
Summary:	Enables discussion and decisions related to City Hall recovery and construction work, if needed.
Fiscal Impact:	TBD
Recommendation:	Review presented information (if any) and consider approval of requested actions (if any)
Attachments:	None

CITY OF ELKINS
AGENDA ITEM REPORT

Meeting Date:	December 12, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Update and planning related to real estate purchase
Recommended By:	Mayor and City Attorney
Summary:	Enables hearing updates and authorizing actions related to a real estate purchase, including entering executive session under the real estate exemption
Fiscal Impact:	TBD
Recommendation:	Review presented information (if any) and consider approval of requested actions (if any)
Attachments:	None