



City of Elkins

Regular Council Meeting

January 23, 2025

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 January 9, 2025

5. Correspondence, Notifications, and Recognitions

- a. Promotion of EFD Lt. Tyler Harris and Lt. Andrew Roth to Captain

6. Councilor Reports

7. Staff reports

- a. Treasurer's report

8. Approval of vendor invoice payments

- a. Vendor invoices presented for approval: January 6-17, 2025

(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. Ordinance 340: Amending City Code, Chapters 71 and 93, concerning skateboards, etc. (final reading)
- b. Ordinance 341: Amending City Code, Chapter 152, Zoning, concerning signs (final reading)
- c. Ordinance 342: Amending City Code, Chapter 35, concerning candidate filing for city elections (final reading)
- d. Ordinance 343: Amending City Code, Chapter 151, Flood Damage Prevention (final reading)
- e. Resolution 1809: FY 2025 General Fund Budget Revisions 9-16
- f. Resolution 1810: Authorizing the sale by public auction of certain real property owned by City of Elkins adjacent to the Seneca Mall Parking Lot
- g. WITHDRAWN - Resolution 1811: Approving proposed agreement for parties participating in the Adopt-a-Tree program

- h. Resolution 1812: Appointing D. Smith to the Elkins Planning Commission
- i. Resolution 1813: Appointing K. Vance and C. Quattro as Ballot Commissioners for the 2025 Municipal Election
- j. IT and networking security update

10. Mayor's comments

11. Adjournment



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 23, 2025
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of January 9, 2025
Recommended By:	City Clerk
Summary:	Minutes proposed for the council meeting of January 9
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. city council - 2025_01_09 - minutes_proposed

Proposed Minutes

ELKINS COMMON COUNCIL REGULAR COUNCIL MEETING MINUTES

***Phil Gainer Community Center
142 Robert E Lee Ave. Ext.
Elkins, WV 26241
January 9, 2025***

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; City Attorney G. S. Roberts; and City Clerk S.R. Stokes (recording secretary).

PUBLIC COMMENT

Renee Hernandez, of 210 1/2 Kerens Avenue, shared concerns about the purchase of the Four Seasons building.

MINUTES

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

PRESENTATION

Representing Vandalia Health and Davis Medical Center, the following guests presented information:

- David Goldberg, Executive Vice President and CEO North Region for Vandalia Health
- Ron Andro, Chief Administrative Officer (CAO) of Davis Medical Center

CORRESPONDENCE, NOTIFICATIONS, AND RECOGNITIONS

- a. Building permits, zoning permits, and vacant property registrations
- b. Memo concerning changes to Fourth and Fifth Ward polling places for the June 10 Municipal Election

APPROVAL OF VENDOR INVOICE PAYMENTS

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

Proposed Minutes

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 December 10, 2024-January 3, 2025.

NEW BUSINESS

Lowther **MOVED APPROVAL OF ORDINANCE 340: AMENDING CITY CODE, CHAPTERS 71 AND 93, CONCERNING SKATEBOARDS, ETC. (FIRST OF TWO READINGS).** The motion carried.

Carroll **MOVED APPROVAL OF ORDINANCE 341: AMENDING CITY CODE, CHAPTER 152, ZONING, CONCERNING SIGNS (FIRST OF TWO READINGS).** The motion carried.

Chenoweth **MOVED APPROVAL OF ORDINANCE 342: AMENDING CITY CODE, CHAPTER 35, CONCERNING CANDIDATE FILING FOR CITY ELECTIONS (FIRST OF TWO READINGS).** The motion carried.

Lowther **MOVED APPROVAL OF ORDINANCE 343: AMENDING CITY CODE, CHAPTER 151, FLOOD DAMAGE PREVENTION (FIRST OF TWO READINGS).** The motion carried.

Carroll **MOVED APPROVAL OF RESOLUTION 1807: LEASE WITH RCDA FOR OFFICE SPACE.** The motion carried.

Kerns **MOVED APPROVAL OF RESOLUTION 1808: RATIFYING AGREEMENT TO PURCHASE THE FOUR SEASONS PROPERTY.** The motion carried.

The meeting was adjourned at 7:54 p.m.

Attest: S.R. Stokes, City Clerk

Jerry A. Marco, Mayor



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 23, 2025
Section:	Correspondence, Notifications, and Recognitions
Category:	Presentation
Agenda Item Name:	Promotion of EFD Lt. Tyler Harris and Lt. Andrew Roth to Captain
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 23, 2025
Section:	Staff reports
Category:	Presentation
Agenda Item Name:	Treasurer's report
Recommended By:	City 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 • Bank account balances • Budget control summary
Fiscal Impact:	n/a
Recommendation:	Review presented information
Attachments:	1. Treasurer's Report - 2025_01_23

General Fund Revenue Detail

	December Revenues	YTD Revenues	Percent of Revenues Collected Per Budget	Percent of Yr. Completed 50.00
Unassigned Fund Balance				
County Tax	\$21,487.44	\$829,797.42	67.40%	1,231,105.00
B & O Tax	\$6,518.98	\$1,098,979.91	68.51%	1,604,000.00
Hotel/Motel Tax	\$14,920.64	\$180,723.29	90.27%	200,200.00
Gas & Oil Severance Tax	\$0.00	\$25,525.61	51.05%	50,000.00
2% City Utility Tax	\$8,170.57	\$48,631.93	57.21%	85,000.00
Utility Excise Tax	\$20,460.81	\$167,513.01	54.04%	310,000.00
Liquor Tax	\$0.00	\$42,923.71	46.66%	92,000.00
Police	\$456.61	\$7,934.24	49.59%	16,000.00
Municipal Court	\$1,615.39	\$13,111.69	31.26%	41,950.00
Code Enforcement	\$1,155.13	\$16,094.33	53.65%	30,000.00
Business License	\$300.00	\$10,234.15	37.22%	27,500.00
Intergovernmental	\$36,956.69	\$944,808.26	414.36%	228,017.00
Franchise/IRP Fees	\$0.00	\$67,210.80	52.92%	127,000.00
Phil Gainer Community Center	\$1,135.00	\$24,441.00	61.10%	40,000.00
Misc. Revenue	\$21,162.74	\$144,896.99	106.73%	135,760.00
Municipal Sales Tax	\$0.00	\$738,567.89	52.75%	1,400,000.00
TOTAL	\$134,340.00	\$4,361,394.23	77.63%	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														YTD TOTALS
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$1,137,832.22	\$965,209.58	\$441,020.42	\$1,108,391.62	\$574,600.39	\$134,340.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$89,426.32	\$4,361,394.23
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$756,007.18	\$1,337,901.18	\$540,936.22	\$554,684.27	\$712,624.16	\$548,667.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$4,450,820.55
Sanitation Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$120,655.66	\$125,941.58	\$120,782.16	\$130,050.87	\$128,118.67	\$115,352.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$47,265.96	\$740,901.83
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$145,484.16	\$118,185.70	\$127,156.83	\$150,532.42	\$140,521.58	\$106,287.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$788,167.79
Sewer Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$281,446.53	\$262,524.76	\$243,041.16	\$280,581.66	\$260,173.50	\$273,329.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$129,147.15	\$1,601,096.85
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$267,166.54	\$246,266.86	\$269,123.07	\$238,704.73	\$239,740.15	\$210,948.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,471,949.70
Water Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$416,751.93	\$431,270.32	\$363,415.43	\$436,595.16	\$457,097.06	\$398,304.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$141,849.31	\$2,503,434.00
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$452,103.21	\$397,721.52	\$414,455.87	\$406,571.65	\$399,897.47	\$290,834.97	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,361,584.69
Fire Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$53,017.83	\$91,922.15	\$63,908.09	\$48,472.65	\$79,734.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$220,127.14	\$337,054.86
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$107,354.02	\$83,438.32	\$87,906.66	\$82,554.88	\$113,190.14	\$82,737.98	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$557,182.00
Landfill Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$566.80	\$497.89	\$515.81	\$463.58	\$453.90	\$437.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,378.51	\$2,935.51
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$174.31	\$0.00	\$183.37	\$24.30	\$0.00	\$175.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$557.00

Bank Account Name	Balance as of 12/31/2024
--------------------------	-------------------------------------

ARPA	\$180,735.82
Elkins Building Comm. Sinking Fund	\$0.00
Elkins Municipal Building Comm.	\$0.00
Financial Stabilization	\$760,397.45
Fire Pension Fund	\$2,978,387.78
Firemen's Pension & Relief Fund	\$0.00
Grant Co Bank-Whitmer	\$11,437.01
Landfill Access Escrow	\$1,936,787.81
Landfill Post Closure	\$48,760.99
Ohio Valley-Construction Draw	\$0.00
Opioid	\$21,878.21
Payroll	\$712.58
Police Forfeitures	\$16,336.39
Police Pension Fund	\$4,997,568.74
Police Seizures	\$22,495.81
Policemen's Pension & Relief Fund	\$0.00
Pooled Cash-Coal Severance Fund	\$112,816.63
Pooled Cash-Fire Fund	\$187,838.70
Pooled Cash-General Fund	\$1,673,287.39
Pooled Cash-Landfill Fund	\$131,048.90
Pooled Cash-Parks Fund	\$734,565.54
Pooled Cash-Sanitation Fund	\$566,745.40
Pooled Cash-Sewer Fund	\$222,089.17
Pooled Cash-Water Fund	\$518,128.75
Sewer Depreciation	\$234,818.21
Sewer O&M	\$578,524.47
TIF District #1	\$59,342.64
Water Depreciation	\$217,786.08
Water O&M	\$551,235.38



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 23, 2025
Section:	Approval of vendor invoice payments
Category:	Action Item
Agenda Item Name:	Vendor invoices presented for approval: January 6-17, 2025 <i>(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.)</i>
Recommended By:	City Treasurer
Summary:	Accounts payable transactions in all funds January 6-17, 2025.
Fiscal Impact:	Report details \$\$688,146.89 in transactions from all funds.
Recommendation:	Consider for approval
Attachments:	1. AP Check Report - 2025_01_23

VENDOR SET: 01 Elkins

BANK: GCBAN Grant Co Bank-Whitmer

DATE RANGE: 1/06/2025 THRU 1/17/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00132	Clarksburg Water Board							
I-M62563 121824	Compliance Sample	R	1/08/2025	23.00		000030		23.00
00283	Frontier							
I-Phone 122824	3042279917 122824-012725	R	1/08/2025	78.69		000031		78.69

* * T O T A L S * *

NO

INVOICE AMOUNT

DISCOUNTS

CHECK AMOUNT

REGULAR CHECKS:

2

101.69

0.00

101.69

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: GCBAN TOTALS:

2

101.69

0.00

101.69

BANK: GCBAN TOTALS:

2

101.69

0.00

101.69

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 1/06/2025 THRU 1/17/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00132	Clarksburg Water Board							
C-Corr Bank	Compliance Sample	N	1/08/2025	23.00CR		000000		
I-M92563	Compliance Sample	N	1/08/2025	23.00		000000		
00741	Great-West Trust Company LLC							
I-VF 202501071726	Voya	D	1/07/2025	570.00		006762		
I-VF2202501071726	Voya AT	D	1/07/2025	100.00		006762		670.00
02667	Health Equity							
I-HSA202501071726	Health Savings	D	1/08/2025	906.54		006763		906.54
00471	FirstEnergy MP/PE							
I-Barron 121824	Barron Ave 111524-121424	D	1/14/2025	15,265.55		006764		15,265.55
00116	Child Support Enforcement							
I-CDS202501071726	Child Support	R	1/07/2025	681.40		016491		681.40
00121	Citizens Bank of WVFP							
I-FP 202501071726	Fire Pension	R	1/07/2025	450.44		016492		450.44
00122	Citizens Bank of WVFP							
I-PP 202501071726	Police Pension	R	1/07/2025	246.76		016493		
I-PPN202501071726	Police Pension-2010 Forward	R	1/07/2025	363.97		016493		610.73
00147	COE Misc							
I-MIS202501071726	Misc Reimbursements	R	1/07/2025	418.00		016494		418.00
00150	COE Payroll							
I-T1 202501071726	Federal Withholding	R	1/07/2025	17,910.77		016495		17,910.77
00151	COE Payroll							
I-T3 202501071726	FICA	R	1/07/2025	24,065.34		016496		
I-T4 202501071726	Medicare	R	1/07/2025	6,019.38		016496		30,084.72
00152	COE Payroll							
I-T2 202501071726	State Withholding	R	1/07/2025	6,935.00		016497		6,935.00
00203	Davis Trust Company							
I-CC 202501071726	Employee Christmas Club	R	1/07/2025	2,600.00		016498		2,600.00
00747	Washington National Insurance							
I-WN 202501071726	Washington National Insurance	R	1/07/2025	574.13		016499		574.13

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 1/06/2025 THRU 1/17/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00837	COE Payroll Reimbursement							
I-001202501071726	Payroll Reimbursement	R	1/07/2025	63,779.76		016500		
I-006202501071726	Payroll Reimbursement	R	1/07/2025	6,913.90		016500		
I-036202501071726	Payroll Reimbursement	R	1/07/2025	25,036.13		016500		
I-400202501071726	Payroll Reimbursement	R	1/07/2025	24,293.06		016500		
I-401202501071726	Payroll Reimbursement	R	1/07/2025	13,531.80		016500		
I-404202501071726	Payroll Reimbursement	R	1/07/2025	14,535.56		016500		148,090.21
01885	Colonial Life							
I-CL 202501071726	Colonial Life-AT	R	1/07/2025	112.10		016501		
I-CLP202501071726	Colonial Life-PT	R	1/07/2025	52.52		016501		164.62
00121	Citizens Bank of WVFP							
I-FP 202501071727	Fire Pension	R	1/07/2025	148.06		016502		148.06
00150	COE Payroll							
I-T1 202501071727	Federal Withholding	R	1/07/2025	427.19		016503		427.19
00151	COE Payroll							
I-T3 202501071727	FICA	R	1/07/2025	287.98		016504		
I-T4 202501071727	Medicare	R	1/07/2025	128.68		016504		416.66
00152	COE Payroll							
I-T2 202501071727	State Withholding	R	1/07/2025	174.00		016505		174.00
00837	COE Payroll Reimbursement							
I-036202501071727	Payroll Reimbursement	R	1/07/2025	1,575.12		016506		
I-400202501071727	Payroll Reimbursement	R	1/07/2025	1,765.50		016506		3,340.62
00024	Appalachian Tire Products							
I-1300023915	Tires	R	1/08/2025	5,246.24		016507		5,246.24
00047	Truist Governmental Finance							
I-00007 011925	9948000234-07 011925	R	1/08/2025	4,984.55		016508		4,984.55
00075	Encova Insurance							
I-36923129	WC 01/01/25	R	1/08/2025	6,765.00		016509		6,765.00
00140	City of Elkins							
I-CKREQ 010725	Reimb Fire for pension pmts	R	1/08/2025	91,830.00		016510		91,830.00
00154	COE Sanitation							
I-202501036910	City Hall R/O Rental 12/24	R	1/08/2025	205.53		016511		205.53

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 1/06/2025 THRU 1/17/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00156	COE Sewer Depreciation Account							
I-12/24 Sewer Depr	Sewer Deprec Deposit 12/24	R	1/08/2025	6,767.73		016512		6,767.73
00158	COE Water Depreciation Account							
I-12/24 Water Depr	Water Deprec Deposit 12/24	R	1/08/2025	9,668.02		016513		9,668.02
00211	Elkins Depot Welcome Center							
I-11/24 H/M Coll	Hotel/Motel Coll 11/24	R	1/08/2025	7,460.32		016514		7,460.32
00283	Frontier							
C-Corr Bank	Corr Bank 122824	R	1/08/2025	78.69CR		016515		
I-122024	Phones	R	1/08/2025	1,476.03		016515		
I-Whitmer 122824	Phone/Internet	R	1/08/2025	78.69		016515		1,476.03
00483	Mountain Valley Bank							
I-1202553-21 012825	1202553-21 012825	R	1/08/2025	2,369.18		016516		2,369.18
00483	Mountain Valley Bank							
I-1202553-24 011525	1202553-24 011525	R	1/08/2025	6,518.78		016517		6,518.78
00500	Newlons International Sales, L							
I-01P24416	Air Dryer	R	1/08/2025	234.17		016518		
I-01P24958	Valve Air Control	R	1/08/2025	168.40		016518		402.57
00726	USA Bluebook							
I-INV00470818	Red B Gone	R	1/08/2025	499.38		016519		499.38
00779	Woodford Oil Company							
I-4663589	CHV HYD OIL	R	1/08/2025	1,850.00		016520		1,850.00
00839	Motorola Solutions, Inc.							
I-8282048882	3 TEK-LOK Belt Mount	R	1/08/2025	281.25		016521		281.25
00855	Agency LMC							
I-3901	November 2024 Web Maint	R	1/08/2025	125.00		016522		125.00
01292	COE Sewer O & M Account							
I-12/24 Sewer O&M	Sewer O&M Deposit 12/24	R	1/08/2025	13,153.88		016523		13,153.88
01313	COE Water O & M Account							
I-12/24 Water O&M	Water O&M Deposit 12/24	R	1/08/2025	12,902.14		016524		12,902.14
01416	Gerry Roberts							
I-CKREQ 010225	Easements for Street Dept	R	1/08/2025	24.00		016525		24.00

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 1/06/2025 THRU 1/17/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01445	Linda Silva							
I-CKREQ 010325	Zip Ties	R	1/08/2025	21.19		016526		21.19
01447	Heritage Fire Equipment							
I-13946	Emergency Light 406	R	1/08/2025	101.54		016527		101.54
01559	Ryan Summerfield							
I-TRAVEL 011225	Travel - Nashville	R	1/08/2025	876.75		016528		876.75
01594	Pace Analytical Services LLC							
I-2430578669	12/24 Contract Inv for Lab	R	1/08/2025	3,099.10		016529		3,099.10
01745	Cummins Sales and Service							
I-R3-241246038	Generator Service	R	1/08/2025	741.55		016530		741.55
01942	Elkins Municipal Building Comm							
I-1214756-11 011525	1214756-11 41/80 011525	R	1/08/2025	4,833.20		016531		4,833.20
01957	Zoro Tools, Inc.							
I-UBV15478864	HVAC Motor	R	1/08/2025	154.38		016532		154.38
02282	Donald Singleton							
I-TRAVEL 011325	Travel-CL2 D Singleton	R	1/08/2025	924.00		016533		924.00
02309	Twin A Equipment Repair LLC							
I-1141	Maint on CAT 430D	R	1/08/2025	991.91		016534		991.91
02403	Diversified Air Systems Inc							
I-INV-187249	Air Compressors PM & Oil Chg	R	1/08/2025	1,639.50		016535		1,639.50
02486	FPG							
I-22866F	Recordall Disc Meters	R	1/08/2025	3,913.06		016536		3,913.06
02629	Justin White							
I-TRAVEL 011225	Travel - Nashville- White	R	1/08/2025	876.75		016537		876.75
02669	K9 Working Dogs International,							
I-K9WDI-120124-01	Training - Apolo/Drax	R	1/08/2025	32,373.87		016538		32,373.87
02743	Hull's Contracting Inc							
I-Appl #1	WWTP garage	R	1/10/2025	120,825.00		016539		120,825.00
00047	Truist Governmental Finance							
I-00005 012425	9948000234-05 012425	R	1/14/2025	2,596.05		016540		
I-00006 012725	9948000234-06 012725	R	1/14/2025	2,643.26		016540		5,239.31

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 1/06/2025 THRU 1/17/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00132	Clarksburg Water Board							
I-M92577	Compliance Samples	R	1/14/2025	230.00		016541		230.00
00140	City of Elkins							
I-CKREQ 010925	Whitmer Utility Pmts to Elkins	R	1/14/2025	2,444.32		016542		2,444.32
00154	COE Sanitation							
I-202501106923	Hauling/Tipping Fee Tkt31231	R	1/14/2025	475.85		016543		475.85
00484	Mountaineer Gas Company							
I-ScottFd 010325	500 Scott Fd 111424-121724	R	1/14/2025	40.01		016544		40.01
00568	Ralston Press, Inc.							
I-96635	500 Bookmarks	R	1/14/2025	100.73		016545		100.73
00711	Tygart Valley Transfer, Inc.							
I-00030511	Comm	R	1/14/2025	333.47		016546		
I-00030513	Comm	R	1/14/2025	837.97		016546		
I-00030514	Comm	R	1/14/2025	121.35		016546		
I-00030516	Res	R	1/14/2025	222.63		016546		
I-00030517	Res	R	1/14/2025	903.90		016546		
I-00030520	Res	R	1/14/2025	1,105.51		016546		
I-00030521	Comm	R	1/14/2025	161.48		016546		
I-00030528	Comm	R	1/14/2025	635.41		016546		
I-00030530	Res	R	1/14/2025	509.28		016546		
I-00030533	Res	R	1/14/2025	787.33		016546		
I-00030546	Comm	R	1/14/2025	64.97		016546		
I-00030549	Comm	R	1/14/2025	169.12		016546		
I-00030552	Comm	R	1/14/2025	308.63		016546		
I-00030557	Comm	R	1/14/2025	446.22		016546		
I-00030558	Res	R	1/14/2025	514.06		016546		
I-000305614	Res	R	1/14/2025	551.32		016546		
I-00030579	Comm	R	1/14/2025	350.67		016546		
I-00030585	Res	R	1/14/2025	595.28		016546		
I-00030587	Comm	R	1/14/2025	508.33		016546		
I-00030588	Res	R	1/14/2025	600.05		016546		
I-00030608	Res	R	1/14/2025	698.47		016546		
I-00030609	Comm	R	1/14/2025	537.95		016546		
I-00030610	Res	R	1/14/2025	588.59		016546		
I-00030619	Comm	R	1/14/2025	334.43		016546		
I-00030625	Res	R	1/14/2025	590.50		016546		
I-00030627	Comm	R	1/14/2025	545.59		016546		
I-00030628	Res	R	1/14/2025	319.14		016546		
I-00030641	Comm	R	1/14/2025	153.84		016546		
I-00030651	Res	R	1/14/2025	106.06		016546		
I-00030655	Comm	R	1/14/2025	124.22		016546		
I-00030671	Res	R	1/14/2025	842.75		016546		
I-00030676	Res	R	1/14/2025	1,084.49		016546		

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 1/06/2025 THRU 1/17/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-00030677	Comm	R	1/14/2025	1,207.75		016546		
I-00030691	Comm	R	1/14/2025	306.72		016546		
I-00030695	Comm	R	1/14/2025	210.21		016546		
I-00030724	Comm	R	1/14/2025	559.92		016546		
I-00030728	Res	R	1/14/2025	764.40		016546		
I-00030729	Res	R	1/14/2025	557.06		016546		
I-00030753	Comm	R	1/14/2025	429.02		016546		
I-00030762	Res	R	1/14/2025	666.94		016546		
I-00030764	Comm	R	1/14/2025	738.60		016546		
I-00030766	Res	R	1/14/2025	743.38		016546		
I-00030777	Comm	R	1/14/2025	415.64		016546		
I-00030782	Comm	R	1/14/2025	327.74		016546		
I-00030785	Comm	R	1/14/2025	223.59		016546		
I-00030787	Clean out	R	1/14/2025	30.00		016546		
I-00030793	Res	R	1/14/2025	593.37		016546		
I-00030794	Res	R	1/14/2025	487.31		016546		
I-00030795	Comm	R	1/14/2025	544.64		016546		
I-00030822	Comm	R	1/14/2025	807.40		016546		
I-00030823	Res	R	1/14/2025	565.66		016546		
I-00030824	Res	R	1/14/2025	450.04		016546		
I-00030835	Comm	R	1/14/2025	60.20		016546		
I-00030842	Comm	R	1/14/2025	224.54		016546		
I-00030843	Res	R	1/14/2025	153.84		016546		
I-00030851	Comm	R	1/14/2025	282.83		016546		
I-00030860	Res	R	1/14/2025	773.96		016546		
I-00030861	Res	R	1/14/2025	946.90		016546		
I-00030864	Comm	R	1/14/2025	1,089.27		016546		
I-00030886	Comm	R	1/14/2025	442.40		016546		
I-00030890	Res	R	1/14/2025	543.68		016546		
I-00030892	Res	R	1/14/2025	834.15		016546		
I-00030914	Comm	R	1/14/2025	67.84		016546		
I-00030920	Comm	R	1/14/2025	452.91		016546		
I-00030922	Res	R	1/14/2025	123.26		016546		
I-00030929	Res	R	1/14/2025	610.56		016546		
I-00030931	Comm	R	1/14/2025	579.03		016546		
I-00030932	Res	R	1/14/2025	380.29		016546		
I-00030943	Comm	R	1/14/2025	217.85		016546		
I-00030944	Comm	R	1/14/2025	355.45		016546		
I-00030947	Comm	R	1/14/2025	518.84		016546		
I-00030961	Res	R	1/14/2025	657.38		016546		
I-00030963	Res	R	1/14/2025	552.28		016546		
I-00030964	Comm	R	1/14/2025	594.32		016546		
I-00030974	Comm	R	1/14/2025	141.41		016546		
I-00030983	Res	R	1/14/2025	639.23		016546		
I-00030984	Res	R	1/14/2025	518.84		016546		
I-00030985	Comm	R	1/14/2025	865.68		016546		
I-00030999	Comm	R	1/14/2025	246.52		016546		
I-00031000	Comm/Clean Out	R	1/14/2025	317.61		016546		

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 1/06/2025 THRU 1/17/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-00031001	Comm	R	1/14/2025	307.67		016546		
I-00031006	Comm/Clean out	R	1/14/2025	186.70		016546		
I-00031015	Res	R	1/14/2025	730.00		016546		
I-00031017	Res	R	1/14/2025	917.28		016546		
I-00031021	Comm	R	1/14/2025	763.44		016546		
I-00031034	Comm	R	1/14/2025	117.53		016546		
I-00031039	Res	R	1/14/2025	586.68		016546		
I-00031040	Res	R	1/14/2025	364.05		016546		
I-00031041	Res	R	1/14/2025	558.01		016546		
I-00031042	Comm	R	1/14/2025	412.78		016546		
I-00031052	Comm	R	1/14/2025	341.11		016546		
I-00031063	Res	R	1/14/2025	644.01		016546		
I-00031067	Comm	R	1/14/2025	148.10		016546		
I-00031068	Res	R	1/14/2025	707.07		016546		
I-00031071	Comm	R	1/14/2025	531.26		016546		
I-00031087	Comm	R	1/14/2025	266.58		016546		
I-00031088	Comm	R	1/14/2025	195.88		016546		
I-00031106	Comm	R	1/14/2025	558.97		016546		
I-00031109	Res	R	1/14/2025	699.43		016546		
I-00031110	Res	R	1/14/2025	379.33		016546		
I-00031124	Comm	R	1/14/2025	278.05		016546		
I-00031131	Comm	R	1/14/2025	148.10		016546		
I-00031136	Comm	R	1/14/2025	220.72		016546		
I-00031140	Res	R	1/14/2025	868.55		016546		
I-00031152	Comm	R	1/14/2025	802.62		016546		
I-00031153	Res	R	1/14/2025	1,069.20		016546		
I-00031197	Res	R	1/14/2025	961.23		016546		
I-00031200	Res	R	1/14/2025	1,010.92		016546		
I-00031209	Comm	R	1/14/2025	735.74		016546		54,984.48
00712	Tyler Technologies, Inc.							
I-025-489783	Annual Fees	R	1/14/2025	7,613.66		016547		
I-025-489961	Biometric Reader	R	1/14/2025	2,156.04		016547		9,769.70
00779	Woodford Oil Company							
I-4673914	CHV Multifak/CHV Delo Gear	R	1/14/2025	905.00		016548		905.00
00812	WV Regional Jail and Correctio							
I-12124B49F	13 Days inmate housing 12/24	R	1/14/2025	746.98		016549		746.98
01251	Unique Paving Materials Corp.							
I-82793	Cold Patch	R	1/14/2025	219.00		016550		219.00

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 1/06/2025 THRU 1/17/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01447	Heritage Fire Equipment							
I-14013	Fire Hooks	R	1/14/2025	144.55		016551		144.55
01594	Pace Analytical Services LLC							
I-2430570466	Analytical Services	R	1/14/2025	138.00		016552		
I-2430571036	Analytical Services	R	1/14/2025	421.00		016552		
I-2430571038	Analytical Services	R	1/14/2025	565.10		016552		
I-2430577492	Analytical Services	R	1/14/2025	138.00		016552		
I-2430578556	Analytical Services	R	1/14/2025	421.00		016552		
I-2430578661	Analytical Services	R	1/14/2025	1,813.30		016552		3,496.40
01727	Enterprise FM Trust							
I-578571-010525	Fleet Leases 01/2025	R	1/14/2025	23,960.71		016553		23,960.71
01790	Crim Law Office PLLC							
I-467	Water Board Svs 11/2024	R	1/14/2025	1,011.00		016554		1,011.00
02411	Zurich Insurance							
I-1266759	Deductible	R	1/14/2025	4,452.20		016555		4,452.20
02553	Audubon Animal Clinic							
I-130885 120924	Creed - Meds	R	1/14/2025	540.56		016556		540.56
02685	Selective Insurance Company of							
I-010525	Volunteer Fire Premium	R	1/14/2025	5,506.00		016557		5,506.00
02745	Becker Design and Print							
I-000057	Tree Talks at Kump House	R	1/14/2025	8.36		016558		8.36

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	68	671,203.11	0.00	671,203.11
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	3	16,842.09	0.00	16,842.09
EFT:	0	0.00	0.00	0.00
NON CHECKS:	1	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

			NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01	BANK: Pool	TOTALS:	72	688,045.20	0.00	688,045.20
BANK: Pool			TOTALS:	72	688,045.20	0.00
REPORT TOTALS:			74	688,146.89	0.00	688,146.89

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 1/06/2025 THRU 1/17/2025
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



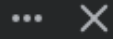
CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 23, 2025
Section:	New business
Category:	Ordinance
Agenda Item Name:	Ordinance 340: Amending City Code, Chapters 71 and 93, concerning skateboards, etc. (final reading)
Recommended By:	Rules & Ordinances Committee
Summary:	The attached ordinance removes and clarifies out of date and unenforcable provisions in city code concerning skateboards, etc. The need for changes was recognized after a comment was received via Facebook. See attached screenshot and memo for more information.
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. skatepark question from Facebook 2. COE Memo - code regarding skateboards - 2024_12_05 - as amended by the committee 3. O-340 - amending rules concerning sidewalks and similar conveyances



David Helmick

2h · 🌐



Elkins City Hall so is it still illegal for me to skate in Elkins? Since the skate park is gonna be gone? Am I still gonna get a 100 some dollar fine and my skateboard taken? Or do I have to learn how to play "pickle ball" ?



17

4 comments 3 shares

Rules & Ordinances Committee

Proposed Amendments to Code Provisions Regarding Skateboards

As Recommended to Council Dec. 09, 2024

Below are proposed amendments to § 71.46. These amendments eliminate geographic restrictions concerning where skateboards, rollerblades, and similar devices may be used. They also eliminate reference to “motorized scooters,” which is undefined.

Markup of Section 71.46

§ 71.46 SKATEBOARDS, ROLLER SKATES, ROLLERBLADES AND SIMILAR DEVICES.

~~—(A) No person shall ride or propel skateboards, in-line skates, roller skates or motorized scooters in those districts of the city which are designated as commercial or industrial zones on the city’s official zoning map.~~

(B) No person shall ride or propel skateboards, in-line skates or roller skates except in a prudent and careful manner, ~~Operation of such devices in a prudent and careful manner is operation which will result in efficient control of such devices so that they be utilized with~~ reasonable regard ~~to~~ **for** the safety of the operator, other ~~and the safety of the persons, and the~~ ~~or~~ property of other persons.

~~—(C) (1) When any person is arrested or charged with a violation of this section, the skateboard, in-line skates, or roller skates or motorized scooter of that person shall be seized by the arresting or charging officer.~~

~~—(2) Upon conviction for a first or second offense and payment of the applicable fine, or upon any acquittal, such skateboard, in-line skates, or roller skates or motorized scooter shall be returned to the offender.~~

~~—(3) Upon conviction for a third or subsequent offense, such skateboard, in-line skates or roller skates or motorized scooter shall be forfeited to the city.~~

~~—(D) Notwithstanding any other provision of this section, it shall not be an offense for any person to ride or propel skateboards, in-line skates, or roller skates, upon any private property or sidewalk located outside the said commercial and industrial zones of the city; provided, however, that such activity may take place only with the permission of the resident or owner of such private property or, in the case of a sidewalk, the residents or owners of private property abutting such sidewalk. This provision shall also apply to motorized scooters with the exception that motorized scooters shall be prohibited from being ridden upon any sidewalk within the city.~~

~~—(E) It shall also be deemed a violation of this section for any person to ride a motorized scooter upon any street or roadway within the city.~~

~~—(F) The provisions of this section shall not apply to any person who is physically challenged and must use a motorized scooter to aid in ambulation, and not for recreational purposes.~~

New Wording of 71.46

§ 71.46 SKATEBOARDS, ROLLER SKATES, ROLLERBLADES AND SIMILAR DEVICES.

(B) No person shall ride or propel skateboards, in-line skates or roller skates except in a prudent and careful manner, with reasonable regard for the safety of the operator, other persons, and the property of other persons.

Below are proposed amendments to § 93.004 and § 93.005. The amendments eliminate any prohibition against using skateboards on sidewalks. Allowing use of skateboards on sidewalks is common throughout the United States.

Markup of Sections 93.004 and 93.005

§ 93.004 ANIMALS OR BICYCLES ON SIDEWALKS.

(A) No person shall lead, ride or drive any horse or other **livestock** animal, except dogs, along or upon any of the sidewalks or footwalks.

(B) ~~No person shall drive, ride, roll or wheel any bicycle upon or along any sidewalk or footwalk; except, that persons may roll but not ride bicycles along the sidewalks and footwalks, if careful not to interfere with pedestrians.~~ **No person** shall ride any bicycle upon any sidewalk within the City; provided, that riders of bicycles, when dismounted, may walk their bicycles along the sidewalks in single file.

~~§ 93.005 PLAYING, COASTING OR SKATING ON SIDEWALKS.~~

~~—(A) No one shall engage in or play any game upon any sidewalk or footwalk nor coast thereon with sleds or skateboards.~~

~~—(B) Nor shall anyone, without the consent of the owner or occupant of the premises adjacent thereto, skate upon any such sidewalk or footwalk.~~

New Wording of Sections 93.004 and 93.005

§ 93.004 ANIMALS OR BICYCLES ON SIDEWALKS.

(A) No person shall lead, ride, or drive any horse or other livestock along or upon any sidewalks or footwalks.

(B) No person shall ride any bicycle upon any sidewalk within the City; provided, that riders of bicycles, when dismounted, may walk their bicycles along the sidewalks in single file.

§ 93.005 - **DELETED**

ORDINANCE 340

AN ORDINANCE OF THE COMMON COUNCIL OF ELKINS, WEST VIRGINIA AMENDING AND REVISING CHAPTER 71, <u>STOPPING, STANDING AND PARKING SPECIFICALLY § 71.46 AND CHAPTER 93, <u>STREETS, SIDEWALKS AND PUBLIC PLACES SPECIFICALLY § 93.004 and § 93.005</u></u>

WHEREAS, the Common Council of the City of Elkins, West Virginia previously adopted ordinances, which are codified and reflected in City Code, Chapter 71, Stopping, Standing And Parking, specifically § 71.46 and City Code, Chapter 93, Streets, Sidewalks And Public Places, specifically § 93.004 and § 93.005;and

WHEREAS, subsequent to the passages of these ordinances, it has become apparent that these specific provisions of the City Code namely, § 71.46, § 93.004 and § 93.005 need to be amended and revised , for clarity and for enforceability issues; and

WHEREAS the Rules and Ordinance Committee has recommended these changes, the Common Council has accepted the recommendations and has determined that by making these amendments to said Chapters, it is in the best interests of the citizens of the City.

NOW THEREFORE BE IT ORDAINED and ENACTED by the Common Council that City Code, § 71.46, § 93.004 and § 93.005 shall only be amended and revised as follows :

§ 71.46 SKATEBOARDS, ROLLER SKATES, ROLLERBLADES AND SIMILAR DEVICES.

(A) No person shall ride or propel skateboards, in-line skates, or roller skates except in a prudent and careful manner, with reasonable regard for the safety of the operator, other persons, and the property of other persons.

§ 93.004 ANIMALS OR BICYCLES ON SIDEWALKS.

(A) No person shall lead, ride, or drive any horse or other livestock along or upon any sidewalks or footpaths.

(B) No person shall ride any bicycle upon any sidewalk within the City; provided, that riders of bicycles, when dismounted, may walk their bicycles along the sidewalks in single file.

§ 93.005 – DELETED

The changes to City Code § 71.46, § 93.004 and § 93.005 are only to the sections referred to herein specifically and all other sections of said Chapters shall remain unchanged and in full force and effect.

If any portion of this Ordinance shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and Common Council determines that it would have adopted this Ordinance without the invalid provision.

This Ordinance shall become effective upon passage.

PASSED AND APPROVED ON FIRST READING: _____, 2025.

PASSED AND APPROVED ON FINAL READING: _____, 2025.

CITY OF ELKINS, WEST VIRGINIA

Jerry A. Marco, Mayor

Attest:

Sutton Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 23, 2025
Section:	New business
Category:	Ordinance
Agenda Item Name:	Ordinance 341: Amending City Code, Chapter 152, Zoning, concerning signs (final reading)
Recommended By:	Planning Commission
Summary:	This ordinance amends sign rules in City Residential and Single Family Residential. Currently, both residential and nonresidential uses in these districts are limited to 6 square feet of signs total. (In other words, the total surface area of all signs used cannot exceed 6 square feet.) The proposal is to increase that limit for nonresidential uses. Separately, there is a proposal to further amend rules on sign size by allowing structures on corners to utilize the total for other buildings per frontage (i.e., per side of the building adjacent to a city right-of-way.) That is, for a corner building, treating the two sides facing city streets separately. Review residential sign size limits here: https://codelibrary.amlegal.com/codes/elkinswv/latest/elkins_wv/0-0-0-13285
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. O-341 - amending rules concerning signs in residential areas

ORDINANCE 341

AN ORDINANCE OF THE COMMON COUNCIL OF ELKINS, WEST VIRGINIA AMENDING CITY CODE, CHAPTER 152, <u>ZONING</u>, § 152.228, SIGNS FOR SINGLE FAMILY RESIDENTIAL (R-1) AND CITY RESIDENTIAL (R-2)

WHEREAS, the Common Council previously adopted a zoning ordinance which is codified in City Code Chapter 152, Zoning; and

WHEREAS, following the enactment of the zoning ordinance there have been several instances where the imposition of the sections of Chapter 152, Zoning regarding certain sign regulations has proven problematic in their application; and

WHEREAS the Elkins Planning Commission has met and reviewed the instances where sign permits cannot be issued because of certain sign regulations which are applicable ; and

WHEREAS, the Elkins Planning Commission has voted , pursuant to City Code §152.04, thereby recommending to the Common Council that certain designated sections of Chapter 152; Zoning, only concerning sign regulations be amended ; and

WHEREAS it appears that the Elkins Planning Commission has made the recommendation in furtherance of its authority and responsibilities to advise Council of any amendments to Chapter 152: Zoning; and

WHEREAS, the Common Council has determined that by accepting the recommendation of the Elkins Planning Commission it is in the best interest of the citizens of the City.

NOW THEREFORE BE IT ORDAINED and ENACTED by the Common Council that City Code, Chapter 152: Zoning, namely § 152.228, be amended and shall read as follows:

§ 152.228 SIGNS FOR SINGLE FAMILY RESIDENTIAL (R-1) AND CITY RESIDENTIAL (R-2) DISTRICTS.

(A) Purpose. Signage in residential districts poses a heightened risk of visual blight and unsightly clutter, as residential neighborhoods typically contain markedly less

signage than other districts in order to maintain the residential character of the neighborhood. At the same time, communicating from one's residence is a distinct and impactful form of speech that should be protected, and nonresidential uses should be afforded adequate signage incidental to the primary use, i.e., on-premises signs. Signs permitted in these districts are smaller, fewer in number, and limited in sign type in order to limit visual clutter and distraction, while affording ample speech.

(1) Signs permitted as accessory to dwellings.

(a) Permitted permanent sign use as accessory to dwellings. Geological, minor, temporary, topiary, wall, and window signs. No more than four permanent signs are permitted by right per dwelling.

(b) Permitted temporary sign use as accessory to dwellings. Banner, minor, pennant, wall, wicket, window. No more than four temporary signs are permitted in one calendar year per dwelling.

(c) No more than four flags as accessory to a dwelling, excluding any flags that are minor signs.

(2) Signs permitted as accessory to non-dwellings.

(a) Permitted permanent sign use as accessory to non-dwellings. Freestanding, geological, minor, monument, temporary, topiary, wall, and window signs. Only one of each is permitted per use per frontage, except wall signs and window signs. No more than four permanent signs are permitted by right per use. No more than four temporary signs are permitted in one calendar year per use.

(b) Permitted temporary sign use as accessory to non-dwellings. A-frame, banner, chalkboard, minor, wall, wicket, window. No more than four temporary signs are permitted in one calendar year per use.

(c) No more than four flags as accessory to a non-dwelling are permitted.

(3) Off-premises signs are prohibited for both dwellings and non-dwellings.

(B) Dimension specifications chart. All maximum sign area requirements include the sum total sign area of all signs per **use per frontage**, unless otherwise specified.

	Permitted as Accessory to Dwellings	Permitted as Accessory to Non- Dwellings	Temporary Signs as Accessory to Dwellings and Non-Dwellings	Flags
Max. sign area	6 sq. ft.	32 sq. ft.	6 sq. ft. displayed at one time	24 sq. ft. ea.
Max. height	7 ft.	7 ft.	4 ft.	20 ft.

(Ord. 301, passed 8-18-2022) Penalty, see § 152.999

The changes and amendments to Chapter 152: Zoning are only to the section referred to herein and all other sections of said Chapter shall remain unchanged and in full force and effect.

If any portion of this Ordinance shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and Common Council determines that it would have adopted this Ordinance without the invalid provision.

This Ordinance shall become effective upon passage.

PASSED AND APPROVED ON FIRST READING: _____, 2025.

PASSED AND APPROVED ON FINAL READING: _____, 2025.

CITY OF ELKINS, WEST VIRGINIA

Jerry A. Marco, Mayor

Attest:

Sutton Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 23, 2025
Section:	New business
Category:	Ordinance
Agenda Item Name:	Ordinance 342: Amending City Code, Chapter 35, concerning candidate filing for city elections (final reading)
Recommended By:	City Clerk
Summary:	The current election code bases the candidate filing period for city elections on the date of "the call of the election." An earlier revision eliminated the practice of "calling the election." The attached ordinance would establish a three week filing period that begins on the second Monday in the February preceding the regular city election (second Tuesday in June of odd-numbered years).
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. COE Memo - candidate filing period change - 2025_01_04 2. O-342 - amending election code concerning filing dates

Memo

To: Rules & Ordinances Committee

From: Sutton Stokes

cc: Gerry Roberts

Date: Jan. 4, 2025

Re: Needed change to city election code regarding candidate filing period

City Code currently states:

§ 35.06 CANDIDATE FILING PERIOD.

(A) The candidate filing period shall commence on the third Monday following the issuance of the call of the election. The candidate filing period shall continue until midnight of the third Friday following the day of its commencement.

This is archaic, as Code no longer requires the practice of “calling the election.”

Previously, Code required Council to call the election “not later than 124 days preceding each election.” Then, the date of the call would be used to calculate the dates of the candidate filing period, as stipulated in § 35.06.

Code was amended in January 2023 to eliminate the requirement to “call” the election, but § 35.06 still bases calculation of the dates of the filing period based on the date of the now nonexistent call.

In 2023, when the election fell on June 13, the filing period (based on the call of the election method) would have started on February 20, or 113 days before the election.

There is no requirement in state code that I can find requiring a “call of the election.”

The only state code provision that seems to apply to this situation is in **§3-5-24. Filing of nomination certificates; time; location; fees; effect of failure to timely file or pay fee.**

In this section appears the following:

(a) All certificates nominating candidates for office under section twenty-three of this article shall be filed not later than August 1 preceding the November general election: Provided, That for municipal or other elections not held in conjunction with regular state and county general elections, certificates shall be filed not later than ninety days before the date of the election, unless otherwise provided by charter, ordinance or code.

The above would seem to apply to the Elkins election (since it is not held in conjunction with any other election).

At any rate, it seems that:

- Past practice had the filing period starting approximately 110 days before the election and ending approximately 95 days before the election
- The closest we come to a relevant state code requirement is that it not END later than 90 days before the election, so the above was compliant with state code.

Recommendation:

- Amend City Code so that the candidate filing period always opens on the second Monday in February and closes on the third Friday thereafter.

Because the latest possible second occurrence of a day of the week is the 14th, the latest possible closing date of the filing period would be March 4 (18 days after Feb. 14). Because 90 days after March 4 would be June 2, and because the earliest possible election date is June 8, the filing period would always close more than 90 days before the election, complying with the only relevant stipulation in state code, above.

##

ORDINANCE 342

AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF ELKINS, WEST VIRGINIA, TO AMEND AND REVISE CHAPTER 35: ELECTIONS §35.06, CANDIDATE FILING PERIOD.

WHEREAS, the Common Council of the City of Elkins, West Virginia previously adopted Ordinance 310 on its final reading on January 19, 2023, said ordinance amended and revised Chapter 35: Elections; and

WHEREAS, the City will hold an election on June 10, 2025, and the Common Council finds and determines that it would be in the best interest of the City and its citizens to amend and revise Chapter 35: Elections, §35.06, Candidate Filing Period.

NOW THEREFORE, BE IT ORDAINED and ENACTED by the Common Council of the City of Elkins, West Virginia that the Elkins City Code, Chapter 35, Elections, §35.06 be amended and shall read as follows:

§35.06 Candidate Filing Period

The candidate filing period shall commence **on the second Monday in the February preceding the date of the regular city election.** The candidate filing period shall continue until midnight of the third Friday **thereafter** ~~following the day of its commencement.~~ **In the event of a special election, the candidate filing period shall open on a Monday and close on the third Friday thereafter, provided that the closing date must be no later than 90 days preceding the date of the election.**

The changes and amendments to Chapter 35: Elections are only to the section referred to herein and all other section of said chapter shall remain in full force and effect.

If any portion of this Ordinance shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and Common Council determines that it would have adopted this Ordinance without the invalid provision.

This Ordinance shall become effective upon passage.

PASSED AND APPROVED ON THE FIRST READING: _____2025.

PASSED AND APPROVED ON THE FINAL READING: _____2025.

CITY OF ELKINS, WEST VIRGINIA

Jerry A. Marco, Mayor

Attest:

Sutton Stokes, City Clerk

ORDINANCE 342

2



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 23, 2025
Section:	New business
Category:	Ordinance
Agenda Item Name:	Ordinance 343: Amending City Code, Chapter 151, Flood Damage Prevention (final reading)
Recommended By:	City Attorney
Summary:	Makes recommended changes to the city's ordinance concerning floodplain management, as recommended by a FEMA site visit
Fiscal Impact:	TBD
Recommendation:	Consider for approval
Attachments:	1. O-343 - amending floodplain section

ORDINANCE 343

AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF ELKINS, WEST VIRGINIA AMENDING AND REVISING CITY CODE, CHAPTER 151, FLOOD DAMAGE PREVENTION, §151.015 DEFINITIONS AND §151.062 (A)(2) APPROVAL OF PERMITS AND PLANS

WHEREAS, the Common Council of the City of Elkins, West Virginia, previously adopted an ordinance concerning flood damage prevention which is codified in the City Code, Chapter 151; and

WHEREAS, the Federal Emergency Management Agency, National Flood Insurance Program personnel issued a Community Assistance Visit (CAV) Report after their visit to the City; and

WHEREAS, the Community Assistance Visit (CAV) Report made several recommendations concerning Chapter 151 which would amend and revise §151.015 Definitions and §151.062 (A)(2) Approval of Permits and Plans; and

WHEREAS, the Common Council has determined that by making these amendments and revisions to said Chapter 151, and the specific sections referred to herein is in the best interests of the citizens of the City.

NOW THEREFORE BE IT ORDAINED and ENACTED by the Common Council that City Code, §151.015 Definitions and §151.062 (A)(2), Approval of Permits and Plans be amended and revised as follows:

§151.015 Definitions.

(Original Additional Omitted)

REMEDY A VIOLATION. To bring a structure or other development into compliance with the requirements of this chapter, or if full compliance is not possible, to reduce the adverse impact of the noncompliance to the greatest extent feasible.

REPETITIVE LOSS. Loss is flood damage to a structure on two occasions during a ten-year period that ends on the date of the second flood loss for which the cost to repair the flood damage, on average, equaled or exceeded 25 percent of the market value of the structure at the time of each loss.

SPECIAL FLOOD HAZARD AREA. The land in the floodplain area subject to a 1% or greater chance of flooding in any given year. SPECIAL FLOOD HAZARD AREAS are

designated by the Federal Emergency Management Agency in Flood Insurance Studies and on Flood Insurance Rate Maps as Zones A, AE, AO, A1-30, and A99. The term includes areas shown on other flood hazard maps that are specifically listed or otherwise described in this chapter.

(Original Additional Omitted)

§151.062 Approval of Permits and Plans.

(A)(2) The Floodplain Administrator shall ensure that substantial improvements, including any repair of a building that has been substantially damaged or suffered repetitive loss, are undertaken only with valid permits. All permits and plans shall be approved only after it has been determined that the proposed work to be undertaken will be in conformance with the requirements of this chapter, state and federal laws and regulations. All the decisions made by the Floodplain Administrator shall be made according to the Administrative Procedure for Review of Substantial Improvement and Substantial Damage previously adopted by the City Common Council.

The changes and amendments to Chapter 51: Flood Damage Prevention are only to the sections referred to herein and all other sections of said chapter shall remain in full force and effect.

If any portion of this Ordinance shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and Common Council determines that it would have adopted this Ordinance without the invalid provision.

This Ordinance shall become effective upon passage.

PASSED AND APPROVED ON FIRST READING: _____, 2025.

PASSED AND APPROVED ON FINAL READING: _____, 2025.

CITY OF ELKINS, WEST VIRGINIA

Attest: Sutton R. Stokes, City Clerk

Jerry A. Marco, Mayor



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 23, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1809: FY 2025 General Fund Budget Revisions 9-16
Recommended By:	City Treasurer
Summary:	Intradepartmental budget revisions for Fiscal Year 2025.
Fiscal Impact:	Shifts budgeted funds within originally budgeted departments.
Recommendation:	Consider for approval
Attachments:	1. R-1809 - FY 2025 General Fund Budget Revisions 9-16

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1809)

January 23, 2025

Resolution to Approve FY 2025 General Fund Budget Revisions 9-16

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 9-16 (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 9-16.

Jerry Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

General Fund Budget Revision

Revision Number 9

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	700-Police	103-0000 Salary & Wages	\$75,000.00
		105-0000 Group Insurance	\$25,000.00
TOTAL			\$100,000.00

Department	Transfer To/Description	Amount
700-Police	107-0000 Pensions Paid	\$1,680.00
	108-0000 Overtime	\$97,320.00
	230-0000 Contracted Services	\$1,000.00
		\$100,000.00

7CR

General Fund Budget Revision

Revision Number 10

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	416-Municipal Judge	103-0000 Salary & Wages	\$508.00
TOTAL			\$508.00

Department	Transfer To/Description	Amount
416-Municipal Judge	214-0000 Travel	\$168.00
	221-0000 Training & Education	\$340.00
		\$508.00

[Handwritten Signature]

General Fund Budget Revision

Revision Number 11

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	433-Custodial	103-0000 Salary & Wages	\$18,000.00
TOTAL			\$18,000.00

Department	Transfer To/Description	Amount
433-Custodial	108-0000 Overtime	\$18,000.00
		\$18,000.00

Paul H

General Fund Budget Revision

Revision Number 12

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 Equipment	\$500.00
TOTAL			\$500.00

Department	Transfer To/Description	Amount
436-Building Inspector	230-0000 Contracted Services	\$500.00
		\$500.00

me H

General Fund Budget Revision

Revision Number 13

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	704-Police Admin	106-0000 Retirement	\$500.00
TOTAL			\$500.00

Department	Transfer To/Description	Amount
704-Police Admin	108-0000 Overtime	\$500.00
		\$500.00



General Fund Budget Revision

Revision Number 14

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	714-Flood Control	341-0000 Supplies & Materials	\$1,000.00
TOTAL			\$1,000.00

Department	Transfer To/Description	Amount
714-Flood Control	222-0000 Dues & Subscriptions	\$1,000.00
		\$1,000.00

mlH

General Fund Budget Revision

Revision Number 15

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	754-Central Garage	459-0000 Capital Outlay Equipment	\$500.00
TOTAL			\$500.00

Department	Transfer To/Description	Amount
754-Central Garage	230-0000 Contracted Services	\$500.00
		\$500.00

HL

General Fund Budget Revision

Revision Number 16

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 Equipment	\$12,100.00
TOTAL			\$12,100.00

Department	Transfer To/Description	Amount
440-City Hall	219-Buildings & Equipment & Rents	\$5,000.00
	341-0000 Supplies & Materials	\$7,000.00
	343-0000 Automobile Supplies	\$100.00
		\$12,100.00

Tracy Andy
1/9/25



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 23, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1810: Authorizing the sale by public auction of certain real property owned by City of Elkins adjacent to the Seneca Mall Parking Lot
Recommended By:	City Attorney
Summary:	It is proposed to auction a ten-foot strip of city property in the northeast section of the Seneca Mall Parking Lot. This section consists of a grass verge and is not used for parking or foot traffic.
Fiscal Impact:	The property will be purchased by the top bidder at a public auction.
Recommendation:	Consider for approval (authorizing the City Attorney to take all necessary steps under WVC §8-12-18)
Attachments:	1. R-1810 - authorizing City Attorney to offer property for auction

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1810)

January 23, 2025

AUTHORIZING THE CITY ATTORNEY TO INITIATE THE SALE OF A PIECE OF CITY-OWNED REAL PROPERTY PURSUANT TO WEST VIRGINIA CODE §8-12-18

WHEREAS, the Common Council of the City of Elkins, West Virginia (“Council”) is the owner of certain real property located within the city’s limits, more particularly described as an approximately 10-foot-wide section of Parcel 20, District 05, Map C, lying along the northern border of that Parcel and bordering Parcels 14 and 14.1, District 05, Map C, all as shown on the tax maps of the Assessor’s Office for Randolph County, W. Va.; and

WHEREAS, West Virginia Code §8-12-18 provides authority to municipalities to sell, lease, or otherwise dispose of municipal property no longer required for municipal purposes; and

WHEREAS, Council has determined that the above-described property is no longer required for municipal purposes and that it is in the best interest of the City to proceed with its sale in accordance with applicable laws and regulations; and

WHEREAS, Council desires to authorize the City Attorney to take all necessary actions to initiate and complete the sale of said property in accordance with West Virginia Code §8-12-18, including but not limited to obtaining required appraisals, making arrangements for a public auction, preparing and publishing notices, and preparing all necessary legal documents;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF ELKINS, WEST VIRGINIA, AS FOLLOWS:

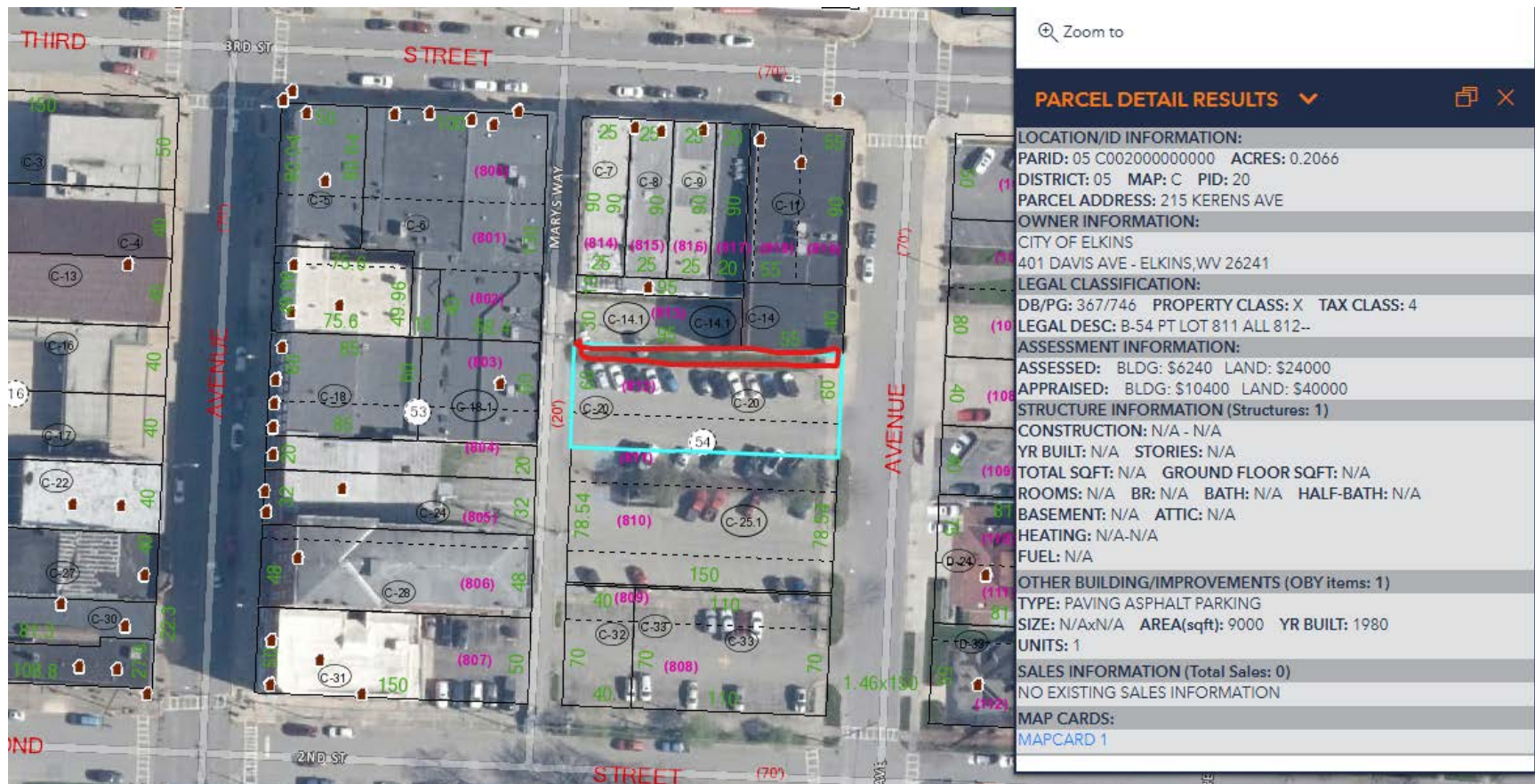
1. **Authorization:** The City Attorney is hereby authorized and directed to initiate and facilitate the sale of the real property described herein in accordance with West Virginia Code §8-12-18.
2. **Sale Procedures:** The City Attorney shall ensure that all required procedures under West Virginia law are followed, including obtaining an appraisal of the property and advertising the sale in compliance with statutory requirements.
3. **Execution of Documents:** The City Attorney is further authorized to prepare and present any necessary legal documents to effectuate the sale of the property, including but not limited to deeds, contracts, and closing documents.

Attest: Sutton R. Stokes, City Clerk

Jerry A. Marco, Mayor

Resolution 1810

Shown in red: “approximately 10-foot-wide section of Parcel 20, District 05, Map C, lying along the northern border of that Parcel.”





CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 23, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	WITHDRAWN - Resolution 1811: Approving proposed agreement for parties participating in the Adopt-a-Tree program
Recommended By:	Municipal Properties Committee
Summary:	This resolution was included in error.
Fiscal Impact:	n/a
Recommendation:	No action needed
Attachments:	1. R-1811 - approving Adopt-a-Tree agreement

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1811)

January 23, 2025

Approving proposed agreement for parties participating in the Adopt-a-Tree program

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 approves the attached agreement for parties participating in the Elkins Tree Board's Adopt-a-Tree program.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 23, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1812: Appointing D. Smith to the Elkins Planning Commission
Recommended By:	Mayor
Summary:	A vacancy was created on the Planning Commission by the resignation of Duke Talbott in October. The mayor has nominated Dustin Smith to complete the resulting unexpired term, ending December 31, 2026.
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. R-1812 - appointing Smith to planning commission 2. 2025 - Dustin Smith - Boards and Commissions Application

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1812)
January 23, 2025

Appointment of D. Smith to the Elkins Planning Commission

WHEREAS, the Common Council (“Council”) of the City of Elkins, W. Va. (“the City”) has created a Planning Commission, pursuant to West Virginia State Code § 8A-2-1 et seq. and Elkins City Code § 33.030 et seq.; and

WHEREAS, as constituted under State and City Code, the membership of the Elkins Planning Commission (“the Commission”) is to include five resident freeholders, all of whom have been residents of the City for at least three years prior to nomination and appointment, who are to be nominated by the Mayor and appointed by Council; and

WHEREAS, the resignation of D. Talbott has created a vacancy in a seat on the Commission for a term expiring December 31, 2026; and

WHEREAS, an application for appointment to the Commission has been received from Dustin Smith; and,

WHEREAS, the Mayor, having reviewed the application, finds that Mr. Smith possesses the required qualifications and requests that he be appointed to the vacant position to complete the unexpired term ending December 31, 2026; and

WHEREAS, Council finds that Mr. Smith possesses the required qualifications to serve on said Commission and has agreed to do so;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby appoints Dustin Smith to the Elkins Planning Commission effective immediately for an unexpired term ending December 31, 2026.

Attest: Sutton R. Stokes, City Clerk

Jerry A. Marco, Mayor



CITY OF ELKINS BOARDS AND COMMISSIONS APPLICATION

City Clerk's Office
401 Davis Avenue
Elkins, WV 26241
304-636-1414 x 1211
suttonstokes@cityofelkinswv.com

By completing this form you are indicating interest in serving as a city appointee to a board or commission. The Elkins City Council and/or Mayor make the appointments depending on the rules of each board or commission. All appointments remain at the discretion of the City Council and/or the Mayor. This application is a public document and will be on file in the City Clerk's office for two (2) years. You will be contacted should a vacancy arise on a board or commission which you indicate an interest in.

Name: Dustin Smith

Address: 121 High St. Elkins, WV 26241

Phone: (H) _____ (W) 304-404-2911 (C) 724-714-5437

Email: dsmith@woodlandswv.org

Occupation: Director of Project Development Employer: Woodlands Development Group

Do you reside in the City Limits of Elkins? ☒ Y ☐ N If yes, for how long? 9 years

Are you over the age of 18? ☒ Y ☐ N

Highest Education: ☐ Elementary ☐ High School ☒ Post-Secondary ☐ Graduate or higher

Degrees/Majors: B.A. History

Other Certifications or Vocational Training: Housing Quality Inspector, Solar Designer/Installer

Other Skills: Real Estate Finance, Construction Management

Volunteer experience and other community involvement: Highland Community Builders

Board Member, Leadership Randolph Member, former Americorps
Service Member

If appointed, could you meet: ☒ Morning ☒ Afternoon ☐ Evening

(Although boards and commissions generally make every effort to adjust meeting times to fit the schedules of their members, please keep in mind that because of the vital role played by these bodies it

may sometimes be necessary to meet on short notice at times other than the regularly scheduled meetings.)

What do you feel you can contribute to the community that many not be evident from information already gathered on this form? Knowledge of Community Planning / Community Development

Please check three (in order of preference, i.e. 1,2,3) of the City Boards and Commissions for which you would like to be considered for appointment.

- | | |
|---|---|
| ☐ Airport Authority | ☐ Board of Building Code Appeals |
| ☐ Board of Zoning Appeals | ☒ Building Commission |
| ☐ Fireman's Civil Service Commission | ☐ Fire Service Fee Appeals Board |
| ☐ Historic Landmarks Commission | ☐ Housing Authority |
| ☒ Parks and Recreation Commission | ☒ Planning Commission |
| ☐ Public Library Board | ☐ Policemen's Civil Service Commission |
| ☐ Randolph County Board of Health | ☐ Sanitary Board |
| ☐ Tree Board | ☐ Water Board |

Which boards or commissions have you served or currently serve on? Former member of the Board of Zoning Appeals

Please list three (3) individuals in the City who may be contacted when considering you for an appointment.

Name	Address	Phone
<u>Christy Tribble</u>	<u>211 Elm St.</u>	<u>304-614-2929</u>
<u>Andrew Carroll</u>	<u>128 Buffalo St.</u>	<u>304-433-4686</u>
<u>Jessica Sutton</u>	<u>107 Elm St.</u>	<u>304-614-5337</u>

Signature: DA St Date: 1/21/25



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 23, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1813: Appointing K. Vance and C. Quattro as Ballot Commissioners for the 2025 Municipal Election
Recommended By:	City Clerk
Summary:	Two Ballot Commissioners are required for every Municipal Election, to administer the drawing for ballot position and approve the ballot proofs. The proposed commissioners for the 2025 Municipal Election are Kathy Vance and Chris Quattro.
Fiscal Impact:	n/a
Recommendation:	Consider for appointment
Attachments:	1. R-1813 - Appointing ballot commissioners for 2025 election

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1813)

January 23, 2025

Appointing K. Vance and C. Quattro as Ballot Commissioners for the 2025 Municipal Election

WHEREAS, the Charter of the City of Elkins, W. Va. (“Council”) stipulates that the regular City election shall be held on the second Tuesday in June in each odd-numbered year beginning in the year 2023; and

WHEREAS, the 2025 regular City election will therefore be held on June 10, 2025; and

WHEREAS, Elkins City Code, § 35.13, requires the following in preparation for the municipal election:

- (A) The City Clerk shall, in consultation with Council, appoint two other Ballot Commissioners. Those appointments shall be made between January 15 and January 30, and they shall be for terms of two years, or until their respective successors are duly appointed and qualified.
- (B) The Clerk and two appointees shall constitute the Board of Ballot Commissioners, and the Clerk shall be Chairperson. Together, they shall perform the duties of such Commissioners at all regular and special elections held in the city during their term of office.

WHEREAS, by the authority granted to the City of Elkins by its participation in the West Virginia Home Rule Pilot Program Phase II, under W. Va. Code §8-1-5a, and by the passage of Ordinance 234 by Council on March 2, 2017, the City of Elkins is no longer required to consider party affiliation in the selection and appointment of its ballot commissioners; and

WHEREAS, two Elkins residents meeting the requirements have agreed to serve as Ballot Commissioners for the 2021 Municipal Election, namely Kathy Vance and Chris Quattro; and,

WHEREAS, the Elkins City Clerk recommends that the above two individuals be appointed to serve as Ballot Commissioners for the 2025 Municipal Election;

NOW, THEREFORE, BE IT RESOLVED, that the Elkins Common Council hereby appoints Kathy Vance and Chris Quattro as Ballot Commissioners for the 2025 Municipal Election, for terms to expire January 23, 2027.

Attest:

Sutton Stokes, City Clerk

Jerry Marco, Mayor



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 23, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	IT and networking security update
Recommended By:	IT Manager
Summary:	Staff will provide an update concerning the city organization's IT and network security. This update would be eligible for an executive session under WVC §6-9A-4 (b) (2) (8), "to develop security personnel or devices."
Fiscal Impact:	n/a
Recommendation:	Consider entering executive session to hear update
Attachments:	None