



City of Elkins

Regular Council Meeting

March 6, 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 February 20, 2025
5. **Correspondence, Notifications, and Recognitions**
 - a. Building permits, zoning permits, and vacant property registrations
 - b. Recognition of the Elkins High School Boys and Girls Swim Teams as State Champions
6. **Presentation**
 - a. Elkins Depot Welcome Center
7. **Councilor Reports**
8. **Staff reports**
 - a. Treasurer's report
9. **Approval of vendor invoice payments**
 - a. Vendor invoices presented for approval: Feb. 17-28, 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.)
10. **New business**
 - a. Resolution 1817: Lease with Woodlands for Clerk Department office space at the Darden House
 - b. Resolution 1818: Amending the city personnel policy concerning personal days and the posting of jobs
 - c. Risk to municipal fire departments in proposed state legislation
 - d. Unfunded state mandate for Elkins water customers to pay for Whitmer water system
11. **Mayor's comments**

12. Adjournment



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 6, 2025
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of February 20, 2025
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. city council - 2025_02_20 - minutes_proposed

Proposed Minutes

ELKINS COMMON COUNCIL MEETING MINUTES

***Phil Gainer Community Center
142 Robert E Lee Ave. Ext.
Elkins, WV 26241
February 20, 2025
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; City Attorney G. S. Roberts; and City Clerk S.R. Stokes (recording secretary).

PUBLIC COMMENT

James Connor, external affairs for Mon Power, introduced himself

MINUTES

Chenoweth **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF JAN. 23, 2025.** The motion carried.

PRESENTATION

Laura Ward, director of Country Roads Transit, presented information about the services this organization provides.

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 Jan. 20-Feb.15, 2025.

NEW BUSINESS

Lowther **MOVED APPROVAL OF RESOLUTION 1814: APPROVING PLANS FOR THE RENOVATION OF CITY HALL AND AUTHORIZING STAFF TO SEEK FINANCING FOR THE ESTIMATED PROJECT COST.** The motion carried.

Proposed Minutes

Chenoweth MOVED APPROVAL OF RESOLUTION 1815: AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH OPTIMUM FOR INTERNET SERVICE AT CITY HALL. The motion carried.

Thompson MOVED APPROVAL OF RESOLUTION 1816: ORDER THE RELOCATION OF THE FOURTH WARD AND FIFTH WARD POLLING PLACES IN CITY ELECTIONS. The motion carried.

Chenoweth MOVED THAT COUNCIL ENTER EXECUTIVE SESSION UNDER THE EXEMPTION IN W. VA. CODE §6-9A-4 (B) (2) (12), TO WIT, "TO DISCUSS ANY MATTER WHICH, BY EXPRESS PROVISION OF FEDERAL LAW OR STATE STATUTE OR RULE OF COURT IS RENDERED CONFIDENTIAL," FOR THE AGENDA ITEM "ATTORNEY/CLIENT CONSULTATION CONCERNING SANITATION GARAGE." The motion carried. The executive session began at 7:49 p.m. and ended at 8:09 p.m. The mayor announced that no decisions were made and no actions were taken.

Lowther MOVED THAT COUNCIL DIRECT THE CITY ATTORNEY TO NEGOTIATE A RESOLUTION CONCERNING DISPUTED OWNERSHIP OF A PIECE OF PROPERTY ON BAXTER STREET. The motion carried.

The meeting was adjourned at 8:12 p.m.

Attest: S.R. Stokes, City Clerk

Jerry A. Marco, Mayor



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 6, 2025
Section:	Correspondence, Notifications, and Recognitions
Category:	Presentation
Agenda Item Name:	Building permits, zoning permits, and vacant property registrations
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 6, 2025
Section:	Correspondence, Notifications, and Recognitions
Category:	Presentation
Agenda Item Name:	Elkins Tree Board Annual Report for 2024
Recommended By:	Elkins Tree Board
Summary:	The Elkins Tree Board presents its annual report for 2024.
Fiscal Impact:	n/a
Recommendation:	Review presented information
Attachments:	1. ETB Annual Report-2024



2024 ANNUAL REPORT

Elkins Tree Board Members

Marilynn Cuonzo (Chair); Linda Burke (Vice Chair); Iris Allen (Secretary); Linda Silva, (Treasurer); Nanci Bross-Fregonara (Communications); Andrea Brandon, Melissa Thomas-Van Gundy and Sam Golston. Judy Ross serves as Friends of Trees liaison.

This past year the Elkins Tree Board (ETB) is proud of the increase in community participation with events related to the city's urban forest, from a Winter Walk in March to wassailing at the apple orchard in December. The recent tree plantings, often grant-funded, have been met with positive comments and support. 2024 saw the need for public donations and there was an amazing response. A summer event in 2025 will recognize past tree board members and supporters as we look back at the years of work that have gone into the transformation of the downtown and city parks urban forest. We continue to work closely with Friends of Trees, Our Town, and WV Master Naturalist program to mutually support green-related initiatives.

Actions and Accomplishments 2024

January 2024

- Tree City Recertification and Growth Award applications submitted to WV Division of Forestry (WV DOF). Both were successfully received and awarded. Elkins continues to be one of only two cities in West Virginia honored with the Growth Award.

March 2024

- The ETB hosted its second Winter Walk Tree ID and Birding event at Glendale Park. Nearly 40 residents attended the event.
- Eight trees were planted at Glendale Park. Partial funding for these trees were the result of generous donations to the ETB. Plaques of gratitude have been designed and are scheduled to be installed by Arbor Day 2025. Downtown trees were pruned to enhance their health and shape.
- The ETB joined Our Town's Spring event in The Atrium. Volunteers manned a booth with hands-on activities and tree planting information.

April 2024

- Arbor Day 2024 celebrations included two tree plantings: ETB's at City Park, and two trees donated by Mon Power at Bluegrass Park.

June-August 2024

- Awarded a \$23,227 Community Equi-Tree Grant from the WV Division of Forestry/USDA Department of Agriculture which funded the installation of a deer fence at the Elkins Tree Nursery. Other aspects of the grant allowed for the fall planting of 12 trees at Glendale Park and one replacement tree downtown.
- Monthly maintenance continued at the Kump House tree nursery and orchard. Projects included weeding and pruning of heirloom apple trees and extensive weeding of the tree nursery. WV Master Naturalists, Friends of Trees, D&E students and Mountain School volunteers assisted with efforts.



Winter Tree ID / Birding Walk at Glendale



ETB participated in the Garden Expo with Our Town and other groups



Arbor Day 2024 commemorations at Elkins City Park and Bluegrass Park

September 2024

- City website includes the ETB Urban Forest Management plan and other important information.
- Work continues with Elkins City Council Municipal Properties Committee on ways to promote Adopt-a-Tree program.

October 2024

- A dozen large trees were planted at Glendale Park. Extensive pruning of downtown trees assists with improved sight areas and tree health.

November 2024

- ETB begins prioritizing projects with DOF for the 2025 Equi-Tree grant.

December 2024

- ETB applies for another Community Equi-Tree Grant from the WV Division of Forestry/USDA Department of Agriculture this time focusing on Elkins City Park and equipment to assist with tree watering by the Elkins Park and Recreation Commission.
- Augusta Heritage Center sponsors wassailing event at the Kump House Heirloom Apple Orchard. This community event highlighted how the community is able to celebrate Elkins' urban forest and historic assets.

LOOKING AHEAD FOR 2025

- Successfully apply for a WV DOF Equi-Tree grant to assist with diseased/hazardous tree removal project and neighborhood plantings.
- Continue and expand collaborative projects to increase public education including sponsoring four monthly Tree Talks, winter walk, and create educational materials
- Update/expand City of Elkins tree ordinance related to tree berm liability.
- Utilize I-Tree technology to contextualize the city's urban forest canopy.
- Secure funding to ensure annual professional pruning takes place with certified arborist.



Summer weeding at Tree Nursery



New deer fence installed thanks to Equi-Tree Grant



Girls State volunteers weed tree beds



A dozen trees were planted at Glendale Park in October



ETB assists with D&E Community Service Day event with college RAs



46
trees
planted

More than
768
volunteer
hours
donated to
Elkins' urban
forest



Clockwise, from left: volunteer cares for downtown trees, Augusta hosts wassailing event at heirloom orchard, and ETB participates in the Our Town Garden Expo and works at the tree nursery.





CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 6, 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_03_06

General Fund Revenue Detail

	January Revenues	YTD Revenues	Percent of Revenues Collected Per Budget	Percent of Yr. Completed 58.33
Unassigned Fund Balance				
County Tax	\$26,269.02	\$856,066.44	69.54%	1,231,105.00
B & O Tax	\$410,290.65	\$1,508,782.07	94.06%	1,604,000.00
Hotel/Motel Tax	\$17,000.55	\$197,723.84	98.76%	200,200.00
Gas & Oil Severance Tax	\$0.00	\$25,525.61	51.05%	50,000.00
2% City Utility Tax	\$7,874.04	\$56,496.20	66.47%	85,000.00
Utility Excise Tax	\$25,536.64	\$193,049.65	62.27%	310,000.00
Liquor Tax	\$0.00	\$42,923.71	46.66%	92,000.00
Police	\$814.56	\$7,538.80	47.12%	16,000.00
Municipal Court	\$1,082.44	\$14,194.13	33.84%	41,950.00
Code Enforcement	\$315.53	\$16,409.86	54.70%	30,000.00
Business License	\$430.00	\$10,664.15	38.78%	27,500.00
Intergovernmental	\$17,690.59	\$962,498.85	422.12%	228,017.00
Franchise/IRP Fees	\$204.57	\$67,415.37	53.08%	127,000.00
Phil Gainer Community Center	\$4,680.00	\$29,121.00	72.80%	40,000.00
Misc. Revenue	\$10,049.34	\$156,156.33	115.02%	135,760.00
Municipal Sales Tax	\$406,500.55	\$1,145,068.44	81.79%	1,400,000.00
TOTAL	\$928,738.48	\$5,289,634.45	94.15%	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	\$964,721.09	\$441,020.42	\$1,108,391.62	\$574,600.39	\$134,330.23	\$928,738.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$376,252.52	\$5,289,634.45
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$756,007.18	\$1,337,901.18	\$541,155.22	\$554,684.27	\$712,624.16	\$489,439.53	\$521,570.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$4,913,381.93
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	\$115,390.02	\$127,979.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$55,275.17	\$868,918.85
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$145,269.77	\$117,882.18	\$126,414.32	\$149,493.53	\$138,141.77	\$133,838.08	\$113,154.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$924,194.02
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	\$273,492.08	\$320,919.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$68,955.83	\$1,922,178.93
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	\$251,576.15	\$365,262.04	\$353,035.37	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,991,134.76
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	\$457,067.65	\$398,593.64	\$371,688.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$158,291.81	\$2,875,383.05
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$452,103.21	\$398,220.90	\$414,455.87	\$406,571.65	\$401,673.57	\$341,055.83	\$303,010.21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,717,091.24
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	\$79,701.26	\$0.00	\$136,571.83	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$185,466.23	\$473,593.81
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	\$113,659.85	\$85,115.28	\$99,031.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$659,060.04
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	\$377.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,742.79	\$3,312.81
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	\$13.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$570.02

Bank Account Name	Balance as of 1/31/2025
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ARPA	\$180,774.19
Elkins Building Comm. Sinking Fund	\$0.00
Elkins Municipal Building Comm.	\$0.00
Financial Stabilization	\$760,784.94
Fire Pension Fund	\$3,023,813.33
Firemen's Pension & Relief Fund	\$0.00
Grant Co Bank-Whitmer	\$13,492.89
Landfill Access Escrow	\$1,944,312.82
Landfill Post Closure	\$48,765.13
Ohio Valley-Construction Draw	\$0.00
Opioid	\$29,312.42
Payroll	\$692.52
Police Forfeitures	\$17,150.91
Police Pension Fund	\$5,054,073.68
Police Seizures	\$22,803.61
Policemen's Pension & Relief Fund	\$0.00
Pooled Cash-Coal Severance Fund	\$111,756.70
Pooled Cash-Fire Fund	\$219,273.75
Pooled Cash-General Fund	\$2,138,780.52
Pooled Cash-Landfill Fund	\$131,035.74
Pooled Cash-Parks Fund	\$770,109.28
Pooled Cash-Sanitation Fund	\$556,285.81
Pooled Cash-Sewer Fund	\$149,359.12
Pooled Cash-Water Fund	\$532,655.51
Sewer Depreciation	\$241,708.05
Sewer O&M	\$591,803.17
TIF District #1	\$60,270.66
Water Depreciation	\$214,126.73
Water O&M	\$564,256.51



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 6, 2025
Section:	Approval of vendor invoice payments
Category:	Action Item
Agenda Item Name:	Vendor invoices presented for approval: Feb. 17-28, 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 Feb. 17-28
Fiscal Impact:	Report details \$557,835.35 in transactions from all funds.
Recommendation:	Consider for approval
Attachments:	1. AP Check Report - 2025_03_06

VENDOR SET: 01 Elkins

BANK: GCBAN Grant Co Bank-Whitmer

DATE RANGE: 2/17/2025 THRU 2/28/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00132	Clarksburg Water Board							
I-M92646	Compliance Sample	R	2/19/2025	23.00		000034		
I-M92659	compliance sample	R	2/19/2025	23.00		000034		46.00
00283	Frontier							
I-Whitmer 012825	Phone/Internet/TechVisit	R	2/19/2025	248.69		000035		248.69

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	294.69	0.00	294.69
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: GCBANTOTALS:	2	294.69	0.00	294.69
BANK: GCBAN TOTALS:	2	294.69	0.00	294.69

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 2/17/2025 THRU 2/28/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00741	Great-West Trust Company LLC							
I-VF 202502191732	Voya	D	2/19/2025	570.00		006873		
I-VF2202502191732	Voya AT	D	2/19/2025	100.00		006873		670.00
00792	WV Consolidated Retirement Boa							
I-RTD202502041731	Retirement	D	2/19/2025	7,896.67		006874		
I-RTD202502191732	Retirement	D	2/19/2025	7,355.48		006874		15,252.15
00952	WV Consolidated Retirement Boa							
I-RTF202502041731	Retirement	D	2/19/2025	3,322.06		006875		
I-RTF202502191732	Retirement	D	2/19/2025	2,886.64		006875		
I-RTN202502041731	Retirement	D	2/19/2025	5,214.18		006875		
I-RTN202502191732	Retirement	D	2/19/2025	5,130.72		006875		16,553.60
00993	WV Consolidated Retirement Boa							
I-RT6202502041731	Retirement 6%	D	2/19/2025	10,202.63		006876		
I-RT6202502191732	Retirement 6%	D	2/19/2025	9,049.57		006876		19,252.20
02667	Health Equity							
I-HSA202502191732	Health Savings	D	2/19/2025	926.54		006877		926.54
02417	US Bank Corporate Payment Syst							
I-VisaFleet 013125	Visa Fleet Pmt 013125	D	2/19/2025	18,913.20		006888		18,913.20
02417	US Bank Corporate Payment Syst							
C-EBAY	Refund	D	2/20/2025	320.97CR		006985		
C-JMAC.com	368690 Rfnd Aiphone Gate Cntl	D	2/20/2025	801.37CR		006985		
C-ZORO	Credit of Taxes	D	2/20/2025	391.16CR		006985		
I-VisaNFlt 113125	Visa NonFleet Pmt 013125	D	2/20/2025	144,605.08		006985		143,091.58
00041	Baker Truck Equipment Co							
I-E-38441	Harness/Mount/Lights/Controllr	R	2/19/2025	10,262.00		016686		10,262.00
00047	Truist Governmental Finance							
I-00005 022425	9948000234-05 #61 022425	R	2/19/2025	2,596.05		016687		
I-00006 022725	9948000234-06 #43 022725	R	2/19/2025	2,643.26		016687		5,239.31
00075	Encova Insurance							
I-36943244	Worker's Comp 02/01/25	R	2/19/2025	6,765.00		016688		6,765.00
00082	Builders Group, Inc.							
I-929230	Garage Door	R	2/19/2025	3,919.00		016689		3,919.00

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 2/17/2025 THRU 2/28/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00154	COE Sanitation							
I-202502047060	Roll Off Rental 01/2025	R	2/19/2025	205.53		016690		205.53
00287	Garrett Equipment Rentals, LLC							
I-74587	Gear Belt/Start Module	R	2/19/2025	229.82		016691		229.82
00369	The Inter-Mountain							
I-76544	Notice of Chg of Polling Place	R	2/19/2025	55.00		016692		55.00
00422	Leslie Equipment Co.							
I-1206233	Battery	R	2/19/2025	629.80		016693		
I-1206696	Tooth/Pin	R	2/19/2025	73.64		016693		703.44
00500	Newlons International Sales, L							
I-01P24986	Belt Air Compr/Filter-Lube/FF	R	2/19/2025	111.93		016694		111.93
00568	Ralston Press, Inc.							
I-96468	Business Cards -BCurtis	R	2/19/2025	43.99		016695		43.99
00582	Region VII Plan. & Development							
I-520-16	GIS Services	R	2/19/2025	55.00		016696		
I-520-17	GIS Services 01/2025	R	2/19/2025	522.50		016696		577.50
00606	Steven C. Rodeheaver							
I-12350	Cleaning Sply/Shovel	R	2/19/2025	320.00		016697		
I-12353	cleaning supplies	R	2/19/2025	160.00		016697		
I-12354	Brush Heads/Handle	R	2/19/2025	94.00		016697		574.00
00712	Tyler Technologies, Inc.							
I-025-495465	ERP Pro Utility Billing 12/24	R	2/19/2025	550.00		016698		550.00
00779	Woodford Oil Company							
I-4688075	Diesel Fuel	R	2/19/2025	1,412.00		016699		1,412.00
00824	WV Tractor Company							
I-IN72809	Outer/Inner Tube Weldment/Plat	R	2/19/2025	4,825.09		016700		
I-IN72841	Retainer Plt/Flange/AirSeal	R	2/19/2025	369.99		016700		5,195.08
00990	Cleveland Brothers							
I-INPP6375721	Plow Parts	R	2/19/2025	830.43		016701		830.43
01212	Penn Valley Pump Co., Inc.							
I-19577	Disc Int Neoprene 63 durometer	R	2/19/2025	1,755.60		016702		1,755.60

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 2/17/2025 THRU 2/28/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01594	Pace Analytical Services LLC							
I-2530584901	Analytical Charges WV3304203	R	2/19/2025	625.00		016703		
I-25306584900	January 2025 Lab Services	R	2/19/2025	2,788.00		016703		3,413.00
01681	HdL Companies							
I-01312025	BL Revenue 01/2025	R	2/19/2025	383.37		016704		383.37
01745	Cummins Sales and Service							
I-R3-241145667	Planned Maint Teaberry Hills	R	2/19/2025	312.58		016705		
I-R3-241145668	Planned Maint Stewart Ave	R	2/19/2025	598.34		016705		
I-R3-241245917	Planned Maint Old WWTP 2	R	2/19/2025	484.38		016705		
I-R3-241246039	Planned Maint Old WWTP	R	2/19/2025	353.69		016705		
I-R3-241246042	Planned Maint Old WWTP 3	R	2/19/2025	353.70		016705		
I-R3-241246049	Planned Maint Vector LS	R	2/19/2025	353.69		016705		
I-R3-241246050	Planned Maint Whiteman Ave	R	2/19/2025	435.77		016705		
I-R3-241246052	Planned Maint Old WWTP 4	R	2/19/2025	652.52		016705		
I-R3-241246292	Planned Maint Glendale	R	2/19/2025	741.55		016705		
I-R3-241246299	Planned Maint Old WWTP 2	R	2/19/2025	353.70		016705		
I-R3-250146603	Planned Maint Aegis LS	R	2/19/2025	435.78		016705		5,075.70
01751	COE WWTP							
I-202502137077	Backwash 01/2025	R	2/19/2025	386.16		016706		386.16
01790	Crim Law Office PLLC							
I-470	Municipal Ct Matters 12/2024	R	2/19/2025	2,540.00		016707		
I-471	Sanitary Bd Services	R	2/19/2025	220.00		016707		
I-472	Water Board - 12/24 Services	R	2/19/2025	580.00		016707		3,340.00
01821	Busy Beaver Building Centers I							
I-1923\68	Ext Bit/Nut Setter/bulk bin	R	2/19/2025	40.63		016708		40.63
02157	Jerry A Marco							
I-EXP 012525	WVML Legislative Function	R	2/19/2025	354.32		016709		
I-EXP 021325	Travel Gov State of State	R	2/19/2025	287.99		016709		642.31
02322	Badger Meter							
I-80184550	MBL Hosting Service 01/25	R	2/19/2025	257.64		016710		257.64
02411	Zurich Insurance							
I-1276539	Deductible	R	2/19/2025	798.45		016711		798.45
02423	HolidayGoo							
I-20952	Candy Filled Plastic Eggs	R	2/19/2025	574.00		016712		574.00

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 2/17/2025 THRU 2/28/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02451	Waypoint Resource Group LLC							
I-20434	Invoices 01/2025	R	2/19/2025	594.42		016713		
I-20443	Collections 01/2025	R	2/19/2025	5.83		016713		600.25
02507	Modern Marketing							
I-MMI158388	300 Bic Click Stick Pens	R	2/19/2025	586.94		016714		586.94
02608	Zinn's R Us Inc							
I-3166	4 Septic Holding Tanks	R	2/19/2025	400.00		016715		
I-3172	4 Septic Holding Tanks	R	2/19/2025	400.00		016715		800.00
02701	Joshua Ramsey							
I-INV0004	Electrical & Plumbing PGCC	R	2/19/2025	1,201.25		016716		1,201.25
02754	American Bulldog Electrical LL							
I-INV0313	2 Flow Meters/Labor/Service	R	2/19/2025	3,231.90		016717		3,231.90
02762	Theresa Howell							
I-EPRC Ref 020325	Referee 4 games	R	2/19/2025	100.00		016718		100.00
02763	Jeremy Summerfield							
I-EPRC 020325	Referee 2 games	R	2/19/2025	50.00		016719		50.00
02764	Michael Martin							
I-EPRC 020325	Referee 1 game	R	2/19/2025	25.00		016720		25.00
00116	Child Support Enforcement							
I-CDS202502191732	Child Support	R	2/19/2025	681.40		016721		681.40
00121	Citizens Bank of WVFP							
I-FP 202502191732	Fire Pension	R	2/19/2025	319.00		016722		319.00
00122	Citizens Bank of WVFP							
I-PP 202502191732	Police Pension	R	2/19/2025	165.11		016723		
I-PPN202502191732	Police Pension-2010 Forward	R	2/19/2025	227.17		016723		392.28
00147	COE Misc							
I-MIS202502191732	Misc Reimbursements	R	2/19/2025	498.00		016724		498.00
00150	COE Payroll							
I-T1 202502191732	Federal Withholding	R	2/19/2025	13,246.08		016725		13,246.08
00151	COE Payroll							
I-T3 202502191732	FICA	R	2/19/2025	21,198.00		016726		
I-T4 202502191732	Medicare	R	2/19/2025	5,218.54		016726		26,416.54

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 2/17/2025 THRU 2/28/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00152	COE Payroll							
I-T2 202502191732	State Withholding	R	2/19/2025	5,672.00		016727		5,672.00
00203	Davis Trust Company							
I-CC 202502191732	Employee Christmas Club	R	2/19/2025	2,540.00		016728		2,540.00
00747	Washington National Insurance							
I-WN 202502191732	Washington National Insurance	R	2/19/2025	574.13		016729		574.13
00837	COE Payroll Reimbursement							
I-001202502191732	Payroll Reimbursement	R	2/19/2025	58,637.97		016730		
I-006202502191732	Payroll Reimbursement	R	2/19/2025	5,294.12		016730		
I-036202502191732	Payroll Reimbursement	R	2/19/2025	14,270.33		016730		
I-400202502191732	Payroll Reimbursement	R	2/19/2025	25,708.40		016730		
I-401202502191732	Payroll Reimbursement	R	2/19/2025	14,545.70		016730		
I-404202502191732	Payroll Reimbursement	R	2/19/2025	11,932.56		016730		130,389.08
01885	Colonial Life							
I-CL 202502191732	Colonial Life-AT	R	2/19/2025	112.10		016731		
I-CLP202502191732	Colonial Life-PT	R	2/19/2025	52.52		016731		164.62
00006	AFLAC							
I-AF 202502041731	Aflac-After Tax Ins	R	2/19/2025	534.19		016732		
I-AF 202502191732	Aflac-After Tax Ins	R	2/19/2025	534.19		016732		
I-AFL202502041731	Aflac Insurance	R	2/19/2025	271.52		016732		
I-AFL202502191732	Aflac Insurance	R	2/19/2025	271.52		016732		1,611.42
00116	Child Support Enforcement							
I-CDS202412101714	Child Support	R	2/19/2025	681.40		016733		681.40
00242	Elkins Professional Firefighte							
I-EPP202502041731	Elkins Professional FF	R	2/19/2025	135.00		016734		
I-EPP202502191732	Elkins Professional FF	R	2/19/2025	135.00		016734		270.00
00591	Retiree Health Benefit Trust F							
C-2/25 ADJ	Adjustment to R Phares	R	2/19/2025	5.58CR		016735		
I-02/25 Retirees	Retirees RHBT 02/2025	R	2/19/2025	2,137.00		016735		
I-Chen/Sev 2/25	RChenoweth/LSeverino 2/25	R	2/19/2025	68.00		016735		
I-RHB202502191732	Retiree Health Benefit Trust	R	2/19/2025	2,516.00		016735		4,715.42
00805	WV FEMC							
I-MFB202502041731	Mt. Flex Benefit	R	2/19/2025	1,888.22		016736		
I-MFB202502191732	Mt. Flex Benefit	R	2/19/2025	1,888.22		016736		
I-RChenoweth 2/25	RChenoweth 02/25	R	2/19/2025	102.84		016736		3,879.28

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 2/17/2025 THRU 2/28/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00810	WV Public Employee Insurance A							
I-BL 202502191732	Basic Life Benefit	R	2/19/2025	180.18		016737		
I-CEC202502041731	Plan C E/C	R	2/19/2025	1,268.00		016737		
I-CEC202502191732	Plan C E/C	R	2/19/2025	1,268.00		016737		
I-CF 202502041731	Plan C Family	R	2/19/2025	18,245.00		016737		
I-CF 202502191732	Plan C Family	R	2/19/2025	18,245.00		016737		
I-CS 202502041731	Plan C Single	R	2/19/2025	5,974.00		016737		
I-CS 202502191732	Plan C Single	R	2/19/2025	5,974.00		016737		
I-DL 202502041731	Dependent Life	R	2/19/2025	121.53		016737		
I-DL 202502191732	Dependent Life	R	2/19/2025	121.53		016737		
I-OL 202502041731	Optional Life	R	2/19/2025	418.73		016737		
I-OL 202502191732	Optional Life	R	2/19/2025	418.73		016737		
I-RChen 02/25	RChenoweth Health/Life 02/25	R	2/19/2025	891.98		016737		
I-Severino H/L 02/25	LSeverino Health/Life 02/2025	R	2/19/2025	413.98		016737		
I-TOF202502041731	Tobacco Surcharge Family	R	2/19/2025	425.00		016737		
I-TOF202502191732	Tobacco Surcharge Family	R	2/19/2025	425.00		016737		
I-TOS202502041731	Tobacco Surcharge Single	R	2/19/2025	112.50		016737		
I-TOS202502191732	Tobacco Surcharge Single	R	2/19/2025	112.50		016737		54,615.66
02755	Citizens Bank of WV							
I-GAR202502191732	Case #: CC-42-2023-C-79	R	2/19/2025	182.44		016738		182.44
01727	Enterprise FM Trust							
I-578571-020625	Fleet Leases 02/2025	R	2/20/2025	17,204.71		016739		17,204.71
00032	Absolute Assurance Drug Test L							
I-6611	New Empl Testing -Marshall	R	2/26/2025	42.00		016740		42.00
00119	First-Citizens Bank & Trust Co							
I-46543011	Kyocera 030625	R	2/26/2025	52.50		016741		
I-46543012	Konica 030825	R	2/26/2025	55.00		016741		107.50
00202	Davis Trust Company							
I-35239 030125	3113776-35239 030125 #10	R	2/26/2025	1,425.22		016742		1,425.22
00235	Elkins Building Comm.							
I-03/25 Rent	Monthly Rent 03/2025	R	2/26/2025	3,483.79		016743		3,483.79
00378	J F Allen Co.							
I-15732993	stone	R	2/26/2025	621.44		016744		
I-15732995	stone	R	2/26/2025	618.63		016744		
I-15732997	stone	R	2/26/2025	489.24		016744		
I-15733001	stone	R	2/26/2025	488.43		016744		
I-15734085	Salt for Winterization	R	2/26/2025	2,105.26		016744		4,323.00

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 2/17/2025 THRU 2/28/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00457	Metalworks, Inc.							
I-13606	Repair Hydraulic Cylinder	R	2/26/2025	122.00		016745		122.00
00468	Miss Utility of West Virginia,							
I-WV25-79	Message Fees 01/2025	R	2/26/2025	294.65		016746		294.65
00471	FirstEnergy MP/PE							
C-CRCT ENTRY 021725	Correct Entry s/b ACH	R	2/26/2025	16,405.81CR		016747		
I-Barron 021725	Barron Ave 011625-021425	R	2/26/2025	16,405.81		016747		
I-Whitmer 021125	Consumption	R	2/26/2025	1,227.55		016747		1,227.55
00517	Ohio Valley Bank							
I-630000259 030125	6300002950 Int Pmt 030125	R	2/26/2025	4,398.82		016748		4,398.82
00568	Ralston Press, Inc.							
I-96735	Business Cards C Marshall	R	2/26/2025	46.49		016749		46.49
00606	Steven C. Rodeheaver							
I-12355	Brush head/Handle	R	2/26/2025	88.00		016750		88.00
00779	Woodford Oil Company							
I-4688895	CHV Hyd Oil AW 46	R	2/26/2025	85.00		016751		85.00
01555	Golden Equipment Co Inc							
I-255703	Hose/Gauge	R	2/26/2025	1,434.71		016752		1,434.71
01750	Backflow Prevention Plus							
I-826936	Backflow testing	R	2/26/2025	240.00		016753		240.00
01833	P3 Cost Analysts							
I-28167	Visa VUIRF 02/2025	R	2/26/2025	553.65		016754		553.65
01942	Elkins Municipal Building Comm							
I-1214756-12 030125	1214756-12 030125	R	2/26/2025	92.86		016755		92.86
02347	LEAF							
I-174916193	Tosh 5525AC	R	2/26/2025	273.85		016756		
I-174945961	Toshiba Copier 031325	R	2/26/2025	110.72		016756		
I-17924864	Tosh 4525AC	R	2/26/2025	395.37		016756		
I-17975858	Toshiba E478S Copier	R	2/26/2025	73.26		016756		
I-17975859	Toshiba Copier 03/18/25	R	2/26/2025	73.26		016756		926.46

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 2/17/2025 THRU 2/28/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
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* * T O T A L S * *	NO			INVOICE AMOUNT		DISCOUNTS		CHECK AMOUNT
REGULAR CHECKS:	71			342,881.39		0.00		342,881.39
HAND CHECKS:	0			0.00		0.00		0.00
DRAFTS:	7			214,659.27		0.00		214,659.27
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:	78			557,540.66		0.00		557,540.66
BANK: Pool TOTALS:	78			557,540.66		0.00		557,540.66
REPORT TOTALS:	80			557,835.35		0.00		557,835.35

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 2/17/2025 THRU 2/28/2025
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:	March 6, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1817: Lease with Woodlands for Clerk Department office space at the Darden House
Recommended By:	City Clerk
Summary:	This resolution authorizes execution of a lease for an office in the Darden House to be used by the City Clerk during the renovation of City Hall. It is a month-to-month lease that may be canceled with 30 days' notice.
Fiscal Impact:	The cost is \$300/month.
Recommendation:	Consider for approval.
Attachments:	1. R-1817 - Lease agreement with Woodlands for office space in Darden House 2. Darden House Lease Draft

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1817)

March 6, 2025

AUTHORIZING A LEASE AGREEMENT WITH WOODLANDS DEVELOPMENT & LENDING FOR TEMPORARY OFFICE SPACE AT THE DARDEN HOUSE

WHEREAS, the City of Elkins is undertaking necessary renovations to the City Hall building in order to enhance safety, accessibility, and functionality; and

WHEREAS, during the period of renovation, it is necessary to secure temporary office space for certain City operations to continue without interruption; and

WHEREAS, Council has determined that the Darden House, located at 421 Davis Avenue and owned by Woodlands Development & Lending, offers suitable office space for the City's temporary needs; and

WHEREAS, Woodlands Development & Lending has provided a lease agreement for the temporary use of office space in the Darden House, which is attached to this Resolution and incorporated herein by reference;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby authorizes the Mayor or his designee to execute the attached lease agreement and any necessary documents related thereto with Woodlands Development & Lending for temporary office space at the Darden House, located at 421 Davis Avenue, Elkins, West Virginia.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

LEASE

THIS LEASE, made and entered into in duplicate this _____ day of _____, 2025, by and between the Woodlands Development Group, ("Lessor"), and City of Elkins, West Virginia ("Lessee").

WITNESSETH: That, subject to the terms and conditions hereinafter set out, Lessor hereby lets and leases unto Lessee a part of the premises and the real property located at 421 Davis Avenue, Elkins, West Virginia, known as Darden House including office space and identified common space.

1. **TERMS AND RENTAL.** This Agreement shall begin on _____ and shall continue on a month-to-month basis until further notice of Lessor or Lessee. Either party may terminate this Agreement upon a 30-day written notice served on the other party.
2. **COVENANTS OF LESSEE.** The Lessee hereby covenants and agrees:
 - a. **TO KEEP IN REPAIR AND IN GOOD CONDITION.** That it will keep the leased premises, excluding the walls, roof, and other structural members of the building, in such repair as the same are at the commencement of said term, reasonable wear and tear and damage by fire or other unavoidable casualty excepted.
 - b. **NOT TO INJURE OR DEFACE.** That it will not injure, overload, or deface, or allow to be injured or defaced, the premises or any part thereof.
 - c. **NOT TO MAKE UNLAWFUL USE, ETC.** That it will use the premises for

the sole purpose set forth above and will not make, or allow to be made, any improper or offensive use of the premises which would be injurious to any person or property, or which would violate the laws of the State of West Virginia or of the United States, or any ordinance of the City of Elkins, or which would affect or endanger any insurance coverage on the building situate on the premises or increase the premium thereof.

d. NOT TO MAKE ALTERATIONS. That it will not make any alterations or additions in and to the premises without the written consent of Lessor. Any alterations or additions so made shall be considered part of the real estate and shall belong to Lessor upon the conclusion of this Lease.

e. LESSOR TO ENTER AND PERMIT THIRD PARTY USE OF THE COMMON SPACES. That it will allow Lessor, at all reasonable times, to enter and view the premises and to make any repairs which it may see fit to make. The Lessor retains the right to lease the common spaces as designated on the exhibit for events at the request of outside organizations. The Lessor will notify the Lessee of any such use.

f. TO YIELD UP PREMISES. That at the expiration of the term of this Lease, it will peaceably yield the premises up to Lessor, in good repair in all respects, reasonable use and wear and damage by fire and other unavoidable casualties excepted.

g. TO INDEMNIFY AGAINST ACCIDENTS AND NEGLIGENCE. That it will

save harmless and indemnify Lessor from and against all loss, liability or expense that may be incurred by reason of any claim arising out of or in connection with Lessee's occupancy and use of the leased premises. Lessee shall maintain liability insurance coverage, naming Lessor as an additional insured, with a limit of not less than \$1,000,000.00 each occurrence and \$2,000,000.00 aggregate. Lessee' s insurance policy shall apply as primary insurance with respect to any other insurance maintained by theLessor.

h. TO BEAR RISK FOR CONTENTS. That all property of any kind that may be on the premises during the term of this Lease shall be at the sole risk of Lessee, and that Lessor shall not be liable to Lessee or any other person for any injury, loss, or damage to property or to any person on the premises.

i. NO WAIVER. That no assent, expressed or implied, by Lessor to any breach of any of Lessee's covenants shall be deemed to be a waiver of any succeeding breach of the same covenant or of any other covenant herein.

3. COVENANT OF LESSOR. The Lessor hereby covenants and agrees that it will provide fire and hazard insurance on the leased premises but not the contents therein.

4. FIRE OR OTHER UNAVOIDABLE CASUALTY. In case the premises or any part thereof shall at any time during the term of this Lease be destroyed or damaged by fire or other unavoidable casualty so as to be unfit for occupancy and use, this Lease shall terminate.

5. RIGHT OF REENTRY. If Lessee shall neglect or fail to perform any of its covenants, Lessor may, immediately or at any time, thereafter, enter into the premises and repossess the same as of its former state and expel Lessee, but without prejudice to any remedies which might otherwise be used by Lessor for any breach of Lessee's covenants.

6. NOTICE. Whenever notice is required hereunder, it shall be addressed as follows until written notice of change of address is given to the other party:

LESSOR: Woodlands Development Group
316 Railroad Avenue, Suite 310
Elkins, WV 26241

LESSEE: City of Elkins, W. Va.

In Witness Whereof, Lessor and Lessee have set their hands and seals the day and year first written above.

Woodlands Development Group,

By: _____
Dave Clark, Executive Director

Lessee

The City of Elkins, W. Va.

By: _____
Jerry Marco, Mayor



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 6, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1818: Amending the city personnel policy concerning personal days and the posting of jobs
Recommended By:	Personnel Committee, HR Director, Administrative Officers
Summary:	Amends the city Personnel Policy concerning employee personal days and the posting of open positions.
Fiscal Impact:	n/a
Recommendation:	Consider for approval.
Attachments:	1. R-1818 - changes to personnel policy concerning personal days and job postings 2. Memo-Proposed Update to Policy 7 B Personal Days 2025_03_03 - after committee action 3. Memo - Proposed Update to Policy 4.B. Interviewing and Selectionn- 2025_03_03

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1818)

March 6, 2025

***AUTHORIZING CHANGES TO THE CITY'S PERSONNEL POLICY CONCERNING
PERSONAL DAYS AND THE POSTING OF VACANT POSITIONS***

WHEREAS, the Common Council of the City of Elkins, West Virginia ("Council") is committed to maintaining and updating personnel policies that are equitable, transparent, and in alignment with best practices; and

WHEREAS, after review of the current Personnel Policy, Council's Personnel Committee has identified areas that require revision to improve clarity and fairness in the administration of personal days and the process for filling job vacancies; and

WHEREAS, the intent of the proposed changes recommended by the Personnel Committee are as follows:

- All employees, regardless of hire date, shall be eligible to receive the full allotment of personal days upon hiring. These personal days will expire at the end of the first calendar year of employment.
- Open positions may be posted both internally and externally, but must, at a minimum, be internally posted for at least five business days.
- The clause allowing a vacancy to be filled without posting shall be eliminated.
- Job postings will be available via the applicant tracking system and in physical locations accessible to all employees.

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby authorizes and directs the appropriate City staff to make all necessary changes to the text of the City's Personnel Policy to reflect the intent of the changes outlined above. The change to the policy concerning personal days shall be effective January 1, 2025. All other changes shall be effective upon adoption of this resolution.

Attest: Sutton R. Stokes, City Clerk

Jerry A. Marco, Mayor

Memo

To: Personnel Committee

From: Chrishaunda Marshall, HR Director

cc: Sutton Stokes, City Clerk

Date: March 03, 2025

Re: Proposed Update to Policy 7. B: Personal Days

City of Elkins Personnel Policy 7.B (Personal Days) currently states:

With prior approval of the supervisor, personal days can be used at the employee's discretion at the equivalent hours worked for a normal shift. **Only employees hired before the first day of January of each calendar year are eligible to receive personal days.** Non-civil-service employees shall be entitled to three personal days per calendar year (equivalent to twenty-four hours). Civil-service firemen will receive one personal day (equivalent to twenty-four hours). Civil-service policemen will receive two personal days (equivalent to twenty-four hours). Personal days must be used no later than the last day of the final pay period of December each year or days will be lost. Personal days are not paid out.

The January 1 cutoff for first allotment of personal days creates several challenges:

- Inconsistent Benefits & Inequity – New employees who start after January 1st must wait until the following year to receive personal days, creating an uneven employee experience across the organization.
- Negative Impact on Recruitment & Retention – Delaying access to personal days may discourage potential hires and reduce employee satisfaction, which contradicts the City's goal of attracting and retaining a high-quality workforce.
- Misalignment with Focus Area 5: High-Quality Workforce – The City's Strategic Plan prioritizes modern personnel practices that enhance employee engagement and well-being. The current policy does not align with this goal by delaying access to an important non-monetary benefit.

Proposed ChangesI recommend removing the January 1st restriction as follows:

- All employees, regardless of hire date, would be eligible to receive the full allotment of personal days. These personal days will expire at the end of the first calendar year of employment.

The rule that personal days may only be used “with prior approval of the supervisor” will remain in effect.

Benefits & Alignment with Focus Area 5

- Improved Employee Morale & Engagement – Offering personal days to all employees demonstrates appreciation and fairness, leading to higher job satisfaction.
- Stronger Work-Life Balance – Providing flexible time off helps employees manage personal commitments, promoting well-being and productivity.
- Enhanced Recruitment & Retention – Competitive non-monetary benefits make the city of Elkins more attractive to top talent, reducing turnover and hiring costs.
- Increased Productivity – A well-rested workforce performs better, is more engaged, and experiences less burnout.

Cost Considerations

While paid time off is part of overall compensation, this change represents a minimal financial impact compared to the long-term benefits of higher retention, reduced hiring costs, and improved employee engagement. This change would result in only a handful of additional personal days being used in any given calendar year.

Requested Committee Action

I request the Personnel Committee recommend council approval of eliminating the Jan. 1 restriction on personal days during first calendar year of employment, as described above.

Memo

To: Personnel Committee

From: Chrishaunda Marshall, HR Director

cc: Sutton Stokes, City Clerk

Date: March 03, 2025

Re: Proposed Update to Policy 4.B: Interviewing and Selection

City of Elkins Personnel Policy 4. B (Interviewing and Selection) currently stipulates that:

- All job openings must be posted via the applicant tracking system “for a minimum of five days.” (No direction is given concerning whether this must internal and external or could only be internal.)
- However, at the discretion of the relevant Administrative Officer, a vacancy within a department “may be filled by another employee from the same department without posting.”

The current language lacks a clearly defined process for internal-only job postings and does not allow for fairness, transparency, and equal opportunity for all internal candidates.

- Inconsistency in Internal Promotion Practices: The current policy fails to clearly outline a consistent process for internal job postings and promotion, which may result in uneven opportunities across departments.
- Lack of Transparency & Fairness: Bypassing the posting process can lead to perceptions of favoritism and deprives other qualified internal candidates of a fair opportunity to apply.
- Misalignment with Strategic Plan Focus Area 5: Our Strategic Plan emphasizes modern recruitment practices and the development of a high-quality workforce. The current policy’s allowance for bypassing open posting undermines these objectives by potentially limiting internal career advancement and employee engagement.

Proposed Changes

1. I recommend amending the current policy to require, at a minimum, internal posting.
 - Positions *may* be posted internally, externally, or both, but must *at least* be internally posted, for a minimum of five business days.
 - Job postings will be available via the applicant tracking system and in physical locations accessible to all employees.
2. I further recommend that the clause allowing an internal vacancy to be filled without posting be eliminated.

Benefits & Alignment with Strategic Plan Focus Area 5

- Enhance Fairness and Transparency: A consistent internal posting process ensures that all qualified employees are given equal consideration for advancement opportunities.
- Support Employee Development and Retention: By clearly communicating internal opportunities, we reinforce our commitment to career progression and professional growth, in line with the objectives of Focus Area 5.
- Strengthen Our High-Quality Workforce: Transparent recruitment and promotion practices help attract, develop, and retain top talent, contributing to a more engaged and high-performing workforce.
- Reduce Potential Risks: A standardized process minimizes risks related to favoritism, employee dissatisfaction, and non-compliance with equal opportunity principles.

Requested Committee Action

I request the Personnel Committee recommend council approval of the Proposed Changes listed above.



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 6, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Risk to municipal fire departments in proposed state legislation
Recommended By:	Fire Chief
Summary:	Delegate Elias Coop-Gonzalez Delegate Jonathan Kyle Senator Bill Hamilton Senator Robbie Morris Gentlemen: I am contacting you regarding some legislation that has been proposed: House Bill 2866, "Relating to fees and charges for municipality provided fire services." This bill would prevent municipal fire departments from charging a fair Fire & Rescue Service Fee to ALL property owners served by those departments. Because municipal fire departments are assigned by the State Fire Marshal to serve areas larger than their city limits, it would not be fair for county commissions to prevent them from charging this fee to those property owners that they must serve but are outside their city limits. This bill could potentially be a disaster to small communities who are providing this service. I do not feel as if county commissions need to be involved in this process. They don't provide that service now. They have by code been responsible for emergency medical services, and that service is struggling statewide. The fact of the matter is counties do not provide services like municipalities do. Counties do not control or operate water and sewer utilities, and except for a couple counties in the Eastern Panhandle they do not provide fire protection. I believe this bill has the potential to undo a good thing and cost people their lives. The Elkins Fire Department has charged a Fire & Rescue Service Fee to all property owners in its Fire Marshal assigned area since 2016.



CITY OF ELKINS AGENDA ITEM REPORT

	With this fee, the department has been entirely self-sustaining, enabling the city's General Fund to pay for other essential government services. We are a success story in that our fire fee has provided the most valuable resource to providing services. That resource is PEOPLE. 100% of the first due fire fee in Elkins went to increasing career staffing so that we can respond immediately. We can show statistical data on response times, lives and property saved. In addition, Elkins career firefighters also respond when our mutual aid departments request assistance. So, the benefit goes beyond our own community. I urge you to oppose House Bill 2866 and any similar bill on the Senate side. Stephen Himes, BS, NRP Fire Chief City of Elkins
Fiscal Impact:	If this change retroactively applied to the Elkins Fire Department, it would require massive layoffs and a catastrophic reduction in department capabilities and readiness.
Recommendation:	Review, discuss, and plan information campaign to preserve fair fire fees for municipal fire departments
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 6, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Unfunded state mandate for Elkins water customers to pay for Whitmer water system
Recommended By:	Elkins Water Board, City Attorney
Summary:	Current state law empowers the state Public Service Commission to force Elkins water customers to pay for the maintenance and operation of other communities' water system. Elkins has been evaluating the impact of this unfunded and unfair rule as a result of the PSC's order that Elkins take over the Whitmer Water Association. Now, it appears that the PSC may order Elkins to take over the Harman water system as well. Because those two systems are not self-sustaining, water rates paid by Elkins water customers--which are traditionally and fairly restricted to paying only for the Elkins water system--would now also be needed to pay expenses incurred by the Whitmer and Harman systems. In other words, future Elkins water rate increases could be necessary to pay for other communities' water.
Fiscal Impact:	TBD, but Elkins water system rate income will be leaving the city instead of paying for the operation and maintenance of the Elkins water system.
Recommendation:	Review, discuss, and consider next steps
Attachments:	None