



City of Elkins

Council Meeting

September 18, 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 September 4, 2025
5. **Correspondence, Notifications, and Recognitions**
 - a. Building permits, zoning permits, and vacant property registrations
6. **Councilor Reports**
7. **Staff reports**
 - a. Treasurer's report
8. **Approval of vendor invoice payments**
 - a. Vendor invoices presented for approval: September 2-12, 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 348: Prohibiting Discrimination in Employment, Housing, and Public Accommodations (first of two readings)
 - b. Resolution 1866: Authorizing the closure of the Elkins Building Commission's account #37153 at Davis Trust Company
 - c. Resolution 1867: Authorizing an engineering study of constructing a roadway on an unimproved section of Ellis Avenue, funded from the Financial Stabilization Account
 - d. Resolution 1868: Authorizing a contribution of \$25,000 from the Financial Stabilization Account for improvements at Bluegrass Park
10. **Mayor's comments**
11. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	September 18, 2025
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of September 4, 2025
Recommended By:	City Clerk
Summary:	Minutes proposed for council's September 4 meeting
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. City Council - 2025_09_04 - minutes_proposed

Proposed Minutes

ELKINS COMMON COUNCIL MEETING MINUTES

***Phil Gainer Community Center
142 Robert E Lee Ave. Ext.
Elkins, WV 26241
September 4, 2025
7:00 p.m.***

Elkins Common Council met as above. 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, E. L. Plishka, C.H. Thompson, and B.A. Woods; 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).

Councilors L.S. Severino was absent.

PUBLIC COMMENT

There was no public comment.

MINUTES

Lowther **MOVED APPROVAL OF THE MINUTES OF THE AUGUST 21, 2025.** The motion carried.

STAFF REPORTS

- a. Operations Manager M. Kesecker provided a verbal report.
- b. City Treasurer T. Judy provided a verbal report.
- c. Fire Chief S. Himes provided a verbal report.
- d. Police Chief T. Bennett provided a verbal report.
- e. City Clerk S. Stokes provided a verbal report.
- f. City Attorney G. Roberts provided a verbal report.

COUNCILOR REPORTS

Councilors in attendance updated the body on committee, board, commission, and other official activities.

APPROVAL OF VENDOR INVOICE PAYMENTS

Chenoweth **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:

Proposed Minutes

- Accounts Payable check transactions for the period August 18-29, 2025.

NEW BUSINESS

Hinchman MOVED APPROVAL OF **RESOLUTION 1864: APPOINTING JOHN TAYLOR TO ELKINS-RANDOLPH COUNTY BOARD OF HEALTH.** The motion carried.

Hinchman MOVED APPROVAL OF **RESOLUTION 1865: APPOINTING DAVE PARKER AS AN ALTERNATE ON THE ELKINS BOARD OF ZONING APPEALS.** The motion carried.

The meeting was adjourned at 7:28 p.m.

Attest: S.R. Stokes, City Clerk

Jerry A. Marco, Mayor



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	September 18, 2025
Section:	Correspondence, Notifications, and Recognitions
Category:	Presentation
Agenda Item Name:	Building permits, zoning permits, and vacant property registrations
Recommended By:	Building Officer
Summary:	The attached report summarizes building permits issued from August 19, 2025, through September 15, 2025. During this period, 23 projects were approved, with a total valuation of \$1,342,523. Zoning permits indicate no new businesses during this period. Currently, 51 structures are registered as vacant, with 35 of these structures billed for 2025. To date, \$5,200 has been collected.
Fiscal Impact:	See summary.
Recommendation:	Review presented information
Attachments:	1. Building Permits - 2025_09_18

The attached report shows building permits issued 08/19/2025-09/15/2025. There were 23 projects with a total valuation of \$1,342,523.00

Zoning permits show 0 new business

There are currently 51 structures registered as vacant. 35 structures have been billed for 2025. \$5200 Has been collected so far.

BUILDING PERMITS

9/15/2025 8:14 PM PROJECT MASTER REPORT PAGE: 1
PROJECTS: THRU ZZZZZZZZZZ REPORT SEQUENCE: Project
PROJECT TYPE: Exclude: BPZONING CONTRACTOR CLASS: All - All Contractor Classes
CONTRACTORS: All
APPLIED DATES: 8/19/2025 THRU 9/15/2025 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
STATUS INCLUDED: Opened, Complet ISSUED DATES: 0/00/0000 THRU 99/99/9999
=====

PROJECT: 240551 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING
PROPERTY: 99 HEAVNER AVE
APPLIED DATE: 8/19/2025 ISSUED DATE: 8/19/2025 EXPIRATION DATE: 2/16/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: ISSUED TO: SHIFLETT, EDWARD
105 ELLIS AVE
ELKINS, WV 26241

SQUARE FEET: 1,500
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

PROJECT: 240552 - RESIDENTIAL WINDOWS TYPE: WIND-RES RESIDENTIAL WINDOWS
PROPERTY: 116 HIGH ST
APPLIED DATE: 8/19/2025 ISSUED DATE: 8/19/2025 EXPIRATION DATE: 2/16/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: BY-TOR BY-TOR CONTACTING INC ISSUED TO: KADYK, PAULA
10060 SUMMERFIELD ROAD
TEMPERANCE, MI 48182 ELKINS, WV 26241

SQUARE FEET: 1
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

PROJECT: 240553 - RESIDENTIAL REMODEL TYPE: BR-REM RESIDENTIAL REMODEL
PROPERTY: 240 DIAMOND ST
APPLIED DATE: 8/19/2025 ISSUED DATE: 8/19/2025 EXPIRATION DATE: 2/16/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: ALFORD ALFORD HOME SOLUTIONS INC ISSUED TO: BELT, JR, RONALD
6316 MACCORKLE AVENUE
ST. ALBANS, WV 25177 ELKINS, WV 26241-3709

SQUARE FEET: 324
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

PROJECT: 240554 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING
PROPERTY: 108 VALLEY CT
APPLIED DATE: 8/22/2025 ISSUED DATE: 8/22/2025 EXPIRATION DATE: 2/19/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: M&CCONSTRU M & C CONSTRUCTION ISSUED TO: CORCORAN, MATTHEW & TINA
886 FILES CREEK RD
BEVERLY, WV 26253 ELKINS, WV 26241

SQUARE FEET: 48
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

PROJECT: 240555	- RESIDENTIAL REMODEL	TYPE: BR-REM	RESIDENTIAL REMODEL
PROPERTY:	1112 S HENRY AVE		
APPLIED DATE:	8/22/2025	ISSUED DATE:	8/22/2025
CONTRACTOR:	ALFORD ALFORD HOME SOLUTIONS INC	EXPIRATION DATE:	2/19/2026
	6316 MACCORKLE AVENUE	COMPLETION DATE:	0/00/0000
	ST. ALBANS, WV 25177	ISSUED TO:	STUART, MORGAN
SQUARE FEET:	672		3916 THIRTEENTH ST NW
DWELLING TYPE:	PRIVATE		WASHINGTON, DC 20011
STATUS:	OPEN	UNITS:	1
		BALANCE:	0.00
PROJECT: 240556	- RESIDENTIAL ROOFING	TYPE: ROOF-RES	RESIDENTIAL ROOFING
PROPERTY:	1115 S KERENS AVE		
APPLIED DATE:	8/26/2025	ISSUED DATE:	8/26/2025
CONTRACTOR:		EXPIRATION DATE:	2/23/2026
		COMPLETION DATE:	0/00/0000
		ISSUED TO:	BODKINS, JOSEPHINE
SQUARE FEET:	2,030		1115 S KERENS AVE
DWELLING TYPE:	PRIVATE		ELKINS, WV 26241
STATUS:	OPEN	UNITS:	1
		BALANCE:	0.00
PROJECT: 240557	- COMMERCIAL ROOFING	TYPE: ROOF-COM	COMMERCIAL ROOFING
PROPERTY:	812 GORMAN AVE		
APPLIED DATE:	8/26/2025	ISSUED DATE:	8/26/2025
CONTRACTOR:	KALKREUTH KALKREUTH ROFFING&SHEET METAL	EXPIRATION DATE:	2/23/2026
	PO BOX 6399	COMPLETION DATE:	0/00/0000
	WHEELING, WV 26003	ISSUED TO:	DAVIS MEDICAL CENTER
SQUARE FEET:	23,300		PO BOX 2069
DWELLING TYPE:	PRIVATE		CHARLESTON, WV 25327
STATUS:	OPEN	UNITS:	1
		BALANCE:	0.00
PROJECT: 240558	- SIGN	TYPE: SIGN	SIGN
PROPERTY:	214 THIRD ST		
APPLIED DATE:	8/26/2025	ISSUED DATE:	8/26/2025
CONTRACTOR:	CITYNEONUS CITY NEON USA LLC	EXPIRATION DATE:	2/23/2026
	1095 CHAPLIN RD	COMPLETION DATE:	0/00/0000
	MORGANTOWN, WV 26501	ISSUED TO:	MEGA CORP LOGISTICS LLC
SQUARE FEET:	46		PO BOX 1050
DWELLING TYPE:	PRIVATE		WRIGHTSVILLE BEACH, NC 28480
STATUS:	OPEN	UNITS:	1
		BALANCE:	0.00
PROJECT: 240560	- RESIDENTIAL DECK	TYPE: DECK-RES	RESIDENTIAL DECK
PROPERTY:	122 S RANDOLPH AVE		
APPLIED DATE:	9/02/2025	ISSUED DATE:	9/02/2025
CONTRACTOR:		EXPIRATION DATE:	3/03/2026
		COMPLETION DATE:	0/00/0000
		ISSUED TO:	SCHAFLER, JONATHAN
SQUARE FEET:	250		122 S RANDOLPH AVE
DWELLING TYPE:	PRIVATE		ELKINS, WV 26241
STATUS:	OPEN	UNITS:	1
		BALANCE:	0.00
PROJECT: 240561	- RESIDENTIAL PLUMBING	TYPE: PLB-RES	RESIDENTIAL PLUMBING
PROPERTY:	266 BOUNDARY AVE		
APPLIED DATE:	9/02/2025	ISSUED DATE:	9/02/2025
CONTRACTOR:		EXPIRATION DATE:	3/03/2026
		COMPLETION DATE:	0/00/0000
		ISSUED TO:	HAMELMAN, DAVID C
SQUARE FEET:	100		8701 BROWN SUMMIT RD
DWELLING TYPE:	PRIVATE		N. CHESTERFIELD, VA 23235
STATUS:	OPEN	UNITS:	1
		BALANCE:	0.00

PROJECT: 240562	- SIGN	TYPE: SIGN	SIGN
PROPERTY:	2 RANDOLPH AVE		
APPLIED DATE:	9/02/2025	ISSUED DATE:	9/02/2025
CONTRACTOR:	JDSIGN J D SIGNS INC	EXPIRATION DATE:	3/03/2026
	1140 AVIATION DR	COMPLETION DATE:	0/00/0000
	FAIRMONT, WV 26554	ISSUED TO:	RANDOLPH CO COMMISSION
SQUARE FEET:	166		4 RANDOLPH AVE SUITE 207
DWELLING TYPE:	PRIVATE		ELKINS, WV 26241
STATUS:	OPEN	UNITS:	3
		BALANCE:	0.00
PROJECT: 240563	- RESIDENTIAL REMODEL	TYPE: BR-REM	RESIDENTIAL REMODEL
PROPERTY:	132 RIVERVIEW DR		
APPLIED DATE:	9/02/2025	ISSUED DATE:	9/02/2025
CONTRACTOR:	D&E D&E CONSTRUCTION LLC	EXPIRATION DATE:	3/03/2026
	PO BOX 547	COMPLETION DATE:	0/00/0000
	ANMOORE, WV 26323	ISSUED TO:	KELLEY, ROGER D
SQUARE FEET:	2,260		132 RIVERVIEW DR
DWELLING TYPE:	PRIVATE		ELKINS, WV 26241
STATUS:	OPEN	UNITS:	1
		BALANCE:	0.00
PROJECT: 240564	- RESIDENTIAL ROOFING	TYPE: ROOF-RES	RESIDENTIAL ROOFING
PROPERTY:	1722 S DAVIS AVE		
APPLIED DATE:	9/02/2025	ISSUED DATE:	9/02/2025
CONTRACTOR:	WV047421 A 1 GENERAL CONTRACTING	EXPIRATION DATE:	3/03/2026
	1625 BIG TREE DR	COMPLETION DATE:	0/00/0000
	FAIRMONT, WV 26554	ISSUED TO:	PIRNER, ROBERT, CONSTAN
SQUARE FEET:	2,400		1722 S DAVIS AVE
DWELLING TYPE:	PRIVATE		ELKINS, WV 26241
STATUS:	OPEN	UNITS:	1
		BALANCE:	0.00
PROJECT: 240565	- COMMERCIAL REMODEL	TYPE: BC-REM	COMMERCIAL REMODEL
PROPERTY:	450 RANDOLPH AVE		
APPLIED DATE:	9/04/2025	ISSUED DATE:	9/04/2025
CONTRACTOR:	WATERS WATERS CRAFTSMAN I INC	EXPIRATION DATE:	3/05/2026
	41 SAMPY LANE	COMPLETION DATE:	0/00/0000
	HUNTLY, VA 22640	ISSUED TO:	DAVIS MEMORIAL PRESBYTERIAN C
SQUARE FEET:	144		450 RANDOLPH AVE
DWELLING TYPE:	PRIVATE		ELKINS, WV 26241
STATUS:	OPEN	UNITS:	1
		BALANCE:	0.00
PROJECT: 240566	- RESIDENTIAL ROOFING	TYPE: ROOF-RES	RESIDENTIAL ROOFING
PROPERTY:	316 RANDOLPH AVE		
APPLIED DATE:	9/09/2025	ISSUED DATE:	9/09/2025
CONTRACTOR:	DESIGN DESIGN ROOFING & SHEET METAL	EXPIRATION DATE:	3/10/2026
	2224 BEVERLY PIKE	COMPLETION DATE:	0/00/0000
	ELKINS, WV 26241	ISSUED TO:	PRITT, T MCLELLAN
SQUARE FEET:	2,000		316 RANDOLPH AVE
DWELLING TYPE:	PRIVATE		ELKINS, WV 26241
STATUS:	OPEN	UNITS:	1
		BALANCE:	85.00
PROJECT: 240567	- NEW COMMERCIAL BUILDING	TYPE: BC-NEW	NEW COMMERCIAL BUILDING
PROPERTY:	900 INDUSTRIAL PARK RD		
APPLIED DATE:	9/09/2025	ISSUED DATE:	9/09/2025
CONTRACTOR:	LLOYDHECKE LLOYD HECKEL CONSTRUCTION	EXPIRATION DATE:	3/10/2026
	PO BOX 2345	COMPLETION DATE:	0/00/0000
	ELKINS, WV 26241	ISSUED TO:	WEST, SYDNEY
SQUARE FEET:	900		70 WESTWOOD DR
DWELLING TYPE:	PRIVATE		ELKINS, WV 26241
		UNITS:	1

STATUS: OPEN	BALANCE:	0.00		
PROJECT: 240568 - RESIDENTIAL ROOFING				
PROPERTY:	139 RIVERVIEW DR		TYPE: ROOF-RES	RESIDENTIAL ROOFING
APPLIED DATE:	9/09/2025	ISSUED DATE: 9/09/2025	EXPIRATION DATE:	3/10/2026
CONTRACTOR:	M&M MARRSSE M & M MARRS SERVICES		COMPLETION DATE:	0/00/0000
	RT 3 BOX 468-4		ISSUED TO:	BUSH, CAROL C
	ELKINS, WV 26241			139 RIVERVIEW DR
SQUARE FEET:	2,800			ELKINS, WV 26241-3029
DWELLING TYPE:	PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE:	0.00		
PROJECT: 240569 - RESIDENTIAL REMODEL				
PROPERTY:	132 RIVERVIEW DR		TYPE: BR-REM	RESIDENTIAL REMODEL
APPLIED DATE:	9/09/2025	ISSUED DATE: 9/09/2025	EXPIRATION DATE:	3/10/2026
CONTRACTOR:	D&E D&E CONSTRUCTION LLC		COMPLETION DATE:	0/00/0000
	PO BOX 547		ISSUED TO:	KELLEY, ROGER D
	ANMOORE, WV 26323			132 RIVERVIEW DR
SQUARE FEET:	180			ELKINS, WV 26241
DWELLING TYPE:	PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE:	0.00		
PROJECT: 240570 - RESIDENTIAL ROOFING				
PROPERTY:	910 COLE AVE		TYPE: ROOF-RES	RESIDENTIAL ROOFING
APPLIED DATE:	9/11/2025	ISSUED DATE: 9/11/2025	EXPIRATION DATE:	3/12/2026
CONTRACTOR:	CLIFFORDRB CLIFFORD R BILLER GEN CONT		COMPLETION DATE:	0/00/0000
	336 BLAINE AVE		ISSUED TO:	LOUDERBACK, CYNTHIA
	ELKINS, WV 26241			910 COLE AVE
SQUARE FEET:	800			ELKINS, WV 26241
DWELLING TYPE:	PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE:	0.00		
PROJECT: 240571 - RESIDENTIAL ROOFING				
PROPERTY:	1519 TAYLOR AVE		TYPE: ROOF-RES	RESIDENTIAL ROOFING
APPLIED DATE:	9/11/2025	ISSUED DATE: 9/11/2025	EXPIRATION DATE:	3/12/2026
CONTRACTOR:	CLIFFORDRB CLIFFORD R BILLER GEN CONT		COMPLETION DATE:	0/00/0000
	336 BLAINE AVE		ISSUED TO:	CALIGIURI, JEROD M
	ELKINS, WV 26241			1519 TAYLOR AVE
SQUARE FEET:	1,400			ELKINS, WV 26241
DWELLING TYPE:	PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE:	0.00		
PROJECT: 240572 - COMMERCIAL REMODEL				
PROPERTY:	1401 HARRISON AVE		TYPE: BC-REM	COMMERCIAL REMODEL
APPLIED DATE:	9/11/2025	ISSUED DATE: 9/11/2025	EXPIRATION DATE:	3/12/2026
CONTRACTOR:	CLIFFORDRB CLIFFORD R BILLER GEN CONT		COMPLETION DATE:	0/00/0000
	336 BLAINE AVE		ISSUED TO:	STOUT MANAGEMENT LLC
	ELKINS, WV 26241			PO BOX 286
SQUARE FEET:	1,800			MOUNT LOOKOUT, WV 26678
DWELLING TYPE:	PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE:	405.00		
PROJECT: 240573 - RESIDENTIAL ROOFING				
PROPERTY:	400 CENTER ST		TYPE: ROOF-RES	RESIDENTIAL ROOFING
APPLIED DATE:	9/15/2025	ISSUED DATE: 9/15/2025	EXPIRATION DATE:	3/16/2026
CONTRACTOR:			COMPLETION DATE:	0/00/0000
			ISSUED TO:	WILSON, JAMES
				400 CENTER ST
				ELKINS, WV 26241
SQUARE FEET:	1,200			

DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 61.00

PROJECT: 240574 - RESIDENTIAL DECK TYPE: DECK-RES RESIDENTIAL DECK
PROPERTY: 1312 S HENRY AVE
APPLIED DATE: 9/15/2025 ISSUED DATE: 9/15/2025 EXPIRATION DATE: 3/16/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: ISSUED TO: DILLY, SHAWN
1312 S HENRY AVE
ELKINS, WV 26241

SQUARE FEET: 408
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 37.24

ZONING PERMITS

VACANT STRUCTURE BILLING FOR 2025

9/15/2025 8:23 PM
LICENSES: THRU ZZZZZZZZZZ
LIC CODES: Include: CE-VAC
LIC STATUS: Pending, Active
FEE CODES: All

F E E C O D E R E P O R T

PAGE: 1
ORIGINATION DATE: 3/01/2025 THRU 9/15/2025
EFFECTIVE DATE: 0/00/0000 THRU 99/99/9999
EXPIRATION DATE: 0/00/0000 THRU 99/99/9999
PRINT DATE: 0/00/0000 THRU 99/99/9999

FEE CODE: VACANT - VACANT PROPERTY FEE

LICENSE	PERIOD	LIC CODE	STATUS	REPORT	ISSUED TO	# of Years	CHARGES
24474	3/18/25 - 3/18/26	CE-VAC	Active	CODE	BARTON ROBER	2.0000	200.00
24475	3/18/25 - 3/19/26	CE-VAC	Pending	CODE	HOSEY LINDA	3.0000	400.00
24476	3/18/25 - 3/18/26	CE-VAC	Pending	CODE	HOSEY LINDA	3.0000	400.00
24478	4/03/25 - 4/02/26	CE-VAC	Pending	CODE	AUVIL BENJA	3.0000	400.00
24479	4/03/25 - 4/02/26	CE-VAC	Active	CODE	HIGGINS MARIE	3.0000	400.00
24480	3/31/25 - 4/01/26	CE-VAC	Pending	CODE	METHENY MICHE	3.0000	400.00
24481	4/05/25 - 4/04/26	CE-VAC	Active	CODE	MILLER LINDA	3.0000	400.00
24486	4/09/25 - 4/09/26	CE-VAC	Active	CODE	ARBOGAST GARY	3.0000	400.00
24505	5/06/25 - 5/07/26	CE-VAC	Pending	CODE	PROUDFOOT LINDA	3.0000	400.00
24506	5/06/25 - 5/07/26	CE-VAC	Pending	CODE	HALLE SHANE	3.0000	400.00
24507	5/06/25 - 5/06/26	CE-VAC	Pending	CODE	CHENOWETH ALLEN	3.0000	400.00
24508	5/06/25 - 5/06/26	CE-VAC	Pending	CODE	CHENOWETH ALLEN	3.0000	400.00
24509	5/06/25 - 5/06/26	CE-VAC	Pending	CODE	CORDER DEBOR	3.0000	400.00
24548	7/28/25 - 7/28/26	CE-VAC	Active	CODE	WHITE DILLEY INVESTMENTS	3.0000	400.00
24550	7/28/25 - 7/28/26	CE-VAC	Active	CODE	BOGGS ANGEL	3.0000	400.00
24551	7/28/25 - 7/28/26	CE-VAC	Active	CODE	SHOMO LINDA	2.0000	200.00
24552	9/10/25 - 9/11/25	CE-VAC	Active	CODE	STEVENSON JULIA	3.0000	400.00
24554	7/28/25 - 7/28/26	CE-VAC	Active	CODE	KIRKPATRICK KRIST	3.0000	400.00
24555	7/29/25 - 7/29/26	CE-VAC	Pending	CODE	VARNEY CATHY	3.0000	400.00
24556	8/07/25 - 8/08/25	CE-VAC	Active	CODE	MESSINGER DAVID	3.0000	400.00
24558	7/29/25 - 7/29/26	CE-VAC	Pending	CODE	KNUTTI FREDE	3.0000	400.00
24559	7/29/25 - 7/29/26	CE-VAC	Active	CODE	SANDS DIANE	2.0000	200.00
24560	7/29/25 - 7/29/26	CE-VAC	Pending	CODE	KHAN DR FA	3.0000	400.00

24561	9/02/25 - 9/03/25	CE-VAC	Active	CODE	HATFIELD	WANDA	3.0000	400.00
24562	7/29/25 - 7/29/26	CE-VAC	Pending	CODE	SHOCKEY	KATHE	3.0000	400.00
24563	7/29/25 - 7/29/26	CE-VAC	Pending	CODE	SHOCKEY	KATHE	3.0000	400.00
24565	7/29/25 - 7/29/26	CE-VAC	Pending	CODE	KIRKPATRICK	REBEC	3.0000	400.00
24566	8/27/25 - 8/28/25	CE-VAC	Active	CODE	HALL	LOREN	2.0000	200.00
24567	7/29/25 - 7/29/26	CE-VAC	Pending	CODE	ANGER	MIKE	3.0000	400.00
24568	7/29/25 - 7/29/26	CE-VAC	Pending	CODE	LIN	YA FA	2.0000	200.00
24569	9/12/25 - 9/13/25	CE-VAC	Active	CODE	HADDIX	RODNE	2.0000	200.00
24570	7/29/25 - 7/29/26	CE-VAC	Pending	CODE	H A SMITH TRUST		2.0000	200.00
24591	8/26/25 - 8/27/25	CE-VAC	Active	CODE	PENNINGTON	THOMA	2.0000	200.00
24595	9/04/25 - 9/05/26	CE-VAC	Pending	CODE	CARR	CAROL	3.0000	400.00
24596	9/12/25 - 9/13/25	CE-VAC	Active	CODE	WOODLANDS DEVELOPMENT GRO		3.0000	400.00

REPORT TOTALS:

35

97.0000

12,400.00



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	September 18, 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 • InvoiceCloud report • ARPA Information
Fiscal Impact:	n/a
Recommendation:	Review presented information
Attachments:	1. Treasurer Report - 2025_09_18

General Fund Revenue Detail

	August Revenues	YTD Revenues	Percent of Revenues Collected Per Budget	Percent of Yr. Completed 16.66
Unassigned Fund Balance				
County Tax	\$137,161.51	\$152,348.81	12.20%	1,248,359.00
B & O Tax	\$232,778.86	\$553,213.76	30.65%	1,805,000.00
Hotel/Motel Tax	\$37,716.75	\$62,195.30	23.88%	260,500.00
Gas & Oil Severance Tax	\$0.00	\$0.00	0.00%	25,000.00
2% City Utility Tax	\$6,938.62	\$15,058.57	15.69%	96,000.00
Utility Excise Tax	\$14,325.18	\$44,379.47	13.45%	330,000.00
Liquor Tax	\$0.00	\$20,973.40	24.39%	86,000.00
Police	\$1,340.00	\$3,835.00	32.23%	11,900.00
Municipal Court	\$1,505.50	\$2,455.76	9.63%	25,500.00
Code Enforcement	\$5,975.92	\$8,417.97	24.12%	34,900.00
Business License	\$980.00	\$7,475.00	25.78%	29,000.00
Intergovernmental	\$21,708.12	\$89,318.09	38.27%	233,398.00
Franchise/IRP Fees	\$3,770.62	\$38,121.83	29.32%	130,000.00
Phil Gainer Community Center	\$1,910.00	\$13,945.00	27.89%	50,000.00
Misc. Revenue	\$202,053.06	\$252,832.23	118.06%	214,160.00
Municipal Sales Tax	\$0.00	\$393,756.05	26.25%	1,500,000.00
TOTAL	\$668,164.14	\$1,658,326.24	27.28%	6,079,717.00

Bank Account Name	Balance as of 8/31/2025
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ARPA	\$42,660.00
Elkins Municipal Building Comm.	\$0.00
Financial Stabilization	\$1,279,162.95
Fire Pension Fund	\$3,142,919.19
Firemen's Pension & Relief Fund	\$0.00
Grant Co Bank-Whitmer	\$6,963.20
Landfill Access Escrow	\$1,993,149.27
Landfill Post Closure	\$48,793.19
Opioid	\$21,854.45
Payroll	\$296.49
Police Forfeitures	\$24,564.79
Police Pension Fund	\$5,125,856.35
Police Seizures	\$23,515.31
Policemen's Pension & Relief Fund	\$0.00
Pooled Cash-Coal Severance Fund	\$84,210.47
Pooled Cash-Fire Fund	\$89,281.85
Pooled Cash-General Fund	\$1,020,019.61
Pooled Cash-Landfill Fund	\$133,654.44
Pooled Cash-Parks Fund	\$693,336.82
Pooled Cash-Sanitation Fund	\$465,304.26
Pooled Cash-Sewer Fund	\$302,377.49
Pooled Cash-Water Fund	\$550,295.93
Sewer Depreciation	\$203,005.98
Sewer O&M	\$630,827.00
TIF District #1	\$93,813.17
Water Depreciation	\$215,640.03
Water O&M	\$632,522.80

[illegible]

Tracy Judy

From: no-reply=invoicecloud.com@mg.invoicecloud.com on behalf of InvoiceCloud <no-reply@invoicecloud.com>
Sent: Sunday, August 31, 2025 10:15 AM
To: Tracy Judy
Subject: InvoiceCloud Daily Management Report

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City of Elkins WV:

Daily Management Report for 8/31/2025:

Invoice Type	YTD #	YTD \$	MTD #	MTD \$	Day #	Day \$	Paperless #	AutoPay #
Utility	20,928	\$2,641,004.97	2,755	\$337,742.31	36	\$3,133.39	2,780	989
Non Utility Payments	382	\$93,299.65	42	\$4,769.65	0	\$0.00	861	0



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ARPA Information

Awarded

Balance Available

Water Treatment	\$20,326.66
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Community Requests	\$430.00
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Randolph Co. Humane Society

Total	\$20,756.66
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CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	September 18, 2025
Section:	Approval of vendor invoice payments
Category:	Action Item
Agenda Item Name:	Vendor invoices presented for approval: September 2-12, 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 September 2-12, 2025
Fiscal Impact:	Report details \$593,695.34 in transactions from all funds.
Recommendation:	Consider for approval
Attachments:	1. AP Check Report - 2025_09_18

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02047 I-14168	Cybertech Automation USA Inc PLC, Ignition services	R	9/09/2025	21,938.38		000131		21,938.38

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	21,938.38	0.00	21,938.38
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	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: ARPA TOTALS:	1	21,938.38	0.00	21,938.38
BANK: ARPA TOTALS:	1	21,938.38	0.00	21,938.38

VENDOR SET: 01 Elkins
BANK: GCBAN Grant Co Bank-Whitmer
DATE RANGE: 9/02/2025 THRU 9/12/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00471	FirstEnergy MP/PE							
	I-Church Hill 081125 Church Hill 070725-080525	D	9/04/2025	704.58		007694		704.58

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	1	704.58	0.00	704.58
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	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: GCBANTOTALS:	1	704.58	0.00	704.58
BANK: GCBAN TOTALS:	1	704.58	0.00	704.58

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00741	Great-West Trust Company LLC							
I-VF 202509022554	Voya	D	9/03/2025	630.00		007687		
I-VF2202509022554	Voya AT	D	9/03/2025	120.00		007687		750.00
00792	WV Consolidated Retirement Boa							
I-RTD202509022554	Retirement	D	9/03/2025	7,308.85		007688		7,308.85
00952	WV Consolidated Retirement Boa							
I-RTF202509022554	Retirement	D	9/03/2025	2,969.44		007689		
I-RTN202509022554	Retirement	D	9/03/2025	5,647.54		007689		8,616.98
00993	WV Consolidated Retirement Boa							
I-RT6202509022554	Retirement 6%	D	9/03/2025	10,462.41		007690		10,462.41
02667	Health Equity							
I-HSA202509022554	Health Savings	D	9/03/2025	1,059.54		007691		1,059.54
00385	John Deere Financial							
I-3070768	0300078289-000 08/30/25	D	9/04/2025	2,252.66		007692		2,252.66
00471	FirstEnergy MP/PE							
I-11th St 081425	11th St 071225-081225	D	9/04/2025	10.31		007693		
I-11thSt 219 081425	11th 219 071225-081225	D	9/04/2025	51.87		007693		
I-192 High 081125	192 High St 070925-080725	D	9/04/2025	7,278.43		007693		
I-216 4th 081425	216 4th 071225-081225	D	9/04/2025	1,408.82		007693		
I-401 Davis 081425	401 Davis 071225-081225	D	9/04/2025	1,199.82		007693		
I-4th Kerens 081425	4th Kerens 071225-081225	D	9/04/2025	11.48		007693		
I-8 Cherokee 081425	8 Cherokee 071225-081225	D	9/04/2025	750.83		007693		
I-Barron 081425	Barron 071225-081225	D	9/04/2025	299.67		007693		
I-Bearhunter 081125	Bearhunter Mt 070925-080725	D	9/04/2025	120.64		007693		
I-ECPark 081225	ElkinsCityPk 071025-080825	D	9/04/2025	15.18		007693		
I-High 081125	High St 070925-080725	D	9/04/2025	27.22		007693		
I-NRand 081425	N Rand 071225-081225	D	9/04/2025	123.88		007693		
I-Park 883 081225	Park St 883 071025-080825	D	9/04/2025	82.41		007693		
I-Park St 081225	Park St 996 071025-080825	D	9/04/2025	10.52		007693		
I-ParkSt 081225	Park St 071025-080825	D	9/04/2025	10.81		007693		
I-ParkStreet 081225	Park St 465 071025-080825	D	9/04/2025	12.62		007693		
I-RAve Lights 081425	Rand/3rd 071225-081225	D	9/04/2025	34.31		007693		
I-RR Ave 081425	RR Ave 071225-081225	D	9/04/2025	415.25		007693		
I-Rand 071 081425	Randolph Ave 071225-081225	D	9/04/2025	28.57		007693		
I-Randolph 081425	Randolph 071225-081225	D	9/04/2025	113.31		007693		
I-ReservoirHill 0812	Reservoir Hill 071025-080825	D	9/04/2025	10.31		007693		
I-Stewart 081425	Stewart 071225-081225	D	9/04/2025	1,065.47		007693		
I-Sycamore 081225	Sycamore 071025-080825	D	9/04/2025	11.12		007693		
I-Whiteman 081425	Whiteman 071225-081225	D	9/04/2025	87.17		007693		13,180.02

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00471	FirstEnergy MP/PE							
I-1 Bax 081525	1 Baxter 636 071525-081325	D	9/04/2025	1,028.69		007695		
I-142REL 081525	142 RELee 071525-081325	D	9/04/2025	2,029.86		007695		
I-15th 081525	15th St 071525-081325	D	9/04/2025	34.07		007695		
I-1Bax CG 081525	1 Baxter CG 071525-081325	D	9/04/2025	367.51		007695		
I-1Baxter 081525	1 Baxter 071525-081325	D	9/04/2025	357.54		007695		
I-31 Jones 081525	31 Jones 071525-081325	D	9/04/2025	267.92		007695		
I-31Jones 081525	31 Jones 071525-081325	D	9/04/2025	315.19		007695		
I-3rd 081525	3rd St 071525-081325	D	9/04/2025	69.46		007695		
I-5 Baxter 081525	5 Baxter 071525-081325	D	9/04/2025	341.80		007695		
I-516Glendale 081525	516Glendale 071525-081325	D	9/04/2025	42.25		007695		
I-Davis 2nd 081525	Davis/2nd 071525-081325	D	9/04/2025	61.08		007695		
I-Davis/1st 081525	Davis Ave/1st 071525-081325	D	9/04/2025	46.47		007695		
I-FloodCtl 081525	Flood Ctl LS1 071525-081325	D	9/04/2025	463.61		007695		
I-Glendale 081525	Glendale 071525-081325	D	9/04/2025	2,000.55		007695		
I-Glendale196 081525	Glendale Ave 071525-081325	D	9/04/2025	41.82		007695		
I-Harrison 081525	Harrison 071525-081325	D	9/04/2025	32.18		007695		
I-OakGrv 081525	Oak Grove LS6 071525-081325	D	9/04/2025	197.52		007695		
I-ParkStPav 081525	Park St Pavilion 071525-081325	D	9/04/2025	16.23		007695		
I-RRave 081525	RR Ave 071525-081325	D	9/04/2025	204.13		007695		
I-Riverbend 081525	Riverbend 071525-081325	D	9/04/2025	16,133.72		007695		
I-RiverbndLn 081525	Rivrbend Ln 071525-081325	D	9/04/2025	40.75		007695		
I-Riverview 081525	Riverview 071525-081325	D	9/04/2025	41.58		007695		
I-SDavis 11th 081525	SDavis/11th 071525-081325	D	9/04/2025	46.94		007695		
I-Wilson 081525	Wilson Ln 071525-081325	D	9/04/2025	498.18		007695		24,679.05
00119	First-Citizens Bank & Trust Co							
I-47617765	Kyocera copier 090625	D	9/08/2025	52.50		007696		
I-47637650	Konica Printer 090825	D	9/08/2025	55.00		007696		107.50
00471	FirstEnergy MP/PE							
I-31Barron 081825	31 Barron 071625-081425	D	9/08/2025	15,228.76		007697		15,228.76
01727	Enterprise FM Trust							
I-578571-090425	Fleet Leases 09/2025	D	9/09/2025	22,418.46		007698		22,418.46
02347	LEAF							
I-18884409	Toshiba 090825	D	9/09/2025	289.17		007699		
I-18884410	Toshiba 090825	D	9/09/2025	180.30		007699		469.47
00484	Mountaineer Gas Company							
I-1 Baxter 082125	1 Baxter 070925-080725	D	9/10/2025	39.23		007700		
I-1Baxter 082125	1 Baxter 070925-080725	D	9/10/2025	39.23		007700		
I-216 4 082125	216 4th St 070925-080725	D	9/10/2025	39.23		007700		
I-216 4th 082125	216 4th B 070925-080825	D	9/10/2025	39.23		007700		
I-5 Baxter 082125	5 Baxter 070925-080725	D	9/10/2025	40.01		007700		
I-917 RR 082125	917 RR 070925-080725	D	9/10/2025	39.23		007700		
I-Barron 082125	Barron Ave 070925-080725	D	9/10/2025	39.23		007700		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
	I-Baxter 082125	Baxter St 070925-080725	D	9/10/2025	48.78		007700	
	I-Center 082125	Center 070925-080725	D	9/10/2025	39.23		007700	
	I-Fld Ctl 082125	Flood Control 070925-080725	D	9/10/2025	39.23		007700	
	I-GlendaleLS3 082125	Glendale LS 3 070925-080825	D	9/10/2025	39.23		007700	
	I-Inds Pk 082125	Inds Pk 071125-081225	D	9/10/2025	39.23		007700	
	I-RELee 082125	RELee Ave 070925-080725	D	9/10/2025	67.89		007700	
	I-Stewart LS4 082125	Stewart LS4 070925-080725	D	9/10/2025	47.25		007700	596.23
02347		LEAF						
	I-18899980	Toshiba 4525AC 091025	D	9/11/2025	395.37		007701	395.37
00116		Child Support Enforcement						
	I-CDS202509022554	Child Support	R	9/03/2025	453.40		017711	453.40
00121		Citizens Bank of WVFP						
	I-FP 202509022554	Fire Pension	R	9/03/2025	348.43		017712	348.43
00122		Citizens Bank of WVFP						
	I-PP 202509022554	Police Pension	R	9/03/2025	181.25		017713	
	I-PPN202509022554	Police Pension-2010 Forward	R	9/03/2025	214.09		017713	395.34
00147		COE Misc						
	I-MIS202509022554	Misc Reimbursements	R	9/03/2025	320.85		017714	320.85
00150		COE Payroll						
	I-T1 202509022554	Federal Withholding	R	9/03/2025	14,309.55		017715	14,309.55
00151		COE Payroll						
	I-T3 202509022554	FICA	R	9/03/2025	22,133.42		017716	
	I-T4 202509022554	Medicare	R	9/03/2025	5,452.20		017716	27,585.62
00152		COE Payroll						
	I-T2 202509022554	State Withholding	R	9/03/2025	6,065.00		017717	6,065.00
00747		Washington National Insurance						
	I-WN 202509022554	Washington National Insurance	R	9/03/2025	574.13		017718	574.13
00837		COE Payroll Reimbursement						
	I-001202509022554	Payroll Reimbursement	R	9/03/2025	61,716.90		017719	
	I-006202509022554	Payroll Reimbursement	R	9/03/2025	7,487.44		017719	
	I-036202509022554	Payroll Reimbursement	R	9/03/2025	15,442.34		017719	
	I-400202509022554	Payroll Reimbursement	R	9/03/2025	26,135.86		017719	
	I-401202509022554	Payroll Reimbursement	R	9/03/2025	15,016.06		017719	
	I-404202509022554	Payroll Reimbursement	R	9/03/2025	12,309.64		017719	138,108.24

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01885	Colonial Life							
I-CL 202509022554	Colionial Life-AT	R	9/03/2025	112.10		017720		
I-CLP202509022554	Colonial Life-PT	R	9/03/2025	52.52		017720		164.62
00143	COE General Fund 2							
I-09/25 Indirects	Monthly indirects 09/25	R	9/03/2025	16,824.83		017721		16,824.83
00149	COE Parks and Recreation							
I-09/25 Support	Monthly Support 09/25	R	9/03/2025	25,483.00		017722		25,483.00
00202	Davis Trust Company							
I-35239 090125	03113776-35239 090125 #16	R	9/03/2025	1,425.22		017723		1,425.22
00446	McCarty's Septic Service							
I-A-13393	sludge removal	R	9/03/2025	17,640.00		017724		17,640.00
00500	Newlons International Sales, L							
I-01P30410	Filters	R	9/03/2025	2,647.69		017725		2,647.69
00582	Region VII Plan. & Development							
I-520-22	GIS Services July 2025	R	9/03/2025	742.50		017726		742.50
00796	WV DEP Water & Waste Mgmt							
I-00509821	Groundwater/WVNPDES Annual	R	9/03/2025	225.00		017727		225.00
01594	Pace Analytical Services LLC							
I-2530625891	samples	R	9/03/2025	63.00		017728		63.00
02215	Tucker County Solid Waste Auth							
I-00159662	Concrete-Wolfe Ck Cont 08/14	R	9/03/2025	694.50		017729		694.50
02322	Badger Meter							
I-80208779	MBL Hosting Service 08/2025	R	9/03/2025	258.78		017730		258.78
02608	Zinn's R Us Inc							
I-4284	4 Septic Holding Tanks	R	9/03/2025	400.00		017731		400.00
02638	Almost Heaven Woodcraft LLC							
I-1618	EPD/Fire Acrylic Ornament	R	9/03/2025	2,100.00		017732		2,100.00
02769	BCN Telecom Inc TBS							
I-23967854	Street Cameras	R	9/03/2025	1,505.74		017733		1,505.74

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02865	L&L Garage Doors							
I-228279	Repair Garage Door Glendale	R	9/03/2025	650.00		017734		
I-228285	Glendale Garage Door Repairs	R	9/03/2025	165.00		017734		815.00
01942	Elkins Municipal Building Comm							
I-1214756-12 090125	1214756-12 090125	R	9/03/2025	4,509.60		017735		4,509.60
00126	City of Clarksburg							
I-202508193616	Compost Tkt 1998 081925	R	9/09/2025	140.00		017736		140.00
00140	City of Elkins							
I-CKREQ 090325	Whitmer Utility Pmts to Elkins	R	9/09/2025	4,071.91		017737		4,071.91
00156	COE Sewer Depreciation Account							
I-08/25 Deposit	08/25 Sewer Depr Deposit	R	9/09/2025	6,379.44		017738		6,379.44
00158	COE Water Depreciation Account							
I-08/25 Deposit	08/25 Water Depr Deposit	R	9/09/2025	9,804.81		017739		9,804.81
00180	Dewaine Corley							
I-Travel 08/04-08/06	Travel Exp WVML 0804/0806	R	9/09/2025	220.44		017740		220.44
00211	Elkins Depot Welcome Center							
I-07/25 Hotel/Motel	July 2025 H/M Collection	R	9/09/2025	18,858.38		017741		18,858.38
00387	Joseph W Johnson							
I-CKREQ 090525	Reimb CDLs & Endorsements	R	9/09/2025	60.00		017742		60.00
00430	Jonathan DiStefano dba Mainten							
I-1247	ajdust doors	R	9/09/2025	40.00		017743		40.00
00483	Mountain Valley Bank							
I-1202553-21 091125	Payoff 1202553-21 091121	R	9/09/2025	1,760.88		017744		1,760.88
00483	Mountain Valley Bank							
I-1202553-24 091525	1202553-24 091525	R	9/09/2025	6,518.78		017745		6,518.78
00500	Newlons International Sales, L							
I-01P31783	fleetrite mirror	R	9/09/2025	82.88		017746		
I-01P31940	coolant, ATF	R	9/09/2025	86.10		017746		168.98
00573	Randolph County Development Au							
I-6874	Rent 09/2025	R	9/09/2025	800.00		017747		800.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00606	Steven C. Rodeheaver							
I-12486	brushes & Handles	R	9/09/2025	66.00		017748		66.00
00711	Tygart Valley Transfer, Inc.							
I-00037733	Comm	R	9/09/2025	554.19		017749		
I-00037749	Res	R	9/09/2025	741.47		017749		
I-00037750	Res	R	9/09/2025	506.42		017749		
I-00037751	Comm	R	9/09/2025	554.19		017749		
I-00037775	Res	R	9/09/2025	144.28		017749		
I-00037779	Comm	R	9/09/2025	347.80		017749		
I-00037800	Comm	R	9/09/2025	278.05		017749		
I-00037808	Res	R	9/09/2025	159.57		017749		
I-00037813	Comm	R	9/09/2025	880.02		017749		
I-00037819	Res	R	9/09/2025	940.21		017749		
I-00037824	Res	R	9/09/2025	901.04		017749		
I-00037850	Comm	R	9/09/2025	29.62		017749		
I-00037863	Comm	R	9/09/2025	50.64		017749		
I-00037878	Res	R	9/09/2025	553.23		017749		
I-00037879	Res	R	9/09/2025	618.21		017749		
I-00037880	Comm	R	9/09/2025	379.33		017749		
I-00037906	Comm	R	9/09/2025	312.45		017749		
I-00037910	Comm	R	9/09/2025	105.11		017749		
I-00037912	Comm	R	9/09/2025	382.20		017749		
I-00037929	Res	R	9/09/2025	768.22		017749		
I-00037930	Res	R	9/09/2025	543.68		017749		
I-00037931	Comm	R	9/09/2025	460.55		017749		
I-00037944	Comm	R	9/09/2025	607.70		017749		
I-00037945	Res	R	9/09/2025	121.35		017749		
I-00037949	Comm	R	9/09/2025	299.07		017749		
I-00037956	Comm	R	9/09/2025	394.62		017749		
I-00037971	Res	R	9/09/2025	661.21		017749		
I-00037972	Res	R	9/09/2025	643.05		017749		
I-00037975	Comm	R	9/09/2025	564.70		017749		
I-00038004	Comm	R	9/09/2025	168.17		017749		
I-00038019	Res	R	9/09/2025	627.76		017749		
I-00038021	Comm	R	9/09/2025	193.01		017749		
I-00038022	Res	R	9/09/2025	515.01		017749		
I-00038027	Comm	R	9/09/2025	479.66		017749		
I-00038046	Comm	R	9/09/2025	236.96		017749		
I-00038058	Comm	R	9/09/2025	259.90		017749		
I-00038074	Comm	R	9/09/2025	136.64		017749		
I-00038079	Comm	R	9/09/2025	864.73		017749		
I-00038081	Res	R	9/09/2025	906.77		017749		
I-00038082	Res	R	9/09/2025	819.82		017749		
I-00038108	Comm	R	9/09/2025	141.41		017749		
I-00038113	Comm	R	9/09/2025	296.21		017749		
I-00038121	Comm - Gilmore St	R	9/09/2025	100.33		017749		
I-00038138	Res	R	9/09/2025	708.98		017749		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-00038139	Res	R	9/09/2025	589.54		017749		
I-00038141	Comm	R	9/09/2025	482.53		017749		
I-00038169	Comm	R	9/09/2025	82.17		017749		
I-00038173	Comm	R	9/09/2025	399.40		017749		
I-00038180	Comm	R	9/09/2025	198.74		017749		
I-00038181	Comm Greenfield	R	9/09/2025	287.61		017749		
I-00038186	Res	R	9/09/2025	638.27		017749		
I-00038187	Res	R	9/09/2025	469.15		017749		
I-00038189	Comm	R	9/09/2025	701.34		017749		
I-00038220	Res	R	9/09/2025	644.01		017749		
I-00038221	Res	R	9/09/2025	680.32		017749		
I-00038222	Comm	R	9/09/2025	597.19		017749		
I-00038237	Comm	R	9/09/2025	120.39		017749		
I-00038256	Comm	R	9/09/2025	287.61		017749		
I-00038267	Res	R	9/09/2025	482.53		017749		
I-00038268	Res	R	9/09/2025	570.43		017749		
I-00038269	Comm	R	9/09/2025	826.51		017749		
I-00038287	Comm	R	9/09/2025	270.41		017749		
I-00038291	Comm	R	9/09/2025	168.17		017749		
I-00038298	Comm	R	9/09/2025	250.34		017749		
I-00038308	Comm	R	9/09/2025	343.02		017749		
I-00038313	Res	R	9/09/2025	993.72		017749		
I-00038317	Res	R	9/09/2025	863.77		017749		
I-00038318	Comm	R	9/09/2025	982.25		017749		
I-00038335	Comm	R	9/09/2025	332.51		017749		
I-00038340	Comm	R	9/09/2025	133.77		017749		
I-00038344	Res	R	9/09/2025	158.61		017749		
I-00038345	Comm	R	9/09/2025	83.13		017749		
I-00038353	Comm	R	9/09/2025	459.60		017749		
I-00038369	Res	R	9/09/2025	592.41		017749		
I-00038370	Comm	R	9/09/2025	488.26		017749		
I-00038371	Res	R	9/09/2025	620.12		017749		
I-00038392	Comm	R	9/09/2025	20.00		017749		
I-00038397	Comm	R	9/09/2025	382.20		017749		
I-00038410	Comm	R	9/09/2025	539.86		017749		
I-00038411	Res	R	9/09/2025	574.26		017749		
I-00038417	Res	R	9/09/2025	635.41		017749		
I-00038431	Comm	R	9/09/2025	701.34		017749		
I-00038433	Comm	R	9/09/2025	397.49		017749		
I-00038445	Comm	R	9/09/2025	141.41		017749		
I-00038450	Res	R	9/09/2025	638.27		017749		
I-00038457	Comm	R	9/09/2025	601.97		017749		
I-00038462	Residential	R	9/09/2025	633.50		017749		
I-00038474	Comm	R	9/09/2025	107.97		017749		
I-00038493	Res	R	9/09/2025	58.29		017749		
I-00038509	Comm	R	9/09/2025	230.28		017749		
I-00038510	Res	R	9/09/2025	485.39		017749		
I-00038515	Comm	R	9/09/2025	626.81		017749		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-00038516	Res	R	9/09/2025	509.28		017749		
I-00038543	Res	R	9/09/2025	135.68		017749		
I-00038555	Comm	R	9/09/2025	217.85		017749		
I-00038568	Res	R	9/09/2025	167.21		017749		
I-00038569	Res	R	9/09/2025	1,216.35		017749		
I-00038571	Comm	R	9/09/2025	245.56		017749		
I-00038577	Comm	R	9/09/2025	1,210.62		017749		
I-00038586	Res	R	9/09/2025	903.90		017749		
I-00038614	Comm	R	9/09/2025	205.43		017749		
I-00038630	Res	R	9/09/2025	616.30		017749		
I-00038631	Res	R	9/09/2025	672.67		017749		
I-00038634	Comm	R	9/09/2025	463.42		017749		
I-00038658	Comm	R	9/09/2025	179.63		017749		
I-00038662	Res	R	9/09/2025	142.37		017749		
I-00038664	Comm	R	9/09/2025	380.29		017749		
I-00038679	Comm	R	9/09/2025	242.70		017749		
I-00038684	Res	R	9/09/2025	579.03		017749		
I-00038685	Res	R	9/09/2025	608.65		017749		
I-00038687	Comm	R	9/09/2025	639.23		017749		
I-00038714	Comm	R	9/09/2025	604.83		017749		
I-00038717	Comm	R	9/09/2025	155.75		017749		
I-00038718	Res	R	9/09/2025	173.90		017749		
I-00038725	Res	R	9/09/2025	608.65		017749		
I-00038726	Comm	R	9/09/2025	690.83		017749		
I-00038727	Res	R	9/09/2025	659.30		017749		
I-00038747	Comm	R	9/09/2025	343.98		017749		
I-00038761	Res	R	9/09/2025	130.90		017749		
I-00038777	Res	R	9/09/2025	563.75		017749		
I-00038778	Res	R	9/09/2025	527.44		017749		
I-00038779	Comm	R	9/09/2025	285.69		017749		
I-00038780	Comm	R	9/09/2025	672.67		017749		56,283.68
00779	Woodford Oil Company							
I-341226	51 gal Dyed Diesel Excavator	R	9/09/2025	181.56		017750		181.56
00812	WV Division of Corrections & R							
I-8125B49F	Inmate Housing 8/25 36 days	R	9/09/2025	2,421.72		017751		2,421.72
01169	Kathy's Decorating & Design							
I-987293	Cable Prot/Shims/Ties/Level	R	9/09/2025	353.22		017752		353.22
01292	COE Sewer O & M Account							
I-08/25 Deposit	Sewer O&M Deposit 08/25	R	9/09/2025	13,153.88		017753		13,153.88

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01313 I-08/25 Deposit	COE Water O & M Account Water O&M Deposit	R	9/09/2025	12,902.14		017754		12,902.14
01392 I-Travel 091625	William Butcher Travel-Tridealphia Conference	R	9/09/2025	170.00		017755		170.00
01594 I-2530626980 I-2530627755	Pace Analytical Services LLC samples samples	R R	9/09/2025 9/09/2025	680.00 456.60		017756 017756		1,136.60
01681 I-08312025	HdL Companies BL Revenue 08/2025	R	9/09/2025	1,302.14		017757		1,302.14
01935 I-18669	TRAF-O-TERIA Parking ticket envelopes	R	9/09/2025	341.69		017758		341.69
02047 I-14206	Cybertech Automation USA Inc Services 7/2025	R	9/09/2025	115.00		017759		115.00
02215 I-000159662 I-00160096	Tucker County Solid Waste Auth Construciton Debris WolfCreek Concrete and Dirt P Hughes	R R	9/09/2025 9/09/2025	694.50 715.29		017760 017760		1,409.79
02279 I-PINV0046591	High Speed Gear Uniform accessories	R	9/09/2025	338.05		017761		338.05
02608 I-4170	Zinn's R Us Inc 4 septic holding tanks	R	9/09/2025	400.00		017762		400.00
02638 I-1621	Almost Heaven Woodcraft LLC Ornaments for 22ft tree	R	9/09/2025	294.00		017763		294.00
02709 I-7933	Brooks Network Services LLC Install Radars	R	9/09/2025	3,000.00		017764		3,000.00
02723 I-CKREQ 090525	Michael Mallow Reimb for CDL App/Endorsements	R	9/09/2025	251.25		017765		251.25
02848 I-2025/09	First United Methodist Church 9/25 Parking Space Rental	R	9/09/2025	80.00		017766		80.00
02863 I-INV20827	Holiday Outdoor Decor 4'Sil 3D Snowburst Tree Topper	R	9/09/2025	646.75		017767		646.75

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02871	AVMC							
I-CKREQ 090526	Utility Costs-All Veterans Mem	R	9/09/2025	1,500.00		017768		1,500.00
1	DENTON, DAVID A							
I-000202509052556	US REFUND	R	9/09/2025	122.85		017769		122.85
01942	Elkins Municipal Building Comm							
I-1214756-11 091525	1214756-11 091525	R	9/09/2025	4,833.20		017770		4,833.20

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	60	413,787.18	0.00	413,787.18
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	14	107,525.30	0.00	107,525.30
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:	74	521,312.48	0.00	521,312.48
BANK: Pool TOTALS:	74	521,312.48	0.00	521,312.48

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02431	Fel-Ferguson Waterworks #527							
I-09669729	4/6/8 Gate Valves	R	9/09/2025	12,157.38		000073		
I-0977972	Water line fittngs/clamps/pipe	R	9/09/2025	36,418.18		000073		
I-0985889	Cement	R	9/09/2025	534.34		000073		49,109.90

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	49,109.90	0.00	49,109.90
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	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: WATDPTOTALS:	1	49,109.90	0.00	49,109.90
BANK: WATDP TOTALS:	1	49,109.90	0.00	49,109.90

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02677	Buchanan Pump Service and Supp							
I-WV002558	crane, labor raw water pump	R	9/09/2025	630.00		000006		630.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	630.00	0.00	630.00
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	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: WATOM TOTALS:	1	630.00	0.00	630.00
BANK: WATOM TOTALS:	1	630.00	0.00	630.00
REPORT TOTALS:	78	593,695.34	0.00	593,695.34

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 9/02/2025 THRU 9/12/2025
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:	September 18, 2025
Section:	New business
Category:	Ordinance
Agenda Item Name:	Ordinance 348: Prohibiting Discrimination in Employment, Housing, and Public Accommodations (first of two readings)
Recommended By:	Rules & Ordinances Committee
Summary:	This ordinance has been recommended by the Rules & Ordinances Committee to address gaps in existing federal and state anti-discrimination laws. For example, those laws apply only to larger employers and do not fully protect some categories of people. More specifically, West Virginia law does not provide explicit protections based on marital status or veteran status in any area, covers familial status only in housing (not in employment or public accommodations), and does not explicitly protect sexual orientation or gender identity. Federal protections list more categories of people but also do not apply to all employers or types of housing providers. The proposed ordinance would close these gaps by extending protections to employees regardless of employer size and by explicitly prohibiting discrimination based on race, color, religion, veteran status, national origin, age, disability, marital status, familial status, sex, sexual orientation, and gender identity in employment, housing, and public accommodations. The ordinance includes an exemption intended to protect the right of religious organizations to hire individuals of a particular faith for work connected to their religious activities. The proposed ordinance would not be enforced by the city but would instead establish grounds for a private cause of action, in which someone who feels they have been discriminated against in violation of this law could bring a civil suit in circuit court. According to Fairness West Virginia, similar laws have been adopted in about 20 West Virginia municipalities over the past 18 years. In that time, there have only been a small handful of legal actions brought under this legal framework across all adopting municipalities.
Fiscal Impact:	No cost to the city



CITY OF ELKINS AGENDA ITEM REPORT

Recommendation:	Consider for approval
Attachments:	1. Ordinance 348 FAQ for Media Final 2. O-348 - Section 30.07 Prohibiting Discrimination_v2

Ordinance 349 – Background and FAQs for Media

Council's Rules & Ordinances Committee has recommended that Council consider approving Ordinance 349 ("Prohibiting Discrimination in Employment, Housing, and Public Accommodations"). The Committee took this action in response to a citizen request signed by three Elkins residents; about a half dozen Elkins residents and a representative of the statewide organization Fairness West Virginia attended the committee meeting in support of the request.

Ordinance Overview

Although the ordinance adds protections based on sexual orientation or gender identity, the ordinance is broader than that and fills several additional gaps in existing state and federal anti-discrimination laws.

If approved, the ordinance would extend protections to smaller employers and explicitly cover categories that are still not fully addressed in West Virginia law, including veteran status, marital status, and familial status, alongside race, religion, sex, age, and disability.

The ordinance does not require city enforcement action but instead creates a private cause of action for someone to bring suit in circuit court. Also, the ordinance protects the right of religious organizations to hire members of their own faith for work connected to their religious activities.

By adopting this ordinance, Elkins would be joining approximately 20 other West Virginia municipalities that have adopted similar measures over the last 18 years. In that time, according to Fairness West Virginia, there have been only a small handful of legal actions brought under this framework statewide.

FAQs & Answers

Q1: Why do we need this? Aren't people already protected?

A: Unfortunately, no. Current state laws leave gaps in protections for veterans, marital status, and familial status in employment. West Virginia state law also does not protect people from being fired or denied housing based on sexual orientation or gender identity. This ordinance closes those gaps for our city.

Q2: Does this mean a man can just say he's a woman and use the women's restroom?

A: This ordinance prohibits discrimination in employment, housing, and public accommodations. It is not a bathroom ordinance. It does not create new rules for restrooms. The experience of about 20 other WV municipalities shows that this has not become an issue. Businesses and other organizations across West Virginia continue to manage their properties as they always have.

Q3: Will this force churches or religious schools to hire people against their beliefs?

A: Absolutely not. The ordinance has a specific religious exemption (Section 1-4). It protects the right of a religious organization to hire individuals of a particular religion to perform work connected with their religious activities. A church can still hire ministers of its own faith.

Q4: Will this create a flood of lawsuits against small businesses?

A: The data strongly says **no**. Across about 20 WV municipalities with identical laws for 18 years, there have been only a handful of lawsuits. The high burden of proof ("clear and convincing evidence") and the cost of filing a lawsuit reduce the likelihood of frivolous claims. This is a measure of last resort for serious discrimination.

Q5: Why are we adding "special rights" for certain groups?

A: This is about **equal rights**, not special rights. The right to not be fired for who you are is the same right everyone else already has. We're simply extending existing protections—like those for race, ethnicity and religion—to more classes of people, including our veterans and families with children, so that everyone plays by the same rules.

Q6: Doesn't this violate my freedom of speech or religious freedom?

A: The First Amendment is paramount. This ordinance regulates discriminatory *actions* in specific commercial and housing contexts (firing, evicting, denying service), not speech or belief. You are free to believe whatever you wish. You are not free to use those beliefs to illegally discriminate in areas covered by the law, just as you can't currently refuse to hire someone based on their race or religion.

Q7: What does "gender identity" even mean?

A: The ordinance defines it clearly: "The actual or perceived gender-related identity, expression, appearance, or mannerisms... regardless of the individual's designated sex at birth." In practical terms, it means you cannot fire your employee or evict your tenant because their appearance or mannerisms don't conform to a anyone's norms of how a man or woman "should" look or act.

ORDINANCE 348

AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF ELKINS, WEST VIRGINIA, PROHIBITING DISCRIMINATION IN EMPLOYMENT, HOUSING AND PUBLIC ACCOMADATIONS

WHEREAS, at its September 2, 2025, meeting, the Rules and Ordinance Committee received a presentation from Fairness WV which proposed the consideration and the adoption of an ordinance prohibiting discrimination in employment, housing and public accommodation; and

WHEREAS, the Committee recommended that the Common Council adopt an ordinance containing said prohibitions; and

WHEREAS, the Common Council concludes that this ordinance is being proposed and adopted for the reasons set forth in the following section entitled §30.07(B) Purpose and Intent; and

NOW THEREFORE, BE IT ORDAINED and ENACTED by the Common Council of the City of Elkins that the Elkins City Code be amended by adding a new Section, namely §30.07 Unlawful Discrimination et seq. as set forth herein:

§ 30.07 UNLAWFUL DISCRIMINATION

(A) Purpose and Intent. It is the purpose and intent of the Elkins Common Council to protect and safeguard the right and opportunity of all persons to be free from all forms of discrimination, including discrimination based on real or perceived race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, marital status, familial status, or veteran status. The Elkins Common Council's purpose in enacting this ordinance is to promote the public health and welfare of all persons who live and work in the City of Elkins. It is important for the City of Elkins to ensure that all persons within the City have equal access to employment, housing, and public accommodations.

(B) Definitions. For the purposes of this ordinance, the following terms shall have the following meanings:

- (1) **AGE.** An individual's status as having obtained forty or more years of age.
- (2) **CITY CONTRACTOR.** Any person, corporation, or entity that has a contract to do business with the City of Elkins.

- (3) **DISCRIMINATE, DISCRIMINATION OR DISCRIMINATORY.** Any act, policy or practice that, regardless of intent, has the effect of subjecting any person to differential treatment as a result of that person's real or perceived race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, marital status, familial status, or veteran status.
- (4) **EMPLOYEE.** Any individual employed by or seeking employment from an employer, excluding any individual employed by his or her parents, spouse, or child.
- (5) **EMPLOYER.** A person who employs one or more employees in the City of Elkins, or any agent of such person. Employer shall include the City of Elkins and any City contractor.
- (6) **FAMILIAL STATUS.** Means an individual's past, current or prospective status as parent or legal guardian to a child or children below the age of eighteen (18) who may or may not reside with that individual.
- (7) **GENDER IDENTITY.** The actual or perceived gender-related identity, expression, appearance, or mannerisms, or other gender-related characteristics of an individual, regardless of the individual's designated sex at birth.
- (8) **MARITAL STATUS.** An individual's past, current, or prospective status as single, married, domestically partnered, divorced, or widowed.
- (9) **NATIONAL ORIGIN.** An individual's or his or her ancestor's place of origin.
- (10) **PUBLIC ACCOMMODATION.** Any place, store, or other establishment, either licensed or unlicensed, that supplies accommodations, goods, or services to the general public, or that solicits or accepts the patronage or trade of the general public, or that is supported directly or indirectly by government funds. The term does not include any private club, bona fide membership organization, or other establishment that are not in fact open to the public.
- (11) **RELIGION.** All aspects of religious belief, observance, and practice.
- (12) **SEXUAL ORIENTATION.** Actual or perceived homosexuality, heterosexuality, or bisexuality.

(13) **VETERAN STATUS.** An individual's status as one who served in the active military, naval or air service.

(C) Civil Rights Declared. The right of an otherwise qualified person to be free from discrimination because of that person's real or perceived race, color, religion, national origin, sex, sexual orientation, gender identity, age, disability, marital status, familial status, or veteran status is recognized as and declared to be a civil right. This right shall include, but not be limited to, all of the following:

- (1) The right to obtain and hold employment and the benefits associated therewith without discrimination.
- (2) The right to the full enjoyment of any of the accommodations, advantages, facilities, or privileges of any public accommodation without discrimination.
- (3) The right to engage in property transactions, including obtaining housing for rental or sale and credit therefor, without discrimination.
- (4) The right to exercise any right granted under this ordinance without suffering coercion or retaliation.

(D) Exceptions. Notwithstanding the foregoing, the following are not discriminatory practices prohibited by §30.07 (D):

- (1) A religious corporation, association, or society that employs an individual of a particular religion to perform work connected with the performance of religious activities by the corporation, association, or society.
- (2) An employer observes the conditions of a bona fide affirmative action plan or a bona fide seniority system which is not a pretext to evade the purposes of this Section of the City Code.

(E) Enforcement. A violation of this Section of the City Code constitutes a civil infraction and can be enforced by a private right of action.

- (1) There is hereby established in the City of Elkins a private right of action for individuals who are aggrieved of any of the unlawful discriminatory practices described in §30.07 (D). The individual aggrieved may file a complaint in Randolph County Circuit Court, in compliance with the relevant rules of that Court, and must show through clear and convincing evidence that the defendant committed an unlawful discriminatory practice as described in §30.07(D).

(F) Other Remedies. This Section of the City Code may not be construed to limit any other remedies available under local, state, or federal law.

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 THE SECOND AND FINAL READING THIS ____
DAY OF _____, 2025.**

CITY OF ELKINS, WEST VIRGINIA

Jerry A. Marco, Mayor

Attest:

Sutton. Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	September 18, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1866: Authorizing the closure of the Elkins Building Commission's account #37153 at Davis Trust Company
Recommended By:	City Treasurer
Summary:	This resolution authorizes the City Treasurer to close the Elkins Building Commission account (#37153) at Davis Trust Company and take all necessary actions to complete the closure.
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. R-1866 - closing Davis Trust account for Building Commission

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1866)

September 18, 2025

Authorizing the Closure of the Elkins Building Commission Account at Davis Trust Company

WHEREAS, the City of Elkins maintains an account for the Elkins Building Commission at Davis Trust Company, account number 37153; and

WHEREAS, it is now deemed appropriate and in the best interest of the City to close this account;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The City Treasurer is hereby authorized and directed to take all necessary actions to close the Elkins Building Commission account #37153 at Davis Trust Company, including the execution of any documents, forms, or instruments required by the bank to effectuate the closure.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	September 18, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1867: Authorizing an engineering study of constructing a roadway on an unimproved section of Ellis Avenue, funded from the Financial Stabilization Account
Recommended By:	Finance Committee, Operations Manager, City Attorney
Summary:	This resolution authorizes Thrasher Engineering to conduct an engineering study to evaluate extending the improved roadway on a previously unopened section of Ellis Avenue. The Operations Manager is authorized to execute any agreements and take all necessary actions to accomplish the study, which will be funded from the Financial Stabilization Account.
Fiscal Impact:	The cost of the study is estimated at approximately \$18,000. This does not include the cost of making the needed improvements.
Recommendation:	Consider for approval
Attachments:	1. R-1867 - authorizing study to extend Ellis Avenue

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1867)

September 18, 2025

***Authorizing an Engineering Study for Extending the
Improved Roadway on a Section of Ellis Avenue***

WHEREAS, there exists a previously unopened section of City right of way on Ellis Avenue; and

WHEREAS, it appears to be the City's obligation, when practicable, to provide usable passage to properties along its rights of way; and

WHEREAS, an engineering study is necessary to determine the feasibility, scope, and cost of extending the improved roadway along this section of Ellis Avenue; and

WHEREAS, Thrasher Engineering has been identified as the vendor to perform the study;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby authorizes Thrasher Engineering to perform the engineering study concerning the extension of the improved roadway on the previously unopened section of city right of way on Ellis Avenue, authorizes the Operations Manager to execute any agreements and take all other necessary actions to accomplish the study, and further authorizes that the study be funded from the Financial Stabilization Account.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	September 18, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1868: Authorizing a contribution of \$25,000 from the Financial Stabilization Account for improvements at Bluegrass Park
Recommended By:	Finance Committee
Summary:	This resolution authorizes a \$25,000 contribution from the Financial Stabilization Account for improvements at Bluegrass Park and empowers the City Treasurer to take all actions necessary to disburse and apply these funds.
Fiscal Impact:	\$25,000
Recommendation:	Consider for approval
Attachments:	1. R-1868 - authorizing contribution for Bluegrass Park improvements

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1868)

September 18, 2025

Authorizing a Contribution for Improvements at Bluegrass Park

WHEREAS, the City of Elkins seeks to make improvements at Bluegrass Park for the benefit of residents and visitors; and

WHEREAS, funding for such improvements is available in the Financial Stabilization Account;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby authorizes a contribution of Twenty-Five Thousand Dollars (\$25,000) from the Financial Stabilization Account to fund improvements at Bluegrass Park, and further authorizes the City Treasurer to take all necessary actions to disburse and apply these funds for that purpose.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk