



City of Elkins

Council Meeting

November 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. **Presentation**
 - a. Presentation by Bearing Advisors
5. **Minutes**
 - a. Proposed minutes for the meeting of October 16, 2025.
6. **Correspondence, Notifications, and Recognitions**
 - a. Building permits, zoning permits, and vacant property registrations
7. **Councilor Reports**
8. **Staff reports**
9. **Approval of vendor invoice payments**
 - a. Vendor invoices presented for approval: October 13-31, 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. Proposal to fund purchase and installation of Mon Forest Towns Kayak Kiosk
 - b. Resolution 1873: Appointing Van Broughton to the Elkins-Randolph County Regional Airport Authority for a term ending June 30, 2028
 - c. Resolution 1874: Establishing a compensation level for an Operations Department employee
 - d. Resolution 1875: Accepting the winning bid for Phase II of the City Hall project, submitted by Commercial Builders, Inc. of West Virginia, for \$1,679,900
 - e. Resolution 1876: Approving terms and executing lease with Hart Office Solutions for Municipal Court printer
 - f. Resolution 1877: Approving terms and executing addendum to lease with the Randolph County Development Authority for temporary office space at the WV Wood Technology Center

- g. Resolution 1878: Appointing Carol Schuler as a regular member of the Board of Zoning Appeals, for a term starting January 1, 2026 and ending December 31, 2028

11. Mayor's comments

12. Adjournment

Current Payroll

GROSS INCOME	\$4,250.00
LESS PRE-TAX DEDUCTIONS	
Major Medical Insurance	(\$500.00)
TAXABLE INCOME	\$3,750.00
TOTAL TAXES	(\$924.38)
NET PAY	\$2,825.63

4 New Steps with the Prevent+Protect Program

GROSS INCOME	\$4,250.00	
LESS PRE-TAX DEDUCTIONS		
Major Medical Insurance	(\$500.00)	
Attentive Premium	(\$1,173.00)	1. Premium is deducted pre-tax (Section 125)
TAXABLE INCOME	\$2,577.00	
TOTAL TAXES	(\$635.23)	2. Net savings from lower taxes: \$289.15
SIMRP Reimbursement	\$1,173.00	3. Premium is reimbursed (Sec 1.105-11)
Attentive Fee	(\$89.00)	
LESS PREMIUMS	(\$157.52)	4. Allotment for insurance: \$200.15
		\$40.03 Optional major medical credit
		\$26.52 Accident (Family)
		\$48.40 Disability (Employee)
		\$55.24 Critical Illness (Employee)
		\$27.36 Life (Employee)
NET PAY	\$2,868.26	NET PAY increases: \$42.63 due to 2.06 unspent and \$40.03 credit

Prevent + Protect

Wellness. Done well.

Caring for your employees health — **proactively.**

PHYSICAL



Wellness app to personally guide them toward healthier lifestyles

- ✓ **AI-based recommendations**
- ✓ **Address diet & exercise habits**
- ✓ **Healthy habits & goal setting**
- ✓ **Chronic-disease management**
- ✓ **Monitoring for key vital signs**
- ✓ **Abuse & Addiction Recovery**
- ✓ and more...

MENTAL



Dissolve stigma and provide convenient access to qualified resources

- ✓ **Self-guided education**
- ✓ **Self-assessment quizzes**
- ✓ **Tech-enabled therapist matching within 48 hrs.**

App considers users preferences, like location, speciality, gender, accepted insurance, to recommend right-fit therapists.

Does not cover the cost of therapy sessions.

FINANCIAL



Benefits without utilizing take-home pay, plus future financial security

- ✓ **Offset costs of health insurance**
- ✓ **Prepare for life's hard moments with supplemental insurance:**
 - Universal or Whole Life
 - Accident
 - Disability
 - Critical Illness
 - Hospital Indemnity
- ✓ **Non-budgetary program**
- ✓ **No reduction of take-home pay**

Affordability incentivizes participation.

- Solve for rising healthcare costs.
- Boost employee satisfaction & retention.

85%

Average Opt-In Rate

Prevent + Protect

Wellness. Done well.



See how Eloise's tax savings cover her benefits.

- ✓ When Eloise opts in, she is eligible for a reduction in taxable wages. This occurs through a combination of two payroll codes — 1 pre-tax and 1 post-tax.

How it works:

1. The difference in taxes owed (Federal, State, Social Security, Medicare) are the **employees' tax savings**.
2. Employees' tax savings cover the program fee of \$89 per month.
3. Remaining savings are their **personal allotment**, which the employee chooses how to spend:
 - ✓ Optional credit toward employer-sponsored health insurance premiums, maximum of 20%.
 - ✓ New, Supplemental Insurance policies through a selected carrier.



Tax savings	\$289
Program fee	-\$89
Personal allotment	\$200
Optional credit applied to major medical	-\$40
Selects: Accident Insurance (family plan)	-\$26.52
Disability (\$2K in 6 mos.)	-\$48.40
Critical Illness (\$20K for employee+spouse)	-\$55.24
Whole Life (\$50K for employee)	-\$27.36

A nominal increase in Eloise's take-home pay \$2.48

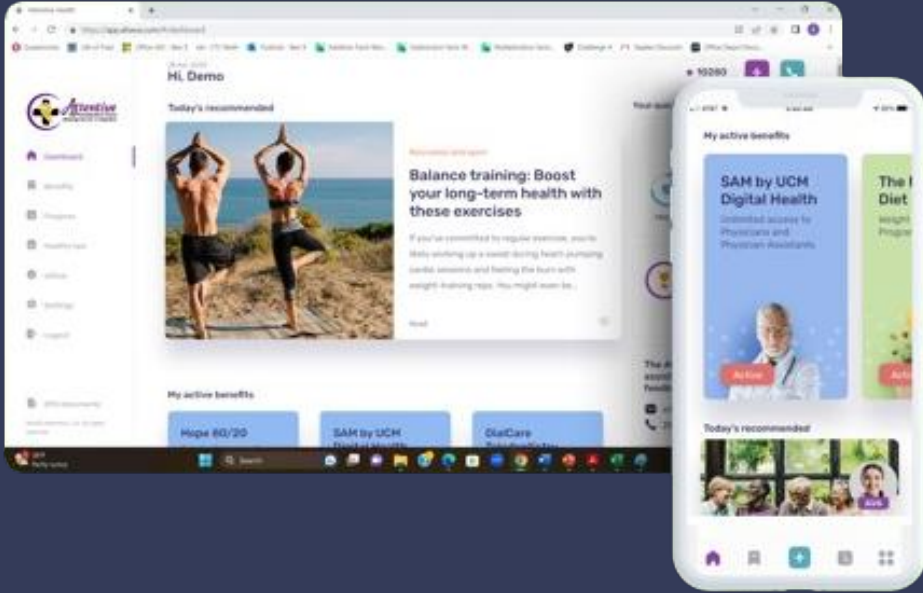


Eloise and her family now have access to a wellness app for **creating a healthier lifestyle.**

Attentive[®]

The Attentive Personal Portal can be accessed 24/7 by phone, tablet, or personal computer. Features include:

- ✓ CorpCare EAP
- ✓ Telehealth through SAM by UCM
- ✓ The Mayo Clinic Diet
- ✓ Facial Scanning for on-the-go monitoring of personal vitals
- ✓ Freedom 365 for addiction recovery
- ✓ 12 Habits of Highly Healthy People
- ✓ Stress Management through The Resilient Option





They also have access to a wellness app for treating & preventing mental illness.

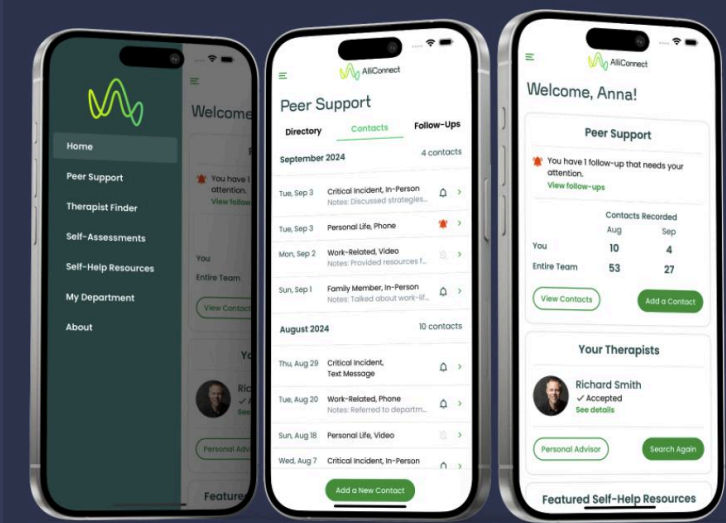
AlliConnect

The AlliConnect platform can be accessed 24/7 by phone, tablet, or personal computer. Features include:

- ✓ Self-guided library of content focused on de-stigmatizing mental health conditions and use of support resources
- ✓ Self-assessment quizzes with clinically-qualified detection
- ✓ Tech-enabled therapist-matching within 48 hrs
- ✓ Anonymized & aggregated insights on mental health of employees

Shown to be **16x** more utilized than traditional EAP resources and **2.5x** more effective than other models of access for issues, such as:

- ANXIETY
- DEPRESSION
- POST-TRAUMATIC STRESS DISORDER
- SUICIDE
- GRIEF & LOSS
- HEALTHY RELATIONSHIPS
- ADDICTION
- RESILIENCE
- TEEN-ISSUES





They also have access to cost-covered, supplemental insurance for **financial protection**.

Best-Fit Options for Peace of Mind

Permanent Life

Accident

Disability

Critical Care

Hospital Indemnity

Value-driven standards

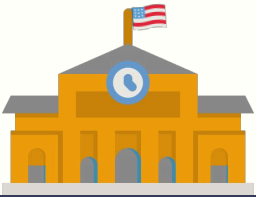
Group Rates. We've negotiated lower premiums than typically offered.

Guarantee-issue. No need for invasive questions or health exam.

Portable. Policies can be kept post-employment if premiums are paid.

Multiple Carrier Partners





Employers also experience benefits as a result of implementing the program.

FICA TAX REDUCTION

\$600 annually

Average Employer Savings per Employee



Add to overall employee benefits



Attract & retain by improving benefits



Reduce costs of healthcare



Create a more productive staff



Protect & improve mental health



Curb substance addiction & suicide

FOR MORE INFORMATION

BOBBY MONROE

Assistant Vice President

(336) 413-6955

bmonroe@bearingadvisors.net





CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	November 6, 2025
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of October 16, 2025.
Recommended By:	City Clerk
Summary:	Meeting minutes from Oct. 16
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. city council - 2025_10_16 - minutes_proposed

ELKINS COMMON COUNCIL MEETING MINUTES

*Phil Gainer Community Center
142 Robert E Lee Ave. Ext.
Elkins, WV 26241
October 16, 2025
7 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, L.S. Severino, 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; Human Resources Director C. Marshall (arrived late); and City Clerk S.R. Stokes (recording secretary).

PUBLIC COMMENT

Katy Ross, Rebekah Rovira, Katie Angelis, Andrew Schneider, Colleen Dugan, Chris Lee, and Cameron Ross spoke in favor of passage of Ordinance 348.

MINUTES

Chenoweth **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF SEPTEMBER 18, 2025.** The motion carried.

STAFF REPORTS

- a. Operations Manager M. Kesecker provided a verbal report.
- b. City Treasurer T. Judy provided a written report (attached).
- 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 September 15-October 10, 2025.

NEW BUSINESS

Bross-Fregonara MOVED APPROVAL OF ORDINANCE 348: PROHIBITING DISCRIMINATION IN EMPLOYMENT, HOUSING, AND PUBLIC ACCOMMODATIONS (FINAL READING). The motion carried.

Hinchman MOVED APPROVAL OF RESOLUTION 1869: APPROVING TERMS AND AUTHORIZING EXECUTION OF CONTRACT WITH REGION VII PLANNING AND DEVELOPMENT COUNCIL FOR PROVISION OF GIS SERVICES. The motion carried.

Thompson MOVED APPROVAL OF RESOLUTION 1870: APPOINTING NANCI BROSS-FREGONARA AS ALTERNATE ELKINS REPRESENTATIVE ON THE BOARD OF MON FOREST TOWNS. The motion carried.

Bross-Fregonara MOVED APPROVAL OF RESOLUTION 1871: APPOINTING STEPHANIE BECK TO AN UNEXPIRED TERM ON THE ELKINS TREE BOARD. The motion carried.

Carroll MOVED APPROVAL OF RESOLUTION 1872: APPOINTING ELWOOD SITES TO THE RANDOLPH COUNTY BOARD OF HEALTH. The motion carried.

Lowther MOVED THAT COUNCIL ENTER EXECUTIVE SESSION WITH THE CITY ATTORNEY, CITY CLERK, AND THE OPERATIONS MANAGER FOR AGENDA ITEMS (A) AND (B), AS FOLLOWS:

- The exemption in West Virginia Code §6-9A-4 (b) (2) (12) for the agenda item “Attorney/client consultation concerning interpretation of provisions in state and city code” and
- The exemption in West Virginia Code §6-9A-4 (b) (2) (A) for the agenda item “personnel matters in the Operations Department.”

The motion carried.

The executive session began at 7:45 p.m. and ended at 8:26 p.m. The mayor announced that no decisions were made, and no actions were taken.

HR Director C. Marshall arrived during the above executive session.

Thompson MOVED THAT COUNCIL REFER AN OPERATIONS DEPARTMENT EMPLOYEE’S COMPENSATION PACKAGE TO THE PERSONNEL COMMITTEE FOR CONSIDERATION AND A RECOMMENDATION TO THIS BODY FOR ACTION. The motion carried.

Thompson MOVED THAT COUNCIL ENTER EXECUTIVE SESSION WITH THE CITY ATTORNEY AND CITY CLERK UNDER THE EXEMPTION IN §6-9A-4 (B) (2) (A) FOR THE AGENDA ITEM

Proposed Minutes

“PERSONNEL MATTER IN THE HR DEPARTMENT.” The motion carried. The executive session began at 8:28 p.m. Partway through this executive session, Council directed the City Clerk to invite the HR Director into the executive session. After circling the building and checking all parking lots, the City Clerk reported that the HR Director appeared to have departed from the premises. The executive session ended at 9:10 p.m. The mayor announced that no decisions were made, and no actions were taken.

Lowther **MOVED THAT COUNCIL TERMINATE THE HR DIRECTOR EFFECTIVE IMMEDIATELY, WITH ACCESS TO ALL CITY SYSTEMS, FACILITIES, AND WORKSPACES ALSO BEING TERMINATED IMMEDIATELY, AND THAT THE HR GENERALIST BE APPOINTED TO SERVE AS INTERIM HR DIRECTOR.** The motion carried.

Lowther **MOVED THAT COUNCIL ENTER EXECUTIVE SESSION WITH THE CITY ATTORNEY AND CITY CLERK UNDER THE EXEMPTION IN §6-9A-4 (B) (2) (A) FOR THE AGENDA ITEM “RETENTION OF OUTSIDE COUNSEL.”** The motion carried. The executive session began at 9:14 p.m. and ended at 9:23 p.m. The mayor announced that no decisions were made, and no actions were taken.

Chenoweth **MOVED THAT COUNCIL AUTHORIZE THE MAYOR, IN CONSULTATION WITH THE CITY ATTORNEY, TO RETAIN OUTSIDE LEGAL COUNSEL IN CONNECTION WITH A PERSONNEL MATTER.** The motion carried.

The meeting was adjourned at 9:25 p.m.

Attest: S.R. Stokes, City Clerk

Jerry A. Marco, Mayor



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	November 6, 2025
Section:	Correspondence, Notifications, and Recognitions
Category:	Presentation
Agenda Item Name:	Building permits, zoning permits, and vacant property registrations
Recommended By:	Building and Code Enforcement Officer
Summary:	<p>The attached report reflects building permits issued between September 16, 2025, and November 3, 2025. A total of 31 projects were permitted, with an aggregate valuation of \$453,615.</p> <p>Zoning permits include two new business approvals.</p> <p>There are currently 44 structures registered as vacant. Of these, 33 have been billed for 2025, with \$6,200 collected to date. Several liens will be filed this month. A number of properties have been removed from the vacant list due to sale, renovation and re-occupancy, or demolition.</p>
Fiscal Impact:	See summary
Recommendation:	Review presented information
Attachments:	1. Building Permits - 2025_11_06

The attached report shows building permits issued 09/16/2025-11/03/2025. There were 31 projects with a total valuation of \$453,615.00

Zoning permits show 2 new business

There are currently 44 structures registered as vacant. 33 structures have been billed for 2025. \$6200 Has been collected so far. Several liens will be placed upon properties this month. Several properties have dropped off of the list, some sold, some remodeled and no longer vacant, and some demolished.

BUILDING PERMITS

11/03/2025 9:08 AM PROJECT MASTER REPORT PAGE: 1
PROJECTS: THRU ZZZZZZZZZZ REPORT SEQUENCE: Project
PROJECT TYPE: Exclude: BPZONING CONTRACTOR CLASS: All - All Contractor Classes
CONTRACTORS: All
APPLIED DATES: 9/16/2025 THRU 11/03/2025 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
STATUS INCLUDED: Opened, Complet ISSUED DATES: 0/00/0000 THRU 99/99/9999

PROJECT: 240576 - COMMERCIAL FENCE TYPE: FENCE-COM COMMERCIAL FENCE
PROPERTY: 401 S RANDOLPH AVE
APPLIED DATE: 9/17/2025 ISSUED DATE: 9/17/2025 EXPIRATION DATE: 3/18/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: MIDDLEFORK MIDDLE FORK BUILDERS ISSUED TO: KUMP EDUCATION CENTER
PO BOX 59
BEVERLY, WV 26253 ELKINS, WV 26241-1106
SQUARE FEET: 160
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

PROJECT: 240577 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING
PROPERTY: 1648 TAYLOR AVE
APPLIED DATE: 9/17/2025 ISSUED DATE: 9/17/2025 EXPIRATION DATE: 3/18/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: ULTIMATE ULTIMATE ROOFING WV LLC ISSUED TO: ALBRANDT, HEATHER M
410 OHIO AVE
NUTTERFORT, WV 26301 ELKINS, WV 26241
SQUARE FEET: 1,700
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

PROJECT: 240578 - RESIDENTIAL FENCE TYPE: FENCE-RES RESIDENTIAL FENCE
PROPERTY: 337 BLAINE AVE
APPLIED DATE: 9/17/2025 ISSUED DATE: 9/17/2025 EXPIRATION DATE: 3/18/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: ISSUED TO: BENNETT, JO ELLEN
337 BLAINE AVE
ELKINS, WV 26241
SQUARE FEET: 237
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

PROJECT: 240579 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING
PROPERTY: 110 DAVIS ST
APPLIED DATE: 9/17/2025 ISSUED DATE: 9/17/2025 EXPIRATION DATE: 3/18/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: ISSUED TO: WATERGATE APARTMENT ASSOCIATI
PO BOX 468
ELKINS, WV 26241
SQUARE FEET: 280

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

PROJECT: 240587 - RESIDENTIAL REMODEL TYPE: BR-REM RESIDENTIAL REMODEL
 PROPERTY: 1520 S DAVIS AVE
 APPLIED DATE: 9/30/2025 ISSUED DATE: 9/30/2025 EXPIRATION DATE: 3/31/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: BROWN, DIANE M
 PO BOX 1123
 ELKINS, WV 26241-1123

SQUARE FEET: 100
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

PROJECT: 240588 - COMMERCIAL ROOFING TYPE: ROOF-COM COMMERCIAL ROOFING
 PROPERTY: 125-127 BARNARD AVE
 APPLIED DATE: 10/06/2025 ISSUED DATE: 10/06/2025 EXPIRATION DATE: 4/05/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: ALVARADO, BRENDA
 P O BOX 742
 ELKINS, WV 26241

SQUARE FEET: 1,600
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

PROJECT: 240589 - RESIDENTIAL ELECTRICAL TYPE: ELEC-RES RESIDENTIAL ELECTRICAL
 PROPERTY: 103 MOUNTAIN VIEW DR
 APPLIED DATE: 10/06/2025 ISSUED DATE: 10/06/2025 EXPIRATION DATE: 4/05/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: CRITSELEEC CRITES ELECTRIC INC ISSUED TO: HEATHERLY, RONALD J
 50 S KANAWHA ST 103 MOUNTAIN VIEW DR
 BUCKHANNON, WV 26201 ELKINS, WV 26241

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

PROJECT: 240590 - RESIDENTIAL REMODEL TYPE: BR-REM RESIDENTIAL REMODEL
 PROPERTY: 639 CAPITOL ST
 APPLIED DATE: 10/06/2025 ISSUED DATE: 10/06/2025 EXPIRATION DATE: 4/05/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: BASEMENTA BASEMENT AUTHORITY OF WV ISSUED TO: NORWOOD, TRAVIS R
 132 ROCKY STEP RD 639 CAPITOL ST
 SCOTT DEPOT, WV 25560 ELKINS, WV 26241

SQUARE FEET: 77
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

PROJECT: 240591 - COMMERCIAL REMODEL TYPE: BC-REM COMMERCIAL REMODEL
 PROPERTY: 1201 S DAVIS AVE
 APPLIED DATE: 10/06/2025 ISSUED DATE: 10/06/2025 EXPIRATION DATE: 4/05/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: CONSTRUCTI CONSTRUCTION BY RQ LLC ISSUED TO: 1201 PROPERTY GROUP LLC
 809 MAIN ST 89 THISTLE LANE
 BEVERLY, WV 26253 ELLAMORE, WV 26267

SQUARE FEET: 686
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

PROJECT: 240592 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING
 PROPERTY: 221 DAVIS ST
 APPLIED DATE: 10/06/2025 ISSUED DATE: 10/06/2025 EXPIRATION DATE: 4/05/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: RAINSTOP RAINSTOPPERS ROOFING ISSUED TO: GERARD, RAYMOND, & HICKY, COLEEN
 710 LANCASTER STREET 221 DAVIS ST

MARIETTA, OH 45750	ELKINS, WV 26241
SQUARE FEET: 1,250	
DWELLING TYPE: PRIVATE UNITS: 1	
STATUS: OPEN BALANCE: 0.00	
PROJECT: 240593 - RESIDENTIAL ACCESSORY BUILDING	TYPE: BR-ACC RESIDENTIAL ACCESSORY BLD
PROPERTY: 103 BRUCE ST	
APPLIED DATE: 10/06/2025 ISSUED DATE: 10/06/2025	EXPIRATION DATE: 4/05/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR:	ISSUED TO: KING, ZAREK 103 BRUCE ST ELKINS, WV 26241
SQUARE FEET: 120	
DWELLING TYPE: PRIVATE UNITS: 1	
STATUS: OPEN BALANCE: 0.00	
PROJECT: 240594 - RESIDENTIAL SIDEWALK/DRIVEWAY	TYPE: BR-SIDE RES DRIVEWAY/SIDEWALK
PROPERTY: 305 SCOTT FORD RD	
APPLIED DATE: 10/06/2025 ISSUED DATE: 10/06/2025	EXPIRATION DATE: 4/05/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: SIMON SIMON CONCRETE SOLUTIONS	ISSUED TO: MCCLOUD, AMBER 305 SCOTT FORD RD ELKINS, WV 26241
1801 LIVINGSTON AVENUE ELKINS, WV 26241	
SQUARE FEET: 200	
DWELLING TYPE: PRIVATE UNITS: 1	
STATUS: OPEN BALANCE: 0.00	
PROJECT: 240595 - RESIDENTIAL REMODEL	TYPE: BR-REM RESIDENTIAL REMODEL
PROPERTY: 502 CENTRAL ST	
APPLIED DATE: 10/07/2025 ISSUED DATE: 10/07/2025	EXPIRATION DATE: 4/06/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR:	ISSUED TO: DOLLY, ROBIN & TAMELA PO BOX 2702 ELKINS, WV 26241
SQUARE FEET: 1,304	
DWELLING TYPE: PRIVATE UNITS: 1	
STATUS: OPEN BALANCE: 0.00	
PROJECT: 240596 - RESIDENTIAL ELECTRICAL	TYPE: ELEC-RES RESIDENTIAL ELECTRICAL
PROPERTY: 233 EVERGREEN DR	
APPLIED DATE: 10/15/2025 ISSUED DATE: 10/15/2025	EXPIRATION DATE: 4/14/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: LIGHTSKYE LIGHTSKYE ENERGY	ISSUED TO: STRAW, ARLENA PO BOX 1905 ELKINS, WV 26241-1905
PO BOX 160 SCOTTSVILLE, VA 24590	
SQUARE FEET: 693	
DWELLING TYPE: PRIVATE UNITS: 1	
STATUS: OPEN BALANCE: 0.00	
PROJECT: 240597 - COMMERCIAL REMODEL	TYPE: BC-REM COMMERCIAL REMODEL
PROPERTY: 105 FIRST ST	
APPLIED DATE: 10/15/2025 ISSUED DATE: 10/15/2025	EXPIRATION DATE: 4/14/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: PERFPLUS PERFECTION PLUS TURBO DRY LLC	ISSUED TO: GOOD SHEPHERD MINISTRIES 105 FIRST ST ELKINS, WV 26241
251 HILLCREST DR ELKINS, WV 26241	
SQUARE FEET: 5,000	
DWELLING TYPE: PUBLIC UNITS: 1	
STATUS: OPEN BALANCE: 300.00	
PROJECT: 240599 - RESIDENTIAL REMODEL	TYPE: BR-REM RESIDENTIAL REMODEL
PROPERTY: 106 SOUTHVIEW DR	
APPLIED DATE: 10/20/2025 ISSUED DATE: 10/20/2025	EXPIRATION DATE: 4/19/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: UNDERGRND UNDERGROUND BUILDERS	ISSUED TO: ARBOGAST, ROBERT

2049 BACK RD		PO BOX 1913
MILLCREEK, WV 26280		ELKINS, WV 26241
SQUARE FEET: 248		
DWELLING TYPE: PRIVATE	UNITS: 1	
STATUS: OPEN	BALANCE: 0.00	
PROJECT: 240600 - RESIDENTIAL SIDEWALK/DRIVEWAY TYPE: BR-SIDE RES DRIVEWAY/SIDEWALK		
PROPERTY: 515 WILSON ST		
APPLIED DATE: 10/20/2025	ISSUED DATE: 10/20/2025	EXPIRATION DATE: 4/19/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: SIMON SIMON CONCRETE SOLUTIONS		ISSUED TO: BROUGHTON, VAN
1801 LIVINGSTON AVENUE		515 WILSON ST
ELKINS, WV 26241		ELKINS, WV 26241
SQUARE FEET: 300		
DWELLING TYPE: PRIVATE	UNITS: 1	
STATUS: OPEN	BALANCE: 0.00	
PROJECT: 240601 - RESIDENTIAL SIDEWALK/DRIVEWAY TYPE: BR-SIDE RES DRIVEWAY/SIDEWALK		
PROPERTY: 115 SIXTEENTH ST		
APPLIED DATE: 10/29/2025	ISSUED DATE: 10/29/2025	EXPIRATION DATE: 4/28/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: SIMON SIMON CONCRETE SOLUTIONS		ISSUED TO: BAILEY, SUZANNAH R
1801 LIVINGSTON AVENUE		115 16TH ST
ELKINS, WV 26241		ELKINS, WV 26241-3410
SQUARE FEET: 320		
DWELLING TYPE: PRIVATE	UNITS: 1	
STATUS: OPEN	BALANCE: 30.00	
PROJECT: 240602 - RESIDENTIAL SIDEWALK/DRIVEWAY TYPE: BR-SIDE RES DRIVEWAY/SIDEWALK		
PROPERTY: 1722 S DAVIS AVE		
APPLIED DATE: 10/29/2025	ISSUED DATE: 10/29/2025	EXPIRATION DATE: 4/28/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: SIMON SIMON CONCRETE SOLUTIONS		ISSUED TO: PIRNER, ROBERT-CONSTANC
1801 LIVINGSTON AVENUE		1722 S DAVIS AVE
ELKINS, WV 26241		ELKINS, WV 26241
SQUARE FEET: 470		
DWELLING TYPE: PRIVATE	UNITS: 1	
STATUS: OPEN	BALANCE: 30.00	
PROJECT: 240604 - RESIDENTIAL ELECTRICAL TYPE: ELEC-RES RESIDENTIAL ELECTRICAL		
PROPERTY: 160 GUY ST		
APPLIED DATE: 10/29/2025	ISSUED DATE: 10/29/2025	EXPIRATION DATE: 4/28/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: SOLAR SOLAR HOLLER LLC		ISSUED TO: CUONZO, MARILYNN
2835 PARK AVENUE		160 GUY ST
HUNTINGTON, WV 25704		ELKINS, WV 26241
SQUARE FEET: 420		
DWELLING TYPE: PRIVATE	UNITS: 1	
STATUS: OPEN	BALANCE: 0.00	
PROJECT: 240605 - COMMERCIAL REMODEL TYPE: BC-REM COMMERCIAL REMODEL		
PROPERTY: 218 FIRST ST		
APPLIED DATE: 10/29/2025	ISSUED DATE: 10/29/2025	EXPIRATION DATE: 4/28/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR:		ISSUED TO: WOODLANDS DEVELOPMENT GROUP
		316 RAILROAD AVE STE 310
		ELKINS, WV 26241-4235
SQUARE FEET: 2,784		
DWELLING TYPE: PRIVATE	UNITS: 1	
STATUS: OPEN	BALANCE: 453.40	
PROJECT: 240606 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING		
PROPERTY: 221 DAVIS ST		
APPLIED DATE: 10/29/2025	ISSUED DATE: 10/29/2025	EXPIRATION DATE: 4/28/2026 COMPLETION DATE: 0/00/0000

CONTRACTOR:

ISSUED TO: GERARD, RAYMOND, & HICKY, COLEEN
221 DAVIS ST
ELKINS, WV 26241

SQUARE FEET: 945
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

PROJECT: 240607 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING
PROPERTY: 103 JOHN ST
APPLIED DATE: 10/29/2025 ISSUED DATE: 10/29/2025 EXPIRATION DATE: 4/28/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: DESIGN DESIGN ROOFING & SHEET METAL ISSUED TO: ROTH, TERRILL
2224 BEVERLY PIKE 103 JOHN ST
ELKINS, WV 26241 ELKINS, WV 26241
SQUARE FEET: 1,200
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 61.00

PROJECT: 240608 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING
PROPERTY: 158 DELAWARE AVE
APPLIED DATE: 11/03/2025 ISSUED DATE: 11/03/2025 EXPIRATION DATE: 5/04/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: ISSUED TO: RAINES, TONI
158 DELAWARE AVE
ELKINS, WV 26241
SQUARE FEET: 1,400
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 67.00

PROJECT: 240609 - RESIDENTIAL ACCESSORY BUILDING TYPE: BR-ACC RESIDENTIAL ACCESSORY BLD
PROPERTY: 103 FINDLEY ST
APPLIED DATE: 11/03/2025 ISSUED DATE: 11/03/2025 EXPIRATION DATE: 5/04/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: LWTRANS LW TRANSPORT LLC ISSUED TO: SMITH, CHARLES & WANDA
13323 SENECA TRAIL PO BOX 2817
HUTTONSVILLE, WV 26273 ELKINS, WV 26241
SQUARE FEET: 160
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 29.80

ZONING PERMITS

11/03/2025 9:14 AM PROJECT MASTER REPORT PAGE: 1
PROJECTS: THRU ZZZZZZZZZZ REPORT SEQUENCE: Project
PROJECT TYPE: Include: BPZONING CONTRACTOR CLASS: All - All Contractor Classes
CONTRACTORS: All
APPLIED DATES: 9/16/2025 THRU 11/03/2025 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
STATUS INCLUDED: Opened, Complet ISSUED DATES: 0/00/0000 THRU 99/99/9999
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PROJECT: 240580 - ZONING PERMIT TYPE: BPZONING ZONING
PROPERTY: 203 RANDOLPH AVE
APPLIED DATE: 9/17/2025 ISSUED DATE: 9/17/2025 EXPIRATION DATE: 9/17/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: ISSUED TO: K & K CAFE LLC
8654 OLD ELKINS RD
BUCKHANNON, WV 26201

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

PROJECT: 240603 - ZONING PERMIT TYPE: BPZONING ZONING
 PROPERTY: 401 LINCOLN AVE
 APPLIED DATE: 10/29/2025 ISSUED DATE: 10/29/2025 EXPIRATION DATE: 10/29/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: NURTURED BY NATURE LEARNING CE
 310 EAGLES NEST RD
 ELKINS, WV 26241

SQUARE FEET: 1
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 10.00

VACANT STRUCTURE BILLING FOR 2025

11/03/2025 9:19 AM FEE CODE REPORT PAGE: 1
 LICENSES: THRU ZZZZZZZZZZ ORIGINATION DATE: 3/01/2025 THRU 11/03/2025
 LIC CODES: Include: CE-VAC EFFECTIVE DATE: 0/00/0000 THRU 99/99/9999
 LIC STATUS: Pending, Active EXPIRATION DATE: 0/00/0000 THRU 99/99/9999
 FEE CODES: All 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
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
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	9/24/25 - 9/25/25	CE-VAC	Active	CODE	KIRKPATRICK REBEC	2.0000	200.00
24566	8/27/25 - 8/28/25	CE-VAC	Active	CODE	HALL LOREN	2.0000	200.00
24567	10/21/25 - 10/22/25	CE-VAC	Active	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	9/17/25 - 9/18/25	CE-VAC	Active	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
24604	10/20/25 - 10/20/26	CE-VAC	Pending	CODE	MCLAUGHLIN RICHARD	2.0000	200.00

REPORT TOTALS:			33			89.0000	11,200.00
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CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	November 6, 2025
Section:	Approval of vendor invoice payments
Category:	Action Item
Agenda Item Name:	Vendor invoices presented for approval: October 13-31, 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 October 13-31, 2025
Fiscal Impact:	Report details \$1,103,451.26 in transactions from all funds.
Recommendation:	Consider for approval
Attachments:	1. AP Check Report - 2025_11_06

VENDOR SET: 01 Elkins
 BANK: GCBAN Grant Co Bank-Whitmer
 DATE RANGE:10/13/2025 THRU 10/31/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00396	Kay Casto & Chaney PLLC							
I-157532	Whitmer PSD Case	R	10/14/2025	665.00		000059		
I-158562	Whitmer PSD Case	R	10/14/2025	476.00		000059		1,141.00
00132	Clarksburg Water Board							
I-M93806	Lab Analysis	R	10/28/2025	23.00		000060		23.00
02047	Cybertech Automation USA Inc							
I-14353	Whitmer-Project CUS25-8145	R	10/28/2025	230.00		000061		230.00
00283	Frontier							
I-Whitmer 092825	Whitmer Phone/Internet 092825	D	10/27/2025	114.99		007871		114.99
00471	FirstEnergy MP/PE							
I-Whitmer 100925	Whitmer 090725-100725	D	10/28/2025	691.36		007872		691.36

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	3	1,394.00	0.00	1,394.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	2	806.35	0.00	806.35
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

VENDOR SET: 01 BANK: GCBAN	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: GCBAN	TOTALS:	5	2,200.35	0.00	2,200.35
BANK: GCBAN	TOTALS:	5	2,200.35	0.00	2,200.35

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00140	City of Elkins							
I-CkReq1010225	const loan remaining funds	R	10/14/2025	3,675.69		000015		3,675.69

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	3,675.69	0.00	3,675.69
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: OVBSATOTALS:	1	3,675.69	0.00	3,675.69
BANK: OVBSA TOTALS:	1	3,675.69	0.00	3,675.69

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00484	Mountaineer Gas Company							
I-1Bax 092225	1 Baxter WD 080725-090825	D	10/13/2025	39.23		007856		
I-1Bax CG 092225	1Baxter CG 080725-090825	D	10/13/2025	87.00		007856		
I-216 4 092225	216 4th 080825-090925	D	10/13/2025	39.23		007856		
I-216 4thB 092225	216 4B 080825-090925	D	10/13/2025	48.78		007856		
I-5 Baxter 092225	5 Baxter 080725-090825	D	10/13/2025	40.01		007856		
I-917 SRR 092225	917 S RR 080725-090825	D	10/13/2025	39.23		007856		
I-Barron 092225	Barron Ave 080725-090825	D	10/13/2025	39.23		007856		
I-Baxter 092225	Baxter 080725-080825	D	10/13/2025	48.78		007856		
I-Center 092225	Center St 080725-090825	D	10/13/2025	39.23		007856		
I-Flood Ctl 092225	Flood Ctl 31Jns 081225-090825	D	10/13/2025	48.78		007856		
I-Glendale 092225	Glendale LS 3 080825-090725	D	10/13/2025	39.23		007856		
I-Inds Park 092225	Industrial Pk 081225-090825	D	10/13/2025	39.23		007856		
I-RELee 092225	RELee 080725-090825	D	10/13/2025	77.45		007856		
I-Stewart 092225	Stewart LS4 080725-090825	D	10/13/2025	47.25		007856		672.66
00471	FirstEnergy MP/PE							
I-Jimtown Com 092525	Jimtown Comm 082025-091825	D	10/13/2025	12.14		007857		
I-RT219/250 092425	RT 219/250S 082225-092225	D	10/13/2025	86.80		007857		
I-RT3 Haddix 092425	Rt 3 Haddix 082225-092225	D	10/13/2025	22.75		007857		121.69
00741	Great-West Trust Company LLC							
I-VF 202510142565	Voya	D	10/14/2025	630.00		007858		
I-VF2202510142565	Voya AT	D	10/14/2025	120.00		007858		750.00
00385	John Deere Financial							
I-3086678	JD WLBH 101425	D	10/14/2025	2,096.69		007859		2,096.69
00792	WV Consolidated Retirement Boa Retirement							
I-RTD202510142565	Retirement	D	10/14/2025	8,127.21		007860		8,127.21
00952	WV Consolidated Retirement Boa Retirement							
I-RTF202510142565	Retirement	D	10/14/2025	3,660.62		007861		
I-RTN202510142565	Retirement	D	10/14/2025	9,230.06		007861		12,890.68
00993	WV Consolidated Retirement Boa Retirement 6%							
I-RT6202510142565	Retirement 6%	D	10/14/2025	11,917.58		007862		11,917.58
02667	Health Equity Health Savings							
I-HSA202510142565	Health Savings	D	10/14/2025	1,059.54		007863		1,059.54
00047	Truist Governmental Finance							
I-00007 092425	9948000234-07 101925	D	10/22/2025	4,984.55		007864		4,984.55

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:10/13/2025 THRU 10/31/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00075	Encova Insurance							
I-37107951	Audit Assessment 092425	D	10/22/2025	5,821.00		007865		5,821.00
00385	John Deere Financial							
I-3088314	JD CTLD 102025	D	10/22/2025	1,697.03		007866		1,697.03
00471	FirstEnergy MP/PE							
I-ElkinsComm 100125	Lighting 100125	D	10/22/2025	10,286.76		007867		
I-Teaberry 093025	Teaberry 082825-092625	D	10/22/2025	33.35		007867		10,320.11
00484	Mountaineer Gas Company							
I-153 BearH 093025	153 Bearhunter 081825-091725	D	10/22/2025	47.25		007868		
I-500 SFord 093025	500 Scott Fd 081825-091725	D	10/22/2025	40.01		007868		87.26
00047	Truist Governmental Finance							
I-00005 102425	9948000234-05 #69 102425	D	10/27/2025	926.46		007869		
I-00006 102725	9948000234-06 #51 102725	D	10/27/2025	2,643.26		007869		3,569.72
02347	LEAF							
I-19131525	Toshiba E3025AC 102525	D	10/27/2025	604.13		007870		604.13
00385	John Deere Financial							
I-3091608	JD CTLD 103025	D	10/28/2025	2,252.66		007873		2,252.66
00471	FirstEnergy MP/PE							
I-192High 100925	192High 090925-100725	D	10/28/2025	7,833.36		007874		
I-BearHnt 100925	Bear Hunter Mt 090925-100725	D	10/28/2025	117.56		007874		
I-HighSt 100925	High St 090925-100725	D	10/28/2025	26.77		007874		7,977.69
00741	Great-West Trust Company LLC							
I-VF 202510282572	Voya	D	10/28/2025	630.00		007886		
I-VF2202510282572	Voya AT	D	10/28/2025	120.00		007886		750.00
02417	US Bank Corporate Payment Syst							
I-VisaFleet 093025	Visa Fleet Stmt Pmt 093025	D	10/28/2025	19,183.26		007887		19,183.26
00792	WV Consolidated Retirement Boa							
I-RTD202510282572	Retirement	D	10/28/2025	7,253.39		007888		7,253.39
00952	WV Consolidated Retirement Boa							
I-RTF202510282572	Retirement	D	10/28/2025	2,788.08		007889		
I-RTN202510282572	Retirement	D	10/28/2025	5,452.08		007889		8,240.16

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00993	WV Consolidated Retirement Boa							
	I-RT6202510222571 Retirement 6%	D	10/28/2025	1,887.28		007890		
	I-RT6202510282572 Retirement 6%	D	10/28/2025	10,355.64		007890		12,242.92
00283	Frontier							
	I-216 4th 100525 216 4th St Fiber Internet	D	10/30/2025	144.99		007891		144.99
00471	FirstEnergy MP/PE							
	I-CityPk 101025 City Park 240 091025-100825	D	10/30/2025	79.94		007892		
	I-Park 095 Park St 091025-100825	D	10/30/2025	41.66		007892		
	I-Park 465 101025 Park 465 091025-100825	D	10/30/2025	125.00		007892		
	I-Park 883 101025 Park St 091025-100825	D	10/30/2025	105.55		007892		
	I-Park 996 101025 Park 996 091025-100825	D	10/30/2025	68.46		007892		
	I-ParkPav 101025 Park Pav 091025-100825	D	10/30/2025	28.01		007892		
	I-Reservoir 101025 Reservoir Hill 091025-100825	D	10/30/2025	10.31		007892		
	I-Sycamore 101025 Sycamore 091025-100825	D	10/30/2025	44.08		007892		503.01
00132	Clarksburg Water Board							
	I-M93720 lab samples	R	10/14/2025	230.00		017904		230.00
00201	Davis Electrical Svc. Inc							
	I-288131 Gas Unit Heater	R	10/14/2025	1,646.10		017905		1,646.10
00211	Elkins Depot Welcome Center							
	I-08/25 H/M H/M Collection 08/25	R	10/14/2025	14,968.39		017906		14,968.39
00591	Retiree Health Benefit Trust F							
	I-10/25 RHBT RHBT Council 10/25	R	10/14/2025	36.00		017907		
	I-10/25 Retirees Reitrees RHBT 10/2025	R	10/14/2025	2,303.92		017907		2,339.92
00711	Tygart Valley Transfer, Inc.							
	I-00038795 Comm	R	10/14/2025	90.77		017908		
	I-00038799 Comm	R	10/14/2025	282.83		017908		
	I-00038812 Comm	R	10/14/2025	97.46		017908		
	I-00038821 Res	R	10/14/2025	1,163.80		017908		
	I-00038824 Comm	R	10/14/2025	977.48		017908		
	I-00038828 Res	R	10/14/2025	847.53		017908		
	I-00038835 Res	R	10/14/2025	826.51		017908		
	I-00038858 Comm	R	10/14/2025	166.26		017908		
	I-00038864 Comm	R	10/14/2025	228.36		017908		
	I-00038867 Res	R	10/14/2025	175.81		017908		
	I-00038871 Comm	R	10/14/2025	227.41		017908		
	I-00038878 Comm	R	10/14/2025	330.60		017908		
	I-00038886 Res	R	10/14/2025	687.00		017908		
	I-00038888 Res	R	10/14/2025	631.59		017908		
	I-00038893 Comm	R	10/14/2025	815.04		017908		
	I-00038920 Comm	R	10/14/2025	71.66		017908		
	I-00038922 Comm	R	10/14/2025	284.74		017908		

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 10/13/2025 THRU 10/31/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-00038924	Res	R	10/14/2025	115.62		017908		
I-00038930	Comm	R	10/14/2025	156.70		017908		
I-00038947	Res	R	10/14/2025	530.30		017908		
I-00038950	Res	R	10/14/2025	669.81		017908		
I-00038952	Comm	R	10/14/2025	501.64		017908		
I-00038979	Comm	R	10/14/2025	49.69		017908		
I-00038980	Comm	R	10/14/2025	65.93		017908		
I-00039004	Res	R	10/14/2025	606.74		017908		
I-00039005	Res	R	10/14/2025	502.59		017908		
I-00039008	Comm	R	10/14/2025	642.10		017908		
I-00039029	Comm	R	10/14/2025	386.02		017908		
I-00039056	Res	R	10/14/2025	854.22		017908		
I-00039059	Comm	R	10/14/2025	946.90		017908		
I-00039060	Res	R	10/14/2025	726.18		017908		
I-00039090	Comm	R	10/14/2025	87.91		017908		
I-00039101	Comm	R	10/14/2025	304.80		017908		
I-00039109	Res	R	10/14/2025	854.22		017908		
I-00039110	Comm	R	10/14/2025	435.71		017908		
I-00039111	Res	R	10/14/2025	665.98		017908		
I-00039130	Comm	R	10/14/2025	191.10		017908		
I-00039132	Comm	R	10/14/2025	176.77		017908		
I-00039136	Comm	R	10/14/2025	368.82		017908		
I-00039143	Comm	R	10/14/2025	419.46		017908		
I-00039150	Res	R	10/14/2025	554.19		017908		
I-00039151	Res	R	10/14/2025	537.95		017908		
I-00039153	Res	R	10/14/2025	593.37		017908		
I-00039171	Comm	R	10/14/2025	280.92		017908		
I-00039178	Comm	R	10/14/2025	64.02		017908		
I-00039182	Comm	R	10/14/2025	158.61		017908		
I-00039188	Res	R	10/14/2025	666.94		017908		
I-00039189	Res	R	10/14/2025	515.97		017908		
I-00039191	Comm	R	10/14/2025	577.12		017908		
I-00039227	Comm	R	10/14/2025	388.89		017908		
I-00039248	Comm	R	10/14/2025	640.19		017908		
I-00039250	Res	R	10/14/2025	463.42		017908		
I-00039251	Res	R	10/14/2025	604.83		017908		
I-00039274	Comm	R	10/14/2025	335.38		017908		
I-00039278	Comm	R	10/14/2025	264.67		017908		
I-00039283	Comm	R	10/14/2025	322.00		017908		
I-00039288	Res	R	10/14/2025	171.99		017908		
I-00039289	Comm	R	10/14/2025	639.23		017908		
I-00039305	Res	R	10/14/2025	991.81		017908		
I-00039306	Res	R	10/14/2025	803.58		017908		
I-00039307	Comm	R	10/14/2025	932.57		017908		
I-00039344	Comm	R	10/14/2025	299.07		017908		
I-00039346	Res	R	10/14/2025	577.12		017908		
I-00039349	Res	R	10/14/2025	535.08		017908		
I-00039352	Comm	R	10/14/2025	350.67		017908		

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-00039366	Comm	R	10/14/2025	51.60		017908		
I-00039373	Comm	R	10/14/2025	374.56		017908		
I-00039379	Res	R	10/14/2025	112.75		017908		
I-00039385	Res	R	10/14/2025	606.74		017908		
I-00039389	Res	R	10/14/2025	601.01		017908		
I-00039392	Comm	R	10/14/2025	540.81		017908		
I-00039408	Comm	R	10/14/2025	1,207.75		017908		
I-00039412	Comm	R	10/14/2025	263.72		017908		
I-00039418	Comm	R	10/14/2025	274.23		017908		
I-00039426	Res	R	10/14/2025	632.54		017908		
I-00039427	Res	R	10/14/2025	582.86		017908		
I-00039429	Comm	R	10/14/2025	572.34		017908		
I-00039451	Comm	R	10/14/2025	573.30		017908		
I-00039457	Comm	R	10/14/2025	164.35		017908		
I-00039458	Comm	R	10/14/2025	153.84		017908		
I-00039462	Res	R	10/14/2025	78.35		017908		
I-00039473	Comm	R	10/14/2025	192.06		017908		
I-00039477	Comm	R	10/14/2025	297.16		017908		
I-00039483	Res	R	10/14/2025	322.96		017908		
I-00039485	Comm	R	10/14/2025	710.89		017908		
I-00039486	Res	R	10/14/2025	595.28		017908		
I-00039511	Comm	R	10/14/2025	46.82		017908		
I-00039532	Res	R	10/14/2025	985.12		017908		
I-00039533	Res	R	10/14/2025	763.44		017908		
I-00039539	Comm	R	10/14/2025	989.90		017908		
I-00039557	Comm	R	10/14/2025	320.09		017908		
I-00039558	Comm	R	10/14/2025	176.77		017908		
I-00039562	Res	R	10/14/2025	121.35		017908		
I-00039563	Comm	R	10/14/2025	301.94		017908		
I-00039577	Res	R	10/14/2025	560.88		017908		
I-00039579	Res	R	10/14/2025	610.56		017908		
I-00039585	Comm	R	10/14/2025	543.68		017908		
I-00039610	Comm	R	10/14/2025	450.04		017908		
I-00039616	Comm	R	10/14/2025	402.27		017908		
I-00039625	Res	R	10/14/2025	540.81		017908		
I-00039626	Res	R	10/14/2025	541.77		017908		
I-00039627	Comm	R	10/14/2025	586.68		017908		
I-00039641	Comm	R	10/14/2025	316.27		017908		
I-00039648	Comm	R	10/14/2025	80.26		017908		
I-00039655	Res	R	10/14/2025	99.37		017908		
I-00039664	Res	R	10/14/2025	618.21		017908		
I-00039669	Res	R	10/14/2025	642.10		017908		
I-00039671	Comm	R	10/14/2025	546.55		017908		
I-00039688	Comm	R	10/14/2025	231.23		017908		
I-00039692	Comm	R	10/14/2025	164.35		017908		
I-00039708	Res	R	10/14/2025	663.12		017908		
I-00039710	Res	R	10/14/2025	459.60		017908		
I-00039712	Comm	R	10/14/2025	822.69		017908		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-00039731	Comm	R	10/14/2025	366.91		017908		
I-00039746	Res	R	10/14/2025	1,145.64		017908		
I-00039751	Res	R	10/14/2025	785.42		017908		
I-00039752	Comm	R	10/14/2025	854.22		017908		
I-00039777	Comm	R	10/14/2025	41.09		017908		
I-00039782	Comm	R	10/14/2025	136.64		017908		
I-00039787	Comm	R	10/14/2025	199.70		017908		
I-00039796	Comm	R	10/14/2025	294.29		017908		
I-00039799	Res	R	10/14/2025	718.54		017908		
I-00039801	Res	R	10/14/2025	565.66		017908		
I-00039804	Comm	R	10/14/2025	465.33		017908		57,502.06
00812	WV Division of Corrections & R							
I-9125B49F	37 days Inmate Housing 09/25	R	10/14/2025	2,488.99		017909		2,488.99
00927	Interstate Battery System of S							
I-51018495	Batteries	R	10/14/2025	321.90		017910		321.90
01390	Phoenix Solutions, LLC							
I-42070	Chemicals	R	10/14/2025	5,639.29		017911		
I-42077	chemicals	R	10/14/2025	78.50		017911		
I-42103	Chemicals	R	10/14/2025	11,207.00		017911		16,924.79
01681	HdL Companies							
I-09302025	Add'tl BL Revenue 09/2025	R	10/14/2025	317.95		017912		317.95
01731	Bradish Glass Inc							
I-4859	Cullet Pick up 091125	R	10/14/2025	250.00		017913		250.00
01790	Crim Law Office PLLC							
I-511	Water Board Services 07/25	R	10/14/2025	840.00		017914		840.00
02143	Wholesale Tires & Auto							
I-1219976	8 11R225 Tires/1 10 hole Wheel	R	10/14/2025	4,270.00		017915		
I-1220028	M/Craft 225/60R17	R	10/14/2025	540.00		017915		4,810.00
02220	Long Branch Equipment LLC							
I-LB566	Truck Bed installation Leaf Tk	R	10/14/2025	5,600.00		017916		
I-LB567	Leaf Truck Labor & Parts	R	10/14/2025	3,640.00		017916		9,240.00
02451	Waypoint Resource Group LLC							
I-22865	Collections 08/2025 & 09/2025	R	10/14/2025	203.49		017917		203.49

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02608	Zinn's R Us Inc							
I-4460	4 Septic Holding Tanks	R	10/14/2025	400.00		017918		
I-4461	4 Septic Holding Tanks	R	10/14/2025	400.00		017918		
I-4491	4 Septic Holding Tanks	R	10/14/2025	400.00		017918		
I-4492	4 Septic Holding Tanks	R	10/14/2025	400.00		017918		
I-4493	4 Septic Holding Tanks	R	10/14/2025	400.00		017918		2,000.00
02689	A & J Hauling LLC							
I-09202025	Repair to Dozer	R	10/14/2025	3,382.90		017919		3,382.90
1	RECKART LOGISTICS IN							
I-000202510082563	US REFUND	R	10/14/2025	8.33		017920		8.33
1	ELZA, TAMMY							
I-000202510102564	US REFUND	R	10/14/2025	249.70		017921		249.70
02345	Zachary Judy							
I-CK REQ 101325	Reimb App Fee CDL/Endorsmnts	R	10/14/2025	171.25		017922		171.25
00116	Child Support Enforcement							
I-CDS202510142565	Child Support	R	10/14/2025	453.40		017923		453.40
00121	Citizens Bank of WVFP							
I-FP 202510142565	Fire Pension	R	10/14/2025	384.80		017924		384.80
00122	Citizens Bank of WVFP							
I-PP 202510142565	Police Pension	R	10/14/2025	366.36		017925		
I-PPN202510142565	Police Pension-2010 Forward	R	10/14/2025	466.92		017925		833.28
00147	COE Misc							
I-MIS202510142565	Misc Reimbursements	R	10/14/2025	184.95		017926		184.95
00150	COE Payroll							
I-T1 202510142565	Federal Withholding	R	10/14/2025	21,531.36		017927		21,531.36
00151	COE Payroll							
I-T3 202510142565	FICA	R	10/14/2025	27,957.14		017928		
I-T4 202510142565	Medicare	R	10/14/2025	6,983.22		017928		34,940.36
00152	COE Payroll							
I-T2 202510142565	State Withholding	R	10/14/2025	8,196.00		017929		8,196.00
00203	Davis Trust Company							
I-CC 202510142565	Employee Christmas Club	R	10/14/2025	3,230.00		017930		3,230.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00747	Washington National Insurance							
I-WN 202510142565	Washington National Insurance	R	10/14/2025	574.13		017931		574.13
00837	COE Payroll Reimbursement							
I-001202510142565	Payroll Reimbursement	R	10/14/2025	86,761.01		017932		
I-006202510142565	Payroll Reimbursement	R	10/14/2025	8,321.38		017932		
I-036202510142565	Payroll Reimbursement	R	10/14/2025	18,678.26		017932		
I-400202510142565	Payroll Reimbursement	R	10/14/2025	28,185.22		017932		
I-401202510142565	Payroll Reimbursement	R	10/14/2025	15,519.15		017932		
I-404202510142565	Payroll Reimbursement	R	10/14/2025	13,799.95		017932		171,264.97
01885	Colonial Life							
I-CL 202510142565	Colonial Life-AT	R	10/14/2025	112.10		017933		
I-CLP202510142565	Colonial Life-PT	R	10/14/2025	52.52		017933		164.62
00006	AFLAC							
I-AF 202509292560	Aflac-After Tax Ins	R	10/14/2025	846.98		017934		
I-AF 202510142565	Aflac-After Tax Ins	R	10/14/2025	846.98		017934		
I-AFL202509292560	Aflac Insurance	R	10/14/2025	270.04		017934		
I-AFL202510142565	Aflac Insurance	R	10/14/2025	270.04		017934		2,234.04
00242	Elkins Professional Firefighte							
I-EPP202509292560	Elkins Professional FF	R	10/14/2025	150.00		017935		
I-EPP202510142565	Elkins Professional FF	R	10/14/2025	150.00		017935		300.00
00591	Retiree Health Benefit Trust F							
I-RHB202510142565	Retiree Health Benefit Trust	R	10/14/2025	1,008.00		017936		1,008.00
00810	WV Public Employee Insurance A							
I-10/25 Admn	Admn Fees 10/2025	R	10/14/2025	157.50		017937		
I-10/25 B Kerns	B Kerns Health/Life 10/25	R	10/14/2025	514.98		017937		
I-10/25 Chenoweth	RChenoweth 10/25 Health/Life	R	10/14/2025	1,079.98		017937		
I-10/25 Severino	LSeverino Health/Life 10/25	R	10/14/2025	514.98		017937		
I-BL 202510142565	Basic Life Benefit	R	10/14/2025	198.00		017937		
I-CEC202509292560	Plan C E/C	R	10/14/2025	1,937.50		017937		
I-CEC202510142565	Plan C E/C	R	10/14/2025	1,937.50		017937		
I-CF 202509292560	Plan C Family	R	10/14/2025	25,872.00		017937		
I-CF 202510142565	Plan C Family	R	10/14/2025	25,872.00		017937		
I-CS 202509292560	Plan C Single	R	10/14/2025	7,951.50		017937		
I-CS 202510142565	Plan C Single	R	10/14/2025	7,951.50		017937		
I-DL 202509292560	Dependent Life	R	10/14/2025	137.49		017937		
I-DL 202510142565	Dependent Life	R	10/14/2025	137.49		017937		
I-OL 202509292560	Optional Life	R	10/14/2025	439.71		017937		
I-OL 202510142565	Optional Life	R	10/14/2025	442.85		017937		
I-TOP202509292560	Tobacco Surcharge Family	R	10/14/2025	450.00		017937		
I-TOP202510142565	Tobacco Surcharge Family	R	10/14/2025	450.00		017937		
I-TOS202509292560	Tobacco Surcharge Single	R	10/14/2025	100.00		017937		
I-TOS202510142565	Tobacco Surcharge Single	R	10/14/2025	100.00		017937		76,244.98

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00922	Betty's Boots, LLC							
I-10042025	Boot Program	R	10/14/2025	1,750.00		017938		1,750.00
00126	City of Clarksburg							
I-202509304026	Yard Waste Ticket 2358	R	10/21/2025	202.00		017939		202.00
00154	COE Sanitation							
I-202510028311	Hauling/Tipping Fee 39610	R	10/21/2025	708.68		017940		708.68
00550	Precision Pump & Valve Service							
I-0145543-IN	7.5HP Pump	R	10/21/2025	16,002.00		017941		16,002.00
00670	Steptoe & Johnson PLLC							
I-1213220	professional services	R	10/21/2025	315.00		017942		315.00
00688	Terra Flora Landscaping							
I-102036	Terra Flora Landscaping	R	10/21/2025	200.00		017943		200.00
00886	Bucks Fabricating - A Diest In							
I-73957	20 yd box, cable	R	10/21/2025	6,440.00		017944		6,440.00
01125	Ferguson Enterprises LLC #3326							
I-0296139	3-rail marker blue	R	10/21/2025	237.54		017945		
I-0296140	3-rail maker blue, water pipl	R	10/21/2025	210.30		017945		447.84
01445	Linda Silva							
I-CkReq101725	pruning shears, holsters	R	10/21/2025	258.42		017946		258.42
01594	Pace Analytical Services LLC							
I-2530635893	Pickens Lab 09/25	R	10/21/2025	104.00		017947		
I-2530635958	Lab invoices 9/25	R	10/21/2025	3,135.90		017947		3,239.90
02098	Skasiks Quality Cleaners LLC							
I-880080	alterations	R	10/21/2025	43.40		017948		43.40
02157	Jerry A Marco							
I-ExpRpt 101625	travel WVMWQA & WVML	R	10/21/2025	295.30		017949		295.30
02431	Fel-Ferguson Waterworks #527							
I-1002136	meter kits, fittings	R	10/21/2025	1,013.37		017950		1,013.37
02507	Modern Marketing							
I-MMI163940	emergency guides	R	10/21/2025	346.07		017951		346.07

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02608	Zinn's R Us Inc							
I-4507	slug removal	R	10/21/2025	16,500.00		017952		16,500.00
02721	Snyder Farms							
I-CkReq101425	pumpkins EPRC event	R	10/21/2025	250.00		017953		250.00
02797	What-you-Need							
I-INV0015	repaired light housing	R	10/21/2025	81.24		017954		81.24
02856	Eurofins Built Environment Tes							
I-281305	414 Harpertown Rd testing	R	10/21/2025	149.93		017955		
I-281340	418 Harpertown Rd testing	R	10/21/2025	13.63		017955		163.56
02886	Borris Professional Services L							
I-2729	professional services	R	10/21/2025	8,250.00		017956		8,250.00
1	HUNTINTON REALTY COR							
I-000202510152566	US REFUND	R	10/21/2025	7.64		017957		7.64
1	NELSON, AMY							
I-000202510172567	US REFUND	R	10/21/2025	107.59		017958		107.59
1	HAY, DONALD & SANDRA							
I-000202510172568	US REFUND	R	10/21/2025	119.11		017959		119.11
1	PLUM, SUSAN H							
I-000202510172569	US REFUND	R	10/21/2025	30.17		017960		30.17
1	DOUGLAS, JAMES OR EL							
I-000202510172570	US REFUND	R	10/21/2025	622.16		017961		622.16
00150	COE Payroll							
I-T1 202510222571	Federal Withholding	R	10/22/2025	3,235.10		017962		3,235.10
00151	COE Payroll							
I-T3 202510222571	FICA	R	10/22/2025	1,785.72		017963		
I-T4 202510222571	Medicare	R	10/22/2025	417.62		017963		2,203.34
00152	COE Payroll							
I-T2 202510222571	State Withholding	R	10/22/2025	607.00		017964		607.00
00837	COE Payroll Reimbursement							
I-001202510222571	Payroll Reimbursement	R	10/22/2025	8,702.23		017965		8,702.23

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00118	Cira and Associates Consulting Boiler Demolition Project	R	10/27/2025	14,710.45		017966		14,710.45
02671	CP&H Inc dba City Plumbing & H contracted services	R	10/27/2025	202,008.00		017967		202,008.00
00116	Child Support Enforcement Child Support	R	10/28/2025	453.40		017968		453.40
00121	Citizens Bank of WVFP Fire Pension	R	10/28/2025	294.83		017969		294.83
00122	Citizens Bank of WVPP Police Pension	R	10/28/2025	156.58		017970		
	I-PPN202510282572 Police Pension-2010 Forward	R	10/28/2025	276.46		017970		433.04
00147	COE Misc Misc Reimbursements	R	10/28/2025	572.93		017971		572.93
00150	COE Payroll Federal Withholding	R	10/28/2025	13,769.11		017972		13,769.11
00151	COE Payroll FICA	R	10/28/2025	21,730.04		017973		
	I-T4 202510282572 Medicare	R	10/28/2025	5,350.98		017973		27,081.02
00152	COE Payroll State Withholding	R	10/28/2025	5,960.00		017974		5,960.00
00203	Davis Trust Company Employee Christmas Club	R	10/28/2025	3,230.00		017975		3,230.00
00747	Washington National Insurance Washington National Insurance	R	10/28/2025	574.13		017976		574.13
00837	COE Payroll Reimbursement Payroll Reimbursement	R	10/28/2025	59,691.22		017977		
	I-006202510282572 Payroll Reimbursement	R	10/28/2025	7,075.32		017977		
	I-036202510282572 Payroll Reimbursement	R	10/28/2025	14,039.53		017977		
	I-400202510282572 Payroll Reimbursement	R	10/28/2025	25,219.85		017977		
	I-401202510282572 Payroll Reimbursement	R	10/28/2025	16,195.16		017977		
	I-404202510282572 Payroll Reimbursement	R	10/28/2025	12,369.86		017977		134,590.94

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01885	Colonial Life							
I-CL 202510282572	Colonial Life-AT	R	10/28/2025	112.10		017978		
I-CLP202510282572	Colonial Life-PT	R	10/28/2025	52.52		017978		164.62
00032	Absolute Assurance Drug Test L							
I-8844	DOT 5 Sub - Mallow	R	10/28/2025	52.00		017979		52.00
00132	Clarksburg Water Board							
I-M93686	Lab Analysis	R	10/28/2025	23.00		017980		23.00
00154	COE Sanitation							
I-202510078330	09/25 City Hall R/O Rental	R	10/28/2025	198.90		017981		
I-Brush 119 TKT2358	Hauling Fee Brush 119/Tkt 2358	R	10/28/2025	299.48		017981		498.38
00202	Davis Trust Company							
I-35239 110125	03113776-35239 110125	R	10/28/2025	1,425.22		017982		1,425.22
00238	Elkins Fordland, Inc.							
I-28381	cover	R	10/28/2025	60.35		017983		60.35
00468	Miss Utility of West Virginia,							
I-WV25-4049	Message Fees Sept 2025	R	10/28/2025	237.85		017984		237.85
00482	Mountain State Forest Festival							
I-1487	Dist. Guest Ticket	R	10/28/2025	65.00		017985		65.00
00500	Newlons International Sales, L							
I-01W4712	Water Pump Repairs	R	10/28/2025	525.34		017986		525.34
00517	Ohio Valley Bank							
I-6300002950 110125	6300002950 110125	R	10/28/2025	8,166.47		017987		8,166.47
00582	Region VII Plan. & Development							
I-520-24	GIS Services 9/2025	R	10/28/2025	385.00		017988		385.00
00805	WV FBMC							
I-10/25 RChenoweth	R Chenoweth 10/25	R	10/28/2025	154.26		017989		
I-FB2202509292560	Mt. Flex Benefits Post Tax	R	10/28/2025	3.00		017989		
I-FB2202510142565	Mt. Flex Benefits Post Tax	R	10/28/2025	3.00		017989		
I-FB2202510282572	Mt. Flex Benefits Post Tax	R	10/28/2025	3.00		017989		
I-MFB202509292560	Mt. Flex Benefit	R	10/28/2025	2,281.95		017989		
I-MFB202510142565	Mt. Flex Benefit	R	10/28/2025	2,233.96		017989		
I-MFB202510222571	Mt. Flex Benefit	R	10/28/2025	17.54		017989		
I-MFB202510282572	Mt. Flex Benefit	R	10/28/2025	2,195.46		017989		6,892.17

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00812	WV Division of Corrections & R							
I-25CR220	7 Days Inmate Housing Scott	R	10/28/2025	470.89		017990		470.89
01244	A Plus Equipment Rental LLC							
I-31238	Mulcher B70	R	10/28/2025	452.00		017991		452.00
01594	Pace Analytical Services LLC							
I-2530634009	Analytical Services	R	10/28/2025	63.00		017992		
I-2530635589	Analytical Services	R	10/28/2025	150.40		017992		
I-2530635808	Analytical Services	R	10/28/2025	456.60		017992		670.00
01751	COE WWTP							
I-202510138342	Backwash 09/25	R	10/28/2025	809.32		017993		809.32
01764	Marilynn Cuonzo							
I-CK REQ 102425	Donuts Tree Planning	R	10/28/2025	17.74		017994		17.74
01817	WV Wood Technology Center							
I-6921	Rekey Doors	R	10/28/2025	278.00		017995		278.00
01833	P3 Cost Analysts							
I-31852	Visa VUIRF Program 9/25	R	10/28/2025	515.14		017996		515.14
01942	Elkins Municipal Building Comm							
I-00012 110125	1214756-12 110125	R	10/28/2025	4,509.60		017997		4,509.60
02216	CivicPlus							
I-345763	Agenda/Meeting Mgmt Module	R	10/28/2025	8,223.30		017998		8,223.30
02277	Vigilant Communications LLC							
I-1050	Radio for Truck	R	10/28/2025	16,800.00		017999		16,800.00
02546	Rebecca Harper							
I-Travel 110525	Travel Exp Charleston Training	R	10/28/2025	310.80		018000		310.80
02608	Zinn's R Us Inc							
I-4515	4 Septic Holding Tanks	R	10/28/2025	400.00		018001		
I-4527	4 Septic Holding Tanks	R	10/28/2025	400.00		018001		800.00
02755	Citizens Bank of WV							
I-GAR202509292560	Case #: CC-42-2023-C-79	R	10/28/2025	182.44		018002		
I-GAR202510142565	Case #: CC-42-2023-C-79	R	10/28/2025	182.44		018002		
I-GAR202510282572	Case #: CC-42-2023-C-79	R	10/28/2025	182.44		018002		547.32

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:10/13/2025 THRU 10/31/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02769	BCN Telecom Inc TBS							
I-23998097	Street Cameras	R	10/28/2025	1,747.35		018003		1,747.35
02862	Kristie Arbogast							
I-Travel 110525	Travel Exp Charleston Training	R	10/28/2025	310.80		018004		310.80
02894	Blue Talon Consulting Inc							
I-2025-032	Shotgun/Patrol Rifle Course	R	10/28/2025	590.00		018005		590.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	102	970,807.29	0.00	970,807.29
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	24	123,267.93	0.00	123,267.93
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

VENDOR SET: 01 BANK: Pool TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
	126	1,094,075.22	0.00	1,094,075.22
BANK: Pool TOTALS:	126	1,094,075.22	0.00	1,094,075.22

VENDOR SET: 01 Elkins

BANK: WATDP Water Depreciation

DATE RANGE:10/13/2025 THRU 10/31/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00838	Groundhog Directional Drilling							
I-1203	Rpl galvanized main Livingston	R	10/14/2025	3,500.00		000074		3,500.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	3,500.00	0.00	3,500.00
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	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: WATDP TOTALS:	1	3,500.00	0.00	3,500.00
BANK: WATDP TOTALS:	1	3,500.00	0.00	3,500.00
REPORT TOTALS:	133	1,103,451.26	0.00	1,103,451.26

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 10/13/2025 THRU 10/31/2025
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:	November 6, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Proposal to fund purchase and installation of Mon Forest Towns Kayak Kiosk
Recommended By:	Councilor Nanci Bross-Fregonara
Summary:	<p>Due to a deadline that would not allow for consideration by the Finance Committee, Councilor Bross-Fregonara requests special direct consideration by Council of a proposal to fund the \$500 purchase described below.</p> <p>From Councilor Bross-Fregonara:</p> <p>MonForest Towns has requested financial support for the creation of a unique visitor information kiosk to be located downtown. Unfortunately, due to changes in staffing at the Welcome Center, the request fell through the cracks. Ten other cities have signed on to this project, which will provide important information to tourists, especially when the visitor center is not open.</p> <p>I've attached the proposal, which is pretty cool. The cost is relatively nominal. \$500/per city. I have spoken to the project's director, who says that although the deadline has officially passed, we can still participate if we notify them now. They want to get the canoe kiosks created before the students leave at the end of the semester.</p> <p>If approved, the city will need to talk about the location. My thought is that it should be near the Depot Welcome Center, where it can be easily restocked, and be close to the event center.</p>
Fiscal Impact:	\$500
Recommendation:	Consider for approval
Attachments:	1. Paint, Paddle, Public Art Summary 1

The Canoe Kiosk Public Art Project

Project Lead: Dr. Giobbia, WVU

Contact information: tegiobbia@mail.wvu.edu

Overview

This project aims to design, build, monitor, and maintain an immersive network of public art structures in the form of painted canoe kiosks that will house information about the 12 river towns and trails located within the Monongahela National Forest.

Collaborators include Mon Forest Towns Partnership, Petersburg-based artist Kelson Throne, the South Branch Career and Technical Center, WVU students from the Preservice Student Chapter of the National Art Education Association, and local high school students.

Timeline

Summer 2025

Finalize town interest

Fall 2025

Build the canoes

Winter 2025

Paint the canoes

Spring 2026

Install the canoes

Support needed

Participating towns are asked to contribute \$500.

Other costs are grant-covered.

Detailed Overview: Narrative, Goals, & Benefits

Narrative

South Branch Career & Tech will build fiberglass canoe structures that include doors that can be locked remotely to secure the brochures. These canoe kiosks will be placed in public spaces designated by the city councils/mayors of each of the river towns. Using Ronan paints, brushes, paddle, research workbook and drawing materials, Kelson Thorne will create a cohesive drawing that will be painted on all the fiberglass canoe structures. Brochures and information about the towns will be provided by Mon Forest Towns. All 12 doors will include a map of the Mon Forest Towns network to support their current branding. Students from the WVU Preservice Chapter of the NAEA will work with local high school students to help design and paint the canoe doors for their towns in afterschool art programs. At this point students, can add symbols and images from their river towns to the doors. Students from area high schools will be introduced to the CRICUT to create stencils they can use to facilitate the painting of the canoe doors. When finished, the canoe kiosks will be anchored with a sustainable eco-friendly stand on the ground in an open space for viewing and touching in public spaces as designated by each of the river towns. The project takes on an imaginative approach to content and form by drawing inspiration from the world around us.

Goals & Benefits to Community

The project is meant to create awareness and access to art in the rural communities throughout the Mon Forest. Simultaneously, it will provide visitors with information about the river towns and trails through the canoe kiosks. Public art will help to create engagement, sense of place, and conversation amongst residents and visitors alike.

By meeting these goals, the project will benefit the community by providing access to art, celebrating local nature, and highlighting local heritage. This project will allow access to art in the 12 river towns situated along or near the headwaters of major rivers like the Greenbrier, Potomac, and Monongahela, some of which are in distressed counties with no access to art.

Both art and time spent outdoors inspire creativity, improve mental health, and reduce stress. These public structures bring these two strong drivers of community wellbeing together in a way that strengthens town identity and reinforces the visual and cultural brand of the Mon Forest Towns region.

Success will be measured based on feedback on viewers' experiences with the kiosks. WVU students will create a digital platform for viewers to interact with and review the project.



Project Convener: Dr. Giobbia

Contact information: tegiobbia@mail.wvu.edu



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	November 6, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1873: Appointing Van Broughton to the Elkins-Randolph County Regional Airport Authority for a term ending June 30, 2028
Recommended By:	Mayor
Summary:	Appoints Van Broughton to serve on the Elkins-Randolph County Regional Airport Authority for a term ending June 30, 2028. This appointment ensures the Authority maintains full membership to oversee airport operations and development.
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. R-1873 - appointing Broughton to airport authority

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1873)

November 6, 2025

***Appointing Van Broughton to serve on the
Elkins–Randolph County Regional Airport Authority***

WHEREAS, the City of Elkins participates in the Elkins–Randolph County Regional Airport Authority, which oversees the management and development of the Elkins–Randolph County Regional Airport; and,

WHEREAS, appointments to the Authority are necessary to ensure effective governance and continued advancement of airport operations and infrastructure; and,

WHEREAS, Van Broughton has been identified as a qualified candidate willing to serve on the Authority;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby appoints Van Broughton to serve on the Elkins–Randolph County Regional Airport Authority for a term ending June 30, 2028.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk



Elkins-Randolph County Regional Airport Authority
400 Airport Road
Elkins WV 26241
304-636-2726
manager@elkinsairport.com

October 20, 2025

Mayor Jerry A. Marco
City of Elkins
401 Davis Ave.
Elkins WV 26241

Dear Mr. Marco,

Thank you for your continued support of the Elkins-Randolph County Regional Airport.

At the Authority's regular meeting on October 14, 2025, board member Larry Wing submitted his resignation due to family medical issues. We appreciate his service and wish him well.

To fill the vacancy, the Authority recommends appointing Van Broughton as a representative to the board, for a term beginning November 1, 2025, and ending June 30, 2028.

Please feel free to contact me with any questions,

Mary Alice Ricottilli, Manager



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	November 6, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1874: Establishing a compensation level for an Operations Department employee
Recommended By:	Personnel Committee
Summary:	<p>Sets the hourly compensation for a designated Operations Department employee, effective as noted. This adjustment reflects the recommendation of the City's Personnel Committee and complies with applicable City and State law.</p> <p>Discussion of details related to this action could be eligible for an executive session under the exemption for matters arising from the employment, etc. of an individual, as allowed under WVC §6-9A-4 (b) (2) (A).</p>
Fiscal Impact:	Approximately \$43,000/year plus benefits
Recommendation:	Consider for approval
Attachments:	1. R-1874 - establishing compensation level for building officer

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1874)

November 6, 2025

***Establishing the Compensation Level for the
Building and Code Enforcement Officer***

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

WHEREAS, Elkins City Code §2-2 provides Council with the power to prescribe and set forth compensation; and,

WHEREAS, the Personnel Committee, at its meeting of October 27, 2025, recommended establishing the hourly compensation of the Building and Code Enforcement Officer at \$20.673, effective November 23, 2025, with no recoupment of past wages or backpay; and,

WHEREAS, Council concurs with the recommendation of the Personnel Committee and desires to clarify and confirm the compensation rate for the Building and Code Enforcement Officer;

WHEREAS, sufficient funds are or will be made available within the appropriate account of the current fiscal year's General Fund budget;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby sets the hourly compensation of the Building and Code Enforcement Officer at \$20.673, effective November 23, 2025, with no recoupment of past wages or backpay.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	November 6, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1875: Accepting the winning bid for Phase II of the City Hall project, submitted by Commercial Builders, Inc. of West Virginia, for \$1,679,900
Recommended By:	Operations Manager
Summary:	Accepts the bid from Commercial Builders, Inc. of West Virginia in the amount of \$1,679,900 for Phase II of the City Hall project, as shown on the attached Bid Tabulation Sheet. This action authorizes the City to proceed with construction under the lowest responsible and responsive bid.
Fiscal Impact:	Bid for Phase II is \$1,679,900
Recommendation:	Consider for approval
Attachments:	1. R-1875 - accepting bid for Phase II of City Hall project

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1875)
November 6, 2025

***Accepting the Winning Bid for Phase II of the City Hall Project,
Submitted by Commercial Builders, in the Amount of \$1,679,900***

WHEREAS, the Common Council (“Council”) of the City of Elkins (“City”) is undertaking Phase II of the City Hall Repair and Renovation Project (“Project”); and,

WHEREAS, the City advertised for and received bids for the Project; and,

WHEREAS, bids were publicly opened and reviewed in accordance with applicable procedures; and,

WHEREAS, bids received for the Project are shown on the attached Bid Tabulation Sheet; and,

WHEREAS, the bid submitted by Commercial Builders, Inc., also attached, in the amount of \$1,679,900, has been determined to be the lowest responsible and responsive bid for the Project; and,

WHEREAS, Council finds that accepting this bid is in the best interest of the City and that the Project should proceed;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby accepts the bid submitted by Commercial Builders, Inc. of West Virginia in the amount of \$1,679,900 for Phase II of the City Hall Rehabilitation Project, and authorizes the Operations Manager to execute all necessary agreements and documents to proceed with the Project.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

ELKINS CITY HALL – PHASE II RENOVATION

BID TABLUATION

October 22nd, 2025, 1:00 PM

BIDDER: COMMERCIAL BUILDERS
BASE BID: \$ 1,679,900.00
COMMENCEMENT DATE: OCTOBER 31, 2025
Addenda Received (Circle Each Acknowledged): 1 2 3
BID BOND (Circle One) YES NO

BIDDER: WOLF CREEK CONTRACTING
BASE BID: \$3,649,175.00
COMMENCEMENT DATE: DECEMBER 8, 2025
Addenda Received (Circle Each Acknowledged): 1 2 3
BID BOND (Circle One) YES NO

BIDDER: _____
BASE BID: _____
COMMENCEMENT DATE: _____
Addenda Received (Circle Each Acknowledged): _____ 1 2 3
BID BOND (Circle One) YES NO

Witnessed by: [Signature]
Witnessed by: [Signature]

ELKINS CITY HALL – PHASE II RENOVATION

RESPECTFULLY SUBMITTED:

SIGNATURE: MICHAEL J. DEMOSS DATE: 10-22-25

NAME: Michael J. DeMoss

TITLE: President

FIRM NAME: Commercial Builders Inc. of WV

FIRM ADDRESS: P.O. Box 516 Corporate Seal if Applicable
Morgantown, WV 26507

TELEPHONE: 304-292-1688

CONTRACTOR'S LICENSE NO. WV003713

CONTRACTOR'S F.E.I.N. NO. 55-0519438

CONTRACTORS' LICENSE

West Virginia Code § 21-11-2 requires that all persons desiring to perform contractual work in this State must be duly licensed. The West Virginia Contractors Licensing Board is empowered to issue the contractor's license. Application for a contractor's license may be made by contacting the West Virginia Division of Labor, Building 6, Room B749, State Capitol Complex, Charleston, West Virginia, 25305. Telephone: (304) 348-7890. West Virginia Code § 21-11-11 requires any prospective Bidder to include the contractor's license number on their Bid. The successful Bidder will be required to furnish a copy of their contractor's license prior to issuance of a Purchase Order/Contract.

ADDENDA ACKNOWLEDGMENT

The undersigned hereby acknowledges receipt of the following Addenda and has taken the information contained therein into full consideration in the formulation of this Bid.

Addenda No. 1 10-14-25

Addenda No. 2 10-17-25

Addenda No. 3 _____

Addenda No. 4 _____

Failure to acknowledge receipt of each Addendum may be cause for rejection of the Bid.

SIGNATURE: MICHAEL J. DEMOSS DATE: 10-22-25
Signature in Ink

END OF FORM OF PROPOSAL

THE AMERICAN INSTITUTE OF ARCHITECTS

AIA Document A310 Bid Bond

KNOW ALL MEN BY THESE PRESENTS, THAT WE Commercial Builders, Inc. of West Virginia
PO Box 516, Morgantown, WV 26507

as Principal, hereinafter called the Principal, and United Fire & Casualty Company
PO Box 73909, Cedar Rapids, IA 52407-3909

a corporation duly organized under the laws of the State of IA

as Surety, hereinafter called the Surety, are held and firmly bound unto City of Elkins

401 Davis Ave., Elkins, WV 262451

as Obligee, hereinafter called the Obligee, in the sum of Five Percent of Amount Bid

Dollars (\$ 5%),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for Elkins City Hall Phase II Renovation

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 15th day of October, 2025

Patty Merinfeld
(Witness)

Commercial Builders, Inc. of West Virginia

(Principal)

(Seal)

By: MICHAEL J. DEMOSS

(Title)

PRESIDENT

Bryce Fochtman
Bryce Fochtman (Witness)



United Fire & Casualty Company

(Surety)

(Seal)

By: Nancy Jirku
Attorney-in-Fact Nancy Jirku (Title)



UNITED FIRE & CASUALTY COMPANY, CEDAR RAPIDS, IA
 UNITED FIRE & INDEMNITY COMPANY, WEBSTER, TX
 FINANCIAL PACIFIC INSURANCE COMPANY, LOS ANGELES, CA

Inquiries: Surety Department
 118 Second Ave SE
 Cedar Rapids, IA 52401

CERTIFIED COPY OF POWER OF ATTORNEY
 (original on file at Home Office of Company – See Certification)

KNOW ALL PERSONS BY THESE PRESENTS, That UNITED FIRE & CASUALTY COMPANY, a corporation duly organized and existing under the laws of the State of Iowa; UNITED FIRE & INDEMNITY COMPANY, a corporation duly organized and existing under the laws of the State of Texas; and FINANCIAL PACIFIC INSURANCE COMPANY, a corporation duly organized and existing under the laws of the State of California (herein collectively called the Companies), and having their corporate headquarters in Cedar Rapids, State of Iowa, does make, constitute and appoint **Nancy Jirku** their true and lawful Attorney-in-Fact with power and authority hereby conferred to sign, seal and execute in its behalf all lawful bonds, undertakings and other obligatory instruments of similar nature provided that no single obligation shall exceed \$100,000,000.00

Surety Bond Number **Bid Bond**
 Principal: **Commercial Builders, Inc. of West Virginia**
 Obligee: **City of Elkins**

and to bind the Companies thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of the Companies and all of the acts of said Attorney, pursuant to the authority hereby given and hereby ratified and confirmed.

The Authority hereby granted is continuous and shall remain in full force and effect until revoked by UNITED FIRE & CASUALTY COMPANY, UNITED FIRE & INDEMNITY COMPANY, AND FINANCIAL PACIFIC INSURANCE COMPANY.

This Power of Attorney is made and executed pursuant to and by authority of the following bylaw duly adopted by the Boards of Directors of UNITED FIRE & CASUALTY COMPANY, UNITED FIRE & INDEMNITY COMPANY, and FINANCIAL PACIFIC INSURANCE COMPANY.

“Article VI – Surety Bonds and Undertakings”

Section 2, Appointment of Attorney-in-Fact. “The President or any Vice President, or any other officer of the Companies may, from time to time, appoint by written certificates attorneys-in-fact to act in behalf of the Companies in the execution of policies of insurance, bonds, undertakings and other obligatory instruments of like nature. The signature of any officer authorized hereby, and the Corporate seal, may be affixed by facsimile to any power of attorney or special power of attorney or certification of either authorized hereby; such signature and seal, when so used, being adopted by the Companies as the original signature of such officer and the original seal of the Companies, to be valid and binding upon the Companies with the same force and effect as though manually affixed. Such attorneys-in-fact, subject to the limitations set forth in their respective certificates of authority shall have full power to bind the Companies by their signature and execution of any such instruments and to attach the seal of the Companies thereto. The President or any Vice President, the Board of Directors or any other officer of the Companies may at any time revoke all power and authority previously given to any attorney-in-fact.

IN WITNESS WHEREOF, the COMPANIES have each caused these presents to be signed by its vice president and its corporate seal to be hereto affixed this 21st day of Semptember, 2023

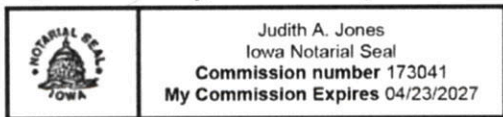


UNITED FIRE & CASUALTY COMPANY
 UNITED FIRE & INDEMNITY COMPANY
 FINANCIAL PACIFIC INSURANCE COMPANY

By: *Kyanna M. Saylor*
 Vice President

State of Iowa, County of Linn, ss:

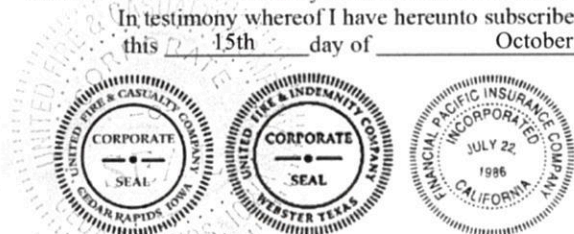
On 21st day of September, 2023, before me personally came Kyanna M. Saylor to me known, who being by me duly sworn, did depose and say; that she resides in Cedar Rapids, State of Iowa; that she is a Vice President of UNITED FIRE & CASUALTY COMPANY, a Vice President of UNITED FIRE & INDEMNITY COMPANY, and a Vice President of FINANCIAL PACIFIC INSURANCE COMPANY the corporations described in and which executed the above instrument; that she knows the seal of said corporations; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporations and that she signed her name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporations.



Judith A. Jones
 Notary Public
 My commission expires: 04/23/2027

I, Mary A. Bertsch, Assistant Secretary of United Fire & Casualty Company and Assistant Secretary of United Fire & Indemnity Company, and Assistant Secretary of Financial Pacific Insurance Company, do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Section of the bylaws and resolutions of said Corporations as set forth in said Power of Attorney, with the ORIGINALS ON FILE IN THE HOME OFFICE OF SAID CORPORATIONS, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

In testimony whereof I have hereunto subscribed my name and affixed the corporate seal of the said Corporations this 15th day of October 2025



By: *Mary A. Bertsch*
 Assistant Secretary,
 UF&C & UF&I & FPIC



CONTRACTOR LICENSE

AUTHORIZED BY THE
West Virginia Contractor
Licensing Board

NUMBER: WV003713

CLASSIFICATION:

- ELECTRICAL
- GENERAL BUILDING
- GENERAL ENGINEERING
- HVAC
- MULTIFAMILY
- PIPING
- PLUMBING
- RESIDENTIAL
- SPECIALTY

COMMERCIAL BUILDERS INC OF WEST VIRGINIA
2800 MORGANTOWN INDUSTRIAL PARK ROAD
MORGANTOWN, WV 26501-2343

DATE ISSUED

EXPIRATION DATE

NOVEMBER 1, 2025

NOVEMBER 1, 2026

Michael J. DeMoss

Authorized Signature

Chair, West Virginia Contractor
Licensing Board



A copy of this license must be readily available for inspection by the Board on every job site where contracting work is being performed. This license number must appear in all advertisements, on all bid submissions, and on all fully executed and binding contracts. This license is non-transferable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	November 6, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1876: Approving terms and executing lease with Hart Office Solutions for Municipal Court printer
Recommended By:	Municipal Judge
Summary:	Authorizes execution of a lease with Hart Office Solutions for Municipal Court printer equipment. Similar equipment is leased under similar terms from Hart OS in multiple city departments.
Fiscal Impact:	\$95 documentation fee and 63 monthly lease payments of \$147.50 (total: \$9,387.50)
Recommendation:	Consider for approval
Attachments:	1. R-1876 - Hart Office agreement for copier for Municipal Court

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1876)

November 6, 2025

***Authorizing Conditions of Lease & Addendum and Maintenance Agreement between
Hart Office Solutions and the City of Elkins (Municipal Court)***

WHEREAS, the City of Elkins, West Virginia (“City”) has determined to obtain equipment and services for a Toshiba e-Studio 400AC Color System multifunction printer and copier in the Municipal Court; and,

WHEREAS, the City has received a proposed Agreement with Hart Office Solutions, LLC (copy attached) for the provision of such equipment and services; and,

WHEREAS, it appears that contracting for this service is in the best interests of the citizens of the City of Elkins; ***now, therefore, be it***

RESOLVED, that the Elkins Common Council approves this Agreement and authorizes execution of this Agreement by the Mayor, or his designee, on behalf of the City of Elkins.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	November 6, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1877: Approving terms and executing addendum to lease with the Randolph County Development Authority for temporary office space at the WV Wood Technology Center
Recommended By:	City Treasurer
Summary:	Approves an addendum to the existing lease for temporary office space at the WV Wood Technology Center, extending the lease until May 31, 2026, with no other changes to the terms. This addendum references prior actions in Resolutions 1785 and 1807 and ensures continuity of office space for City operations during City Hall renovations.
Fiscal Impact:	The addendum makes no change to the monthly rent of \$400
Recommendation:	Consider for approval
Attachments:	1. R-1877 - extending lease with RCDA at Wood Tech

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1877)

November 6, 2025

Approving an Addendum to a Lease Between the City of Elkins and the Randolph County Development Authority, Extending the Lease Until May 31, 2026

WHEREAS, the City of Elkins, West Virginia (“City”) previously determined to obtain temporary office space for various City employees while repairs and renovations are underway at City Hall; and,

WHEREAS, the City previously executed an Agreement with the Randolph County Development Authority via Resolution #1785 for the provision of such office space at the West Virginia Wood Technology Center; and,

WHEREAS, the City subsequently accepted updated conditions of the Agreement via Resolution #1807, authorizing execution of the updated lease; and,

WHEREAS, the City has received an addendum to the lease extending the term of the Agreement until May 31, 2026, with no other changes to the terms; and,

WHEREAS, entering into this addendum is in the best interests of the citizens of the City of Elkins;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby approves the addendum to the lease with the Randolph County Development Authority, extending the lease until May 31, 2026, and authorizes the Mayor to execute the addendum on behalf of the City of Elkins, following approval by the City Attorney.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

ADDENDUM TO LEASE

THIS ADDENDUM TO LEASE, Made this the ____ day of November _____, 2025, by and between RANDOLPH COUNTY DEVELOPMENT AUTHORITY, a West Virginia statutory corporation, hereinafter “LESSOR”, and CITY OF ELKINS, a municipal corporation, hereinafter “TENANT.”

Whereas, the Lessor and the Tenant executed a Lease dated the 1st day of October 2024 which leased Suite 3 at the West Virginia Wood Technology Center for a period of twelve (12) months, said term of the Lease having expired; and

Whereas the Lessor and the Tenant mutually agree to extend the terms of the Lease; and

Upon the mutual agreement of the Lessor and the Tenant, the term of the Lease shall be extended through May 31, 2026.

All other terms and provisions of the Lease referred to hereinabove shall remain in full force and effect during the extended period of the Lease.

IN WITNESS HEREOF, and intending to be legally bound hereby, the parties have set their hands and seals to this Lease this ____ day of _____, 2025.

LESSOR:

RANDOLPH COUNTY
DEVELOPMENT AUTHORITY

By: _____

Mark Haddix

Its: President

TENANT:

City of Elkins

By: _____

Its: _____

Witness

Witness



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	November 6, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1878: Appointing Carol Schuler as a regular member of the Board of Zoning Appeals, for a term starting January 1, 2026 and ending December 31, 2028
Recommended By:	City Clerk
Summary:	Appoints Carol Schuler as a regular member of the Board of Zoning Appeals for a term beginning January 1, 2025, and ending December 31, 2028. Ms. Schuler previously served as an alternate member and has demonstrated the knowledge and commitment needed to serve as a full member.
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. R-1878 - appointing Schuler to BZA

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1878)

November 6, 2025

Appointing Carol Schuler as a Regular Member of the Board of Zoning Appeals

WHEREAS, the City of Elkins maintains a Board of Zoning Appeals (“BZA”) in accordance with West Virginia Code and Elkins Municipal Code §52.025; and,

WHEREAS, the BZA consists of five regular members appointed by Council, with additional alternate members appointed as needed to ensure full participation and decision-making capacity; and,

WHEREAS, a currently serving member, Cassandra Norwood, has declined reappointment at the end of her term, which expires December 31, 2025; and,

WHEREAS, Carol Schuler has served as an alternate member of the BZA and has demonstrated commitment and readiness to assume the responsibilities of a regular member; and,

WHEREAS, Council desires to appoint Carol Schuler to a regular member position for the upcoming term;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby appoints Carol Schuler as a regular member of the Board of Zoning Appeals, for a term beginning January 1, 2026, and ending December 31, 2028

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk