



City of Elkins

Council Meeting

November 20, 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 November 6, 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
 - b. Clerk's report
8. **Approval of vendor invoice payments**
 - a. Vendor invoices presented for approval: November 3-14, 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. Resolution 1873: Appointing Van Broughton to the Elkins-Randolph County Regional Airport Authority for a term ending June 30, 2028
 - b. Resolution 1879: Reappointing and establishing a new compensation level for the City Treasurer, effective Oct. 1, 2025
 - c. Resolution 1880: Compensation adjustment for General Fund, Fire Fund, and Sanitation Fund employees
 - d. Resolution 1881: Authorizing expenditure of \$10,000 to fund design study for a city-owned property on Harrison Avenue
 - e. Resolution 1882: Authorizing the transfer of \$50,000 from the Financial Stabilization Fund to the Fire Fund
 - f. Resolution 1883: Adopting a new policy for the administration of contributions to outside and partner organizations

- g. Resolution 1884: Authorizing purchase and installation of new transfer switch at EFD paid from from the Coal Severance Fund
- h. ~~Resolution 1885: Reappointing R. Nestor and Clark Evans to the Elkins Housing Authority Board of Directors for a term ending December 31, 2030~~

10. Mayor's comments

11. Adjournment



CITY OF ELKINS AGENDA ITEM REPORT

| | |
|--------------------------|---|
| Meeting Date: | November 20, 2025 |
| Section: | Minutes |
| Category: | Action Item |
| Agenda Item Name: | Proposed minutes for the meeting of November 6, 2025. |
| Recommended By: | City Clerk |
| Summary: | Minutes for council's meeting of Nov. 6 |
| Fiscal Impact: | n/a |
| Recommendation: | Consider for approval |
| Attachments: | 1. City Council - 2025_11_06 - minutes_proposed |

ELKINS COMMON COUNCIL MEETING MINUTES

*Phil Gainer Community Center
142 Robert E Lee Ave. Ext.
Elkins, WV 26241
November 6, 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, E. L. Plishka, L.S. Severino, C.H. Thompson, and B.A. Woods; City Treasurer T. Judy; Fire Chief S.D. Himes; Police Lieutenant B. Tice; Operations Manager M. Kesecker; and City Clerk S.R. Stokes (recording secretary).

Councilors B.C. Kerns and C.C. Lowther, City Attorney G. S. Roberts, and Police Chief T. Bennett were absent.

Also present was Building & Code Enforcement Officer J. Kittle.

PUBLIC COMMENT

There was no public comment.

PRESENTATION

Bobby and Sharon Monroe, of Bearing Advisors, presented information about a Section 125 Cafeteria Benefits plan offered by their company.

MINUTES

Woods MOVED APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 16, 2025. The motion carried.

CORRESPONDENCE, NOTIFICATIONS, AND RECOGNITIONS

- a. Building permits, zoning permits, and vacant property registrations.

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 Lieutenant B. Tice provided a verbal report.
- e. Water Chief Operator W. Lambert provided a verbal report.

Proposed Minutes

- f. City Clerk S. Stokes provided a written report (attached).

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:

- Accounts Payable check transactions for the period October 13-31, 2025.

NEW BUSINESS

- a. Proposal to fund purchase and installation of Mon Forest Towns Kayak Kiosk.

Carroll **MOVED APPROVAL OF THE PROPOSAL TO FUND INSTALLATION OF A MON FOREST TOWNS KAYAK KIOSK.** Bross-Fregonara disclosed that she is an alternate member of the board of directors of Mon Forest Towns. The motion carried.

- b. **Resolution 1873:** Appointing Van Broughton to the Elkins-Randolph County Regional Airport Authority for a term ending June 30, 2028.

By unanimous consent, this item was postponed to a later meeting.

- c. **Resolution 1874:** Establishing a compensation level for an Operations Department employee.

Thompson **MOVED THAT COUNCIL ENTER EXECUTIVE SESSION WITH THE CITY CLERK, OPERATIONS MANAGER, AND BUILDING AND CODE ENFORCEMENT OFFICER FOR RESOLUTION 1874.** The stated exemption was for matters arising from the employment, etc. of an individual, as allowed under WVC §6-9A-4 (b) (2) (A). The motion carried. The executive session began at 7:52 p.m. and ended at 8:14 p.m. The mayor announced that no decisions were made and no actions were taken.

Thompson **MOVED APPROVAL OF RESOLUTION 1874.** The motion carried.

- 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.

Carroll **MOVED APPROVAL OF RESOLUTION 1875.** The motion carried.

Proposed Minutes

- e. **Resolution 1876:** Approving terms and executing lease with Hart Office Solutions for Municipal Court printer.

Thompson **MOVED APPROVAL OF RESOLUTION 1876.** The motion carried.

- 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.

Plishka **MOVED APPROVAL OF RESOLUTION 1877.** The motion carried.

- 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.

Bross-Fregonara **MOVED APPROVAL OF CAROL SCHULER AS REGULAR MEMBER OF THE BOARD OF ZONING APPEALS.** The motion carried.

The meeting was adjourned at 8:21 p.m.

Attest: S.R. Stokes, City Clerk

Jerry A. Marco, Mayor



CITY OF ELKINS AGENDA ITEM REPORT

| | |
|--------------------------|--|
| Meeting Date: | November 20, 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 covers building permits issued from September 16 to November 3, 2025: 9 permits totaling \$170,290. No new-business zoning permits were issued. There are 44 vacant structures, with 34 billed for 2025 and \$6,200 collected. Four liens will be filed tomorrow. Five properties are suspended pending demolition, and several others have been removed due to sale, renovation, or demolition. |
| Fiscal Impact: | See summary/attached |
| Recommendation: | Review presented information |
| Attachments: | 1. Building Permits - 2025_11_20 |

The attached report shows building permits issued 09/16/2025-11/03/2025. There were 9 projects with a total valuation of \$170,290.00

Zoning permits show 0 new business

There are currently 44 structures registered as vacant. 34 structures have been billed for 2025. \$6200 Has been collected so far. **Four liens will be placed upon properties tomorrow.** Five are suspended pending demolition by either City or owner. Several properties have dropped off of the list, some sold, some remodeled and no longer vacant, and some demolished.

BUILDING PERMITS

11/19/2025 7:34 AM PROJECT MASTER REPORT PAGE: 1
PROJECTS: THRU ZZZZZZZZZZ REPORT SEQUENCE: Project
PROJECT TYPE: Exclude: BPZONING CONTRACTOR CLASS: All - All Contractor Classes
CONTRACTORS: All
APPLIED DATES: 11/04/2025 THRU 11/19/2025 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
STATUS INCLUDED: Opened, Complet ISSUED DATES: 0/00/0000 THRU 99/99/9999
=====

PROJECT: 240610 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING
PROPERTY: 203 CENTER ST
APPLIED DATE: 11/07/2025 ISSUED DATE: 11/07/2025 EXPIRATION DATE: 5/08/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: HILLSIDE HILLSIDE ROOFING, LLC ISSUED TO: WHITE, ARIEL S
141 CENTRAL CHAPEL RD
MONTROSE, WV 26283 ELKINS, WV 26241
SQUARE FEET: 2,076
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

PROJECT: 240611 - RESIDENTIAL WINDOWS TYPE: WIND-RES RESIDENTIAL WINDOWS
PROPERTY: 336 GRAHAM ST
APPLIED DATE: 11/07/2025 ISSUED DATE: 11/07/2025 EXPIRATION DATE: 5/08/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: HANSHAWENT HANSHAW ENTERPRISES INC ISSUED TO: POE, ERIN B
148 MIDDLETOWN RD
FAIRMONT, WV 26554 ELKINS, WV 26241
SQUARE FEET: 1
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

PROJECT: 240612 - COMMERCIAL HVAC CHANGE TYPE: HVAC-COM COMMERCIAL HVAC CHANGE
PROPERTY: 169 DIAMOND ST
APPLIED DATE: 11/07/2025 ISSUED DATE: 11/07/2025 EXPIRATION DATE: 5/08/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: ARROW ARROW AIR ISSUED TO: WV CARING HOSPICE
2842 MCKINNEY CAVE ROAD
REEDSVILLE, WV 26547 ARTHURDALE, WV 26520
SQUARE FEET: 1
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 75.00

PROJECT: 240613 - SIGN TYPE: SIGN SIGN
PROPERTY: 1013 N RANDOLPH AVE
APPLIED DATE: 11/07/2025 ISSUED DATE: 11/07/2025 EXPIRATION DATE: 5/08/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: ISSUED TO: UNITED HOSPITAL CTR - ELKINS
327 MEDICAL PARK DR
BRIDGEPORT, WV 26330
SQUARE FEET: 20

ZONING PERMITS

NONE

VACANT STRUCTURE BILLING FOR 2025

11/19/2025 7:46 AM

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

PAGE: 1

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

ORIGINATION DATE: 3/01/2025 THRU 11/19/2025
 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 |
| 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 | 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 RICHA | 2.0000 | 200.00 |

REPORT TOTALS: 34 92.0000 11,600.00



CITY OF ELKINS AGENDA ITEM REPORT

| | |
|--------------------------|---|
| Meeting Date: | November 20, 2025 |
| Section: | Staff reports |
| Category: | Presentation |
| Agenda Item Name: | Treasurer's report |
| Recommended By: | City Treasurer |
| Summary: | Report on new and ongoing activities and projects in the Office of the City Treasurer |
| Fiscal Impact: | n/a |
| Recommendation: | Review only |
| Attachments: | 1. Treasurer Report - 2025_11_20 |

Office of the City Treasurer

Council Report

Date: November 20, 2025

Update since November 6th council meeting.

1. Council Reports & Attachments

- General Fund Revenue Detail
- FY2026 Budget Control Summary
- Bank Balances as of October 31, 2025
- Invoice Cloud Management Report as of October 31, 2025
- Invoice Cloud Scorecard

2. Office Staff

New employee Samantha Kyle in training as a utility billing clerk.

3. Projects & Financing

- Final invoice for the Sanitation Garage has been received. Permanent financing began August 2025 with Ohio Valley Bank.
- HVAC permanent financing loan payments began August 2025 with Mountain Valley Bank.
- Work continues with Fahe, Operation's Manager, City Attorney, Woodlands Development Group, and VanNostrand Architects, LLC on financing and tax credits for the City Hall Project.
- Closed on the Mountain Valley City Hall construction loan on November 14, 2025.

4. Administration Staff

- Continuing work with HR Director, Administrative Officers, Chief Operators, Parks Director, and Municipal Judge on pay compensation.
- Will be reviewing budget line items with Administrative Officers for budget revisions in December.

5. FY2025 Annual Audit

- Continuing working with BHM CPA Group auditors on our FY2025 audit.

General Fund Revenue Detail

| | October Revenues | YTD Revenues | Percent of Revenues Collected Per Budget | Percent of Yr. Completed 33.33 |
|------------------------------|-----------------------|-----------------------|--|--------------------------------|
| County Tax | \$227,577.53 | \$796,811.95 | 63.83% | 1,248,359.00 |
| B & O Tax | \$393,589.32 | \$950,817.10 | 52.68% | 1,805,000.00 |
| Hotel/Motel Tax | \$41,269.11 | \$133,401.18 | 51.21% | 260,500.00 |
| Gas & Oil Severance Tax | \$17,287.38 | \$17,287.38 | 69.15% | 25,000.00 |
| 2% City Utility Tax | \$8,028.61 | \$32,358.43 | 33.71% | 96,000.00 |
| Utility Excise Tax | \$66,335.41 | \$150,353.13 | 45.56% | 330,000.00 |
| Liquor Tax | \$22,749.10 | \$43,722.50 | 50.84% | 86,000.00 |
| Police | \$1,565.00 | \$7,072.00 | 59.43% | 11,900.00 |
| Municipal Court | \$2,290.11 | \$5,847.87 | 22.93% | 25,500.00 |
| Code Enforcement | \$1,708.01 | \$14,463.36 | 41.44% | 34,900.00 |
| Business License | \$320.00 | \$8,225.00 | 28.36% | 29,000.00 |
| Intergovernmental | \$64,406.34 | \$171,448.19 | 73.46% | 233,398.00 |
| Franchise/IRP Fees | \$7,301.56 | \$45,423.39 | 34.94% | 130,000.00 |
| Phil Gainer Community Center | \$6,030.00 | \$21,775.00 | 43.55% | 50,000.00 |
| Misc. Revenue | \$20,886.41 | \$281,551.34 | 131.47% | 214,160.00 |
| Municipal Sales Tax | \$452,556.60 | \$846,312.65 | 56.42% | 1,500,000.00 |
| TOTAL | \$1,333,900.49 | \$3,526,870.47 | 58.01% | 6,079,717.00 |

FY2026 Budget Control Summary

| General Fund | | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Revenues Over Expenses |
|-----------------------|------|--------------|--------------|--------------|----------------|--------|--------|--------|--------|--------|--------|--------|--------|------------------------|
| Revenues | July | \$989,637.10 | \$668,164.14 | \$535,168.74 | \$1,333,900.49 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$773,147.51 |
| Expenses | July | \$742,011.71 | \$774,261.35 | \$685,474.37 | \$551,975.53 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| YTD TOTALS | | | | | | | | | | | | | | |
| \$3,526,870.47 | | | | | | | | | | | | | | |

| Sanitation Fund | | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Revenues Over Expenses |
|---------------------|------|--------------|--------------|--------------|--------------|--------|--------|--------|--------|--------|--------|--------|--------|------------------------|
| Revenues | July | \$142,546.84 | \$134,981.63 | \$150,220.49 | \$134,025.77 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | -\$34,014.43 |
| Expenses | July | \$168,517.89 | \$142,348.97 | \$150,194.96 | \$134,727.34 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| YTD TOTALS | | | | | | | | | | | | | | |
| \$561,774.73 | | | | | | | | | | | | | | |

| Sewer Fund | | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Revenues Over Expenses |
|-----------------------|------|--------------|--------------|--------------|--------------|--------|--------|--------|--------|--------|--------|--------|--------|------------------------|
| Revenues | July | \$277,067.46 | \$258,059.28 | \$281,895.75 | \$262,182.97 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$64,724.43 |
| Expenses | July | \$252,414.52 | \$273,402.22 | \$274,718.26 | \$213,946.03 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| YTD TOTALS | | | | | | | | | | | | | | |
| \$1,079,205.46 | | | | | | | | | | | | | | |

| Water Fund | | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Revenues Over Expenses |
|-----------------------|------|--------------|--------------|--------------|--------------|--------|--------|--------|--------|--------|--------|--------|--------|------------------------|
| Revenues | July | \$447,734.01 | \$355,174.15 | \$451,688.93 | \$413,655.63 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | -\$75,051.99 |
| Expenses | July | \$468,585.29 | \$475,122.40 | \$419,264.98 | \$380,332.04 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| YTD TOTALS | | | | | | | | | | | | | | |
| \$1,668,252.72 | | | | | | | | | | | | | | |

| Fire Fund | | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Revenues Over Expenses |
|---------------------|------|--------------|-------------|-------------|--------------|--------|--------|--------|--------|--------|--------|--------|--------|------------------------|
| Revenues | July | \$44,065.19 | \$75,501.80 | \$75,648.18 | \$46,769.29 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | -\$165,635.26 |
| Expenses | July | \$128,682.85 | \$83,677.12 | \$83,634.98 | \$111,624.77 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| YTD TOTALS | | | | | | | | | | | | | | |
| \$241,984.46 | | | | | | | | | | | | | | |

| Landfill Fund | | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Revenues Over Expenses |
|-------------------|------|----------|----------|----------|----------|--------|--------|--------|--------|--------|--------|--------|--------|------------------------|
| Revenues | July | \$400.93 | \$404.89 | \$502.56 | \$303.78 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,451.48 |
| Expenses | July | \$74.64 | \$24.00 | \$62.04 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| YTD TOTALS | | | | | | | | | | | | | | |
| \$1,612.16 | | | | | | | | | | | | | | |

| | |
|--------------------------|-------------------------------------|
| Bank Account Name | Balance as of 10/31/2025 |
|--------------------------|-------------------------------------|

| | |
|-----------------------------------|----------------|
| ARPA | \$20,734.32 |
| Elkins Municipal Building Comm. | \$0.00 |
| Financial Stabilization | \$1,255,483.08 |
| Fire Pension Fund | \$3,252,434.89 |
| Firemen's Pension & Relief Fund | \$0.00 |
| Grant Co Bank-Whitmer | \$11,176.70 |
| Landfill Access Escrow | \$2,007,384.13 |
| Landfill Post Closure | \$48,801.61 |
| Opioid | \$25,604.38 |
| Payroll | \$64,073.14 |
| Police Forfeitures | \$24,575.40 |
| Police Pension Fund | \$5,478,970.17 |
| Police Seizures | \$20,002.51 |
| Policemen's Pension & Relief Fund | \$0.00 |
| Pooled Cash-Coal Severance Fund | \$71,434.94 |
| Pooled Cash-Fire Fund | \$11,776.96 |
| Pooled Cash-General Fund | \$758,360.32 |
| Pooled Cash-Landfill Fund | \$134,171.93 |
| Pooled Cash-Parks Fund | \$675,571.73 |
| Pooled Cash-Sanitation Fund | \$134,171.93 |
| Pooled Cash-Sewer Fund | \$294,837.63 |
| Pooled Cash-Water Fund | \$502,238.55 |
| Sewer Depreciation | \$216,579.44 |
| Sewer O&M | \$657,413.76 |
| TIF District #1 | \$170,521.49 |
| Water Depreciation | \$175,981.42 |
| Water O&M | \$657,976.48 |

Tracy Judy

From: no-reply=invoicecloud.com@mg.invoicecloud.com on behalf of InvoiceCloud <no-reply@invoicecloud.com>
Sent: Friday, October 31, 2025 10:13 AM
To: Tracy Judy
Subject: InvoiceCloud Daily Management Report

CAUTION: This email originated from outside the organization. Do not click links or open attachments or reply unless you recognize the sender and know the content is safe. Contact Help Desk for assistance.



City of Elkins WV:

Daily Management Report for 10/31/2025:

| Invoice Type | YTD # | YTD \$ | MTD # | MTD \$ | Day # | Day \$ | Paperless # | AutoPay # |
|----------------------|--------|----------------|-------|--------------|-------|------------|-------------|-----------|
| Utility | 26,137 | \$3,341,502.00 | 2,535 | \$332,836.21 | 46 | \$6,106.72 | 3,043 | 1,033 |
| Non Utility Payments | 464 | \$110,827.39 | 31 | \$10,168.69 | 3 | \$145.52 | 860 | 0 |



Please consider the environment before printing this email

Certain email accounts block messages that you intend to receive. To make sure that you continue to receive updates from Invoice Cloud add no-reply @ invoicecloud.net to your address book. © 2010-2020, Invoice Cloud. All rights reserved.

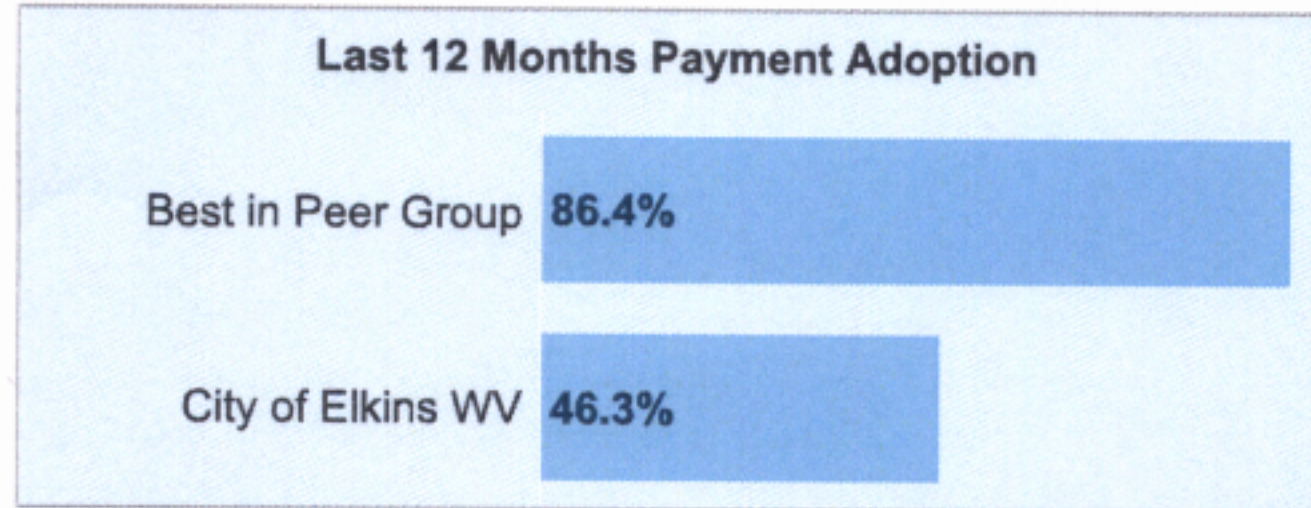


InvoiceCloud Scorecard for City of Elkins WV

Payment Adoption

Your Score:

Room to Grow



Save an additional

\$23K

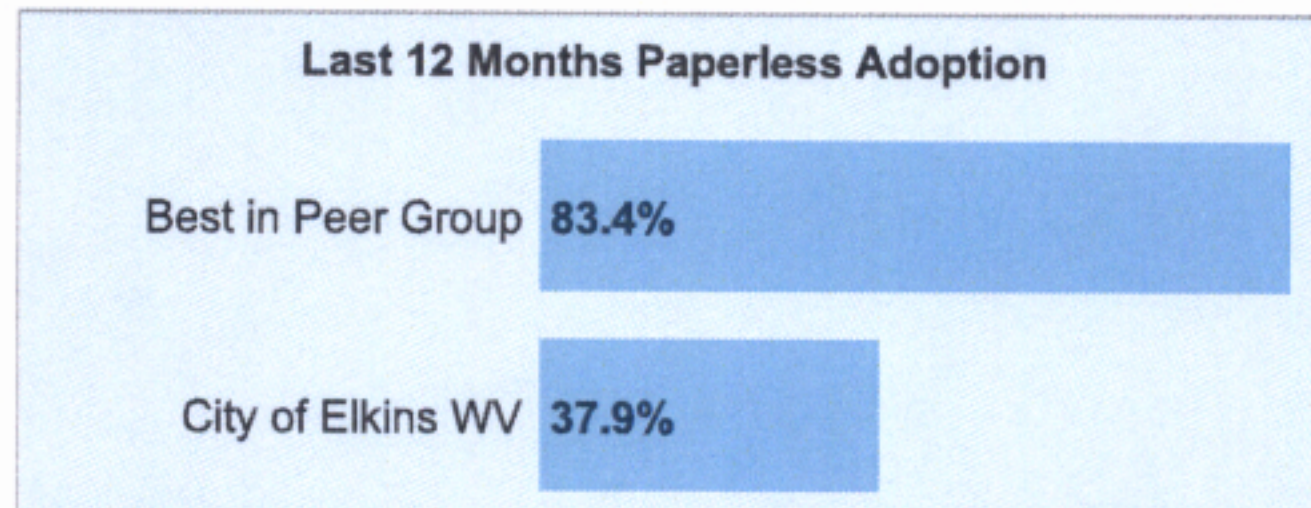
annually by increasing digital payment adoption to match the top peers in your industry

Payment adoption is the percent of invoices sent that are paid through InvoiceCloud.

Paperless Adoption

Your Score:

Room to Grow



Save an additional

\$20K

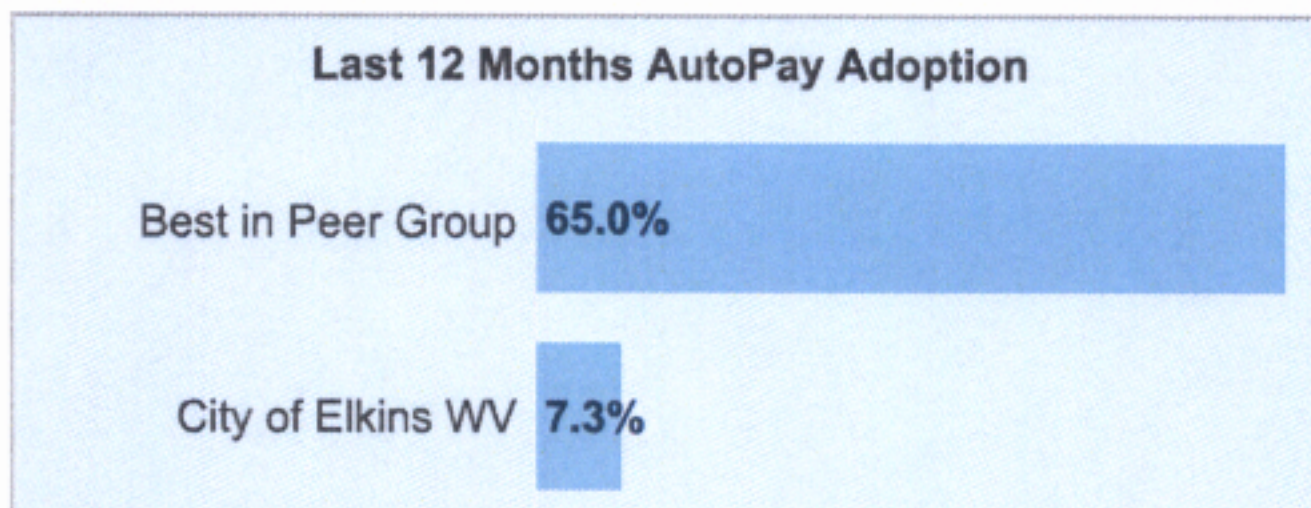
annually by increasing paperless adoption to match the top peers in your industry

Paperless adoption is the percent of invoices sent that are delivered paperlessly.

AutoPay Adoption

Your Score:

Falling Behind



Collect an additional

\$5M

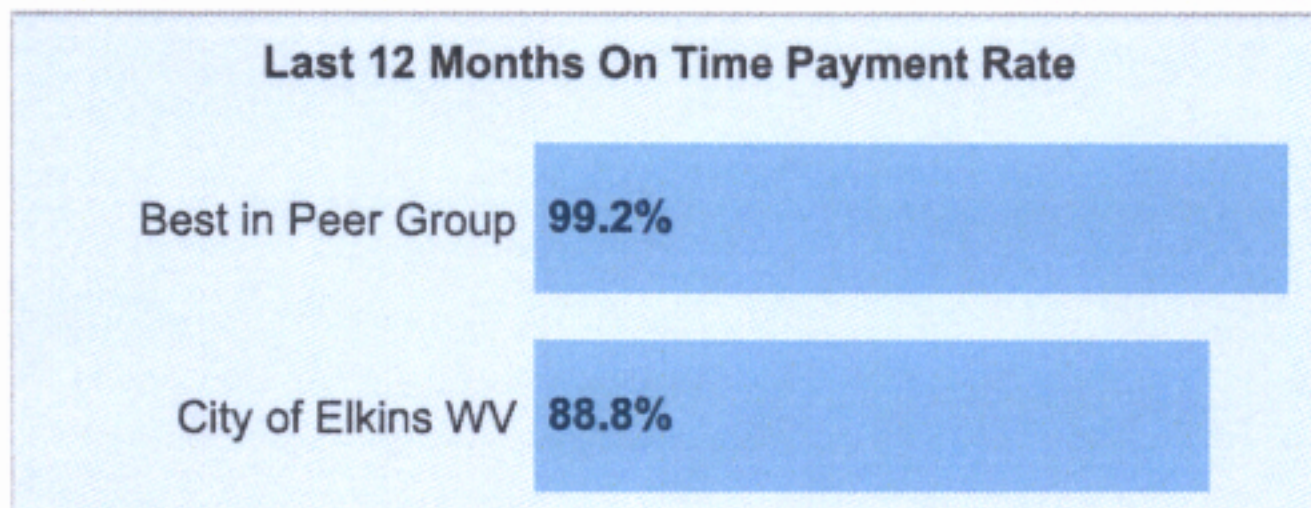
annual volume automatically by increasing AutoPay adoption to match the top peers in your industry

Autopay adoption is the percent of invoices sent that get paid with autopay.

On Time Payment Rate

Your Score:

Room to Grow



Collect an additional

\$420K

annual volume paid on time by increasing your on time payment rate to match the top peers in your industry

Of all invoices paid via InvoiceCloud, the percent of which were paid on or before the invoice due date.

To evaluate your performance, we compare your data to that of the highest performer in your peer group (i.e. same vertical, pricing model, size) using data from the last 12 complete months.

| | |
|------------------|----------------------------------|
| Leading the Pack | 90 - 100th percentile of billers |
| Making Strides | 50 - 90th percentile of billers |
| Room to Grow | 10 - 50th percentile of billers |
| Falling Behind | 0 - 10th percentile of billers |

Data as of 11/4/2025



Quarterly InvoiceCloud Report for City of Elkins WV



**Jul-Sept 2025
Payment Count**

8,237

▲ +15.1% difference from Jul-Sept 2024

**Calendar Year to Date
Payment Count**

27,546

▲ +18.5% difference from 2024

**Invoices Paid in Relation to Due
Date for Jul-Sept 2025**

| | |
|-------------------------|-------|
| 3 Weeks Before Due Date | 20.3% |
| 2 Weeks Before Due Date | 20.3% |
| 1 Week Before Due Date | 25.7% |
| On Due Date | 22.4% |
| 1 Week After Due Date | 8.6% |
| > 1 Week After Due Date | 2.7% |

**Jul-Sept 2025 Payment
Volume**

\$1,110,173

▲ +24.2% difference from Jul-Sept 2024

**Calendar Year to Date
Payment Volume**

\$3,563,257

▲ +21.4% difference from 2024

Payments by Type for Jul-Sept 2025

| | Volume | Count | % of Total Count |
|--------------------|-----------|-------|------------------|
| Credit Card | \$712,894 | 5,942 | 72.1% |
| EFT (Check) | \$363,169 | 1,942 | 23.6% |
| PayPal Brands | \$22,915 | 216 | 2.6% |
| Online Bank Direct | \$11,195 | 137 | 1.7% |

**Calendar Year to Date
Payment Adoption**

47.1%

▲ +22.1% difference from 2024

**Jul-Sept 2025 New Autopay
Signups**

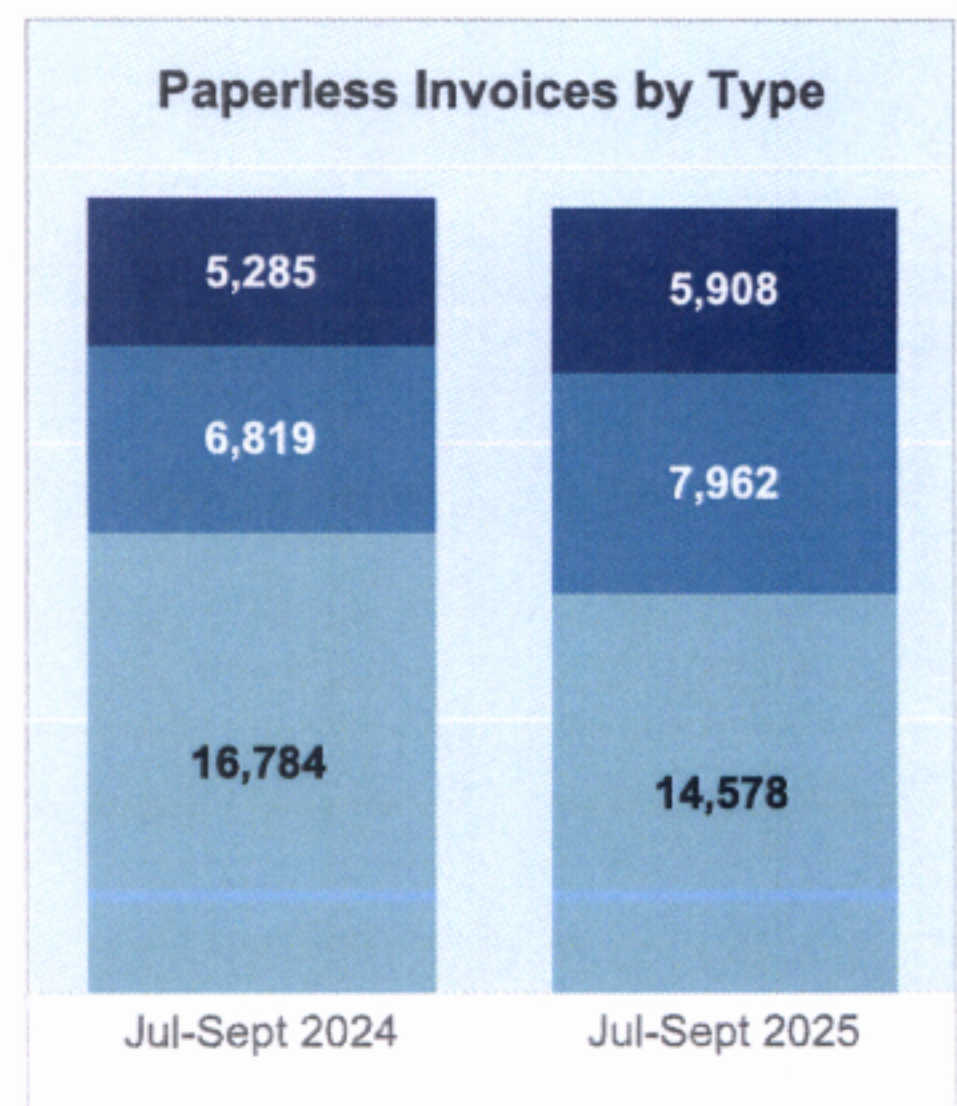
145

▲ +61.1% difference from Jul-Sept 2024

**Jul-Sept 2025 New Paperless
Signups**

128

▼ -56.5% difference from Jul-Sept 2024



**Calendar Year to Date Autopay
Adoption**

7.7%

▲ +95.5% difference from 2024

**Calendar Year to Date Savings
from Paperless**

\$14,998

▲ +18.2% difference from 2024

- Paperless Invoices
- Electronic Invoices
- Remaining Invoices

Data as of 11/4/2025



CITY OF ELKINS AGENDA ITEM REPORT

| | |
|--------------------------|---|
| Meeting Date: | November 20, 2025 |
| Section: | Staff reports |
| Category: | Presentation |
| Agenda Item Name: | Clerk's report |
| Recommended By: | City Clerk |
| Summary: | Report on new and ongoing activities and projects in the Office of the City Clerk |
| Fiscal Impact: | n/a |
| Recommendation: | For review only |
| Attachments: | 1. city clerk council report - 2025_11_20 |

Office of the City Clerk

Council Report

Date: November 20, 2025

1. Council & Committee Support

- 11/6 Council meeting
- 11/13 Planning Commission meeting
- 11/17 Special Municipal Properties Committee
- 11/17 Joint meeting of the Personnel and Finance Committees

2. Information Management & Records Administration

- FOIA request concerning 2021 River Street fire.
- Researching tools for archiving SMS messages on city-issued mobile phones. Have not been able to identify any other West Virginia cities doing this. Have identified some possible vendors; will need to set up demos and request quotes.

3. Legislation & Rulemaking

- Prepared draft policy and forms for new administrative framework concerning contributions to outside/partner organizations.
- Updating rules of parliamentary procedure and code of conduct for council and committees.
- Reviewing City Code for needed corrections, updates, and revisions.

4. Mapping & Addressing

We are finalizing design of a pilot program through which the city will provide free reflective address-number decals for any city address. These will be offered to new residents/property owners setting up utilities or available on request at the Treasurer's Department.

Still awaiting quote and/or suggestions from Atlas Geospatial (Randolph County's mapping and addressing contractor) concerning renumbering sections of the city with inconsistent addressing.

Working with Region VII GIS consultant to provide historical city election information using GIS tools. Region VII GIS consultant is also supporting WVU Land Use & Sustainable Development Law Clinic in creation of maps for updated comprehensive plan.

5. TIF Administration

The TIF District is in its second full fiscal year and has generated about \$90,000 as of June 30, 2025. Consultants estimate this level of revenue could support a \$1–2 million bond issuance by summer 2026; this will be reassessed in March 2026 when updated assessed values are available. The TIF Advisory Committee—comprising the City Clerk, Operations Manager, RCDA Director, and

Woodlands Development & Lending Executive Director—meets as needed to recommend TIF-related expenditures to Council.

No TIF funded projects are currently underway.

The committee will meet in early 2026 to evaluate prospects for a bond issue.

6. Firefighters Civil Service Commission

In process of verifying latest version of commission rules.

- Entry-level list expires: September 2026
- Captain list expires: January 2028
- One lieutenant vacancy but no one eligible for promotion for at least one year.

7. Police Civil Service Commission

- Entry-level testing offered November 8. New list generated with five already certified officers eligible for appointment to EPD. No non-certified applicants showed up for testing.

8. Alcohol Beverage Licensing

The city does not issue alcoholic beverage licenses but must certify whether proposed Class A or B locations comply with zoning and provide endorsements for Class A floorplan extensions and Fair and Festival permits. Council has delegated endorsement-letter authority to the Mayor.

Class A/B license zoning forms processed:

- None

Floorplan extensions/special event endorsements issued:

- None

9. Public Relations

Improved livestream experience by implementing software that enables us to switch from a live on-camera view to informational slides before the meeting starts (“Starting soon”), during executive sessions (previously, we had to end the livestream and start a new one), and at the end of the meeting. This decreases the chance of losing audience members because of the interruption during executive sessions and allows us to provide useful information about executive sessions as well as seasonal services and reminders to sign up for emergency notifications.

We are working on updating the city’s Welcome Guide.

Press releases:

- [The Fall Cleanup Team: Why Elkins Uses Two Different Leaf Collection Machines](#)
- [Job Opening - Water Technician I II or III](#)
- [EPD Investigates Significant Damage at Glendale Park](#)
- [City Hall News: Week of November 16, 2025](#)

Facebook followers: 10,034 followers (0-10,000 in just 13 years!)

10. Leadership Team

The Leadership Team consists of the city's five Administrative Officers, the HR Director, the Municipal Judge, the Parks Director, and the Water and Wastewater Chief Operators. This team meets biweekly, as other commitments allow.

At its most recent meeting, the Leadership Team discussed the compensation and classification plan and the employee holiday party (December 12, PGCC).

11. Planning Commission Activity

The Planning Commission's regular meetings are on second Thursdays at 4 p.m. Currently, the commission meets at the W. Va. Wood Technology Center. The commission is currently in the process of updating the city's Comprehensive Plan, supported by a consultant from the WVU Land Use and Sustainable Development Law Clinic.

At its November 13 meeting, the commission completed its review and updates of the Future Land Use and Development Areas Maps. The WVU consultant is now drafting the plan and will provide for review by commissioners before the end of the year. Once the commission reviews, updates, and approves this draft, WVU will facilitate a public presentation for feedback prior to the final adoption steps.

Pending/future topics before the commission:

- Application process/fee for amending the zoning code
- Application process/fee for amending the zoning map
- Review of the city's law concerning signs (building officer is researching other formats)
- New zoning districts (e.g., Mixed Commercial-Industrial, Highway Commercial, Residential Business)

Next meeting: December 11, 4 p.m.

12. Board of Zoning Appeals (BZA)

The BZA hears applications for variances and conditional use permits. The BZA meets as needed, at least two times a year.

There are currently no active applications or petitions to the BZA.

The BZA has no vacant regular seats but could use up to two additional alternate members. Alternate members attend all meetings and participate in deliberations, but do not vote on the board's official actions unless they are officially substituting for an absent regular member.

13. Building Commission

The Building Commission finances, owns, and leases public facilities, allowing the city to undertake long-term capital projects that municipal governing bodies cannot directly enter into under West Virginia law. For this purpose, it holds title to the Phil Gainer Community Center, the Sanitation Garage, and City Hall.

Outgoing Building Commission chair Van Broughton and City Treasurer Tracy Judy met with Mountain Valley Bank officials to close on the construction bridge loan for the City Hall project on November 14.

This loan will pay construction costs until substantial completion of the City Hall repair and renovation project in 2026. This loan will then be repaid with long-term USDA financing administered by FAHE.

14. Grants & Funding Activity

Open grant applications submitted by the Office of the City Clerk:

- WV DOH Transportation Alternatives Grant application submitted July 2025. The amount applied for is \$573,000. Grant would fund the engineering phase for the city's Streetscape and Riverfront projects. If awarded, there would be a 20 percent local match, for which we could use TIF revenues without jeopardizing the possible 2026 bond issue. No update has been received to date.

Congressionally directed spending:

- Our application for substantially the same work described above is listed in the FY 2026 Transportation, Housing and Urban Development, and Related Agencies appropriation bill. The amount listed is \$503,000. For this money to be disbursed, there would need to be a full-year FY 2026 budget, not a continuing resolution.

Other grant-related activities:

- We are exploring obtaining grant writing training for the Executive Secretary.

15. External Relations & Intergovernmental Coordination

After learning that D&E students would be surveying Elkins business owners, we were able to add a question related to business obstacles or challenges resulting from city policies or practices. (This connects to a strategic plan goal.)

As the new treasurer of the West Virginia Clerks & Records Association, I am assisting with planning for that association's meetings as part of the larger semi-annual Municipal League meetings. We are also planning for West Virginia to host the 2027 regional meeting of the International Institute of Municipal Clerks (IIMC).

16. Elections

Planning for needed local changes to comply with the new state law requiring cities to cede election administration to their local counties. Although state law requires us to do this, it also requires that we follow the charter-amendment process to do, meaning that we are not ultimately in control (one unwithdrawn objection to a charter change would require it to be put before the voters on the ballot).

##



CITY OF ELKINS AGENDA ITEM REPORT

| | |
|--------------------------|---|
| Meeting Date: | November 20, 2025 |
| Section: | Approval of vendor invoice payments |
| Category: | Action Item |
| Agenda Item Name: | Vendor invoices presented for approval: November 3-14, 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 Nov. 3-14 |
| Fiscal Impact: | Report details \$\$556,991.01 in transactions from all funds. |
| Recommendation: | Consider for approval |
| Attachments: | 1. AP Check Report - 2025_11_20 |

| VENDOR I.D. | NAME | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|----------------------|-----------------------------|--------|------------|----------------|----------|----------|--------------|--------------|
| 00471 | FirstEnergy MP/PE | | | | | | | |
| I-11th 101425 | 11th St 091225-101025 | D | 11/04/2025 | 10.31 | | 007987 | | |
| I-11th/219 101425 | 11th/219 091225-101025 | D | 11/04/2025 | 51.13 | | 007987 | | |
| I-216 4th 101425 | 216 4th 091225-101025 | D | 11/04/2025 | 1,278.70 | | 007987 | | |
| I-401 Davis 101425 | 401 Davis 091225-101025 | D | 11/04/2025 | 1,098.28 | | 007987 | | |
| I-4th Kerens 101425 | 4th/Kerens 091225-101025 | D | 11/04/2025 | 11.48 | | 007987 | | |
| I-8Cherokee 101425 | 8 Cherokee 091225-101025 | D | 11/04/2025 | 603.61 | | 007987 | | |
| I-Barron 101425 | Barron 091225-101025 | D | 11/04/2025 | 180.62 | | 007987 | | |
| I-Lights Rand/3 1014 | Lights Rand/3 091225-101025 | D | 11/04/2025 | 31.73 | | 007987 | | |
| I-NRand 101425 | N Randolph 091225-101025 | D | 11/04/2025 | 117.17 | | 007987 | | |
| I-Randolph 101425 | Randolph Ave 091225-101025 | D | 11/04/2025 | 117.80 | | 007987 | | |
| I-Stewart 101425 | Stewart St 091225-101025 | D | 11/04/2025 | 1,202.05 | | 007987 | | |
| I-Whiteman 101425 | Whiteman 091225-101025 | D | 11/04/2025 | 69.48 | | 007987 | | 4,772.36 |
| 00450 | Visual Edge IT | | | | | | | |
| I-47944449 | Konica Printer 110225 | D | 11/04/2025 | 132.00 | | 007988 | | 132.00 |
| 00471 | FirstEnergy MP/PE | | | | | | | |
| I-RandAve 101425 | Randolph Ave 091225-101025 | D | 11/04/2025 | 27.05 | | 007989 | | 27.05 |
| 00471 | FirstEnergy MP/PE | | | | | | | |
| I-142 REL 101525 | 142 R E Lee 091325-101325 | D | 11/04/2025 | 1,582.63 | | 007990 | | |
| I-15th St 101525 | 15th St 091325-101325 | D | 11/04/2025 | 28.31 | | 007990 | | |
| I-1Baxter 101525 | 1 Baxter 091325-101325 | D | 11/04/2025 | 297.13 | | 007990 | | |
| I-31Jones 101525 | 31 Jones Dr 091325-101325 | D | 11/04/2025 | 191.54 | | 007990 | | |
| I-31Jones Dr 101525 | 31 Jones Dr 091325-101325 | D | 11/04/2025 | 291.62 | | 007990 | | |
| I-3rd St 101525 | 3rd St 091325-101325 | D | 11/04/2025 | 77.99 | | 007990 | | |
| I-5 Baxter 101525 | 5 Baxter 091325-101325 | D | 11/04/2025 | 306.66 | | 007990 | | |
| I-516Glendale 101525 | 516 Glendale 091325-101325 | D | 11/04/2025 | 50.41 | | 007990 | | |
| I-Baxter 101525 | 1 Baxter 091325-101325 | D | 11/04/2025 | 329.61 | | 007990 | | |
| I-BaxterWD 101525 | 1 Baxter WD 091325-101325 | D | 11/04/2025 | 908.00 | | 007990 | | |
| I-Davis/1st 101325 | Davis/1st 091325-101325 | D | 11/04/2025 | 49.72 | | 007990 | | |
| I-Davis/2nd 101525 | Davis/2nd 091325-101325 | D | 11/04/2025 | 68.46 | | 007990 | | |
| I-FloodCtl 101525 | Flood Control 091325-101325 | D | 11/04/2025 | 357.16 | | 007990 | | |
| I-Glendale 101525 | Glendale 091325-101325 | D | 11/04/2025 | 2,031.28 | | 007990 | | |
| I-GlendaleAve 101525 | Glendale Ave 091325-101325 | D | 11/04/2025 | 43.65 | | 007990 | | |
| I-Harrison 101525 | Harrison Ave 091325-101325 | D | 11/04/2025 | 32.63 | | 007990 | | |
| I-OakGrove 101525 | Oak Grove 091325-101325 | D | 11/04/2025 | 203.91 | | 007990 | | |
| I-RRave 101525 | RR Ave 091325-101325 | D | 11/04/2025 | 1,003.21 | | 007990 | | |
| I-RT3 Haddix 101525 | RT3 Haddix 091325-101325 | D | 11/04/2025 | 55.83 | | 007990 | | |
| I-Railroad 101525 | Railroad Ave Lighting | D | 11/04/2025 | 415.25 | | 007990 | | |
| I-RiverbendLn 101525 | Riverbend Ln 091325-101325 | D | 11/04/2025 | 47.08 | | 007990 | | |
| I-RiverbendPK 101525 | Riverbend Pk 091325-101325 | D | 11/04/2025 | 16,104.76 | | 007990 | | |
| I-Riverview 101525 | Riverview 091325-101325 | D | 11/04/2025 | 37.02 | | 007990 | | |
| I-SDavis/11 101525 | S Davis/11th 091325-101325 | D | 11/04/2025 | 75.99 | | 007990 | | |
| I-Wilson Ln 101525 | Wilson Ln 091325-101325 | D | 11/04/2025 | 510.37 | | 007990 | | 25,100.22 |

| VENDOR I.D. | NAME | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------|--|--------|------------|----------------|----------|----------|--------------|--------------|
| 00471 | FirstEnergy MP/PE I-Lt31Barron 101725 LT31 Barron 091625-101525 | D | 11/05/2025 | 15,947.83 | | 007991 | | 15,947.83 |
| 00119 | First-Citizens Bank & Trust Co I-47983851 Konica printer 110825 | D | 11/10/2025 | 55.00 | | 007992 | | 55.00 |
| 00471 | FirstEnergy MP/PE I-Jimtown 102125 Jimtown Comm 091925-101725 I-RR3 Haddix 102325 RR3 Haddix 092325-102125 I-RT219/250 102325 RT 219/250S 092325-102125 | D | 11/10/2025 | 12.29 | | 007993 | | |
| | | D | 11/10/2025 | 21.90 | | 007993 | | |
| | | D | 11/10/2025 | 81.37 | | 007993 | | 115.56 |
| 00484 | Mountaineer Gas Company I-1 Baxter 102125 1 Baxter 090825-100725 I-1Baxter CG 102125 1 Baxter CG 090825-100725 I-216 4 B 102125 216 4th B 090925-100725 I-216 4th 102125 216 4th 090925-100725 I-5 Baxter 102125 5 Baxter 090825-100725 I-917 SRR 102125 917 S RR 090825-100725 I-Barron 102125 Barron 090825-100725 I-Baxter 102125 Baxter St 090825-100725 I-Center 102125 Center St 090825-100725 I-Flood Ctl 102125 Flood Control 090825-100725 I-Glendale 102125 Glendale 090825-100725 I-Inds Pk Rd 102125 Industrial Pk Rd 090825-101025 I-RELee 102125 Robert E Lee 090825-100725 I-Stewart 102125 Stewart | D | 11/10/2025 | 39.23 | | 007994 | | |
| | | D | 11/10/2025 | 78.37 | | 007994 | | |
| | | D | 11/10/2025 | 39.23 | | 007994 | | |
| | | D | 11/10/2025 | 49.23 | | 007994 | | |
| | | D | 11/10/2025 | 40.01 | | 007994 | | |
| | | D | 11/10/2025 | 39.23 | | 007994 | | |
| | | D | 11/10/2025 | 49.20 | | 007994 | | |
| | | D | 11/10/2025 | 48.81 | | 007994 | | |
| | | D | 11/10/2025 | 39.23 | | 007994 | | |
| | | D | 11/10/2025 | 39.23 | | 007994 | | |
| | | D | 11/10/2025 | 39.23 | | 007994 | | |
| | | D | 11/10/2025 | 137.10 | | 007994 | | |
| | | D | 11/10/2025 | 56.82 | | 007994 | | 734.15 |
| 02347 | LEAF I-19199425 Toshiba 5525AC 110825 | D | 11/10/2025 | 270.25 | | 007995 | | 270.25 |
| 02347 | LEAF I-19199426 Toshiba 4525AC 110825 | D | 11/10/2025 | 168.50 | | 007996 | | 168.50 |
| 02347 | LEAF I-19214303 Toshiba 4525AC 111025 | D | 11/10/2025 | 369.50 | | 007997 | | 369.50 |
| 01346 | Cintas Corporation 531 C-Correction Correction on Bank Code C-Correction CH Correction on Bank Code C-Correction FD Correction on Bank Code C-Correction San Correction on Bank Code C-Correction Street Correction on Bank Code C-Correction WT Correction on Bank Code C-Correction WW Correction on Bank Code I-4243343831 Mats/Uniforms 091525 I-4243343911 Mats/Uniforms 091525 I-4243344315 Mats/Uniforms 091525 I-5291959901 First Aid 091525 | D | 11/10/2025 | 164.47CR | | 007998 | | |
| | | D | 11/10/2025 | 173.70CR | | 007998 | | |
| | | D | 11/10/2025 | 16.37CR | | 007998 | | |
| | | D | 11/10/2025 | 50.77CR | | 007998 | | |
| | | D | 11/10/2025 | 36.15CR | | 007998 | | |
| | | D | 11/10/2025 | 18.61CR | | 007998 | | |
| | | D | 11/10/2025 | 106.34CR | | 007998 | | |
| | | D | 11/10/2025 | 164.47 | | 007998 | | |
| | | D | 11/10/2025 | 106.34 | | 007998 | | |
| | | D | 11/10/2025 | 173.70 | | 007998 | | |
| | | D | 11/10/2025 | 16.37 | | 007998 | | |

| VENDOR I.D. | NAME | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------------|--------------------------------|--------|------------|----------------|----------|----------|--------------|--------------|
| I-5291959902 | First Aid 091525 | D | 11/10/2025 | 18.61 | | 007998 | | |
| I-5291959907 | First Aid 091525 | D | 11/10/2025 | 50.77 | | 007998 | | |
| I-5291959908 | First Aid 091525 | D | 11/10/2025 | 36.15 | | 007998 | | |
| 00741 | Great-West Trust Company LLC | | | | | | | |
| I-VF 202511112574 | Voya | D | 11/12/2025 | 630.00 | | 008000 | | |
| I-VF2202511112574 | Voya AT | D | 11/12/2025 | 120.00 | | 008000 | | 750.00 |
| 00075 | Encova Insurance | | | | | | | |
| I-37129498 | 11/1/25 Installment | D | 11/12/2025 | 6,722.00 | | 008001 | | 6,722.00 |
| 00385 | John Deere Financial | | | | | | | |
| I-3095968 | JD WLBH | D | 11/12/2025 | 2,096.69 | | 008002 | | |
| I-3098156 | JD CTLD 112025 | D | 11/12/2025 | 1,697.03 | | 008002 | | 3,793.72 |
| 02347 | LEAF | | | | | | | |
| I-19227591 | Toshiba ES4515AC | D | 11/12/2025 | 128.29 | | 008003 | | 128.29 |
| 02667 | Health Equity | | | | | | | |
| I-HSA202511112574 | Health Savings | D | 11/12/2025 | 1,034.54 | | 008004 | | 1,034.54 |
| 02685 | Selective Insurance Company of | | | | | | | |
| I-S2660422 112525 | EVFD Installment | D | 11/12/2025 | 5,931.00 | | 008005 | | 5,931.00 |
| 02347 | LEAF | | | | | | | |
| I-19199425 TAX | Property and Sales Tax | D | 11/12/2025 | 133.83 | | 008006 | | 133.83 |
| 02347 | LEAF | | | | | | | |
| I-19199426 TAX | Charged Tax | D | 11/12/2025 | 11.80 | | 008007 | | 11.80 |
| 02347 | LEAF | | | | | | | |
| I-19214303 TAX | Charged Sales Tax 111025 | D | 11/12/2025 | 25.87 | | 008008 | | 25.87 |
| 00283 | Frontier | | | | | | | |
| I-102025 | Frontier - 092025-101925 | D | 11/13/2025 | 1,375.03 | | 008009 | | 1,375.03 |
| 00132 | Clarksburg Water Board | | | | | | | |
| I-M93798 | Lab Analysis | R | 11/05/2025 | 23.00 | | 018006 | | 23.00 |
| 00140 | City of Elkins | | | | | | | |
| I-CKREQ 110425 | Whitmer Utility Pmts to Elkins | R | 11/05/2025 | 4,126.05 | | 018007 | | 4,126.05 |
| 00143 | COE General Fund 2 | | | | | | | |
| I-11/25 Indirects | Monthly Indirects 11/25 | R | 11/05/2025 | 16,824.83 | | 018008 | | 16,824.83 |

| VENDOR I.D. | NAME | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|--------------|--------------------------------|--------|------------|----------------|----------|----------|--------------|--------------|
| 00149 | COE Parks and Recreation | | | | | | | |
| I-11/25 | Support Monthly Support 11/25 | R | 11/05/2025 | 25,483.00 | | 018009 | | 25,483.00 |
| 00156 | COE Sewer Depreciation Account | | | | | | | |
| I-10/25 | Contr 10/25 Sewer Depreciation | R | 11/05/2025 | 6,489.07 | | 018010 | | 6,489.07 |
| 00158 | COE Water Depreciation Account | | | | | | | |
| I-10/25 | Contr 10/25 Water Depreciation | R | 11/05/2025 | 10,051.81 | | 018011 | | 10,051.81 |
| 00202 | Davis Trust Company | | | | | | | |
| I-CKREQ | 102925 Direct Deposit Fees | R | 11/05/2025 | 250.00 | | 018012 | | 250.00 |
| 00438 | Master Service Corporation | | | | | | | |
| I-6111 | St. Police Command electric | R | 11/05/2025 | 464.04 | | 018013 | | 464.04 |
| 00483 | Mountain Valley Bank | | | | | | | |
| I-1202553-24 | 111525 1202553-24 111525 | R | 11/05/2025 | 6,518.78 | | 018014 | | 6,518.78 |
| 00573 | Randolph County Development Au | | | | | | | |
| I-6941 | Rental 11/2025 | R | 11/05/2025 | 800.00 | | 018015 | | 800.00 |
| 00711 | Tygart Valley Transfer, Inc. | | | | | | | |
| C-39953 | Correction of Ticket | R | 11/05/2025 | 281.36CR | | 018016 | | |
| I-00039953 | Comm | R | 11/05/2025 | 271.36 | | 018016 | | |
| I-00040406 | Comm | R | 11/05/2025 | 455.77 | | 018016 | | |
| I-00040408 | Comm | R | 11/05/2025 | 154.79 | | 018016 | | |
| I-000404296 | Res | R | 11/05/2025 | 1,092.14 | | 018016 | | |
| I-00040430 | Res | R | 11/05/2025 | 808.35 | | 018016 | | |
| I-00040432 | Comm | R | 11/05/2025 | 1,038.63 | | 018016 | | |
| I-00040457 | Comm | R | 11/05/2025 | 279.96 | | 018016 | | |
| I-00040458 | Comm | R | 11/05/2025 | 180.59 | | 018016 | | |
| I-00040477 | Res | R | 11/05/2025 | 536.04 | | 018016 | | |
| I-00040483 | Comm | R | 11/05/2025 | 411.82 | | 018016 | | |
| I-00040486 | Res | R | 11/05/2025 | 547.50 | | 018016 | | |
| I-00040504 | Comm | R | 11/05/2025 | 322.96 | | 018016 | | |
| I-00040511 | Comm | R | 11/05/2025 | 362.13 | | 018016 | | |
| I-00040515 | Comm | R | 11/05/2025 | 218.81 | | 018016 | | |
| I-00040524 | Comm | R | 11/05/2025 | 552.28 | | 018016 | | |
| I-00040526 | Res | R | 11/05/2025 | 635.41 | | 018016 | | |
| I-00040527 | Res | R | 11/05/2025 | 530.30 | | 018016 | | |
| I-00040529 | Comm | R | 11/05/2025 | 372.65 | | 018016 | | |
| I-00040542 | Comm | R | 11/05/2025 | 220.72 | | 018016 | | |
| I-00040547 | Res | R | 11/05/2025 | 114.66 | | 018016 | | |
| I-00040548 | Comm | R | 11/05/2025 | 235.05 | | 018016 | | |
| I-00040565 | Comm | R | 11/05/2025 | 546.55 | | 018016 | | |
| I-00040566 | Res | R | 11/05/2025 | 549.41 | | 018016 | | |
| I-00040571 | Res | R | 11/05/2025 | 608.65 | | 018016 | | |
| I-00040586 | Comm | R | 11/05/2025 | 399.40 | | 018016 | | |

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 11/03/2025 THRU 11/14/2025

| VENDOR I.D. | NAME | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------|---------|--------|------------|----------------|----------|----------|--------------|--------------|
| I-00040587 | Comm | R | 11/05/2025 | 254.16 | | 018016 | | |
| I-00040590 | Comm | R | 11/05/2025 | 269.45 | | 018016 | | |
| I-00040592 | Comm | R | 11/05/2025 | 311.49 | | 018016 | | |
| I-00040612 | Res | R | 11/05/2025 | 430.93 | | 018016 | | |
| I-00040613 | Comm | R | 11/05/2025 | 686.05 | | 018016 | | |
| I-00040621 | Res | R | 11/05/2025 | 563.75 | | 018016 | | |
| I-00040645 | Comm | R | 11/05/2025 | 228.36 | | 018016 | | |
| I-00040656 | Res | R | 11/05/2025 | 179.63 | | 018016 | | |
| I-00040662 | Res | R | 11/05/2025 | 921.10 | | 018016 | | |
| I-00040667 | Comm | R | 11/05/2025 | 934.48 | | 018016 | | |
| I-00040668 | Res | R | 11/05/2025 | 801.66 | | 018016 | | |
| I-00040701 | Comm | R | 11/05/2025 | 170.08 | | 018016 | | |
| I-00040724 | Res | R | 11/05/2025 | 465.33 | | 018016 | | |
| I-00040728 | Comm | R | 11/05/2025 | 482.53 | | 018016 | | |
| I-00040729 | Res | R | 11/05/2025 | 491.13 | | 018016 | | |
| I-00040755 | Comm | R | 11/05/2025 | 252.25 | | 018016 | | |
| I-00040757 | Comm | R | 11/05/2025 | 259.90 | | 018016 | | |
| I-00040758 | Comm | R | 11/05/2025 | 401.31 | | 018016 | | |
| I-00040763 | Comm | R | 11/05/2025 | 254.16 | | 018016 | | |
| I-00040774 | Res | R | 11/05/2025 | 530.30 | | 018016 | | |
| I-00040775 | Res | R | 11/05/2025 | 576.17 | | 018016 | | |
| I-00040777 | Comm | R | 11/05/2025 | 529.35 | | 018016 | | |
| I-00040808 | Res | R | 11/05/2025 | 622.99 | | 018016 | | |
| I-00040809 | Res | R | 11/05/2025 | 568.52 | | 018016 | | |
| I-00040812 | Comm | R | 11/05/2025 | 482.53 | | 018016 | | |
| I-00040838 | Comm | R | 11/05/2025 | 386.02 | | 018016 | | |
| I-00040849 | Res | R | 11/05/2025 | 565.66 | | 018016 | | |
| I-00040851 | Res | R | 11/05/2025 | 522.66 | | 018016 | | |
| I-00040852 | Comm | R | 11/05/2025 | 680.32 | | 018016 | | |
| I-39819 | Comm | R | 11/05/2025 | 417.55 | | 018016 | | |
| I-39837 | Res | R | 11/05/2025 | 624.90 | | 018016 | | |
| I-39838 | Res | R | 11/05/2025 | 550.37 | | 018016 | | |
| I-39839 | Comm | R | 11/05/2025 | 649.74 | | 018016 | | |
| I-39874 | Comm | R | 11/05/2025 | 319.14 | | 018016 | | |
| I-39878 | Res | R | 11/05/2025 | 670.76 | | 018016 | | |
| I-39879 | Comm | R | 11/05/2025 | 781.60 | | 018016 | | |
| I-39880 | Res | R | 11/05/2025 | 426.15 | | 018016 | | |
| I-39884 | Comm | R | 11/05/2025 | 703.25 | | 018016 | | |
| I-39918 | Comm | R | 11/05/2025 | 169.12 | | 018016 | | |
| I-39925 | Comm-FF | R | 11/05/2025 | 372.65 | | 018016 | | |
| I-39926 | Res-FF | R | 11/05/2025 | 581.90 | | 018016 | | |
| I-39927 | Comm-FF | R | 11/05/2025 | 320.09 | | 018016 | | |
| I-39928 | Res-FF | R | 11/05/2025 | 292.38 | | 018016 | | |
| I-39930 | Comm | R | 11/05/2025 | 153.84 | | 018016 | | |
| I-39935 | Res | R | 11/05/2025 | 168.17 | | 018016 | | |
| I-39937 | Comm | R | 11/05/2025 | 318.18 | | 018016 | | |
| I-39947 | Comm | R | 11/05/2025 | 350.67 | | 018016 | | |
| I-39953 | Comm | R | 11/05/2025 | 281.36 | | 018016 | | |

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-39958 | Res | R | 11/05/2025 | 796.89 | | 018016 | | |
| I-39961 | Comm | R | 11/05/2025 | 586.68 | | 018016 | | |
| I-39963 | Res | R | 11/05/2025 | 794.02 | | 018016 | | |
| I-40006 | Comm | R | 11/05/2025 | 472.02 | | 018016 | | |
| I-40040 | Comm | R | 11/05/2025 | 53.51 | | 018016 | | |
| I-40042 | Comm | R | 11/05/2025 | 268.50 | | 018016 | | |
| I-40045 | Comm | R | 11/05/2025 | 404.18 | | 018016 | | |
| I-40058 | Res | R | 11/05/2025 | 1,001.36 | | 018016 | | |
| I-40061 | Comm | R | 11/05/2025 | 810.26 | | 018016 | | |
| I-40062 | Res | R | 11/05/2025 | 709.94 | | 018016 | | |
| I-40063 | Res | R | 11/05/2025 | 592.41 | | 018016 | | |
| I-40078 | Comm | R | 11/05/2025 | 177.72 | | 018016 | | |
| I-40085 | Comm | R | 11/05/2025 | 417.55 | | 018016 | | |
| I-40090 | Comm | R | 11/05/2025 | 316.27 | | 018016 | | |
| I-40095 | Comm | R | 11/05/2025 | 664.07 | | 018016 | | |
| I-40098 | Res | R | 11/05/2025 | 588.59 | | 018016 | | |
| I-40106 | Res | R | 11/05/2025 | 691.78 | | 018016 | | |
| I-40109 | Comm | R | 11/05/2025 | 532.21 | | 018016 | | |
| I-40141 | Comm | R | 11/05/2025 | 257.99 | | 018016 | | |
| I-40146 | Comm | R | 11/05/2025 | 250.34 | | 018016 | | |
| I-40148 | Res | R | 11/05/2025 | 412.78 | | 018016 | | |
| I-40149 | Comm | R | 11/05/2025 | 761.53 | | 018016 | | |
| I-40151 | Res | R | 11/05/2025 | 695.60 | | 018016 | | |
| I-40170 | Comm | R | 11/05/2025 | 208.30 | | 018016 | | |
| I-40175 | Comm | R | 11/05/2025 | 245.56 | | 018016 | | |
| I-40183 | Comm | R | 11/05/2025 | 158.61 | | 018016 | | |
| I-40200 | Res | R | 11/05/2025 | 1,070.16 | | 018016 | | |
| I-40201 | Comm | R | 11/05/2025 | 968.88 | | 018016 | | |
| I-40202 | Res | R | 11/05/2025 | 833.20 | | 018016 | | |
| I-40224 | Comm | R | 11/05/2025 | 278.05 | | 018016 | | |
| I-40226 | Comm | R | 11/05/2025 | 93.64 | | 018016 | | |
| I-40228 | Comm | R | 11/05/2025 | 265.63 | | 018016 | | |
| I-40233 | Comm | R | 11/05/2025 | 315.32 | | 018016 | | |
| I-40234 | Res | R | 11/05/2025 | 149.06 | | 018016 | | |
| I-40236 | Comm | R | 11/05/2025 | 184.41 | | 018016 | | |
| I-40248 | Res | R | 11/05/2025 | 443.35 | | 018016 | | |
| I-40249 | Residential | R | 11/05/2025 | 545.59 | | 018016 | | |
| I-40251 | Comm | R | 11/05/2025 | 495.90 | | 018016 | | |
| I-40270 | Comm | R | 11/05/2025 | 189.19 | | 018016 | | |
| I-40276 | Comm | R | 11/05/2025 | 236.01 | | 018016 | | |
| I-40280 | Comm | R | 11/05/2025 | 396.53 | | 018016 | | |
| I-40287 | Comm | R | 11/05/2025 | 222.63 | | 018016 | | |
| I-40292 | Comm | R | 11/05/2025 | 214.99 | | 018016 | | |
| I-40295 | Res | R | 11/05/2025 | 626.81 | | 018016 | | |
| I-40296 | Res | R | 11/05/2025 | 517.88 | | 018016 | | |
| I-40297 | Comm | R | 11/05/2025 | 605.79 | | 018016 | | |
| I-40317 | Comm | R | 11/05/2025 | 99.37 | | 018016 | | |
| I-40330 | Res | R | 11/05/2025 | 155.75 | | 018016 | | |

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 11/03/2025 THRU 11/14/2025

| VENDOR I.D. | NAME | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|---------------------|--------------------------------|--------|------------|----------------|----------|----------|--------------|--------------|
| I-40339 | Res | R | 11/05/2025 | 674.58 | | 018016 | | |
| I-40340 | Res | R | 11/05/2025 | 571.39 | | 018016 | | |
| I-40342 | Comm | R | 11/05/2025 | 592.41 | | 018016 | | |
| I-40358 | Comm | R | 11/05/2025 | 20.00 | | 018016 | | |
| I-40369 | Res | R | 11/05/2025 | 360.22 | | 018016 | | |
| I-40380 | Res | R | 11/05/2025 | 558.97 | | 018016 | | |
| I-40382 | Comm | R | 11/05/2025 | 788.29 | | 018016 | | 58,481.33 |
| 00803 | WV Division of Motor Vehicles | | | | | | | |
| I-101725 | Butcher - ID | R | 11/05/2025 | 25.00 | | 018017 | | 25.00 |
| 00855 | Agency LMC | | | | | | | |
| I-4135 | Website Mgmt 09/2025 | R | 11/05/2025 | 113.25 | | 018018 | | 113.25 |
| 01292 | COE Sewer O & M Account | | | | | | | |
| I-10/25 Contr | 10/25 Sewer O&M | R | 11/05/2025 | 13,527.27 | | 018019 | | 13,527.27 |
| 01313 | COE Water O & M Account | | | | | | | |
| I-10/25 Cont | Water O&M Dep 21676.42 | R | 11/05/2025 | 21,676.42 | | 018020 | | 21,676.42 |
| 01427 | K&K Collision & Towing | | | | | | | |
| I-15362987 | L Fender Pnel/Brush Guard | R | 11/05/2025 | 1,490.26 | | 018021 | | 1,490.26 |
| 01447 | Heritage Fire Equipment | | | | | | | |
| I-16900 | Rescue Tool Mounts | R | 11/05/2025 | 1,875.00 | | 018022 | | 1,875.00 |
| 01560 | McClain Printing Company | | | | | | | |
| I-19628 | Field Incident Report Form | R | 11/05/2025 | 292.05 | | 018023 | | 292.05 |
| 01790 | Crim Law Office PLLC | | | | | | | |
| I-514 | Attorney Serv 08/2025 | R | 11/05/2025 | 8,210.00 | | 018024 | | |
| I-515 | Municipal Court Matters 08/25 | R | 11/05/2025 | 2,230.00 | | 018024 | | 10,440.00 |
| 01942 | Elkins Municipal Building Comm | | | | | | | |
| I-1214756-11 111525 | 1214756-11 111525 | R | 11/05/2025 | 4,833.20 | | 018025 | | 4,833.20 |
| 02451 | Waypoint Resource Group LLC | | | | | | | |
| I-23166 | Collections 10/2025 | R | 11/05/2025 | 60.38 | | 018026 | | |
| I-23173 | Collections 10/25 | R | 11/05/2025 | 161.13 | | 018026 | | 221.51 |
| 02816 | Whitetail Fabrication LLC | | | | | | | |
| I-2311 | 2 YD/8YD Dumpsters | R | 11/05/2025 | 10,790.00 | | 018027 | | 10,790.00 |

| VENDOR I.D. | NAME | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------|---|--------|------------|----------------|----------|----------|--------------|--------------|
| 02848 | First United Methodist Church I-110125 Rent 4 Spaces Rented 11/25 | R | 11/05/2025 | 80.00 | | 018028 | | 80.00 |
| 02867 | Turnouts LLC I-4483 Turnout Gear Repair | R | 11/05/2025 | 89.10 | | 018029 | | 89.10 |
| 00116 | Child Support Enforcement I-CDS202511112574 Child Support | R | 11/12/2025 | 453.40 | | 018030 | | 453.40 |
| 00121 | Citizens Bank of WVFP I-FP 202511112574 Fire Pension | R | 11/12/2025 | 330.56 | | 018031 | | 330.56 |
| 00122 | Citizens Bank of WVFP I-PP 202511112574 Police Pension I-PPN202511112574 Police Pension-2010 Forward | R | 11/12/2025 | 189.39 | | 018032 | | 477.26 |
| 00147 | COE Misc I-MIS202511112574 Misc Reimbursements | R | 11/12/2025 | 377.98 | | 018033 | | 377.98 |
| 00150 | COE Payroll I-T1 202511112574 Federal Withholding | R | 11/12/2025 | 14,762.34 | | 018034 | | 14,762.34 |
| 00151 | COE Payroll I-T3 202511112574 FICA I-T4 202511112574 Medicare | R | 11/12/2025 | 22,258.76 | | 018035 | | 27,758.78 |
| 00152 | COE Payroll I-T2 202511112574 State Withholding | R | 11/12/2025 | 6,179.00 | | 018036 | | 6,179.00 |
| 00203 | Davis Trust Company I-CC 202511112574 Employee Christmas Club | R | 11/12/2025 | 3,230.00 | | 018037 | | 3,230.00 |
| 00747 | Washington National Insurance I-WN 202511112574 Washington National Insurance | R | 11/12/2025 | 574.13 | | 018038 | | 574.13 |
| 00837 | COE Payroll Reimbursement I-001202511112574 Payroll Reimbursement I-006202511112574 Payroll Reimbursement I-036202511112574 Payroll Reimbursement I-400202511112574 Payroll Reimbursement I-401202511112574 Payroll Reimbursement I-404202511112574 Payroll Reimbursement | R | 11/12/2025 | 65,304.31 | | 018039 | | 135,592.99 |

| VENDOR I.D. | NAME | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------------|--------------------------------|--------|------------|----------------|----------|----------|--------------|--------------|
| 01885 | Colonial Life | | | | | | | |
| I-CL 202511112574 | Colonial Life-AT | R | 11/12/2025 | 112.10 | | 018040 | | |
| I-CLP202511112574 | Colonial Life-PT | R | 11/12/2025 | 52.52 | | 018040 | | 164.62 |
| 00121 | Citizens Bank of WVFP | | | | | | | |
| I-FP 202511112575 | Fire Pension | R | 11/12/2025 | 82.77 | | 018041 | | 82.77 |
| 00150 | COE Payroll | | | | | | | |
| I-T1 202511112575 | Federal Withholding | R | 11/12/2025 | 1,246.25 | | 018042 | | 1,246.25 |
| 00151 | COE Payroll | | | | | | | |
| I-T3 202511112575 | FICA | R | 11/12/2025 | 1,143.36 | | 018043 | | |
| I-T4 202511112575 | Medicare | R | 11/12/2025 | 301.68 | | 018043 | | 1,445.04 |
| 00152 | COE Payroll | | | | | | | |
| I-T2 202511112575 | State Withholding | R | 11/12/2025 | 474.00 | | 018044 | | 474.00 |
| 00837 | COE Payroll Reimbursement | | | | | | | |
| I-001202511112575 | Payroll Reimbursement | R | 11/12/2025 | 5,806.89 | | 018045 | | |
| I-036202511112575 | Payroll Reimbursement | R | 11/12/2025 | 859.25 | | 018045 | | |
| I-400202511112575 | Payroll Reimbursement | R | 11/12/2025 | 975.77 | | 018045 | | 7,641.91 |
| 00032 | Absolute Assurance Drug Test L | | | | | | | |
| I-9050 | Emp Testing Mallow | R | 11/12/2025 | 52.00 | | 018046 | | 52.00 |
| 00132 | Clarksburg Water Board | | | | | | | |
| I-M93843 | Lab Analysis | R | 11/12/2025 | 230.00 | | 018047 | | 230.00 |
| 00154 | COE Sanitation | | | | | | | |
| I-202510288425 | Hauling Fee Ticket 162673 | R | 11/12/2025 | 299.48 | | 018048 | | 299.48 |
| 00211 | Elkins Depot Welcome Center | | | | | | | |
| I-09/25 H/M | Hotel/Motel Collection 09/25 | R | 11/12/2025 | 20,634.56 | | 018049 | | 20,634.56 |
| 00280 | Tracy R Judy | | | | | | | |
| I-Travel 110325 | Travel Reimb Bridgeport 110325 | R | 11/12/2025 | 81.20 | | 018050 | | 81.20 |
| 00422 | Leslie Equipment Co. | | | | | | | |
| I-1270234 | Repairs on Rental | R | 11/12/2025 | 855.45 | | 018051 | | 855.45 |
| 00426 | Liggett's Supply | | | | | | | |
| I-10831487 | Ball Valve/Coupler/Nipple | R | 11/12/2025 | 30.09 | | 018052 | | 30.09 |

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

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|---------------------|--------------------------------|--------|------------|----------------|----------|----------|--------------|--------------|
| 00500 | Newlons International Sales, L | | | | | | | |
| I-01P33335 | Parts for new Leaf Truck | R | 11/12/2025 | 426.40 | | 018053 | | |
| I-01P33826 | Parts for Leaf Truck | R | 11/12/2025 | 695.01 | | 018053 | | 1,121.41 |
| 00515 | Matthew Ogden | | | | | | | |
| I-Travel exp 091825 | Travel reimb 091825-092125 | R | 11/12/2025 | 238.00 | | 018054 | | 238.00 |
| 00573 | Randolph County Development Au | | | | | | | |
| I-6894 | Rent 10/2025 | R | 11/12/2025 | 800.00 | | 018055 | | 800.00 |
| 00738 | Vertical Transport Consulting, | | | | | | | |
| I-1149 | Annual Elevator Inspection | R | 11/12/2025 | 129.40 | | 018056 | | 129.40 |
| 00812 | WV Division of Corrections & R | | | | | | | |
| I-10125B49F | 88 days Inmate Housing 10/25 | R | 11/12/2025 | 5,919.76 | | 018057 | | 5,919.76 |
| 00884 | Colonial Court Service Station | | | | | | | |
| I-601568 | Tires | R | 11/12/2025 | 1,604.69 | | 018058 | | 1,604.69 |
| 01445 | Linda Silva | | | | | | | |
| I-CKREQ 102925 | Gloves | R | 11/12/2025 | 11.99 | | 018059 | | |
| I-CKREQ 110525 | Reimb snips/holsters/pruner | R | 11/12/2025 | 69.45 | | 018059 | | 81.44 |
| 01447 | Heritage Fire Equipment | | | | | | | |
| I-17004 | Pump Test Eng 401 | R | 11/12/2025 | 802.00 | | 018060 | | |
| I-17005 | Pump Test Eng 403 | R | 11/12/2025 | 290.00 | | 018060 | | |
| I-17006 | Pump Test Eng 405 | R | 11/12/2025 | 290.00 | | 018060 | | |
| I-17007 | Pump Test Eng 406 | R | 11/12/2025 | 290.00 | | 018060 | | |
| I-17008 | Pump Test Tower 402 | R | 11/12/2025 | 290.00 | | 018060 | | 1,962.00 |
| 01681 | HdL Companies | | | | | | | |
| I-10312025 | Add'tl BLR 10/2025 | R | 11/12/2025 | 362.32 | | 018061 | | 362.32 |
| 01846 | Southern States Coop | | | | | | | |
| I-U917477 | Propane tank | R | 11/12/2025 | 1,340.00 | | 018062 | | 1,340.00 |
| 01957 | Zoro Tools, Inc. | | | | | | | |
| I-INV17511854 | 2 Solenoid Valves | R | 11/12/2025 | 505.98 | | 018063 | | |
| I-INV17553413 | Solenoid Valve | R | 11/12/2025 | 683.98 | | 018063 | | 1,189.96 |
| 01989 | Mitchell Tree Care LLC | | | | | | | |
| I-2452 | Purchase/Install Trees | R | 11/12/2025 | 4,255.00 | | 018064 | | 4,255.00 |

| VENDOR I.D. | NAME | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|---------------------|-------------------------------|--------|------------|----------------|----------|----------|--------------|--------------|
| 02040 | Rich Mountain Trading | | | | | | | |
| I-103125 | Rifle/Suppressor | R | 11/12/2025 | 1,500.00 | | 018065 | | 1,500.00 |
| 02143 | Wholesale Tires & Auto | | | | | | | |
| I-1220334 | Tires 2500 Chevy | R | 11/12/2025 | 1,376.00 | | 018066 | | |
| I-1220335 | Tires F250 | R | 11/12/2025 | 804.00 | | 018066 | | 2,180.00 |
| 02261 | Hunter Corcoran | | | | | | | |
| I-Travel Exp 091825 | Travel Reimb 091825-092125 | R | 11/12/2025 | 238.00 | | 018067 | | 238.00 |
| 02322 | Badger Meter | | | | | | | |
| I-80215202 | Beacon MBL Hosting 10/2025 | R | 11/12/2025 | 258.96 | | 018068 | | 258.96 |
| 02431 | Fel-Ferguson Waterworks #527 | | | | | | | |
| I-0991427-1 | Jump TT Ep | R | 11/12/2025 | 150.00 | | 018069 | | |
| I-1004358 | LF 3/4 CTS XCTS Coup | R | 11/12/2025 | 456.40 | | 018069 | | |
| I-1005183 | 5-1/4 VO HYD Bury | R | 11/12/2025 | 7,590.00 | | 018069 | | 8,196.40 |
| 02637 | Cody Kerns | | | | | | | |
| I-CKREQ 110625 | Reimburse for tiller | R | 11/12/2025 | 1,199.99 | | 018070 | | 1,199.99 |
| 02742 | Inductive Automation LLC | | | | | | | |
| I-1400842 | Support Plan Renewal | R | 11/12/2025 | 3,176.00 | | 018071 | | 3,176.00 |
| 02794 | Total Image Paint & Collision | | | | | | | |
| I-7818 102925 | 21 Fd Expl 1364 Repairs | R | 11/12/2025 | 996.40 | | 018072 | | 996.40 |
| 02605 | Commercial Builders Inc | | | | | | | |
| I-App1 #12 | contracted services | R | 11/12/2025 | 9,574.00 | | 018073 | | 9,574.00 |

| * * T O T A L S * * | NO | INVOICE AMOUNT | DISCOUNTS | CHECK AMOUNT |
|---------------------|---------------|----------------|-----------|--------------|
| REGULAR CHECKS: | 68 | 464,262.51 | 0.00 | 464,262.51 |
| HAND CHECKS: | 0 | 0.00 | 0.00 | 0.00 |
| DRAFTS: | 22 | 67,598.50 | 0.00 | 67,598.50 |
| 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 |
|-----------------------------------|----|----------------|-----------|--------------|
| | 90 | 531,861.01 | 0.00 | 531,861.01 |
| BANK: Pool TOTALS: | 90 | 531,861.01 | 0.00 | 531,861.01 |

| VENDOR I.D. | NAME | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------|------------------------------|--------|------------|----------------|----------|----------|--------------|--------------|
| 02393 | Spilman Thomas & Battle PLLC | | | | | | | |
| I-5546974 | TIF Redev Matters 09/25 | R | 11/05/2025 | 982.00 | | 000006 | | 982.00 |

| * * T O T A L S * * | NO | INVOICE AMOUNT | DISCOUNTS | CHECK AMOUNT |
|---------------------|----|-------------------|-----------|--------------|
| REGULAR CHECKS: | 1 | 982.00 | 0.00 | 982.00 |
| 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: TIF TOTALS: | 1 | 982.00 | 0.00 | 982.00 |
| BANK: TIF TOTALS: | 1 | 982.00 | 0.00 | 982.00 |

VENDOR SET: 01 Elkins
BANK: WATDP Water Depreciation
DATE RANGE: 11/03/2025 THRU 11/14/2025

| VENDOR I.D. | NAME | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------|------------------------------|--------|------------|----------------|----------|----------|--------------|--------------|
| 00334 | Core & Main LP | | | | | | | |
| I-X924423 | Couplings | R | 11/05/2025 | 3,818.28 | | 000075 | | 3,818.28 |
| 02431 | Fel-Ferguson Waterworks #527 | | | | | | | |
| I-0994838 | 10 Bison VLV BX Screw | R | 11/05/2025 | 1,438.40 | | 000076 | | 1,438.40 |

| * * T O T A L S * * | | NO | INVOICE AMOUNT | DISCOUNTS | CHECK AMOUNT |
|---------------------|---------------|----|----------------|-----------|--------------|
| REGULAR CHECKS: | | 2 | 5,256.68 | 0.00 | 5,256.68 |
| 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: | 2 | 5,256.68 | 0.00 | 5,256.68 |
| BANK: WATDP | TOTALS: | 2 | 5,256.68 | 0.00 | 5,256.68 |

VENDOR SET: 01 Elkins

BANK: WATOM Water O&M

DATE RANGE:11/03/2025 THRU 11/14/2025

| VENDOR I.D. | NAME | STATUS | CHECK DATE | INVOICE AMOUNT | DISCOUNT | CHECK NO | CHECK STATUS | CHECK AMOUNT |
|-------------|--------------------------------|--------|------------|----------------|----------|----------|--------------|--------------|
| 02677 | Buchanan Pump Service and Supp | | | | | | | |
| I-136985 | Raw Water Pump Repair | R | 11/05/2025 | 18,891.32 | | 000007 | | 18,891.32 |

| * * T O T A L S * * | NO | INVOICE AMOUNT | DISCOUNTS | CHECK AMOUNT |
|---------------------|----|-------------------|-----------|--------------|
| REGULAR CHECKS: | 1 | 18,891.32 | 0.00 | 18,891.32 |
| 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: WATOM TOTALS: | 1 | 18,891.32 | 0.00 | 18,891.32 |
| BANK: WATOM TOTALS: | 1 | 18,891.32 | 0.00 | 18,891.32 |
| REPORT TOTALS: | 94 | 556,991.01 | 0.00 | 556,991.01 |

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 11/03/2025 THRU 11/14/2025
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 20, 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 20, 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



CITY OF ELKINS AGENDA ITEM REPORT

| | |
|--------------------------|---|
| Meeting Date: | November 20, 2025 |
| Section: | New business |
| Category: | Resolution |
| Agenda Item Name: | Resolution1879: Reappointing and establishing a new compensation level for the City Treasurer, effective Oct. 1, 2025 |
| Recommended By: | Personnel Committee |
| Summary: | This resolution reappoints Tracy Judy as City Treasurer for a term ending September 30, 2027. It also sets her compensation at \$75,000 annually, retroactive to October 1, 2025. If approved, the Finance Committee will take up any needed budget revision in December. |
| Fiscal Impact: | Increase in annual salary from \$59,000 to \$75,000 |
| Recommendation: | Consider for approval |
| Attachments: | 1. R-1879 - reappointing city treasurer |

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1879)

November 20, 2025

***Reappointing and establishing a new compensation level
for the City Treasurer, effective Oct. 1, 2025***

WHEREAS, the Charter of the City of Elkins Section 3.07 states that Council may, upon nomination by the mayor and review by the Personnel Committee, appoint an individual to serve as City Treasurer, and that the compensation for the City Treasurer shall be fixed by City Council; and,

WHEREAS, Elkins City Code §32.16(f) directs that Council, at its first regular meeting in September each odd year, “or as soon thereafter as practicable,” elect a Treasurer for a term of two years to commence on the first of October of that same year; and,

WHEREAS, the Personnel Committee of the Elkins Common Council has recommended that Tracy Judy be reappointed to the position of Treasurer, at an annual salary of \$75,000; and,

WHEREAS, the West Virginia Constitution prohibits the salary of any public officer from being increased or decreased during his or her term of office; and,

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

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby reappoints Tracy Judy as Treasurer for a term expiring September 30, 2027; and,

FURTHER,

That the amount of compensation shall be \$75,000 per annum, retroactive to October 1, 2025.

Attest: Sutton R. Stokes, City Clerk

Jerry A. Marco, Mayor



CITY OF ELKINS AGENDA ITEM REPORT

| | |
|--------------------------|--|
| Meeting Date: | November 20, 2025 |
| Section: | New business |
| Category: | Resolution |
| Agenda Item Name: | Resolution 1880: Compensation adjustment for General Fund, Fire Fund, and Sanitation Fund employees |
| Recommended By: | Personnel Committee |
| Summary: | This resolution approves compensation adjustments for specific employees listed in attached schedules for the General, Sanitation, and Fire Funds. The changes were recommended by the Personnel Committee at its November 17 meeting. |
| Fiscal Impact: | Total increased FY 2026 cost by fund as a result of this action: <ul style="list-style-type: none"> • General Fund: \$103,387.44 • Sanitation Fund: \$29,722.42 • Fire Fund: \$38,739.21 |
| Recommendation: | Consider for approval |
| Attachments: | 1. R-1880 - compensation adjustments - GF, SF, FF - corrected |

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1880)

November 20, 2025

***A Resolution Approving Compensation Adjustments for Certain Employees
of the General, Sanitation, and Fire Funds***

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, at its meeting of November 17, 2025, the Personnel Committee reviewed proposed compensation adjustments and recommended that Council approve the changes presented on the schedules attached to this resolution; and,

WHEREAS, Council has reviewed the proposed compensation adjustments for specific employees listed in the attached schedules for the General Fund, Sanitation Fund, and Fire Fund;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council of the City of Elkins hereby approves the compensation adjustments for those employees identified in the attached schedules for the General Fund, Sanitation Fund, and Fire Fund, effective November 23, 2025.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

Sanitation Fund

| <u>Position</u> | <u>Dept. #</u> | <u>Current Hourly</u> | <u>Annualized</u> | <u>New Hourly</u> | <u>Hours Worked</u> | <u>Net Increase</u> | <u>New Annualized</u> | <u>Medicare Tax Increase 1.45%</u> | <u>Soc. Sec. Increase 6.2%</u> | <u>Retirement/Pension Increase 8.5 or 9%</u> |
|------------------------------|----------------|-----------------------|-------------------|-------------------|---------------------|---------------------|------------------------------|------------------------------------|--------------------------------|--|
| Worker I | 404-800 | \$14.75 | \$30,680.00 | \$15.75 | 2080 | \$2,080.00 | \$32,760.00 | \$30.16 | \$128.96 | \$187.20 |
| Supervisor | 404-800 | \$21.24 | \$44,179.20 | \$22.24 | 2080 | \$2,080.00 | \$46,259.20 | \$30.16 | \$128.96 | \$187.20 |
| Driver | 404-800 | \$16.04 | \$33,363.20 | \$17.04 | 2080 | \$2,080.00 | \$35,443.20 | \$30.16 | \$128.96 | \$187.20 |
| Assistant Supervisor | 404-800 | \$19.65 | \$40,872.00 | \$20.65 | 2080 | \$2,080.00 | \$42,952.00 | \$30.16 | \$128.96 | \$187.20 |
| Driver | 404-800 | \$15.99 | \$33,259.20 | \$16.99 | 2080 | \$2,080.00 | \$35,339.20 | \$30.16 | \$128.96 | \$187.20 |
| Worker I | 404-800 | \$15.16 | \$31,532.80 | \$16.16 | 2080 | \$2,080.00 | \$33,612.80 | \$30.16 | \$128.96 | \$187.20 |
| Sanitation Driver | 404-800 | \$15.35 | \$31,928.00 | \$16.35 | 2080 | \$2,080.00 | \$34,008.00 | \$30.16 | \$128.96 | \$187.20 |
| Loader | 404-800 | \$14.17 | \$29,473.60 | \$15.17 | 2080 | \$2,080.00 | \$31,553.60 | \$30.16 | \$128.96 | \$187.20 |
| Worker I | 404-800 | \$14.17 | \$29,473.60 | \$15.17 | 2080 | \$2,080.00 | \$31,553.60 | \$30.16 | \$128.96 | \$187.20 |
| Loader | 404-800 | \$15.35 | \$31,928.00 | \$16.35 | 2080 | \$2,080.00 | \$34,008.00 | \$30.16 | \$128.96 | \$187.20 |
| Worker I | 404-800 | \$15.16 | \$31,532.80 | \$16.16 | 2080 | \$2,080.00 | \$33,612.80 | \$30.16 | \$128.96 | \$187.20 |
| Operations Assistant | 404-802 | \$18.90 | \$9,828.00 | \$19.90 | 520 | \$520.00 | \$10,348.00 | \$7.54 | \$32.24 | \$46.80 |
| Operations Manager | 404-802 | \$35.68 | \$18,553.60 | \$36.68 | 520 | \$520.00 | \$19,073.60 | \$7.54 | \$32.24 | \$46.80 |
| Ops Administrative Assistant | 404-802 | \$16.24 | \$8,444.80 | \$17.24 | 520 | \$520.00 | \$8,964.80 | \$7.54 | \$32.24 | \$46.80 |
| Billing and Posting Clerk | 404-801 | \$15.03 | \$7,815.60 | \$16.03 | 520 | \$520.00 | \$8,335.60 | \$7.54 | \$32.24 | \$46.80 |
| Billing and Posting Clerk | 404-801 | \$14.17 | \$7,368.40 | \$15.17 | 520 | \$520.00 | \$7,888.40 | \$7.54 | \$32.24 | \$46.80 |
| | | | | | | | | | | |
| | | | | | | \$25,480.00 | | \$369.46 | \$1,579.76 | \$2,293.20 |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | Total Sanitation Fund | | \$29,722.42 | |

Fire Fund - updated Nov. 20, 2025

| Position | Dept. # | Current Hourly | New Hourly | Projected Increase |
|------------------------|----------------|-----------------------|-------------------|---------------------------|
| Fire Chief | 036-706 | \$29.56 | \$30.56 | \$2,244.29 |
| Firefighter II | 036-706 | \$15.30 | \$16.30 | \$4,068.43 |
| Firefighter I | 036-706 | \$13.25 | \$14.25 | \$4,059.06 |
| Captain | 036-706 | \$17.76 | \$18.76 | \$4,091.66 |
| Captain | 036-706 | \$17.76 | \$18.76 | \$3,792.22 |
| Firefighter II | 036-706 | \$15.16 | \$16.16 | \$4,074.14 |
| Lieutenant | 036-706 | \$16.75 | \$17.75 | \$4,091.25 |
| Lieutenant | 036-706 | \$16.75 | \$17.75 | \$4,132.40 |
| Captain | 036-706 | \$17.76 | \$18.76 | \$4,091.66 |
| Firefighter II | 036-706 | \$15.16 | \$16.16 | \$4,094.10 |
| Total Fire Fund | | | | \$38,739.21 |

Increase includes FICA, medicare,retirement, and overtime due to 24 hour shifts



CITY OF ELKINS AGENDA ITEM REPORT

| | |
|--------------------------|---|
| Meeting Date: | November 20, 2025 |
| Section: | New business |
| Category: | Resolution |
| Agenda Item Name: | Resolution 1881: Authorizing expenditure of \$10,000 to fund design study for a city-owned property on Harrison Avenue |
| Recommended By: | Mayor |
| Summary: | This resolution would authorize a \$10,000 expenditure for a conceptual design and master plan for a proposed First Responders Park on Harrison Avenue. The work will be completed by The Thrasher Group as outlined in the attached proposal. Funding for the eventual park construction is not identified but the Mayor proposes to seek contributions. |
| Fiscal Impact: | \$10,000 in design costs. Construction costs TBD. |
| Recommendation: | Consider for approval |
| Attachments: | 1. R-1881 - agreement with Thrasher for First Resp Park design |

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1881)

November 20, 2025

***A Resolution Authorizing Expenditure for a
Conceptual Design for a First Responders Park***

WHEREAS, the Mayor has requested authorization to expend funds for the purpose of obtaining a conceptual design and master plan for the creation of a First Responders Park on City-owned property located at 1091 Harrison Avenue (Randolph County Parcel 5-5-87); and,

WHEREAS, the Mayor has presented to Council a proposal from The Thrasher Group, Inc., attached hereto and incorporated by reference, outlining a scope of services including base mapping, planning, preliminary conceptual design options, development of a preferred master plan, illustrative drawings, 3D renderings, and cost estimates; and,

WHEREAS, Council finds that commissioning this conceptual design will assist the City in evaluating site potential, project feasibility, funding strategies, and community benefits associated with the redevelopment of this property; and,

WHEREAS, the development of a First Responders Park would create a commemorative space to honor first responders while enhancing a gateway corridor within the City;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council of the City of Elkins hereby authorizes execution of the attached proposal from The Thrasher Group, Inc., including an expenditure of \$10,000, for the purpose of obtaining a conceptual design and master plan for a First Responders Park as described in the attached and directs the Treasurer to identify an appropriate source of funds for this expenditure.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

November 10, 2025

Mayor Jerry Marco
City of Elkins
401 Davis Avenue
Elkins, WV 26241

RE: City of Elkins First Responders Park

Mayor Marco,

The Thrasher Group, Inc. (consultant) is pleased to provide a proposal for services related to the above-mentioned project ("Proposal"). We understand the City of Elkins wishes develop a master plan for the vacant property located at 1091 Harrison Avenue / Randolph County Parcel 5-5-87. The following details our proposal for the scope of services, fees, and payment.

SCOPE OF SERVICES:

A. BASE MAPPING

1. Thrasher will assemble base mapping based on publicly available data sources for use in the preliminary design of this project. High resolution aerial imagery, tax mapping, and lidar available from public sources will be used to create a base map. No field survey will be completed at this time.

B. PLANNING

At this time we understand the City of Elkins wishes to develop a master plan that demonstrates a vision for the vacant former motel property located on Harrison Avenue. Initial ideas for the development of this park include a commemorative space to honor first responders as well as some passive recreational spaces that help to beautify this gateway property. Our team will work with the client to develop conceptual plan options that showcase the potential of this property.

1. Thrasher will meet virtually with the client to review the vision for the property and discuss potential amenities to be included in the park concept.
2. Our team will develop two concepts that show different ideas for the redevelopment of this property. Concepts will be 2D sketches or line drawings. Each concept will include a high-level order of magnitude cost estimate for consideration. These concepts will be reviewed with the client for feedback.
3. Thrasher will incorporate feedback received from the client to develop a preferred master plan for the redevelopment of the property. The preferred master plan will include a 2D illustrative drawing of the proposed improvements, 3D renderings, and a line item cost estimate projecting the development cost.

EXCLUSIONS:

This proposal does not include the following services: field survey, boundary survey, environmental services, architectural services, final design, bidding, permitting, environmental assessments, geotechnical investigation, or any services not specifically outlined in A-B above.

FEES:

The proposed fee for the scope of work identified in the Scope of Services is a “Lump Sum” fee including all expenses. Thrasher will not work outside the Scope of Services, identified herein, without first providing the City of Elkins a written proposal to provide additional services, as well as written authorization to proceed with additional services.

| | |
|---------------------|-----------------|
| Lump Sum Fee | \$10,000 |
|---------------------|-----------------|

Thrasher appreciates and is excited about the opportunity to work on this Project. If you have any questions or need additional information, please contact me at (304) 848-6490 or at srich@thethrashergroup.com. If this proposal is acceptable, please sign below and return a copy to my attention.

Sincerely,
THE THRASHER GROUP, INC.



Samuel Rich, PLA
Principal

ACCEPTANCE:

On this _____ day of _____, 2025, the below signed and thereby accepts and agrees to this Proposal, and the Terms and Conditions attached hereto are incorporated herein by reference as if fully set forth herein, from The Thrasher Group, Inc. **By signing below, you are creating a valid and binding contract between The Thrasher Group, Inc. and the City of Elkins upon the terms and conditions of this Proposal and the Terms and Conditions attached hereto and made a part hereof.**

City of Elkins

By: _____

Signature

Name and Title

TERMS AND CONDITIONS

The terms and conditions set forth below “Terms and Conditions” are part of the Proposal which these are attached thereto and are included in said Proposal as if fully restated therein. The services set forth in the Proposal (“Services”) shall be performed pursuant to the Offer to Perform Services, as defined herein.

Parties: “Thrasher” means The Thrasher Group, Inc. “Client” means City of Elkins and your successions or assigns.

Generally: These Terms and Conditions govern the parties' duties, obligations, and relationship with respect to the Proposal submitted by Thrasher to Client for the Services described in the Proposal. These Terms and Conditions apply in addition to any and all descriptions, specifications, prices, terms, covenants, conditions, or other items set forth in the Proposal itself (as used herein, the term "Offer to Perform Services" shall refer to, collectively, these Terms and Conditions and the Proposal).

This Offer to Perform Services constitutes an offer by Thrasher to provide the Services set forth in the Proposal to Client upon the terms and conditions contained in the Proposal and these Terms and Conditions. Client's acceptance of this offer is limited to this Offer to Perform Services. Thrasher expressly rejects any additional, different, or varying terms proposed by Client.

This Offer to Perform Services constitutes the final written expression of the terms between Thrasher and Client regarding the Services and is the complete and exclusive statement of those terms. Any terms, conditions, negotiations, or understandings between the parties that are not contained herein shall have no force or effect unless in writing and signed by Thrasher, expressly stating in writing Thrasher's intent to modify this Offer to Perform Services. Said writing modifying the Offer to Perform Services must be signed by Thrasher to be effective.

Modification: Any modification, alteration or deviation from the terms and conditions set forth in the Offer to Perform Services may involve extra costs, and such costs will become a charge over and above the amount set forth in the Offer to Perform Services. A written change order is the proper manner in which to alter the terms of this Offer to Perform Services between the parties. However, it is understood that written change orders are not always completed. Client shall be responsible for paying the additional cost of such change orders regardless of whether they are made in writing.

Period of Performance: Services provided under this Offer to Perform Services are proposed to be completed within a reasonable amount of time from execution of this Offer to Perform Services by Client unless a separate schedule is attached. Thrasher shall be the sole determiner of what is a reasonable amount of time to perform the Services.

Payment: Client will be billed no less frequently than monthly, but may be billed bi-weekly, for Services provided under Offer to Perform Services. Invoices shall be paid within thirty (30) days of the date of the invoice. Client agrees to pay a 1.5% per month interest after thirty (30) days from the date of the invoice. Client agrees to review invoices promptly and raise any questions regarding the invoiced items or amounts within seven (7) days of the date of the invoice. If Client fails to raise any questions or issues regarding any invoiced items within fourteen (14) days of the date of the invoice, the invoice is deemed approved by the Client in all respects and Client forfeits any right to dispute the invoice or any charge thereon.

In the event of nonpayment of the account within thirty (30) days after the invoice date, Thrasher shall have the right, but not the obligation, to suspend all Services immediately until the account is paid in full. Thrasher may, after giving one days written notice to Client, suspend services under the terms of the Offer to Perform Services until Client has paid in full all amounts due for services, expenses, and other related charges. Client waives any and all claims against Thrasher for any such suspension taken in accordance with this paragraph. A notice of suspension, pursuant to this provision, shall be sufficient if sent via email.

In the event an account is greater than sixty (60) days past due, then Thrasher has the right, but not the obligation, to terminate all Services set forth in the Offer to Perform Services and pursue any and all legal methods of collection. Nothing in this provision shall be deemed to limit or exclude any right that Thrasher has, or may have, against Client.

Existing Information and Subsurface Conditions: Client will provide Thrasher with all information Client has, or can reasonably obtain, concerning the Project, including subsurface conditions and the location of subsurface or hidden pipes, utilities, or structures, all upon which Thrasher can rely. If the subsurface conditions are different than Thrasher expects the subsurface conditions to be, Thrasher may charge additional costs, fees, expenses, and other amounts incurred by Thrasher to be able to perform the Services.

Limitations on Liability: Thrasher's liability, and the liability of Thrasher's employees, shareholders, directors, officers, board members, subcontractors, and sub-subcontractors to the Client for damages arising from Services provided or from the Offer to Perform Services shall be limited for any and all claims, losses, costs, damages, and expenses including attorney's fees and cost for

expert witness fees to the Thrasher's total fee for Services received under this Offer to Perform Services.

Insurance: Thrasher shall maintain claims made professional liability insurance, general liability, automobile liability, and workers compensation insurance. Client has, or will purchase, property insurance sufficient to protect any property in which Client has an insurable interest. Client and Thrasher waive any claims against each other for damage to property covered, or that should have been covered by property insurance required by this paragraph, including subrogated claims.

Unless otherwise set forth specifically in the Offer to Perform Services, Thrasher shall maintain the following types and amounts of insurance, at a minimum, during the performance of the Services and shall provide certificates of insurance evidencing its coverage, prior to starting the performance of Services, if requested in writing from Client.

- a) Worker's Compensation Insurance with statutory coverage and \$1,000,000 employer's liability coverage;
- b) Comprehensive General Liability Insurance with annual aggregate limits of \$1,000,000;
- c) Automobile Liability Insurance with annual aggregate limits of \$1,000,000; and
- d) Professional Liability Insurance with limits of \$1,000,000 per claim and in the aggregate on a claims-made basis.

Mediation: Prior to any litigation, arbitration, or other proceeding, Client and Thrasher shall attempt to mediate any dispute arising from services provided under this Offer to Perform Services. The American Arbitration Association will conduct the mediation, unless otherwise agreed. Client and Thrasher will equally share all fees and costs of mediation.

Suspension: Thrasher may suspend performing Services under this Offer to Perform Services for any reason or no reason upon seven (7) days written notice, or may suspend performing Services under this Offer to Perform Services for cause (including but not limited to any breach or violation of the Offer to Perform Services by Client) with no notice. Client shall remain responsible and be required to pay all fees earned by Thrasher up to the suspension of Services by Thrasher, plus any amount incurred by Thrasher in performing Services, in preparing to perform Services, and in orderly suspending of Services.

Termination: Client or Thrasher may terminate this Offer to Perform Services for convenience by giving fourteen (14) days written notice, or may terminate this Offer to Perform Services for cause by giving seven (7) days written notice. If this Offer to Perform Services is terminated by Client, Client shall pay Thrasher, in addition to any and all compensation due under this Offer to Perform Services, any amount incurred by Thrasher in performing Services, in preparing to perform Services, and in orderly terminating Services.

Full and Final Agreement: This Offer to Perform Services is the full and final agreement between Client and Thrasher, supersedes any prior agreements, and may not be modified except by in writing executed by both Client and Thrasher, except to the extent the Modification section of these Terms and Conditions is applicable. Should no action be taken by Client within ninety (90) days of the date of submission, this Offer to Perform Services shall be considered null and void.

Attorney's Fees and Costs: In the event Thrasher is required to hire legal counsel to enforce any of the terms or conditions of this Offer to Perform Services, it shall be entitled to recover reasonable and necessary attorney's fees and litigation expenses (whether or not litigation is actually commenced) associated with the enforcement of this Offer to Perform Services.

Indemnification: Subject to limitations of liability set forth in the Limitations on Liability section, Thrasher agrees, to the fullest extent permitted by law, to indemnify and hold the Client harmless from damage or liability to the extent caused by Thrasher's negligent acts, errors, or omissions in the performance of professional services under this Offer to Perform Services.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold Thrasher harmless from damage or liability to the extent caused by the Client's negligent acts, errors, or omissions and those of his or her contractors, subcontractors, or consultants or anyone for whom the Client is legally liable and arising from the Project that is the subject of this Offer to Perform Services.

Neither Party is obligated to indemnify the other in any manner whatsoever for the other's own negligence.

The limitation, indemnification and waiver obligations under this Indemnification section shall survive termination or expiration of this Offer to Perform Services.

Standard of Care: Thrasher shall provide its' Services pursuant to the Offer to Perform Services in accordance with current, accepted professional standards, appropriate for the size, complexity, schedule, and other characteristics of the Project in the jurisdiction where the Project is located ("Standard of Care"). Regardless of any other term or condition of this Offer to Perform Services, Thrasher makes no express or implied warranty of any type, kind, or nature. All warranties including warranty or merchantability or warranty of fitness for a particular purpose, are expressly disclaimed.

Acceptance: Upon reviewing this Offer to Perform Services, should Client find all matters satisfactory, this Offer to Perform Services shall be considered a binding contract which shall be signed by authorized representatives of Client and Thrasher. Signing and returning this Offer to Perform Services creates a valid and binding contract and shall be considered as an authorization to proceed for Thrasher to commence work on the Project and constitutes acceptance of all terms, covenants, conditions, obligations, and requirements contained in the Offer to Perform Services without modification, addition, or deletion. Further, Client shall be deemed to have made an unqualified acceptance of this Offer to Perform Services upon their earliest of:

- a) Thrasher's receipt of this Offer to Perform Services, signed by Client; or
- b) any other event constituting acceptance under applicable law.

Independent Contractor: Thrasher is and shall remain an independent contractor and neither Thrasher nor any of its employees or agents shall be considered an employee of Client and vice versa.

Force Majeure: Thrasher shall not be responsible for default hereunder where such has been caused by an act of God, war, major disaster, terrorism, third-party criminal acts, pandemics, insurrection, riot, flood, earthquake, fire, labor disturbance, operation of statutes, laws, rules or rulings of any court or government, or any other cause beyond Thrasher's control.

Notice: Each notice, request, demand, or other communication ("Notice") by either party to the other pursuant to the Offer to Perform Services shall be in writing, and, except for routine documentation and correspondence, shall be (a) personally delivered; (b) sent by an overnight commercial courier, charges prepaid; or (c) sent by email (but such electronic communication must be either (i) acknowledged by the recipient (a read receipt received by the sender is sufficient acknowledgment); or (ii) confirmed by sending a copy thereof to the other party by overnight commercial courier no later than the following business day), addressed to the principal office of the receiving party (attention: President or the Project Manager of the Project) set forth on the Offer to Perform Services or to such other address as such party shall have communicated to the other party in accordance with this section. Any Notice shall be deemed to have been given when personally delivered, on the first business day after sending when sent by facsimile or email (or when acknowledged by the recipient if sooner), or on the first business day following the date of sending by overnight commercial courier.

Survival: All obligations prior to the termination of the Offer to Perform Services and all provisions of the Offer to Perform Services allocating responsibility or liability between Thrasher and Client shall survive termination of the Offer to Perform Services.

Remedies Cumulative: Thrasher's remedies specified herein are cumulative and not exclusive of any other remedies available to Thrasher at law or equity. The unenforceability or invalidity of any provision of this Offer to Perform Services shall not affect the validity and enforceability of the remainder of this Offer to Perform Services. The failure of any Party to insist at any time upon the strict observance or performance of any of the provisions of this Offer to Perform Services or to exercise any right or remedy as provided in this Offer to Perform Services shall not impair any such right or remedy or be construed as a waiver or relinquishment thereof.

Valid Contract Upon Signing: The terms and conditions in this Offer to Perform Services are the complete agreement between Thrasher and the Client and upon the signing of the Proposal portion of this Offer to Perform Services by Thrasher and Client, the parties have entered into a valid and binding contract which shall be controlled by this Offer to Perform Services.

Hazardous Materials:

- a) If Thrasher encounters hazardous materials, or pollutants in the performance of the Services that pose unanticipated risks, the Proposal and Thrasher's compensation and time of performance will be reconsidered and this Offer to Perform Services shall immediately become subject to renegotiation or termination, at Thrasher's option. If this Offer to Perform Services is so terminated, Client shall pay Thrasher for its fees and charges incurred to the date of such termination, including, if applicable, any additional costs, fees, expenses, or charges incurred in demobilizing.
- b) Unless specifically listed in the Proposal, the Services exclude testing for the presence of asbestos, polychlorinated biphenyls (PCB'S), radon gas, or any airborne pollutants and all other hazardous materials.
- c) If samples and/or materials contain or are suspected to contain substances or constituents hazardous or detrimental to health, safety, or the environment as defined by federal, state, or local statutes, regulations, or ordinances, Thrasher shall, after completion of testing, return such samples or materials to Client, who shall be responsible for properly disposing of such samples and materials in accordance with applicable laws, at its own cost. Client recognizes and agrees that Thrasher will at no time assume the ownership or control of such substances, waste, materials, or constituents.

- d) Client acknowledges that, prior to commencing the Services, Thrasher has had no role in generating, treating, storing, transporting, or disposing of waste materials which may be present at the site and Thrasher has not benefited from the processes that produced any such waste materials. It is understood and agreed that Thrasher is not and has no responsibility as a generator or operator, or as a storage, treatment, transport, or disposal facility (as those terms are defined by the Resource Conservation and Recovery Act, as amended, or any state statute or regulation) for substances or wastes found or identified at the site. The Services shall not include directly or indirectly arranging for the treatment, storage, transport, or disposal of waste materials or pollutants, on or offsite.
- e) Thrasher shall not directly or indirectly assume title to, ownership of, or responsibility for such substances or wastes. Client shall indemnify, defend, and hold harmless Thrasher for and against all claims and liabilities arising or resulting from or in connection with substances or wastes found or identified at work sites (including, without limitation claims and liabilities arising from statutes such as RCRA, CERCLA, SARA, or any other federal or state statutes).

Client Responsibilities: Client, at its own expense, shall:

- a) Provide Thrasher with all criteria and information necessary for Thrasher to comply with the Services and Offer to Perform Services, as the same may be amended or modified from time to time, and any requirements of the Project;
- b) Provide Thrasher all information, documents, and assistance necessary or reasonably requested by Thrasher to enable performance of the Services in a timely manner, all which Thrasher shall be entitled to rely upon without independent verification;
- c) Make decisions, provide approvals, and obtain all necessary authorizations, licenses, and permits required to permit the timely performance of the Services;
- d) Notify Thrasher if Client becomes aware of any matter that may change the scope, timing, order, or complexity of the Services;
- e) Act reasonably, professionally, and in good faith in all respects in connection with this Agreement;
- f) Furnish Thrasher with copies of all existing data, reports, surveys, plans, and other materials and information, within Client's possession required for the Project or the performance of the Services, all which Thrasher may use and rely upon in performing the Services;
- g) Arrange for access to and make all provisions for Thrasher to enter upon public and private property as required for Thrasher to perform the Services;
- h) Describe the activities which were conducted at the site by Client or by any person or entity which would relate to the Project and identify by name, quantity, location, and date any releases of hazardous substances or pollutants, if any;
- i) Provide prompt notice to Thrasher whenever Client observes or otherwise becomes aware of any development that affects the scope or timing of the Services or any alleged defect in the Services;
- j) Designate an individual or individuals to act as Client's representative(s) with respect to the Services who shall each have complete authority to transmit instructions, receive information, and interpret and define Client's requirements, decisions, policies, drawings, plans, surveys, data, and reports;
- k) Assume responsibility for personal injuries and property damage caused by Thrasher's interference with subterranean structures such as pipes, tanks, and utility lines that are not disclosed to or are not accurately disclosed to Thrasher by Client in advance of commencement of the Services; and
- l) To the extent required by law, report promptly all regulated conditions, including, without limitation, the discovery of releases of hazardous substances at the site to the appropriate authorities in accordance with applicable law.

Waiver: Client waives any and all claims against Thrasher for incidental special, indirect, or consequential damages of any nature whatsoever, including but not limited to loss of use, lost profits, economic loss, delay, liquated damages, or business interruption type damages arising out of or in any way related to the services or work, from any cause or causes, including but not limited to joint and several liability or strict liability and whether arising in contract, warranty, tort, negligence (including strict liability), or otherwise and no matter how claimed, computed or characterized. Both Client and Thrasher waive the right to trial by jury in any legal proceedings relating to this Agreement.

Confidentiality: Each Party will keep confidential all confidential information disclosed to it by the other party; provided that either Party may disclose confidential information to those persons who need to know such information for purposes that relate to the performance of the Services. Except as specifically provided herein, neither Party will acquire any right, title, or interest in or to the confidential information of the other Party.

Exclusivity: Information, work product, reports, or deliverables provided by Thrasher to Client in any form in connection with the Services is provided solely for Client's own use and for the purpose for which the Services were engaged.

Governing Law, Jurisdiction, and Venue: This Offer to Perform Services will be interpreted and construed in accordance with the internal laws of the State of West Virginia without giving effect to its principles of conflicts of laws. Any suit or action regarding this Offer to Perform Services shall be heard in Harrison County, West Virginia, in either the State or Federal Court located therein. The Client hereby waives any claim to forum non conveniens, or any similar claim or assertion. Client agrees that the locations and courts set forth herein are not a forum non conveniens for the Client and this provision is reasonable in all respects.

Use of Documents:

- a) All documents are instruments of service, and Thrasher shall retain an ownership and property interest therein (including the copyright and the right of reuse at the discretion of the Thrasher) whether or not the Project is completed.
- b) If Thrasher is required to prepare or furnish drawings or specifications under this Offer to Perform Services, Thrasher shall deliver to Client at least one original printed record version of such Drawings and Specifications, signed and sealed according to applicable Laws and Regulations.
- c) Client may make and retain copies of documents for information and reference in connection with the use of the documents on the Project. Thrasher grants Client a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Client, subject to receipt by Thrasher of full payment due and owing for all services relating to preparation of the documents, and subject to the following limitations: (1) Client acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Thrasher, or for use or reuse by Client or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Thrasher; (2) any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Thrasher, as appropriate for the specific purpose intended, will be at Client's sole risk and without liability or legal exposure to Thrasher or to its officers, directors, members, partners, agents, employees, and consultants; (3) Client shall indemnify and hold harmless Thrasher and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Thrasher; and (4) such limited license to Client shall not create any rights in third parties, provided, however, that in the event of any assignment for the benefit of Client's construction lender, such lender or successor shall be entitled to assume Client's license to such documents subject to the other terms and conditions contained in this Section.
- d) If Thrasher at Client's request verifies the suitability of the documents, completes them, or adapts them for extensions of the Project or for any other purpose, then Client shall compensate Thrasher at rates or in an amount to be agreed upon by Client and Thrasher.

Electronic Transmittals:

- a) Client and Thrasher may transmit, and shall accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreed protocol.
- b) If this Offer to Perform Services does not establish protocols for electronic or digital transmittals, then Client and Thrasher shall jointly develop such protocols.
- c) When transmitting items in electronic media or digital format, the transmitting party makes no representations as to long term compatibility, usability, or readability of the items resulting from the recipient's use of software application packages, operating systems, or computer hardware differing from those used in the drafting or transmittal of the items, or from those established in applicable transmittal protocols.

Sales or Use Taxes: If any governmental entity, has already done so or does so in the future, takes a legislative action that imposes sales tax, additional sales or use taxes on Thrasher's services or compensation under this Offer to Perform Services or any related, associated or other services of any type, then Thrasher may invoice such additional sales or uses taxes for reimbursement by Client. Client shall reimburse Thrasher for the cost of such invoiced additional sales or use taxes; such reimbursement shall be in addition to the compensation to which Thrasher is entitled under this Offer to Perform Services.



CITY OF ELKINS AGENDA ITEM REPORT

| | |
|--------------------------|--|
| Meeting Date: | November 20, 2025 |
| Section: | New business |
| Category: | Resolution |
| Agenda Item Name: | Resolution 1882: Authorizing the transfer of \$50,000 from the Financial Stabilization Fund to the Fire Fund |
| Recommended By: | Finance Committee |
| Summary: | This resolution authorizes transferring \$50,000 from the Financial Stabilization Fund to the Fire Fund. The transfer is needed because increasing operational costs now exceed the revenue generated by the Fire and Rescue Service Fee, which has remained unchanged since 2015. |
| Fiscal Impact: | \$50,000 from Financial Stabilization Fund |
| Recommendation: | Consider for approval |
| Attachments: | 1. R-1882 - tranfer from financial stabilization to fire fund |

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1882)

November 20, 2025

***A Resolution Authorizing the Transfer of Funds
to Support Fire Department Operations***

WHEREAS, the City of Elkins has charged a Fire and Rescue Service Fee (“Fee”) throughout its First Due Area since 2015; and,

WHEREAS, this fee has not been raised since its establishment in 2015; and,

WHEREAS, revenue from the Fire and Rescue Service Fee has enabled the City to staff the Elkins Fire Department with nine professional firefighters (three per shift), to provide specialized technical training, and to acquire essential modern apparatus and equipment necessary for the protection of life and property; and,

WHEREAS, although this Fee was once sufficient to fully support fire department operations, increasing costs associated with staffing, operations, training, and equipment now require that the City’s General Fund supplement the Fire Fund; and,

WHEREAS, the Financial Stabilization Fund contains sufficient resources to support an interfund transfer for this purpose;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby authorizes the transfer of \$50,000 from the Financial Stabilization Fund to the Fire Fund to support ongoing fire department operations.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

| | |
|--------------------------|--|
| Meeting Date: | November 20, 2025 |
| Section: | New business |
| Category: | Resolution |
| Agenda Item Name: | Resolution 1883: Adopting a new policy for the administration of contributions to outside and partner organizations |
| Recommended By: | Finance Committee, City Treasurer, City Clerk |
| Summary: | This resolution adopts the City's new policy governing allowable expenditures and reimbursement procedures for nonprofit organizations receiving City funding. The policy and associated forms will ensure consistent documentation and oversight of publicly funded activities. These changes are recommended by the State Auditor. |
| Fiscal Impact: | n/a |
| Recommendation: | Consider for approval |
| Attachments: | 1. R-1883 - outside contributions policy and forms |

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1883)

November 20, 2025

Adopting the “City Contributions to Outside Organizations – Policy on Allowable Expenditures and Reimbursement” and Associated Forms

WHEREAS, the City of Elkins periodically provides financial contributions to nonprofit organizations for public programs, events, and community-benefit activities; and,

WHEREAS, Council finds that a uniform policy governing allowable expenditures and reimbursement procedures is necessary to ensure transparency, accountability, and consistency in the use of public funds; and,

WHEREAS, Council’s Finance Committee has reviewed the proposed City Contributions to Outside Organizations – Policy on Allowable Expenditures and Reimbursement, along with associated application and reimbursement forms, and recommends their adoption; and,

WHEREAS, the proposed policy establishes eligibility requirements, documentation standards, allowable and non-reimbursable expenditure categories, and reporting obligations for funded organizations; and,

WHEREAS, Council finds that adoption of the policy and its forms will support responsible stewardship of public resources and provide clear guidance to organizations receiving City funding;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council of the City of Elkins hereby adopts the City Contributions to Outside Organizations – Policy on Allowable Expenditures and Reimbursement, together with the associated application and reimbursement forms, all of which are attached hereto and incorporated by reference into this Resolution.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

City Contributions to Outside Organizations

Policy on Allowable Expenditures and Reimbursement

This policy establishes procedures and allowable categories for reimbursement of expenses incurred by outside organizations receiving financial contributions from the City of Elkins. Its purpose is to ensure transparency, accountability, and consistency in how public funds are expended by funded organizations.

1. Applicability

This policy applies to all nonprofit organizations that receive funding from the City of Elkins, whether through direct contributions, grants, or other approved programs. Organizations must be legally incorporated nonprofits to be eligible for funding or reimbursement. When considering applications for funds, the City will generally prioritize requests providing low- or no-cost events, programs, or services to the public.

2. General Requirements

Reimbursements will only be made for expenses that are both documented and fall within one of the allowed categories listed below. Documentation must include an invoice, receipt, or equivalent proof of payment. All reimbursement requests must be submitted on the approved form along with supporting materials. Reimbursements will be issued by checks made payable to a business bank account in the name of the funded organization.

If an expense is not clearly within an allowed category, it will be referred to City Council for a determination before reimbursement can be approved.

3. Allowable Expense Categories

To be eligible for reimbursement, an expenditure must fall within one of the following categories:

- 1. Program or Project Expenses** – Costs directly related to carrying out the specific program, project, or event for which city funds were awarded. Examples: supplies, materials, equipment rental, contracted services.
- 2. Public Outreach and Communication** – Expenses for promoting, publicizing, or otherwise engaging the public in the funded activity. Examples: printing, advertising, website updates, event signage.
- 3. Personnel Costs (Direct Program Support Only)** – Compensation for employees or contractors whose work is directly tied to the funded activity. Documentation must include timesheets or a description of duties performed.
- 4. Operational Costs (Directly Attributable)** – Basic operating expenses necessary for delivery of the funded activity. Examples: utilities, facility rental, insurance for a

specific event or program. General overhead or unrelated administrative costs are not reimbursable.

5. **Travel and Training** – Travel, lodging, or registration costs that are essential to carrying out the funded activity. These must be directly related to the supported project or program.
6. **Capital or Equipment Purchases (Pre-Approved Only)** – Equipment or minor capital items purchased specifically for the funded purpose. Items must remain the property of the organization and continue to serve a community benefit.

4. Non-Reimbursable Expenses

The following expenses are not eligible for reimbursement under any circumstances. This list is not exclusive; expenses not obviously falling within an allowed category will be referred to Council for a determination.

- General administrative overhead or indirect costs
- Alcohol, gifts, or entertainment
- Fundraising, lobbying, or political activities
- Late fees, penalties, or unrelated debts

5. Reporting and Recordkeeping

Organizations receiving city funding must maintain accurate financial records and submit documentation of reimbursed expenditures. A list of reimbursed expenditures will be provided to City Council monthly for review and recordkeeping purposes.

6. Compliance

Failure to comply with the requirements of this policy may result in denial of reimbursement, suspension of funding, or ineligibility for future funding opportunities from the City of Elkins.

FY 2027 City Council Funding Request

Due Date: _____

If you have questions prior to submitting your request, we are happy to assist. Questions can be addressed to Sutton Stokes, City Clerk, at suttonstokes@cityofelkinswv.com.

Non-Profit Funding Request Application

ORGANIZATION INFORMATION

Organization Name: _____ Date of Request: _____

Organization Address: _____

Contact Name: _____ Contact Phone: _____

Contact Email: _____

Annual Operating Budget: _____ Total Capital Project Budget (if applicable):

Organizations considered for these contributions must be legally incorporated nonprofit organizations.

What is the purpose or mission of your organization?

USE OF FUNDS

Type of Request:

Capital Funding Operations Event/Program Other

Funding Request Amount: _____

Have you received funding from the City in the past? Yes No Unsure

If yes, please provide details for the most recent funding provided:

Amount Provided: _____ Fiscal Year: _____

Describe how the requested funds will be used, including a project budget and how this request benefits the community. Attach additional sheets as necessary.

List any other funds that will supplement this request (e.g., grants, matching funds, donations) and the number of volunteers or in-kind contributions involved:

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

ADDITIONAL INFORMATION REQUESTED

- A. Attach any additional sheets (as needed) for questions asked in this application.
- B. Provide documentation supporting requested funds such as vendor quotes, operating expense details, proposed job descriptions, or other cost information.
- E. Attach your organization’s budget and sources of general funding (e.g., fundraising, grants, or other income).

Please note: Reimbursements will only be made for expenses within allowed categories as established by Council. If an expense is not clearly within an allowed category, it will be referred to Council for a determination before reimbursement is approved.

Applicant’s Signature: _____ Name / Title of Person Completing the Form: _____

FOR CITY USE ONLY

Date Received: _____ (Due Date: _____)

Staff Recommendation:

- Recommend Full Funding Recommend Partial Funding Recommend Zero Funding

Comments:

FY _____

Reimbursement Request Form for Funded Organizations

This form must be submitted along with invoices or other supporting documentation for reimbursement. Expenses must fall within approved categories. If an expense is not clearly within an allowed category, it will be referred to Council for a determination before reimbursement is approved.

ORGANIZATION INFORMATION

Organization Name: _____ Date of Request: _____
Contact Name: _____ Contact Phone: _____
Email: _____

QUARTERLY REIMBURSEMENT SCHEDULE

Reimbursements will be considered quarterly during each fiscal year, which begins July 1. Requests must be submitted no later than 30 days after the end of each quarter. Please indicate the quarter for which this reimbursement request applies:

| | Quarter | Period Covered | Submission Due Date |
|--------------------------|---------|-------------------------|---------------------|
| <input type="checkbox"/> | Q1 | July 1 – September 30 | Due by October 30 |
| <input type="checkbox"/> | Q2 | October 1 – December 31 | Due by January 30 |
| <input type="checkbox"/> | Q3 | January 1 – March 31 | Due by April 30 |
| <input type="checkbox"/> | Q4 | April 1 – June 30 | Due by July 30 |

EXPENDITURE DETAILS

| Date | Description | Vendor/Payee | Amount | Documentation Attached |
|------|-------------|--------------|--------|--|
| | | | \$ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | \$ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | \$ | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | | | \$ | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Applicant's Signature: _____ Date: _____



CITY OF ELKINS AGENDA ITEM REPORT

| | |
|--------------------------|--|
| Meeting Date: | November 20, 2025 |
| Section: | New business |
| Category: | Resolution |
| Agenda Item Name: | Resolution 1884: Authorizing purchase and installation of new transfer switch at EFD paid from from the Coal Severance Fund |
| Recommended By: | Finance Committee |
| Summary: | This resolution authorizes the purchase and installation of a new transfer switch for the Elkins Fire Department, as detailed in the attached \$11,400 quote from Universal Engineering & Contracting. The expenditure will be funded through the Coal Severance Fund. |
| Fiscal Impact: | \$11,400 from Coal Severance |
| Recommendation: | Consider for approval |
| Attachments: | 1. R-1884 - new EFD transfer switch from Coal Severance |

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1884)

November 20, 2025

***A Resolution Authorizing the Purchase and Installation of a
Transfer Switch for the Elkins Fire Department***

WHEREAS, the Elkins Fire Department requires the replacement of its existing transfer switch to ensure reliable and uninterrupted emergency power capabilities at the station; and,

WHEREAS, maintaining dependable backup power is essential for effective fire and rescue operations and the protection of life and property; and,

WHEREAS, the City has received a quote from Universal Engineering & Contracting, attached hereto and incorporated by reference, for the purchase and installation of a replacement transfer switch in the total amount of \$11,400; and,

WHEREAS, sufficient funds are available in the City's Coal Severance Fund to support this expenditure;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council of the City of Elkins hereby authorizes the purchase and installation of a new transfer switch for the Elkins Fire Department, in accordance with the attached quote from Universal Engineering & Contracting in the amount of \$11,400, to be paid from the Coal Severance Fund.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk



ESTIMATE # q1080
DATE 11/13/2025

Estimate

ADDRESS
 Elkins Fire Department
 216 4th
 Elkins, WV 26241

SHIP TO
 Elkins Fire Department
 216 4th
 Elkins, WV 26241

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

| DATE | ACTIVITY | ACTIVITY | QTY | RATE | AMOUNT |
|------|--|--------------|-----|-----------|-----------|
| | Remove old Automatic Transfer Switch Mechanism and Controls. Install New 400A 120/240V 3 phase ATS and controls. Program and test. | Sales | 1 | 11,400.00 | 11,400.00 |

Thanks for your consideration of this Estimate, if you need additional information please call.

| | |
|--------------|--------------------|
| SUBTOTAL | 11,400.00 |
| TAX | 0.00 |
| TOTAL | \$11,400.00 |

Accepted By

Accepted Date



CITY OF ELKINS AGENDA ITEM REPORT

| | |
|--------------------------|---|
| Meeting Date: | November 20, 2025 |
| Section: | New business |
| Category: | Resolution |
| Agenda Item Name: | WITHDRAWN Resolution 1885: Reappointing R. Nestor and Clark Evans to the Elkins Housing Authority Board of Directors for a term ending December 31, 2030 |
| Recommended By: | City Clerk |
| Summary: | This item is withdrawn because members of the EHA Board of Directors are appointed by the Mayor, not council. |
| Fiscal Impact: | |
| Recommendation: | |
| Attachments: | None |