



City of Elkins

Council Meeting

December 4, 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 Nov. 20, 2025
5. **Correspondence, Notifications, and Recognitions**
 - a. Recognition of the Elkins High School Cross-Country Team
 - b. 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: Nov. 17-28, 2025

(Available for public review in the city clerk's office two business days before this meeting, as required by W. Va. Ethics Commission Open Meetings Advisory Opinion 2012-04.)
9. **New business**
 - a. Resolution 1885: Reappointing E. Douglas to the Board of Zoning Appeals, Phillips Kolsun to the Planning Commission, Susan Evick to the Planning Commission, Nanci Bross-Fregonara to the Tree Board, and Iris Allen to the Tree Board.
 - b. Ordinance 349: Reducing the speed limit to 15 miles per hour on all streets bounded by Sycamore Street (but not including Sycamore Street), Randolph Avenue (but not including Randolph Avenue), Diamond Street (including Diamond Street), and the City's eastern boundary. (First of two readings)
 - c. HR Director vacancy
10. **Mayor's comments**
11. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 4, 2025
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of Nov. 20, 2025
Recommended By:	City Clerk
Summary:	Minutes for the referenced meeting
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. City Council - 2025_11_20 - minutes_proposed

Proposed Minutes

ELKINS COMMON COUNCIL MEETING MINUTES

***Phil Gainer Community Center
142 Robert E Lee Ave. Ext.
Elkins, WV 26241
November 20, 2025
7:00 p.m.***

Elkins Common Council met as above. Present were Councilors N.E. Bross-Fregonara, A.C. Carroll, R.C. Chenoweth, G.M. Hinchman, B.C. Kerns, E. L. Plishka, L.S. Severino, C.H. Thompson, and B.A. Woods; City Treasurer T. Judy; Police Chief T. Bennett; Operations Manager M. Kesecker; City Attorney G. S. Roberts; Human Resources J. Martin; Water Chief Operator W. Lambert; Wastewater Chief Operator W. Hymes; and City Clerk S.R. Stokes (acting chair and recording secretary).

Councilor C.C. Lowther and Fire Chief S.D. Himes were absent.

PUBLIC COMMENT

There was no public comment.

MINUTES

Chenoweth **MOVED APPROVAL OF THE MINUTES OF THE NOVEMBER 6, 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 Chief T. Bennett provided a verbal report.
- e. Wastewater Chief Operator W. Hymes provided a verbal report.
- f. Water Chief Operator W. Lambert provided a verbal report.
- g. City Clerk S. Stokes provided a written report (attached).
- h. City Attorney G. Roberts provided a verbal report.

COUNCILOR REPORTS

Proposed Minutes

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 November 3-14, 2025.

NEW BUSINESS

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

Bross-Fregonara **MOVED APPROVAL OF RESOLUTION 1873.** The motion carried.

- b. Resolution 1879: Reappointing and establishing a new compensation level for the City Treasurer, effective Oct. 1, 2025**

Thompson **MOVED APPROVAL OF RESOLUTION 1879.** The motion carried.

- c. Resolution 1880: Compensation adjustment for General Fund, Fire Fund and Sanitation Fund employees**

Thompson **MOVED APPROVAL OF RESOLUTION 1880.** The motion carried.

- d. Resolution 1881: Authorizing expenditure of \$10,000 to fund design study for a city-owned property on Harrison Avenue**

Chenoweth **MOVED APPROVAL OF RESOLUTION 1881.** The motion failed, and the resolution was not approved.

- e. Resolution 1882: Authorizing the transfer of \$50,000 from the Financial Stabilization Fund to the Fire Fund**

Hinchman **MOVED APPROVAL OF RESOLUTION 1882.** The motion carried.

- f. Resolution 1883: Adopting a new policy for the administration of contributions to outside and partner organizations**

Carroll **MOVED APPROVAL OF RESOLUTION 1883.** Woods disclosed his membership on the board of Citizens Promoting Community, and Bross-Fregonara and Kerns disclosed their membership in the Elkins Tree Board. The motion carried.

Proposed Minutes

- g. Resolution 1884: Authorizing purchase and installation of new transfer switch at EFD paid from the Coal Severance Fund**

Hinchman MOVED APPROVAL OF RESOLUTION 1884. The motion carried.

- h. Resolution 1885: Reappointing R. Nestor and Clark Evans to the Elkins Housing Authority Board of Directors for a term ending December 31, 2030**

By unanimous consent Resolution 1884 was withdrawn as unnecessary.

The meeting was adjourned at 7:49 p.m.

Attest: S.R. Stokes, City Clerk

Jerry A. Marco, Mayor



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 4, 2025
Section:	Correspondence, Notifications, and Recognitions
Category:	Presentation
Agenda Item Name:	Building permits, zoning permits, and vacant property registrations
Recommended By:	
Summary:	<p>As shown in the attached report, for 11/20/2025–12/02/2025, eleven building permits were issued totaling \$140,715. No new business zoning permits were filed.</p> <p>There are 44 registered vacant structures; 35 have been billed for 2025, with \$6,200 collected. Four liens have been filed, four more are pending, and five properties are awaiting demolition. Several properties have been removed from the vacant list due to sale, renovation, or demolition.</p>
Fiscal Impact:	See summary
Recommendation:	Review presented information
Attachments:	1. Building Permits - 2025_12_04

The attached report shows building permits issued 11/20/2025-12/02/2025. There were 11 projects with a total valuation of \$140,715.00

Zoning permits show 0 new business

There are currently 44 structures registered as vacant. 35 structures have been billed for 2025. \$6200 Has been collected so far. **Four liens have been placed upon properties. Four more liens will be placed by the end of the month.** 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

12/02/2025 5:05 PM PROJECT MASTER REPORT PAGE: 1
PROJECTS: THRU ZZZZZZZZZZ REPORT SEQUENCE: Project
PROJECT TYPE: Exclude: BPZONING CONTRACTOR CLASS: All - All Contractor Classes
CONTRACTORS: All
APPLIED DATES: 11/20/2025 THRU 12/02/2025 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
STATUS INCLUDED: Opened, Complet ISSUED DATES: 0/00/0000 THRU 99/99/9999
=====

PROJECT: 240621 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING
PROPERTY: 216 FIRST ST
APPLIED DATE: 11/20/2025 ISSUED DATE: 11/20/2025 EXPIRATION DATE: 5/21/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: BTI BTI ENTERPRISE LLC ISSUED TO: CORICA, ELSIE
1425 LAVALETTE AVENUE PO BOX 902
ELKINS, WV 26241 ELKINS, WV 26241-0902
SQUARE FEET: 1,450
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

PROJECT: 240622 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING
PROPERTY: 1606 LAVALETTE AVE
APPLIED DATE: 11/20/2025 ISSUED DATE: 11/20/2025 EXPIRATION DATE: 5/21/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: DESIGN DESIGN ROOFING & SHEET METAL ISSUED TO: SUMMERFIELD ASSET MANAGEMENT
2224 BEVERLY PIKE 155 OAK CREST DR
ELKINS, WV 26241 ELKINS, WV 26241
SQUARE FEET: 2,400
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

PROJECT: 240623 - RESIDENTIAL REMODEL TYPE: BR-REM RESIDENTIAL REMODEL
PROPERTY: 158 DELAWARE AVE
APPLIED DATE: 11/20/2025 ISSUED DATE: 11/20/2025 EXPIRATION DATE: 5/21/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: BASEMENTA BASEMENT AUTHORITY OF WV ISSUED TO: HADDIX, MICHAEL
132 ROCKY STEP RD 158 DELAWARE AVE
SCOTT DEPOT, WV 25560 ELKINS, WV 26241
SQUARE FEET: 664
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

PROJECT: 240624 - RESIDENTIAL ELECTRICAL TYPE: ELEC-RES RESIDENTIAL ELECTRICAL
PROPERTY: 103 VECTOR AVE
APPLIED DATE: 12/01/2025 ISSUED DATE: 12/01/2025 EXPIRATION DATE: 5/31/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: SOLAR SOLAR HOLLER LLC ISSUED TO: ROSE, JOHN M JR
2835 PARK AVENUE 103 VECTOR AVE
HUNTINGTON, WV 25704 ELKINS, WV 26241
SQUARE FEET: 545

SQUARE FEET: 1
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 30.00

PROJECT: 240633 - COMMERCIAL ROOFING TYPE: ROOF-COM COMMERCIAL ROOFING
 PROPERTY: 888 INDUSTRIAL PARK RD
 APPLIED DATE: 12/01/2025 ISSUED DATE: 12/01/2025 EXPIRATION DATE: 5/31/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: TRI-STATE TRI-STATE ROOFING& SHEET METAL ISSUED TO: GREENFIELD CABINETRY LLC
 PO BOX 4255 6111 CHURCHMAN BYPASS
 MORGANTOWN, WV 26504 INDIANAPOLIS, IN 46203
 SQUARE FEET: 100
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

ZONING PERMITS

NONE

VACANT STRUCTURE BILLING FOR 2025

12/02/2025 5:12 PM FEE CODE REPORT PAGE: 1
 LICENSES: THRU ZZZZZZZZZZ ORIGINATION DATE: 3/01/2025 THRU 12/02/2025
 LIC CODES: Include: CE-VAC EFFECTIVE DATE: 0/00/0000 THRU 99/99/9999
 LIC STATUS: Pending, Active EXPIRATION DATE: 0/00/0000 THRU 99/99/9999
 FEE CODES: All PRINT DATE: 0/00/0000 THRU 99/99/9999

FEE CODE: VACANT - VACANT PROPERTY FEE

LICENSE	PERIOD	LIC CODE	STATUS	REPORT	ISSUED TO	# of Years	CHARGES
24474	3/18/25 - 3/18/26	CE-VAC	Active	CODE	BARTON ROBER	2.0000	200.00
24478	4/03/25 - 4/02/26	CE-VAC	Pending	CODE	AUVIL BENJA	3.0000	400.00
24479	4/03/25 - 4/02/26	CE-VAC	Active	CODE	HIGGINS MARIE	3.0000	400.00
24480	3/31/25 - 4/01/26	CE-VAC	Pending	CODE	METHENY MICHE	3.0000	400.00
24481	4/05/25 - 4/04/26	CE-VAC	Active	CODE	MILLER LINDA	3.0000	400.00
24486	4/09/25 - 4/09/26	CE-VAC	Active	CODE	ARBOGAST GARY	3.0000	400.00
24505	5/06/25 - 5/07/26	CE-VAC	Pending	CODE	PROUDFOOT LINDA	3.0000	400.00
24506	5/06/25 - 5/07/26	CE-VAC	Pending	CODE	HALLE SHANE	3.0000	400.00
24507	5/06/25 - 5/06/26	CE-VAC	Pending	CODE	CHENOWETH ALLEN	3.0000	400.00
24508	5/06/25 - 5/06/26	CE-VAC	Pending	CODE	CHENOWETH ALLEN	3.0000	400.00
24509	5/06/25 - 5/06/26	CE-VAC	Pending	CODE	CORDER DEBOR	3.0000	400.00
24548	7/28/25 - 7/28/26	CE-VAC	Active	CODE	WHITE DILLEY INVESTMENTS	3.0000	400.00
24550	7/28/25 - 7/28/26	CE-VAC	Active	CODE	BOGGS ANGEL	3.0000	400.00
24551	7/28/25 - 7/28/26	CE-VAC	Active	CODE	SHOMO LINDA	2.0000	200.00
24552	9/10/25 - 9/11/25	CE-VAC	Active	CODE	STEVENSON JULIA	3.0000	400.00
24554	7/28/25 - 7/28/26	CE-VAC	Active	CODE	KIRKPATRICK KRIST	3.0000	400.00
24555	7/29/25 - 7/29/26	CE-VAC	Pending	CODE	VARNEY CATHY	3.0000	400.00
24556	8/07/25 - 8/08/25	CE-VAC	Active	CODE	MESSINGER DAVID	3.0000	400.00
24558	7/29/25 - 7/29/26	CE-VAC	Pending	CODE	KNUTTI FREDE	3.0000	400.00
24559	7/29/25 - 7/29/26	CE-VAC	Active	CODE	SANDS DIANE	2.0000	200.00
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
24612	12/01/25 - 12/02/26	CE-VAC	Pending	CODE	KING	WILLI	3.0000	400.00

REPORT TOTALS:

35

95.0000

12,000.00



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 4, 2025
Section:	Staff reports
Category:	Presentation
Agenda Item Name:	Treasurer's report
Recommended By:	City Treasurer
Summary:	Report on activities in the Treasurer's Department
Fiscal Impact:	n/a
Recommendation:	Review presented information
Attachments:	1. Treasurer Report - 2025_12_04

Office of the City Treasurer

Council Report

Date: December 2, 2025

Update since November 20th council meeting.

1. Council Reports & Attachments

- FY2026 Purchasing Card Rebates
- FY2026 1st Qtr. Detail by Fund
- FY2025 Purchasing Card Rebates
- Purchasing Card Fiscal Year Comparison
- Invoice Cloud Management Report as of November 30, 2025

2. Projects & Financing

- Nothing new since last meeting

3. Administration Staff

- Met with General Fund staff to review budgets through October 31, 2025.
-

4. Treasurer

- Preparing budget revisions for finance meeting on December 8, 2025.

FY2026 Purchasing Card Rebates

1st Qtr 2nd Qtr 3rd Qtr 4th Qtr TOTAL

General Fund	3,484.90					3,484.90
Parks Fund	269.26					269.26
Fire Fund	250.84					250.84
Water Fund	2,967.35					2,967.35
Sewer Fund	846.19					846.19
Sanitation Fund	259.75					259.75

8,078.29	-	-	-		8,078.29
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VISA P-CARD QUARTERLY REBATES

	July	August	September	
General Fund	85,314.68	53,398.92	68,146.13	206,859.73
Parks Fund	9,543.31	3,358.02	3,081.91	15,983.24
Fire Fund	8,825.09	3,014.94	3,049.28	14,889.31
Water Fund	76,070.00	51,425.75	48,643.04	176,138.79
Sewer Fund	22,206.48	14,411.77	13,610.49	50,228.74
Sanitation Fund	9,143.17	3,649.56	2,625.98	15,418.71
	211,102.73	129,258.96	139,156.83	

479,518.52

8,078.29

0.016846669

001-General Fund - Rebates	3,484.90
006-Parks - Rebates	269.26
036-Fire - Rebates	250.84
400-Water - Rebates	2,967.35
401-Sewer - Rebates	846.19
404-Sanitation - Rebates	259.75

\$ 8,078.29

July-September 2025 VISA P-CARD REBATE

FY2025 Purchasing Card Rebates

1st Qtr 2nd Qtr 3rd Qtr 4th Qtr TOTAL

General Fund	2,388.36	3,646.78	2,985.59	3,201.63	12,222.36
Parks Fund	410.34	166.98	92.60	298.98	968.90
Fire Fund	111.31	109.36	131.31	152.26	504.24
Water Fund	2,664.44	2,277.26	2,691.65	2,190.72	9,824.07
Sewer Fund	1,121.88	776.60	883.51	802.06	3,584.05
Sanitation Fund	196.52	117.23	188.45	274.71	776.91

6,892.85	7,094.21	6,973.11	6,920.36	27,880.53
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P-CARD FISCAL YEAR COMPARISON

	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	TOTAL
General Fund	\$6,429.29	\$7,416.24	\$7,684.04	\$6,932.77	\$10,795.04	\$8,367.64	\$8,768.85	\$8,572.72	\$7,529.60	\$6,057.57	\$8,561.10	\$8,994.51	\$12,222.36	\$87,114.86
Parks Fund	\$83.91	\$341.02	\$181.76	\$753.95	\$855.36	\$449.76	\$264.49	\$281.73	\$678.72	\$561.24	\$853.25	\$635.54	\$968.90	\$5,305.19
Fire Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$444.36	\$730.25	\$504.24	\$444.36
Water Fund	\$783.14	\$3,511.40	\$3,404.61	\$8,292.64	\$10,652.79	\$10,988.40	\$12,616.35	\$11,453.46	\$9,091.44	\$2,068.80	\$2,092.41	\$7,326.91	\$9,824.07	\$74,955.44
Sewer Fund	\$335.63	\$1,466.46	\$1,312.28	\$3,730.00	\$5,351.09	\$5,675.19	\$6,035.23	\$7,769.36	\$4,837.04	\$3,405.47	\$3,731.35	\$3,319.36	\$3,584.05	\$43,649.10
Sanitation Fund	\$111.88	\$177.68	\$179.03	\$542.75	\$678.31	\$598.91	\$659.09	\$1,030.30	\$541.12	\$2,975.40	\$1,667.98	\$741.42	\$776.91	\$9,162.45
Landfill Fund	\$0.00	\$50.40	\$28.53	\$52.65	\$14.71	\$3.65	\$2.29	\$7.64	\$1.18	\$0.60	\$0.00	\$0.00	\$0.00	\$161.65
	\$7,743.85	\$12,963.20	\$12,790.25	\$20,304.76	\$28,347.30	\$26,083.55	\$28,346.30	\$29,115.21	\$22,679.10	\$15,069.08	\$17,350.45	\$21,747.99	\$27,880.53	\$270,421.57

Tracy Judy

From: no-reply=invoicecloud.com@mg.invoicecloud.com on behalf of InvoiceCloud <no-reply@invoicecloud.com>
Sent: Sunday, November 30, 2025 10:15 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 11/30/2025:

Invoice Type	YTD #	YTD \$	MTD #	MTD \$	Day #	Day \$	Paperless #	AutoPay #
Utility	29,057	\$3,700,710.42	2,855	\$352,546.44	100	\$9,198.52	3,247	1,073
Non Utility Payments	492	\$114,132.00	26	\$3,162.96	0	\$0.00	859	0



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CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 4, 2025
Section:	Staff reports
Category:	Presentation
Agenda Item Name:	Clerk's report
Recommended By:	City Clerk
Summary:	Report from the Clerk's Office
Fiscal Impact:	n/a
Recommendation:	Review presented information
Attachments:	1. city clerk council report - 2025_12_04

Office of the City Clerk

Council Report

Date: December 4, 2025

1. Council & Committee Support

- 12/1 Personnel Committee meeting
- 12/1 Public Safety Committee meeting
- 12/1 Rules & Ordinances Committee meeting

2. Information Management & Records Administration

- FOIA request concerning arrest of Christian Mayle.
- Scheduling demos for platforms providing SMS message archiving (to further strengthen compliance with public records laws).

3. Legislation & Rulemaking

- Draft rules of parliamentary procedure and code of conduct for council and committees submitted to 12/1 meeting of Rules & Ordinances Committee. Discussion identified several additional needed improvements. The next draft will be submitted to the Rules & Ordinances Committee in January.
- Submitted annual Home Rule Progress Report to the Home Rule Board on November 24.
- Continuing review of City Code for needed corrections, updates, and revisions.

4. Mapping & Addressing

Free reflective address number decals are now at the Treasurer's Department. These will be offered to new residents/property owners setting up utilities or available on request.

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. Staff Development

Attended demo for GoSkills, an online training platform, to evaluate its applicability for city clerical staff.

6. 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.

Woodlands Development & Lending has secured external grant funding to cover the organization’s staff time providing project planning and management services for TIF-funded projects (e.g., Streetscape, Riverfront).

No TIF funded projects are currently underway.

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

7. 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.

8. Police Civil Service Commission

- Entry-level list expires Nov. 8, 2028. The list consists of four already certified officers eligible for appointment to EPD.

9. 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

10. Public Relations

Press releases:

- [Demystifying Executive Session: A Look Behind the Closed Doors of Elkins City Council](#)
- [An Update on Bulk Item Pickup in Elkins \(and the Schedule for Nov/Dec 2025\)](#)
- [Commentary and shares on what happened at Glendale Park](#)

11. 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.

The November 27 Leadership Team meeting was canceled for Thanksgiving.

12. 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.

13. 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.

14. 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.

This commission has a vacancy after the resignation of Van Broughton.

15. 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.

16. External Relations & Intergovernmental Coordination

As the new treasurer of the West Virginia Clerks & Records Association, I am:

- Helping to plan the state association's winter meeting, to coincide with the next Municipal League meeting.
- 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).

17. 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:	December 4, 2025
Section:	Approval of vendor invoice payments
Category:	Action Item
Agenda Item Name:	Vendor invoices presented for approval: Nov. 17-28, 2025 <i>(Available for public review in the city clerk's office two business days before this meeting, as required by W. Va. Ethics Commission Open Meetings Advisory Opinion 2012-04.)</i>
Recommended By:	City Treasurer
Summary:	Accounts payable transactions in all funds Nov. 17-28.
Fiscal Impact:	Report details \$497,865.92 in transactions from all funds.
Recommendation:	Consider for approval
Attachments:	1. AP Check Report - 2025_12_04

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00792	WV Consolidated Retirement Boa							
I-RTD202511112574	Retirement	D	11/18/2025	7,250.23		008010		
I-RTD202511112575	Retirement	D	11/18/2025	159.04		008010		7,409.27
00952	WV Consolidated Retirement Boa							
I-RTF202511112574	Retirement	D	11/18/2025	2,752.60		008011		
I-RTN202511112574	Retirement	D	11/18/2025	6,178.10		008011		8,930.70
00993	WV Consolidated Retirement Boa							
I-RT6202511112574	Retirement 6%	D	11/18/2025	10,484.64		008012		
I-RT6202511112575	Retirement 6%	D	11/18/2025	456.38		008012		10,941.02
01727	Enterprise FM Trust							
I-578571-110525	Fleet Leases 11/2025	D	11/18/2025	24,805.71		008013		24,805.71
00047	Truist Governmental Finance							
I-00007 102425	9948000234-07 111925	D	11/18/2025	4,984.55		008014		4,984.55
00471	FirstEnergy MP/PE							
I-ElkinsCom 103125	Elkins Comm Lighting 103125	D	11/18/2025	10,286.76		008015		10,286.76
00471	FirstEnergy MP/PE							
I-Teaberry 103025	Teaberry Hills 092725-102825	D	11/18/2025	40.64		008016		40.64
00484	Mountaineer Gas Company							
I-153 BearHtr 102925	Bearhunter Est 091725-101625	D	11/18/2025	38.00		008017		38.00
00484	Mountaineer Gas Company							
I-500Scott 102925	500 Scott Ford 091725-101625	D	11/18/2025	120.46		008018		120.46
02347	LEAF							
I-19255240	Toshiba E478S 111825	D	11/18/2025	85.00		008019		85.00
02347	LEAF							
I-19255241	Toshiba E478S 111825	D	11/18/2025	85.00		008020		85.00
00741	Great-West Trust Company LLC							
I-VF 202511242576	Voya	D	11/25/2025	630.00		008021		
I-VF2202511242576	Voya AT	D	11/25/2025	120.00		008021		750.00
00792	WV Consolidated Retirement Boa							
I-RTD202511242576	Retirement	D	11/25/2025	7,652.90		008022		
I-RTD202511242577	Retirement	D	11/25/2025	232.24		008022		7,885.14

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE:11/17/2025 THRU 11/28/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00952	WV Consolidated Retirement Boa							
I-RTF202511242576	Retirement	D	11/25/2025	3,372.42		008023		
I-RTN202511242576	Retirement	D	11/25/2025	6,176.58		008023		9,549.00
00993	WV Consolidated Retirement Boa							
I-RT6202511242576	Retirement 6%	D	11/25/2025	10,436.28		008024		
I-RT6202511242577	Retirement 6%	D	11/25/2025	98.12		008024		10,534.40
02667	Health Equity							
I-HSA202511242576	Health Savings	D	11/25/2025	1,034.54		008025		1,034.54
00023	Appalachian Forest Heritage Ar							
I-2026 2nd Qtr Cont	2026 2nd Qtr Contribution	R	11/18/2025	500.00		018074		500.00
00126	City of Clarksburg							
I-2025110034396	Yard Waste Ticket 2270	R	11/18/2025	149.00		018075		149.00
00182	Country Roads Transit							
I-2026 2nd Qtr Cont	2026 2nd Qtr Contribution	R	11/18/2025	3,750.00		018076		3,750.00
00239	Elkins Historic Landmark Commi							
I-2026 2nd Qtr Cont	2026 2nd Qtr Contribution	R	11/18/2025	1,000.00		018077		1,000.00
00243	Elkins Randolph County Chamber							
I-2026 2nd Qtr Cont	2026 2nd Qtr Contribution	R	11/18/2025	625.00		018078		625.00
00247	Elkins Truck Service, Inc							
I-157282	Pipe Coupling	R	11/18/2025	41.69		018079		41.69
00250	Elkins-Randolph County Regiona							
I-2026 2nd Qtr Cont	2026 2nd Qtr Contribution	R	11/18/2025	3,750.00		018080		3,750.00
00251	Elkins-Randolph County Public							
I-2026 2nd Qtr Cont	2026 2nd Qtr Contribution	R	11/18/2025	5,625.00		018081		5,625.00
00325	Howard H. Harper							
I-103125	Dozer rental	R	11/18/2025	3,020.00		018082		3,020.00
00457	Metalworks, Inc.							
I-13906	Guide Wheels	R	11/18/2025	192.00		018083		192.00
00569	Randolph County Clerk							
I-CKREQ 110625	Liens	R	11/18/2025	60.00		018084		60.00

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 11/17/2025 THRU 11/28/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00570	Randolph County Commission							
I-2026 2nd Qtr Cont	2026 2nd Qtr Contribution	R	11/18/2025	2,500.00		018085		2,500.00
00571	Randolph County Community Arts							
I-2026 2nd Qtr Cont	2026 2nd Qtr Contribution	R	11/18/2025	1,250.00		018086		1,250.00
00573	Randolph County Development Au							
I-2026 2nd Qtr Cont	2026 2nd Qtr Contribution	R	11/18/2025	3,375.00		018087		3,375.00
00576	Randolph County Humane Society							
I-2026 2nd Qtr Cont	2026 2nd Qtr Contribution	R	11/18/2025	3,000.00		018088		3,000.00
00578	Randolph Elkins Health Departm							
I-2026 2nd Qtr Cont	2026 2nd Qtr Contribution	R	11/18/2025	1,375.00		018089		1,375.00
00579	Randolph-Tucker Children's Adv							
I-2026 2nd Qtr Cont	2026 2nd Qtr Contribution	R	11/18/2025	2,500.00		018090		2,500.00
00670	Steptoe & Johnson PLLC							
I-1207203	USDC NDist 07/2025	R	11/18/2025	1,890.00		018091		1,890.00
00779	Woodford Oil Company							
I-15752	CHV Multifak	R	11/18/2025	435.00		018092		435.00
00797	WV DEP Division of Water and W							
I-WV-125-00096	2025 Renewal App	R	11/18/2025	430.00		018093		430.00
01231	CNA Surety Direct Bill							
I-62606515 120525	Bond 62606515 WV Hwy Permit	R	11/18/2025	250.00		018094		250.00
01390	Phoenix Solutions, LLC							
I-42122	Chemicals	R	11/18/2025	6,720.28		018095		
I-42144	Chemicals	R	11/18/2025	295.67		018095		
I-42148	Chemicals	R	11/18/2025	9,667.00		018095		
I-42173	chemicals	R	11/18/2025	6,787.83		018095		
I-42174	chemicals	R	11/18/2025	6,828.75		018095		
I-42202	Chemicals	R	11/18/2025	8,119.64		018095		
I-42227	Chemicals	R	11/18/2025	11,900.46		018095		
I-42228	Chemicals	R	11/18/2025	78.50		018095		50,398.13
01445	Linda Silva							
I-CKREQ 111225	Mulch - Kump House	R	11/18/2025	175.00		018096		175.00

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 11/17/2025 THRU 11/28/2025

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01594 I-2530642850	Pace Analytical Services LLC October 2025 Lab Contract	R	11/18/2025	3,969.10		018097		3,969.10
01665 I-CKREQ	WV Division of Labor - Safety Bounce House Permit	R	11/18/2025	200.00		018098		200.00
01731 I-4895	Bradish Glass Inc Cullet Pick Up 102225	R	11/18/2025	250.00		018099		250.00
01790 I-516	Crim Law Office PLLC Sanitary Bd Matters 082025	R	11/18/2025	690.00		018100		690.00
02123 I-2026 2nd Qtr Cont	Our Town Inc. 2026 2nd Qtr Contribution	R	11/18/2025	625.00		018101		625.00
02389 I-22751	Fire & Police Selection Inc Police Apt Testing Materials	R	11/18/2025	612.95		018102		612.95
02501 I-298041	Casto Technical Service Agreement 3040	R	11/18/2025	1,884.00		018103		1,884.00
02608 I-463 I-4677	Zinn's R Us Inc 4 Septic Holding Tanks 4 Septic Holding Tanks	R R	11/18/2025 11/18/2025	400.00 400.00		018104 018104		800.00
02691 I-2026 2nd Qtr Cont	Citizens Promoting Community 2026 2nd Qtr Contribution	R	11/18/2025	625.00		018105		625.00
02692 I-2026 2nd Qtr Cont	Randolph County EMS 2026 2nd Qtr Contribution	R	11/18/2025	12,500.00		018106		12,500.00
02852 I-CKREQ 2852	Kump Education Center SHPO Pass Thru Grant	R	11/18/2025	1,250.00		018107		1,250.00
02908 I-CKREQ 110725	WVU Perservice Student Chapter MonForest Towns Kiosk	R	11/18/2025	500.00		018108		500.00
00116 I-CDS202511242576	Child Support Enforcement Child Support	R	11/25/2025	453.40		018109		453.40
00121 I-FP 202511242576	Citizens Bank of WVFP Fire Pension	R	11/25/2025	363.04		018110		363.04

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00122	Citizens Bank of WVPP							
I-PP 202511242576	Police Pension	R	11/25/2025	194.64		018111		
I-PPN202511242576	Police Pension-2010 Forward	R	11/25/2025	240.81		018111		435.45
00147	COE Misc							
I-MIS202511242576	Misc Reimbursements	R	11/25/2025	366.00		018112		366.00
00150	COE Payroll							
I-T1 202511242576	Federal Withholding	R	11/25/2025	15,723.09		018113		15,723.09
00151	COE Payroll							
I-T3 202511242576	FICA	R	11/25/2025	23,510.00		018114		
I-T4 202511242576	Medicare	R	11/25/2025	5,794.04		018114		29,304.04
00152	COE Payroll							
I-T2 202511242576	State Withholding	R	11/25/2025	6,504.00		018115		6,504.00
00203	Davis Trust Company							
I-CC 202511242576	Employee Christmas Club	R	11/25/2025	3,230.00		018116		3,230.00
00747	Washington National Insurance							
I-WN 202511242576	Washington National Insurance	R	11/25/2025	574.13		018117		574.13
00837	COE Payroll Reimbursement							
I-001202511242576	Payroll Reimbursement	R	11/25/2025	67,096.17		018118		
I-006202511242576	Payroll Reimbursement	R	11/25/2025	5,379.90		018118		
I-036202511242576	Payroll Reimbursement	R	11/25/2025	16,501.13		018118		
I-400202511242576	Payroll Reimbursement	R	11/25/2025	23,539.71		018118		
I-401202511242576	Payroll Reimbursement	R	11/25/2025	16,841.98		018118		
I-404202511242576	Payroll Reimbursement	R	11/25/2025	13,884.66		018118		143,243.55
01885	Colonial Life							
I-CL 202511242576	Colonial Life-AT	R	11/25/2025	112.10		018119		
I-CLP202511242576	Colonial Life-PT	R	11/25/2025	52.52		018119		164.62
00150	COE Payroll							
I-T1 202511242577	Federal Withholding	R	11/25/2025	258.44		018120		258.44
00151	COE Payroll							
I-T3 202511242577	FICA	R	11/25/2025	294.44		018121		
I-T4 202511242577	Medicare	R	11/25/2025	68.86		018121		363.30
00152	COE Payroll							
I-T2 202511242577	State Withholding	R	11/25/2025	134.00		018122		134.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00837	COE Payroll Reimbursement							
I-001202511242577	Payroll Reimbursement	R	11/25/2025	1,683.73		018123		1,683.73
00006	AFLAC							
I-AF 202511112574	Aflac-After Tax Ins	R	11/25/2025	846.98		018124		
I-AF 202511242576	Aflac-After Tax Ins	R	11/25/2025	839.88		018124		
I-AFL202511112574	Aflac Insurance	R	11/25/2025	270.04		018124		
I-AFL202511242576	Aflac Insurance	R	11/25/2025	256.58		018124		2,213.48
00104	Elkins Wrecker Service							
I-54351	Tow Service - Roller	R	11/25/2025	204.30		018125		204.30
00242	Elkins Professional Firefighte							
I-EPP202511112574	Elkins Professional FF	R	11/25/2025	150.00		018126		
I-EPP202511242576	Elkins Professional FF	R	11/25/2025	150.00		018126		300.00
00247	Elkins Truck Service, Inc							
I-157266	Road Service-Work on Roller	R	11/25/2025	757.05		018127		757.05
00582	Region VII Plan. & Development							
I-520-25	GIS Services 10/2025	R	11/25/2025	110.00		018128		110.00
00591	Retiree Health Benefit Trust F							
I-11/25 RHBT	Retirees RHBT 11/25	R	11/25/2025	2,303.92		018129		
I-RHB202511242576	Retiree Health Benefit Trust	R	11/25/2025	996.00		018129		3,299.92
00805	WV FBMC							
I-FB202511112574	Mt. Flex Benefits Post Tax	R	11/25/2025	3.00		018130		
I-FB202511242576	Mt. Flex Benefits Post Tax	R	11/25/2025	3.00		018130		
I-MFB202511112574	Mt. Flex Benefit	R	11/25/2025	2,198.62		018130		
I-MFB202511242576	Mt. Flex Benefit	R	11/25/2025	2,211.66		018130		4,416.28
00810	WV Public Employee Insurance A							
I-BL 202511242576	Basic Life Benefit	R	11/25/2025	196.02		018131		
I-CEC202511112574	Plan C E/C	R	11/25/2025	1,937.50		018131		
I-CEC202511242576	Plan C E/C	R	11/25/2025	1,937.50		018131		
I-CF 202511112574	Plan C Family	R	11/25/2025	25,872.00		018131		
I-CF 202511242576	Plan C Family	R	11/25/2025	25,872.00		018131		
I-CS 202511112574	Plan C Single	R	11/25/2025	7,695.00		018131		
I-CS 202511242576	Plan C Single	R	11/25/2025	7,438.50		018131		
I-DL 202511112574	Dependent Life	R	11/25/2025	137.49		018131		
I-DL 202511242576	Dependent Life	R	11/25/2025	137.49		018131		
I-OL 202511112574	Optional Life	R	11/25/2025	442.29		018131		
I-OL 202511242576	Optional Life	R	11/25/2025	442.29		018131		
I-TOF202511112574	Tobacco Surcharge Family	R	11/25/2025	450.00		018131		
I-TOF202511242576	Tobacco Surcharge Family	R	11/25/2025	450.00		018131		
I-TOS202511112574	Tobacco Surcharge Single	R	11/25/2025	100.00		018131		
I-TOS202511242576	Tobacco Surcharge Single	R	11/25/2025	100.00		018131		73,208.08

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01392	William Butcher							
I-Travel 120125	Travel Gatlinburg 120125	R	11/25/2025	238.00		018132		238.00
02072	Rocky Fork Enterprizes LLC							
I-10607	Cage for Truck	R	11/25/2025	1,622.08		018133		1,622.08
02755	Citizens Bank of WV							
I-GAR202511112574	Case #: CC-42-2023-C-79	R	11/25/2025	182.44		018134		
I-GAR202511242576	Case #: CC-42-2023-C-79	R	11/25/2025	182.44		018134		364.88
02899	Edward Shiflett							
I-CKREQ 111825	Bond Refund T Hedrick 25CR213	R	11/25/2025	654.00		018135		654.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	62	400,385.73	0.00	400,385.73
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	16	97,480.19	0.00	97,480.19
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
	78	497,865.92	0.00	497,865.92
BANK: Pool TOTALS:	78	497,865.92	0.00	497,865.92
REPORT TOTALS:	78	497,865.92	0.00	497,865.92

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 11/17/2025 THRU 11/28/2025
CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99
INCLUDE ALL VOIDS: YES

PRINT OPTIONS

SEQUENCE: CHECK NUMBER

PRINT TRANSACTIONS: YES
PRINT G/L: NO
UNPOSTED ONLY: NO
EXCLUDE UNPOSTED: NO
MANUAL ONLY: NO
STUB COMMENTS: NO
REPORT FOOTER: NO
CHECK STATUS: NO
PRINT STATUS: * - All



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 4, 2025
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1885: Reappointing E. Douglas to the Board of Zoning Appeals, Phillips Kolsun to the Planning Commission, Susan Evick to the Planning Commission, Nanci Bross-Fregonara to the Tree Board, and Iris Allen to the Tree Board.
Recommended By:	City Clerk
Summary:	<p>Council will consider a resolution to reappoint members to expiring seats on three municipal bodies: the Board of Zoning Appeals, the Planning Commission, and the Tree Board. Council has final appointment authority for all of these boards.</p> <p>The proposed resolution would reappoint E. Douglas (Board of Zoning Appeals); Phillips Kolsun and Susan Evick (Planning Commission); and Nanci Bross-Fregonara and Iris Allen (Tree Board) to new three-year terms beginning January 1, 2026, and ending December 31, 2028.</p>
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. R-1885 - various end-of-year board reappointments

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1885)

December 4, 2025

Reappointing Members to Municipal Boards and Commissions

WHEREAS, the City of Elkins benefits from the knowledge, dedication, and volunteer service of residents who serve on its boards and commissions; and,

WHEREAS, the terms of certain members of the City's Board of Zoning Appeals, Planning Commission, and Tree Board will expire on December 31, 2025, and in all such cases Council has the authority to make or confirm final appointments; and,

WHEREAS, it is the desire of Council to reappoint these members to new three-year terms in order to ensure continuity of service and the continued functioning of these bodies;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council of the City of Elkins hereby reappoints the following individuals to three-year terms beginning January 1, 2026, and expiring December 31, 2028:

- **E. Douglas** – Board of Zoning Appeals
- **Phillips Kolsun** – Planning Commission
- **Susan Evick** – Planning Commission
- **Nanci Bross-Fregonara** – Tree Board
- **Iris Allen** – Tree Board

Jerry A. Marco, Mayor

Attest:

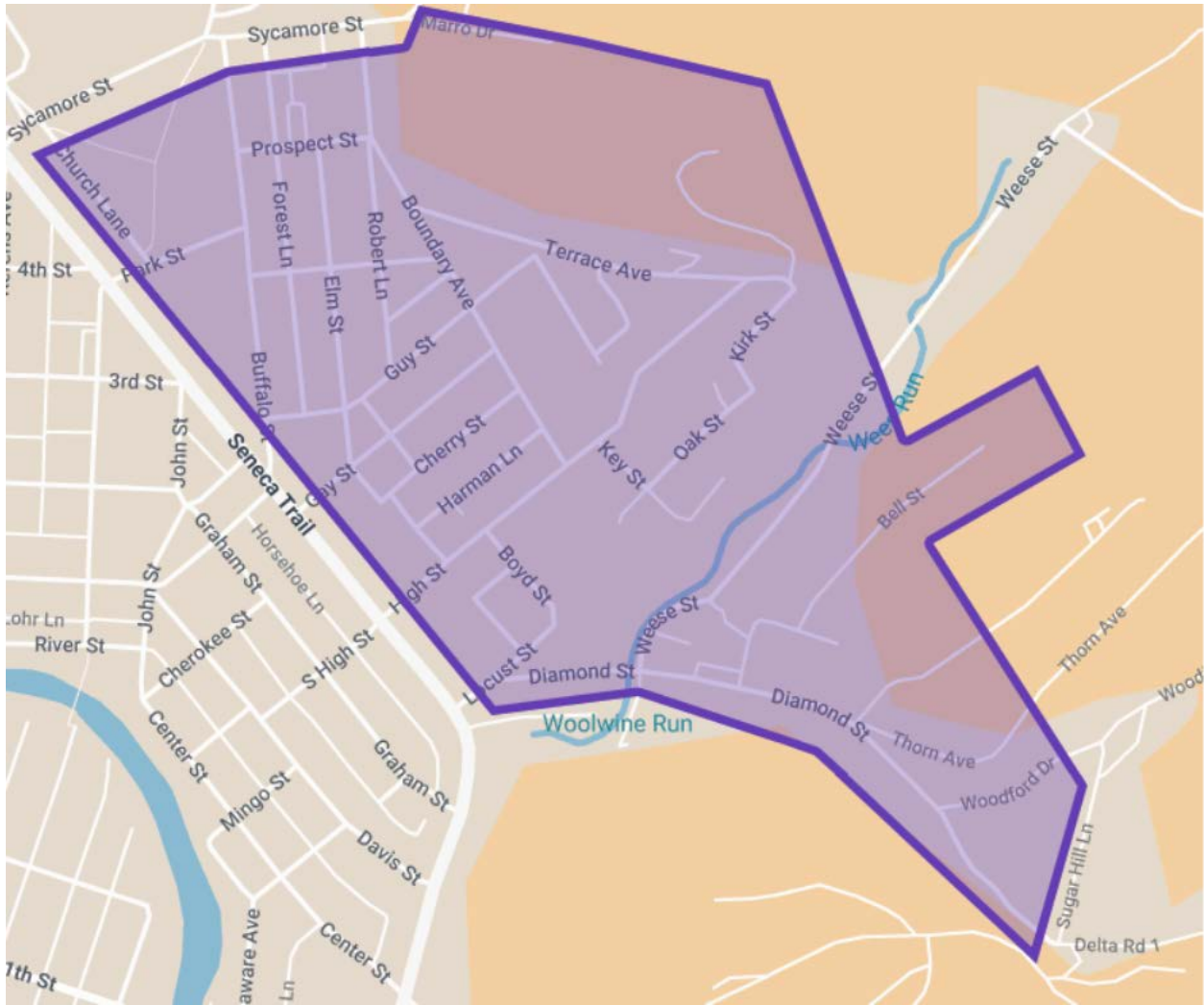
Sutton R. Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 4, 2025
Section:	New business
Category:	Ordinance
Agenda Item Name:	Ordinance 349: Reducing the speed limit to 15 miles per hour on all streets bounded by Sycamore Street (but not including Sycamore Street), Randolph Avenue (but not including Randolph Avenue), Diamond Street (including Diamond Street), and the City's eastern boundary. (First of two readings)
Recommended By:	
Summary:	<p>This ordinance would establish a 15 MPH speed limit in a defined residential area in the Fourth Ward, in response to a neighborhood petition and on recommendation of the Rules & Ordinances Committee. The change is intended to improve pedestrian safety and create consistent speed limits; EPD will monitor vehicle speeds with radar signs, and the program is viewed as a pilot that could be extended to similar neighborhoods if successful. If adopted on first and second reading, the new limit will take effect after signage is installed and public notice is provided via local media, the City's Facebook page, and WENS text alerts.</p> <p>A map is attached showing the approximate area for the proposed 15mph zone.</p>
Fiscal Impact:	n/a
Recommendation:	Consider for approval on first of two readings
Attachments:	<ol style="list-style-type: none"> 1. Approximate Proposed Area for Universal 15 MPH Zone 2. O-349 - reducing speed limit on streets in 4th Ward

Approximate Proposed Area for Universal 15 MPH Zone



ORDINANCE 349

AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF ELKINS, WEST VIRGINIA, REDUCING THE SPEED LIMIT TO FIFTEEN (15) MILES PER HOUR ON ALL STREETS AND ALLEYS BOUNDED BY SYCAMORE STREET (BUT NOT INCLUDING SYCAMORE STREET), RANDOLPH AVENUE (BUT NOT INCLUDING RANDOLPH AVENUE), DIAMOND STREET (INCLUDING DIAMOND STREET), AND THE CITY'S EASTERN BOUNDARY

WHEREAS, homeowners and residents in the affected area have expressed concerns regarding vehicle speeds, pedestrian safety, and neighborhood conditions; and,

WHEREAS, portions of the described area already have posted speed limits of fifteen (15) miles per hour, resulting in a patchwork of speed limits that can create confusion for motorists and inconsistent enforcement conditions; and,

WHEREAS, the Common Council of the City of Elkins has determined that the increase in pedestrian, bicycle, and vehicular traffic within this residential area, combined with its unique character and street network, warrant reducing remaining twenty-five (25) mile per hour speed limit locations to fifteen (15) miles per hour; and,

WHEREAS, establishing a uniform speed limit throughout the neighborhood will improve clarity for drivers, enhance public safety, promote traffic calming, and support consistent enforcement; and,

WHEREAS, pursuant to West Virginia Code § 17C-6-3(d), municipalities have express authority to decrease an established twenty-five (25) mile per hour speed limit at their discretion and to post signs giving notice of the authorized speed; and,

WHEREAS, said reduction shall become effective upon approval by the City of Elkins Common Council, as the streets referenced herein are not State rights-of-way; and,

WHEREAS, the area subject to this Ordinance consists of all streets and alleys bounded by Sycamore Street (but not including Sycamore Street), Randolph Avenue (but not including Randolph Avenue), Diamond Street (including Diamond Street), and the City's eastern boundary, comprising the following streets, alphabetized for clarity: Bell Street; Boundary Avenue; Boyd Street; Buffalo Street; Cherry Street; Church Lane; Court Street; Diamond Street; Earle Street; Elm Street; Fayette Street; Gay Street; Guy Street; High Street; Howe Avenue; Key Street; Kirk Street; Locust Street; Marro Drive; Oak Street; Park Street; Paule Street; Prospect Street; Slaughterhouse Hill Road; Summit Street; Sugar Hill Lane; Terrace Avenue; Thorne Avenue; Vine Street; Vista Avenue; Weese Street; and Woodford Drive, as well as all alleys within the described area.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COMMON COUNCIL OF THE CITY OF ELKINS, WEST VIRGINIA, THAT:

1. All streets and alleys within the above-described area, whether or not listed by name, shall be designated as a fifteen (15) mile per hour speed zone.
2. The City shall post appropriate signage giving sufficient notice of the reduced speed limit and take any additional steps necessary to ensure consistent, neighborhood-wide notification.

This Ordinance shall become effective upon passage.

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

PASSED AND APPROVED ON FIRST READING: _____.

PASSED AND APPROVED ON SECOND/FINAL READING: _____.

CITY OF ELKINS, WEST VIRGINIA

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk