



City of Elkins

Council Meeting

January 22, 2026

7:00 PM

Phil Gainer Community Center
142 Robert E Lee Ave. Ext.

AGENDA

1. **Invocation and Pledge of Allegiance**
2. **Call to Order and Roll Call**
3. **Public Comment**
4. **Presentation**
 - a. Elkins Historic Landmarks Commission
5. **Minutes**
 - a. Proposed minutes for the meeting of January 8, 2026
6. **Correspondence, Notifications, and Recognitions**
 - a. Building Officer's report
 - b. Approved Event Requests
 1. April 24: Davis Avenue closure for Tygart Hotel second anniversary block party, 10 a.m.-11 p.m.
 2. June 19: Davis Avenue closure for Davis Trust Company's 125th Anniversary Block Party
7. **Councilor Reports**
8. **Officer Reports**
 - a. Treasurer's report
 - b. Operations Manager's report
 - c. Fire Chief's report
 - d. Police Chief's report
 - e. Clerk's report
9. **Approval of Vendor Invoice Payments**
 - a. Vendor invoices presented for approval: January 5-16, 2026

(Available for public review in the city clerk's office two business days before this meeting, as required by W. Va. Ethics Commission Open Meetings Advisory Opinion 2012-04.)
10. **New Business**

- a. Resolution 1887: Ratify appointments of Council members to Elkins Parks and Recreation Commission and Planning Commission (corrected version)
- b. Resolution 1890: Acceptance of bid from Appalachian Roofing & Sheet Metal for replacing the roof of the Phil Gainer Community Center
- c. Resolution 1891: Closing the City's account for ARPA funds at Mountain Valley Bank
- d. Resolution 1892: Reappointing Chuck Preusch to the Elkins Water Board and Dick Harvey to the Elkins Parks and Recreation Commission

11. Mayor's Comments

12. Adjournment



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 22, 2026
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of January 8, 2026
Recommended By:	City Clerk
Summary:	Minutes proposed for the referenced meeting
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. City Council - 2026_01_08 - mintues_proposed

Proposed Minutes

**ELKINS COMMON COUNCIL
MEETING MINUTES**

***Phil Gainer Community Center
142 Robert E Lee Ave. Ext.
Elkins, WV 26241
January 8, 2026
7:00 p.m.***

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

Councilor C.C. Lowther was absent.

PUBLIC COMMENT

Rhett Dusenbury spoke on behalf of U.S. Representative Riley Moore.

MINUTES

Woods **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF DECEMBER 4, 2025.** The motion carried.

CORRESPONDENCE, NOTIFICATIONS, AND RECOGNITIONS

- a. Recognition of Elkins High School student Juliann Harlan on her acceptance into the United States Senate Youth Program.

PRESENTATION

Leon Kaye, Elkins Communications Manager, presented the city's 2026 Communications Plan & Strategy.

COUNCILOR REPORTS

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

STAFF REPORTS

- a. Water Chief Operator W. Lambert provided a verbal report.
- b. City Treasurer T. Judy provided a written report (attached).

Proposed Minutes

- c. Operations Manager M. Kesecker provided a verbal report.
- d. Fire Chief S. Himes provided a verbal report.
- e. Police Chief T. Bennett provided a verbal report.
- f. City Clerk S. Stokes provided a written report (attached).

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 December 1, 2025, through January 2, 2026.

NEW BUSINESS

- a. **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. (Final reading)**

Carroll **MOVED APPROVAL OF ORDINANCE 349.** The motion carried.

- b. **Resolution 1886: Updated Memorandum of Understanding with Refinery Church for provision of warming station**

Chenoweth **MOVED APPROVAL OF RESOLUTION 1886.** The motion carried.

- c. **Resolution 1887: Ratify appointments of Council members to Elkins Parks and Recreation Commission and Planning Commission**

Carroll **MOVED APPROVAL OF RESOLUTION 1887.** The motion carried. (See below.)

Stokes reported an error in Resolution 1887 and requested that its approval be reconsidered.

Carroll **MOVED RECONSIDERATION OF THE APPROVAL OF RESOLUTION 1887.** The motion to reconsider carried. The question on the adoption of Resolution 1887 was again before Council. On reconsideration, the motion failed and Resolution 1887 was not adopted.

- d. **Resolution 1888: FY 2026 General Fund budget revisions 1-4**

Hinchman **MOVED APPROVAL OF RESOLUTION 1888.** The motion carried.

- e. **Resolution 1889: FY 2026 General Fund Budget Revision SAO-2026-001-02 (roll-call vote required)**

Proposed Minutes

Chenoweth **MOVED THAT COUNCIL ADOPT RESOLUTION 1889 (BUDGET REVISION SAO-2026-001-02)**. In accordance with the requirements of the state auditor’s office for inter-departmental budget revisions, the chair ordered a roll-call vote. The clerk called the roll in random order. The motion carried. Council votes were as follows:

Bross-Fregonara	Yes	Kerns	Yes	Thompson	Yes
Chenoweth	Yes	Lowther	Absent	Woods	Yes
Carroll	Yes	Plishka	Yes	Mayor J. Marco (in case of tie)	n/a
Hinchman	Yes	Severino	Yes		

f. Planning for #America 250 observance

Council discussed plans for #America 250 observance. No action taken.

g. Personnel matter concerning an appointed official

Chenoweth **MOVED THAT COUNCIL ENTER EXECUTIVE SESSION WITH COUNCIL AND ADMINISTRATIVE OFFICERS FOR THE AGENDA ITEM “PERSONNEL MATTER CONCERNING AN APPOINTED OFFICIAL.”** 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 8:17 p.m. and ended at 8:40 p.m. The mayor announced that no decisions were made and no actions were taken.

The meeting was adjourned at 8:42 p.m.

Attest: S.R. Stokes, City Clerk

Jerry A. Marco, Mayor



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 22, 2026
Section:	Correspondence, Notifications, and Recognitions
Category:	Presentation
Agenda Item Name:	Building Officer's report
Recommended By:	Building Officer
Summary:	<p>The attached report summarizes building and zoning activity for January 7–20, 2026. During this period, four building permits were issued with a total project valuation of \$60,508. No zoning permits for new businesses were issued.</p> <p>There are currently 43 structures registered as vacant. Of those, 35 were billed for 2025, with \$6,800 collected to date. Seven liens have been placed on properties, and five of those are currently suspended pending demolition by either the City or the property owner. Several properties have been removed from the vacant structure list due to sale, renovation, or demolition.</p>
Fiscal Impact:	See summary
Recommendation:	Review presented information
Attachments:	1. Building Permits - 2026_01_22

The attached report shows building permits issued 01/07/2026-01/20/2026. There were 4 projects with a total valuation of \$60,508.00

Zoning permits show 0 new business

There are currently 43 structures registered as vacant. 35 structures have been billed for 2025. \$6800 Has been collected so far. **Seven liens have been placed upon properties.** **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

1/20/2026 1:05 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: 1/07/2026 THRU 1/20/2026 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
STATUS INCLUDED: All ISSUED DATES: 0/00/0000 THRU 99/99/9999
=====

PROJECT: 240646 - RESIDENTIAL REMODEL TYPE: BR-REM RESIDENTIAL REMODEL
PROPERTY: 519 W MAIN ST
APPLIED DATE: 1/09/2026 ISSUED DATE: 1/09/2026 EXPIRATION DATE: 7/09/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: M&MMARRSSE M & M MARRS SERVICES ISSUED TO: EDINGER, LESLIE V
RT 3 BOX 468-4 515 W MAIN ST
ELKINS, WV 26241 ELKINS, WV 26241
SQUARE FEET: 1,800
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

PROJECT: 240647 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING
PROPERTY: 177 HIGH ST
APPLIED DATE: 1/13/2026 ISSUED DATE: 1/13/2026 EXPIRATION DATE: 7/13/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: DESIGN DESIGN ROOFING & SHEET METAL ISSUED TO: DEJOICE, MARY JO
2224 BEVERLY PIKE PO BOX 789
ELKINS, WV 26241 ELKINS, WV 26241
SQUARE FEET: 1,650
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

PROJECT: 240648 - COMMERCIAL FENCE TYPE: FENCE-COM COMMERCIAL FENCE
PROPERTY: 302 FIRST ST
APPLIED DATE: 1/14/2026 ISSUED DATE: 1/14/2026 EXPIRATION DATE: 7/14/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: CONSTRUCTI CONSTRUCTION BY RQ LLC ISSUED TO: HOLY TRINITY LUTHERAN CHURCH
809 MAIN ST 302 FIRST ST
BEVERLY, WV 26253 ELKINS, WV 26241
SQUARE FEET: 1
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

PROJECT: 240649 - RESIDENTIAL REMODEL TYPE: BR-REM RESIDENTIAL REMODEL
PROPERTY: 64 THIRTEENTH ST
APPLIED DATE: 1/20/2026 ISSUED DATE: 1/20/2026 EXPIRATION DATE: 7/20/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: BASEMENTA BASEMENT AUTHORITY OF WV ISSUED TO: CONRAD, LLOYD & CRYSTAL
132 ROCKY STEP RD 64 THIRTEENTH ST
SCOTT DEPOT, WV 25560 ELKINS, WV 26241
SQUARE FEET: 250

DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 32.50

TOTAL PRINTED: 4 PROJECTS TOTAL BALANCE: \$32.50

ZONING PERMITS

NONE

VACANT STRUCTURE BILLING FOR 2025

1/20/2026 1:04 PM	F E E C O D E R E P O R T	PAGE: 1
LICENSES: THRU ZZZZZZZZZZ		ORIGINATION DATE: 3/01/2025 THRU 1/20/2026
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	Active	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	12/18/25 - 12/19/25	CE-VAC	Active	CODE	KIRKPATRICK REBEC	3.0000	400.00
24566	8/27/25 - 8/28/25	CE-VAC	Active	CODE	HALL LOREN	2.0000	200.00
24567	10/21/25 - 10/22/25	CE-VAC	Active	CODE	ANGER MIKE	3.0000	400.00
24568	7/29/25 - 7/29/26	CE-VAC	Pending	CODE	LIN YA FA	2.0000	200.00
24569	9/12/25 - 9/13/25	CE-VAC	Active	CODE	HADDIX RODNE	2.0000	200.00
24570	7/29/25 - 7/29/26	CE-VAC	Pending	CODE	H A SMITH TRUST	2.0000	200.00
24591	8/26/25 - 8/27/25	CE-VAC	Active	CODE	PENNINGTON THOMA	2.0000	200.00
24595	9/17/25 - 9/18/25	CE-VAC	Active	CODE	CARR CAROL	3.0000	400.00

24596	9/12/25 - 9/13/25	CE-VAC	Active	CODE	WOODLANDS DEVELOPMENT GRO	3.0000	400.00
24604	10/20/25 - 10/20/26	CE-VAC	Pending	CODE	MCLAUGHLIN RICHARD	2.0000	200.00
24612	12/01/25 - 12/02/26	CE-VAC	Pending	CODE	KING WILLIAM	3.0000	400.00

REPORT TOTALS:		35				96.0000	11,800.00
----------------	--	----	--	--	--	---------	-----------



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 22, 2026
Section:	Correspondence, Notifications, and Recognitions
Category:	Presentation
Agenda Item Name:	Approved Event Requests
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 22, 2026
Section:	Correspondence, Notifications, and Recognitions
Category:	Presentation
Agenda Item Name:	April 24: Davis Avenue closure for Tygart Hotel second anniversary block party, 10 a.m.-11 p.m.
Recommended By:	City Clerk
Summary:	The referenced event has been approved administratively under Council's Event Request protocol.
Fiscal Impact:	n/a
Recommendation:	Review presented information and make plans to attend
Attachments:	1. 2026-04-24_Tygart_Hotel_Block_Party_Approved

RECEIVED 1/15/20
Approved 1/21/26

Application to Use or Close City Streets and/or Sidewalks

Date(s) of Event Friday, April 24th 2026 Times From: 10am To: 11pm

Date of Street Closing: Friday, April 24th Time of Street Closing: 10am

Date of Street Reopening: Friday, April 24th Time of Street Reopening: 11:30pm

Organization Name Tygart Hotel Address 206 Davis Ave Elkins, WV 26241
City/State/Zip Elkins, WV 26241 Fax _____

Contact Shane Jones Telephone (304) 266-6037 E-mail gm.tygart@taylorhospitality.com
2nd Contact Dave Clark Telephone (304) 940-5878 E-mail dclarke@woodlands.wv.gov

Does the applicant have liability insurance that names the City as an additional insured? * Yes No
(*A Certificate of Insurance may be required of the applicant for this event and must be submitted to the Mayor's Office upon request.)

Explain event or reason for request: Tygart Hotel 2nd Annual Community Block party kids event, entertainment, Celebration

Streets you are requesting to use or close – identify specific block.

			Barricade Street	Sidewalk Usage
1.	<u>Davis Ave</u>	from <u>2nd St</u>	to <u>3rd St</u>	<input checked="" type="checkbox"/>
2.	_____	from _____	to _____	<input type="checkbox"/>
3.	_____	from _____	to _____	<input type="checkbox"/>
4.	_____	from _____	to _____	<input type="checkbox"/>

Specific assistance needed from City (Parking, Police, Fire, etc.):
No parking from 10am to 11pm, on Davis Ave between 2nd & 3rd Street

Projected number of attendees: (0-299) (>300)

Events with more than 300 attendees on one parcel with overnight camping/lodging requires a mass gathering permit.

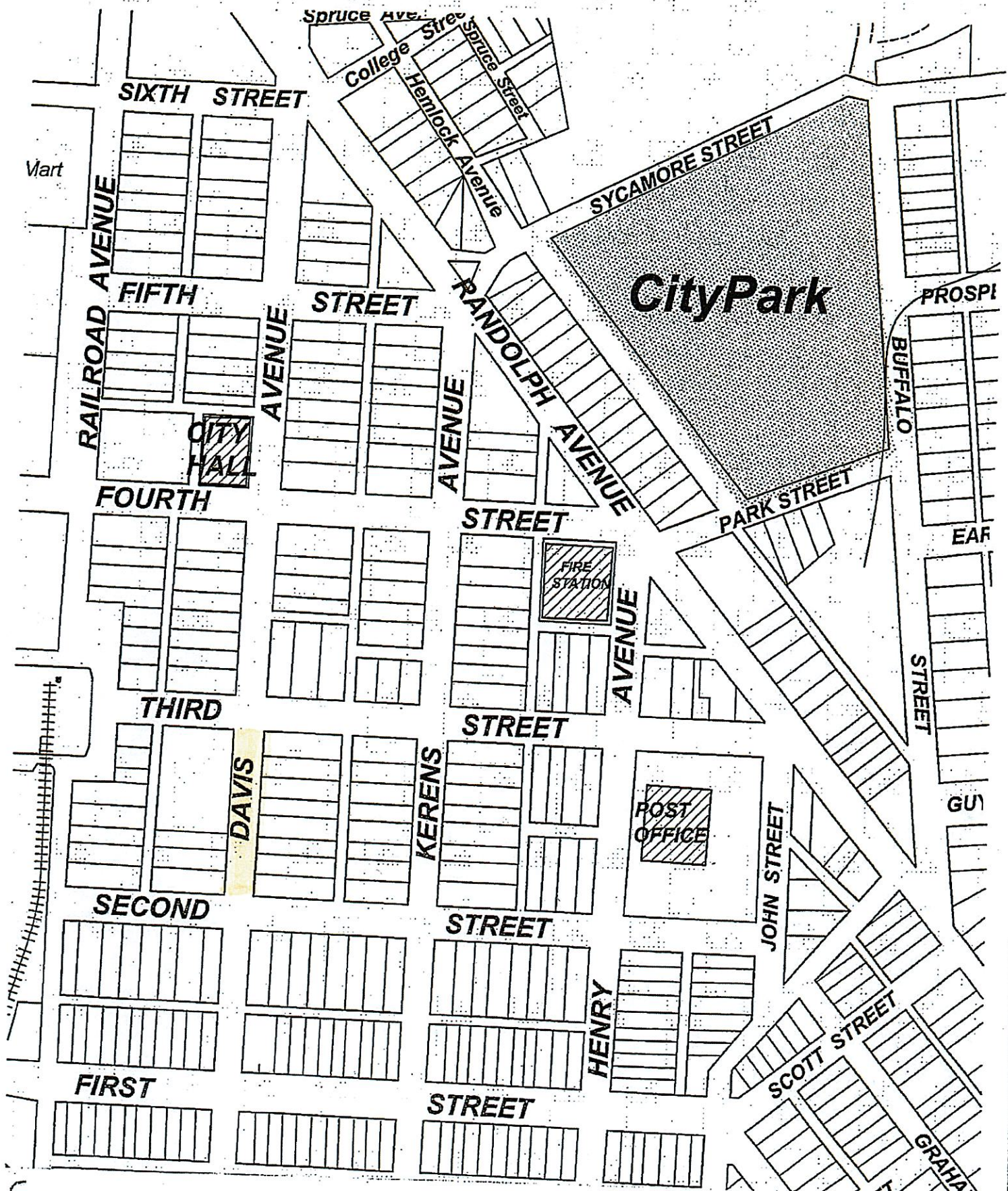
[Signature] 1/21/2026
Signature of Applicant Date

Initials	Date	Reviewed By
<u>SRS</u>	<u>1-13-26</u>	City Clerk as to form and completeness of application
<u>TH</u>	<u>1-20-26</u>	Police Chief as to safety, traffic control, emergency access
<u>SOA</u>	<u>1-20-26</u>	Fire Chief as to safety and emergency access
<u>MBK</u>	<u>1-20-26</u>	Operations Manager as to traffic flow, barricade placement, effect on city operations
<u>JAM</u>	<u>1/21/26</u>	For events in parks: Parks Director as to permission and planning
		Mayor (mark one): <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Referred to Council

Contingencies/Restrictions: _____

File this application at the Mayor's Office at least two months in advance of the requested event date to assure full consideration. Approval is subject to any restrictions or changes required by the City Administration, or if necessary for public safety reasons.

cc: Chief Travis Bennett, Police Department
Chief Steve Himes, Fire Department
Operations Manager Mike Kesecker
City Clerk Sutton Stokes
911 Center



Event name : Tygart Block Party
 Date / Time : Friday, April 24th
 10am - 11pm

Streets : Davis Ave
 (highlighted)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/30/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Scott Insurance - Roanoke 10 Franklin Road, SE Suite 500 Roanoke VA 24011		CONTACT NAME: Rachel Bates PHONE (A/C, No, Ext): 804-591-4980 E-MAIL ADDRESS: rbates@scottins.com		FAX (A/C, No): 434-455-7914
INSURED Tygart Hotel LLC 316 Railroad Avenue Suite 310 Elkins WV 26241		INSURER(S) AFFORDING COVERAGE INSURER A: Zurich American Insurance Company (A+)		NAIC # 16535
		INSURER B:		
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 2003239205

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		CPO 8665606-02	12/31/2025	12/31/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 S
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		CPO 8665606-02	12/31/2025	12/31/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ S
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		AUC 8665608-02	12/31/2025	12/31/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 S
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	LIQUOR LIABILITY		CPO 8665606-02	12/31/2025	12/31/2026	EACH COMMON CAUSE 1,000,000 AGGREGATE 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 City of Elkins, West Virginia, its agents, officers, directors, and employees are an additional insured as respects General Liability if required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

City of Elkins, West Virginia

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

CITY OF ELKINS

**INDEMNITY, DEFENSE AND
SAVE HARMLESS AGREEMENT**

(Private Sponsored Event Street Closing and/or Property)

THIS INDEMNITY, DEFENSE AND SAVE HARMLESS AGREEMENT is made this [Date]

Jan. 12, 2026, by [Private Sponsor Name] TYGART HOTEL LLC

(the "Private Sponsor"), in favor of **THE CITY OF ELKINS, WEST VIRGINIA** (the "City"), a municipal corporation;

WHEREAS, during the [Name of Event] 2ND YE ANNIVERSARY (the "Event"),

sponsored by the Private Sponsor and scheduled to take place on [Event Date] APR. 24, 2026

the Private Sponsor desires the use of certain portions of the City's public thoroughfares and/or property for the Event, which portions are generally outlined in the Application dated [Application Date] Jan. 12, 2026, attached hereto.

WHEREAS, the City requires that an Indemnity, Defense, and Save Harmless Agreement be granted by any Private Sponsor in favor of the City as a condition precedent to permitting the Private Sponsor the use of the City's public thoroughfares and/or property for any purpose such as the Event.

WHEREAS, in exchange for the City permitting any Private Sponsor the use of the City's public thoroughfares and/or property for any purpose such as the Event, the City is authorized under West Virginia law to accept an Indemnity, Defense and Save Harmless Agreement in favor of the City from such Private Sponsor(s) in order to protect the City and its officers, agents, and employees;

NOW, THEREFORE: in consideration of the City's permitting Private Sponsor to use portions of the City's public thoroughfares and/or property for the Event, and other good and valuable consideration, receipt of which is hereby acknowledged, Private Sponsor herein agrees as follows:

1. Private Sponsor agrees that it shall indemnify, defend, and save harmless the City, its officers, agents, and employees, from and against all liability, claims, suits, damages, losses, costs, attorneys' fees and expenses of any or all types arising out of, or related in any way to, the Event or Private Sponsor's use of the City's public thoroughfares and/or property for the Event;

2. Private Sponsor hereby agrees to obtain and provide proof of appropriate liability insurance coverage with a limit of not less than \$1,000,000.00 each occurrence. Private Sponsor shall name the City of Elkins, its agents, officers, directors, and employees, as an additional insured under said insurance policy. Private Sponsor's insurance policy shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to, or maintained by the City of Elkins, with respect to Private Sponsor's operations and the Event. If any applicable insurance coverage is subject to a deductible, the Private Sponsor shall be responsible for such deductible(s).

3. Private Sponsor acknowledges that this Agreement does not exempt it from any applicable permit and licensing requirements or any other laws of the City of Elkins, the State of West Virginia, and the United States of America.

4. Private Sponsor acknowledges that the permission granted by the City for Private Sponsor to use certain portions of the City's public thoroughfares and/or property for the Event is limited to the specified date(s) of the Event only and shall not extend in duration beyond the actual dates of the Event as set forth above. Notwithstanding the City's conditional grant of permission, Private Sponsor herein acknowledges and accepts the City's undisputed, inherent right, upon notice to Private Sponsor, to revoke its permission, with or without cause, for any reason, at any time. Further, if the Event and/or the use of the City's public thoroughfares and/or property continues beyond the term of the Event or beyond any revocation of permission as outlined herein, Private Sponsor understands and agrees that all other terms of this Agreement remain in full force and effect and are still binding upon Private Sponsor.

IN WITNESS WHEREOF, [Organization Name] Tygart Hotel
has caused its name to be signed hereto by [Your Name] David Clark,
its [Your Title or Relationship to the Organization/Private Sponsor]
Manager, thereto duly authorized.

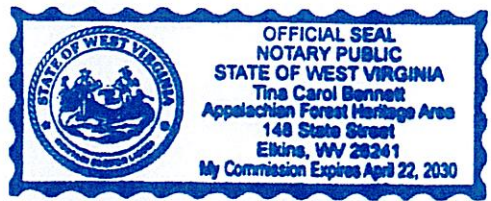
By: [Signature] (Signature)
(authorized representative)

STATE OF WEST VIRGINIA,
COUNTY OF RANDOLPH, to-wit:

I, [Notary's Name] Tina Bennett, a Notary Public in and for said County and
State, do hereby CERTIFY that [Signer's Name] Dave Clark, whose
name is signed to the foregoing and hereto-annexed writing, bearing the date [Document
Date] 1/12/26, for [Organization Name] Tygart Hotel LLC, as its
[Signer's Title/Office] Manager, has this day ACKNOWLEDGED the same before
me in my said County to be the act and deed of said corporation.

Given under my hand this 12th day of January, 2026

My commission expires April 22, 2030.



[Signature]
Notary Public



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 22, 2026
Section:	Correspondence, Notifications, and Recognitions
Category:	Presentation
Agenda Item Name:	June 19: Davis Avenue closure for Davis Trust Company's 125th Anniversary Block Party
Recommended By:	City Clerk
Summary:	The referenced event request has been approved administratively under Council's Event Request protocol
Fiscal Impact:	n/a
Recommendation:	Review presented information and make plans to attend
Attachments:	1. 2026-06-19_Davis_Trust_Block_Party

Received 11/24/25
Approved 12/2/25

Application to Use or Close City Streets and/or Sidewalks

Date(s) of Event 06/19/2026 Times From: 2:00 pm To: 10:00pm

Date of Street Closing: 06/19/2026 Time of Street Closing: 2:00 pm

Date of Street Reopening: 06/19/2026 Time of Street Reopening: 12:00 AM (midnight)

Organization Name Davis Trust Co. Address 227 DAVIS AVENUE
City/State/Zip ELKINS, WV 26241 Fax _____

Contact Adriana Channell Telephone 304-940-6677 E-mail achannell@davistrust.com
2nd Contact Hoy Ferguson Telephone 304-704-1693 E-mail hferguson@davistrust.com

Does the applicant have liability insurance that names the City as an additional insured? * Yes No
(*A Certificate of Insurance may be required of the applicant for this event and must be submitted to the Mayor's Office upon request.)

Explain event or reason for request: "125th Anniversary Block Party"
recognition ceremony and live entertainment, Oxy House Beer Garden

Streets you are requesting to use or close - identify specific block.

			Barricade Street	Sidewalk Usage
1. <u>DAVIS AVENUE</u>	from <u>Second St.</u>	to <u>Third St.</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. _____	from _____	to _____	_____	_____
3. _____	from _____	to _____	_____	_____
4. _____	from _____	to _____	_____	_____

Specific assistance needed from City (Parking, Police, Fire, etc.): No parking, street barricades, police presence in evening

Projected number of attendees: 150 (0-299) ___ (>300)

Adriana Chamell 10/8/25
Signature of Applicant Date

Events with more than 300 attendees on one parcel requires a mass gathering permit.

TS / 12/1/25 Police Chief Approval

SJA / 11/25/25 Fire Chief Approval

MSK / 12/1/25 Operations Manager Approval

SRS / 11-24-25 City Clerk Approval

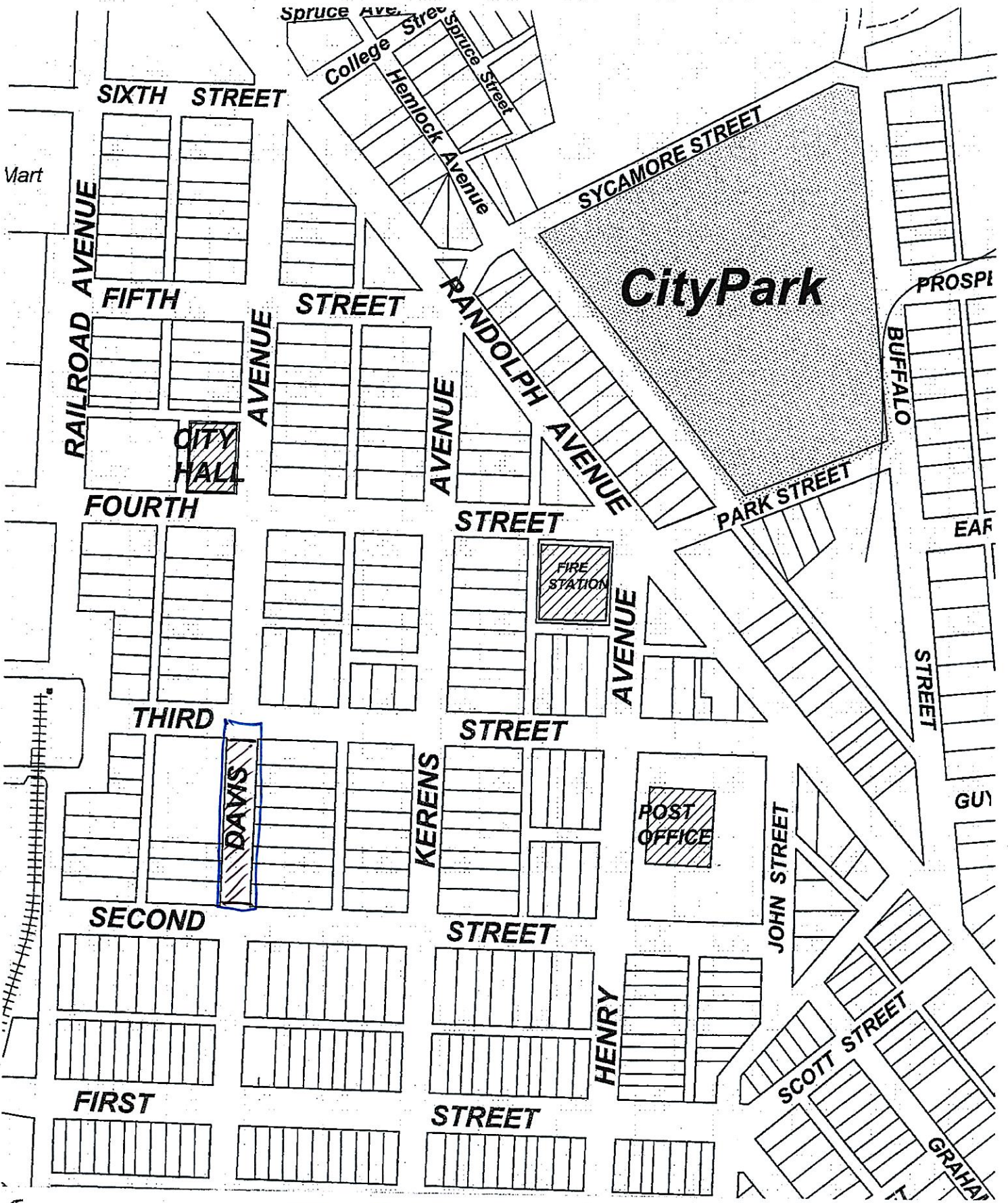
_____/_____/_____ Parks Director Approval (if necessary)

[Signature] 12/2/2025
Mayor's Signature Date

Contingencies/Restrictions: _____

File this application at the Mayor's Office at least two months in advance of the requested event date to assure full consideration. Approval is subject to any restrictions or changes required by the City Administration, or if necessary for public safety reasons.

cc: Chief Travis Bennett, Police Department
Chief Steve Himes, Fire Department
Operations Manager Mike Kesecker
City Clerk Sutton Stokes
911 Center



Event name : Davis Trust Company
 125 Anniversary Block Party
 Date / Time : 6/19/26

Streets : Davis Ave
 2nd → 3rd

Event Insurance Requirements

Before your event can be approved, the City of Elkins must receive proof that:

1. You have insurance that will cover the event you are proposing (including a minimum \$1 million liability coverage limit), **AND**
2. Your insurance company has named the City of Elkins as an “additional insured”.

These steps can be accomplished in one of two ways, depending on whether your organization already carries insurance, or whether you will need to obtain insurance specifically for this event.

Insured Organizations

1. Contact your insurance carrier and describe your proposed event.
2. Verify that your policy has a minimum \$1 million liability coverage limit.
3. If your insurance company confirms that your policy covers such an event, the only other necessary action is for you to ask to be provided a certificate showing “City of Elkins, West Virginia” as additional insured. (If your current policy doesn’t cover such an event, or if your current policy has a liability coverage limit of less than \$1 million, skip to the “Not Currently Insured” section, below.)
4. Submit this certificate to the mayor’s office with your event application.

Not Currently Insured

1. Contact an insurance company to request “event insurance” for your proposed event (minimum \$1 million liability coverage limit). Multiple agencies in Elkins offer this service, as well as many national/online companies.
2. Tell the company that, in addition to covering you or your organization, you want the “City of Elkins, West Virginia” named as an “additional insured”.
3. Submit a certificate showing the above to the mayor’s office with your event application.

##



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/28/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Blue Ridge Risk Partners, LLC 1120 C Professional Court Hagerstown MD 21740	CONTACT NAME: Certificates	
	PHONE (A/C, No, Ext): 301-733-2530	FAX (A/C, No): 301-791-1478
	E-MAIL ADDRESS: certificates@blueridgeriskpartners.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Great American Insurance Co.	
	INSURER B : BrickStreet Mutual Insurance Company	
INSURED Davis Trust Company 227 Davis Avenue Elkins WV 26241	DAVITRU-06	INSURER C :
		INSURER D :
		INSURER E :
		INSURER F :

COVERAGES

CERTIFICATE NUMBER: 983142465

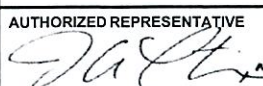
REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y		PAC321778206	8/24/2025	8/24/2026	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CAP321778406	8/24/2025	8/24/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			UMB321778606	8/24/2025	8/24/2026	EACH OCCURRENCE	\$ 3,000,000
							AGGREGATE	\$ 3,000,000
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WCP7007383	8/24/2025	8/24/2026	PER STATUTE	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 City of Elkins is included as additional insured as indicated, as respects general liability and as required by written contract.
 EVENT: 6/19/2026 125th Anniversary Celebration

CERTIFICATE HOLDER**CANCELLATION**

City Of Elkins, West Virginia 401 Davis Avenue Elkins WV 26241	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

© 1988-2015 ACORD CORPORATION. All rights reserved.

CITY OF ELKINS
**INDEMNITY, DEFENSE AND
SAVE HARMLESS AGREEMENT**

(Private Sponsored Event Street Closing and/or Property)

THIS INDEMNITY, DEFENSE AND SAVE HARMLESS AGREEMENT is made this 10 day of November, 2025 by DAVIS Trust Company (the "Private Sponsor"), in favor of THE CITY OF ELKINS, WEST VIRGINIA (the "City"), a municipal corporation;

WHEREAS, during the 125th Ann. Black Party sponsored by Private Sponsor scheduled to take place on the 19 day of June, 2026 (the "Event"), Private Sponsor desires the use of certain portions of the City's public thoroughfares and/or property for the Event, which portions are generally outlined in the Application dated October 10, 2025; attached hereto.

WHEREAS, the City requires that an Indemnity, Defense, and Save Harmless Agreement be granted by any Private Sponsor in favor of the City as a condition precedent to permitting the Private Sponsor the use of the City's public thoroughfares and/or property for any purpose such as the Event.

WHEREAS, in exchange for the City permitting any Private Sponsor the use of the City's public thoroughfares and/or property for any purpose such as the Event, the City is authorized under West Virginia law to accept an Indemnity, Defense and Save Harmless Agreement in favor of the City from such Private Sponsor(s) in order to protect the City and its officers, agents, and employees;

NOW, THEREFORE: in consideration of the City's permitting Private Sponsor to use portions of the City's public thoroughfares and/or property for the Event, and other good and valuable consideration, receipt of which is hereby acknowledged, Private Sponsor herein agrees as follows:

1. Private Sponsor agrees that it shall indemnify, defend, and save harmless the City, its officers, agents, and employees, from and against all liability, claims, suits, damages, losses, costs, attorneys' fees and expenses of any or all types arising out of, or related in any way to, the Event or Private Sponsor's use of the City's public thoroughfares and/or property for the Event;

2. Private Sponsor hereby agrees to obtain and provide proof of appropriate liability insurance coverage with a limit of not less than \$1,000,000.00 each occurrence. Private Sponsor shall name the City of Elkins, its agents, officers, directors, and employees, as an additional insured under said insurance policy. Private Sponsor's insurance policy shall apply as primary insurance with respect to any other insurance or self-insurance programs afforded to, or maintained by the City of Elkins, with respect to Private Sponsor's operations and the Event. If any applicable insurance coverage is subject to a deductible, the Private Sponsor shall be responsible for such deductible(s).

3. Private Sponsor acknowledges that this Agreement does not exempt it from any applicable permit and licensing requirements or any other laws of the City of Elkins, the State of West Virginia, and the United States of America.

4. Private Sponsor acknowledges that the permission granted by the City for Private Sponsor to use certain portions of the City's public thoroughfares and/or property for the Event is limited to the specified date(s) of the Event only and shall not extend in duration beyond the actual dates of the Event as set forth above. Notwithstanding the City's conditional grant of permission, Private Sponsor herein acknowledges and accepts the City's undisputed, inherent right, upon notice to Private Sponsor, to revoke its permission, with or without cause, for any reason, at any time. Further, if the Event and/or the use of the City's public thoroughfares and/or property continues beyond the term of the Event or beyond any revocation of permission as outlined herein, Private Sponsor understands and agrees that all other terms of this Agreement remain in full force and effect and are still binding upon Private Sponsor.

IN WITNESS WHEREOF, Davis Trust Company (private sponsor),
has caused its name to be signed hereto by Adriana Channell (authorized
representative) its VP Marketing (office with or relationship to private
sponsor) thereto duly authorized.

By: Adriana Channell (Signature)
(authorized representative)

STATE OF WEST VIRGINIA,
COUNTY OF RANDOLPH, to-wit:

I, Mikayla Nethken, a Notary Public in and for said County and State,
do hereby CERTIFY that Adriana Channell, whose name is signed to the
foregoing and hereto annexed writing, bearing date of the 10th day of November
, 2025, for, Davis Trust Company as its authorized Representative, has this
day ACKNOWLEDGED the same before me in my said County to be the act and deed of said
corporation.

Given under my hand this 10th day of November, 25.

My commission expires April 13, 2027.



Mikayla Nethken
Notary Public



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 22, 2026
Section:	Officer Reports
Category:	Presentation
Agenda Item Name:	Treasurer's report
Recommended By:	
Summary:	<p>The attached report from the City Treasurer includes:</p> <ul style="list-style-type: none"> • General Fund Revenue Detail report showing: most recent month's revenues, YTD revenues, and YTD actual revenues as percentage of budgeted revenues • Budget control summary • Bank account balances
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	<ol style="list-style-type: none"> 1. Office of the City Treasurer - 2026_01_16 2. Treasurer Report - 2026_01_16

Office of the City Treasurer

Council Report

Date: January 16, 2026

Update since January 8, 2026, council meeting.

- **Council Reports & Attachments**
 - General Fund revenue detail
 - Bank balances as of December 31, 2025
 - FY2026 Budget Control Summary
- **Projects & Financing**
 - Received appraisal for the City of Elkins Wastewater Plant to assist in closing the gap from the city hall appraisal for USDA funding.
- **Treasurer Staff**
 - Sending collection letters for utility and in city fire fee accounts. Once completed, staff will begin first due fire fee accounts.
 - Processing 2025 4th quarter and annual B&Os.
- **Treasurer**
 - Working with Mike Kesecker, Bryson VanNostrand, Dave Clark, and Amy Condaras with FBT Gibbons towards obtaining state and potentially federal tax credits for the City Hall Project.
 - Preparing budget documents for the General Fund administrative officers.
 - Finalizing bid documents for property, casualty, and liability insurance coverage beginning July 1, 2026.

General Fund Revenue Detail

	December Revenues	YTD Revenues	Percent of Revenues Collected Per Budget	Percent of Yr. Completed 50.00
County Tax	\$13,031.95	\$849,888.35	68.08%	1,248,359.00
B & O Tax	\$11,817.40	\$1,180,359.73	65.39%	1,805,000.00
Hotel/Motel Tax	\$19,589.17	\$196,861.04	75.57%	260,500.00
Gas & Oil Severance Tax	\$0.00	\$17,287.38	69.15%	25,000.00
2% City Utility Tax	\$7,375.86	\$47,670.29	49.66%	96,000.00
Utility Excise Tax	\$7,961.08	\$172,615.59	52.31%	330,000.00
Liquor Tax	\$0.00	\$43,722.50	50.84%	86,000.00
Police	\$620.00	\$8,507.00	71.49%	11,900.00
Municipal Court	\$413.00	\$8,354.87	32.76%	25,500.00
Code Enforcement	\$1,797.51	\$17,398.47	49.85%	34,900.00
Business License	\$300.00	\$8,965.00	30.91%	29,000.00
Intergovernmental	\$17,735.68	\$220,924.92	94.66%	233,398.00
Franchise/IRP Fees	\$3,000.93	\$67,639.41	52.03%	130,000.00
Phil Gainer Community Center	\$3,330.00	\$26,295.00	52.59%	50,000.00
Misc. Revenue	\$435,797.65	\$1,460,603.54	682.02%	214,160.00
Municipal Sales Tax	\$0.00	\$846,312.65	56.42%	1,500,000.00
TOTAL	\$522,770.23	\$5,173,405.74	85.09%	6,079,717.00

Miscellaneous revenue includes \$1,324,585.88 from Mountain Valley Bank for reimbursement of payments made from General Fund for City Hall & HVAC projects.

FY2026 Budget Control Summary

General Fund													YTD TOTALS	
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$989,637.10	\$668,164.14	\$535,168.74	\$1,333,873.17	\$1,123,792.36	\$522,770.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$235,372.08	\$5,173,405.74
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$798,757.16	\$1,023,501.42	\$1,008,680.99	\$868,803.80	\$481,661.84	\$756,628.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$4,938,033.66
Sanitation Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$142,546.84	\$134,981.63	\$150,220.49	\$133,884.66	\$129,616.56	\$129,751.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$34,347.79	\$821,001.73
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$168,517.89	\$142,348.97	\$150,496.05	\$167,024.52	\$120,421.57	\$106,540.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$855,349.52
Sewer Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$277,067.46	\$258,059.28	\$281,895.75	\$262,247.89	\$271,902.38	\$256,233.90	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,297.11	\$1,607,406.66
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$252,414.52	\$275,292.22	\$274,824.60	\$274,977.10	\$215,983.35	\$213,617.76	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,507,109.55
Water Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$447,734.01	\$355,174.15	\$451,688.93	\$413,596.56	\$439,176.46	\$407,890.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$119,922.26	\$2,515,260.42
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$468,585.29	\$475,122.40	\$419,854.09	\$459,463.92	\$369,406.13	\$442,750.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,635,182.68
Fire Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$44,065.19	\$75,501.80	\$75,647.18	\$46,726.73	\$70,186.87	\$126,570.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$141,078.53	\$438,697.90
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$128,682.85	\$83,969.17	\$83,651.35	\$113,888.43	\$88,532.01	\$81,052.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$579,776.43
Landfill Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$400.93	\$404.89	\$502.56	\$303.78	\$304.76	\$360.36	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,016.82	\$2,277.28
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$74.64	\$24.00	\$74.18	\$12.29	\$13.31	\$62.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$260.46

Bank Account Name	Balance as of 12/31/2025
--------------------------	-------------------------------------

ARPA	\$20,742.99
Elkins Municipal Building Comm.	\$0.00
Financial Stabilization	\$1,206,720.13
Fire Pension Fund	\$3,235,792.50
Firemen's Pension & Relief Fund	\$0.00
Grant Co Bank-Whitmer	\$17,030.00
Landfill Access Escrow	\$2,021,222.25
Landfill Post Closure	\$48,809.76
Opioid	\$25,615.08
Payroll	\$218.35
Police Forfeitures	\$24,585.67
Police Pension Fund	\$5,396,204.85
Police Seizures	\$20,010.87
Policemen's Pension & Relief Fund	\$0.00
Pooled Cash-Coal Severance Fund	\$62,491.36
Pooled Cash-Fire Fund	\$32,274.75
Pooled Cash-General Fund	\$902,041.07
Pooled Cash-Landfill Fund	\$134,385.31
Pooled Cash-Parks Fund	\$665,319.30
Pooled Cash-Sanitation Fund	\$424,085.51
Pooled Cash-Sewer Fund	\$332,807.92
Pooled Cash-Water Fund	\$542,240.63
Sewer Depreciation	\$222,395.16
Sewer O&M	\$684,748.28
TIF District #1	\$173,063.56
Water Depreciation	\$171,984.38
Water O&M	\$587,195.94



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 22, 2026
Section:	Officer Reports
Category:	Presentation
Agenda Item Name:	Clerk's report
Recommended By:	City Clerk
Summary:	Report on recent activities in the Office of the City Clerk.
Fiscal Impact:	n/a
Recommendation:	Review presented information
Attachments:	1. City Clerk - Council Report - 2026_01_22

Office of the City Clerk

Council Report

Date: January 22, 2026

Section 1: Key Updates & Activities (Since Last Report)

Council & Committee Support

- 1/12 Municipal Properties meeting
- 1/12 Finance meeting
- 1/20 Special Finance meeting
- 1/22 Leadership Team meeting

Legislation & Policy Support

- **Council Rules:** Bringing final version to February Rules & Ordinances meeting. Committee “job descriptions” under review at committee meetings.
- **Grievance Policy:** Drafting updated grievance policy to reflect existence of HR Department and the city organizational chart.
- **Legislative session prep:** Standing by to facilitate elected official response to WVML calls for action.
- **WVML/municipal engagement tools:** Survey open for collecting contact information from West Virginia municipalities.
- **City Code cleanup:** Preparing to bring “Water Committee” language to Rules & Ordinances Committee for elimination (conflicts with Water Board language).
- **Zoning amendments policy/process:** Draft policy and forms under review by Planning Commission.
- **Strategic Plan update:** Collecting information from city administrators for update to Council during February.
- **Comprehensive Plan:** Providing and coordinating input from Planning Commission on draft plan prepared by WVU consultant.

Information Management & Records

- FOIA Request/records activity: Regained access to WV SOS FOIA database and updated city records hosted there.

Operational & Administrative Projects

- **GIS/Mapping:**
 - Reviewed beta version of city election data app. Work is ongoing.
 - Researching renumbering city addresses using “E911”-style addresses.
- **Staff Development/Training:**
 - The Leadership Team has decided to buy licenses for GoSkills to provide app-based office and soft-skill training for city staff.

Leadership Team

- 1/22 meeting: Grievance Policy, next phase of compensation adjustments.

Public Relations & External Engagement

- 1/15: Attended Interact Children’s Museum “Sip and Play” fundraiser at Big Timber to represent Council.

New website page:

- Snow Plowing FAQ

Press releases and City news:

- City of Elkins Wastewater Department Extends Apprenticeship Program Deadline
- Winter Fire Safety: Take These Steps to Protect Your Home and Loved Ones
- Snow Plowing in Elkins: How Does it Work? Please Read These FAQs

Board & Commission Vacancies

- Board of Zoning Appeals: 2 alternate members needed.
- Building Commission: 1 member needed.

Alcohol Beverage Licensing

- Class A/B license zoning forms processed: None.
- Floorplan extensions/special event endorsements:
 - Tygart Hotel: special event endorsement for 4/ 24 block party on Davis Ave.

Event Requests

- April 24: Davis Avenue closure for Tygart Hotel second anniversary block party, 10 a.m.-11 p.m.
- June 19: Davis Avenue closure for Davis Trust Company's 125th Anniversary Block Party

Section 2: Reference / Overview Information

TIF & Capital Projects

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. Summary of current efforts to fund TIF projects follows below:

- The City has submitted an application to the Department of Highways (DOH) for a Transportation Alternatives (TA) grant to fund the engineering work for the Riverfront and Streetscape projects. The application is still open, and a decision has not yet been received.
- Engineering for these projects is also included in one of the FY 2026 federal appropriations bills (not yet approved by Congress).
- The City could issue bonds backed by TIF (Tax Increment Financing) revenues, totaling approximately \$2 million, sometime during 2026. Depending on the outcome of the DOH grant and the federal appropriations process, these bond proceeds may be used to fund the engineering phase of the Riverfront and Streetscape projects or some other phase.
- The committee will meet in March 2026 to evaluate prospects for a bond issue.
- Woodlands has received grant funding to compensate it for staff time providing project management for the city’s Riverfront and Streetscape projects.

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.

Civil Service Commissions

- **Fire:** Entry-level list expires Sept. 2026; Captain list expires Jan. 2028. One lieutenant vacancy; no eligible promotions for ≥1 year.
- **Police:** Entry-level list expires Nov. 8, 2028; four certified officers eligible for appointment.

Planning, Zoning & Building Boards

- **Planning Commission:** Regular meetings 2nd Thursday at 4 p.m.; updating Comprehensive Plan with WVU consultant support. Also considering policy and process for applications to amend the zoning code.
- **Board of Zoning Appeals:** No active applications; full regular membership; could add up to 2 alternate members. Meets only as needed.
- **Building Commission:** Holds title to PGCC, Sanitation Garage, and City Hall. Meets only as needed.

Information & Records Management

- FOIA compliance, archiving, and digitization initiatives. SMS archiving under internal review.

Alcohol Licensing & Permitting

- City certifies zoning and endorses floorplans/special events; Mayor authorized to issue approvals. Process managed by clerk's office.

Event Requests

- Council authority to close streets for special events is delegated to city administrative staff and the Mayor under Council's Event Request Protocol. The City Clerk's office reviews applications and manages review by administrative officers.

Elections & Intergovernmental Coordination

- Next city election: June 2027.
- Planning for local compliance with new state law ceding election administration to the county by 2032 via charter amendment process.
- Ongoing intergovernmental communication via WV Clerks & Records Association and WVML.

##



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 22, 2026
Section:	Approval of Vendor Invoice Payments
Category:	Action Item
Agenda Item Name:	Vendor invoices presented for approval: January 5-16, 2026 <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 January 5-16, 2026
Fiscal Impact:	Report details \$852,316.56 in transactions from all funds.
Recommendation:	Consider for approval
Attachments:	1. AP Check Report - 2026_01_22

VENDOR SET: 01 Elkins
BANK: ARPA America Rescue Plan Act
DATE RANGE: 1/05/2026 THRU 1/16/2026

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00576	Randolph County Humane Society							
I-Request #3	Spay, neuter, TNR voucher	R	1/06/2026	430.00		000132		430.00
02047	Cybertech Automation USA Inc							
I-14478R	Project CUS22-8228	R	1/06/2026	20,000.00		000133		
I-14537	Project work at Water Plant	R	1/06/2026	312.99		000133		20,312.99

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	20,742.99	0.00	20,742.99
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

VENDOR SET: 01 BANK: ARPA TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
	2	20,742.99	0.00	20,742.99
BANK: ARPA TOTALS:	2	20,742.99	0.00	20,742.99

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02047	Cybertech Automation USA Inc							
I-14537	Whitmer project work Whitmer	R	1/06/2026	1,806.40		000064		1,806.40
00283	Frontier							
I-Whitmer 112825	Whitmer 112825-122725	D	1/05/2026	114.99		008340		114.99

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	1,806.40	0.00	1,806.40
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	1	114.99	0.00	114.99
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

VENDOR SET: 01 BANK: GCBAN	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: GCBAN	TOTALS:	2	1,921.39	0.00	1,921.39
BANK: GCBAN	TOTALS:	2	1,921.39	0.00	1,921.39

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00047 I-00006 122725	Truist Governmental Finance 9948000234-06 122725	D	1/05/2026	2,643.26		008335		2,643.26
00283 I-120525 216 4th	Frontier 216 4th St Fiber 120525-010426	D	1/05/2026	144.99		008336		144.99
00385 I-3108186	John Deere Financial Lease HDCTLD B09519331P	D	1/05/2026	1,697.03		008337		1,697.03
00471 I-1202 Teaberry	FirstEnergy MP/PE Teaberry Hills 102925-112625	D	1/05/2026	48.11		008338		48.11
00471 I-120325 ElkinsComm	FirstEnergy MP/PE Elkins Comm 120325	D	1/05/2026	10,286.76		008339		10,286.76
00471 I-121225 CPark 240	FirstEnergy MP/PE Elkins City Pk 110825-121025	D	1/05/2026	27.20		008341		27.20
00471 I-121225 Park	FirstEnergy MP/PE Park St 883 110825-121025	D	1/05/2026	72.19		008342		72.19
00471 I-121225 Park 095	FirstEnergy MP/PE Park St 095 110825-121025	D	1/05/2026	10.81		008343		10.81
00471 I-121225 Park 465	FirstEnergy MP/PE Park St 465 110825-121025	D	1/05/2026	17.30		008344		17.30
00471 I-121225 Park 996	FirstEnergy MP/PE Park St 996 110825-121025	D	1/05/2026	11.41		008345		11.41
00471 I-121225 Park Pav	FirstEnergy MP/PE Park Pavilion 110825-121025	D	1/05/2026	10.42		008346		10.42
00471 I-121225 Reservoir	FirstEnergy MP/PE Reservoir Hill 110825-121025	D	1/05/2026	10.31		008347		10.31
00471 I-121225 Sycamore	FirstEnergy MP/PE Sycamore 110825-121025	D	1/05/2026	10.52		008348		10.52
00471 I-121525 11th RT219	FirstEnergy MP/PE 11th St Rt 219 111125-121125	D	1/06/2026	60.21		008349		60.21
00471 I-121525 Cherokee	FirstEnergy MP/PE 8 Cherokee 111125-121125	D	1/06/2026	1,701.02		008350		1,701.02

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT	
00471	I-121525 Lights		FirstEnergy MP/PE Randolph Ave/3rd Lights	D	1/06/2026	33.68		008351	33.68
00471	I-121525 Whiteman		FirstEnergy MP/PE Whteman 111125-121125	D	1/06/2026	116.73		008352	116.73
00471	I-121625 142RELee		FirstEnergy MP/PE 142 RELee 111325-121225	D	1/06/2026	1,207.28		008353	1,207.28
00471	I-121625 15 St		FirstEnergy MP/PE 15th St 111325-121225	D	1/06/2026	43.23		008354	43.23
00471	I-121625 1Bax WD		FirstEnergy MP/PE 1 Baxter WD 111325-121225	D	1/06/2026	757.02		008355	757.02
00471	I-121625 3rd St		FirstEnergy MP/PE 3rd St 111425-121225	D	1/06/2026	85.40		008356	85.40
00471	I-121625 516 Glendal		FirstEnergy MP/PE 516 Glendale 111425-121225	D	1/06/2026	73.98		008357	73.98
00471	I-121625 Davis 2nd		FirstEnergy MP/PE Davis/2nd 111425-121225	D	1/06/2026	70.01		008358	70.01
00471	I-121625 Flood Ctl		FirstEnergy MP/PE Flood Ctl 111325-121225	D	1/06/2026	986.93		008359	986.93
00471	I-121625 Glendale		FirstEnergy MP/PE Glendale 111425-121225	D	1/06/2026	2,317.95		008360	2,317.95
00471	I-121625 Haddix Lwr		FirstEnergy MP/PE Lower Haddix 111325-121225	D	1/06/2026	57.27		008361	57.27
00471	I-121625 Riverbend		FirstEnergy MP/PE Riverbend 111325-121225	D	1/06/2026	15,124.62		008362	15,124.62
00471	I-121625 RiverbendLn		FirstEnergy MP/PE Riverbend Ln 111325-121225	D	1/06/2026	47.84		008363	47.84
00471	I-121625 Riverview		FirstEnergy MP/PE Riverview 111325-121225	D	1/06/2026	73.86		008364	73.86
00471	I-121625 Stewart		FirstEnergy MP/PE Stewart 111325-121225	D	1/06/2026	1,717.30		008365	1,717.30

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT	
00471	I-121525 11th		FirstEnergy MP/PE 11th St 111125-121125	D	1/06/2026	10.31		008366	10.31
00471	I-121525 216 4th		FirstEnergy MP/PE 216 4th 121525	D	1/06/2026	1,338.69		008367	1,338.69
00471	I-121525 4th Kerens		FirstEnergy MP/PE 4th-Kerens 111125-121125	D	1/06/2026	11.63		008368	11.63
00471	I-121525 Barron		FirstEnergy MP/PE Barron Ave 111125-121125	D	1/06/2026	384.22		008369	384.22
00471	I-121525 NRand		FirstEnergy MP/PE BLK 0 N Randolph 111325-121225	D	1/06/2026	237.69		008370	237.69
00471	I-121525 Ran Ave		FirstEnergy MP/PE Randolph Ave 111125-121125	D	1/06/2026	28.73		008371	28.73
00471	I-121525 Randolph		FirstEnergy MP/PE Randolph 111125-121125	D	1/06/2026	133.01		008372	133.01
00471	I-121625 1Baxter CG		FirstEnergy MP/PE 1 Baxter CG 111325-121225	D	1/06/2026	363.63		008373	363.63
00471	I-121625 31 Jones		FirstEnergy MP/PE 31 Jones Dr 111325-121225	D	1/06/2026	242.39		008374	242.39
00471	I-121625 5 Baxter		FirstEnergy MP/PE 5 Baxter 111325-121225	D	1/06/2026	331.00		008375	331.00
00471	I-121625 BLK0 RR		FirstEnergy MP/PE BLK0 RR Ave 111425-121225	D	1/06/2026	171.27		008376	171.27
00471	I-121625 Baxter		FirstEnergy MP/PE 1 Baxter St 111325-121225	D	1/06/2026	259.72		008377	259.72
00471	I-121625 Davis 1st		FirstEnergy MP/PE Davis 1st 111425-121225	D	1/06/2026	48.68		008378	48.68
00471	I-121625 GlenAve		FirstEnergy MP/PE Glendale Ave 111425-121225	D	1/06/2026	236.12		008379	236.12
00471	I-121625 Harrison		FirstEnergy MP/PE Harrison Ave 111325-121225	D	1/06/2026	32.50		008380	32.50

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00471	FirstEnergy MP/PE I-121625 Jones 31 Jones 111325-121225	D	1/06/2026	229.84		008381		229.84
00471	FirstEnergy MP/PE I-121625 Oak Grove Oak Grove Addn 111325-121225	D	1/06/2026	351.66		008382		351.66
00471	FirstEnergy MP/PE I-121625 RR Ave Railroad Ave Lights 121625	D	1/06/2026	415.25		008383		415.25
00471	FirstEnergy MP/PE I-121625 SDavis 11th S Davis 11th 111325-121225	D	1/06/2026	104.78		008384		104.78
00471	FirstEnergy MP/PE I-121625 Wilson Wilson Ln 111325-121225	D	1/06/2026	526.29		008385		526.29
00741	Great-West Trust Company LLC I-VF 202601062588 Voya I-VF2202601062588 Voya AT	D D	1/06/2026 1/06/2026	730.00 120.00		008386 008386		850.00
00711	Tygart Valley Transfer, Inc. C-00041912 Correct entry I-00041912 Comm	D D	1/06/2026 1/06/2026	95.55CR 95.55		008387 008387		
00119	First-Citizens Bank & Trust Co I-48335291 Konica 9000321255 010826	D	1/07/2026	55.00		008388		55.00
00450	Visual Edge IT I-48284151 Konica 9000368997 010226	D	1/07/2026	57.00		008389		57.00
00471	FirstEnergy MP/PE I-121825 LT31Barron Barron Ave LT31 111525-121625	D	1/07/2026	19,537.97		008390		19,537.97
02347	LEAF I-19487499 Toshiba400AC 010826	D	1/07/2026	259.48		008391		259.48
02347	LEAF I-19511228 Toshiba 5525AC 010826	D	1/07/2026	283.19		008392		283.19
02347	LEAF I-19511229 0108 Toshiba 4525AC 010826	D	1/07/2026	168.50		008393		168.50
00484	Mountaineer Gas Company I-122325 1 Bax CG 122325 1Baxter 110625-121025	D	1/09/2026	724.68		008394		724.68

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00484	I-122325 216 4th		Mountaineer Gas Company 216 4th St 110625-121025	D	1/09/2026	1,932.37	008395	1,932.37
00484	I-122325 216 4th B		Mountaineer Gas Company 216 4th St 110525-121025	D	1/09/2026	39.23	008396	39.23
00484	I-122325 401 Davis		Mountaineer Gas Company 401 Davis Ave 110525-121025	D	1/09/2026	1,231.87	008397	1,231.87
00484	I-122325 5 Baxter		Mountaineer Gas Company 5 Baxter 110625-121025	D	1/09/2026	466.52	008398	466.52
00484	I-122325 917 S RR		Mountaineer Gas Company 917 S RR 110525-121025	D	1/09/2026	85.55	008399	85.55
00484	I-122325 Barron		Mountaineer Gas Company Barron 110525-121025	D	1/09/2026	201.32	008400	201.32
00484	I-122325 Baxter		Mountaineer Gas Company Baxter 110525-121025	D	1/09/2026	1,023.56	008401	1,023.56
00484	I-122325 Baxter WD		Mountaineer Gas Company 1 Baxter WD 110625-121025	D	1/09/2026	178.61	008402	178.61
00484	I-122325 Center		Mountaineer Gas Company Center St 110525-121025	D	1/09/2026	166.60	008403	166.60
00484	I-122325 FloodCtl		Mountaineer Gas Company Flood Cotnrol 110625-121125	D	1/09/2026	1,382.70	008404	1,382.70
00484	I-122325 Glendale 3		Mountaineer Gas Company Glendale LS3 110625-121025	D	1/09/2026	167.03	008405	167.03
00484	I-122325 Industrial		Mountaineer Gas Company Industrial Pk 110625-121125	D	1/09/2026	224.51	008406	224.51
00484	I-122325 RELee		Mountaineer Gas Company Robert E Lee 110625-121125	D	1/09/2026	1,151.70	008407	1,151.70
00484	I-122325 Stewart 4		Mountaineer Gas Company Stewart LS4 110525-121025	D	1/09/2026	60.60	008408	60.60
02347	I-19524681		LEAF Toshiba 4525AC 011026	D	1/09/2026	381.13	008409	381.13

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00047 I-00007 011926	Truist Governmental Finance 9948000234-07 011926	D	1/13/2026	4,984.55		008410		4,984.55
00075 I-37174551	Encova Insurance Installment	D	1/13/2026	6,722.00		008411		6,722.00
00385 I-3115941	John Deere Financial Lease Pmt JDWL BH 01/25	D	1/13/2026	2,096.69		008412		2,096.69
00471 I-122925 Haddix Uppe	FirstEnergy MP/PE Haddix Rd Upper 112125-122325	D	1/13/2026	24.90		008413		24.90
00471 I-122925 JimtownComm	FirstEnergy MP/PE Jimtown Comm 112025-122225	D	1/13/2026	13.44		008414		13.44
00471 I-122925 RT219/250S	FirstEnergy MP/PE 219/250 S 112125-122325	D	1/13/2026	95.56		008415		95.56
00484 I-010226 Bearhunter	Mountaineer Gas Company Bearhunter 111725-121925	D	1/13/2026	38.00		008416		38.00
00484 I-010226 Scott Fd 7	Mountaineer Gas Company 500 Scott Fd 111725-121925	D	1/13/2026	40.01		008417		40.01
00792 I-RTD202601062588	WV Consolidated Retirement Boa Retirement	D	1/13/2026	8,210.41		008418		8,210.41
00952 I-RTF202601062588 I-RTN202601062588	WV Consolidated Retirement Boa Retirement Retirement	D D	1/13/2026 1/13/2026	5,562.34 6,152.28		008419 008419		11,714.62
00993 I-RT6202601062588	WV Consolidated Retirement Boa Retirement 6%	D	1/13/2026	11,790.72		008420		11,790.72
02667 I-HSA202601062588	Health Equity Health Savings	D	1/13/2026	1,064.54		008421		1,064.54
00471 I-123025 401 Davis	FirstEnergy MP/PE 401 Davis 111125-121125	D	1/14/2026	3,830.23		008422		3,830.23
01727 I-578571-010626	Enterprise FM Trust Fleet Leases 01/2026	D	1/14/2026	23,581.59		008423		23,581.59

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02347 I-19539822	LEAF Toshiba ES4515AC 011326	D	1/14/2026	128.29		008424		128.29
02347 I-19563208	LEAF Toshiba E478S 011826	D	1/14/2026	85.00		008425		85.00
02347 I-19563209	LEAF Toshiba E478S 011826	D	1/14/2026	85.00		008426		85.00
02417 I-VisaFleet 123125	US Bank Corporate Payment Syst Visa Fleet Stmt Pmt 123125	D	1/15/2026	13,913.03		008436		13,913.03
00140 I-CKREQ 010226	City of Elkins Whitmer Utility Pmts to Elkins	R	1/06/2026	4,331.37		018252		4,331.37
00143 I-01/26 Indirects	COE General Fund 2 Monthly Indirects 01/2026	R	1/06/2026	16,824.83		018253		16,824.83
00149 I-01/26 Support	COE Parks and Recreation Monthly Support 01/26	R	1/06/2026	25,483.00		018254		25,483.00
00156 I-12/25 Sewer Deprec	COE Sewer Depreciation Account Sewer Deprecitation 12/25	R	1/06/2026	6,340.34		018255		6,340.34
00158 I-12/25 Water Deprec	COE Water Depreciation Account Water Depreciation 12/2025	R	1/06/2026	9,907.68		018256		9,907.68
00287 I-79737	Garrett Equipment Rentals, LLC Handheld Control for Plow	R	1/06/2026	581.00		018257		581.00
00498 I-465217	Naylor's Ace Hardware Elbows/Vent Pipe	R	1/06/2026	173.84		018258		173.84
00573 I-7020	Randolph County Development Au Rent 01/2026	R	1/06/2026	800.00		018259		800.00
00855 I-4179	Agency LMC Website Mgmt 11/25	R	1/06/2026	61.90		018260		61.90
01169 I-006929	Kathy's Decorating & Design ornaments for tree	R	1/06/2026	166.23		018261		166.23
01292 I-12/25 Sewer O&M	COE Sewer O & M Account Sewer O&M Deposit 12/2025	R	1/06/2026	13,527.27		018262		13,527.27

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01313	COE Water O & M Account							
I-12/25 Water O&M	Water O&M 12/2025	R	1/06/2026	21,676.42		018263		21,676.42
01390	Phoenix Solutions, LLC							
I-42370	Chemicals	R	1/06/2026	6,497.28		018264		6,497.28
01751	COE WWTP							
I-202512128675	Backwash 11/2025	R	1/06/2026	803.59		018265		803.59
02047	Cybertech Automation USA Inc							
I-14537 Pooled	Project Work - Water Plant	R	1/06/2026	114.71		018266		114.71
02143	Wholesale Tires & Auto							
I-0282269	Tires	R	1/06/2026	525.00		018267		
I-0282372	Tires	R	1/06/2026	2,898.00		018267		
I-0282413	Tires	R	1/06/2026	246.28		018267		
I-0282608	Wheels	R	1/06/2026	1,100.00		018267		
I-WCL 0282211	Tires - Nissan Rogue	R	1/06/2026	592.00		018267		5,361.28
02453	Eastern Fire Equipment Service							
I-3286682	Saw Parts	R	1/06/2026	162.90		018268		162.90
02608	Zinn's R Us Inc							
I-4933	4 Septic Holding Tanks	R	1/06/2026	400.00		018269		
I-4934	4 Septic Holding Tanks	R	1/06/2026	400.00		018269		800.00
02769	BCN Telecom Inc TBS							
I-24028123	Street Cameras Int & Install	R	1/06/2026	3,520.91		018270		3,520.91
02848	First United Methodist Church							
I-01/2026	Rental 4-Parking Spaces 01/26	R	1/06/2026	80.00		018271		80.00
1	WILLMOTH, MIKE							
I-000202512302586	US REFUND	R	1/06/2026	85.83		018272		85.83
1	VALLEY ELECTRIC							
I-000202601052587	Refu AR REFUND	R	1/06/2026	447.18		018273		447.18
00116	Child Support Enforcement							
I-CDS202601062588	Child Support	R	1/06/2026	453.40		018274		453.40
00121	Citizens Bank of WVFP							
I-FP 202601062588	Fire Pension	R	1/06/2026	504.55		018275		504.55

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00122	Citizens Bank of WVPP							
I-PP 202601062588	Police Pension	R	1/06/2026	194.11		018276		
I-PPN202601062588	Police Pension-2010 Forward	R	1/06/2026	306.13		018276		500.24
00147	COE Misc							
I-MIS202601062588	Misc Reimbursements	R	1/06/2026	331.00		018277		331.00
00150	COE Payroll							
I-T1 202601062588	Federal Withholding	R	1/06/2026	19,014.24		018278		19,014.24
00151	COE Payroll							
I-T3 202601062588	FICA	R	1/06/2026	25,921.26		018279		
I-T4 202601062588	Medicare	R	1/06/2026	6,436.26		018279		32,357.52
00152	COE Payroll							
I-T2 202601062588	State Withholding	R	1/06/2026	7,529.00		018280		7,529.00
00203	Davis Trust Company							
I-CC 202601062588	Employee Christmas Club	R	1/06/2026	3,150.00		018281		3,150.00
00747	Washington National Insurance							
I-WN 202601062588	Washington National Insurance	R	1/06/2026	574.13		018282		574.13
00837	COE Payroll Reimbursement							
I-001202601062588	Payroll Reimbursement	R	1/06/2026	66,316.77		018283		
I-006202601062588	Payroll Reimbursement	R	1/06/2026	5,392.73		018283		
I-036202601062588	Payroll Reimbursement	R	1/06/2026	26,597.79		018283		
I-400202601062588	Payroll Reimbursement	R	1/06/2026	27,890.04		018283		
I-401202601062588	Payroll Reimbursement	R	1/06/2026	15,899.00		018283		
I-404202601062588	Payroll Reimbursement	R	1/06/2026	15,578.77		018283		157,675.10
01885	Colonial Life							
I-CL 202601062588	Colionial Life-AT	R	1/06/2026	112.10		018284		
I-CLP202601062588	Colonial Life-PT	R	1/06/2026	52.52		018284		164.62
01883	Newtech Systems Inc							
I-57804	City Hall Fire Alarm System	R	1/06/2026	12,672.00		018285		12,672.00
00711	Tygart Valley Transfer, Inc.							
I-00041591	Comm	R	1/06/2026	798.80		018286		
I-00041592	Comm	R	1/06/2026	229.32		018286		
I-00041601	Res	R	1/06/2026	161.48		018286		
I-00041603	Res	R	1/06/2026	1,120.80		018286		
I-00041610	Res	R	1/06/2026	1,072.07		018286		
I-00041612	Res	R	1/06/2026	742.42		018286		
I-00041616	Comm	R	1/06/2026	674.58		018286		
I-00041639	Res	R	1/06/2026	680.32		018286		
I-00041640	Comm	R	1/06/2026	276.14		018286		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-00041641	Comm	R	1/06/2026	405.13		018286		
I-00041663	Res	R	1/06/2026	752.93		018286		
I-00041667	Res	R	1/06/2026	604.83		018286		
I-00041670	Comm	R	1/06/2026	453.86		018286		
I-00041686	Comm	R	1/06/2026	670.76		018286		
I-00041689	Comm	R	1/06/2026	327.74		018286		
I-00041701	Res	R	1/06/2026	712.80		018286		
I-00041702	Comm	R	1/06/2026	527.44		018286		
I-00041703	Comm	R	1/06/2026	269.45		018286		
I-00041704	Res	R	1/06/2026	601.97		018286		
I-00041715	Comm	R	1/06/2026	353.54		018286		
I-00041733	Res	R	1/06/2026	742.42		018286		
I-00041734	Res	R	1/06/2026	458.64		018286		
I-00041736	Comm	R	1/06/2026	606.74		018286		
I-00041751	Comm	R	1/06/2026	244.61		018286		
I-00041752	Res	R	1/06/2026	113.70		018286		
I-00041753	Comm	R	1/06/2026	202.57		018286		
I-00041770	Res	R	1/06/2026	339.20		018286		
I-00041771	Res	R	1/06/2026	635.41		018286		
I-00041772	Comm	R	1/06/2026	700.38		018286		
I-00041789	Comm	R	1/06/2026	202.57		018286		
I-00041795	Comm	R	1/06/2026	242.70		018286		
I-00041797	Res	R	1/06/2026	919.19		018286		
I-00041798	Comm	R	1/06/2026	978.43		018286		
I-00041800	Res	R	1/06/2026	859.95		018286		
I-00041817	Res	R	1/06/2026	115.62		018286		
I-00041822	Res	R	1/06/2026	512.15		018286		
I-00041824	Res	R	1/06/2026	575.21		018286		
I-00041825	Comm	R	1/06/2026	464.37		018286		
I-00041840	Comm	R	1/06/2026	346.85		018286		
I-00041842	Comm	R	1/06/2026	408.95		018286		
I-00041852	Comm	R	1/06/2026	254.16		018286		
I-00041857	Res	R	1/06/2026	531.26		018286		
I-00041858	Res	R	1/06/2026	526.48		018286		
I-00041860	Comm	R	1/06/2026	493.04		018286		
I-00041877	Res	R	1/06/2026	476.79		018286		
I-00041878	Comm	R	1/06/2026	562.79		018286		
I-00041879	Res	R	1/06/2026	654.52		018286		
I-00041888	Comm	R	1/06/2026	253.21		018286		
I-00041890	Comm	R	1/06/2026	171.03		018286		
I-00041896	Res	R	1/06/2026	318.18		018286		
I-00041899	Res	R	1/06/2026	578.08		018286		
I-00041902	Comm	R	1/06/2026	584.77		018286		
I-00041912 1215	Comm	R	1/06/2026	95.55		018286		
I-00041914	Comm	R	1/06/2026	201.61		018286		
I-00041920	Res	R	1/06/2026	605.79		018286		
I-00041921	Res	R	1/06/2026	750.07		018286		
I-00041923	Comm	R	1/06/2026	704.20		018286		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-00041936	Comm	R	1/06/2026	23.89		018286		
I-00041939	Comm/Cleanout	R	1/06/2026	185.75		018286		
I-00041942	Comm	R	1/06/2026	448.13		018286		
I-00041951	Res	R	1/06/2026	531.26		018286		
I-00041952	Res	R	1/06/2026	482.53		018286		
I-00041953	Comm	R	1/06/2026	324.87		018286		
I-00041968	Comm	R	1/06/2026	367.87		018286		
I-00041970	Comm	R	1/06/2026	225.50		018286		
I-00041973	Comm	R	1/06/2026	237.92		018286		
I-00041976	Res	R	1/06/2026	120.39		018286		
I-00041985	Res	R	1/06/2026	528.39		018286		
I-00041988	Res	R	1/06/2026	533.17		018286		
I-00041990	Comm	R	1/06/2026	525.53		018286		
I-00042001	Comm	R	1/06/2026	149.06		018286		
I-00042003	Comm	R	1/06/2026	191.10		018286		
I-00042017	Res	R	1/06/2026	592.41		018286		
I-00042018	Comm	R	1/06/2026	154.79		018286		
I-00042021	Res	R	1/06/2026	661.21		018286		
I-00042022	Comm	R	1/06/2026	506.42		018286		
I-00042034	Comm	R	1/06/2026	321.05		018286		
I-00042048	Res	R	1/06/2026	388.89		018286		
I-00042051	Comm	R	1/06/2026	808.35		018286		
I-00042055	Res	R	1/06/2026	567.57		018286		
I-00042094	Comm	R	1/06/2026	135.68		018286		
I-00042103	Comm	R	1/06/2026	808.35		018286		
I-00042104	Res	R	1/06/2026	1,004.23		018286		
I-00042108	Res	R	1/06/2026	870.46		018286		
I-00042123	Comm	R	1/06/2026	238.88		018286		
I-00042150	Comm	R	1/06/2026	495.90		018286		
I-00042152	Res	R	1/06/2026	747.20		018286		
I-00042153	Res	R	1/06/2026	383.16		018286		
I-00042160	Comm	R	1/06/2026	534.12		018286		
I-00042174	Comm	R	1/06/2026	516.93		018286		
I-00042176	Comm	R	1/06/2026	371.69		018286		
I-00042181	Res	R	1/06/2026	577.12		018286		
I-00042182	Comm	R	1/06/2026	386.02		018286		
I-00042183	Res	R	1/06/2026	390.80		018286		
I-00042204	Comm.	R	1/06/2026	948.81		018286		
I-00042206	Comm	R	1/06/2026	212.12		018286		
I-00042215	Comm	R	1/06/2026	183.46		018286		
I-00042220	Res	R	1/06/2026	949.77		018286		
I-00042223	Res	R	1/06/2026	118.48		018286		
I-00042228	Comm	R	1/06/2026	617.25		018286		
I-00042232	Res	R	1/06/2026	1,267.95		018286		
I-00042238	Comm	R	1/06/2026	282.83		018286		
I-00042251	Comm	R	1/06/2026	855.17		018286		
I-00042278	Comm	R	1/06/2026	118.48		018286		
I-00042281	Comm	R	1/06/2026	276.14		018286		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-00042287	Res	R	1/06/2026	982.25		018286		
I-00042291	Comm	R	1/06/2026	154.79		018286		
I-00042293	Res	R	1/06/2026	873.33		018286		
I-00042294	Comm	R	1/06/2026	377.42		018286		
I-00042303	Comm	R	1/06/2026	300.98		018286		
I-00042314	Comm	R	1/06/2026	190.14		018286		
I-00042322	Res	R	1/06/2026	683.18		018286		
I-00042323	Comm	R	1/06/2026	637.32		018286		
I-00042325	Res	R	1/06/2026	889.57		018286		
I-00042326	Res	R	1/06/2026	644.96		018286		56,768.56
00032	Absolute Assurance Drug Test L Random Testing	R	1/13/2026	288.00		018287		288.00
00154	COE Sanitation 192High Rental 081425-113025	R	1/13/2026	1,330.89		018288		1,330.89
00211	Elkins Depot Welcome Center I-11/25 Hotel Motel Hotel/Motel Collection 11/25	R	1/13/2026	9,794.59		018289		9,794.59
00582	Region VII Plan. & Development I-520-26 GIS Services 11/25	R	1/13/2026	262.50		018290		262.50
00644	Smith Backhoe & Dozer Service, I-106146 Christmas Tree Up/Down	R	1/13/2026	6,000.00		018291		6,000.00
00927	Interstate Battery System of S I-51018683 2 Batteries I-51019059 Batteries	R	1/13/2026	295.90		018292		456.85
01390	Phoenix Solutions, LLC I-42329 Chemicals	R	1/13/2026	78.50		018293		78.50
01563	BHM CPA Group, Inc I-88474 6/30/25 Consulting-FS Prep	R	1/13/2026	20,500.00		018294		20,500.00
01594	Pace Analytical Services LLC I-2530653209 Analytical charges 30832502 I-2530654092 Analytical Charges 30832519 I-2530654094 Analytical Charges 30832495 I-2530654934 12/25 Contract Lab Analysis	R	1/13/2026	150.40		018295		3,674.50
02098	Skasiks Quality Cleaners LLC I-25343-4637 Alterations	R	1/13/2026	104.30		018296		104.30

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02322	Badger Meter							
I-80221730	MBL Hosting/Annual License	R	1/13/2026	3,109.02		018297		3,109.02
02451	Waypoint Resource Group LLC							
I-23759	Collections 123125	R	1/13/2026	142.78		018298		142.78
02928	Pillar Innovations							
I-439101	Testing Network Cabling	R	1/13/2026	3,876.00		018299		3,876.00
02933	Vera Lewis							
I-CKREQ 011326	Reimburse for checking vehicle	R	1/13/2026	16.05		018300		16.05
02671	CP&H Inc dba City Plumbing & H							
I-App1 #16	contracted services	R	1/13/2026	159,376.75		018301		159,376.75
00483	Mountain Valley Bank							
I-1202553-24 011526	1202553-24 011526	R	1/14/2026	6,518.78		018302		6,518.78
01942	Elkins Municipal Building Comm							
I-1214756-11 011526	1214756-11 011526	R	1/14/2026	4,833.20		018303		
I-1214756-12 010126	1214756-12 010126	R	1/14/2026	4,509.60		018303		9,342.80

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	52	634,314.23	0.00	634,314.23
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	92	163,969.75	0.00	163,969.75
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
	144	798,283.98	0.00	798,283.98
BANK: Pool TOTALS:	144	798,283.98	0.00	798,283.98

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02431	Fel-Ferguson Waterworks #527							
C-CM063798	Credit Memo on 0997215	R	1/13/2026	14,162.74CR		000079		
I-0968281	Ang Vlv/LF 2 CTS Comp Ball	R	1/13/2026	2,651.04		000079		
I-0997215	Infrastructure Main lines	R	1/13/2026	27,218.37		000079		
I-1013437	PL MTR FRM 18-20 PIT	R	1/13/2026	2,934.20		000079		
I-1013920	Clmps/Hydra Cmmt Mix/Vlv	R	1/13/2026	4,277.89		000079		
I-1015780	Hyd 4'0 Bury Ol Alpha	R	1/13/2026	8,449.44		000079		31,368.20

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	31,368.20	0.00	31,368.20
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: WATDP TOTALS:	1	31,368.20	0.00	31,368.20
BANK: WATDP TOTALS:	1	31,368.20	0.00	31,368.20
REPORT TOTALS:	149	852,316.56	0.00	852,316.56

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 1/05/2026 THRU 1/16/2026
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:	January 22, 2026
Section:	New Business
Category:	Resolution
Agenda Item Name:	Resolution 1887: Ratify appointments of Council members to Elkins Parks and Recreation Commission and Planning Commission (corrected version)
Recommended By:	
Summary:	<p>This item corrects the prior version of this resolution concerning Council appointments to the Elkins Parks and Recreation Commission (EPRC) and the Planning Commission. The previous resolution erroneously assigned fixed term expiration dates to the referenced Council members. Under City Code, service on these boards by Council members is coextensive with their term as a Council member, unless removed for cause or replaced in accordance with law, unlike the discrete three-year terms regular members are appointed to.</p> <p>The revised resolution confirms the appointments of Councilor Chris Lowther to the EPRC and Councilor Andrew Carroll to the Planning Commission in full compliance with City Code.</p>
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. R-1887 - CORRECTED ratifying appointments to EPRC and Planning Commission

CORRECTED

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1887)

Introduced: January 8, 2025

Corrected Version Introduced: January 22, 2025

Ratifying Council Appointments to the Parks and Recreation Commission and the Planning Commission

WHEREAS, past practice has been for Mayors of the City of Elkins, West Virginia (“City”) to appoint Council representatives directly to the Elkins Parks and Recreation Commission (EPRC) and the Planning Commission; and,

WHEREAS, City Code §§ 33.051 and 33.031 require that the Common Council make such appointments; and,

WHEREAS, City Code provides that service by a Council member on the Planning Commission and the Elkins Parks and Recreation Commission is not for a fixed term, but rather is coextensive with the individual’s term as a member of Council, unless otherwise removed for cause or replaced in accordance with law; and,

WHEREAS, it is in the best interest of the City to ensure that all appointments are fully compliant with City Code going forward and to clarify and ratify the status of prior service by these and other Council members who have served or are serving in these capacities;

NOW, THEREFORE, BE IT RESOLVED, THAT:

1. The following Council appointments are hereby confirmed and made in accordance with City Code:
 - a. Councilor Chris Lowther is appointed to the Elkins Parks and Recreation Commission, to serve during his term as a member of the Common Council and until his successor is appointed, unless removed for cause prior thereto.
 - b. Councilor Andrew Carroll is appointed to the Planning Commission, to serve for a term coextensive with his term as a member of the Common Council, unless removed for cause prior thereto.

CORRECTED

2. For purposes of clarity and continuity, the Common Council affirms that the above-named Council members, and any other Council members previously appointed under the past practice described above, shall be considered to have been duly and properly appointed to their respective boards during any prior period of service in those capacities.
3. Nothing in this resolution shall be construed as Council approval, review, or ratification of the independent actions or decisions of the Elkins Parks and Recreation Commission or the Planning Commission.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 22, 2026
Section:	New Business
Category:	Resolution
Agenda Item Name:	Resolution 1890: Acceptance of bid from Appalachian Roofing & Sheet Metal for replacing the roof of the Phil Gainer Community Center
Recommended By:	Municipal Properties Committee
Summary:	Council is asked to accept the lowest responsible and responsive bid for the Phil Gainer Community Center roof replacement. Appalachian Roofing & Sheet Metal submitted the low bid in the amount of \$240,500, and approval would authorize the Operations Manager to execute the necessary documents and proceed with the project. The cost of the Project would be paid from the City's Financial Stabilization Account, subject to the availability of funds.
Fiscal Impact:	\$240,500
Recommendation:	Consider for approval
Attachments:	1. R-1890 - accepting bid for Phil Gainer roof

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1890)

January 22, 2026

***Accepting the Winning Bid for Replacing the Roof on the Phil Gainer Community Center,
Submitted by Appalachian Roofing & Sheet Metal***

WHEREAS, the Common Council (“Council”) of the City of Elkins (“City”) is undertaking the replacement of the roof on the Phil Gainer Community Center (“Project”); and,

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

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

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

WHEREAS, the bid submitted by Appalachian Roofing & Sheet Metal, in the amount of \$240,500, has been determined to be the lowest responsible and responsive bid for the Project; and,

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

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby accepts the bid submitted by Appalachian Roofing & Sheet Metal of West Virginia in the amount of \$240,500 for the Project to replace the roof on the Phil Gainer Community Center, and authorizes the Operations Manager to execute all necessary agreements and documents to proceed with the Project. The cost of the Project shall be paid from the City’s Financial Stabilization Account, subject to the availability of funds.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk



VANNOSTRAND ARCHITECTS PLLC

29 East Main Street, Ste 4
Buckhannon, West Virginia 26201
304.473.0555

September 10th, 2025

Mr. Mike Kesecker, Operations Manager
City of Elkins
401 Davis Avenue
Elkins, WV 26241

RE: PHIL GAINER COMMUNITY CENTER – NEW METAL ROOF

Dear Mike,

I have reviewed the three Bids received for the project, and recommend that the contract be awarded to the lowest bidder, APPALACHIAN ROOFING & SHEET METAL, LLC. for the Base Bid amount of *Two Hundred Forty Thousand, Five Hundred Dollars* (\$240,500.00).

I have found no evidence that would disqualify APPALACHIAN ROOFING & SHEET METAL, LLC for the project. Further, I have previous experience working with this contractor, and am confident that we have a good company to complete our project.

Please let me know if you have any specific questions or concerns.

Respectfully Submitted,

VanNostrand Architects PLLC

Bryson VanNostrand, AIA
bryson@vnarch.com

BID TABLUATION

September 10th, 2025, 12:00 PM

BIDDER: ACTION CONSTRUCTION

BASE BID: 248,875.00

Addenda Received (Circle Each Acknowledged): 1

BID BOND (Circle One) YES NO

BIDDER: SUTTER ROOFING

BASE BID: 292,000.00

Addenda Received (Circle Each Acknowledged): 1

BID BOND (Circle One) YES NO

BIDDER: APPALACHIAN ROOFING

BASE BID: 240,500.00

Addenda Received (Circle Each Acknowledged): 1

BID BOND (Circle One) YES NO

BIDDER: _____

BASE BID: _____

Addenda Received (Circle Each Acknowledged): 1

BID BOND (Circle One) YES NO

BIDDER: _____

BASE BID: _____

Addenda Received (Circle Each Acknowledged): 1

BID BOND (Circle One) YES NO

Witnessed by: Shanna Poe

Witnessed by: [Signature]



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 22, 2026
Section:	New Business
Category:	Resolution
Agenda Item Name:	Resolution 1891: Closing the City's account for ARPA funds at Mountain Valley Bank
Recommended By:	Finance Committee, City Treasurer
Summary:	Resolution 1891 would authorize the Treasurer to close the ARPA 2021 bank account at Mountain Valley Bank (account ending in 7005) and take all actions necessary to ensure the account and related records are properly closed out in accordance with law and sound accounting practice.
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. R-1891 - closing Mountain Valley Bank account for ARPA funds

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1891)

January 22, 2026

***A Resolution Closing the ARPA 2021 Bank Account
Authorized via by Resolution No. 1391***

WHEREAS, by Resolution No. 1391 adopted in 2021, the Common Council authorized the Treasurer to establish a special revenue fund and a separate bank account to administer funds received under the American Rescue Plan Act of 2021 (“ARPA 2021”); and,

WHEREAS, pursuant to that resolution, a bank account was opened at Mountain Valley Bank, account number ending in 7005, for the purpose of segregating and administering ARPA 2021 funds; and,

WHEREAS, all ARPA 2021 funds received by the City have now been fully expended or otherwise properly accounted for in accordance with applicable federal and state requirements; and,

WHEREAS, the continued maintenance of this separate bank account is no longer necessary or required;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council of the City of Elkins hereby authorizes and directs the Treasurer to close the ARPA 2021 bank account at Mountain Valley Bank, account number ending in 7005, which was authorized by Resolution No. 1391 (2021), and to take all actions necessary to ensure the account and all related records are properly closed out in accordance with applicable law and sound accounting practice.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 22, 2026
Section:	New Business
Category:	Resolution
Agenda Item Name:	Resolution 1892: Reappointing Chuck Preusch to the Elkins Water Board and Dick Harvey to the Elkins Parks and Recreation Commission
Recommended By:	City Clerk
Summary:	Resolution 1892 would reappoint T. Richard Harvey to the Parks and Recreation Commission for a term ending February 29, 2032, and Chuck Preusch to the Water Board for a term ending March 31, 2030, to ensure continuity of service and the effective functioning of these boards.
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. R-1892 - reappointing Harvey to EPRC and Preusch to Water Board

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1892)

January 22, 2026

***Reappointing Members to the Elkins Parks and Recreation Commission
and the Elkins Water Board***

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 Parks and Recreation Commission and the Water Board are expiring, and in each case Council has the authority to make or confirm final appointments; and,

WHEREAS, it is the desire of Council to reappoint these members in order to ensure continuity of service and the continued effective functioning of these bodies;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council of the City of Elkins hereby reappoints the following individuals to the terms indicated:

- T. Richard Harvey: Parks and Recreation Commission, for a term ending February 29, 2032
- Chuck Preusch: Water Board, for a term ending March 31, 2030

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk