



City of Elkins

Council Meeting

February 19, 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. Country Roads Transit
5. **Minutes**
 - a. Proposed minutes for the meeting of January 22, 2026
6. **Correspondence, Notifications, and Recognitions**
 - a. Mayor's Proclamations
 1. CONGENITAL HEART DISEASE AWARENESS WEEK – FEBRUARY 7-14, 2026
 - b. Building Officer's report
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. Chief Utility Operator's report
 - f. Clerk's report
9. **Approval of Vendor Invoice Payments**
 - a. Vendor invoices presented for approval: January 19-February 13, 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. Ordinance 350: An Ordinance to Amend and Reenact the Rates, Rules and Regulations for Furnishing Sewer Service at Elkins and Vicinity, Randolph

County, West Virginia by Increasing the Rates Charged Therefor (first of two readings)

- b. Resolution 1893: FY 2026 General Fund budget revisions 5-12
- c. Resolution 1894: FY 2026 General Fund Budget Revision SAO 2026-001-03 (roll-call vote required)
- d. Resolution 1895: Authorizing the City Treasurer to open a payroll account at Mountain Valley Bank
- e. Resolution 1896: Approving the FY 2027 Landfill Fund budget

11. Mayor's Comments

12. Adjournment



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	February 19, 2026
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of January 22, 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_22 - minutes_proposed

Proposed Minutes

**ELKINS COMMON COUNCIL
MEETING MINUTES**

***Phil Gainer Community Center
142 Robert E Lee Ave. Ext.
Elkins, WV 26241
January 22, 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, C.C. Lowther, E. L. Plishka, and L.S. Severino; City Treasurer T. Judy; Fire Chief S.D. Himes; Police Chief T. Bennett; Operations Manager M. Kesecker; Wastewater Chief Operator W. Hymes; and City Clerk S.R. Stokes (recording secretary).

Councilor B.C. Kerns, C.H. Thompson, and B.A. Woods were absent.

PUBLIC COMMENT

There was no public comment.

PRESENTATION

Elkins Historic Landmarks Commission members Paden Vargo, Kelsey Hartmann, Jamie Billman, and Priscilla Gay presented information about the commission and its plans for FY 2027.

MINUTES

Chenoweth **MOVED APPROVAL OF THE MINUTES FOR THE MEETING OF JANUARY 8, 2026.** The motion carried.

CORRESPONDENCE, NOTIFICATIONS, AND RECOGNITIONS

- a. Building permits, zoning permits, and vacant property registrations
- b. Approved Event Requests
 - a. April 24: Davis Avenue closure for Tygart Hotel second anniversary block party, 10 a.m.-11 p.m.
 - b. June 19: Davis Avenue closure for Davis Trust company's 125th Anniversary Block Party

COUNCILOR REPORTS

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

Proposed Minutes

STAFF REPORTS

- a. Wastewater Chief Operator W. Hymes provided a verbal report.
- b. City Treasurer T. Judy provided a written report (attached).
- 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 January 5-16, 2026.

NEW BUSINESS

- a. Resolution 1887: Ratify appointments of Council members to Elkins Parks and Recreation Commission and Planning Commission (corrected version)**

Lowther **MOVED APPROVAL OF RESOLUTION 1887.** The motion carried.

- b. Resolution 1890: Acceptance of bid from Appalachian Roofing & Sheet Metal for replacing the roof of the Phil Gainer Community Center**

Lowther **MOVED APPROVAL OF RESOLUTION 1890.** The motion carried.

- c. Resolution 1891: Closing the City's account for ARPA funds at Mountain Valley Bank**

Carroll **MOVED APPROVAL OF RESOLUTION 1891.** The motion carried.

- d. Resolution 1892: Reappointing Chuck Preusch to the Elkins Water Board and Dick Harvey to the Elkins Parks and Recreation Commission**

Plishka **MOVED APPROVAL OF RESOLUTION 1892.** The motion carried.

The meeting was adjourned at 8:04 p.m.

Attest: S.R. Stokes, City Clerk

Jerry A. Marco, Mayor



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	February 19, 2026
Section:	Correspondence, Notifications, and Recognitions
Category:	Presentation
Agenda Item Name:	Mayor's Proclamations
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	February 19, 2026
Section:	Correspondence, Notifications, and Recognitions
Category:	Presentation
Agenda Item Name:	CONGENITAL HEART DISEASE AWARENESS WEEK – FEBRUARY 7-14, 2026
Recommended By:	Mayor
Summary:	The Mayor issued a proclamation declaring CONGENITAL HEART DISEASE AWARENESS WEEK – FEBRUARY 7-14, 2026.
Fiscal Impact:	n/a
Recommendation:	Information only
Attachments:	1. CHD Awareness Week - February 2026



City of Elkins, West Virginia

CONGENITAL HEART DISEASE AWARENESS WEEK – FEBRUARY 7-14, 2026

WHEREAS, Congenital Heart Disease (CHD) is the most prevalent birth defect in the United States, affecting one in every 100 births.

Each year in the United States, more than 40,000 babies are born with CHD.

There is no known cure for CHD, as it is a lifelong disease that requires ongoing specialized care.

The health and well-being of congenital heart patients is of paramount importance.

Thanks to the advancement of science and medicine, 85% of individuals born with CHD now live past the age of 18.

Even with these advancements, fewer than 10% of adults with CHD are receiving the recommended care they need.

Medical research can provide more identifiable means of the origins and symptoms of CHD.

It is crucial that individuals planning a family, fetal clinicians, obstetric physicians, pediatricians, and all those in the medical field have a greater understanding of the potential for CHD.

Congenital Heart Disease Awareness Week provides the opportunity for patients and families affected by CHD to share their experiences and knowledge so that the general public may be aware of how this defect affects our lives.

THEREFORE, I, Jerry Marco, Mayor of Elkins, do hereby proclaim **February 7-14, 2026**, “**Congenital Heart Disease Awareness Week**” in Elkins, WV, and encourage everyone to learn more about CHD and its effects on our friends, family and community.

Jerry A. Marco
Mayor of Elkins

Date



Conquering CHD



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	February 19, 2026
Section:	Correspondence, Notifications, and Recognitions
Category:	Presentation
Agenda Item Name:	Building Officer's report
Recommended By:	Building Officer
Summary:	During the reporting period, the City of Elkins issued 12 building permits totaling \$202,715 in valuation. No new business zoning permits were issued. Currently, 43 structures are registered as vacant, with 35 billed for 2025, yielding \$6,800 collected to date. Seven liens have been placed on properties, and five are suspended pending demolition by the City or owners. Several properties have been removed from the list due to sale, remodeling, or demolition.
Fiscal Impact:	See above
Recommendation:	For council information
Attachments:	1. Building Officer Report - 2026_02_19

SQUARE FEET: 42
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 46.00

PROJECT: 240663 - RESIDENTIAL ACCESSORY BUILDING TYPE: BR-ACC RESIDENTIAL ACCESSORY BLD
 PROPERTY: 1314 S KERENS AVE
 APPLIED DATE: 2/18/2026 ISSUED DATE: 2/18/2026 EXPIRATION DATE: 8/21/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: WELLS, JEFFREY L
 1314 S KERENS AVE
 ELKINS, WV 26241

SQUARE FEET: 1,200
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 71.00

PROJECT: 240664 - RESIDENTIAL REMODEL TYPE: BR-REM RESIDENTIAL REMODEL
 PROPERTY: 103 GRANDVIEW AVE
 APPLIED DATE: 2/18/2026 ISSUED DATE: 2/18/2026 EXPIRATION DATE: 8/21/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: PHOENIX HOLLER'S END CONSTRUCTION ISSUED TO: CROSS PROPERTIES LLC
 124 BLIZZARDS GATE ROAD
 HARMAN, WV 26270 ELKINS, WV 26241-1954

SQUARE FEET: 100
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 53.00

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

ORIGINATION DATE: 3/01/2025 THRU 1/20/2026
 EFFECTIVE DATE: 0/00/0000 THRU 99/99/9999
 EXPIRATION DATE: 0/00/0000 THRU 99/99/9999
 PRINT DATE: 0/00/0000 THRU 99/99/9999

FEE CODE: VACANT - VACANT PROPERTY FEE

LICENSE	PERIOD	LIC CODE	STATUS	REPORT	ISSUED TO	# of Years	CHARGES
24474	3/18/25 - 3/18/26	CE-VAC	Active	CODE	BARTON ROBER	2.0000	200.00
24478	4/03/25 - 4/02/26	CE-VAC	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	RICHA	2.0000	200.00
24612	12/01/25 - 12/02/26	CE-VAC	Pending	CODE	KING	WILLI	3.0000	400.00

REPORT TOTALS:

35

96.0000

11,800.00



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	February 19, 2026
Section:	Officer Reports
Category:	Presentation
Agenda Item Name:	Treasurer's report
Recommended By:	City Treasurer
Summary:	Report on Treasurer's Department activities and information since previous Council meeting
Fiscal Impact:	n/a
Recommendation:	Review
Attachments:	1. Treasurer's Report - 2026_02_19

Office of the City Treasurer

Council Report

Date: February 17, 2026

Update since January 22, 2026, council meeting.

- **Council Reports & Attachments**

- General Fund revenue trends
- General Fund revenue detail
- Bank balances as of January 31, 2026
- FY2026 Budget Control Summary
- Invoice Cloud Report through January 31, 2026

- **Projects & Financing**

- Continue to work with Fahe on funding options for the difference from appraisal.

- **Treasurer Staff**

- Staff are reviewing delinquent first due fire fee accounts in preparation for collection letters to be sent in the coming weeks.

- **Treasurer**

- Legal ads for property, casualty, auto, and liability insurance coverage beginning July 1, 2026, will be in The Inter-Mountain and The Charleston Gazette once a week for two weeks. Proposals are due by 2:00 pm March 20, 2026.
- Working on health insurance proposal with LD&B Insurance Services. Once received, I will bring it to personnel committee for discussion.
- Attended a WVcorp annual update webinar on Jan. 29th who is our current insurance provider for property, casualty, liability, and auto coverage. Rates are increasing approximately 2 to 3 %. This is due to increased claims for cyber and law enforcement. Additionally, auto costs have gone up dramatically both with purchase and repairs. WVcorp currently serve 51 out of 55 counties and approximately 150 municipalities.
- I am currently working with our auditors on our FY2025 single audit.
- Working with General Fund admin staff on FY2027 budgets.
- FY2027 budgets sent to water, sewer, and sanitation have been sent to admin officers.

General Fund Revenue Trends

Fiscal Year	County Taxes	Gas & Oil Tax	Utility Excise Tax	2% City Utility Tax	B&Os	Liquor Tax	Hotel Tax	Sales Tax	Court Fines, Admin, Bonds	Police Equipment Fees	Parking	Licenses	Bld Permit	Franchise Fees	IRP Fees	PGCC Rents
2015	\$902,479.70	\$12,893.41	\$216,776.50	\$53,863.96	\$1,153,555.40	\$119,813.87	\$174,417.95	\$0.00	\$68,405.91	\$24,435.82	\$11,089.00	\$22,051.04	\$18,579.27	\$94,138.56	\$29,276.53	\$0.00
2016	\$967,373.43	\$25,080.54	\$326,396.20	\$51,819.80	\$1,153,521.44	\$119,145.08	\$187,257.19	\$0.00	\$58,673.50	\$18,220.50	\$6,250.00	\$9,040.00	\$21,771.59	\$97,317.42	\$47,791.40	\$4,375.00
2017	\$1,031,512.84	\$0.00	\$355,212.99	\$53,344.19	\$1,225,653.40	\$154,534.11	\$199,467.96	\$0.00	\$79,179.00	\$28,141.75	\$8,594.00	\$39,760.00	\$28,982.64	\$119,066.93	\$46,761.54	\$30,235.00
2018	\$938,105.79	\$9,308.61	\$350,505.81	\$59,761.99	\$1,349,507.00	\$120,248.05	\$191,508.65	\$0.00	\$72,302.70	\$23,985.25	\$13,861.00	\$22,767.18	\$30,496.55	\$93,607.15	\$75,668.74	\$29,625.18
2019	\$1,012,440.62	\$14,900.98	\$364,463.55	\$66,112.60	\$1,548,092.99	\$150,015.75	\$215,828.64	\$1,063,508.58	\$78,183.43	\$20,146.00	\$5,850.50	\$32,765.00	\$27,173.63	\$92,587.58	\$91,843.23	\$38,665.30
2020	\$984,846.27	\$16,857.75	\$282,602.19	\$58,992.41	\$1,392,751.11	\$101,501.56	\$166,565.19	\$1,131,217.46	\$84,390.82	\$20,075.38	\$949.00	\$30,620.00	\$28,798.62	\$88,668.89	\$94,967.40	\$36,456.00
2021	\$1,049,392.10	\$11,324.73	\$321,403.79	\$71,585.64	\$1,351,775.52	\$101,433.04	\$132,928.43	\$1,296,032.28	\$48,847.08	\$15,012.84	\$7,750.23	\$33,335.00	\$25,543.25	\$85,141.02	\$61,343.19	\$16,380.00
2022	\$1,040,566.71	\$12,793.05	\$322,127.84	\$74,116.04	\$1,452,717.75	\$96,851.16	\$187,146.83	\$1,471,556.01	\$50,276.32	\$14,935.40	\$12,009.79	\$29,540.00	\$28,120.75	\$78,675.36	\$63,884.41	\$37,629.00
2023	\$1,099,937.44	\$40,323.89	\$331,912.54	\$76,801.57	\$1,706,913.64	\$93,429.26	\$220,334.99	\$1,466,879.11	\$56,343.59	\$16,271.88	\$8,152.77	\$30,120.00	\$32,931.05	\$73,618.52	\$61,697.10	\$59,733.25
2024	\$1,219,144.29	\$70,881.19	\$330,202.62	\$87,336.54	\$1,764,284.46	\$87,360.62	\$246,536.29	\$1,503,742.08	\$24,424.63	\$6,135.12	\$4,796.78	\$30,200.00	\$30,818.40	\$66,273.67	\$67,381.72	\$61,740.00
2025	\$1,251,667.74	\$25,525.61	\$359,303.29	\$97,484.84	\$2,398,240.59	\$88,114.56	\$292,055.21	\$1,560,702.91	\$18,606.28	\$2,678.83	\$10,710.00	\$31,594.15	\$21,869.75	\$60,706.17	\$63,795.28	\$50,508.00
2026 thru 1/31/26	\$868,478.70	\$17,287.38	\$199,930.07	\$54,928.78	\$1,520,938.88	\$66,239.20	\$216,181.67	\$1,255,356.26	\$9,206.87	\$2,248.00	\$5,245.00	\$9,365.00	\$13,488.37	\$28,315.02	\$39,407.99	\$30,745.00

Trending Upward
Trending Downward

General Fund Revenue Detail

	January Revenues	YTD Revenues	Percent of Revenues Collected Per Budget	Percent of Yr. Completed 58.33
County Tax	\$18,590.35	\$868,478.70	69.57%	1,248,359.00
B & O Tax	\$340,579.15	\$1,520,938.88	84.26%	1,805,000.00
Hotel/Motel Tax	\$19,320.63	\$216,181.67	82.99%	260,500.00
Gas & Oil Severance Tax	\$0.00	\$17,287.38	69.15%	25,000.00
2% City Utility Tax	\$7,258.49	\$54,928.78	57.22%	96,000.00
Utility Excise Tax	\$27,314.48	\$199,930.07	60.58%	330,000.00
Liquor Tax	\$22,516.70	\$66,239.20	77.02%	86,000.00
Police	\$376.00	\$8,883.00	74.65%	11,900.00
Municipal Court	\$852.00	\$9,206.87	36.11%	25,500.00
Code Enforcement	\$2,165.40	\$19,563.87	56.06%	34,900.00
Business License	\$400.00	\$9,365.00	32.29%	29,000.00
Intergovernmental	\$22,537.66	\$243,462.58	104.31%	233,398.00
Franchise/IRP Fees	\$83.60	\$67,723.01	52.09%	130,000.00
Phil Gainer Community Center	\$4,450.00	\$30,745.00	61.49%	50,000.00
Misc. Revenue	\$357,164.72	\$1,817,871.10	848.84%	214,160.00
Municipal Sales Tax	\$409,043.61	\$1,255,356.26	83.69%	1,500,000.00
TOTAL	\$1,232,652.79	\$6,406,161.37	105.37%	6,079,717.00

Miscellaneous revenue includes \$1,668,708.33 from Mountain Valley Bank for reimbursement of payments made from General Fund for City Hall & HVAC projects.

Bank Account Name	Balance as of 1/31/2026
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ARPA	\$2.82
Elkins Municipal Building Comm.	\$0.00
Financial Stabilization	\$941,188.42
Fire Pension Fund	\$3,249,372.29
Firemen's Pension & Relief Fund	\$0.00
Grant Co Bank-Whitmer	\$19,012.56
Landfill Access Escrow	\$2,028,019.01
Landfill Post Closure	\$48,813.77
Opioid	\$25,620.34
Payroll	\$14,108.00
Police Forfeitures	\$24,590.72
Police Pension Fund	\$5,383,649.54
Police Seizures	\$20,014.98
Policemen's Pension & Relief Fund	\$0.00
Pooled Cash-Coal Severance Fund	\$68,067.28
Pooled Cash-Fire Fund	-\$18,229.39
Pooled Cash-General Fund	\$1,451,456.16
Pooled Cash-Landfill Fund	\$134,732.23
Pooled Cash-Parks Fund	\$672,389.08
Pooled Cash-Sanitation Fund	\$399,715.89
Pooled Cash-Sewer Fund	\$346,328.70
Pooled Cash-Water Fund	\$581,491.76
Sewer Depreciation	\$228,847.68
Sewer O&M	\$698,418.48
TIF District #1	\$174,625.42
Water Depreciation	\$150,572.31
Water O&M	\$608,996.58

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	\$522,873.07	\$1,232,652.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$658,626.14	\$6,406,161.37
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$798,757.16	\$1,023,501.42	\$1,008,680.99	\$868,964.75	\$490,479.41	\$854,566.71	\$702,584.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$5,747,535.23
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	\$129,169.38	\$129,751.55	\$129,922.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$48,274.88	\$950,477.15
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$168,517.89	\$142,348.97	\$150,496.05	\$167,320.42	\$122,471.57	\$151,197.13	\$96,400.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$998,752.03
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	\$256,510.96	\$261,355.46	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$120,144.45	\$1,869,039.18
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	\$221,108.35	\$263,953.30	\$186,324.64	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$1,748,894.73
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	\$407,783.01	\$404,283.41	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$121,874.82	\$2,919,436.53
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$464,273.45	\$440,228.23	\$370,509.49	\$456,499.72	\$352,419.23	\$429,261.94	\$284,369.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,797,561.71
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	\$126,458.96	\$46,261.53	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$193,088.40	\$484,848.26
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	\$86,581.00	\$92,631.85	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$677,936.66
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	\$228.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,957.58	\$2,505.38
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$74.64	\$24.00	\$74.18	\$12.29	\$13.31	\$75.48	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$273.90

Tracy Judy

From: no-reply=invoicecloud.com@mg.invoicecloud.com on behalf of InvoiceCloud <no-reply@invoicecloud.com>
Sent: Saturday, January 31, 2026 10:15 AM
To: Tracy Judy
Subject: InvoiceCloud Daily Management Report

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



City of Elkins WV:

Daily Management Report for 1/31/2026:

Invoice Type	YTD #	YTD \$	MTD #	MTD \$	Day #	Day \$	Paperless #	AutoPay #
Utility	2,580	\$341,266.99	2,580	\$341,266.99	88	\$9,447.44	3,326	1,139
Non Utility Payments	37	\$11,340.64	37	\$11,340.64	6	\$704.93	857	0



Please consider the environment before printing this email

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CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	February 19, 2026
Section:	Officer Reports
Category:	Presentation
Agenda Item Name:	Clerk's report
Recommended By:	City Clerk
Summary:	Report on activities of the Clerk's Department since the last council meeting
Fiscal Impact:	n/a
Recommendation:	Review
Attachments:	1. Report - City Clerk - 2026_02_19

Office of the City Clerk

Council Report

Date: February 19, 2026

1. Projects, Initiatives, & Key Issues

TIF Bond Issue

- Beginning preliminary research into issuing approximately \$2 million in TIF bonds in Calendar Year 2026. Process to issue would require about 60 days after receipt of latest certified values for TIF District (anticipated March 2nd).
- Planning meeting with investment banker and legal counsel next week.
- Any bond issue proposal will be forwarded by the TIF Advisory Committee to the Finance Committee and Council for recommendation and approval.

TIF Projects: Streetscape/Riverfront Development

- City has been notified of receipt of \$503,000 in Congressionally Directed Spending. Combined with above TIF bonds, a calendar year 2026 budget of approximately \$2.5 million.
- TIF Advisory Committee will meet in March to consider a recommendation to Council for CY 2026 projects, likely Streetscape and Riverfront.
- This budget would support creation of engineering/construction plans and first-phase construction by end of CY 2026.
- Woodlands Development & Lending is funded by a grantor to provide project management services for these projects at no cost to the City. WDL is preparing a draft MOU to submit to the City outlining this relationship.
- The City also has an open application to the Department of Highways (DOH) for a Transportation Alternatives (TA) grant for additional funds for the Riverfront and Streetscape projects. As of this report, this application is still open, and a decision has not yet been received.

Downtown Sound System

- The downtown sound system installed in 2019 has been removed because of safety concerns.
- Next phase is researching replacement cost for a new system as follows:

- City-controlled system: No outside inputs; any announcement capability would be limited to City use (likely EPD).
- Right-sized infrastructure: Smaller, lower-mounted speakers designed for frequent, year-round background use.
- Flexible programming platform: Primarily app-based music controlled by City (e.g., Soundtrack app) with the ability to incorporate curated or specialty programs as needed.
- Implementation path: engage a design consultant, develop cost estimates, and determine procurement approach if feasible.

Update to Comprehensive Plan

- Planning Commission is in final months of preparing its updated draft of the Comprehensive Plan.
- The next significant milestone will be a public presentation of the proposed plan, to receive input and feedback.
- Council must approve the plan before it is final. Anticipated: Summer 2026.
- The Commission is supported by a planning consultant from the WVU Land Use and Sustainable Development Law Clinic.

HR Hiring

- A listing has been published for HR Generalist. (HR Director recommended downgrading position title based on expected level of experience/qualification needed once NeoGov is fully implemented.
- The Personnel Committee functions as the “hiring manager,” supported by the Mayor, HR Director, and Administrative Officers.
- HR Director is updating the interview script used for past HR recruiting.

FY 2027 Budget Planning

- FY 2027 budget must be presented to council no later than the regular meeting of March 19 and to the State Auditor no later than Monday, March 30.
- April 21: All governing bodies in West Virginia must meet to “lay the levy” (i.e., make final adoption of their FY 2027 budgets) on “the third Tuesday in April.”
- The Leadership Team is preparing departmental budgets, and the Treasurer is awaiting the certified property values (and resulting property tax revenues) from the County Assessor, anticipated March 2. City employee compensation levels will be budgeted as flat in this version of the budget with changes anticipated to be made later based on the next phase of the compensation and classification structure.

- The Finance Committee will begin reviewing the full budget picture and consider what funds are available for outside and partner contributions March 9.

2. Issues on the Radar

- **Legislative session:** The WV Legislature is in session. The WVML is monitoring multiple municipal-related bills, including election synchronization, boards and commissions reform, municipal stabilization funds, police civil service, ADUs, addiction care, municipal court liens, cannabis revenue, audit compliance, and nonresident voting. There is a weekly Zoom call Fridays at 11:30 that council and staff may join for updates.
- **Short-term rentals:** City code imposes restrictions on short-term rentals, but state code seems to pre-empt restrictions. Starting March 2, Rules & Ordinances Committee will review this issue and begin considering next steps for recommendation to Council.
- **Classification and compensation:** HR Director is beginning work on the next phase of the City's classification and compensation structure.
- **Sanitation rate increase:** First reading tonight, public hearing and second reading March 5. Refer to provided background materials and city web page (www.cityofelkinswv.gov/sewer-increase-2026).
- **Home ownership:** Investigating options for achieving Council's strategic goal of increasing home ownership, both among city employees and the community as a whole.

3. Meetings Supported

- **2/2 Personnel Committee meeting:** HR vacancy listed and hiring process reviewed. Cost of PEIA Plan C (current plan) will increase for FY 2027, with more information to come. Implementation of NeoGov Payroll module on hold pending decision about interaction between NeoGov and city bank accounts, with more information to come.
- **2/2 Rules & Ordinances Committee meeting:** Further feedback on proposed Council Rules. Discussion on cleanup of outdated, erroneous, or contradictory City Code language.
- **2/9 Municipal Properties Committee meeting:** Discussion of next steps for downtown sound system and removal of end-of-life City Hall kiosk.

- **2/12 Planning Commission meeting:** Continued information gathering and input on draft Comprehensive Plan. Discussion of proposed application process for citizen-requested zoning amendments.
- **2/17 Finance Committee meeting:** Committee will review proposed FY 2027 GF budget March 9. Discussed next phase of employee classification and compensation plan.

4. Clerk Department Operations

Information Management & Records

- Reviewing online city code for missing/unsigned ordinance scans.

Legislative & Policy Support

- **Council Rules:** Work continues on proposed update to Council Rules of Procedure. Next touch point is March 2 Rules & Ordinances meetings to review full draft, with all appendices.
- **City Media Policy:** Beginning work on a policy for use of city media channels (e.g., physical display areas and social media platforms) by non-city organizations, such as to promote events, etc.
- **Ethics Act Compliance:** Researching multiple topics covered by WV Ethics Act in review of various City activities. Next Ethics Act training is April 30, 2026, 12-1 p.m. via Zoom. You should have received a link to join. Please ask if not.

Operational & Administrative Projects

- **GIS / Mapping:** Continuing work on GIS app displaying past city election results. We will also be migrating multiple current GIS apps onto new ArcGIS modules as a result of software changes.
- **Staff Development / Training:**
 - City Clerk attended three days of online Municipal Clerk training via the University of Wisconsin, covering parliamentary procedure, record-keeping, facilitation of challenging conversations, and related topics.
 - The City has purchased and issued ten licenses to staff in multiple departments for a year of access to GoSkills, an online training platform offering courses in software, business skills, and customer service skills. Cost is only \$170/person/year.

Public Relations & External Engagement

- 2/11: Second meeting with Homeownership Center director concerning possible City collaboration on homeownership initiatives.
- 2/13: City staff met with the director of Woodlands Development & Lending to plan collaboration on Streetscape/Riverfront projects.

Boards & Commissions Coordination

- Board of Zoning Appeals needs two alternate members. Must have been city resident 3 years.
- Building Commission needs one member.

##



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	February 19, 2026
Section:	Approval of Vendor Invoice Payments
Category:	Action Item
Agenda Item Name:	<p>Vendor invoices presented for approval: January 19-February 13, 2026</p> <p><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></p>
Recommended By:	City Treasurer
Summary:	Accounts payable transactions in all funds for the referenced period
Fiscal Impact:	Report details \$1,580,451.58 in transactions from all funds.
Recommendation:	Consider for Approval
Attachments:	1. AP Check Report - 2026_02_19

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00525	Otis Elevator Co.							
B-CHECK	Otis Elevator Co.	VOIDED V	1/20/2026			008438		172,073.70CR
02347	LEAF							
B-CHECK	LEAF	VOIDED V	1/21/2026			008446		1,395.59CR

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	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:	2 VOID DEBITS	0.00		
	VOID CREDITS	173,469.29CR	173,469.29CR	0.00

TOTAL ERRORS: 0

VENDOR SET: 01 BANK:	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
		2	173,469.29CR	0.00	0.00
BANK:	TOTALS:	2	173,469.29CR	0.00	0.00

VENDOR SET: 01 Elkins
BANK: ARPA America Rescue Plan Act
DATE RANGE: 1/19/2026 THRU 2/13/2026

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00140	City of Elkins							
I-CkRequest2/10/26	reimburse water for APRA invoi	R	2/10/2026	2.82		000134		2.82

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	2.82	0.00	2.82
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: ARPA TOTALS:	1	2.82	0.00	2.82
BANK: ARPA TOTALS:	1	2.82	0.00	2.82

VENDOR SET: 01 Elkins
BANK: GCBAN Grant Co Bank-Whitmer
DATE RANGE: 1/19/2026 THRU 2/13/2026

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00132	Clarksburg Water Board I-M94073 Compliance Samples	R	1/21/2026	23.00		000065		23.00
00838	Groundhog Directional Drilling I-1221 Bore/Tap/Meter DCook	R	1/21/2026	2,000.00		000066		2,000.00
01594	Pace Analytical Services LLC							
	I-2530623641 Analytical Charges 07/25	R	1/21/2026	125.80		000067		
	I-2530630205 Analytical Services 08/25	R	1/21/2026	269.50		000067		
	I-2530635590 Analytical Charges 091725	R	1/21/2026	125.80		000067		
	I-2530638412 Analytical Charges 093025	R	1/21/2026	410.00		000067		
	I-2530643065 Analytical Charges 102325	R	1/21/2026	125.80		000067		
	I-2530651625 Analytical Charges 112125	R	1/21/2026	364.00		000067		1,420.90
00140	City of Elkins I-CkReq012326 Whitmer Service Invoice 12126	R	1/29/2026	4,495.48		000068		4,495.48
00132	Clarksburg Water Board I-M94155 Compliance Samples	R	2/04/2026	23.00		000069		23.00
00140	City of Elkins I-12126 Service Invoice 12126	R	2/04/2026	4,495.48		000070		4,495.48
00140	City of Elkins I-020226 Service Service Invoice Whitmer	R	2/10/2026	2,611.90		000071		2,611.90
00396	Kay Casto & Chaney PLLC							
	I-160557 Whitmer PSD Services 11/25	R	2/10/2026	675.50		000072		
	I-161427 Whitmer PSD Services 12/25	R	2/10/2026	189.00		000072		864.50
00283	Frontier I-122825 Phones/Int Phone/Internet 122825-012726	D	1/28/2026	114.99		008540		114.99
00471	FirstEnergy MP/PE I-011426 Whitmer Whitmer 120825-010826	D	2/04/2026	1,233.85		008558		1,233.85

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	8	15,934.26	0.00	15,934.26
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	2	1,348.84	0.00	1,348.84
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
		10	17,283.10	0.00	17,283.10
BANK: GCBAN	TOTALS:	10	17,283.10	0.00	17,283.10

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00525	Otis Elevator Co. I-250214560100 City Hall Project-Elevator	V	1/20/2026	172,073.70		008438		172,073.70
00525	Otis Elevator Co. B-CHECK Otis Elevator Co.	VOIDED V	1/20/2026			008438		172,073.70CR
00283	Frontier I-122025 Phones 112025-121925	D	1/20/2026	1,383.60		008439		1,383.60
00385	John Deere Financial I-3118369 JD CTLD FB09519331P	D	1/20/2026	1,697.03		008440		1,697.03
02347	LEAF C-19504444 Corr -Contract ended D-19504444 Correct entry CR	D D	1/20/2026 1/20/2026	128.17CR 128.17		008441 008441		
00741	Great-West Trust Company LLC I-VF 202601202589 Voya I-VF2202601202589 Voya AT	D D	1/21/2026 1/21/2026	730.00 120.00		008442 008442		850.00
00792	WV Consolidated Retirement Boa I-RTD202601202589 Retirement	D	1/21/2026	7,775.82		008443		7,775.82
00952	WV Consolidated Retirement Boa I-RTF202601202589 Retirement I-RTN202601202589 Retirement	D D	1/21/2026 1/21/2026	3,000.92 5,049.10		008444 008444		8,050.02
00993	WV Consolidated Retirement Boa I-RT6202601202589 Retirement 6%	D	1/21/2026	11,301.61		008445		11,301.61
02347	LEAF I-19600358 Toshiba/Lexmark 012426 I-19600359 Toshiba 478S I-19600360 Toshiba E4515AC 012526 I-19600361 Toshiba E3025AC 012526	V V V V	1/21/2026 1/21/2026 1/21/2026 1/21/2026	629.69 108.18 205.62 452.10		008446 008446 008446 008446		1,395.59
02347	LEAF B-CHECK LEAF	VOIDED V	1/21/2026			008446		1,395.59CR
02667	Health Equity I-HSA202601202589 Health Savings	D	1/21/2026	1,064.54		008447		1,064.54
02417	US Bank Corporate Payment Syst C-EMBASSYSTE 110725 Embassy Stes 110725 cr taxes I-VisaNF Pmt 123125 Visa NonFleet Pmt 123125	D D	1/22/2026 1/22/2026	86.24CR 80,252.81		008536 008536		80,166.57

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02347	LEAF I-19600358 ACH Toshiba/Lexmark 012426	D	1/28/2026	629.69		008537		629.69
02347	LEAF I-19600360 ACH Toshiba E4515AC 012526	D	1/28/2026	205.62		008538		205.62
02347	LEAF I-19600361 ACH Toshiba 3025AC 012526	D	1/28/2026	452.10		008539		452.10
00047	Truist Governmental Finance I-00006 012726 9948000234-06 012726	D	1/30/2026	2,643.26		008541		2,643.26
00283	Frontier I-010526 216 4th Fiber Internet 0105-020426	D	1/30/2026	144.99		008542		144.99
00385	John Deere Financial I-3120852 JD CTLD FB09529331 013026	D	1/30/2026	2,252.66		008543		2,252.66
00741	Great-West Trust Company LLC I-VF 202602032590 Voya I-VF2202602032590 Voya AT	D	2/03/2026	730.00		008544		850.00
00471	FirstEnergy MP/PE I-011326 ElkinsComm Elkins Comm 011326	D	2/04/2026	10,286.76		008545		10,286.76
00471	FirstEnergy MP/PE I-011326 Teaberry Teaberry Comm 112725-123025	D	2/04/2026	68.71		008546		68.71
00471	FirstEnergy MP/PE I-011426 192 High 192 High St 120925-010926	D	2/04/2026	12,711.66		008547		12,711.66
00471	FirstEnergy MP/PE I-011426 BearHuntr Bear Hunter Est 120925-010926	D	2/04/2026	175.84		008548		175.84
00471	FirstEnergy MP/PE I-011426 ECPark Elkins City Park 121125-011226	D	2/04/2026	11.68		008549		11.68
00471	FirstEnergy MP/PE I-011426 High High St 120925-010926	D	2/04/2026	31.26		008550		31.26
00471	FirstEnergy MP/PE I-011426 Park 095 Park St 121125-011226	D	2/04/2026	10.81		008551		10.81

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00471	FirstEnergy MP/PE I-011426 Park 465 Park St 465 121125-011226	D	2/04/2026	17.32		008552		17.32
00471	FirstEnergy MP/PE I-011426 Park 883 Park St 121125-011226	D	2/04/2026	70.63		008553		70.63
00471	FirstEnergy MP/PE I-011426 Park 996 Park St 996 121125-011226	D	2/04/2026	11.39		008554		11.39
00471	FirstEnergy MP/PE I-011426 Pk Pavilion Park St Pavilion 121125-011226	D	2/04/2026	10.42		008555		10.42
00471	FirstEnergy MP/PE I-011426 Reservoir H Reservoir Hill 121125-011226	D	2/04/2026	10.31		008556		10.31
00471	FirstEnergy MP/PE I-011426 Sycamore Sycamore St 121125-011226	D	2/04/2026	10.52		008557		10.52
00471	FirstEnergy MP/PE I-0111626 11th 219 11th St 219 121225-011426	D	2/04/2026	65.47		008559		65.47
00471	FirstEnergy MP/PE I-011626 11th 11th St 121225-011426	D	2/04/2026	10.31		008560		10.31
00471	FirstEnergy MP/PE I-011626 216 4th 216 4th St 121225-011426	D	2/04/2026	1,562.32		008561		1,562.32
00471	FirstEnergy MP/PE I-011626 4th Kerens 4th/Kerens 121225-*011426	D	2/04/2026	11.63		008562		11.63
00471	FirstEnergy MP/PE I-011626 Barron Barron Ave 121225-011426	D	2/04/2026	492.83		008563		492.83
00471	FirstEnergy MP/PE I-011626 Cherokee 8 Cherokee 121225-011426	D	2/04/2026	1,838.37		008564		1,838.37
00471	FirstEnergy MP/PE I-011626 Lights Rand Lights-Rand 3rd 121225-011426	D	2/04/2026	35.89		008565		35.89
00471	FirstEnergy MP/PE I-011626 NRand NRandolph 121225-011426	D	2/04/2026	327.29		008566		327.29
00471	FirstEnergy MP/PE I-011626 RR Ave Railroad Ave Lights 011626	D	2/04/2026	415.31		008567		415.31

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00471	I-011626 Randolph		FirstEnergy MP/PE Randolph 121225-011426	D	2/04/2026	144.81	008568	144.81
00471	I-011626 Randolph071		FirstEnergy MP/PE Rand Ave 071 121225-011426	D	2/04/2026	30.50	008569	30.50
00471	I-011626 Stewart		FirstEnergy MP/PE Stewart St 121325-011426	D	2/04/2026	2,025.15	008570	2,025.15
00471	I-011626 Whiteman		FirstEnergy MP/PE Whiteman 121225-011426	D	2/04/2026	272.16	008571	272.16
00471	I-012126 15th		FirstEnergy MP/PE 15th St 121325-011526	D	2/04/2026	64.78	008572	64.78
00471	I-012126 31 Jones		FirstEnergy MP/PE 31 Jones Dr 121325-011526	D	2/04/2026	345.76	008573	345.76
00471	I-012126 516 Glendal		FirstEnergy MP/PE 516 Glendale 121325-011526	D	2/04/2026	98.45	008574	98.45
00471	I-012126 Davis/1st		FirstEnergy MP/PE Davis/1st 121325-011526	D	2/04/2026	55.07	008575	55.07
00471	I-012126 Davis/2nd		FirstEnergy MP/PE Davis/2nd 121325-011526	D	2/04/2026	78.89	008576	78.89
00471	I-012126 Harrison		FirstEnergy MP/PE Harrison 121325-011526	D	2/04/2026	34.95	008577	34.95
00471	I-012126 Riverbend		FirstEnergy MP/PE Riverbend 121325-011526	D	2/04/2026	54.07	008578	54.07
00471	I-012126 Riverview		FirstEnergy MP/PE Riverview 121325-011526	D	2/04/2026	90.45	008579	90.45
00471	I-012126 S Davis 11t		FirstEnergy MP/PE S Davis/11th 121325-011526	D	2/04/2026	116.07	008580	116.07
00792	I-RTD202602032590		WV Consolidated Retirement Boa Retirement	D	2/04/2026	8,235.84	008581	8,235.84
00952	I-RTF202602032590		WV Consolidated Retirement Boa Retirement	D	2/04/2026	3,850.64	008582	
	I-RTN202602032590		Retirement	D	2/04/2026	5,591.82	008582	9,442.46

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00993	WV Consolidated Retirement Boa I-RT6202602032590 Retirement 6%	D	2/04/2026	11,909.15		008583		11,909.15
02667	Health Equity I-HSA202602032590 Health Savings	D	2/04/2026	1,064.54		008584		1,064.54
00119	First-Citizens Bank & Trust Co I-48506412 Konica Printer 020826	D	2/09/2026	55.00		008585		55.00
00450	Visual Edge IT I-48463219 Konica Printer 020226	D	2/09/2026	57.00		008586		57.00
02347	LEAF I-19642387 Toshiba 400AC	D	2/09/2026	130.52		008587		130.52
02347	LEAF I-19666941 Toshiba 5525AC 020826	D	2/09/2026	283.19		008588		283.19
02347	LEAF I-19666942 Toshiba 4525AC 020826	D	2/09/2026	168.50		008589		168.50
00047	Truist Governmental Finance I-00007 021926 9948000234-07 021926	D	2/10/2026	4,984.55		008590		4,984.55
00075	Encova Insurance I-37194886 WC 02/01/26	D	2/10/2026	6,722.00		008591		6,722.00
00283	Frontier I-012026 Phones/Int Phones/Internet 122025-011926	D	2/10/2026	1,383.60		008592		1,383.60
00471	FirstEnergy MP/PE I-012126 3rd St 3rd St 121325-011526	D	2/10/2026	92.19		008593		92.19
00471	FirstEnergy MP/PE I-012126 401 Davis FirstEnergy MP/PE	D	2/10/2026	8,108.60		008594		8,108.60
00471	FirstEnergy MP/PE I-012126 BLK0RR Ave BLK Lt 0 RR Ave 121325-011526	D	2/10/2026	171.27		008595		171.27
00471	FirstEnergy MP/PE I-012126 Glendale Glendale 121325-011526	D	2/10/2026	310.87		008596		310.87
00471	FirstEnergy MP/PE I-012126 Rt3Haddix Rt 3 Haddix	D	2/10/2026	63.74		008597		63.74

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00471	FirstEnergy MP/PE I-012726 Haddix Uppe Rt3 Haddix Upper 122425-012326	D	2/10/2026	23.69		008598		23.69
00471	FirstEnergy MP/PE I-012726 RT219/250 Rt 219/250 S 122425-012326	D	2/10/2026	89.28		008599		89.28
00471	FirstEnergy MP/PE I-012826 Jimtown Jimtown Comm 122325-012126	D	2/10/2026	13.12		008600		13.12
00471	FirstEnergy MP/PE I-020326 ElkinsComm Elkins Comm Lights 020326	D	2/10/2026	10,297.01		008601		10,297.01
00471	FirstEnergy MP/PE I-020526 TeaberryCom Teaberry Comm 123125-012926	D	2/10/2026	73.90		008602		73.90
00484	Mountaineer Gas Company I-012326 1 Bax 1 Baxter 121025-010926	D	2/10/2026	215.93		008603		215.93
00484	Mountaineer Gas Company I-012326 1 Baxter 1 Baxter 121025-010926	D	2/10/2026	793.06		008604		793.06
00484	Mountaineer Gas Company I-012326 216 4th 216 4th 121025-010926	D	2/10/2026	39.23		008605		39.23
00484	Mountaineer Gas Company I-012326 216 4th St 216 4th St 121025-010926	D	2/10/2026	2,218.46		008606		2,218.46
00484	Mountaineer Gas Company I-012326 401 Davis Mountaineer Gas Company	D	2/10/2026	1,052.25		008607		1,052.25
00484	Mountaineer Gas Company I-012326 5 Baxter 5 Baxter 121025-011226	D	2/10/2026	736.83		008608		736.83
00484	Mountaineer Gas Company I-012326 917 S RR 917 S RR 121025-011226	D	2/10/2026	298.35		008609		298.35
00484	Mountaineer Gas Company I-012326 Barron Barron Ave 121025-010926	D	2/10/2026	227.73		008610		227.73
00484	Mountaineer Gas Company I-012326 Baxtter 365 Baxter Street 121025-010926	D	2/10/2026	1,334.94		008611		1,334.94
00484	Mountaineer Gas Company I-012326 Center St Center St 121025-010926	D	2/10/2026	192.37		008612		192.37

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00484	Mountaineer Gas Company I-012326 Flood Ctl Flood Control 121125-011426	D	2/10/2026	1,769.45		008613		1,769.45
00484	Mountaineer Gas Company I-012326 Glendale St Glendale St 3 121025-010926	D	2/10/2026	180.56		008614		180.56
00484	Mountaineer Gas Company I-012326 Inds Park Ind Pk Rd 121125-011426	D	2/10/2026	299.96		008615		299.96
00484	Mountaineer Gas Company I-012326 RELee RELee 121125-010926	D	2/10/2026	1,493.66		008616		1,493.66
00484	Mountaineer Gas Company I-012326 Stewart Stewart 121025-010926	D	2/10/2026	60.78		008617		60.78
00484	Mountaineer Gas Company I-020226 BearHntr Bearhunter Est 121925-012126	D	2/10/2026	38.00		008618		38.00
00484	Mountaineer Gas Company I-020226 Scott Fd Scott Fd 121925-012026	D	2/10/2026	40.01		008619		40.01
01727	Enterprise FM Trust I-578571-020426 Fleet Leases 2/26	D	2/10/2026	23,581.59		008620		23,581.59
02347	LEAF I-19705455 Toshiba ES4515AC 021326	D	2/10/2026	128.29		008621		128.29
02347	LEAF I-19724269 Toshiba E478S 021826	D	2/10/2026	85.00		008622		85.00
02347	LEAF I-19724270 Toshiba E478S 021826	D	2/10/2026	85.00		008623		85.00
02347	LEAF I-19763210 Toshiba/Lexmark 022426	D	2/10/2026	629.69		008624		629.69
02347	LEAF I-19772098 Toshiba E3025AC 022526	D	2/10/2026	452.10		008625		452.10
02685	Selective Insurance Company of I-020526 S2660422 022526 Installment	D	2/10/2026	5,931.00		008626		5,931.00
02347	LEAF I-19772097 toshiba E4515AC 0225	D	2/10/2026	205.62		008627		205.62

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02347	LEAF I-19682893 Toshiba 4525AC 2/10/26	D	2/11/2026	381.13		008628		381.13
00525	Otis Elevator Co. I-250214560100 City Hall Project-Elevator	R	1/20/2026 Reissue			018304		172,073.70
00116	Child Support Enforcement I-CDS202601202589 Child Support	R	1/21/2026	453.40		018305		453.40
00121	Citizens Bank of WVFP I-FP 202601202589 Fire Pension	R	1/21/2026	332.52		018306		332.52
00122	Citizens Bank of WVFP I-PP 202601202589 Police Pension I-PPN202601202589 Police Pension-2010 Forward	R	1/21/2026	158.40		018307		421.71
00147	COE Misc I-MIS202601202589 Misc Reimbursements	R	1/21/2026	331.00		018308		331.00
00150	COE Payroll I-T1 202601202589 Federal Withholding	R	1/21/2026	14,599.19		018309		14,599.19
00151	COE Payroll I-T3 202601202589 FICA I-T4 202601202589 Medicare	R	1/21/2026	23,242.98		018310		28,953.70
00152	COE Payroll I-T2 202601202589 State Withholding	R	1/21/2026	6,398.00		018311		6,398.00
00203	Davis Trust Company I-CC 202601202589 Employee Christmas Club	R	1/21/2026	3,150.00		018312		3,150.00
00747	Washington National Insurance I-WN 202601202589 Washington National Insurance	R	1/21/2026	574.13		018313		574.13
00837	COE Payroll Reimbursement I-001202601202589 Payroll Reimbursement I-006202601202589 Payroll Reimbursement I-036202601202589 Payroll Reimbursement I-400202601202589 Payroll Reimbursement I-401202601202589 Payroll Reimbursement I-404202601202589 Payroll Reimbursement	R	1/21/2026	65,716.18		018314		142,380.54

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01885	Colonial Life							
I-CL 202601202589	Colionial Life-AT	R	1/21/2026	112.10		018315		
I-CLP202601202589	Colonial Life-PT	R	1/21/2026	52.52		018315		164.62
00006	AFLAC							
I-AF 202601062588	Aflac-After Tax Ins	R	1/21/2026	839.88		018316		
I-AF 202601202589	Aflac-After Tax Ins	R	1/21/2026	839.88		018316		
I-AFL202601062588	Aflac Insurance	R	1/21/2026	256.58		018316		
I-AFL202601202589	Aflac Insurance	R	1/21/2026	256.58		018316		2,192.92
00242	Elkins Professional Firefighte							
I-EPF202601062588	Elkins Professional FF	R	1/21/2026	150.00		018317		
I-EPF202601202589	Elkins Professional FF	R	1/21/2026	150.00		018317		300.00
00540	Pitney Bowes Bank Inc							
I-Pstg Alloc 08-1225	Postage Alloc 08/25-12/25	R	1/21/2026	2,933.39		018318		2,933.39
00591	Retiree Health Benefit Trust F							
I-01/2026 RHBT	RHBT Retirees 01/2026	R	1/21/2026	2,303.92		018319		
I-01/26 RHBT Council	Chenoweth/Severino/Kerns	R	1/21/2026	36.00		018319		
I-01/26 RHBT incr	Increase on Batdorf/Lawrence	R	1/21/2026	34.00		018319		
I-RHB202601202589	Retiree Health Benefit Trust	R	1/21/2026	984.00		018319		3,357.92
00805	WV FBMC							
I-01/26 Chenoweth R	R Chenoweth 01/26	R	1/21/2026	102.84		018320		
I-FB2202601062588	Mt. Flex Benefits Post Tax	R	1/21/2026	3.00		018320		
I-FB2202601202589	Mt. Flex Benefits Post Tax	R	1/21/2026	3.00		018320		
I-MFB202601062588	Mt. Flex Benefit	R	1/21/2026	2,189.97		018320		
I-MFB202601202589	Mt. Flex Benefit	R	1/21/2026	2,140.43		018320		4,439.24
00810	WV Public Employee Insurance A							
I-01/26 BKerns	B Kerns Health/Life 01/26	R	1/21/2026	514.98		018321		
I-01/26 LSeverino	L Severino Health/Life 01/26	R	1/21/2026	514.98		018321		
I-01/26 RChenoweth	R Chenoweth Health/Life 01/26	R	1/21/2026	1,079.98		018321		
I-BL 202601202589	Basic Life Benefit	R	1/21/2026	192.06		018321		
I-CEC202601062588	Plan C E/C	R	1/21/2026	1,937.50		018321		
I-CEC202601202589	Plan C E/C	R	1/21/2026	1,937.50		018321		
I-CF 202601062588	Plan C Family	R	1/21/2026	25,333.00		018321		
I-CF 202601202589	Plan C Family	R	1/21/2026	24,255.00		018321		
I-CS 202601062588	Plan C Single	R	1/21/2026	8,208.00		018321		
I-CS 202601202589	Plan C Single	R	1/21/2026	8,208.00		018321		
I-DL 202601062588	Dependent Life	R	1/21/2026	132.58		018321		
I-DL 202601202589	Dependent Life	R	1/21/2026	132.58		018321		
I-OL 202601062588	Optional Life	R	1/21/2026	442.78		018321		
I-OL 202601202589	Optional Life	R	1/21/2026	441.20		018321		
I-TOF202601062588	Tobacco Surcharge Family	R	1/21/2026	425.00		018321		
I-TOF202601202589	Tobacco Surcharge Family	R	1/21/2026	375.00		018321		
I-TOS202601062588	Tobacco Surcharge Single	R	1/21/2026	100.00		018321		
I-TOS202601202589	Tobacco Surcharge Single	R	1/21/2026	100.00		018321		74,330.14

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01912	Hart Appraisal Services							
I-01132026-1	Appraisal 5 Riverbend Rd	R	1/21/2026	2,500.00		018322		2,500.00
02019	Extreme Endeavors							
I-1099.25.1	Repair device listener	R	1/21/2026	427.50		018323		427.50
02431	Fel-Ferguson Waterworks #527							
I-1019005	MTR W/Incor- Nicor Meter	R	1/21/2026	2,964.00		018324		2,964.00
02608	Zinn's R Us Inc							
I-4948	4 Septic Holding Tanks	R	1/21/2026	400.00		018325		
I-4957	4 Septic Holding Tanks	R	1/21/2026	400.00		018325		800.00
02755	Citizens Bank of WV							
I-GAR202601062588	Case #: CC-42-2023-C-79	R	1/21/2026	182.44		018326		
I-GAR202601202589	Case #: CC-42-2023-C-79	R	1/21/2026	182.44		018326		364.88
00132	Clarksburg Water Board							
I-M94092	Compliance Samples	R	1/28/2026	230.00		018327		
I-M94093	Compliance Samples	R	1/28/2026	23.00		018327		253.00
00154	COE Sanitation							
I-202601078778	Hualing/Tipping City Hall	R	1/28/2026	860.72		018328		
I-202601078786	Roll Off Rental Fee CH	R	1/28/2026	205.53		018328		
I-202601078787	Roll Off Rental Fee	R	1/28/2026	205.53		018328		1,271.78
00468	Miss Utility of West Virginia,							
I-WV25-5527	Message Fees 12/25	R	1/28/2026	202.35		018329		202.35
00569	Randolph County Clerk							
I-CKREQ 010626	Lien removal/Demo Lien	R	1/28/2026	24.00		018330		24.00
00712	Tyler Technologies, Inc.							
C-025-530050	Refund Cash Drawer Maint	R	1/28/2026	188.66CR		018331		
I-CI100-00243765	Subscriptions	R	1/28/2026	62,546.68		018331		62,358.02
00714	WORKFORCE West Virginia							
I-Qtr End 123125	Unemployment C Marshall	R	1/28/2026	1,146.93		018332		1,146.93
00838	Groundhog Directional Drilling							
I-1222	Water Tap Harpertown/Bart	R	1/28/2026	500.00		018333		500.00
01555	Golden Equipment Co Inc							
I-257051	Controller Reel Speed 12V	R	1/28/2026	2,073.53		018334		2,073.53

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02938	I-002MILL&CAB							
	Randolph Technical Center Wastewater Breakroom/Kitchen	R	1/28/2026	1,631.69		018335		1,631.69
00517	I-6300002950 020126							
	Ohio Valley Bank 6300002950 02/01/26	R	1/29/2026	8,166.47		018336		8,166.47
01942	I-1214756-12 LC0112							
	Elkins Municipal Building Comm 1214756-12 late chg	R	1/29/2026	30.00		018337		
	I-1214756-13 01/26	R	1/29/2026	4,554.49		018337		4,584.49
00116	I-CDS202602032590							
	Child Support Enforcement Child Support	R	2/03/2026	453.40		018338		453.40
00121	I-FP 202602032590							
	Citizens Bank of WVFP Fire Pension	R	2/03/2026	538.71		018339		538.71
00122	I-PP 202602032590							
	Citizens Bank of WVFP Police Pension	R	2/03/2026	185.89		018340		
	I-PPN202602032590	R	2/03/2026	256.87		018340		442.76
00147	I-MIS202602032590							
	COE Misc Misc Reimbursements	R	2/03/2026	331.00		018341		331.00
00150	I-T1 202602032590							
	COE Payroll Federal Withholding	R	2/03/2026	16,874.15		018342		16,874.15
00151	I-T3 202602032590							
	COE Payroll FICA	R	2/03/2026	24,608.82		018343		
	I-T4 202602032590	R	2/03/2026	6,124.92		018343		30,733.74
00152	I-T2 202602032590							
	COE Payroll State Withholding	R	2/03/2026	7,047.00		018344		7,047.00
00203	I-CC 202602032590							
	Davis Trust Company Employee Christmas Club	R	2/03/2026	3,150.00		018345		3,150.00
00747	I-WN 202602032590							
	Washington National Insurance Washington National Insurance	R	2/03/2026	574.13		018346		574.13
00837	I-001202602032590							
	COE Payroll Reimbursement Payroll Reimbursement	R	2/03/2026	64,629.29		018347		
	I-006202602032590	R	2/03/2026	5,392.73		018347		
	I-036202602032590	R	2/03/2026	20,087.28		018347		
	I-400202602032590	R	2/03/2026	30,276.78		018347		
	I-401202602032590	R	2/03/2026	16,110.34		018347		
	I-404202602032590	R	2/03/2026	15,029.52		018347		151,525.94

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01885	Colonial Life							
I-CL 202602032590	Colionial Life-AT	R	2/03/2026	112.10		018348		
I-CLP202602032590	Colonial Life-PT	R	2/03/2026	52.52		018348		164.62
00032	Absolute Assurance Drug Test L							
I-9402	Random Testing 11/2025	R	2/04/2026	518.00		018349		
I-9403	Pre-Emp/Random Testing 11/25	R	2/04/2026	344.00		018349		862.00
00143	COE General Fund 2							
I-02/2026 Indirects	Monthly Indirects 02/2026	R	2/04/2026	16,824.83		018350		16,824.83
00149	COE Parks and Recreation							
I-02/2026 Support	Monthly Support 02/2026	R	2/04/2026	25,483.00		018351		25,483.00
00202	Davis Trust Company							
I-35239 020126	03113776-35239 020126	R	2/04/2026	1,425.22		018352		1,425.22
00238	Elkins Fordland, Inc.							
I-89211	Oil & Filter Maint VIN7321	R	2/04/2026	177.95		018353		177.95
00287	Garrett Equipment Rentals, LLC							
I-79884	Snow Plow Parts	R	2/04/2026	1,796.48		018354		
I-80042	Cable Asym/Latch kit	R	2/04/2026	358.93		018354		
I-w1383	Plow Repair	R	2/04/2026	3,107.19		018354		5,262.60
00378	J F Allen Co.							
I-15751618	Road Salt	R	2/04/2026	2,854.30		018355		2,854.30
00483	Mountain Valley Bank							
I-1202553-24 021526	1202553-24 021526	R	2/04/2026	6,518.78		018356		6,518.78
00500	Newlons International Sales, L							
I-01P36334	Air Manifold 406	R	2/04/2026	77.13		018357		
I-01W5077	Chg Transm Oil/Filters HV607	R	2/04/2026	918.24		018357		995.37
00582	Region VII Plan. & Development							
I-520-27	GIS Services 12/2025	R	2/04/2026	1,687.50		018358		1,687.50
00628	Seneca Designs							
I-48527	Full Color Sign	R	2/04/2026	60.00		018359		60.00
00756	West Electric & Machine Co Inc							
I-SO-15461	3HP Weg3 Motor	R	2/04/2026	481.40		018360		481.40

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00779	Woodford Oil Company							
I-SI-23363	Multifak EP	R	2/04/2026	632.00		018361		
I-SI22706	500.0 Dyed Diesel -generators	R	2/04/2026	1,451.36		018361		2,083.36
00855	Agency LMC							
I-4202	12/25 Website Mngmt	R	2/04/2026	407.05		018362		407.05
01390	Phoenix Solutions, LLC							
I-42467	Chemicals	R	2/04/2026	9,361.50		018363		
I-42468	Chemicals	R	2/04/2026	78.50		018363		9,440.00
01745	Cummins Sales and Service							
I-R3-260153344	Coolant Heater replacement	R	2/04/2026	1,544.27		018364		1,544.27
01751	COE WWTP							
I-202601158810	Backwash 12/25	R	2/04/2026	832.41		018365		832.41
01833	P3 Cost Analysts							
I-33223	Visa VUIRF January 2026	R	2/04/2026	644.68		018366		644.68
01942	Elkins Municipal Building Comm							
I-1214756-11 021526	1214756-11 021526	R	2/04/2026	4,833.20		018367		
I-1214756-12 020126	1214756-12 020126	R	2/04/2026	4,509.60		018367		9,342.80
02047	Cybertech Automation USA Inc							
I-14563	WTP Support Software	R	2/04/2026	287.50		018368		287.50
02132	American Airworks							
I-246032	Filters/Oil	R	2/04/2026	369.00		018369		369.00
02347	LEAF							
I-19666943	Toshiba E4515AC PropTx	R	2/04/2026	128.17		018370		128.17
02423	HolidayGoo							
I-21592	Candy Eggs	R	2/04/2026	566.00		018371		566.00
02608	Zinn's R Us Inc							
I-4967	4 Septic Holding Tanks	R	2/04/2026	400.00		018372		400.00
02689	A & J Hauling LLC							
I-011426	Vehicle Services	R	2/04/2026	573.00		018373		573.00
02745	Becker Design and Print							
I-000120	Winter Walk/Tree Talks Posters	R	2/04/2026	16.72		018374		16.72

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02755	Citizens Bank of WV I-GAR202602032590 Case #: CC-42-2023-C-79	R	2/04/2026	182.44		018375		182.44
02769	BCN Telecom Inc TBS I-24039571 Street Cameras 011526-021426	R	2/04/2026	1,795.74		018376		1,795.74
02879	Allegheny Excavating LLC I-512 Demo/Cleanup 1303 Taylor	R	2/04/2026	4,825.00		018377		4,825.00
02928	Pillar Innovations I-440407 Leviton Keystone CAT6 Jacks	R	2/04/2026	439.88		018378		439.88
02941	Rosie Kernen I-CKREQ 012926 Refund of Rental	R	2/04/2026	50.00		018379		50.00
02942	Bramar Pest Management I-001 011526 German Cockroach cleanout	R	2/04/2026	478.37		018380		478.37
02605	Commercial Builders Inc I-PH2 Appl #1 contracted services	R	2/05/2026	123,030.00		018381		123,030.00
00007	Airgas USA, LLC I-5519891983 Lease Renewal I-5520577805 Lease 7122309222 I-9165401484 66LB WIRE MIG ER70S6	R R R	2/10/2026 2/10/2026 2/10/2026	477.19 294.29 182.16		018382 018382 018382		953.64
00041	Baker Truck Equipment Co I-98576 Boss Spreader Control Kit	R	2/10/2026	470.70		018383		470.70
00156	COE Sewer Depreciation Account I-01/2026 Sewer Depr Sewer Deprec Deposit 01/2026	R	2/10/2026	6,340.34		018384		6,340.34
00158	COE Water Depreciation Account I-01/2026 Water Depr Water Deprec Deposit 01/26	R	2/10/2026	9,814.63		018385		9,814.63
00211	Elkins Depot Welcome Center I-12/25 Hotel/Motel Hotel/Motel Collection 12/25	R	2/10/2026	9,660.32		018386		9,660.32
00500	Newlons International Sales, L I-01P35066 Fuel Filter/Fuel-Water Separat I-01P36591 Hose assemblies/fittings I-01W4935 Filter/Module/Clamp/Labor	R R R	2/10/2026 2/10/2026 2/10/2026	61.56 36.32 782.07		018387 018387 018387		879.95

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00573	Randolph County Development Au							
I-7037	Treasurer/HR Office Rent 2/26	R	2/10/2026	800.00		018388		800.00
00711	Tygart Valley Transfer, Inc.							
I-00042341	Comm	R	2/10/2026	236.96		018389		
I-00042342	Comm	R	2/10/2026	815.04		018389		
I-00042345	Comm/Cleanout	R	2/10/2026	206.77		018389		
I-00042347	Res	R	2/10/2026	136.64		018389		
I-00042353	Comm	R	2/10/2026	289.52		018389		
I-00042355	Res	R	2/10/2026	1,150.42		018389		
I-00042359	Res	R	2/10/2026	838.93		018389		
I-00042370	Comm	R	2/10/2026	677.45		018389		
I-00042389	Comm	R	2/10/2026	272.32		018389		
I-00042391	Comm	R	2/10/2026	83.13		018389		
I-00042410	Comm	R	2/10/2026	312.45		018389		
I-00042414	Res	R	2/10/2026	611.52		018389		
I-00042416	Comm	R	2/10/2026	373.60		018389		
I-00042417	Res	R	2/10/2026	918.24		018389		
I-00042440	Comm	R	2/10/2026	365.00		018389		
I-00042458	Res	R	2/10/2026	604.83		018389		
I-00042459	Res	R	2/10/2026	656.43		018389		
I-00042462	Comm	R	2/10/2026	640.19		018389		
I-00042473	Comm	R	2/10/2026	226.45		018389		
I-00042475	Res	R	2/10/2026	517.88		018389		
I-00042477	Comm	R	2/10/2026	914.41		018389		
I-00042488	Comm	R	2/10/2026	589.54		018389		
I-00042494	Res	R	2/10/2026	734.78		018389		
I-00042496	Res	R	2/10/2026	654.52		018389		
I-00042522	Res	R	2/10/2026	106.06		018389		
I-00042528	Comm	R	2/10/2026	248.43		018389		
I-00042541	Res	R	2/10/2026	532.21		018389		
I-00042546	Res	R	2/10/2026	690.83		018389		
I-00042547	Comm	R	2/10/2026	683.18		018389		
I-00042565	Comm	R	2/10/2026	216.90		018389		
I-00042575	Res	R	2/10/2026	792.11		018389		
I-00042578	Res	R	2/10/2026	727.14		018389		
I-00042579	Comm	R	2/10/2026	923.01		018389		
I-00042598	Comm	R	2/10/2026	252.25		018389		
I-00042601	Comm	R	2/10/2026	783.51		018389		
I-00042605	Comm	R	2/10/2026	177.72		018389		
I-00042619	Res	R	2/10/2026	584.77		018389		
I-00042621	Comm	R	2/10/2026	472.97		018389		
I-00042623	Res	R	2/10/2026	570.43		018389		
I-00042639	Comm	R	2/10/2026	376.47		018389		
I-00042640	Comm	R	2/10/2026	738.60		018389		
I-00042651	Comm	R	2/10/2026	333.47		018389		
I-00042658	Res	R	2/10/2026	567.57		018389		
I-00042659	Comm	R	2/10/2026	585.72		018389		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-00042662	Res	R	2/10/2026	595.28		018389		
I-00042675	Comm	R	2/10/2026	496.86		018389		
I-00042681	Res	R	2/10/2026	527.44		018389		
I-00042682	Res	R	2/10/2026	565.66		018389		
I-00042683	Comm	R	2/10/2026	475.84		018389		
I-00042691	Comm	R	2/10/2026	327.74		018389		
I-00042696	Comm	R	2/10/2026	215.94		018389		
I-00042701	Res	R	2/10/2026	179.63		018389		
I-00042702	Comm	R	2/10/2026	257.99		018389		
I-00042710	Res	R	2/10/2026	508.33		018389		
I-00042711	Comm	R	2/10/2026	580.94		018389		
I-00042712	Comm	R	2/10/2026	321.05		018389		
I-00042724	Comm	R	2/10/2026	265.63		018389		
I-00042727	Comm	R	2/10/2026	105.11		018389		
I-00042732	Comm/Clean out	R	2/10/2026	241.17		018389		
I-00042740	Res	R	2/10/2026	709.94		018389		
I-00042741	Res	R	2/10/2026	794.98		018389		
I-00042743	Comm	R	2/10/2026	802.62		018389		
I-00042759	Comm	R	2/10/2026	253.21		018389		
I-00042772	Res	R	2/10/2026	499.73		018389		
I-00042774	Comm	R	2/10/2026	495.90		018389		
I-00042776	Res	R	2/10/2026	458.64		018389		
I-00042793	Comm	R	2/10/2026	392.71		018389		
I-00042809	Comm	R	2/10/2026	480.62		018389		
I-00042810	Res	R	2/10/2026	454.82		018389		
I-00042811	Comm	R	2/10/2026	372.65		018389		
I-00042826	Comm	R	2/10/2026	270.41		018389		
I-00042827	Comm	R	2/10/2026	610.56		018389		
I-00042844	Comm	R	2/10/2026	483.48		018389		
I-00042846	Res	R	2/10/2026	636.36		018389		
I-00042862	Comm	R	2/10/2026	432.84		018389		
I-00042863	Comm	R	2/10/2026	384.11		018389		
I-00042865	Res	R	2/10/2026	164.35		018389		
I-00042866	Comm	R	2/10/2026	162.44		018389		
I-00042875	Comm	R	2/10/2026	229.32		018389		
I-00042894	Res	R	2/10/2026	542.72		018389		
I-00042896	Comm	R	2/10/2026	526.48		018389		
I-00042897	Res	R	2/10/2026	573.30		018389		
I-00042909	Comm	R	2/10/2026	120.39		018389		
I-00042912	Res	R	2/10/2026	950.72		018389		
I-00042914	Res	R	2/10/2026	1,015.70		018389		
I-00042916	Comm	R	2/10/2026	996.59		018389		
I-00042927	Comm	R	2/10/2026	292.38		018389		
I-00042929	Comm	R	2/10/2026	206.39		018389		
I-00042931	Comm	R	2/10/2026	361.18		018389		
I-00042933	Res	R	2/10/2026	481.57		018389		
I-00042934	Res	R	2/10/2026	428.06		018389		
I-00042936	Comm	R	2/10/2026	519.79		018389		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-00042943	Comm	R	2/10/2026	802.62		018389		
I-00042953	Res	R	2/10/2026	415.64		018389		
I-00042954	Comm	R	2/10/2026	402.27		018389		
I-00042957	Res	R	2/10/2026	519.79		018389		
I-00042967	Comm	R	2/10/2026	211.17		018389		
I-00042968	Res	R	2/10/2026	125.17		018389		
I-00042977	Res	R	2/10/2026	498.77		018389		
I-00042979	Res	R	2/10/2026	443.35		018389		
I-00042980	Comm	R	2/10/2026	503.55		018389		48,882.27
00756	West Electric & Machine Co Inc							
I-SO-15464	Digital Insulation Res Tester	R	2/10/2026	69.01		018390		69.01
00779	Woodford Oil Company							
I-26012312519	445.0 Diesel	R	2/10/2026	1,544.16		018391		1,544.16
00927	Interstate Battery System of S							
I-51019876	Battery	R	2/10/2026	147.95		018392		147.95
01292	COE Sewer O & M Account							
I-01/26 Sewer O&M	Sewer O&M Deposit 01/26	R	2/10/2026	13,527.27		018393		13,527.27
01313	COE Water O & M Account							
I-01/2026 Water O&M	Water O&M Deposit 01/26	R	2/10/2026	21,676.42		018394		21,676.42
01390	Phoenix Solutions, LLC							
I-42420	Chemicals	R	2/10/2026	7,676.64		018395		
I-42490	Chemicals	R	2/10/2026	6,081.08		018395		13,757.72
01594	Pace Analytical Services LLC							
I-2630658588	Analytical Charges WV3304203	R	2/10/2026	63.00		018396		63.00
01681	HdL Companies							
I-01312026	Add'l BL Revenue 01/26	R	2/10/2026	3,081.74		018397		3,081.74
01846	Southern States Coop							
I-V353844	232 Gallon LP Gas	R	2/10/2026	727.37		018398		727.37
02143	Wholesale Tires & Auto							
I-CST 1220890	Goodyear Tires	R	2/10/2026	1,856.64		018399		
I-WCL 0283982	10 Tires	R	2/10/2026	5,935.30		018399		
I-WCL 0283985	4 tires	R	2/10/2026	570.20		018399		
I-WCL 0284192	6 tires	R	2/10/2026	1,334.10		018399		
I-WCL0283497	4 Wheels	R	2/10/2026	1,100.00		018399		
I-wCL 0283984	Tires	R	2/10/2026	570.20		018399		11,366.44

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02848	I-02/26 Rent							
	First United Methodist Church 4 Parking Space Rentals 2/26	R	2/10/2026	80.00		018400		80.00
02921	I-169797							
	Pullin Fowler Flanagan Brown P HR Matter 10212521 11/25	R	2/10/2026	55.00		018401		55.00
02944	I-1544							
	Phillips Sawmill Wood for tables	R	2/10/2026	42.00		018402		42.00
00023	I-2026 3rd Qtr Cont							
	Appalachian Forest Heritage Ar 2026 3rd Qtr Contribution	R	2/10/2026	500.00		018403		500.00
00140	I-CKREQ 020226							
	City of Elkins Whitmer Utility Pmts to Elkins	R	2/10/2026	3,926.84		018404		3,926.84
00182	I-2026 3rd Qtr Cont							
	Country Roads Transit 2026 3rd Qtr Contribution	R	2/10/2026	3,750.00		018405		3,750.00
00239	I-2026 3rd Qtr Cont							
	Elkins Historic Landmark Commi 2026 3rd Qtr Contribution	R	2/10/2026	1,000.00		018406		1,000.00
00243	I-2026 3rd Qtr Cont							
	Elkins Randolph County Chamber 2026 3rd Qtr Contribution	R	2/10/2026	625.00		018407		625.00
00250	I-2026 3rd Qtr Cont							
	Elkins-Randolph County Regiona 2026 3rd Qtr Contribution	R	2/10/2026	3,750.00		018408		3,750.00
00251	I-2026 3rd Qtr Cont							
	Elkins-Randolph County Public 2026 3rd Qtr Contribution	R	2/10/2026	5,625.00		018409		5,625.00
00570	I-2026 3rd Qtr Contr							
	Randolph County Commission 2026 3rd Qtr Contribution	R	2/10/2026	2,500.00		018410		2,500.00
00571	I-2026 3rd Qtr Cont							
	Randolph County Community Arts 2026 3rd Qtr Contribution	R	2/10/2026	1,250.00		018411		1,250.00
00573	I-2026 3rd Qtr Cont							
	Randolph County Development Au 2026 3rd Qtr Contribution	R	2/10/2026	3,375.00		018412		3,375.00
00576	I-2026 3rd Qtr Cont							
	Randolph County Humane Society 2026 3rd Qtr Contribution	R	2/10/2026	3,000.00		018413		3,000.00
00578	I-2026 3rd Qtr Cont							
	Randolph Elkins Health Departm 2026 3rd Qtr Contribution	R	2/10/2026	1,375.00		018414		1,375.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00579	Randolph-Tucker Children's Adv I-2026 3rd Qtr Cont 2026 3rd Qtr Contribution	R	2/10/2026	2,500.00		018415		2,500.00
00786	WV Bureau for Public Health I-CKREQ BJenkins Brian Jenkins CLIII	R	2/10/2026	175.00		018416		175.00
02123	Our Town Inc. I-2026 3rd Qtr Cont 2026 3rd Qtr Contribution	R	2/10/2026	625.00		018417		625.00
02691	Citizens Promoting Community I-2026 3rd Qtr Cont 2026 3rd Qtr Contribution	R	2/10/2026	625.00		018418		625.00
02692	Randolph County EMS I-2026 3rd Qtr Cont 2026 3rd Qtr Contribution	R	2/10/2026	12,500.00		018419		12,500.00
00786	WV Bureau for Public Health I-CKREQ WMallow 2/26 Wm Mallow CLII Lic Renewal	R	2/10/2026	150.00		018420		150.00
1	PRNUS PROPERTIES I-000202602102591 US REFUND	R	2/10/2026	28.42		018421		28.42
02671	CP&H Inc dba City Plumbing & H I-Appl #17 contracted services	R	2/10/2026	88,449.75		018422		88,449.75

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	119	1,086,155.79	0.00	1,258,229.49
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	99	430,685.65	0.00	257,216.36
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	2 VOID DEBITS	172,073.70		
	VOID CREDITS	173,469.29CR	1,395.59CR	0.00

TOTAL ERRORS: 0

VENDOR SET: 01 BANK: Pool TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
	220	1,515,445.85	0.00	1,515,445.85
BANK: Pool TOTALS:	220	1,515,445.85	0.00	1,515,445.85

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00140	City of Elkins							
I-CKREQ 020626	Reimburse motor pts/gravel/top	R	2/10/2026	5,789.81		000080		5,789.81
00838	Groundhog Directional Drilling							
I-1226	Line/Infrastructure replmnt	R	2/10/2026	5,500.00		000081		5,500.00

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	11,289.81	0.00	11,289.81
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0			
	VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: WATDPTOTALS:	2	11,289.81	0.00	11,289.81
BANK: WATDP TOTALS:	2	11,289.81	0.00	11,289.81

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00140	City of Elkins							
I-CKREQ 02062026	Reimburse pull water pump	R	2/10/2026	6,190.00		000010		6,190.00
02316	FilmTec Corporation							
C-952626005	Correct Account # Filler Mod	R	2/10/2026	30,240.00	CR	000011		
I-952626005	Filler Module Install	R	2/10/2026	30,240.00		000011		
I-952626005 012926	Filler Module Install	R	2/10/2026	30,240.00		000011		30,240.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	36,430.00	0.00	36,430.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: WATOM TOTALS:	2	36,430.00	0.00	36,430.00
BANK: WATOM TOTALS:	2	36,430.00	0.00	36,430.00
REPORT TOTALS:	235	1,580,451.58	0.00	1,580,451.58

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 1/19/2026 THRU 2/13/2026
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:	February 19, 2026
Section:	New Business
Category:	Ordinance
Agenda Item Name:	Ordinance 350: An Ordinance to Amend and Reenact the Rates, Rules and Regulations for Furnishing Sewer Service at Elkins and Vicinity, Randolph County, West Virginia by Increasing the Rates Charged Therefor (first of two readings)
Recommended By:	
Summary:	<p>The Elkins Sanitary Board has recommended a multi-year increase in sewer utility rates to ensure the wastewater system remains financially sustainable and capable of meeting aging infrastructure needs, regulatory requirements, and rising operational costs. The proposed ordinance would implement the following increases:</p> <ul style="list-style-type: none"> • 15% effective May 15, 2026 • 12% effective May 15, 2027 • 15% effective May 15, 2028 <p>There is a public hearing scheduled for March 5 at 7 p.m. prior to the second and final reading.</p> <p>If adopted, new rates take effect May 15, 2026. Customers would see increases in sewer charges on their bills beginning June 30, 2026.</p>
Fiscal Impact:	See above/attached
Recommendation:	Consider for approval
Attachments:	1. Ordinance 350 - Sewer Rate Increase

ORDINANCE NUMBER _____

AN ORDINANCE TO AMEND AND REENACT THE RATES, RULES AND REGULATIONS FOR FURNISHING SEWER SERVICE AT ELKINS AND VICINITY, RANDOLPH COUNTY, WEST VIRGINIA BY INCREASING THE RATES CHARGED THEREFOR

WHEREAS, the City of Elkins’ current rates and charges for sewer service were adopted on April 20, 2023, and were placed into effect on December 15, 2023; and,

WHEREAS, in order to provide sufficient revenues for the City of Elkins to pay the daily expenses associated with the maintenance and operation of its sewer system, to provide working capital reserves as required by Chapter 24 of the West Virginia Code, and to provide funding of its existing debt service, the City Council of the City of Elkins deems it advisable and necessary to increase, in three steps, its current rates, fees and charges for furnishing sewer service; and

WHEREAS, the Common Council of the City of Elkins finds that the rates, fees and charges set forth below are just and equitable for the furnishing of sewer service.

THEREFORE, THE COMMON COUNCIL OF THE CITY OF ELKINS, WEST VIRGINIA HEREBY ORDAINS:

SECTION ONE – RATES, RULES AND REGULATIONS

The following rates, fees and charges for sewer service provided by it to customers throughout its territory served, are hereby fixed and determined as rates, fees and charges to be charged in lieu of those rates, fees and charges contained in its Sewer Tariff P.S.C. W. Va. No. 15, currently on file with the Public Service Commission of West Virginia.

RULES AND REGULATIONS

The Rules and Regulations as set forth in current Sewer Tariff No. 15 shall remain unchanged.

STEP 1
**[TO BECOME EFFECTIVE FOR ALL SERVICE
RENDERED ON AND AFTER MAY 15, 2026]**

SCHEDULE NO. 1

APPLICABILITY

Applicable within the entire territory served

AVAILABILITY OF SERVICE

Available for residential, commercial and industrial sewer service.

RATES

First	1,500 gallons used per month	\$18.15 per 1,000 gallons
Next	248,500 gallons used per month	\$16.42 per 1,000 gallons
Over	250,000 gallons used per month	\$ 6.56 per 1,000 gallons

MINIMUM CHARGE (Customers with metered water supply)

No minimum bill will be rendered for less than \$27.23 per month
(Equivalent of 1,500 gallons of water usage)

DELAYED PAYMENT PENALTY

The above tariff is net. On all current usage billings not paid in full when due, ten percent (10%) will be added to the net current amount unpaid. This delayed payment penalty is not interest and is to be collected only once for each bill where it is appropriate.

MONTHLY OR BI-MONTHLY PAYMENT BILLINGS

The above rates and charges may be adjusted to a monthly or bi-monthly basis, providing no lower charges.

RETURNED CHECK CHARGE

A service charge equal to the actual bank fee assessed to the sewer utility up to a maximum of \$25.00 will be imposed on any customer whose check for payment of charges is returned by the bank due to insufficient funds.

TAP FEE

The charge for an approved service connection to the sewer system will be seven hundred fifty dollars (\$750.00) or the actual cost of connection (solely determined by the Sewer Board), whichever is greater, for all new taps to the system.

LEAK ADJUSTMENT

\$1.00 per 1,000 gallons of water is to be used when a bill reflects unusual water consumption which can be attributed to eligible leakage on customer's side of the meter. This rate shall be applied to all such consumption above the customer's historical usage.

SECURITY DEPOSIT

Not to exceed two-twelfths (2/12) of the average annual usage of the applicant's specific customer class, or fifty dollars, whichever is greater. This fee may be changed by applicable statutory provisions.

SCHEDULE NO. 2

APPLICABILITY

Applicable within the Teaberry Hills Subdivision

AVAILABILITY OF SERVICE

Available for general domestic service in un-metered housing projects or subdivisions.

FLAT RATE CHARGE (Customers with non-metered water supply)

General Domestic customers with non-metered water supply: \$76.49 per month
(Equivalent to 4,500 gallons of water usage)

DELAYED PAYMENT PENALTY

The above tariff is net. On all accounts not paid in full when due, ten percent (10%) will be added to the net current amount unpaid. This delayed payment penalty is not interest and is to be collected only once for each bill where it is appropriate.

RETURNED CHECK CHARGE

A service charge equal to the actual bank fee assessed to the sewer utility up to a maximum of \$25.00 will be imposed on any customer whose check for payment of charges is returned by the bank due to insufficient funds.

TAP FEE

The charge for an approved service connection to the sewer system will be seven hundred fifty dollars (\$750.00) or the actual cost of connection (solely determined by the Sewer Board), whichever is greater, for all new taps to the system.

LEAK ADJUSTMENT

\$1.00 per 1,000 gallons of water is to be used when a bill reflects unusual water consumption which can be attributed to eligible leakage on the customer's side of the meter. This rate shall be applied to all such consumption above the customer's historical usage.

SCHEDULE NO. 3

APPLICABILITY

Applicable within and without the corporate limits of the City of Elkins

AVAILABILITY OF SERVICE

Available to Midland Public Service District

METERED RATES (Based on metered water sold)

\$5.23 per M gallons

SCHEDULE NO. 4

APPLICABILITY

Applicable within and without the corporate limits of the City of Elkins

AVAILABILITY OF SERVICE

Available to Leadsville Public Service District

METERED RATES (Based on metered water sold)

\$5.29 per M gallons

SCHEDULE NO. 5

APPLICABILITY

Applicable within and without the corporate limits of the City of Elkins

AVAILABILITY

Applicable where sewer customer obtains water wholly or partly from a source other than the Municipal Water Works of the City of Elkins

Sewer user shall make application in writing, showing type of waste to be delivered to the sanitary sewer system of the City of Elkins, and shall not deliver said waste until written permission has been given by the Sanitary Board of the City of Elkins. Sewer user shall provide, at the end of each calendar quarter, to the Sanitary Board of the City of Elkins, an officially signed notification showing the approximate quantity in gallons of waste delivered to the sanitary sewer system of the City of Elkins. Upon receipt of such notification, billing shall be made, applying the rates in Schedule No. 1.

SCHEDULE NO. 6

**SURCHARGE FORMULA TO BE APPLIED IN
THE CASE OF USERS PRODUCING UNUSUAL WASTE**

The charge for the treatment of unusual waste will be calculated on the basis of the following formula:

$$C_i = V_oV_i + B_oB_i + S_oS_i$$

Ci	=	charge to unusual users per year
Vo	=	average unit cost of transport and treatment chargeable to volume, in dollars per gallon
Vi	=	volume of wastewater from unusual users, in gallons per year
Bo	=	average unit cost of treatment, chargeable to Biochemical Oxygen Demand (BOD) in dollars per pound
Bi	=	weight of BOD from unusual users, in pounds per year
So	=	average unit cost of treatment (including sludge treatment) chargeable to total solids in dollars per pound
Si	=	weight of total solids from unusual users in pounds per year

When an unusual user is to be served, a preliminary study of its wastes, and the cost of transport and treatment thereof, will be made. Waste containing materials which, in the judgment of the City of Elkins Sanitary Board, should not be introduced into the sewer system need not be handled by it. The results of this preliminary study will be used to determine the feasibility of the proposed sewer service and the charge therefore, based upon the formula set out above.

Thereafter, unusual sewage will be monitored on a regular basis and at the conclusion of each fiscal year, based on the investigation aforesaid and audit of the City of Elkins Sanitary Board records, new cost figures will be calculated for use in the above formula. The cost of establishing the monitoring facilities shall be paid by the unusual user. Based on these audited figures, additional billings covering the past fiscal year will be made for payment by each unusual user, or refund given by the City of Elkins Sanitary Board, as the case may be. Such audited figures will then be used for the preliminary billing for the next fiscal year, at the end of which an adjustment will be made as aforesaid.

Where the amount of sanitary sewage discharged into the City of Elkin's wastewater collection and/or transmission system by certain industrial plants cannot be accurately determined by the use of the plant's water meter or meters, and said plant cannot install a flow meter to measure such waste, a special formula will be used whereby such plant will pay to the City of Elkins Sanitary Board a sewer charge calculated at fifty (50) gallons of water per each employee at the plant each working day.

SCHEDULE NO. 7

SURFACE OR GROUND WATER SURCHARGE

An additional amount shall be charged where surface or ground water is introduced into the sanitary system where evidence of a violation exists. Surcharge formula to be applied in cases where surface drainage is connected to the utility's sewer system.

APPLICABILITY

Wherever the utility has discovered that a customer's roof drain, downspout, storm sewer or other similar facilities conducting surface water have been connected to the utility's sewer system, and such customer has failed to take appropriate action, within thirty (30) days of receipt of a demand by the utility in accordance with the Rules and Regulations of the Public Service Commission, to eliminate such connection, a surcharge will be imposed upon the customer calculated on the basis of the following formula:

$$S = A \times R \times .0006233 \times C$$

- S - The surcharge in dollars
- A - The area under roof and/or the area of any other water collection surface connected to the City's sanitary sewer, in square feet
- R - The measured monthly rainfall, in inches
- 0.0006233 - The conversion factor to change inches of rain x square feet of surface to thousand gallons of water
- C - The utility's approved rate per thousand gallons of metered water usage

The Utility shall not impose the surcharge unless and until the customer has been notified by certified mail, return receipt requested, or by hand delivery, that it has been established by smoke testing, dye testing, or on-site inspection that rain or other surface water is being introduced into the sanitary sewer system at the customer's location, and that the customer has not acted within thirty (30) days from receipt of such notice to divert the water from the sanitary sewer system. Said surcharge shall be calculated and imposed for each month that said condition continues to exist. Failure to pay the surcharge and/or correct the situation shall give rise to the possible termination of water service in accordance with the Rules and Regulations of the Public Service Commission of West Virginia.

SCHEDULE NO. 8

APPLICABILITY

Applicable within the entire territory served

AVAILABILITY

Available for wastewater and leachate haulers

SEPTIC TANK CLEANING SERVICE REGISTRATION PERMIT FEE

For each septic tank cleaning business which uses the City's sanitation system there will be an annual registration fee of one hundred twenty-five dollars (\$125.00). In addition, the dumping fee will be a commodity charge below due to the concentrated nature of the hauling.

RATES

To be Charged To West Virginia Division of Environmental Protection Landfill Closure Assistance Program (LCAP):

Commodity Charge - \$25.00 per 1,000 gallons per load. Load will be the actual capacity of the truck or other transport method delivering wastewater and leachate. Actual capacity shall be determined, or verified solely, by the City.

To Be Charged To All Other Wastewater and Leachate Haulers:

Commodity Charge - Each hauler shall pay a commodity charge of \$40.00 per 1,000 gallons per load. Load will be the actual capacity of the truck or other transport method delivering wastewater and leachate. Actual capacity shall be determined, or verified solely, by the City.

DELAYED PAYMENT PENALTY

The above tariff is net. On all current usage billings not paid in full when due, ten percent (10%) will be added to the net current amount unpaid. This delayed payment penalty is not interest and is to be collected only once for each bill where it is appropriate.

RETURNED CHECK CHARGE

A service charge equal to the actual bank fee assessed to the sewer utility up to a maximum of \$25.00 will be imposed on any customer whose check for payment of charges is returned by the bank due to insufficient funds.

SCHEDULE NO. 9

APPLICABILITY

Applicable within the entire territory served

AVAILABILITY

Available for City of Elkins Municipal Water Department for treatment of water plant backwash

TREATMENT RATE

\$0.51 per 1,000 gallons of water.

STEP 2

**[TO BECOME EFFECTIVE FOR ALL SERVICE
RENDERED ON AND AFTER MAY 15, 2027]**

SCHEDULE NO. 1

APPLICABILITY

Applicable within the entire territory served

AVAILABILITY OF SERVICE

Available for residential, commercial and industrial sewer service.

RATES

First	1,500 gallons used per month	\$20.33 per 1,000 gallons
Next	248,500 gallons used per month	\$18.39 per 1,000 gallons
Over	250,000 gallons used per month	\$ 7.35 per 1,000 gallons

MINIMUM CHARGE (Customers with metered water supply)

No minimum bill will be rendered for less than \$30.50 per month
(Equivalent of 1,500 gallons of water usage)

DELAYED PAYMENT PENALTY

The above tariff is net. On all current usage billings not paid in full when due, ten percent (10%) will be added to the net current amount unpaid. This delayed payment penalty is not interest and is to be collected only once for each bill where it is appropriate.

MONTHLY OR BI-MONTHLY PAYMENT BILLINGS

The above rates and charges may be adjusted to a monthly or bi-monthly basis, providing no lower charges.

RETURNED CHECK CHARGE

A service charge equal to the actual bank fee assessed to the sewer utility up to a maximum of \$25.00 will be imposed on any customer whose check for payment of charges is returned by the bank due to insufficient funds.

TAP FEE

The charge for an approved service connection to the sewer system will be seven hundred fifty dollars (\$750.00) or the actual cost of connection (solely determined by the Sewer Board), whichever is greater, for all new taps to the system.

LEAK ADJUSTMENT

\$1.00 per 1,000 gallons of water is to be used when a bill reflects unusual water consumption which can be attributed to eligible leakage on customer's side of the meter. This rate shall be applied to all such consumption above the customer's historical usage.

SECURITY DEPOSIT

Not to exceed two-twelfths (2/12) of the average annual usage of the applicant's specific customer class, or fifty dollars, whichever is greater. This fee may be changed by applicable statutory provisions.

SCHEDULE NO. 2

APPLICABILITY

Applicable within the Teaberry Hills Subdivision

AVAILABILITY OF SERVICE

Available for general domestic service in un-metered housing projects or subdivisions.

FLAT RATE CHARGE (Customers with non-metered water supply)

General Domestic customers with non-metered water supply: \$85.67 per month
(Equivalent to 4,500 gallons of water usage)

DELAYED PAYMENT PENALTY

The above tariff is net. On all accounts not paid in full when due, ten percent (10%) will be added to the net current amount unpaid. This delayed payment penalty is not interest and is to be collected only once for each bill where it is appropriate.

RETURNED CHECK CHARGE

A service charge equal to the actual bank fee assessed to the sewer utility up to a maximum of \$25.00 will be imposed on any customer whose check for payment of charges is returned by the bank due to insufficient funds.

TAP FEE

The charge for an approved service connection to the sewer system will be seven hundred fifty dollars (\$750.00) or the actual cost of connection (solely determined by the Sewer Board), whichever is greater, for all new taps to the system.

LEAK ADJUSTMENT

\$1.00 per 1,000 gallons of water is to be used when a bill reflects unusual water consumption which can be attributed to eligible leakage on the customer's side of the meter. This rate shall be applied to all such consumption above the customer's historical usage.

SCHEDULE NO. 3

APPLICABILITY

Applicable within and without the corporate limits of the City of Elkins

AVAILABILITY OF SERVICE

Available to Midland Public Service District

METERED RATES (Based on metered water sold)

\$5.86 per M gallons

SCHEDULE NO. 4

APPLICABILITY

Applicable within and without the corporate limits of the City of Elkins

AVAILABILITY OF SERVICE

Available to Leadsville Public Service District

METERED RATES (Based on metered water sold)

\$5.92 per M gallons

SCHEDULE NO. 5

Remains the same as set forth in Step 1 above.

SCHEDULE NO. 6

Remains the same as set forth in Step 1 above.

SCHEDULE NO. 7

Remains the same as set forth in Step 1 above.

SCHEDULE NO. 8

Remains the same as set forth in Step 1 above.

SCHEDULE NO. 9

Remains the same as set forth in Step 1 above.

STEP 3

**[TO BECOME EFFECTIVE FOR ALL SERVICE
RENDERED ON AND AFTER MAY 15, 2028]**

SCHEDULE NO. 1

APPLICABILITY

Applicable within the entire territory served

AVAILABILITY OF SERVICE

Available for residential, commercial and industrial sewer service.

RATES

First	1,500 gallons used per month	\$23.38 per 1,000 gallons
Next	248,500 gallons used per month	\$21.15 per 1,000 gallons
Over	250,000 gallons used per month	\$ 8.45 per 1,000 gallons

MINIMUM CHARGE (Customers with metered water supply)

No minimum bill will be rendered for less than \$35.07 per month
(Equivalent of 1,500 gallons of water usage)

DELAYED PAYMENT PENALTY

The above tariff is net. On all current usage billings not paid in full when due, ten percent (10%) will be added to the net current amount unpaid. This delayed payment penalty is not interest and is to be collected only once for each bill where it is appropriate.

MONTHLY OR BI-MONTHLY PAYMENT BILLINGS

The above rates and charges may be adjusted to a monthly or bi-monthly basis, providing no lower charges.

RETURNED CHECK CHARGE

A service charge equal to the actual bank fee assessed to the sewer utility up to a maximum of \$25.00 will be imposed on any customer whose check for payment of charges is returned by the bank due to insufficient funds.

TAP FEE

The charge for an approved service connection to the sewer system will be seven hundred fifty dollars (\$750.00) or the actual cost of connection (solely determined by the Sewer Board), whichever is greater, for all new taps to the system.

LEAK ADJUSTMENT

\$1.00 per 1,000 gallons of water is to be used when a bill reflects unusual water consumption which can be attributed to eligible leakage on customer's side of the meter. This rate shall be applied to all such consumption above the customer's historical usage.

SECURITY DEPOSIT

Not to exceed two-twelfths (2/12) of the average annual usage of the applicant's specific customer class, or fifty dollars, whichever is greater. This fee may be changed by applicable statutory provisions.

SCHEDULE NO. 2

APPLICABILITY

Applicable within the Teaberry Hills Subdivision

AVAILABILITY OF SERVICE

Available for general domestic service in un-metered housing projects or subdivisions.

FLAT RATE CHARGE (Customers with non-metered water supply)

General Domestic customers with non-metered water supply: \$98.52 per month
(Equivalent to 4,500 gallons of water usage)

DELAYED PAYMENT PENALTY

The above tariff is net. On all accounts not paid in full when due, ten percent (10%) will be added to the net current amount unpaid. This delayed payment penalty is not interest and is to be collected only once for each bill where it is appropriate.

RETURNED CHECK CHARGE

A service charge equal to the actual bank fee assessed to the sewer utility up to a maximum of \$25.00 will be imposed on any customer whose check for payment of charges is returned by the bank due to insufficient funds.

TAP FEE

The charge for an approved service connection to the sewer system will be seven hundred fifty dollars (\$750.00) or the actual cost of connection (solely determined by the Sewer Board), whichever is greater, for all new taps to the system.

LEAK ADJUSTMENT

\$1.00 per 1,000 gallons of water is to be used when a bill reflects unusual water consumption which can be attributed to eligible leakage on the customer's side of the meter. This rate shall be applied to all such consumption above the customer's historical usage.

SCHEDULE NO. 3

APPLICABILITY

Applicable within and without the corporate limits of the City of Elkins

AVAILABILITY OF SERVICE

Available to Midland Public Service District

METERED RATES (Based on metered water sold)

\$6.74 per M gallons

SCHEDULE NO. 4

APPLICABILITY

Applicable within and without the corporate limits of the City of Elkins

AVAILABILITY OF SERVICE

Available to Leadsville Public Service District

METERED RATES (Based on metered water sold)

\$6.81 per M gallons

SCHEDULE NO. 5

Remains the same as set forth in Step 1 above.

SCHEDULE NO. 6

Remains the same as set forth in Step 1 above.

SCHEDULE NO. 7

Remains the same as set forth in Step 1 above.

SCHEDULE NO. 8

Remains the same as set forth in Step 1 above.

SCHEDULE NO. 9

Remains the same as set forth in Step 1 above.

SECTION TWO – EFFECTIVE DATES

The rates will become effective for service rendered on and after the following dates:

Step 1 Rates - Effective for all service rendered on and after May 15, 2026

Step 2 Rates - Effective for all service rendered on and after May 15, 2027

Step 3 Rates - Effective for all service rendered on and after May 15, 2028



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	February 19, 2026
Section:	New Business
Category:	Resolution
Agenda Item Name:	Resolution 1893: FY 2026 General Fund budget revisions 5-12
Recommended By:	City Treasurer
Summary:	The City of Elkins previously submitted its Fiscal Year 2026 Budget. During the fiscal year, certain adjustments have become necessary to reflect updated funding needs. FY 2026 General Fund Budget Revisions 5-12 (attached) detail the transfers of funds between accounts to address these adjustments.
Fiscal Impact:	See attached transfers of already budgeted funds within departments.
Recommendation:	Consider for approval
Attachments:	1. R-1893 - FY 2026 General Fund Budget Revisions 5-12

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1893)

February 19, 2026

Resolution to Approve FY 2026 General Fund Budget Revisions 5-12

WHEREAS, the City of Elkins has previously prepared and submitted its Budget for the Fiscal Year 2026; and,

WHEREAS, it has become necessary to make a revision to said Budget; and,

WHEREAS, FY 2026 General Fund Budget Revisions 5-12 (copy attached) transfer funds as shown;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council of the City of Elkins hereby approves FY 2026 General Fund Budget Revisions 5-12.

Jerry Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

General Fund Budget Revision

Revision Number 5

Revenues

Fund	Department	Transfer From/Description	Amount
001	000-Revenues		
TOTAL			\$0.00

Department	Transfer To/Description	Amount
000-Revenues		
		\$0.00

Expenses

Fund	Department	Transfer From/Description	Amount
001	413-Treasurer	230-0000 Contracted Services	\$1,500.00
TOTAL			\$1,500.00

Department	Transfer To/Description	Amount
413-Treasurer	218-0000 Postage	\$1,000.00
	222-0000 Dues & Subscriptions	\$500.00
		\$1,500.00

Tracy Fudy

General Fund Budget Revision

Revision Number 6

Revenues

Fund	Department	Transfer From/Description	Amount
001	000-Revenues		
TOTAL			\$0.00

Department	Transfer To/Description	Amount
000-Revenues		
		\$0.00

Expenses

Fund	Department	Transfer From/Description	Amount
001	704-Police Admin	106-0000 Retirement	\$1,000.00
TOTAL			\$1,000.00

Department	Transfer To/Description	Amount
704-Police Admin	108-0000 Overtime	\$1,000.00
		\$1,000.00

General Fund Budget Revision

Revision Number 7

Revenues

Fund	Department	Transfer From/Description	Amount
001	000-Revenues		
TOTAL			\$0.00

Department	Transfer To/Description	Amount
000-Revenues		
		\$0.00

Expenses

Fund	Department	Transfer From/Description	Amount
001	754-Central Garage	459-0000 Capital Outlay Equipment	\$7,200.00
TOTAL			\$7,200.00

Department	Transfer To/Description	Amount
754-Central Garage	211-0000 Telephone	\$3,200.00
	219-Buildings & Equipment & Rents	\$500.00
	230-0000 Contracted Services	\$500.00
	341-0000 Supplies & Materials	\$3,000.00
		\$7,200.00

General Fund Budget Revision

Revision Number 9

Revenues

	Fund	Department	Transfer From/Description	Amount
	001	000-Revenues		
TOTAL				\$0.00

Department	Transfer To/Description	Amount
000-Revenues		
		\$0.00

Expenses

	Fund	Department	Transfer From/Description	Amount
	001	750-Streets	230-0000 Contracted Services	\$10,600.00
TOTAL				\$10,600.00

Department	Transfer To/Description	Amount
750-Streets	105-0000 Group Insurance	\$10,000.00
	353-0000 Computer Software	\$600.00
		\$10,600.00

General Fund Budget Revision

Revision Number 11

Revenues

Fund	Department	Transfer From/Description	Amount
001	000-Revenues		
TOTAL			\$0.00

Department	Transfer To/Description	Amount
000-Revenues		
		\$0.00

Expenses

Fund	Department	Transfer From/Description	Amount
001	955-Human Resources	214-0000 Travel	\$3,000.00
TOTAL			\$3,000.00

Department	Transfer To/Description	Amount
955-Human Resources	104-0000 FICA Expense	\$3,000.00
		\$3,000.00

Tracy Judy



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	February 19, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Resolution 1894: FY 2026 General Fund Budget Revision SAO 2026-001-03 (roll-call vote required)
Recommended By:	City Treasurer
Summary:	The City of Elkins must revise its Fiscal Year 2026 budget to authorize expenditures or obligations for which no appropriation or an insufficient appropriation currently exists. Budget Revision SAO-2026-001-03 (attached) details the necessary adjustments.
Fiscal Impact:	See attached.
Recommendation:	Consider for approval
Attachments:	1. R-1894 - budget revision SAO 2026-001-03

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV
A RESOLUTION OF COMMON COUNCIL

(#1894)
February 19, 2026

Resolution to Approve Budget Revision SAO-2026-001-03 for Fiscal Year 2026

At a regular session of the Elkins Common Council, held February 19, 2026, the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) of the City of Elkins. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices the Elkins Common Council does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on Budget Revision SAO-2026-001-03, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by _____, the vote thereon was as follows:

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

WHEREUPON: The Mayor declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the City Clerk is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Jerry Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

Ora Ash, Deputy State Auditor
 West Virginia State Auditor's Office
 200 West Main Street
 Clarksburg, WV 26301
 Phone: 627-2415 ext. 5114
 Fax: 304-340-5090
 Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER
 Fiscal Year Ending: **2026**
 Fund: **1**
 Revision Number: **3**
 Pages: **1 of 1**

City of Elkins
 GOVERNMENT ENTITY

Person To Contact Regarding Request:
 Name: **Tracy Judy**
 Phone: **304-636-1414, ext 1317**
 Fax: **304-635-7135**
 Email: tjudy@cityofelkinswv.com

401 Davis Ave.
 STREET OR PO BOX
 Elkins 26241
 CITY ZIP CODE

Municipality
 Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
365	Federal Government Grants		80,000		80,000
366	State Government Grants		40,000		40,000
381	Reimbursements	772,388	920,000		1,692,388
386	Insurance Claims		14,693		14,693
399	Miscellaneous Revenues	36,000	25,218		61,218
	#N/A				
NET INCREASE/(DECREASE) Revenues (ALL PAGES)			1,079,911		

Explanation for Account # 378, Municipal Specific:

Explanation for Account # 369, Contributions from Other Funds:

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
409	Mayor's Office	45,730	5,000		50,730
436	Building Inspection	87,572	7,000		94,572
440	City Hall	1,085,673	937,911		2,023,584
444	Contributions / Transfers to Other Funds		150,000		150,000
699	Contingencies*	623,968		210,000	413,968
700	Police Department	1,804,169	150,000		1,954,169
900	Parks & Recreation	305,796	40,000		345,796
	#N/A				
	#N/A				
	#N/A				
NET INCREASE/(DECREASE) Expenditures			1,079,911		

APPROVED BY THE STATE AUDITOR

BY: Deputy State Auditor, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE



City of Elkins

Ph. 304-636-1414 Ext. 1317 Fax: 304-635-7135

401 Davis Avenue, Elkins, WV 26241

City Treasurer – Tracy R. Judy

RE: State Budget Revision #3 Details

Revenues:

- Increase account 365 (Federal Grants) by \$80,000
- Increase account 366 (State Grants) by \$40,000
- Increase account 381 (Reimbursements) by \$920,000
- Increase account 386 (Insurance Claims) by \$14,693
- Increase account 399 (Miscellaneous Revenues) by \$25,218

Expenditures:

- Account 409-Mayor's Office, increase by \$5,000 for supplies & materials.
- Account 436-Building Inspector, increase by \$7,000 for wages.
- Account 440-City Hall, increase by \$937,911 for City Hall construction loan.
- Account 444-Cont/Transfer to Other Funds, increase by \$150,000 for fire department, wages, overtime, contracted services.
- Account 699-Contingencies, decrease by \$210,000.
- Account 700-Police, increase by \$150,000 for retirement, overtime, maint. of auto/trucks, computer software.
- Account 900-Parks & Recreation, increase \$40,000 for wages, maint. of bldgs./grounds, auto supplies, computer software, capital outlay bldgs..



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	February 19, 2026
Section:	New Business
Category:	Resolution
Agenda Item Name:	Resolution 1895: Authorizing the City Treasurer to open a payroll account at Mountain Valley Bank
Recommended By:	City Treasurer
Summary:	The City of Elkins seeks to improve payroll administration by consolidating payroll transactions into a single, dedicated account at Mountain Valley Bank. This account will be used solely for the receipt, holding, and disbursement of funds for each payroll cycle.
Fiscal Impact:	Some costsavings for ACH transfers, timesavings for personnel.
Recommendation:	Consider for approval
Attachments:	1. R-1895 - authorizing payroll account at MVB

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1895)

February 19, 2026

***Authorizing The City Treasurer to Establish
a Payroll Account at Mountain Valley Bank***

WHEREAS, the efficient administration of payroll operations is essential to the financial management of the City; and,

WHEREAS, the City's current payroll process requires the use of multiple financial institutions, and establishing a dedicated payroll account at Mountain Valley Bank would centralize these transactions at a single bank, improving efficiency and reducing costs; and,

WHEREAS, Common Council desires to authorize the City Treasurer to open and maintain such an account for the purpose of administering each payroll cycle;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council hereby authorizes the City Treasurer to open and maintain a dedicated payroll bank account at Mountain Valley Bank, to be used for the receipt, holding, and disbursement of funds associated with each payroll cycle, and further authorizes the Treasurer to take all administrative actions necessary to implement this process in accordance with applicable law and City financial policies, and orders that this authorization shall supersede any prior banking arrangements of the City solely to the extent necessary to administer payroll transactions, with all prior procedures inconsistent herewith hereby modified accordingly.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	February 19, 2026
Section:	New Business
Category:	Resolution
Agenda Item Name:	Resolution 1896: Approving the FY 2027 Landfill Fund budget
Recommended By:	City Treasurer
Summary:	Pursuant to the City of Elkins Protocol for Adoption and Revision of Water, Sanitation, and Landfill Fund Budgets (Resolution 598, June 5, 2014), the Operations Manager and Treasurer have presented the proposed Landfill Fund Budget for Fiscal Year 2027 (attached). The Finance Committee has reviewed the proposal and recommends adoption.
Fiscal Impact:	A balanced budget of \$4,000 for the landfill, which is closed but incurs ongoing monitoring, engineering, and maintenance costs.
Recommendation:	Consider for approval
Attachments:	1. R-1896 - Landfill Fund Budget FY27

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1896)

February 19, 2026

Fiscal Year 2027 Landfill Budget

WHEREAS, the Common Council of the City of Elkins previously adopted a Protocol for the Adoption and Revision of Water, Sanitation, and Landfill Fund Budgets by Resolution 598 on June 5, 2014; and,

WHEREAS, the Operations Manager and Treasurer have jointly presented a proposed Landfill Fund Budget for Fiscal Year 2027, a copy of which is attached hereto and incorporated by reference as part of this record; and,

WHEREAS, the Finance Committee of the Common Council has reviewed the proposed budget and recommends its adoption; and,

WHEREAS, the Protocol requires that the Landfill Fund Budget be presented to Council for final approval; and,

WHEREAS, Council finds that it is in the best interests of the City of Elkins to approve and adopt the Landfill Fund Budget for Fiscal Year 2027;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council of the City of Elkins hereby approves and adopts the Landfill Fund Budget for Fiscal Year 2027 as presented.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

BUDGET : -
FUND : 684 LANDFILL FUND

ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 1

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
684-000-302-0000	Penalties	0.00
684-000-354-0000	Landfill/Incinerator Fees	0.00
684-000-380-0000	Interest Earned On Investments	4,000.00CR
684-000-383-0000	Sale of Fixed Asset	0.00
684-000-399-0000	Miscellaneous Revenue	0.00
	PAGE TOTAL:	4,000.00CR
	TOTAL REVENUES:	4,000.00CR

BUDGET : -
FUND : 684 LANDFILL FUND
ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
684-801-213-0000	Utilities	300.00
684-801-220-0000	Advertising	0.00
684-801-223-0000	Professional Services	2,900.00
684-801-226-0000	Insurances & Bonds	800.00
684-801-230-0000	Contracted Services	0.00
	PAGE TOTAL:	4,000.00
	TOTAL EXPENDITURES:	4,000.00
	NET REVENUES/EXPENDITURES:	0.00