



City of Elkins

Council Meeting

March 5, 2026

7:00 PM

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

AGENDA

1. **Public Hearing**
 - a. Public Hearing on 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 (Ordinance 350 on tonight's agenda)
2. **Invocation and Pledge of Allegiance**
3. **Call to Order and Roll Call**
4. **Public Comment**
5. **Presentation**
 - a. City of Elkins IT Manager, Dewaine Corley
6. **Minutes**
 - a. Proposed minutes for the meeting of February 19, 2026
7. **Correspondence, Notifications, and Recognitions**
 - a. Mayor's Proclamations
 1. National Future Farmers of America Week: Feb. 21-28
 - b. Approved Event Requests
 1. Community Table (Davis Avenue), April 14 (rain date April 15)
 2. Beander's Alley food truck (Sept. 30-Oct. 4)
 - c. Building Officer's report
8. **Councilor Reports**
9. **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
10. **Approval of Vendor Invoice Payments**

- a. Vendor invoices presented for approval: February 16-27, 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.)

11. 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 (final reading)
- b. Ordinance 351: Amending City Code Section 71.53, Parking in Downtown Alleys (first of two readings)
- c. Resolution 1897: Approving addendums to leases with the Randolph County Development Authority for office space at the West Virginia Wood Technology Center
- d. Proposal to reschedule April Council meetings

12. Mayor's Comments

13. Adjournment



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 5, 2026
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of February 19, 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_02_19 - minutes_proposed

Proposed Minutes

**ELKINS COMMON COUNCIL
MEETING MINUTES**

***Phil Gainer Community Center
142 Robert E Lee Ave. Ext.
Elkins, WV 26241
February 19, 2026
7:00 p.m.***

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

Councilor E. L. Plishka was absent.

PUBLIC COMMENT

There was no public comment.

MINUTES

Chenoweth **MOVED APPROVAL OF THE MINUTES FOR THE MEETING OF JANUARY 22, 2026.** The motion carried.

PRESENTATION

Laura Ward, Country Roads Transit.

CORRESPONDENCE, NOTIFICATIONS, AND RECOGNITIONS

- a. Mayor's Proclamations
 - 1. Congenital Heart Disease Awareness Week – February 7-14, 2026
- b. Building permits, zoning permits, and vacant property registrations

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. City Clerk S. Stokes provided a verbal 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 19-February 13, 2026

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)**

Carroll **MOVED APPROVAL OF ORDINANCE 350 (FIRST READING).** The motion carried.

- b. **Resolution 1893: FY 2026 General Fund budget revisions 5-12**

Lowther **MOVED APPROVAL OF RESOLUTION 1893.** The motion carried.

- c. **Resolution 1894: Fy 2026 General Fund Budget Revision SAO 2026-001-03**

Chenoweth **MOVED THAT COUNCIL ADOPT RESOLUTION 1894 (BUDGET REVISION SAO 2026-001-03).** In accordance with the requirements of the state auditor’s office for inter-departmental budget revisions, the chair ordered a roll-call vote. The motion carried. Council votes were as follows:

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

Proposed Minutes

d. Resolution 1895: Authorizing the City Treasurer to open a payroll account at Mountain Valley Bank

Chenoweth MOVED APPROVAL OF RESOLUTION 1895. Thompson MOVED TO INSERT LANGUAGE LISTING THE CITY'S THREE AUTHORIZED SIGNATORIES (CITY TREASURER, CITY CLERK, AND MAYOR). The motion to insert carried. The main motion carried.

e. Resolution 1896: Approving the FY 2027 Landfill Fund budget

Lowther MOVED APPROVAL OF RESOLUTION 1896. The motion carried.

The meeting was adjourned at 8:22 p.m.

Attest: S.R. Stokes, City Clerk

Jerry A. Marco, Mayor



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 5, 2026
Section:	Correspondence, Notifications, and Recognitions
Category:	Presentation
Agenda Item Name:	Approved Event Requests
Recommended By:	City Clerk
Summary:	<p>Events requiring the closure of city streets are approved by the Mayor and the City's Administrative Officers under authority delegated by Council.</p> <p>Information about this process may be found here: https://cityofelkinswv.gov/community/event-requests/</p>
Fiscal Impact:	n/a
Recommendation:	Review - and plan to attend!
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 5, 2026
Section:	Correspondence, Notifications, and Recognitions
Category:	Presentation
Agenda Item Name:	Building Officer's report
Recommended By:	Building Officer
Summary:	<p>Building permits issued from February 19 through March 3, 2026 totaled two projects with a combined valuation of \$38,600. No new business zoning permits were issued during this period.</p> <p>The City currently has 43 structures registered as vacant. Of these, 35 have been billed for 2025, with \$6,800 collected to date. Seven liens have been placed on properties, and five liens are currently suspended pending demolition by either the City or the property owner. Several properties have been removed from the vacant structure list due to sale, renovation, or demolition.</p>
Fiscal Impact:	See summary
Recommendation:	Review presented information
Attachments:	1. building permits - 2026_03_05

The attached report shows building permits issued 02/19/2026-03/03/2026. There were 2 projects with a total valuation of \$38,600.00

Zoning permits show 0 new business

There are currently 43 structures registered as vacant. 35 structures have been billed for 2025. \$6800 Has been collected so far. **Seven liens have been placed upon properties.** **Five are suspended pending demolition by either City or owner.** Several properties have dropped off the list, some sold, some remodeled and no longer vacant, and some demolished.

BUILDING PERMITS

3/03/2026 1:28 PM PROJECT MASTER REPORT PAGE: 1
 PROJECTS: THRU ZZZZZZZZZZ REPORT SEQUENCE: Project
 PROJECT TYPE: Exclude: BPZONING CONTRACTOR CLASS: All - All Contractor Classes
 CONTRACTORS: All
 APPLIED DATES: 2/19/2026 THRU 3/03/2026 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS INCLUDED: All ISSUED DATES: 0/00/0000 THRU 99/99/9999
 =====

PROJECT: 240665 - COMMERCIAL HVAC CHANGE TYPE: HVAC-COM COMMERCIAL HVAC CHANGE
 PROPERTY: 218 FIRST ST
 APPLIED DATE: 3/02/2026 ISSUED DATE: 3/02/2026 EXPIRATION DATE: 9/01/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: TRIANGLEHE TRIANGLE HEATING & COOLING INC ISSUED TO: WOODLANDS DEVELOPMENT GROUP
 PO BOX 822 PO BOX 1579
 ELKINS, WV 26241 ELKINS, WV 26241
 SQUARE FEET: 1
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 75.00

PROJECT: 240666 - RESIDENTIAL ACCESSORY BUILDING TYPE: BR-ACC RESIDENTIAL ACCESSORY BLD
 PROPERTY: 220 BOUNDARY AVE
 APPLIED DATE: 3/02/2026 ISSUED DATE: 3/02/2026 EXPIRATION DATE: 9/01/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: HENNIG, KRISTOPHER J
 220 BOUNDARY AVE
 ELKINS, WV 26241
 SQUARE FEET: 280
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 33.40

ZONING PERMITS

NONE

VACANT STRUCTURE BILLING FOR 2025

1/20/2026 1:04 PM FEE CODE REPORT PAGE: 1
 LICENSES: THRU ZZZZZZZZZZ ORIGINATION DATE: 3/01/2025 THRU 1/20/2026
 LIC CODES: Include: CE-VAC EFFECTIVE DATE: 0/00/0000 THRU 99/99/9999
 LIC STATUS: Pending, Active EXPIRATION DATE: 0/00/0000 THRU 99/99/9999
 FEE CODES: All PRINT DATE: 0/00/0000 THRU 99/99/9999
 FEE CODE: VACANT - VACANT PROPERTY FEE

LICENSE	PERIOD	LIC CODE	STATUS	REPORT	ISSUED TO	# of Years	CHARGES
24474	3/18/25 - 3/18/26	CE-VAC	Active	CODE	BARTON ROBER	2.0000	200.00
24478	4/03/25 - 4/02/26	CE-VAC	Active	CODE	AUVIL BENJA	3.0000	400.00
24479	4/03/25 - 4/02/26	CE-VAC	Active	CODE	HIGGINS MARIE	3.0000	400.00
24480	3/31/25 - 4/01/26	CE-VAC	Pending	CODE	METHENY MICHE	3.0000	400.00
24481	4/05/25 - 4/04/26	CE-VAC	Active	CODE	MILLER LINDA	3.0000	400.00
24486	4/09/25 - 4/09/26	CE-VAC	Active	CODE	ARBOGAST GARY	3.0000	400.00
24505	5/06/25 - 5/07/26	CE-VAC	Pending	CODE	PROUDFOOT LINDA	3.0000	400.00
24506	5/06/25 - 5/07/26	CE-VAC	Pending	CODE	HALLE SHANE	3.0000	400.00
24507	5/06/25 - 5/06/26	CE-VAC	Pending	CODE	CHENOWETH ALLEN	3.0000	400.00
24508	5/06/25 - 5/06/26	CE-VAC	Pending	CODE	CHENOWETH ALLEN	3.0000	400.00
24509	5/06/25 - 5/06/26	CE-VAC	Pending	CODE	CORDER DEBOR	3.0000	400.00
24548	7/28/25 - 7/28/26	CE-VAC	Active	CODE	WHITE DILLEY INVESTMENTS	3.0000	400.00
24550	7/28/25 - 7/28/26	CE-VAC	Active	CODE	BOGGS ANGEL	3.0000	400.00
24551	7/28/25 - 7/28/26	CE-VAC	Active	CODE	SHOMO LINDA	2.0000	200.00
24552	9/10/25 - 9/11/25	CE-VAC	Active	CODE	STEVENSON JULIA	3.0000	400.00
24554	7/28/25 - 7/28/26	CE-VAC	Active	CODE	KIRKPATRICK KRIST	3.0000	400.00
24555	7/29/25 - 7/29/26	CE-VAC	Pending	CODE	VARNEY CATHY	3.0000	400.00
24556	8/07/25 - 8/08/25	CE-VAC	Active	CODE	MESSINGER DAVID	3.0000	400.00
24558	7/29/25 - 7/29/26	CE-VAC	Pending	CODE	KNUTTI FREDE	3.0000	400.00
24559	7/29/25 - 7/29/26	CE-VAC	Active	CODE	SANDS DIANE	2.0000	200.00
24560	7/29/25 - 7/29/26	CE-VAC	Pending	CODE	KHAN DR FA	3.0000	400.00
24561	9/02/25 - 9/03/25	CE-VAC	Active	CODE	HATFIELD WANDA	3.0000	400.00
24562	7/29/25 - 7/29/26	CE-VAC	Pending	CODE	SHOCKEY KATHE	3.0000	400.00
24563	7/29/25 - 7/29/26	CE-VAC	Pending	CODE	SHOCKEY KATHE	3.0000	400.00
24565	12/18/25 - 12/19/25	CE-VAC	Active	CODE	KIRKPATRICK REBEC	3.0000	400.00
24566	8/27/25 - 8/28/25	CE-VAC	Active	CODE	HALL LOREN	2.0000	200.00
24567	10/21/25 - 10/22/25	CE-VAC	Active	CODE	ANGER MIKE	3.0000	400.00
24568	7/29/25 - 7/29/26	CE-VAC	Pending	CODE	LIN YA FA	2.0000	200.00
24569	9/12/25 - 9/13/25	CE-VAC	Active	CODE	HADDIX RODNE	2.0000	200.00
24570	7/29/25 - 7/29/26	CE-VAC	Pending	CODE	H A SMITH TRUST	2.0000	200.00
24591	8/26/25 - 8/27/25	CE-VAC	Active	CODE	PENNINGTON THOMA	2.0000	200.00
24595	9/17/25 - 9/18/25	CE-VAC	Active	CODE	CARR CAROL	3.0000	400.00
24596	9/12/25 - 9/13/25	CE-VAC	Active	CODE	WOODLANDS DEVELOPMENT GRO	3.0000	400.00
24604	10/20/25 - 10/20/26	CE-VAC	Pending	CODE	MCLAUGHLIN 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

Office of the City Treasurer

Council Report

Date: March 3, 2026

Update since February 19, 2026, council meeting.

- **Council Reports & Attachments**

- General Fund revenue trends
- General Fund revenue detail for February
- FY2026 Budget Control Summary
- Invoice Cloud Report through February 28, 2026

- **Projects & Financing**

- No updates currently.

- **Treasurer Staff**

- Finalizing list of delinquent fire due fire fee accounts for collection letters.
- Preparing business & occupation tax returns for the first quarter of 2026 for mailing March 31st.

- **Treasurer**

- As of today, no insurance company has requested a bid packet for FY2027 property, casualty, auto, and liability insurance coverage.
- Submitted requested information for a health insurance proposal to LD&B Insurance Services on February 26th.
- Continuing work with auditors on our FY2025 audit.
- Ongoing discussions with General & Sanitation Fund admin staff on FY2027 budgets. Budgets will be presented and discussed with the finance committee Monday March 9th at 1:00.
- Finalizing documents for Mountain Valley Bank payroll account.
- Will work with NeoGov to have new payroll bank account implemented once documents are complete with Mountain Valley Bank.

General Fund Revenue Detail

	February Revenues	YTD Revenues	Percent of Revenues Collected Per Budget	Percent of Yr. Completed 66.67
County Tax	\$19,949.74	\$888,428.44	71.17%	1,248,359.00
B & O Tax	\$309,486.76	\$1,830,425.64	101.41%	1,805,000.00
Hotel/Motel Tax	\$14,676.64	\$230,858.31	88.62%	260,500.00
Gas & Oil Severance Tax	\$0.00	\$17,287.38	69.15%	25,000.00
2% City Utility Tax	\$8,051.81	\$62,980.59	65.60%	96,000.00
Utility Excise Tax	\$32,029.47	\$231,959.54	70.29%	330,000.00
Liquor Tax	\$0.00	\$66,239.20	77.02%	86,000.00
Police	\$1,454.01	\$10,337.01	86.87%	11,900.00
Municipal Court	\$3,102.85	\$12,309.72	48.27%	25,500.00
Code Enforcement	\$597.50	\$20,161.37	57.77%	34,900.00
Business License	\$500.00	\$9,865.00	34.02%	29,000.00
Intergovernmental	\$22,371.69	\$265,834.27	113.90%	233,398.00
Franchise/IRP Fees	\$13,572.65	\$81,295.66	62.54%	130,000.00
Phil Gainer Community Center	\$6,876.00	\$37,621.00	75.24%	50,000.00
Misc. Revenue	\$217,110.07	\$2,034,981.17	950.22%	214,160.00
Municipal Sales Tax	\$0.00	\$1,255,356.26	83.69%	1,500,000.00
TOTAL	\$649,779.19	\$7,055,940.56	116.06%	6,079,717.00

Miscellaneous revenue includes \$1,880,188.08 from Mountain Valley Bank for reimbursement of payments made from General Fund for City Hall & HVAC projects.

FY2026 Budget Control Summary

General Fund													YTD TOTALS	
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$989,637.10	\$668,164.14	\$535,168.74	\$1,333,873.17	\$1,123,792.36	\$522,873.07	\$1,232,652.79	\$649,779.19	\$0.00	\$0.00	\$0.00	\$0.00	\$581,998.18	\$7,055,940.56
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$798,757.16	\$1,023,501.42	\$1,008,680.99	\$870,024.10	\$491,173.70	\$856,874.70	\$831,184.65	\$593,745.66	\$0.00	\$0.00	\$0.00	\$0.00		\$6,473,942.38
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	\$113,131.22	\$0.00	\$0.00	\$0.00	\$0.00	-\$57,634.41	\$1,063,608.37
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	\$153,800.79	\$135,154.90	\$81,132.19	\$0.00	\$0.00	\$0.00	\$0.00		\$1,121,242.78
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	\$261,610.57	\$271,259.78	\$0.00	\$0.00	\$0.00	\$0.00	\$171,798.43	\$2,140,554.07
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	\$276,612.04	\$213,041.18	\$180,485.63	\$0.00	\$0.00	\$0.00	\$0.00		\$1,968,755.64
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	\$407,929.42	\$404,447.75	\$430,800.71	\$0.00	\$0.00	\$0.00	\$0.00	\$128,491.27	\$3,350,547.99
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$461,096.44	\$376,876.32	\$415,137.21	\$441,737.04	\$376,590.23	\$416,072.96	\$382,050.43	\$352,496.09	\$0.00	\$0.00	\$0.00	\$0.00		\$3,222,056.72
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	\$46,269.86	\$92,767.37	\$0.00	\$0.00	\$0.00	\$0.00	-\$194,832.15	\$577,623.96
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	\$101,286.63	\$85,864.67	\$0.00	\$0.00	\$0.00	\$0.00		\$772,456.11
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	\$241.38	\$0.00	\$0.00	\$0.00	\$0.00	\$2,172.72	\$2,746.76
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	\$13.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$287.02

Tracy Judy

From: no-reply=invoicecloud.com@mg.invoicecloud.com on behalf of InvoiceCloud <no-reply@invoicecloud.com>
Sent: Saturday, February 28, 2026 10:12 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 2/28/2026:

Invoice Type	YTD #	YTD \$	MTD #	MTD \$	Day #	Day \$	Paperless #	AutoPay #
Utility	5,498	\$742,861.87	2,881	\$397,477.84	86	\$10,409.86	3,396	1,221
Non Utility Payments	70	\$18,162.14	33	\$6,821.50	2	\$162.66	856	0



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Settled Date	Total Items	Visa Volume	Visa Count	MC Volume	MC Count	EFT Volume	EFT Count	Disc Volume	Discover Count	OBD Volume	OBD Count	PayPal Count	PayPal Volume	Total Deposits
2/28/2026 0:04	5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	197.50	5.00	0.00	0.00	197.50
2/28/2026 0:04	2	71.00	1.00	0.00	0.00	0.00	0.00	91.66	1.00	0.00	0.00	0.00	0.00	162.66
2/28/2026 0:04	87	5253.92	42.00	3046.25	34.00	1863.68	9.00	125.00	2.00	0.00	0.00	0.00	0.00	10288.85
2/28/2026 0:04	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	205.27	205.27
														10854.28

2/27

Settled Date	Total Items	Visa Volume	Visa Count	MC Volume	MC Count	EFT Volume	EFT Count	Disc Volume	Discover Count	PayPal Count	PayPal Volume	Total Deposits
3/1/2026 0:03	90	5155.36	53.00	1585.47	22.00	1022.56	13.00	188.87	2.00	0.00	0.00	7952.26
3/1/2026 0:03	3	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3.00	136.83	136.83
												8089.09

2/26

Settled Date	Total Items	Visa Volume	Visa Count	MC Volume	MC Count	EFT Volume	EFT Count	Disc Volume	Discover Count	PayPal Count	PayPal Volume	Total Deposits
3/2/2026 0:03	160	4125.50	54.00	4176.65	32.00	8680.61	72.00	97.25	2.00	0.00	0.00	17080.01
3/2/2026 0:03	7	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7.00	652.87	652.87
												17732.88

3/1

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 Feb. 28th	\$888,428.44	\$17,287.38	\$231,959.54	\$62,980.59	\$1,830,425.64	\$66,239.20	\$230,858.31	\$1,255,356.26	\$12,309.72	\$3,537.00	\$5,265.00	\$9,865.00	\$14,019.87	\$41,887.67	\$39,407.99	\$37,621.00

Trending Upward
Trending Downward

Office of the City Clerk

Council Report

Date: March 5, 2026

1. Projects & Initiatives

TIF Bond Issue

- 2/24: Informal planning meeting with TIF investment and legal counsel. Bond issue is realistic for calendar year 2026 (probably fall).
- TIF Advisory Committee will meet in March to prepare recommendations for bond issue for Council.

TIF Projects: Streetscape/Riverfront Development

- Current tentative goal: Complete public input, planning, and engineering/landscaping planning during 2026. Break ground on/complete an initial, limited component of one or both projects during 2026.
- Reviewing needed steps, including the possibility of a new 5G process to select an engineering firm.
- Request received from EAST for assistance with matching funds for state grant to construct Glendale Bike Skills Park (also a TIF project area).
- TIF Advisory Committee will meet in March to prepare recommendations for project prioritization for Council.

Downtown Sound System

- 3/4: Informal planning meeting to scope the project with a local sound engineer.

Update to Comprehensive Plan

- Planning Commission is in final months of preparing its updated draft of the Comprehensive Plan.
- Commission meets with the WVU planning consultant 3/12 for next steps.

HR Hiring

- First round of interviews beginning 3/13 or 3/20.

FY 2027 Budget Planning

- 3/4: General Fund Administrative Officers met to review proposed budgets prior to presentation
- 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.”

2. Key Issues on the Radar

- **Legislative session:** The WV Legislative Session ends at midnight on Saturday, March 14. Wednesday, March 4 was the last day to consider a bill on third reading in its house of origin (“crossover day”). Here are some of the topics of most interest to municipalities:
 - *SB 659 (ADUs / Manufactured Housing)* – Would require manufactured homes to be permitted as ADUs by right in certain zoning districts, limiting local zoning discretion. Still moving.
 - *HB 4989 (Firefighter Cancer Screening Mandate)* – Shifts cost of NFPA-based cancer screenings to municipal insurance plans. Fiscal impact unclear and potentially significant.
 - *HB 4403 (Homeless Shelter Oversight)* – Creates new state registration and inspection requirements, with penalties. Adds compliance obligations.
 - *SB 927 (Beekeeping Preemption)* – May further limit local regulatory authority.
 - *HB 4418 (Municipal B&O Portal)* – Optional state-run filing system with a 1% administrative fee; implementation details matter.
- **Short-term rentals:** City code imposes restrictions on short-term rentals, but state code seems to pre-empt restrictions. The Rules & Ordinances Committee took this topic up at its 3/2 meeting; the City Attorney is continuing to research the City’s options.
- **Sanitation rate increase:** Final reading and public hearing tonight. Refer to provided background materials and city web page (www.cityofelkinswv.gov/sewer-increase-2026).

3. Meetings Supported

- **Public Safety Committee, 3/2:** No quorum. Informal discussion of Fire Department structural issue, Public Safety Camera system, and upcoming demolition of dilapidated properties.

- **Rules & Ordinances Committee, 3/2:** Recommended draft Rules to Council; Clerk will first present the Rules to Council at a future meeting, before requesting Council action. Recommended wording tweak to city law on parking in alleys (Ordinance 351) and began work on needed updates to city laws concerning short-term rentals.
- **Personnel Committee, 3/3:** Discussion of NeoGov implementation, HR hiring, and recommended reappointment of the City Attorney. This will appear on the 3/19 Council agenda.

4. Clerk Department Operations

Information Management & Records

- **Public Record Archiving:** Meeting planned with IT to discuss next steps for retaining SMS messages and reviewing email correspondence in response to FOIA requests.

Legislative & Policy Support

- **Council Rules:** The Rules Committee has recommended Council approval of the draft Rules of Procedure. Next action will be a presentation and overview of significant changes in the Rules for Council, prior to requesting Council action to approve.
- **City Media Policy:** Completed draft version of 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. This will be presented to Rules at an upcoming meeting.
- **Message Archiving:** Beginning work on technology solution and policy/authorization framework to ensure compliance with public records laws while protecting employee privacy and related issues.
- **Zoning Amendment Requests:** Work on an application process and policy framework is ongoing, with the Planning Commission.
- **Ethics Act Compliance:** 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

- **Staff Development / Training:**
 - 2/3-2/5: Clerk attended online 2026 Master Academy in Civic and Public Affairs (UW Green Bay). Training in records management, parliamentary procedure, and facilitation of deliberative discussions.
 - 2/24-2/27: Clerk attended International Institute of Municipal Clerks (IIMC) continuing education conference. Training in ethics best practices, FOIA

request management, parliamentary procedure, leadership in the municipal context, purchasing best practices, orientation handbooks for elected officials, and use of AI in the municipal context.

- **Administrative Process Improvements:**

- Designed compliant FOIA request template for documenting records search and responding in various scenarios related to EPD records.

Public Relations & External Engagement

- Resuming work on an updated Elkins Welcome Guide.
- **2/20 and 2/27:** WVML member calls to monitor legislative activity and interface with other city officials.
- **3/3:** Attended Chamber’s Vibrant Communities working group meeting.

Boards & Commissions Coordination

- Board of Zoning Appeals needs one alternate member. Must have been city resident for 3 years. (Identified one interested resident who will reach three-year mark this summer.)
- Building Commission needs one member.

Regulatory & Licensing Activity

- Class A/B zoning forms processed:
 - Class A: Tequila Taco Bar, Harrison Avenue (old 1863 Inn location)
- Event requests processed:
 - April 14: Community Table event
 - MSFF week: Food truck in alley next to Beander’s

##



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 5, 2026
Section:	Approval of Vendor Invoice Payments
Category:	Action Item
Agenda Item Name:	Vendor invoices presented for approval: February 16-27, 2026 <i>(Available for public review in the city clerk's office two business days before this meeting, as required by W. Va. Ethics Commission Open Meetings Advisory Opinion 2012-04.)</i>
Recommended By:	City Treasurer
Summary:	Accounts payable transactions in all funds during the referenced period.
Fiscal Impact:	Report details \$465,353.95 in transactions from all funds.
Recommendation:	Consider for approval
Attachments:	1. AP Check Report - 2026_03_05

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00140 I-21226	City of Elkins Service Invoice Whitmer	R	2/17/2026	1,261.17		000073		1,261.17
00132 I-M93976	Clarksburg Water Board Compliance Samples	R	2/24/2026	23.00		000074		23.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	1,284.17	0.00	1,284.17
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00 VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 01 BANK: GCBAN	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: GCBAN	TOTALS:	2	1,284.17	0.00	1,284.17
BANK: GCBAN	TOTALS:	2	1,284.17	0.00	1,284.17

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00047	Truist Governmental Finance I-00006 022726 9948000234-06 022726	D	2/18/2026	2,643.26		008629		2,643.26
00385	John Deere Financial I-3125016 JD WLBH FX10453410P 021426	D	2/18/2026	2,096.69		008630		2,096.69
00741	Great-West Trust Company LLC I-VF 202602172593 Voya I-VF2202602172593 Voya AT	D	2/17/2026	730.00		008631		850.00
00792	WV Consolidated Retirement Boa I-RTD202602172593 Retirement	D	2/17/2026	7,829.25		008632		7,829.25
00952	WV Consolidated Retirement Boa I-RTF202602172593 Retirement I-RTN202602172593 Retirement	D	2/17/2026	2,977.64		008633		7,802.74
00993	WV Consolidated Retirement Boa I-RT6202602172593 Retirement 6%	D	2/17/2026	11,406.25		008634		11,406.25
02667	Health Equity I-HSA202602172593 Health Savings	D	2/17/2026	1,096.54		008635		1,096.54
00385	John Deere Financial I-3127878 300078263-000 02/20/26	D	2/24/2026	1,697.03		008636		1,697.03
00471	FirstEnergy MP/PE I-401Davis 401 Davis	D	2/24/2026	4,278.37		008637		4,278.37
00132	Clarksburg Water Board I-M94190 Lab Analysis I-M94209 Lab Analysis I-M94211 Lab Analysis	R	2/18/2026	23.00		018423		276.00
00568	Ralston Press, Inc. I-98514 Tree Board Bookmarks	R	2/18/2026	66.07		018424		66.07
00591	Retiree Health Benefit Trust F I-02/2026 Retirees RHBT Retirees 02/2026	R	2/18/2026	2,337.92		018425		2,337.92
00812	WV Division of Corrections & R I-1126B49F 2 days Inmate Housing	R	2/18/2026	134.54		018426		134.54

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00884 I-604322	Colonial Court Service Station Diagnostics/Tsf Case Motor/Srv	R	2/18/2026	533.74		018427		533.74
01390 I-42518	Phoenix Solutions, LLC Chemicals	R	2/18/2026	10,583.08		018428		10,583.08
01594 I-2530654618 I-2630660176	Pace Analytical Services LLC Analytical Services Contract Lab Services 01/26	R R	2/18/2026 2/18/2026	3,273.70 3,628.90		018429 018429		6,902.60
02322 I-80224979	Badger Meter Hosting Serv 01/2026	R	2/18/2026	302.19		018430		302.19
02608 I-5066 I-5067	Zinn's R Us Inc 4 Septic Holding Tanks 4 Septic Holding Tanks	R R	2/18/2026 2/18/2026	400.00 400.00		018431 018431		800.00
02943 I-SALT#001	Erskine Construction & Sealcoa Salt	R	2/18/2026	2,990.00		018432		2,990.00
1 I-000202602122592	WOODFORD MEMORIAL CH US REFUND	R	2/17/2026	774.79		018433		774.79
00116 I-CDS202602172593	Child Support Enforcement Child Support	R	2/17/2026	453.40		018434		453.40
00121 I-FP 202602172593	Citizens Bank of WVFP Fire Pension	R	2/17/2026	362.07		018435		362.07
00122 I-PP 202602172593 I-PPN202602172593	Citizens Bank of WVFP Police Pension Police Pension-2010 Forward	R R	2/17/2026 2/17/2026	161.30 263.93		018436 018436		425.23
00147 I-MIS202602172593	COE Misc Misc Reimbursements	R	2/17/2026	492.00		018437		492.00
00150 I-T1 202602172593	COE Payroll Federal Withholding	R	2/17/2026	14,576.46		018438		14,576.46
00151 I-T3 202602172593 I-T4 202602172593	COE Payroll FICA Medicare	R R	2/17/2026 2/17/2026	23,181.98 5,710.08		018439 018439		28,892.06

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00152	COE Payroll							
I-T2 202602172593	State Withholding	R	2/17/2026	6,407.00		018440		6,407.00
00203	Davis Trust Company							
I-CC 202602172593	Employee Christmas Club	R	2/17/2026	3,150.00		018441		3,150.00
00747	Washington National Insurance							
I-WN 202602172593	Washington National Insurance	R	2/17/2026	574.13		018442		574.13
00837	COE Payroll Reimbursement							
I-001202602172593	Payroll Reimbursement	R	2/17/2026	65,366.43		018443		
I-006202602172593	Payroll Reimbursement	R	2/17/2026	5,392.73		018443		
I-036202602172593	Payroll Reimbursement	R	2/17/2026	15,025.58		018443		
I-400202602172593	Payroll Reimbursement	R	2/17/2026	27,855.81		018443		
I-401202602172593	Payroll Reimbursement	R	2/17/2026	15,629.77		018443		
I-404202602172593	Payroll Reimbursement	R	2/17/2026	12,997.74		018443		142,268.06
01885	Colonial Life							
I-CL 202602172593	Colonial Life-AT	R	2/17/2026	112.10		018444		
I-CLP202602172593	Colonial Life-PT	R	2/17/2026	52.52		018444		164.62
00006	AFLAC							
I-AF 202602032590	Aflac-After Tax Ins	R	2/17/2026	839.88		018445		
I-AF 202602172593	Aflac-After Tax Ins	R	2/17/2026	839.88		018445		
I-AFL202602032590	Aflac Insurance	R	2/17/2026	256.58		018445		
I-AFL202602172593	Aflac Insurance	R	2/17/2026	256.58		018445		2,192.92
00242	Elkins Professional Firefighte							
I-EPPF202602032590	Elkins Professional FF	R	2/17/2026	150.00		018446		
I-EPPF202602172593	Elkins Professional FF	R	2/17/2026	150.00		018446		300.00
00591	Retiree Health Benefit Trust F							
I-RHB202602172593	Retiree Health Benefit Trust	R	2/17/2026	984.00		018447		984.00
00805	WV FBMC							
I-FB2202602032590	Mt. Flex Benefits Post Tax	R	2/17/2026	3.00		018448		
I-FB2202602172593	Mt. Flex Benefits Post Tax	R	2/17/2026	3.00		018448		
I-MFB202602032590	Mt. Flex Benefit	R	2/17/2026	2,148.97		018448		
I-MFB202602172593	Mt. Flex Benefit	R	2/17/2026	2,148.97		018448		4,303.94
00810	WV Public Employee Insurance A							
I-BL 202602172593	Basic Life Benefit	R	2/17/2026	192.06		018449		
I-CEC202602032590	Plan C E/C	R	2/17/2026	1,937.50		018449		
I-CEC202602172593	Plan C E/C	R	2/17/2026	1,937.50		018449		
I-CF 202602032590	Plan C Family	R	2/17/2026	24,794.00		018449		
I-CF 202602172593	Plan C Family	R	2/17/2026	24,794.00		018449		
I-CS 202602032590	Plan C Single	R	2/17/2026	7,951.50		018449		
I-CS 202602172593	Plan C Single	R	2/17/2026	7,951.50		018449		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-DL 202602032590	Dependent Life	R	2/17/2026	132.58		018449		
I-DL 202602172593	Dependent Life	R	2/17/2026	132.58		018449		
I-OL 202602032590	Optional Life	R	2/17/2026	447.09		018449		
I-OL 202602172593	Optional Life	R	2/17/2026	447.09		018449		
I-TOF202602032590	Tobacco Surcharge Family	R	2/17/2026	375.00		018449		
I-TOF202602172593	Tobacco Surcharge Family	R	2/17/2026	375.00		018449		
I-TOS202602032590	Tobacco Surcharge Single	R	2/17/2026	100.00		018449		
I-TOS202602172593	Tobacco Surcharge Single	R	2/17/2026	100.00		018449		71,667.40
02755	Citizens Bank of WV							
I-GAR202602172593	Case #: CC-42-2023-C-79	R	2/17/2026	182.44		018450		182.44
02946	T & S Ford							
I-02192026	2026 Ford Maverick Truck	R	2/19/2026	16,782.00		018451		16,782.00
00023	Appalachian Forest Heritage Ar							
I-I2336	1/2 of repair costs fire main	R	2/24/2026	2,708.88		018452		2,708.88
00132	Clarksburg Water Board							
I-M94246	Compliance Samples	R	2/24/2026	23.00		018453		23.00
00202	Davis Trust Company							
I-35239 030126	3113776-35239 030126	R	2/24/2026	1,425.22		018454		1,425.22
00231	EI Technical Services, Inc.							
I-02042601	calibration of meters, lab equ	R	2/24/2026	752.00		018455		752.00
00369	The Inter-Mountain							
I-76994	DEP NPDES Permit Modification	R	2/24/2026	87.00		018456		87.00
00517	Ohio Valley Bank							
I-6300002950 030126	6300002950 030126	R	2/24/2026	8,166.47		018457		8,166.47
00582	Region VII Plan. & Development							
I-520-28	GIS Services 01/2026	R	2/24/2026	1,500.00		018458		1,500.00
00591	Retiree Health Benefit Trust F							
I-02/26 RHBT Council	Chenoweth/Severino/Kerns 02/26	R	2/24/2026	36.00		018459		36.00
00730	Valley Steel							
I-21306	Argon Cyl/Cetylene Cyl Leases	R	2/24/2026	240.00		018460		240.00
00779	Woodford Oil Company							
I-SI-25925	CHV Ultra Duty HD	R	2/24/2026	320.00		018461		320.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00805	WV FBMC							
I-02/26 RChenoweth	R Chenoweth 2 Pays 02/26	R	2/24/2026	102.84		018462		102.84
00810	WV Public Employee Insurance A							
I-02/26 Kerns B	B Kerns Healht/Life 02/26	R	2/24/2026	514.98		018463		
I-02/26 LSeverino	L Severino Health/Life 02/26	R	2/24/2026	514.98		018463		
I-02/26 RChen	R Chenoweth Health/Life 02/26	R	2/24/2026	1,079.98		018463		2,109.94
01155	Vannostrand Architects, PLLC							
I-25050602-1	PGCC Roof Architectural Design	R	2/24/2026	15,923.70		018464		15,923.70
01390	Phoenix Solutions, LLC							
I-42412	Chemicals	R	2/24/2026	11,512.50		018465		
I-42538	Chemicals	R	2/24/2026	78.50		018465		
I-42539	Chemicals	R	2/24/2026	10,071.58		018465		21,662.58
01467	Universal Engineering & Contra							
I-5389	Removal/Install Transfer Sw	R	2/24/2026	11,400.00		018466		11,400.00
01942	Elkins Municipal Building Comm							
I-1214756-12 030126	1214756-12 030126	R	2/24/2026	4,509.60		018467		
I-1214756-13 022826	1214756-13 022826	R	2/24/2026	5,361.40		018467		9,871.00
02047	Cybertech Automation USA Inc							
I-14679	Troubleshoot Report/Database	R	2/24/2026	156.00		018468		156.00
02157	Jerry A Marco							
I-Travel 021026	Travel-Mtgs DNorth/WVML Staff	R	2/24/2026	378.33		018469		378.33
02431	Fel-Ferguson Waterworks #527							
I-1024158	Pipe Saw Chains & Bar	R	2/24/2026	1,500.86		018470		1,500.86
02608	Zinn's R Us Inc							
I-4645	4 Septic Holding Tanks	R	2/24/2026	400.00		018471		
I-4805	4 Septic Holding Tanks	R	2/24/2026	400.00		018471		
I-4830	4 Septic Holding Tanks	R	2/24/2026	400.00		018471		
I-5081	4 Septic Holding Tanks	R	2/24/2026	400.00		018471		
I-5083	4 Septic Holding Tanks	R	2/24/2026	400.00		018471		2,000.00
02769	BCN Telecom Inc TBS							
I-24050687	Street Cameras	R	2/24/2026	1,818.25		018472		1,818.25

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
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* * T O T A L S * *		NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:		50	402,060.73	0.00	402,060.73
HAND CHECKS:		0	0.00	0.00	0.00
DRAFTS:		9	39,700.13	0.00	39,700.13
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: Pool TOTALS:	59	441,760.86	0.00	441,760.86
BANK: Pool TOTALS:	59	441,760.86	0.00	441,760.86

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02047	Cybertech Automation USA Inc							
I-14588	SCADA Services 0126-013126	R	2/24/2026	7,485.22		000082		
I-14635	Rplcmt of old SCADA equip	R	2/24/2026	7,485.22		000082		14,970.44
02296	CITCO Water							
I-S100325959.001	14in Valve Rebuild	R	2/24/2026	2,077.00		000083		2,077.00
02431	Fel-Ferguson Waterworks #527							
I-1025352	Parts to rebuild Meter bench	R	2/24/2026	5,012.50		000084		
I-1025432	Fel-Ferguson Waterworks #527	R	2/24/2026	248.98		000084		5,261.48

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	3	22,308.92	0.00	22,308.92
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

VENDOR SET: 01	BANK: WATDP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01	BANK: WATDP	TOTALS:	3	22,308.92	0.00	22,308.92
BANK: WATDP	TOTALS:		3	22,308.92	0.00	22,308.92
REPORT TOTALS:			64	465,353.95	0.00	465,353.95

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
 DATE RANGE: 2/16/2026 THRU 2/27/2026
 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:	March 5, 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 (final reading)
Recommended By:	Sanitary Board
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> <p>Learn more: https://cityofelkinswv.gov/city-government/projects-initiatives/2026-sewer-rate-increase/2026-sewer-rate-increase-faqs/</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:	March 5, 2026
Section:	New Business
Category:	Ordinance
Agenda Item Name:	Ordinance 351: Amending City Code Section 71.53, Parking in Downtown Alleys (first of two readings)
Recommended By:	Rules & Ordinances Committee (approved by City Attorney)
Summary:	Proposed ordinance to amend and reenact § 71.53 of the City Code relating to parking in downtown alleys. The amendment replaces the current map reference (attached to Ord. 298) with a written boundary description of the affected downtown area. This change is intended to improve transparency and accessibility in the City's online code platform while maintaining the originally adopted parking restrictions, which prohibit parking in the specified downtown alleys except for loading or unloading for up to thirty minutes.
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. O-351 - amendment concerning parking in alleys

ORDINANCE 351

AN ORDINANCE TO AMEND AND REENACT § 71.53 OF THE CODE OF THE CITY OF ELKINS RELATING TO PARKING IN DOWNTOWN ALLEYS

WHEREAS, the Common Council of the City of Elkins, West Virginia previously adopted Chapter 71 of the City Code: Stopping, Standing and Parking; and

WHEREAS, § 71.53 currently prohibits parking within certain downtown alleys by reference to a map attached to Ord. 298; and

WHEREAS, the City’s online code platform cannot easily display or embed mapped exhibits, creating practical limitations for public access and clarity when a provision relies upon a map reference; and

WHEREAS, the Common Council has determined that it is in the best interest of the citizens that § 71.53 be amended to replace the map reference with a written boundary description that accurately reflects the originally adopted area and improves transparency and accessibility of the Code; and

WHEREAS, pursuant to WV Code § 17C-2-8(a)(1), municipalities are given the special authority to regulate the standing or parking of vehicles within their jurisdiction.

NOW, THEREFORE, be it Ordained and Enacted by the Common Council of the City of Elkins that § 71.53 of the Code of the City of Elkins be amended and reenacted as follows:

§ 71.53 Parking in Downtown Alleys

No person shall park a vehicle within any alley located within the area bounded and enclosed by Railroad Avenue, Randolph Avenue, John Street, Center Street, and Lohr Lane, except when actually loading or unloading goods, wares or merchandise and then for a period not to exceed thirty (30) minutes.

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

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

This Ordinance shall become effective upon passage.

PASSED AND APPROVED ON FIRST READING: _____

PASSED AND APPROVED ON FINAL READING: _____

Jerry A. Marco, Mayor

Attest:

Sutton Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 5, 2026
Section:	New Business
Category:	Resolution
Agenda Item Name:	Resolution 1897: Approving addendums to leases with the Randolph County Development Authority for office space at the West Virginia Wood Technology Center
Recommended By:	City Treasurer
Summary:	<p>This resolution approves two lease addendums between the City of Elkins and the Randolph County Development Authority for temporary office space at the West Virginia Wood Technology Center (Suite 3 and Suite G).</p> <p>The City originally entered into these leases through prior Council actions (Resolutions #1785, #1807, #1835, and #1877) to house City operations while repairs and renovations are underway at City Hall. The current lease terms are nearing expiration.</p> <p>The attached addendums extend both leases on a month-to-month basis, requiring thirty days' written notice by either party to terminate. No other terms of the leases are changed.</p> <p>Approval of the resolution authorizes the Mayor to execute the addendums following review by the City Attorney.</p>
Fiscal Impact:	Rent for each space is \$400/month.
Recommendation:	Consider for approval
Attachments:	1. R-1897 - authorizing lease addendums with RCDA at Wood Tech

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1897)

March 5, 2026

Approving Addendums to Leases Between the City of Elkins and the Randolph County Development Authority for Office Space at the West Virginia Wood Technology Center

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

WHEREAS, the City previously entered into lease agreements with the Randolph County Development Authority for office space at the West Virginia Wood Technology Center, in Suite 3 and Suite G; and,

WHEREAS, the Common Council previously accepted the terms of these agreements and related addendums through prior resolutions of Council (Resolution #1785, Resolution #1807, Resolution #1835, and Resolution #1877); and,

WHEREAS, the City has received additional addendums to the leases, attached hereto, extending the terms of the agreements on a month-to-month basis requiring thirty days' written notice by either party to terminate, with no other changes to the terms of the leases; and,

WHEREAS, entering into these addendums is in the best interests of the citizens of the City of Elkins;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council of the City of Elkins hereby approves the attached addendums to the leases with the Randolph County Development Authority for office space at the West Virginia Wood Technology Center, including Suite 3 and Suite G, and authorizes the Mayor to execute the addendums on behalf of the City of Elkins following approval by the City Attorney.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

ADDENDUM TO LEASE

WV Wood Technology Center, Suite G

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

Whereas the Lessor and the Tenant executed a Lease dated the 15th day of May, 2025 which leased Suite “G” at the West Virginia Wood Technology Center for a period of twelve (12) months; and

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

Upon mutual agreement of the Lessor and the Tenant, the term of the Lease shall be extended on a month-to-month basis requiring 30 days’ written notice by either party to terminate.

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

IN WITNESS HEREOF, and intending to be legally bound hereby, the parties have set their hands and seals to this Lease this ____ day of _____, 2026.

LESSOR:

RANDOLPH COUNTY
DEVELOPMENT AUTHORITY

By: _____

Mark Haddix

Its: President

TENANT:

City of Elkins

By: _____

Its: _____

Witness

Witness

ADDENDUM TO LEASE

WV Wood Technology Center, Suite 3

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

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

Whereas, the Lessor and the Tenant executed an Addendum to Lease on November 6, 2025 extending the term until May 31, 2026.

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

Upon mutual agreement of the Lessor and the Tenant, the term of the Lease shall be extended on a month-to-month basis requiring 30 days’ written notice by either party to terminate.

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

IN WITNESS HEREOF, and intending to be legally bound hereby, the parties have set their hands and seals to this Lease this ____ day of _____, 2026.

LESSOR:

RANDOLPH COUNTY
DEVELOPMENT AUTHORITY

By: _____

Mark Haddix

Its: President

Witness

TENANT:

City of Elkins

By: _____

Its: _____

Witness



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 5, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Proposal to reschedule April Council meetings
Recommended By:	Admin Team
Summary:	<p>Council is required to meet on Tuesday, April 21 to lay the levy.</p> <p>The current schedule also includes regular meetings on April 2 and April 16.</p> <p>To better align with April committee meetings and avoid holding two meetings within a few days of each other, the following revision is proposed:</p> <ul style="list-style-type: none"> • Reschedule the April 2 regular meeting to Thursday, April 9. • Cancel the April 16 regular meeting. • Hold the required levy meeting on Tuesday, April 21, and address any additional necessary business at that time. <p>Under this proposal, the upcoming meeting schedule would be:</p> <ul style="list-style-type: none"> • March 5 – Regular Meeting • March 19 – Regular Meeting • April 9 – Special Meeting (rescheduled from April 2) • April 21 – Required Levy Meeting (April 16 canceled) <p>Council action is requested to approve this revised April meeting schedule.</p>
Fiscal Impact:	n/a
Recommendation:	<p>Motion that Council revise its April 2026 meeting schedule as follows:</p> <ul style="list-style-type: none"> • Reschedule the regular meeting currently set for Thursday, April 2, 2026 to Thursday, April 9, 2026;



CITY OF ELKINS AGENDA ITEM REPORT

	<ul style="list-style-type: none">• Cancel the regular meeting scheduled for Thursday, April 16, 2026; and• Hold the required levy meeting on Tuesday, April 21, 2026, at which time Council may also consider any other necessary business.
Attachments:	None