



City of Elkins

Council Meeting

March 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. **Minutes**
 - a. Proposed minutes for the meeting of March 5, 2026
 - b. Proposed minutes for the meeting of March 11, 2026
5. **Correspondence, Notifications, and Recognitions**
 - a. Elkins Tree Board 2025 Annual Report
6. **Councilor Reports**
7. **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
8. **Approval of Vendor Invoice Payments**
 - a. Vendor invoices presented for approval: March 2-13, 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.)
9. **New Business**
 - a. Ordinance 351: Amending City Code Section 71.53, Parking in Downtown Alleys (final reading)
 - b. Resolution 1898: Reappointing the City Attorney for a one-year term beginning April 1
 - c. Resolution 1899: Transferring \$125,000 from Financial Stabilization to the Fire Fund (\$100,000) and the Elkins Parks and Recreation Commission (\$25,000)

- d. Resolution 1900: Authorizing a waiver of potential conflict of interest concerning Altice for the limited purpose of legal consultation regarding a tax credit matter
- e. Resolution 1901: Approving the FY 2027 General Fund Budget
- f. Resolution 1902: Approving the FY 2027 Coal Severance Budget
- g. Resolution 1903: Approving the City contribution toward FY 2027 PEIA costs
- h. Financing options for City Hall

10. Mayor's Comments

11. Adjournment



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 19, 2026
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of March 5, 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_03_05 - minutes_proposed

Proposed Minutes

ELKINS COMMON COUNCIL MEETING MINUTES

***Phil Gainer Community Center
142 Robert E Lee Ave. Ext.
Elkins, WV 26241
March 5, 2026
7:00 p.m.***

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

Councilors C.C. Lowther and L.S. Severino were absent.

PUBLIC HEARING CONCERNING ORDINANCE 350

At 7:00 p.m., the Mayor opened the Public Hearing on the 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).

There were no speakers.

At 7:01 p.m., the Mayor closed the Public Hearing.

PUBLIC COMMENT

There was no public comment.

PRESENTATIONS

- a. City of Elkins IT manager, Dewaine Corley, provided an update on the development of an IT department and related policies.
- b. Staff of the Elkins Depot Welcome Center presented the organization's annual report.

MINUTES

Carroll **MOVED APPROVAL OF THE MINUTES FOR THE MEETING OF FEBRUARY 19, 2026.** The motion carried.

CORRESPONDENCE, NOTIFICATIONS, AND RECOGNITIONS

Proposed Minutes

- 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 permits, zoning permits, and vacant property registrations

COUNCILOR REPORTS

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

STAFF REPORTS

- a. City Treasurer T. Judy provided a written report (attached).
- b. Operations Manager M. Kesecker provided a verbal report.
- c. Wastewater Chief Operator W. Hymes provided a verbal report.
- d. Fire Chief S. Himes provided a verbal report.
- e. Police Captain R. Belt 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 February 16-27, 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 (final reading)**

Kerns **MOVED APPROVAL OF ORDINANCE 350.** The motion carried.

- b. **Ordinance 351: Amending city Code Section 71.53, Parking in Downtown Alleys (first of two readings)**

Carroll **MOVED APPROVAL OF ORDINANCE 351.** The motion carried.

- c. **Resolution 1897: Approving addendums to leases with the Randolph County Development Authority for office space at the West Virginia Wood Technology Center**

Proposed Minutes

Bross-Fregonara MOVED APPROVAL OF RESOLUTION 1897. The motion carried.

d. Proposal to reschedule April Council meetings

Carroll MOVED THAT COUNCIL REVISE ITS APRIL 2026 MEETING SCHEDULE AS FOLLOWS:

- Reschedule the regular meeting currently set for Thursday, April 2, 2026 to Thursday, April 9, 2026;
- 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.

The motion carried.

The meeting was adjourned at 8:27 p.m.

Attest: S.R. Stokes, City Clerk

Jerry A. Marco, Mayor



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 19, 2026
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of March 11, 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_03_11 - minutes_proposed

Proposed Minutes

**ELKINS COMMON COUNCIL
MEETING MINUTES**

***Phil Gainer Community Center
142 Robert E Lee Ave. Ext.
Elkins, WV 26241
March 11, 2026
7 p.m.***

Elkins Common Council met as above. Present were Mayor Jerry A. Marco; A.C. Carroll, G.M. Hinchman, B.C. Kerns, E. L. Plishka,; City Treasurer T. Judy; Fire Chief S.D. Himes; Operations Manager M. Kesecker; and City Clerk S.R. Stokes (recording secretary).

Councilors N.E. Bross-Fregonara, R.C. Chenoweth, C.H. Thompson, and B.A. Woods were absent.

Although a quorum was not present at the beginning of the meeting, the meeting proceeded as a public “work session,” with no intention to take action. The meeting was noticed as required by the Open Meetings Act and was also livestreamed.

Councilor C.C. Lowther arrived at 7:31 p.m., creating a quorum.

PUBLIC COMMENT

There was no public comment.

NEW BUSINESS

The City Treasurer presented the FY 2027 General Fund budget as recommended by the Finance Committee on March 9.

- The Committee’s recommended FY 2027 General Fund budget projects \$6,453,371 in revenues, including about \$686,000 in carryover funds to balance projected expenditures.
- The recommended contributions for outside organizations totaled \$108,200.

Administrative Officers presented information about their department budgets and answered questions from Councilors and the Mayor.

The meeting was adjourned at 7:56 p.m.

Attest: S.R. Stokes, City Clerk

Jerry A. Marco, Mayor



2025 ANNUAL REPORT

Elkins Tree Board Members

Marilynn Cuonzo (Chair); Linda Burke (Vice Chair); Iris Allen (Secretary); Linda Silva, (Treasurer); Nanci Bross-Fregonara (Communications); Cody Kerns, Melissa Thomas-Van Gundy and Stephanie Beck.

This past year the Elkins Tree Board (ETB) increased its visibility and educational outreach by sponsoring a tree talks series, distributing informational doorhangers on the importance of planting trees, increased tree identification markers at Glendale and assisted residents and businesses with certified arborist services. A summer appreciation event in 2025 recognized past tree board members and supporters as we celebrated the completion of downtown treescape project plantings. We continue to work closely with Friends of Trees, Our Town, and WV Master Naturalist program to mutually support green-related initiatives.

Actions and Accomplishments 2025

January 2025

- Tree City Recertification and Growth Award applications submitted to WV Division of Forestry (WV DOF). Both were successfully received and awarded. Elkins continues to be one of only two cities in West Virginia honored with the Growth Award.
- First of four monthly Tree Talk lectures took place at the Kump Education Center. The presentations were well-received. Publicity for the event, book marks and posters, were grant-funded by the WV DOF Community Tree program.

March 2025

- The ETB hosted its third annual Winter Walk Tree ID and Birding event at Glendale Park. Despite the freezing temperatures, 20 residents attended the event.
- Twelve trees were planted at Glendale Park thanks to WV DOF grant funds. Three memorial plaques of gratitude designed by the ETB were installed in Glendale Park by EPRC. Downtown trees were pruned to enhance their health and shape.
- The ETB canvassed First and Second Ward neighborhoods as part of an increased Adopt-A-Tree campaign in February and March, handing out 250 doorhangers.

April 2025

- Arbor Day 2025 celebrations included two tree plantings: ETB's at the Mountain School, and two trees donated by Kroger were planted at Glendale Park. The Elkins Womens Club also planted at tree at Riverbend Park.
- The annual Adopt-A-Tree Day at the Tree Nursery successfully gave away 15 trees to happy residents.



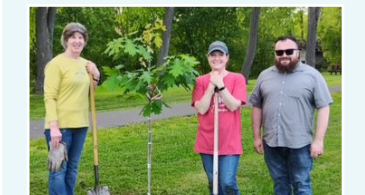
Winter Tree ID / Birding Walk at Glendale



Downtown trees were pruned thanks to grant funding.



The ETB Tree Talks Series featured four monthly lectures at the Kump House.



Arbor Day 2025 commemorations at Glendale Park and the Mountain School.

June-August 2025

- Awarded a \$11,809 Community Equi-Tree Grant from the WV Division of Forestry/USDA Department of Agriculture which funded the fall planting of 8 trees at Elkins City Park and one replacement tree downtown as well as pruning services.
- Monthly maintenance continued at the Kump House tree nursery and orchard. Projects included weeding and pruning of heirloom apple trees and extensive weeding of the tree nursery. Elkins Friends of Trees, D&E students and Mountain School volunteers assisted with efforts.

September 2025

- City website adds more Tree Board information including the Downtown Tree Walk Map.

October 2025

- Eight large trees were planted at Elkins City Park. Extensive professional pruning of downtown trees also took place to improve sight areas and tree health.

November-December 2025

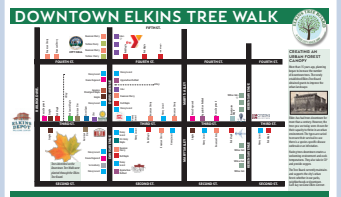
- ETB begins prioritizing projects with DOF for the 2026 Community-Tree and Division of Forestry Demonstration city grants.

LOOKING AHEAD FOR 2026

- Sponsor another Tree Talks lecture series at the Kump House.
- Apply for a WV DOF Community-Tree grant to assist with funding invasive tree removal and replacement at Riverbend Park.
- Work on pilot program for diseased/hazardous tree removal and replacement project.
- Investigate ways to utilize I-Tree technology to contextualize the city's urban forest canopy.
- Continue to secure funding to ensure annual professional pruning on public trees with a certified arborist.



Tree board members finish handing out door hangers for Adopt-A-Tree.



Tree Walk Map created for Appreciation Event.



Former tree board members, volunteers, Division of Forestry urban foresters and others attended the celebration.



Memorial plaques were installed at Glendale Park for tree contributors.



Elkins residents received free trees to plant in their front yards



Above: Board members work at Tree Nursery at the Kump House. Right: Friends of Trees volunteer works on protecting trees at Glendale. Mountain School students participate in Arbor Day tree planting ceremony with WV DOF.

**Approximately 35 seedlings were planted as part of the Kump House Wetlands project.*

66*
trees
planted

More than
800
volunteer
hours
donated to
Elkins' urban
forest



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 19, 2026
Section:	Officer Reports
Category:	Presentation
Agenda Item Name:	Treasurer's report
Recommended By:	City Treasurer
Summary:	Report on recent activities in the Treasurer's Department
Fiscal Impact:	n/a
Recommendation:	Review presented information
Attachments:	<ol style="list-style-type: none"> 1. Treasurer Report - 2026_03_19 2. Bank Balances 3. Datamax Collections

Office of the City Treasurer

Council Report

Date: March 13, 2026

Update since March 5, 2026, council meeting.

- **Council Reports & Attachments**

- Bank Balances as of February 28, 2026
- Datamax Collections from September 2018 thru February 2026

- **Projects & Financing**

- City Hall Project – On March 12th via Teams Meeting with Mike Kesecker, Bryson VanNostrand, Dave Clark, and Dwain Neely (FAHE), we discussed tax credits, possible delay with USDA closing (does not change the end date) and city properties for additional collateral to cover the difference between the appraisal and USDA loan.

- **Treasurer Staff**

- Delinquent first due fire fee collection letters will be mailed out within the next couple of weeks.
- Preparing business & occupation tax returns for the first quarter of 2026 for mailing March 31st.

- **Treasurer**

- No insurance company has requested a bid packet for FY2027 property, casualty, auto, and liability insurance coverage. Bids are due March 20, 2026, by 2:00 pm.
- Received health insurance proposal from LD&B Insurance Services on March 11, 2026. Operations Manager Mike Kesecker and I attended a Teams meeting presentation. The proposal has been forwarded to Councilor Hinchman for review and input.
- Auditors are finalizing our FY2025 audit.
- FY2027 budget discussions continue with Sanitation and Fire Fund admin officers. Budgets will be presented at the finance committee on Monday April 13th at 1:00.
- Working on the renewal for worker's comp which is due March 27, 2026.

Bank Account Name	Balance as of 2/28/2026
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ARPA	\$0.00
Elkins Municipal Building Comm.	\$0.00
Financial Stabilization	\$941,621.62
Fire Pension Fund	\$3,225,818.83
Firemen's Pension & Relief Fund	\$0.00
Grant Co Bank-Whitmer	\$6,605.88
Landfill Access Escrow	\$2,034,678.02
Landfill Post Closure	\$48,817.51
Opioid	\$25,625.25
Payroll	\$145.60
Police Forfeitures	\$24,595.44
Police Pension Fund	\$5,292,408.98
Police Seizures	\$20,018.82
Policemen's Pension & Relief Fund	\$0.00
Pooled Cash-Coal Severance Fund	\$61,399.34
Pooled Cash-Fire Fund	-\$22,387.77
Pooled Cash-General Fund	\$1,382,400.48
Pooled Cash-Landfill Fund	\$134,947.21
Pooled Cash-Parks Fund	\$678,521.48
Pooled Cash-Sanitation Fund	\$377,355.85
Pooled Cash-Sewer Fund	\$405,796.06
Pooled Cash-Water Fund	\$610,233.28
Sewer Depreciation	\$235,295.12
Sewer O&M	\$712,081.27
TIF District #1	\$175,943.16
Water Depreciation	\$149,137.80
Water O&M	\$594,359.98

Datamax Collections (Business Licenses and B&O Taxes)

Year	Month	Total Collected	Paid to Datamax
2018	September	\$6,485.18	\$3,242.59
2018	October	\$2,650.98	\$1,325.49
2018	November	\$21,178.28	\$10,589.14
2018	December	\$38,478.14	\$19,239.07
		\$68,792.58	\$34,396.29
2019	January	\$18,687.38	\$9,343.69
2019	February	\$5,669.30	\$2,834.65
2019	March	\$5,104.34	\$2,552.17
2019	April	\$2,394.68	\$1,197.34
2019	May	\$10,316.14	\$5,158.07
2019	June	\$982.02	\$491.01
2019	July	\$7,264.72	\$3,632.36
2019	August	\$1,088.12	\$544.06
2019	September	\$2,679.46	\$1,339.73
2019	October	\$17,714.28	\$8,857.14
2019	November	\$2,893.91	\$1,446.96
2019	December	\$152.81	\$76.41
		\$74,947.16	\$37,473.59
2020	January	\$8,420.83	\$4,210.42
2020	February	\$4,349.45	\$2,174.73
2020	March	\$1,664.63	\$832.32
2020	April	\$21,906.96	\$11,369.64
2020	May	\$2,065.77	\$1,449.04
2020	June	\$7,027.60	\$3,513.80
2020	July	\$5,386.41	\$2,693.21
2020	August	\$1,260.99	\$630.50
2020	September	\$970.13	\$485.07
2020	October	\$3,050.32	\$1,525.16
2020	November	\$2,658.60	\$1,329.30
2020	December	\$311.49	\$155.75
		\$59,073.18	\$30,368.94
2021	January	\$2,963.87	\$1,481.94
2021	February	\$4,393.72	\$2,196.86
2021	March	\$298.45	\$149.23
2021	April	\$1,692.41	\$846.21
2021	May	\$3,120.24	\$1,560.12
2021	June	\$771.87	\$385.94
2021	July	\$2,142.75	\$878.41
2021	August	\$610.27	\$305.14
2021	September	\$1,356.58	\$678.29
2021	October	\$1,758.94	\$879.47
2021	November	\$1,984.48	\$992.24

2021	December	\$1,563.57	\$781.79
		\$22,657.15	\$11,135.64
2022	January	\$19,408.04	\$10,094.91
2022	February	\$4,708.97	\$2,354.49
2022	March	\$65.88	\$32.94
2022	April	\$6,246.92	\$3,123.46
2022	May	\$1,558.56	\$779.28
2022	June	\$1,848.93	\$924.47
2022	July	\$2,160.85	\$1,080.43
2022	August	\$3,819.64	\$1,909.82
2022	September	\$1,383.97	\$691.99
2022	October	\$65,962.74	\$32,981.37
2022	November	\$131.84	\$65.92
2022	December	\$8,066.49	\$4,033.25
		\$115,362.83	\$58,072.33
2023	January	\$1,642.68	\$821.34
2023	February	\$2,245.45	\$1,122.73
2023	March	\$510.14	\$255.07
2023	April	\$1,686.66	\$843.33
2023	May	\$22,091.05	\$11,045.53
2023	June	\$602.95	\$301.48
2023	July	\$2,921.29	\$1,460.65
2023	August	\$5,013.49	\$2,506.75
2023	September	\$2,733.75	\$113.50
2023	October	\$2,060.14	\$1,030.07
2023	November	\$2,724.88	\$1,362.44
2023	December	\$1,712.72	\$856.36
		\$45,945.20	\$21,719.25
2024	January	\$6,405.74	\$3,202.87
2024	February	\$2,246.07	\$1,123.04
2024	March	\$6,391.85	\$3,195.93
2024	April	\$3,397.44	\$1,698.72
2024	May	\$258.89	\$129.45
2024	June	\$48,288.66	\$24,144.33
2024	July	\$4,621.62	\$2,310.81
2024	August	\$1,586.16	\$793.08
2024	September	\$0.00	\$0.00
2024	October	\$3,601.94	\$1,800.97
2024	November	\$898.23	\$449.12
2024	December	\$0.00	\$0.00
		\$77,696.60	\$38,848.32
2025	January	\$766.73	\$383.37
2025	February	\$1,737.58	\$868.79
2025	March	\$68.21	\$34.11
2025	April	\$381.97	\$190.99
2025	May	\$5,949.38	\$2,974.69

2025	June	\$8,099.27	\$4,049.64
2025	July	\$1,282.94	\$641.47
2025	August	\$2,604.28	\$1,302.14
2025	September	\$635.89	\$317.95
2025	October	\$724.63	\$362.32
2025	November	\$2,968.73	\$1,484.37
2025	December	\$0.00	\$0.00
		\$25,219.61	\$12,609.84
2026	January	\$6,163.47	\$3,081.74
2026	February	\$5,114.10	\$2,557.05
		\$11,277.57	\$5,638.79

Overall Total	\$500,971.88	\$250,262.99
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CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 19, 2026
Section:	Officer Reports
Category:	Presentation
Agenda Item Name:	Clerk's report
Recommended By:	City Clerk
Summary:	Report on recent activities in the Clerk's Department
Fiscal Impact:	n/a
Recommendation:	Review presented information
Attachments:	1. clerk report - 2026_03_19

Office of the City Clerk

Council Report

Date: March 19, 2026

1. Projects & Initiatives

TIF Bond Issue

- 3/6: Call with TIF advisors to review 2026 valuation from the Randolph County Assessor. Requested more information from assessor.
- Week of 3/9: Multiple emails with assessor’s office to clarify data anomalies.
- Week of 3/17: TIF advisors working with assessor’s office.

Downtown Sound System

- Requested proposal from consultant for assistance with RFP process.

Update to Comprehensive Plan

- 3/12 Planning Commission meeting: Draft plan will be completed by WVU by March 20. Informal public presentation tentatively scheduled for April 16. Draft will be circulated to Council by 3/20 for additional informal input. Formal adoption process will be initiated once any new suggested material changes from this input process have been incorporated. See below.

WVU delivers final draft	March 20
Circulate Comp Plan and PPT to Council informally via email	Deadline for comments: April 3
Public presentation	April 16, 6 p.m., Phil Gainer Center
With informal feedback from public/Council, Commission meets to address input, start process	PC meets May 14 to update any changes, motion to start the process and plan subsequent timelines.

HR Hiring

- First round of interviews beginning 3/20.

FY 2027 Budget Planning

- 3/9: Administrative Officers presented budgets to Finance Committee.
- 3/11: Council work session considered budgets and outside contributions.
- Staff is researching alternatives for health insurance, including the possibility of a self-funded plan, in an upcoming fiscal year.

2. Key Issues on the Radar

- **Legislative session:** The legislative session ended without significant damage to the interest of municipalities. The bill that would have given county commissions veto power over annexations was defeated.

3. Meetings Supported

- **Finance Committee, 3/9:** Administrative officers presented their budgets. The Committee discussed requests for outside funding.
- **City Council FY 2027 Budget Work Session:** Review and discussion of Finance Committee's recommended FY 2027 budget, including outside contribution amounts.
- **Planning Commission, 3/12:** The Commission approved a schedule for the final steps in presenting and adopting the updated Comprehensive Plan. Commissioners also discussed a policy framework concerning applications to amend the Zoning Code.

4. Clerk Department Operations

Information Management & Records

- **FOIA Requests:**
 - We are seeing increasingly frequent requests for case information and video files from EPD arrests. It is not clear why these are being sought, but responding to them is currently taking 1-2 hours a week. The same requester has been submitting about 8 requests per day statewide since early February. Request has been submitted to Rules & Ordinances Committee for possible administrative changes to reduce viability of high-volume/automated 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

- **Administrative Process Improvements:**
 - Working on administrative changes to reduce viability of automated requests.
 - Designed compliant FOIA request template for documenting records search and responding in various scenarios related to EPD records.

Public Relations & External Engagement

- **3/6 and 3/13:** WVML member calls to monitor legislative activity and interface with other city officials.
- **3/13:** Represented City Council at ribbon cutting for WVU Rapid Care facility.
- **3/15-18:** Attended DC National League of Cities Conference with Mayor, including meetings with Senator Capito and Representative Moore.

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: Randolph County Conference and Events Center

##



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 19, 2026
Section:	Approval of Vendor Invoice Payments
Category:	Action Item
Agenda Item Name:	Vendor invoices presented for approval: March 2-13, 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 for the referenced period.
Fiscal Impact:	Report details \$698,701.94 in transactions from all funds.
Recommendation:	Consider for approval
Attachments:	1. AP Check Report - 2026_03_19

VENDOR SET: 01 Elkins
BANK: GCBAN Grant Co Bank-Whitmer
DATE RANGE: 3/02/2026 THRU 3/13/2026

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00132 I-M94320	Clarksburg Water Board Compliance Samples	R	3/11/2026	23.00		000075		23.00
01390 I-42413	Phoenix Solutions, LLC Chemicals	R	3/11/2026	117.75		000076		117.75
00283 I-022826 Whitmer	Frontier Internet 0128-022726	D	3/11/2026	114.99		008799		114.99
00471 I-021126 Whitmer	FirstEnergy MP/PE Church Hill 010926-020726	D	3/11/2026	1,202.63		008800		1,202.63

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	140.75	0.00	140.75
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	2	1,317.62	0.00	1,317.62
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00 VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: GCBANTOTALS:	4	1,458.37	0.00	1,458.37
BANK: GCBAN TOTALS:	4	1,458.37	0.00	1,458.37

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00741	Great-West Trust Company LLC							
I-VF 202603032598	Voya	D	3/03/2026	730.00		008736		
I-VF2202603032598	Voya AT	D	3/03/2026	120.00		008736		850.00
00385	John Deere Financial							
I-3130464	JDCTLD 022826	D	3/03/2026	2,252.66		008737		2,252.66
00450	Visual Edge IT							
I-46633351	Konica Printer 030226	D	3/03/2026	52.50		008738		52.50
00471	FirstEnergy MP/PE							
I-021126 192 High	192 High St 011026-020926	D	3/03/2026	13,654.21		008739		13,654.21
00471	FirstEnergy MP/PE							
I-021126 BearHunter	Bearhunter Mntn 011026-020926	D	3/03/2026	187.59		008740		187.59
00471	FirstEnergy MP/PE							
I-021126 ECityPark	Elkins City Park 011326-020926	D	3/03/2026	11.69		008741		11.69
00471	FirstEnergy MP/PE							
I-021126 High St	High St 011026-020926	D	3/03/2026	29.81		008742		29.81
00471	FirstEnergy MP/PE							
I-021126 PPavilion	Park Pavilion 011326-020926	D	3/03/2026	10.42		008743		10.42
00471	FirstEnergy MP/PE							
I-021126 Park 095	Park St 011326-020926	D	3/03/2026	10.66		008744		10.66
00471	FirstEnergy MP/PE							
I-021126 Park 465	Park St 465 011326-020926	D	3/03/2026	17.25		008745		17.25
00471	FirstEnergy MP/PE							
I-021126 Park 996	Park St 996 011326-020926	D	3/03/2026	11.26		008746		11.26
00471	FirstEnergy MP/PE							
I-021126 Park St	Park St 883 011326-020926	D	3/03/2026	60.33		008747		60.33
00471	FirstEnergy MP/PE							
I-021126 Sycamore	Sycamore St 011326-020926	D	3/03/2026	10.52		008748		10.52
00471	FirstEnergy MP/PE							
I-021226 Reservoir	Reservoir Hill 011326-021026	D	3/03/2026	10.31		008749		10.31

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02417	US Bank Corporate Payment Syst I-VisaFleet 013026	D	3/03/2026	15,522.45		008750		15,522.45
02667	Health Equity I-HSA202603032598	D	3/03/2026	1,116.54		008751		1,116.54
00283	Frontier I-020526 4th St	D	3/09/2026	144.99		008752		144.99
00450	Visual Edge IT I-48633351	D	3/09/2026	57.00		008753		57.00
00471	FirstEnergy MP/PE I-0021626 Rand Ave	D	3/09/2026	28.15		008754		28.15
00471	FirstEnergy MP/PE I-020926 1 Baxter	D	3/09/2026	762.61		008755		762.61
00471	FirstEnergy MP/PE I-020926 142 RELee	D	3/09/2026	1,108.92		008756		1,108.92
00471	FirstEnergy MP/PE I-020926 1Bax 628	D	3/09/2026	452.16		008757		452.16
00471	FirstEnergy MP/PE I-020926 1Baxter	D	3/09/2026	253.91		008758		253.91
00471	FirstEnergy MP/PE I-020926 31Jones	D	3/09/2026	208.12		008759		208.12
00471	FirstEnergy MP/PE I-020926 5 Baxter	D	3/09/2026	326.64		008760		326.64
00471	FirstEnergy MP/PE I-020926 Flood Ctrl	D	3/09/2026	1,216.78		008761		1,216.78
00471	FirstEnergy MP/PE I-020926 Glendale	D	3/09/2026	2,680.06		008762		2,680.06
00471	FirstEnergy MP/PE I-020926 LT31Barron	D	3/09/2026	18,925.89		008763		18,925.89
00471	FirstEnergy MP/PE I-020926 Riverbend	D	3/09/2026	16,796.29		008764		16,796.29

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00471 I-020926 Wilson	FirstEnergy MP/PE Wilson Ln 121325-011526	D	3/09/2026	548.03		008765		548.03
00471 I-021026 15th	FirstEnergy MP/PE 15th St Rebilled 022726	D	3/09/2026	0.01		008766		0.01
00471 I-021026 31Jones	FirstEnergy MP/PE 31 Jones rebilled 021026	D	3/09/2026	0.02		008767		0.02
00471 I-021026 Davis 1st	FirstEnergy MP/PE Davis 1st Rebilled 021026	D	3/09/2026	0.01		008768		0.01
00471 I-021026 Glendale	FirstEnergy MP/PE Account rebilled Glendale 0210	D	3/09/2026	0.01		008769		0.01
00471 I-021026 SDavis 11th	FirstEnergy MP/PE S Davis 11th Rebilled 021026	D	3/09/2026	0.01		008770		0.01
00471 I-021126 Oak Grove	FirstEnergy MP/PE Oak Grove Addn 121325-011526	D	3/09/2026	438.33		008771		438.33
00471 I-021126 RR Ave	FirstEnergy MP/PE Railroad Lighting	D	3/09/2026	0.01		008772		0.01
00471 I-021626 11th St 219	FirstEnergy MP/PE 11th St/219 011526-021226	D	3/10/2026	57.67		008773		57.67
00471 I-021626 216 4th	FirstEnergy MP/PE 216 4th 011526-021226	D	3/10/2026	1,563.16		008774		1,563.16
00471 I-021626 Cherokee	FirstEnergy MP/PE 8 Cherokee 011526-021226	D	3/10/2026	1,440.20		008775		1,440.20
00471 I-021626 Railroad	FirstEnergy MP/PE Railroad Ave 021626	D	3/10/2026	415.60		008776		415.60
00471 I-021626 Randolph	FirstEnergy MP/PE Randolph 011526-021226	D	3/10/2026	117.72		008777		117.72
00471 I-021626 Randolph 3	FirstEnergy MP/PE Randolph/3rd 011526-021226	D	3/10/2026	32.20		008778		32.20
00471 I-021626 Stewart	FirstEnergy MP/PE Stewart 011526-021226	D	3/10/2026	1,780.97		008779		1,780.97

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00471	FirstEnergy MP/PE I-021726 1 Baxter St 1 Baxter St 011626-021326	D	3/10/2026	747.23		008780		747.23
00471	FirstEnergy MP/PE I-021726 142 RELee 142 RE Lee 011626-021326	D	3/10/2026	1,896.16		008781		1,896.16
00471	FirstEnergy MP/PE I-021726 5 Baxter 5 Baxter 011626-021326	D	3/10/2026	293.87		008782		293.87
00471	FirstEnergy MP/PE I-021726 Flood Ctl Flood Control Rd 011626-021326	D	3/10/2026	744.38		008783		744.38
00471	FirstEnergy MP/PE I-021726 Glendale Glendale Ave 011626-021326	D	3/10/2026	330.90		008784		330.90
00471	FirstEnergy MP/PE I-021726 GlendaleDr Glendale Dr 011626-021326	D	3/10/2026	2,409.93		008785		2,409.93
00471	FirstEnergy MP/PE I-021726 Harrison Harrison Ave 011626-021326	D	3/10/2026	31.15		008786		31.15
00471	FirstEnergy MP/PE I-021726 RR Ave Railroad Ave 011626-021326	D	3/10/2026	171.25		008787		171.25
00471	FirstEnergy MP/PE I-021726 Riverbend Riverbend 011626-021326	D	3/10/2026	15,440.27		008788		15,440.27
00471	FirstEnergy MP/PE I-021726 Wilson Wilson Ln 011626-021326	D	3/10/2026	535.34		008789		535.34
00119	First-Citizens Bank & Trust Co I-48676207 Konica Minolta 030826	D	3/10/2026	55.00		008790		55.00
00471	FirstEnergy MP/PE C-021726 Riverbend Riverbend Correct acct 021726	D	3/10/2026	15,440.27CR		008791		
	I-021626 11th St 11th St 011526-021226	D	3/10/2026	10.31		008791		
	I-021626 4th/Kerens 4th/Kerens 011526-021226	D	3/10/2026	11.34		008791		
	I-021626 Barron Barron 011526-021226	D	3/10/2026	349.21		008791		
	I-021626 NRand N Randolph 011526-021226	D	3/10/2026	353.15		008791		
	I-021726 1 Bax St 1 Baxter St 011626-021326	D	3/10/2026	255.00		008791		
	I-021726 1 Baxter628 1 Baxter 628 011626-021326	D	3/10/2026	408.21		008791		
	I-021726 15th 15th St 011626-021326	D	3/10/2026	42.84		008791		
	I-021726 31 Jones 31 Jones Dr 011626-021326	D	3/10/2026	214.71		008791		
	I-021726 31 Jones D 31 Jones Dr 011626-021326	D	3/10/2026	292.41		008791		
	I-021726 3rd 3rd St 011626-021326	D	3/10/2026	78.72		008791		
	I-021726 516 Glendal 516 Glendale 011626-021326	D	3/10/2026	116.09		008791		
	I-021726 Davis 1st Davis 1st 011626-021326	D	3/10/2026	47.68		008791		
	I-021726 Davis 2nd Davis/2nd 011626-021326	D	3/10/2026	67.61		008791		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-021726	Haddix 105 Rt3 Haddix 011626-021326	D	3/10/2026	55.09		008791		
I-021726	Oak Grove Oak Grove 011626-021326	D	3/10/2026	301.41		008791		
I-021726	Riverbend L Riverbend Ln 011626-021326	D	3/10/2026	43.08		008791		
I-021726	Riverbend P Riverbend 011626-021326	D	3/10/2026	15,440.27		008791		
I-021726	Riverview D Riverview Dr 011626-021326	D	3/10/2026	82.68		008791		
I-021726	SDavis/11 S Davis/11th 011626-021326	D	3/10/2026	98.31		008791		
I-Whiteman	021626 Whiteman Ave 011526-021226	D	3/10/2026	221.36		008791		3,049.21
02347	LEAF							
I-19816471	Toshiba 5525AC 030826	D	3/10/2026	283.19		008792		283.19
02347	LEAF							
I-19816472	Toshiba 4525AC 030826	D	3/10/2026	168.50		008793		168.50
02347	LEAF							
I-19816473	Toshiba 400AC 030826	D	3/10/2026	147.50		008794		147.50
00471	FirstEnergy MP/PE							
C-121225-011426	Corr Pmt Status 401 Davis	D	3/11/2026	4,278.37CR		008795		
I-1212-0114 401 Davi	401 Davis 121225-011426	D	3/11/2026	4,278.37		008795		
00792	WV Consolidated Retirement Boa Retirement	D	3/11/2026	7,713.28		008796		7,713.28
00952	WV Consolidated Retirement Boa Retirement	D	3/11/2026	3,649.92		008797		
I-RTF202603032598	Retirement	D	3/11/2026	5,332.72		008797		8,982.64
00993	WV Consolidated Retirement Boa Retirement 6%	D	3/11/2026	10,817.79		008798		10,817.79
00471	FirstEnergy MP/PE							
I-022026	Jimtown Jimtown Comm 012226-021826	D	3/11/2026	14.98		008801		
I-022026	LT31Barron Lt31 Barron Ave 011726-021626	D	3/11/2026	20,236.14		008801		20,251.12
02347	LEAF							
I-19835798	Toshiba 4525AC 031026	D	3/11/2026	381.13		008802		381.13
00116	Child Support Enforcement Child Support	R	3/03/2026	453.40		018473		453.40
I-CDS202603032598								
00121	Citizens Bank of WVFP Fire Pension	R	3/03/2026	362.40		018474		362.40
I-FP 202603032598								

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00122	Citizens Bank of WVPP							
I-PP 202603032598	Police Pension	R	3/03/2026	164.89		018475		
I-PPN202603032598	Police Pension-2010 Forward	R	3/03/2026	334.81		018475		499.70
00147	COE Misc							
I-MIS202603032598	Misc Reimbursements	R	3/03/2026	542.00		018476		542.00
00150	COE Payroll							
I-T1 202603032598	Federal Withholding	R	3/03/2026	14,819.93		018477		14,819.93
00151	COE Payroll							
I-T3 202603032598	FICA	R	3/03/2026	22,840.24		018478		
I-T4 202603032598	Medicare	R	3/03/2026	5,653.36		018478		28,493.60
00152	COE Payroll							
I-T2 202603032598	State Withholding	R	3/03/2026	6,406.00		018479		6,406.00
00203	Davis Trust Company							
I-CC 202603032598	Employee Christmas Club	R	3/03/2026	3,150.00		018480		3,150.00
00747	Washington National Insurance							
I-WN 202603032598	Washington National Insurance	R	3/03/2026	574.13		018481		574.13
00837	COE Payroll Reimbursement							
I-001202603032598	Payroll Reimbursement	R	3/03/2026	60,745.48		018482		
I-006202603032598	Payroll Reimbursement	R	3/03/2026	4,868.63		018482		
I-036202603032598	Payroll Reimbursement	R	3/03/2026	17,616.86		018482		
I-400202603032598	Payroll Reimbursement	R	3/03/2026	26,734.41		018482		
I-401202603032598	Payroll Reimbursement	R	3/03/2026	15,200.90		018482		
I-404202603032598	Payroll Reimbursement	R	3/03/2026	14,653.58		018482		139,819.86
01885	Colonial Life							
I-CL 202603032598	Colionial Life-AT	R	3/03/2026	112.10		018483		
I-CLP202603032598	Colonial Life-PT	R	3/03/2026	52.52		018483		164.62
00032	Absolute Assurance Drug Test L							
I-9870	Post Acc Pennington	R	3/03/2026	52.00		018484		52.00
00132	Clarksburg Water Board							
I-M94278	Compliance Samples	R	3/03/2026	23.00		018485		
I-M94303	Compliance Samples	R	3/03/2026	23.00		018485		46.00
00140	City of Elkins							
I-CKREQ 022726	Whitmer pmts to Elkins 02/2026	R	3/03/2026	3,487.70		018486		3,487.70

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00143	COE General Fund 2 I-03/26 Indirects Monthly Indirects 03/26	R	3/03/2026	16,824.83		018487		16,824.83
00149	COE Parks and Recreation I-03/26 Support Monthly Support	R	3/03/2026	25,483.00		018488		25,483.00
00154	COE Sanitation I-202602048885 Hauling/Tipping Fee 42827 1/22 I-202602048900 Hauling/Tipping Fee I-202602058903 01/26 Roll Off rental fee I-202602058904 01/26 Roll Off Rental Fee	R R R R	3/03/2026 3/03/2026 3/03/2026 3/03/2026	854.64 1,029.27 205.53 205.53		018489 018489 018489 018489		2,294.97
00156	COE Sewer Depreciation Account I-02/26 Sewer Depr Sewer Depreciation Dep 02/26	R	3/03/2026	6,715.99		018490		6,715.99
00158	COE Water Depreciation Account I-2/26 Water Deprec 2/26 Water Depreciation Dep	R	3/03/2026	10,480.44		018491		10,480.44
00287	Garrett Equipment Rentals, LLC I-w1417 Control Harness/23SD Plug-In	R	3/03/2026	679.66		018492		679.66
00468	Miss Utility of West Virginia, I-WV25-6021 Message Fees 01/26	R	3/03/2026	177.50		018493		177.50
00500	Newlons International Sales, L I-01P36719 Motor Oil I-01P37475 Filters/CabLight/AntennaBase I-01P37509 Cover/Bracket/Mirror Mounting	R R R R	3/03/2026 3/03/2026 3/03/2026 3/03/2026	197.55 523.69 76.94		018494 018494 018494		798.18
00712	Tyler Technologies, Inc. I-CI100-00243765 2 Subscriptions	R	3/03/2026	7,040.15		018495		7,040.15
00779	Woodford Oil Company I-SI-27329 CHV HYD 55 Oil AW32 55/1	R	3/03/2026	2,397.00		018496		2,397.00
00820	WV Division of Multimodal Tran I-2026-014 WVC070/WVC228 Swr Pipe	R	3/03/2026	260.00		018497		260.00
00927	Interstate Battery System of S I-51020215 2 31-MHD Batteries	R	3/03/2026	295.90		018498		295.90
01292	COE Sewer O & M Account I-02/26 Sewer O&M 02/26 Sewer O&M Deposit	R	3/03/2026	13,527.27		018499		13,527.27

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01313	COE Water O & M Account							
I-2/26 Water O&M	2/26 Water O&M Deposit	R	3/03/2026	21,676.42		018500		21,676.42
01390	Phoenix Solutions, LLC							
I-42572	Chemicals	R	3/03/2026	9,529.50		018501		9,529.50
01750	Backflow Prevention Plus							
I-743463	Backflow testing	R	3/03/2026	240.00		018502		240.00
01833	P3 Cost Analysts							
I-33763	VISA VUIRF 02/2026	R	3/03/2026	630.60		018503		630.60
01942	Elkins Municipal Building Comm							
I-1214756 11 031526	1214756-11 031526	R	3/03/2026	4,833.20		018504		4,833.20
02143	Wholesale Tires & Auto							
I-1221081	8 11R 22.5 Goodyear G622	R	3/03/2026	4,401.36		018505		
I-1221082	2 385/65R22.5	R	3/03/2026	1,856.64		018505		6,258.00
02431	Fel-Ferguson Waterworks #527							
I-1023877	Rep Clmp/BLT Coup	R	3/03/2026	4,067.52		018506		
I-1024341	Meter Pits	R	3/03/2026	266.64		018506		4,334.16
02848	First United Methodist Church							
I-03/26 Parking	Parking Rental 03/26	R	3/03/2026	80.00		018507		80.00
00075	Encova Insurance							
I-37214344	WCN 6010582 030126	R	3/11/2026	6,722.00		018508		6,722.00
00132	Clarksburg Water Board							
I-M94351	Compliance Samples 02/26	R	3/11/2026	230.00		018509		230.00
00140	City of Elkins							
I-CKREQ 030526	Reimb Water for Cloudfare Sub	R	3/11/2026	2,568.00		018510		2,568.00
00154	COE Sanitation							
I-202602238946	Hauling/Tipping Tkt 43054	R	3/11/2026	647.00		018511		
I-202602238951	Hauling/Tipping 43071 WPlant	R	3/11/2026	334.23		018511		981.23
00211	Elkins Depot Welcome Center							
I-01/26 Hotel/Motel	Hotel/Motel Collection 01/26	R	3/11/2026	7,338.32		018512		7,338.32
00711	Tygart Valley Transfer, Inc.							
I-00042990	Comm	R	3/11/2026	258.94		018513		
I-00043006	Res	R	3/11/2026	681.27		018513		
I-00043008	Res	R	3/11/2026	728.09		018513		
I-00043009	Comm	R	3/11/2026	748.16		018513		
I-00043027	Res	R	3/11/2026	476.79		018513		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-00043029	Comm	R	3/11/2026	263.72		018513		
I-00043036	Res	R	3/11/2026	517.88		018513		
I-00043038	Res	R	3/11/2026	555.15		018513		
I-00043042	Comm	R	3/11/2026	535.08		018513		
I-00043052	Comm	R	3/11/2026	412.78		018513		
I-00043054	Comm	R	3/11/2026	382.20		018513		
I-00043055	Comm	R	3/11/2026	632.54		018513		
I-00043059	Res	R	3/11/2026	472.02		018513		
I-00043062	Res	R	3/11/2026	593.37		018513		
I-00043063	Comm	R	3/11/2026	451.95		018513		
I-00043071	Comm	R	3/11/2026	38.22		018513		
I-00043074	Comm/Clean out	R	3/11/2026	176.19		018513		
I-00043075	Res	R	3/11/2026	85.04		018513		
I-00043077	Comm/Cleanout	R	3/11/2026	356.78		018513		
I-00043080	Comm	R	3/11/2026	279.01		018513		
I-00043084	Res	R	3/11/2026	490.17		018513		
I-00043085	Comm	R	3/11/2026	484.44		018513		
I-00043090	Res	R	3/11/2026	592.41		018513		
I-00043095	Comm	R	3/11/2026	315.32		018513		
I-00043100	Comm	R	3/11/2026	107.02		018513		
I-00043111	Res	R	3/11/2026	519.79		018513		
I-00043113	Res	R	3/11/2026	451.95		018513		
I-00043114	Comm	R	3/11/2026	595.28		018513		
I-00043128	Comm	R	3/11/2026	150.97		018513		
I-00043133	Res	R	3/11/2026	773.96		018513		
I-00043134	Comm	R	3/11/2026	591.45		018513		
I-00043135	Res	R	3/11/2026	649.74		018513		
I-00043158	Res	R	3/11/2026	474.88		018513		
I-00043164	Comm	R	3/11/2026	354.49		018513		
I-00043165	Res	R	3/11/2026	546.55		018513		
I-00043180	Comm	R	3/11/2026	78.35		018513		
I-00043183	Comm	R	3/11/2026	406.09		018513		
I-00043188	Comm	R	3/11/2026	272.32		018513		
I-00043190	Res	R	3/11/2026	512.15		018513		
I-00043191	Comm	R	3/11/2026	752.93		018513		
I-00043192	Res	R	3/11/2026	532.21		018513		
I-00043208	Res	R	3/11/2026	129.95		018513		
I-00043213	Comm	R	3/11/2026	191.10		018513		
I-00043220	Res	R	3/11/2026	544.64		018513		
I-00043223	Res	R	3/11/2026	524.57		018513		
I-00043224	Comm	R	3/11/2026	544.64		018513		
I-00043234	Comm	R	3/11/2026	254.16		018513		
I-00043242	Res	R	3/11/2026	614.39		018513		
I-00043243	Comm	R	3/11/2026	725.22		018513		
I-00043245	Res	R	3/11/2026	566.61		018513		
I-00043259	Comm	R	3/11/2026	584.77		018513		
I-00043278	Res	R	3/11/2026	1,048.18		018513		
I-00043283	Comm	R	3/11/2026	1,106.47		018513		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-00043284	Res	R	3/11/2026	767.27		018513		
I-00043303	Comm	R	3/11/2026	519.79		018513		
I-00043306	Comm	R	3/11/2026	351.62		018513		
I-00043325	Res	R	3/11/2026	517.88		018513		
I-00043328	Res	R	3/11/2026	578.08		018513		
I-00043330	Comm	R	3/11/2026	561.83		018513		
I-00043355	Comm	R	3/11/2026	406.09		018513		
I-00043368	Res	R	3/11/2026	550.37		018513		
I-00043370	Res	R	3/11/2026	507.37		018513		
I-00043371	Comm	R	3/11/2026	463.42		018513		
I-00043396	Comm	R	3/11/2026	171.99		018513		
I-00043401	Comm	R	3/11/2026	328.69		018513		
I-00043404	Res	R	3/11/2026	677.45		018513		
I-00043407	Comm	R	3/11/2026	503.55		018513		
I-00043408	Res	R	3/11/2026	551.32		018513		
I-00043424	Comm	R	3/11/2026	368.82		018513		
I-00043427	Comm	R	3/11/2026	219.77		018513		
I-00043450	Res	R	3/11/2026	546.55		018513		
I-00043451	Res	R	3/11/2026	613.43		018513		
I-00043452	Comm	R	3/11/2026	916.32		018513		
I-00043470	Res	R	3/11/2026	100.33		018513		
I-00043471	Comm	R	3/11/2026	288.56		018513		
I-00043474	Res	R	3/11/2026	747.20		018513		
I-00043477	Comm	R	3/11/2026	802.62		018513		
I-00043478	Res	R	3/11/2026	734.78		018513		
I-00043486	Comm	R	3/11/2026	285.69		018513		
I-00043493	Res	R	3/11/2026	481.57		018513		
I-00043495	Res	R	3/11/2026	423.29		018513		
I-00043496	Comm	R	3/11/2026	378.38		018513		
I-00043502	Comm	R	3/11/2026	378.38		018513		
I-00043504	Comm	R	3/11/2026	207.34		018513		
I-00043510	Comm	R	3/11/2026	146.19		018513		
I-00043518	Comm	R	3/11/2026	602.92		018513		
I-00043520	Res	R	3/11/2026	517.88		018513		
I-00043521	Res	R	3/11/2026	496.86		018513		
I-00043534	Comm	R	3/11/2026	313.40		018513		
I-00043543	Comm	R	3/11/2026	391.76		018513		
I-00043557	Comm	R	3/11/2026	450.04		018513		
I-00043558	Res	R	3/11/2026	477.75		018513		
I-00043559	Res	R	3/11/2026	577.12		018513		
I-00043568	Res	R	3/11/2026	113.70		018513		
I-00043590	Comm	R	3/11/2026	839.88		018513		
I-00043592	Res	R	3/11/2026	448.13		018513		
I-00043593	Res	R	3/11/2026	491.13		018513		

45,948.86

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00855	Agency LMC							
I-4222	Website Maint 01/26	R	3/11/2026	160.00		018514		160.00
01335	FOP Lodge #104							
I-CKREQ 030426	FOP Dues 2026	R	3/11/2026	490.00		018515		490.00
01390	Phoenix Solutions, LLC							
I-42434	Chemicals	R	3/11/2026	6,148.32		018516		
I-42598	Chemicals	R	3/11/2026	11,072.41		018516		
I-42628	Chemicals	R	3/11/2026	10,504.58		018516		27,725.31
01731	Bradish Glass Inc							
I-5011	Cullet PU 021626	R	3/11/2026	250.00		018517		250.00
01751	COE WWTP							
I-202602178927	Backwash	R	3/11/2026	951.69		018518		951.69
01790	Crim Law Office PLLC							
I-522	Attorney Services 09/2025	R	3/11/2026	6,999.45		018519		
I-523	Municipal Ct Matters 09/2025	R	3/11/2026	2,800.00		018519		9,799.45
02082	Acuity Specialty Products Inc							
I-9012407634	Trash Bags/Cleaner/Floor Pads	R	3/11/2026	517.10		018520		517.10
02322	Badger Meter							
I-80228147	Hosting Services 2/26	R	3/11/2026	302.12		018521		302.12
02431	Fel-Ferguson Waterworks #527							
I-1025565	Mtr FL Kit/Brs Nip Gbl	R	3/11/2026	297.77		018522		
I-1026584	48 lg Key f/Std Pentagon	R	3/11/2026	502.80		018522		800.57
02468	Cleanova US Inc							
I-2026/F000004580	67.0Wx431.0L Upper Belt	R	3/11/2026	1,438.34		018523		1,438.34
02705	PumpMan LLC							
I-137002686	Komline Trans Cloth Seal	R	3/11/2026	230.64		018524		230.64
02953	B. Roy Waybright							
I-030426	Cleaning PGCC 14 hrs	R	3/11/2026	210.00		018525		210.00
02671	CP&H Inc dba City Plumbing & H							
I-Appl #18	contracted services	R	3/11/2026	79,585.87		018526		79,585.87

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:	54	519,677.61	0.00	519,677.61
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	65	157,613.51	0.00	157,613.51
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: Pool TOTALS:	119	677,291.12	0.00	677,291.12
BANK: Pool TOTALS:	119	677,291.12	0.00	677,291.12

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01782 I-229314	Sierra Instruments Inc Repair/Calibrate Sensor	R	3/11/2026	1,666.27		000085		1,666.27
02012 I-282831	Appalachian Aggregates Rock/Crusher Run	R	3/11/2026	2,085.39		000086		2,085.39
02047 I-14718	Cybertech Automation USA Inc Services 030126-033126	R	3/11/2026	7,485.22		000087		7,485.22
02431 I-1024339	Fel-Ferguson Waterworks #527 Swvl Mtr Coup/Comp Union/Tee	R	3/11/2026	3,306.54		000088		3,306.54
02486 I-24242F	FPG Transceiver Kit	R	3/11/2026	5,409.03		000089		5,409.03

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	5	19,952.45	0.00	19,952.45
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: WATDP	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
		TOTALS:	5	19,952.45	0.00	19,952.45
		TOTALS:	5	19,952.45	0.00	19,952.45
		REPORT TOTALS:	128	698,701.94	0.00	698,701.94

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 3/02/2026 THRU 3/13/2026
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:	March 19, 2026
Section:	New Business
Category:	Ordinance
Agenda Item Name:	Ordinance 351: Amending City Code Section 71.53, Parking in Downtown Alleys (final reading)
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 19, 2026
Section:	New Business
Category:	Resolution
Agenda Item Name:	Resolution 1898: Reappointing the City Attorney for a one-year term beginning April 1
Recommended By:	Personnel Committee
Summary:	This resolution reappoints Geraldine Roberts as City Attorney for a one-year term beginning April 1, 2026, under the rates and terms outlined in her submitted letter of request for reappointment.
Fiscal Impact:	Rate of pay would remain unchanged since 2011 at \$100 per hour.
Recommendation:	Consider for approval
Attachments:	1. R-1898 - reappoint city attorney

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1898)

March 19, 2026

***Reappointment of Geraldine S. Roberts as City Attorney
for a New Term Commencing April 1, 2026***

WHEREAS, Elkins City Code Section 32.18 provides for the appointment of a City Attorney for a one-year term commencing April 1 of each year; and,

WHEREAS, Geraldine S. Roberts has served as the Elkins City Attorney since 2011; and,

WHEREAS, Ms. Roberts has requested reappointment via the attached letter, which is made part of this record; and,

WHEREAS, Elkins Common Council finds that it is in the best interest of the City of Elkins to reappoint Ms. Roberts, currently with the firm of Crim Law, as City Attorney for a new term commencing April 1, 2026;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby reappoints Geraldine S. Roberts and the firm of Crim Law as City Attorney for a term commencing April 1, 2026, under the terms and conditions for representation and compensation set forth in the attached letter.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk



Geraldine S. Roberts
842 S Chestnut St.
Post Office Drawer 1920
Clarksburg, WV 26302-1920
Phone: (304) 918-1003
Fax: (304) 918-1005
Email: gsroberts@wvlawyers.com

February 26,2026

VIA Email (jmarco@cityofelkinswv.com)

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

Re: Position of City Attorney

Dear Mayor Marco:

We are submitting this letter for the consideration of Geraldine S. Roberts for the position of City Attorney for the City of Elkins and to continue in our current position as City Attorney.

We would propose continuing to provide our professional services at a rate of \$100.00 per hour, as we have been doing since April 1, 2011.

We would propose the following:

1. An hourly fee of \$100.00 for those retainer duties and all other representations at the same rate.
2. Expenses would be reimbursed as provided in the invoices; and
3. The professional services provided will be billed at incremental amounts of time indicating the person completing the task, the task involved, and the actual time spent on the task. The fees will be billed on a monthly basis by invoice, and we would request that the invoices be paid within 30 days of presentation to the City, if at all possible.

We have enjoyed the opportunity of working with the City in this capacity and it is my most sincere desire to continue this representation on a mutually acceptable basis.

We thank you for your consideration of our proposal and look forward to the continued opportunity of working with the City of Elkins.

Very truly yours

Geraldine S. Roberts

Geraldine S. Roberts

GSR/dlc

cc: Personnel Committee



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 19, 2026
Section:	New Business
Category:	Resolution
Agenda Item Name:	Resolution 1899: Transferring \$125,000 from Financial Stabilization to the Fire Fund (\$100,000) and the Elkins Parks and Recreation Commission (\$25,000)
Recommended By:	Finance Committee
Summary:	This resolution authorizes the transfer of \$125,000 from the Financial Stabilization Fund, allocating \$100,000 to the Fire Fund and \$25,000 to the Elkins Parks and Recreation Commission to support operational needs and priorities.
Fiscal Impact:	Moves \$125,000 to departments for expenditure
Recommendation:	Consider for approval
Attachments:	1. R-1899 - transfers from Financial Stabilization to Fire and EPRC

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1899)

March 19, 2026

Transferring \$125,000 from Financial Stabilization to the Fire Fund and the Elkins Parks and Recreation Commission

WHEREAS, the Common Council of Elkins, West Virginia ("Council") maintains a Financial Stabilization Fund for the purpose of addressing budgetary needs and priorities; and,

WHEREAS, Council has identified the need to allocate additional funding to the Fire Fund and the Elkins Parks and Recreation Commission; and,

WHEREAS, such transfers are consistent with the City's financial planning and service priorities;

NOW, THEREFORE, BE IT RESOLVED, THAT:

Council hereby authorizes the immediate transfer of \$125,000 from the Financial Stabilization Fund, with \$100,000 to be transferred to the Fire Fund and \$25,000 to be transferred to the Elkins Parks and Recreation Commission.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 19, 2026
Section:	New Business
Category:	Resolution
Agenda Item Name:	Resolution 1900: Authorizing a waiver of potential conflict of interest concerning Altice for the limited purpose of legal consultation regarding a tax credit matter
Recommended By:	City Attorney, Operations Manager
Summary:	This resolution authorizes a limited waiver of a potential conflict of interest to allow Altice to provide legal consultation to the City regarding a specific tax credit matter.
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. R-1900 - waiver for FBT Gibbon re Altice

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1900)

March 19, 2026

***Authorizing Waiver of Conflict of Interest
And Consent to Representation by FBT Gibbons LLP***

WHEREAS, the Common Council of Elkins, West Virginia ("Council") has been presented with a request from FBT Gibbons LLP ("FBT Gibbons") to represent the City of Elkins, West Virginia ("City") in connection with structuring financing for the renovation of City Hall; and,

WHEREAS, FBT Gibbons currently represents Altice USA ("Altice") in a matter adverse to the City involving the negotiation of cable television franchise agreements for various municipalities (the "Franchise Matter"); and,

WHEREAS, FBT Gibbons has advised that the proposed representation of the City is unrelated to the Franchise Matter and will be handled by different attorneys within the firm; and,

WHEREAS, pursuant to applicable rules of professional conduct, FBT Gibbons may not undertake such representation without the informed written consent of the City; and,

WHEREAS, FBT Gibbons has provided a written disclosure and request for waiver of conflict of interest, dated March 10, 2026, attached hereto, outlining the nature of the conflict, the measures to be taken to protect confidential information, and the City's right to seek independent counsel; and,

WHEREAS, Council, in consultation with the City Attorney, has reviewed the disclosure and finds that granting the requested waiver is in the best interest of the City;

NOW, THEREFORE, BE IT RESOLVED, THAT:

Council hereby authorizes the waiver of the conflict of interest described in the March 10, 2026 correspondence from FBT Gibbons LLP and consents to the firm's representation of the City of Elkins in connection with financing for the City Hall renovation, and further authorizes the Mayor, or such other official as may be appropriate, to execute the acknowledgment and consent on behalf of the City.

Attest: Sutton R. Stokes, City Clerk

Jerry A. Marco, Mayor



Amy Condaras

Partner

+1 304.550.9878 (t)

akcondaras@fbtlaw.com

March 10, 2026

City of Elkins, West Virginia

Re: Waiver of Conflict and Consent to Representation of City of Elkins, West Virginia
City Hall renovation.

Dear:

We are pleased that the City of Elkins, West Virginia (“Elkins”) has asked FBT Gibbons LLP (“FBT Gibbons”) to represent it in structuring a financing for the renovation of its City Hall (the “Engagement”). FBT Gibbons currently represents Altice USA (“Altice”) in a matter adverse to Elkins involving the negotiation of cable television franchise agreements for various municipalities (“Franchise Matter”). We believe the factual and legal issues that are likely to arise in the work that Elkins has asked us to do in this representation are unrelated to the factual and legal issues involved in the work we are doing or are likely to do for Altice.

Under applicable rules of professional conduct, FBT Gibbons and I may not be adverse to a current client, even on an unrelated matter, without the informed consent of each affected client. If FBT Gibbons undertakes this representation of Elkins, it will present a conflict of interest in our work for Altice in the Franchise Matter where Elkins is currently an adverse party. This means that FBT Gibbons must explain to both clients the material risks of our representing Elkins in the new matter, and that FBT Gibbons cannot proceed with the representation unless both clients consent in writing.

In deciding whether to consent, Elkins should consider how our representation of Elkins could or might be affected by our representation of Altice in the Franchise Matter. The proposed work for Elkins and the existing matter in which we represent Altice adverse to Elkins are wholly unrelated and will be handled by different FBT Gibbons lawyers. For these reasons, we do not believe that there is any material risk that our commitment and dedication to Elkins’ interests will be adversely affected, and we believe that we can provide competent and diligent representation to both Elkins and Altice in their unrelated matters. FBT Gibbons will not represent either Altice or Elkins in connection with any claim, dispute or litigation that might arise between Altice and Elkins in connection with the Franchise Matter.

Any privileged, sensitive, proprietary or other confidential information of a non-public nature acquired by us as a result of our representation of Elkins in the new matter will not be shared with our lawyers who are involved in the representation of Altice. Similarly, without Altice’s consent, we will not share with Elkins any such information regarding Altice acquired by FBT Gibbons lawyers while representing Altice.

Please review this conflict waiver request carefully. Although there is no requirement to do so, Elkins may want to consult with independent counsel before deciding whether to consent. Please let

City of Elkins, West Virginia

March 10, 2026

Page 2

me know if you or Elkins have any questions prior to reaching a decision on this issue. If after appropriate review Elkins is willing to consent to our representation and waive the conflict of interest with Altice, please sign this letter in the space provided below and return it to me. We very much appreciate the privilege of serving you.

Very truly yours,

Amy Condaras

ACKNOWLEDGMENT AND CONSENT

Elkins understands the nature of the conflict of interest and agrees to waive the conflict, consenting to representation by FBT Gibbons in this matter as described above. Further, Elkins understands and agrees that FBT Gibbons will continue its representation of Altice in the Franchise Matter in which Elkins is adverse party as well as in other matters that may arise.

CITY OF ELKINS, WEST VIRGINIA

By: _____

Printed name: _____

Title: _____

Date: _____



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 19, 2026
Section:	New Business
Category:	Resolution
Agenda Item Name:	Resolution 1901: Approving the FY 2027 General Fund Budget
Recommended By:	Finance Committee
Summary:	<p>The Finance Committee, in consultation with the City Treasurer and the other Administrative Officers, recommends a Fiscal Year (FY) 2027 General Fund Budget with expenditures and revenues balanced at \$7,139,554.</p> <p>This proposed FY 2027 budget represents an increase of \$548,242 over the FY 2026 budget (which was balanced at \$6,591,312), an increase of about 8 percent.</p>
Fiscal Impact:	See above
Recommendation:	Consider for approval
Attachments:	<ol style="list-style-type: none"> 1. General Fund and Coal Severance FY2027 Budget 2. _History of Outside Contributions FY27 - 2026_03_09 - recommended by Finance Committee

MUNICIPALITY OF ELKINS
FISCAL YEAR JULY 1, 2026 - JUNE 30, 2027

Account Number	01 GENERAL FUND REVENUE SUMMARY	Budgeted Revenues 2026 - 2027	Revised Budget
296	Restricted Fund Balance		0
297	Committed Fund Balance		0
298	Assigned Fund Balance		0
299	Unassigned Fund Balance	686,183	686,183
301	01 Property Taxes - Current Expense (Linked to Rate & Levy Tab)	1,301,559	1,301,559
301	02-05 Prior Year Taxes	25,000	25,000
301	06 Supplemental Taxes	25,000	25,000
301	07 Tax Loss Restoration	1,000	1,000
301	90 Property Taxes - Excess Levy (Linked to Excess Levy Tab)	0	0
301	91 Property Taxes - Excess Levy (Linked to Excess Levy Tab)	0	0
301	92 Property Taxes - Excess Levy (Linked to Excess Levy Tab)	0	0
301	93 Property Taxes - Bond Levy (Linked to Bond Levy Tab)	0	0
302	Tax Penalties, Interest & Publication Fees	2,000	2,000
303	Gas and Oil Severance Tax (Expenditures must be listed on "Expenditures" tab, Cell Reference D639 : D644)	20,000	20,000
304	Excise Tax on Utilities	445,000	445,000
305	Business and Occupation Tax	2,005,000	2,005,000
306	Wine & Liquor Tax	88,000	88,000
307	Animal Control Tax	1,500	1,500
308	Hotel Occupancy Tax	325,000	325,000
309	Amusement Tax		0
311	Insurance Premium Surtax		0
312	Motor Vehicle Operator's Tax		0
313	Horse and Dog Racing Tax		0
314	Sales Tax	1,600,000	1,600,000
320	Fines, Fees & Court Costs	27,200	27,200
321	Parking Violations	9,800	9,800
322	Regional Jail Operations Partial Reimbursement	500	500
325	Licenses	30,000	30,000
326	Building Permit Fees	29,000	29,000
327	Miscellaneous Permits	1,000	1,000
328	Franchise Fees	62,000	62,000
329	Inspection, Dilapidated Building, & Vacant Property Fees		0
330	IRP Fees (Interstate Registration Plan)	60,000	60,000
332	Employee Health Insurance Premium Charges		0
333	Retirees' Medical Insurance Charges		0
334	Retirees' Prescription Insurance Charges		0
335	Private Liquor Club Fee		0
336	Cemetery Revenues		0
337	Dog Pound Fees		0
338	Emergency Communication Fee		0
339	Emergency Service Fee		0
340	Parks & Recreation (At least 85% should be allocated to Acct. #900, 904, 908, 915)		0
341	Municipal Service Fees	1,500	1,500

MUNICIPALITY OF ELKINS
FISCAL YEAR JULY 1, 2026 - JUNE 30, 2027

Account Number	01 GENERAL FUND REVENUE SUMMARY	Budgeted Revenues 2026 - 2027	Revised Budget
342	Parking Meter Revenues		0
343	Off Street Parking	6,800	6,800
344	Collection of Delinquent Accounts		0
345	Rents, Royalties, and Concessions	55,825	55,825
346	Airport Revenues		0
347	Jail Fees		0
348	Special Assessments		0
350	Refuse Collection (At least 85% should be allocated to Accts.#800 and/or #801)	3,000	3,000
351	Police Protection Fees (At least 85% should be allocated to Acct. #700)		0
352	Fire Protection Fees (At least 85% should be allocated to Acct. #706)		0
353	Planning Commission Revenue		0
354	Landfill / Incinerator Fees		0
355	Street Fees (At least 85% should be allocated to Acct. #750)		0
357	Housing Program Revenues		0
358	Civic Center / Coliseum		0
359	Floodwall Fees		0
361	Charges for Services	500	500
362	Charges to Other Entities		0
363	Ambulance Fees		0
365	Federal Government Grants		0
366	State Government Grants		0
367	Other Grants		0
368	Contributions from Other Entities		0
369	Contributions from other Funds (provide details on 'Explanations' tab)		0
370	Charges to Other Funds	174,387	174,387
371	Payment in Lieu of Taxes	20,000	20,000
372	Federal Payment in Lieu of Taxes		0
373	Flood Reimbursement		0
374	Payroll Reimbursements		0
375	Transfers from Rainy Day Fund		0
376	Gaming Income	10,000	10,000
377	Capital Lease Revenues		0
378	Municipal Specific - (provide details on 'Explanations' tab)	0	0
379	Gain/Loss on Sale of Fixed Assets		0
380	Interest Earned on Investments	35,000	35,000
381	Reimbursements (provide details on 'Explanations' tab)	20,000	20,000
382	Refunds and Rebates (provide details on 'Explanations' tab)	11,000	11,000
383	Sale of Fixed Assets		0
384	Sale of Materials		0
385	Commissions		0
386	Insurance Claims		0
387	Filing Fees	300	300
388	Library Fees		0
389	Accident Reports	2,000	2,000

MUNICIPALITY OF ELKINS
FISCAL YEAR JULY 1, 2026 - JUNE 30, 2027

Account Number	01 GENERAL FUND REVENUE SUMMARY	Budgeted Revenues 2026 - 2027	Revised Budget
390	Bingo Revenues	0	0
391	Recycling Program	4,500	4,500
392	Property Rehabilitation	0	0
393	Interest on Special Assessments	0	0
394	Confiscated Property, Forfeiture/Seizure	0	0
395	Employees Retirement Contribution (Police & Fire)	0	0
396	Fair Market Value	0	0
397	Video Lottery (LVL)	25,000	25,000
398	Proceeds from Sale of Bonds	0	0
399	Miscellaneous Revenues (provide details on 'Explanations' tab)	25,000	25,000
01	Grand Total - General Fund Revenues	7,139,554	7,139,554

MUNICIPALITY OF ELKINS
FISCAL YEAR JULY 1, 2026 - JUNE 30, 2027

Account Number	02 COAL SEVERANCE TAX FUND REVENUE SUMMARY	Budgeted Revenues 2026 - 2027	Approved Revisions
298	Assigned Fund Balance <small>(Coal Fund Only)</small>	72,000	72,000
310	Coal Severance Tax	18,000	18,000
380	Interest Earned on Investment		0
381	Reimbursements		0
382	Refunds		0
02	Grand Total - Coal Severance Tax Fund Revenues	90,000	90,000

MUNICIPALITY OF ELKINS
FISCAL YEAR JULY 1, 2026 - JUNE 30, 2027

Expenditures	General Fund		Coal Severance Fund	
	General Budget 2026 - 2027	Revised Budget	Coal Budget 2026 - 2027	Revised Budget
GENERAL GOVERNMENT #401 - 699				
402 Economic Development		0		0
403 Federal Grants		0		0
404 State Grants		0		0
405 Zoning Board		0		0
406 Consumer Protection		0		0
407 Civil Service		0		0
408 Insurance Program (Self Insured)		0		0
409 Mayor's Office	120,080	120,080	0	0
410 City Council	100,910	100,910	0	0
411 Recorder's Office	0	0	0	0
412 City Manager's Office	0	0	0	0
413 Treasurer's Office	345,200	345,200	0	0
414 Finance Office	0	0	0	0
415 City Clerk's Office	278,510	278,510	0	0
416 Police Judge's Office	116,450	116,450		0
417 City Attorney	75,000	75,000		0
418 City Auditor	26,000	26,000		0
419 Main Street Program		0		0
420 Engineering		0		0
421 Community Development (Housing)		0		0
422 Personnel Office		0		0
423 Purchasing Department		0		0
424 Contributions to Comms/Authorities	46,200	46,200		0
425 Enforcement Agency		0		0
426 Litigation Reserve		0		0
427 Rehabilitation of Property		0		0
428 Acquisition of Property		0		0
429 Clearance		0		0
430 Program Planning		0		0
431 Printing		0		0
432 Other Grants		0		0
433 Custodial	185,000	185,000		0
434 Housing Authority		0		0
435 Regional Development Authority	7,974	7,974		0
436 Building Inspection	90,600	90,600		0
437 Planning & Zoning	10,000	10,000		0
438 Elections	16,700	16,700		0
439 Data Processing		0		0

MUNICIPALITY OF ELKINS
FISCAL YEAR JULY 1, 2026 - JUNE 30, 2027

Expenditures	General Fund		Coal Severance Fund	
	General Budget 2026 - 2027	Revised Budget	Coal Budget 2026 - 2027	Revised Budget
440 City Hall	588,200	588,200	90,000	90,000
441 Other buildings		0		0
442 Internal Audit		0		0
443 Charter Board		0		0
444 Contributions / Transfers to Other Funds		0		0
445 Worthless Checks / Bad Debt Expense		0		0
500 Other Buildings #2		0		0
501 Employee Wellness		0		0
565 Electrical Services		0		0
566 Public Works Department	184,000	184,000		0
567 Public Grounds		0		0
568 Complaint Department		0		0
569 Local Government Access Channel		0		0
570 Energy Savings Contract		0		0
571 Parking		0		0
590 Market House		0		0
698 Transfers/Reimbursements		0		0
699 Contingencies (CAN NOT EXCEED 10% OF TOTAL BUDGET)		0		0
TOTAL GENERAL GOVERNMENT	2,190,824	2,190,824	90,000	90,000

MUNICIPALITY OF ELKINS
FISCAL YEAR JULY 1, 2026 - JUNE 30, 2027

Expenditures	General Fund		Coal Severance Fund	
	General Budget 2026 - 2027	Revised Budget	Coal Budget 2026 - 2027	Revised Budget
PUBLIC SAFETY #700 - 749				
700 Police Department	2,100,800	2,100,800	0	0
701 DARE Grant		0		0
702 COPS Grants		0		0
703 Investigative Services & Control		0		0
704 Police-Special Duty	116,900	116,900		0
705 Regional Jail		0		0
706 Fire Department		0		0
707 Dog Warden/Humane Society	10,800	10,800		0
708 Watershed Project		0		0
709 Ambulance Authority		0		0
710 Dams & Dredging		0		0
711 Communication Center/Central Dispatch		0		0
712 Traffic Engineering		0		0
713 Civil Defense		0		0
714 Flood Control/ Soil Conservation	37,000	37,000		0
715 Fire Hydrants		0		0
716 Emergency Services		0	0	0
717 Juvenile Justice Diversion Program		0		0
718 Drug & Violent Crime Control Grant		0		0
719 Local Law Enforcement Block Grant		0		0
720 Local Law Enforcement Block Grant		0		0
721 Local Law Enforcement Block Grant		0		0
722 Local Law Enforcement Block Grant		0		0
723 Local Law Enforcement Block Grant		0		0
724 Fire Fee Distribution		0		0
TOTAL PUBLIC SAFETY	2,265,500	2,265,500	0	0

MUNICIPALITY OF ELKINS
FISCAL YEAR JULY 1, 2026 - JUNE 30, 2027

Expenditures	General Fund		Coal Severance Fund	
	General Budget 2026 - 2027	Revised Budget	Coal Budget 2026 - 2027	Revised Budget
STREET AND TRANSPORTATION #750-799				
750 Streets and Highways	1,331,000	1,331,000	0	0
751 Street Lights	140,000	140,000		0
752 Signs and Signals	20,000	20,000		0
753 Snow Removal	25,000	25,000		0
754 Central Garage	211,600	211,600		0
755 Street Construction		0		0
756 Street Cleaning		0		0
757 Sidewalks		0		0
758 Airports		0		0
759 Public Transit	20,000	20,000		0
760 Port Authority		0		0
761 Grants - Street and Transportation		0		0
TOTAL STREET & TRANSPORT.	1,747,600	1,747,600	0	0
HEALTH & SANITATION #800 - 899				
800 Garbage Department		0	0	0
801 Landfill/Incinerator Department		0		0
802 Recycling Center	5,500	5,500		0
803 Local Health Department	5,500	5,500		0
804 Other Health Program		0		0
805 Storm Sewer	48,900	48,900		0
806 Water & Sewer		0		0
807 Sewer - Source of Supply		0		0
808 Water - Source of Supply		0		0
809 Grants - Health and Sanitation		0		0
TOTAL HEALTH & SANITATION	59,900	59,900	0	0

MUNICIPALITY OF ELKINS
FISCAL YEAR JULY 1, 2026 - JUNE 30, 2027

Expenditures	General Fund		Coal Severance Fund	
	General Budget 2026 - 2027	Revised Budget	Coal Budget 2026 - 2027	Revised Budget
CULTURE & RECREATION #900 - 949				
900 Parks & Recreation	345,796	345,796	0	0
901 Visitors Bureau	162,500	162,500		0
902 Travel Council		0		0
903 Fair Associations/Festivals		0		0
904 Swimming Pools		0	0	0
905 Community Center		0		0
906 Arts & Humanities		0		0
907 Youth Program		0		0
908 Playgrounds		0		0
909 Museum Commission		0		0
910 Civic Center - Municipal Auditorium	134,600	134,600		0
911 Historical Commission	4,000	4,000		0
912 Civic Promotions	6,934	6,934		0
913 4-H Camp		0		0
914 Rails to Trails		0		0
915 Ice Arena		0		0
916 Library	22,500	22,500		0
917 Law Library		0		0
918 Golf Course		0		0
919 Stadium		0		0
920 Grants - Culture and Recreation		0		0
TOTAL CULTURE & RECREATION	676,330	676,330	0	0

MUNICIPALITY OF ELKINS
FISCAL YEAR JULY 1, 2026 - JUNE 30, 2027

Expenditures	General Fund		Coal Severance Fund	
	General Budget 2026 - 2027	Revised Budget	Coal Budget 2026 - 2027	Revised Budget
SOCIAL SERVICES #950 - 959				
950 Beautification Programs	30,000	30,000		0
951 Aging Program (Senior Citizens)		0		0
952 Cemeteries		0		0
953 Social Services		0		0
954 Human Rights / Affirmative Action		0		0
955 Human Resources	169,400	169,400		0
956 Community Council		0		0
957 Bingo Expenses		0		0
958 Grants - Social Services		0		0
TOTAL SOCIAL SERVICES	199,400	199,400	0	0
CAPITAL PROJECTS #960 - 999				
975 General Government		0		0
976 Public Safety		0		0
977 Street and Transportation		0		0
978 Health and Sanitation		0		0
979 Culture and Recreation		0		0
980 Social Services		0		0
TOTAL CAPITAL PROJECTS	0	0	0	0
Total Expenditures	7,139,554	7,139,554	90,000	90,000

	Amount of Appropriation 2026 - 2027	Expenditure Account Number
POLICEMEN'S PENSION FUND	30,000	001-700
FIREMEN'S PENSION FUND	-	
AUDIT COSTS	26,000	001-418

MUNICIPALITY OF ELKINS
FISCAL YEAR JULY 1, 2026 - JUNE 30, 2027

Expenditures	General Fund		Coal Severance Fund	
	General Budget 2026 - 2027	Revised Budget	Coal Budget 2026 - 2027	Revised Budget

Gas & Oil Expenditures

General Government Expenditures	20,000	
Public Safety Expenditures		
Street & Transportation Expenditures		
Health & Sanitation Expenditures		
Culture & Recreation Expenditures		
Social Services Expenditures		
Capital Projects Expenditures		
Total	20,000	

Gas & Oil total expenditures are tied to the Gas & Oil revenue budgeted in Account #303. Money is posted to the general government line unless you enter amounts in the other lines. Do not reduce General Government expenditures below zero.

FY 2027 Proposed Funding for Partner and Community Organizations

Organization	FY2026	FY2027 total funding (requested)	FY27-FY26 difference (requested)	FY2027 total funding (recommended by Finance Committee)	FY27-FY26 difference (recommended by Finance Committee)	FY2027 (final by council)
Airport Authority	\$15,000	\$30,000	\$15,000	\$0	-\$15,000	
Appalachian Forest Heritage	\$2,000	\$6,500	\$4,500	\$2,000	\$0	
Arts Center	\$5,000	\$10,000	\$5,000	\$5,000	\$0	
Chamber of Commerce	\$2,500	\$3,500	\$1,000	\$2,500	\$0	
Child Advocacy Center	\$10,000	\$10,000	\$0	\$10,000	\$0	
Citizens Promoting Community	\$2,500	\$0	-\$2,500	\$0	-\$2,500	
Country Roads Transit	\$15,000	\$20,000	\$5,000	\$20,000	\$5,000	
Development Authority	\$13,500	\$13,500	\$0	\$8,500	-\$5,000	
Emergency Medical Squad	\$50,000	\$50,000	\$0	\$0	-\$50,000	
Health Department	\$5,500	\$5,500	\$0	\$5,500	\$0	
Historic Landmarks Commission	\$4,000	\$7,000	\$3,000	\$4,000	\$0	
Humane Officer (county)	\$10,000	\$10,000	\$0	\$10,000	\$0	
Humane Society	\$12,000	\$12,000	\$0	\$12,000	\$0	
Library	\$22,500	\$22,500	\$0	\$22,500	\$0	
Main Street	\$0	\$0	\$0	\$0	\$0	
Our Town (fireworks)	\$2,500	\$3,000	\$500	\$3,000	\$500	
Warming Station	\$1,000	\$0	-\$1,000	\$0	-\$1,000	
Tree Board	\$3,700	\$3,700	\$0	\$3,200	-\$500	
Subtotal	\$176,700	\$207,200	\$30,500	\$108,200	-\$68,500	\$0
Formula Driven Contributions						
CVB/Welcome Center (50% H/M Tax)	\$130,250	\$162,500	\$32,250	\$162,500	\$32,250	
Parks & Recreation TOTAL	\$305,796	\$345,796	\$40,000	\$345,796	\$40,000	\$0
50% H/M Tax	\$130,250	\$162,500	\$32,250	\$162,500	\$32,250	
General Fund	\$175,546	\$183,296	\$7,750	\$183,296	\$7,750	
Total (inc. H/M tax)	\$612,746	\$715,496	\$102,750	\$616,496	\$3,750	\$0
Total from General Fund	\$352,246	\$390,496	\$38,250	\$291,496	-\$60,750	\$0
	FY2026	FY2026 total funding (requested)	FY25-FY26 difference (requested)	FY2026 total funding (recommended by Finance Committee)	FY25-FY26 difference (recommended by Finance Committee)	FY2026 (final by council)

Blue highlighting indicates increases.

Red highlighting indicates estimated formula-driven



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 19, 2026
Section:	New Business
Category:	Resolution
Agenda Item Name:	Resolution 1902: Approving the FY 2027 Coal Severance Budget
Recommended By:	Finance Committee
Summary:	<p>This resolution approves and adopts the City's Coal Severance Budget for Fiscal Year 2027.</p> <p>FY 2027 Coal Severance funds available for assignment are estimated at \$90,000. These are assigned to Department 442 (City Hall).</p>
Fiscal Impact:	See summary
Recommendation:	Consider for approval
Attachments:	1. R-1902 - Coal Severance Fund Budget FY27

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1902)

March 19, 2026

Fiscal Year 2027 Coal Severance Budget

WHEREAS, the Common Council of Elkins, West Virginia ("Council") receives coal severance funds pursuant to West Virginia law for designated purposes; and,

WHEREAS, the City of Elkins Common Council has previously adopted a Protocol for the Adoption and Revision of Budgets, via Resolution 598, on June 5, 2014; and,

WHEREAS, the Treasurer has, in accordance with this Protocol, presented a proposed Coal Severance Fund Budget for the Fiscal Year 2027 (copy attached and made part of this record); and,

WHEREAS, the Finance Committee of the Elkins Common Council has reviewed the attached and recommends adoption of the same; and,

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

NOW, THEREFORE, BE IT RESOLVED, THAT:

Council hereby approves and adopts the attached Coal Severance Fund Budget for the Fiscal Year 2027.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

3-17-26 10:01 AM G/L BUDGET REPORT
BUDGET : 27-2026-2027 Budget
FUND : 002 COAL SEVERANCE FUND
ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 1

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
002-000-300-0299	Unencumbered Fund Balance	72,000.00CR
002-000-310-0000	Coal Severance Tax	18,000.00CR
002-000-380-0000	Interest Earned on Investments	0.00
	PAGE TOTAL:	90,000.00CR
	TOTAL:	90,000.00CR
	TOTAL REVENUES:	90,000.00CR

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
DEPT NO: 440	CITY HALL	
002-440-216-0000	Maint of Equipment	0.00
002-440-230-0000	Contracted Services	0.00
002-440-566-0000	City Hall Contingency	90,000.00
	PAGE TOTAL:	90,000.00
	TOTAL:	90,000.00
	TOTAL EXPENDITURES:	90,000.00
	NET REVENUES/EXPENDITURES:	0.00



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 19, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Resolution 1903: Approving the City contribution toward FY 2027 PEIA costs
Recommended By:	Finance Committee
Summary:	This resolution establishes PEIA Plan C as the City's base health insurance plan for FY 2027, with the City fully funding all Plan C premiums and deductible contributions through Health Savings Accounts for eligible employees and dependents. Employees selecting other PEIA plans will receive a City contribution toward premiums up to the equivalent Plan C amount.
Fiscal Impact:	Total cost to the General Fund in FY 2027 will be \$660,415, about \$110,000 more than for FY 2026. This is included in the proposed FY 2027 General Fund budget.
Recommendation:	Consider for approval
Attachments:	1. R-1903- Establishing FY27 PEIA package

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1903)

March 19, 2026

Establishing PEIA Plan C (“Gold High Deductible”) as the City’s Base Plan for Fiscal Year 2027, with All Plan C Premium and Deductible Costs to be Borne by the City

WHEREAS, the Common Council of the City of Elkins (“Council”) has previously adopted a Personnel Manual (“Manual”), on October 21, 2010; and,

WHEREAS, Chapter 5.D. provides that all full-time employees are eligible to participate in the State of West Virginia’s group medical insurance plan or such plan to which the City may subscribe and that Council will determine how much of the cost of participation on the part of employees will be borne by the city; and,

WHEREAS, the City currently subscribes to the Public Employee Insurance Agency (“PEIA”) medical insurance plan and offers all available plans to full-time employees; and,

WHEREAS, the Finance and Personnel Committees recommend that, as in FY 2026, the City continue in FY 2027 to offer PEIA Plan C, a High Deductible Health Insurance Plan, as the City’s base plan and take such other actions as are necessary to fully fund all premium and deductible costs for any eligible employees and dependents, and to pay premium costs for those eligible employees and dependents who select other PEIA plans, but only up to the amount that their PEIA Plan C premiums would cost; and,

WHEREAS, Council finds that it is in the best interests of the City of Elkins to adopt and implement this plan for FY 2027;

NOW, THEREFORE, BE IT RESOLVED BY COUNCIL, that, for Fiscal Year 2027:

- PEIA Plan C shall be the city’s base plan.
- The City will fund 100 percent of the FY 2027 premium cost of Plan C for all eligible participating employees and dependents.
- The City will, at the beginning of FY 2027, deposit the full, applicable FY 2027 Plan C deductible amounts in Health Savings Accounts for all eligible participating employees and dependents.
- The City will contribute FY 2027 premium costs for any employee selecting any PEIA plan other than Plan C, up to the premium cost for equivalent coverage under Plan C, with the stipulation that only Plan C participants are eligible to participate in Health Savings Accounts, and therefore only Plan C participants will receive any City contribution toward deductible costs.

Attest: Sutton R. Stokes, City Clerk

Jerry A. Marco, Mayor



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 19, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Financing options for City Hall
Recommended By:	City Treasurer
Summary:	The City Treasurer will present information to Council concerning financing options for City Hall.
Fiscal Impact:	TBD
Recommendation:	Not specified
Attachments:	None