

Approved 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

- 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.

Approved Minutes

- 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**

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

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



Please consider the environment before printing this email

© 2010-**EmailTemplateYear** InvoiceCloud. All rights reserved.

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

##

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

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: GCBANTOTALS:	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 D	2/17/2026 2/17/2026	730.00 120.00		008631 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 D	2/17/2026 2/17/2026	2,977.64 4,825.10		008633 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 R R	2/18/2026 2/18/2026 2/18/2026	23.00 23.00 230.00		018423 018423 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
-------------	------	--------	------------	----------------	----------	----------	--------------	--------------

* * 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	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
			3	22,308.92	0.00	22,308.92
			3	22,308.92	0.00	22,308.92
			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
