



City of Elkins

Council Meeting

April 9, 2026

7:00 PM

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

AGENDA

1. **Invocation and Pledge of Allegiance**
2. **Call to Order and Roll Call**
3. **Public Comment**
4. **Presentation**
 - a. City Clerk: Strategic Plan progress update
5. **Minutes**
 - a. Proposed minutes for the meeting of March 19, 2026
6. **Correspondence, Notifications, and Recognitions**
 - a. Mayor's Proclamations
 1. Elkins Depot Welcome Center's 20th Anniversary Celebration - April 2, 2026
 2. National Gold Star Spouses Day - April 5, 2026
 3. National Donate Life Month - April 2026
 - b. Approved Event Requests
 1. Ramps and Rails - April 25, 2026
 2. Tacos, Tats, and Taps - June 6, 2026
 3. Clementine's Cantina MSFF Block Party - October 3, 2026
 - c. Building Officer's report
7. **Councilor Reports**
8. **Officer Reports**
 - a. Treasurer's report
 - b. Operations Manager's report
 - c. Fire Chief's report
 - d. Police Chief's report
 - e. Chief Utility Operator's report
 - f. Clerk's report
9. **Approval of Vendor Invoice Payments**

- a. Vendor invoices presented for approval: March 16-April 3, 2026

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

10. New Business

- a. Resolution 1904: Appointing Sarah Campbell as HR Generalist and HR Department administrative lead
- b. Resolution 1905: Bid acceptance for demolitions funded by the WV DEP DLAP program

11. Mayor's Comments

12. Adjournment



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 9, 2026
Section:	Presentation
Category:	Presentation
Agenda Item Name:	City Clerk: Strategic Plan progress update
Recommended By:	Administrative Officers
Summary:	Presentation of progress to date on Council's 2024-2029 Strategic Plan, which is available online here: https://cityofelkinswv.gov/city-government/city-council/strategic-plans/
Fiscal Impact:	n/a
Recommendation:	Review presented information
Attachments:	1. strategic_plan_presentation - 2026_03_25 - for review

2024-2029 Strategic Plan Progress Update



Purpose



- Provide concise implementation update
- Summarize departmental activity
- Assess timing vs plan
- Highlight areas for direction

Plan Overview



- Adopted June 2024
- Six focus areas guide operations
- Framework for budgeting and priorities

Mission



Our mission is to provide responsive, effective, cost-efficient government services while actively looking for opportunities to exceed expectations and apply creative approaches as we enhance safety, wellbeing, prosperity, and quality of life in Elkins.

Vision



By 2029...

- A thriving arts and cultural scene.
- The “base camp” for Mon Forest/outdoor recreation.
- A model employer: transparent, accountable, and innovative.
- A revitalized downtown and accessible riverfront.
- Prepared for challenges/opportunities of Corridor H.

Values



- Hold ourselves to the highest ethical standards.
- Act as ambassadors of our city.
- Embrace accountability and openness.
- Lead by example.
- Protect community and natural resources.
- Guard our community's safety, health, and wellbeing.
- Expend public funds wisely and responsibly.
- Value and respect our coworkers.

Methodology



- Based on departmental progress notes (Dec. 2025)
- Each action categorized using available updates
- Estimated start year used as timing benchmark

Progress Tracking



- Actions assigned by department
- Estimated start year as baseline
- Progress reflected in departmental updates

Status Definitions



- On track: consistent with timeline
- In progress: active
- Not started: no activity yet
- Deferred: paused or discontinued

Status Summary

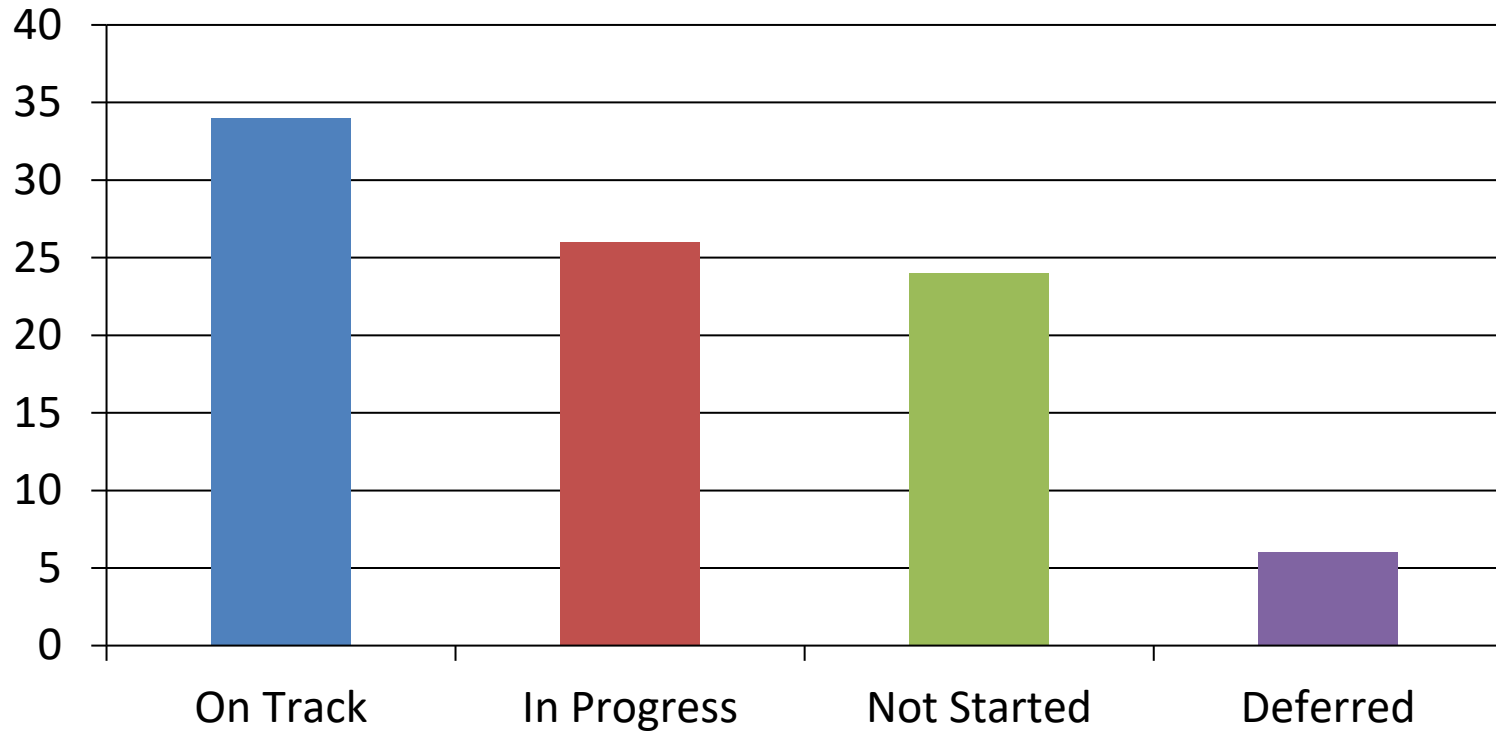


- Total actions reviewed: 90
- On track/completed: 34 (38%)
- In progress: 26 (29%)
- Not started: 24 (27%)
- Deferred/discontinued: 6 (7%)

Progress Overview



Actions



Timeline Overview



- Most 2024 items underway
- 2025 items mixed
- Delays tied to sequencing and capacity
- Limited deferrals

Timing Takeaways



- Majority of 2024 work is underway
- No systemic implementation gap
- Constraints are structural (IT, capital, sequencing)

Human Resources



- HRIS (NeoGov) implementation underway (2026 target)
- Personnel digitization tied to HRIS rollout
- Compensation study work underway

Operations



- Sanitation garage completed (2025)
- City Hall HVAC and systems upgrades in progress
- Stormwater work underway; funding options under review
- Ongoing infrastructure planning as capital funding and sequencing allow

Public Safety



- Public safety cameras ~70% operational
- Second K9 unit and ALPR deployed
- CALEA accreditation delayed (facility constraints)
- Corridor H planning underway

Treasurer



- Budget calendar implemented (2024–2025)
- Financial stabilization account exceeds target (~\$940k)
- B&O analysis ongoing (27% of GF)

Mayor & IT



- IT Manager position established (Resolution 1796)
- Proposed transition toward IT Generalist + MSP model
- Awaiting Advance network/security assessment
- Draft IT development roadmap created (2026)
- Annexation outreach continuing

City Clerk



- Communications and transparency expanded (website, livestreaming)
- Emergency communications planning
- Expanded WENS access
- TIF coordination advanced (grant funding + bond planning)
- Addressing initiative progressing with external coordination

Successes



- Effective adaptation to City Hall disruption
- Strong coordination across departments and with external partners
- Success securing and leveraging external funding (earmarks, TIF)
- Key capital projects in progress or completed
- Continued improvements in communications, transparency, and public access

Constraints



- Capital funding levels
- Ongoing IT planning and transition
- Facility conditions and renovations
- Legal and policy constraints
- Organizational capacity

Adjustments



- Some initiatives refined based on legal constraints
- Program concepts adjusted (e.g., housing incentives)
- Timing shifts due to funding and facilities
- Plan functioning as adaptive framework

Next Phase



- Advance Corridor H-related planning
- Execute TIF-funded projects (Riverfront/Streetscape)
- Complete HRIS and IT roadmap alignment
- Continue capital and infrastructure investment

Questions?



- Ask away



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 9, 2026
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of March 19, 2026
Recommended By:	City Clerk
Summary:	Minutes proposed for the referenced meeting
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. city council - 2026_03_19 - minutes_proposed

Proposed Minutes

**ELKINS COMMON COUNCIL
MEETING MINUTES**

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

Elkins Common Council met as above. Present were Mayor Jerry A. Marco; Councilors N.E. Bross-Fregonara, A.C. Carroll, R.C. Chenoweth, E. L. Plishka, L.S. Severino, and B.A. Woods; City Treasurer T. Judy; Fire Chief S.D. Himes; Police Chief T. Bennett; Operations Manager M. Kesecker; City Attorney G. S. Roberts (via phone); and City Clerk S.R. Stokes (recording secretary).

Councilors G.M. Hinchman and B.C. Kerns were absent.

Councilors C.C. Lowther and C.H. Thompson arrived after the beginning of the meeting, prior to the vote on Resolution 1901.

PUBLIC COMMENT

There was no public comment.

MINUTES

Chenoweth **MOVED APPROVAL OF THE MINUTES FOR THE MEETING OF MARCH 5, 2026. The motion carried.**

Carroll **MOVED APPROVAL OF THE MINUTES FOR THE MEETING OF MARCH 11, 2026. The motion carried.**

CORRESPONDENCE, NOTIFICATIONS, AND RECOGNITIONS

- a. Elkins Tree Board 2025 Annual Report

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.

Proposed Minutes

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

APPROVAL OF VENDOR INVOICE PAYMENTS

Plishka **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 March 2-13, 2026

NEW BUSINESS

- a. **Ordinance 351: Amending City Code Section 71.53, Parking in Downtown Alleys (final reading)**

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

- b. **Resolution 1898: Reappointing the City Attorney for a one-year term beginning April 1**

Woods **MOVED APPROVAL OF RESOLUTION 1898.** The motion carried.

- c. **Resolution 1899: Transferring \$125,000 from Financial Stabilization to the Fire Fund (\$100,000) and the Elkins Parks and Recreation Commission (\$25,000)**

Chenoweth **MOVED APPROVAL OF RESOLUTION 1899.** The motion carried.

- 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**

Chenoweth **MOVED APPROVAL OF RESOLUTION 1900.** The motion carried.

- e. **Resolution 1901: Approving the FY 2027 General Fund Budget**

Chenoweth **MOVED THAT COUNCIL ADOPT RESOLUTION 1901.** In accordance with the requirements of the state auditor’s office, the chair ordered a roll-call vote. The motion carried. Council votes were as follows:

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

Proposed Minutes

Hinchman	Absent	Severino	Yes
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f. Resolution 1902: Approving the FY 2027 Coal Severance Budget

Chenoweth **MOVED THAT COUNCIL ADOPT RESOLUTION 1902.** In accordance with the requirements of the state auditor’s office, the chair ordered a roll-call vote. The motion carried. Council votes were as follows:

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

g. Resolution 1903: Approving the City contribution toward FY 2027 PEIA costs

Thompson **MOVED APPROVAL OF RESOLUTION 1903.** The motion carried.

The meeting was adjourned at 7:52 p.m.

Attest: S.R. Stokes, City Clerk

Jerry A. Marco, Mayor



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 9, 2026
Section:	Correspondence, Notifications, and Recognitions
Category:	Presentation
Agenda Item Name:	Building Officer's report
Recommended By:	Building and Code Enforcement Officer
Summary:	<p>Council is presented with the Code Enforcement monthly report covering the period of March 4, 2026 through April 6, 2026.</p> <p>During this period, 20 building permits were issued with a total reported project valuation of \$941,604. No new businesses were recorded through zoning permits.</p> <p>The report also provides an update on vacant structures, with 43 properties currently registered. A new billing cycle has begun, and four properties have been billed to date.</p>
Fiscal Impact:	20 building permits were issued with a total reported project valuation of \$941,604
Recommendation:	Review presented information
Attachments:	1. Building Permits - 2026_04_09

The attached report shows building permits issued 03/04/2026-04/06/2026. There were 20 projects with a total valuation of \$941,604.00

Zoning permits show 0 new business

There are currently 43 structures registered as vacant. A new cycle of billing has started and 4 have been billed.

BUILDING PERMITS

4/06/2026 1:13 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: 3/04/2026 THRU 4/06/2026 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
STATUS INCLUDED: Opened, Complet ISSUED DATES: 0/00/0000 THRU 99/99/9999
=====

PROJECT: 240667 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING
PROPERTY: 1621 S DAVIS AVE
APPLIED DATE: 3/04/2026 ISSUED DATE: 3/04/2026 EXPIRATION DATE: 9/03/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: ULTIMATE ULTIMATE ROOFING WV LLC ISSUED TO: RAMOS, ISAAC S
410 OHIO AVE 1621 S DAVIS AVE
NUTTERFORT, WV 26301 ELKINS, WV 26241
SQUARE FEET: 1,350
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

PROJECT: 240668 - RESIDENTIAL ELECTRICAL TYPE: ELEC-RES RESIDENTIAL ELECTRICAL
PROPERTY: 1623 S DAVIS AVE
APPLIED DATE: 3/04/2026 ISSUED DATE: 3/04/2026 EXPIRATION DATE: 9/03/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: SOLAR SOLAR HOLLER LLC ISSUED TO: VIAL, PETER A
2835 PARK AVENUE 1623 S DAVIS AVE
HUNTINGTON, WV 25704 ELKINS, WV 26241
SQUARE FEET: 606
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

PROJECT: 240669 - NEW COMMERCIAL BUILDING TYPE: BC-NEW NEW COMMERCIAL BUILDING
PROPERTY: 720 BEVERLY PIKE
APPLIED DATE: 3/10/2026 ISSUED DATE: 3/10/2026 EXPIRATION DATE: 9/09/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: JOEDEFazio JOE DEFAZIO OIL COMPANY ISSUED TO: DOUGHNUT JOE'S LLC
204 BRIDGE STREET 204 BRIDGE ST
MONONGAH, WV 26555 MONONGAH, WV 26555
SQUARE FEET: 2,295
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 454.25

PROJECT: 240670 - COMMERCIAL ELECTRICAL TYPE: ELEC-COM COMMERCIAL ELECTRICAL
PROPERTY: 105 RANDOLPH AVE
APPLIED DATE: 3/10/2026 ISSUED DATE: 3/10/2026 EXPIRATION DATE: 9/09/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: HARRISELEC HARRIS ELECTRICAL SERVICES LLC ISSUED TO: SCHOONOVER, RUTH LYNN
459 WILSON ST 1047 ISNER CREEK RD
ELKINS, WV 26241 ELKINS, WV 26241
SQUARE FEET: 1,000
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 100.00

PROJECT: 240671 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING
 PROPERTY: 223 LOUGH ST
 APPLIED DATE: 3/13/2026 ISSUED DATE: 3/13/2026 EXPIRATION DATE: 9/12/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ONEDAY ONE DAY ROOFING ISSUED TO: GEORGE, ROGER
 10440 LITTLE PATUXENT PKWY 223 LOUGH ST
 SUITE 700 ELKINS, WV 26241
 COLUMBIA, MD 21044-0000
 SQUARE FEET: 1,600
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

PROJECT: 240672 - RESIDENTIAL REMODEL TYPE: BR-REM RESIDENTIAL REMODEL
 PROPERTY: 113 RIVERVIEW DR
 APPLIED DATE: 3/24/2026 ISSUED DATE: 3/24/2026 EXPIRATION DATE: 9/23/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: TINGLER, FREDDIE
 310 FINDLEY ST
 ELKINS, WV 26241
 SQUARE FEET: 160
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 59.80

PROJECT: 240673 - RESIDENTIAL ELECTRICAL TYPE: ELEC-RES RESIDENTIAL ELECTRICAL
 PROPERTY: 102 HIGH ST
 APPLIED DATE: 3/24/2026 ISSUED DATE: 3/24/2026 EXPIRATION DATE: 9/23/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ARBOGAST ARBOGAST ELECTRIC LLC ISSUED TO: FRY, CHRISTOPHER J
 7 WILDWIND LANE 102 HIGH ST
 MONTROSE, WV 26283 ELKINS, WV 26241
 SQUARE FEET: 1
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 30.00

PROJECT: 240674 - COMMERCIAL REMODEL TYPE: BC-REM COMMERCIAL REMODEL
 PROPERTY: 220 BUFFALO ST #2
 APPLIED DATE: 3/24/2026 ISSUED DATE: 3/24/2026 EXPIRATION DATE: 9/23/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: BARTHOLOME BARTHOLOMEW REMODELING ISSUED TO: BARGER, JOHN
 JOSHUA NOEL BARTHOLOMEW 32 OAK DR
 7 CENTRAL STREET ELKINS, WV 26241
 ELKINS, WV 26241-0000
 SQUARE FEET: 900
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 145.00

PROJECT: 240675 - COMMERCIAL SIDEWALK/DRIVEWAY TYPE: BC-SIDE COM SIDEWALK/DRIVEWAY
 PROPERTY: 217 SYLVESTER DR
 APPLIED DATE: 3/24/2026 ISSUED DATE: 3/24/2026 EXPIRATION DATE: 3/30/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: SIMON SIMON CONCRETE SOLUTIONS ISSUED TO: VARCHETTO, PATRICK
 1801 LIVINGSTON AVENUE 217 SYLVESTER DRIVE
 ELKINS, WV 26241 ELKINS, WV 26241
 SQUARE FEET: 80
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 30.00

PROJECT: 240676 - COMMERCIAL ROOFING TYPE: ROOF-COM COMMERCIAL ROOFING
 PROPERTY: 1200 S DAVIS AVE
 APPLIED DATE: 3/26/2026 ISSUED DATE: 3/26/2026 EXPIRATION DATE: 9/25/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: DESIGN DESIGN ROOFING & SHEET METAL ISSUED TO: SOUTHERN STATES CO-OP
 2224 BEVERLY PIKE 6606 WEST BROAD STREET
 ELKINS, WV 26241 RICHMOND, VA 23230
 SQUARE FEET: 9,600

SQUARE FEET: 1
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 25.00

PROJECT: 240684 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING
 PROPERTY: 121 HARMAN LANE
 APPLIED DATE: 4/01/2026 ISSUED DATE: 4/01/2026 EXPIRATION DATE: 10/02/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: S&KCONSTRU S & K CONSTRUCTION& REMODELING ISSUED TO: HBC RENTALS LLC
 143 WEESE ST 1403 LIVINGSTON AVENUE
 ELKINS, WV 26241 ELKINS, WV 26241

SQUARE FEET: 350
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

PROJECT: 240685 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING
 PROPERTY: 242 DIAMOND ST
 APPLIED DATE: 4/01/2026 ISSUED DATE: 4/01/2026 EXPIRATION DATE: 10/02/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: CLINGERMAN, JONATHON S
 242 DIAMOND ST
 ELKINS, WV 26241

SQUARE FEET: 1,100
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 83.00

PROJECT: 240686 - RESIDENTIAL SIDEWALK/DRIVEWAY TYPE: BR-SIDE RES DRIVEWAY/SIDEWALK
 PROPERTY: 56 VINE ST
 APPLIED DATE: 4/02/2026 ISSUED DATE: 4/02/2026 EXPIRATION DATE: 10/03/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: SIMON SIMON CONCRETE SOLUTIONS ISSUED TO: KENNEY, BRUCE
 1801 LIVINGSTON AVENUE 56 VINE ST
 ELKINS, WV 26241 ELKINS, WV 26241

SQUARE FEET: 100
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 30.00

PROJECT: 240687 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING
 PROPERTY: 103 FINDLEY ST
 APPLIED DATE: 4/02/2026 ISSUED DATE: 4/02/2026 EXPIRATION DATE: 10/03/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: SMITH, CHARLES & WANDA
 PO BOX 2817
 ELKINS, WV 26241

SQUARE FEET: 200
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 31.00

ZONING PERMITS

NONE

VACANT STRUCTURE FEES

4/06/2026 1:20 PM
 LICENSES: THRU ZZZZZZZZZZ
 LIC CODES: All
 LIC STATUS: Pending, Active
 FEE CODES: All

F E E C O D E R E P O R T

PAGE: 4
 ORIGINATION DATE: 3/01/2026 THRU 4/06/2026
 EFFECTIVE DATE: 0/00/0000 THRU 99/99/9999
 EXPIRATION DATE: 0/00/0000 THRU 99/99/9999
 PRINT DATE: 0/00/0000 THRU 99/99/9999

FEE CODE: VACANT - VACANT PROPERTY FEE

LICENSE	PERIOD	LIC CODE	STATUS	REPORT	ISSUED TO		# of Years	CHARGES
24648	4/01/26 - 4/01/27	CE-VAC	Pending	CODE	BARTON	ROBER	3.0000	400.00
24649	4/01/26 - 4/01/27	CE-VAC	Pending	CODE	AUVIL	BENJA	3.0000	400.00
24650	4/01/26 - 4/01/27	CE-VAC	Pending	CODE	HIGGINS	MARIE	4.0000	600.00
24651	4/01/26 - 4/01/27	CE-VAC	Pending	CODE	METHENY	MICHE	3.0000	400.00
REPORT TOTALS:		4					13.0000	1,800.00



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 9, 2026
Section:	Officer Reports
Category:	Presentation
Agenda Item Name:	Treasurer's report
Recommended By:	City Treasurer
Summary:	Council is presented with the Treasurer's report dated April 7, 2026, including revenue detail and trends, budget status, and operational updates since the March 19 meeting.
Fiscal Impact:	n/a
Recommendation:	Review presented information
Attachments:	1. treasurer report - 2026_04_09

Office of the City Treasurer

Council Report

Date: April 7, 2026

Update since March 19, 2026, council meeting.

- **Council Reports & Attachments**

- General Fund Revenue Detail
- General Fund Revenue Trends thru March 31, 2026
- FY2026 Budget Control Summary
- Invoice Cloud Report thru March 31, 2026

- **Projects & Financing**

- City Hall Project – Mountain Valley is appraising the fire department and PGCC.

- **Treasurer Staff**

- 1st Quarter Business & Occupation Tax returns were mailed out March 27th and are due April 30th.
- Sending delinquent utility and fire fee accounts past due notices in April.
- Utility and in-city fire fee bills were mailed out March 31st and are due April 20th.

- **Treasurer**

- We received one bid for our property and casualty insurance for FY2027. This will go to finance on April 13th for review and then to council April 21st.
- FY2025 annual audit resulted in an unmodified opinion which is the 13th year in a row.
- 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.
- Worker's Comp renewal documentation was sent to Assured Partners for Encova Insurance on March 30th.
- Completed and remitted the 2025 WV Public Service Commission (PSC) Water and Sewer intrastate assessment. Under provisions of Chapter 24, Article 3, Section 6, of WV Code, this authorizes support of the PSC.
- Working with Chief Himes with the fire department insurance renewal.

General Fund Revenue Detail

	March Revenues	YTD Revenues	Percent of Revenues Collected Per Budget	Percent of Yr. Completed 75.00
County Tax	\$161,939.25	\$1,050,367.69	84.14%	1,248,359.00
B & O Tax	\$18,109.54	\$1,848,535.18	102.41%	1,805,000.00
Hotel/Motel Tax	\$15,328.19	\$246,186.50	94.51%	260,500.00
Gas & Oil Severance Tax	\$0.00	\$17,287.38	69.15%	25,000.00
2% City Utility Tax	\$7,350.92	\$70,329.59	73.26%	96,000.00
Utility Excise Tax	\$77,127.88	\$309,087.42	93.66%	330,000.00
Liquor Tax	\$0.00	\$66,239.20	77.02%	86,000.00
Police	\$1,445.02	\$11,782.03	99.01%	11,900.00
Municipal Court	\$3,908.00	\$16,217.72	63.60%	25,500.00
Code Enforcement	\$1,501.08	\$21,662.45	62.07%	34,900.00
Business License	\$400.00	\$10,265.00	35.40%	29,000.00
Intergovernmental	\$40,748.38	\$306,582.65	131.36%	233,398.00
Franchise/IRP Fees	\$14,122.83	\$95,418.49	73.40%	130,000.00
Phil Gainer Community Center	\$3,460.00	\$41,081.00	82.16%	50,000.00
Misc. Revenue	\$260,317.35	\$2,295,401.36	1071.82%	214,160.00
Municipal Sales Tax	\$0.00	\$1,255,356.26	83.69%	1,500,000.00
TOTAL	\$605,758.44	\$7,661,799.92	126.02%	6,079,717.00

Miscellaneous revenue includes \$2,122,911.55 from Mountain Valley Bank for reimbursement of payments made from General Fund for City Hall & HVAC projects.

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 Mar. 31st	\$1,050,367.69	\$17,287.38	\$309,087.42	\$70,329.59	\$1,848,535.18	\$66,239.20	\$246,186.50	\$1,255,356.26	\$12,483.07	\$4,737.00	\$5,345.00	\$10,265.00	\$14,870.95	\$41,887.67	\$53,530.82	\$41,081.00

Trending Upward

Trending Downward

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	\$649,880.11	\$605,758.44	\$0.00	\$0.00	\$0.00	\$498,002.17	\$7,661,799.92
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$798,887.90	\$1,023,632.16	\$1,008,811.73	\$870,154.84	\$490,473.82	\$856,174.82	\$830,484.77	\$655,707.51	\$629,470.20	\$0.00	\$0.00	\$0.00		\$7,163,797.75
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	\$113,162.96	\$130,812.46	\$0.00	\$0.00	\$0.00	-\$101,124.21	\$1,194,452.57
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	\$135,879.29	\$123,874.21	\$130,867.59	\$0.00	\$0.00	\$0.00		\$1,295,576.78
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	\$271,628.47	\$266,480.07	\$0.00	\$0.00	\$0.00	\$146,264.96	\$2,407,402.83
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$252,283.78	\$275,161.48	\$274,693.86	\$274,846.36	\$221,808.23	\$277,311.92	\$213,741.06	\$259,974.46	\$211,316.72	\$0.00	\$0.00	\$0.00		\$2,261,137.87
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	\$431,159.30	\$399,875.26	\$0.00	\$0.00	\$0.00	\$95,712.59	\$3,750,781.84
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	\$416,190.71	\$386,421.02	\$430,665.93	\$350,354.35	\$0.00	\$0.00	\$0.00		\$3,655,069.25
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	\$92,664.75	\$187,518.55	\$0.00	\$0.00	\$0.00	-\$94,468.72	\$765,039.89
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	\$91,753.47	\$81,163.70	\$0.00	\$0.00	\$0.00		\$859,508.61
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	\$265.05	\$0.00	\$0.00	\$0.00	\$2,283.73	\$3,011.81
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	\$14.98	\$62.04	\$0.00	\$0.00	\$0.00		\$364.04

Tracy Judy

From: no-reply=invoicecloud.com@mg.invoicecloud.com on behalf of InvoiceCloud <no-reply@invoicecloud.com>
Sent: Tuesday, March 31, 2026 10:07 AM
To: Tracy Judy
Subject: InvoiceCloud Daily Management Report

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City of Elkins WV:

Daily Management Report for 3/31/2026:

Invoice Type	YTD #	YTD \$	MTD #	MTD \$	Day #	Day \$	Paperless #	AutoPay #
Utility	8,463	\$1,145,073.67	2,871	\$394,008.33	49	\$6,614.06	3,431	1,248
Non Utility Payments	90	\$22,180.64	20	\$4,018.50	0	\$0.00	855	0



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CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 9, 2026
Section:	Officer Reports
Category:	Presentation
Agenda Item Name:	Clerk's report
Recommended By:	City Clerk
Summary:	Council is presented with the City Clerk's report dated April 9, 2026, summarizing recent activity, key issues, ongoing projects, and operational updates, including TIF planning, HR hiring, FOIA activity, and administrative initiatives.
Fiscal Impact:	n/a
Recommendation:	Review presented information
Attachments:	1. clerk report - 2026_04_09

Office of the City Clerk

Council Report: April 9, 2026

1. New Activity & Updates

TIF Bond Issue & Projects

- 3/27: Conference call with Assessor and TIF advisors regarding 2026 valuation
- Vibrant Communities discussion of potential proposal to use TIF funds for initial phase of wayfinding signage
- TIF Advisory Committee meeting scheduled for April 10 (planning for TIF bond issue)
- Applied for FY 2027 Congressionally Directed Spending for next steps on Streetscape/Riverfront projects (\$1.5 million request)

Addressing / Street Naming Consistency

- Review of inconsistencies involving Lincoln Avenue, Lincoln Avenue Extension, and North Lincoln Avenue
- Issue reflects broader pattern of ambiguous and inconsistent addressing across the city, suggesting potential long-term need for standardized, distance-based readdressing

HR Hiring

- Candidate selected and proposed for appointment at April 9 meeting
- Tentative start date: April 27
- Ongoing coordination with incoming HR Generalist regarding transition and initial priorities

2. Key Issues on the Radar

- Increasing instances of inconsistent or ambiguous addressing across the city
- Administrative and policy options to address high-volume or automated FOIA requests
- TIF valuation clarification pending from Randolph County Assessor

3. Meetings & Support

- **Building Commission (3/25):** Authorized Commission signature on City Hall masonry contract
- **Personnel Committee (3/31):** Final candidate selection, offer terms, and hiring process for HR Generalist
- **Board of Zoning Appeals (4/2):** Training for new members on variance procedures

- **Leadership Team (4/2):** Class/Comp plan, HR structure, health insurance outlook, Strategic Plan preparation
- **Vibrant Communities (4/7):** Discussion of planned events and wayfinding initiative
- **Webinar (4/8):** Cybersecurity response and municipal risk management
- **Planning Commission (4/9):** Planning and coordination for April 16 Comprehensive Plan public presentation

4. Standing Projects & Ongoing Work

Not updated every report unless material changes occur.

- **Comprehensive Plan:** Public presentation April 16; Planning Commission May 14 to initiate adoption process
- **Council Rules of Procedure:** Draft recommended; pending Council work session
- **City Media Policy:** Draft completed; pending Rules Committee review
- **FOIA Process Updates:** Proposed administrative updates pending introduction before Rules Committee
- **Message Archiving:** Early-stage policy and technology framework development
- **Zoning Amendment Process:** Ongoing coordination with Planning Commission
- **Ethics Training:** April 30, 12–1 p.m. (Zoom)

5. Operations Snapshot

- **FOIA Activity:** Continued pattern of high-volume requests, particularly for EPD records; ongoing evaluation of response processes
- **HR Transition Support:** Extensive coordination with Personnel Committee and HR to support hiring process and onboarding planning
- **Budget Administration:** Publication of FY 2027 General Fund budget and levy estimate; notification to outside organizations of approved contribution amounts

6. Boards & Commissions

- **Board of Zoning Appeals:** One alternate vacancy
- **Building Commission:** One vacancy (potential candidate identified)

7. External Engagement

- **Randolph Technical Center Career Day:** Engagement with students regarding careers in local government
- **WVML calls:** Ongoing coordination and legislative monitoring
- **Chamber/Vibrant Communities** participation
- **Woodlands Development Group** board meetings

##



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 9, 2026
Section:	Approval of Vendor Invoice Payments
Category:	Action Item
Agenda Item Name:	Vendor invoices presented for approval: March 16-April 3, 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 dates
Fiscal Impact:	Report details \$1,262,159.42 in transactions from all funds.
Recommendation:	Consider for approval
Attachments:	1. AP Check Report - 2026_04_09

VENDOR SET: 01 Elkins

BANK: * ALL BANKS

DATE RANGE: 3/16/2026 THRU 4/03/2026

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01203	Jessica Sutton							
	C-CHECK Jessica Sutton	VOIDED V	3/31/2026			018600		649.80CR

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:				
	1 VOID DEBITS	0.00		
	VOID CREDITS	649.80CR	649.80CR	0.00

TOTAL ERRORS: 0

VENDOR SET: 01 BANK:	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
		1	649.80CR	0.00	0.00
BANK:	TOTALS:	1	649.80CR	0.00	0.00

VENDOR SET: 01 Elkins
 BANK: FINST Financial Stabilization
 DATE RANGE: 3/16/2026 THRU 4/03/2026

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00140	City of Elkins							
	I-FinStab Trans 3-26 Transfer to Fire Dept	R	3/20/2026	100,000.00		000023		100,000.00
00140	City of Elkins							
	I-Fin Stab - Parks Transfer to Parks	R	3/20/2026	25,000.00		000024		25,000.00

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	125,000.00	0.00	125,000.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: FINSTTOTALS:	2	125,000.00	0.00	125,000.00
BANK: FINST TOTALS:	2	125,000.00	0.00	125,000.00

VENDOR SET: 01 Elkins
 BANK: GCBAN Grant Co Bank-Whitmer
 DATE RANGE: 3/16/2026 THRU 4/03/2026

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01390 I-42663	Phoenix Solutions, LLC Chemicals	R	3/18/2026	39.25		000077		39.25
00283 I-022026 Whitmer	Frontier Internet/phone 022826-032726	D	3/31/2026	114.99		008928		114.99

*** TOTALS ***

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	39.25	0.00	39.25
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	1	114.99	0.00	114.99
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: GCBAN TOTALS:	2	154.24	0.00	154.24
BANK: GCBAN TOTALS:	2	154.24	0.00	154.24

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 3/16/2026 THRU 4/03/2026

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01727	Enterprise FM Trust							
I-578571-030426	Fleet Leases 03/2026	D	3/20/2026	23,476.08		008909		23,476.08
02347	LEAF							
I-19880730	Toshiba E478S	D	3/20/2026	85.00		008910		85.00
02347	LEAF							
I-19880731	Toshiba E478S 031826	D	3/20/2026	85.00		008911		85.00
00385	John Deere Financial							
I-3136745	JD CTLD 09519331P 032026	D	3/20/2026	1,697.03		008912		1,697.03
00047	Truist Governmental Finance							
I-00006 032726	9948000234-06 032726	D	3/25/2026	2,643.26		008913		2,643.26
00283	Frontier							
I-030526 4th St	Bus Fiber 0305-040426	D	3/25/2026	144.99		008914		144.99
00484	Mountaineer Gas Company							
I-030326 153Bearhunt	153 Bearhunter 012126-021826	D	3/25/2026	38.00		008915		38.00
00484	Mountaineer Gas Company							
I-030326 500Scott Fd	500 Scott Fd 012026-021826	D	3/25/2026	51.67		008916		51.67
02347	LEAF							
I-19912429	Toshiba/Lex 032426	D	3/25/2026	629.69		008917		629.69
00471	FirstEnergy MP/PE							
I-030326 Teaberry	Teaberry 013026-022726	D	3/26/2026	101.00		008918		101.00
I-030426 Elkins Comm	Elkins Comm 030426	D	3/26/2026	10,300.91		008918		10,401.91
00385	John Deere Financial							
I-3139883	JD CTLD 033026	D	3/30/2026	2,252.66		008919		2,252.66
02347	LEAF							
I-19916143	Toshiba E4515AC	D	3/30/2026	205.62		008920		205.62
02347	LEAF							
I-1996144	Toshiba E3025AC 032526	D	3/30/2026	452.10		008921		452.10
00741	Great-West Trust Company LLC							
I-VF 202603302605	Voya	D	4/01/2026	730.00		008922		730.00
I-VF2202603302605	Voya AT	D	4/01/2026	120.00		008922		850.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00471	FirstEnergy MP/PE							
I-031226 192 High	192 High St 021026-031026	D	3/31/2026	12,425.40		008923		
I-031226 Bearhunter	Bearhunter Mn 021026-031026	D	3/31/2026	162.15		008923		
I-031226 High	High St 021026-031026	D	3/31/2026	28.01		008923		
I-031326 Elkins City	Elkins City Park 021026-031126	D	3/31/2026	11.69		008923		
I-031326 Park	Park St 021026-031126	D	3/31/2026	10.80		008923		
I-031326 Park 883	Park St 883 021026-031126	D	3/31/2026	63.13		008923		
I-031326 Park 996	Park St 021026-031126	D	3/31/2026	11.26		008923		
I-031326 Park St	Park St 021026-031126	D	3/31/2026	17.26		008923		
I-031326 Reservoir	Reservoir Hill 021126-031126	D	3/31/2026	10.31		008923		
I-031326 Sycamore	Sycamore	D	3/31/2026	10.52		008923		12,750.53
00792	WV Consolidated Retirement Boa							
I-RTD202603302605	Retirement	D	3/31/2026	7,784.86		008924		7,784.86
00952	WV Consolidated Retirement Boa							
I-RTF202603302605	Retirement	D	3/31/2026	2,981.40		008925		
I-RTN202603302605	Retirement	D	3/31/2026	4,983.74		008925		7,965.14
00993	WV Consolidated Retirement Boa							
I-RT6202603302605	Retirement 68	D	3/31/2026	10,566.60		008926		10,566.60
02667	Health Equity							
I-HSA202603302605	Health Savings	D	3/31/2026	1,116.54		008927		1,116.54
00116	Child Support Enforcement							
I-CDS202603162600	Child Support	R	3/17/2026	453.40		018527		453.40
00121	Citizens Bank of WVFP							
I-FP 202603162600	Fire Pension	R	3/17/2026	375.20		018528		375.20
00122	Citizens Bank of WVFP							
I-PP 202603162600	Police Pension	R	3/17/2026	168.30		018529		
I-PPN202603162600	Police Pension-2010 Forward	R	3/17/2026	243.67		018529		411.97
00147	COE Misc							
I-MIS202603162600	Misc Reimbursements	R	3/17/2026	540.00		018530		540.00
00150	COE Payroll							
I-T1 202603162600	Federal Withholding	R	3/17/2026	14,093.46		018531		14,093.46
00151	COE Payroll							
I-T3 202603162600	FICA	R	3/17/2026	22,700.22		018532		
I-T4 202603162600	Medicare	R	3/17/2026	5,599.50		018532		28,299.72

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 3/16/2026 THRU 4/03/2026

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00152	COE Payroll							
I-T2 202603162600	State Withholding	R	3/17/2026	6,265.00		018533		6,265.00
00203	Davis Trust Company							
I-CC 202603162600	Employee Christmas Club	R	3/17/2026	3,150.00		018534		3,150.00
00747	Washington National Insurance							
I-WN 202603162600	Washington National Insurance	R	3/17/2026	574.13		018535		574.13
00837	COE Payroll Reimbursement							
I-001202603162600	Payroll Reimbursement	R	3/17/2026	65,611.06		018536		
I-006202603162600	Payroll Reimbursement	R	3/17/2026	4,387.09		018536		
I-036202603162600	Payroll Reimbursement	R	3/17/2026	15,221.61		018536		
I-400202603162600	Payroll Reimbursement	R	3/17/2026	25,145.30		018536		
I-401202603162600	Payroll Reimbursement	R	3/17/2026	16,137.97		018536		
I-404202603162600	Payroll Reimbursement	R	3/17/2026	12,995.51		018536		139,498.54
01885	Colonial Life							
I-CL 202603162600	Colonial Life-AT	R	3/17/2026	112.10		018537		
I-CLP202603162600	Colonial Life-PT	R	3/17/2026	52.52		018537		164.62
00006	AFLAC							
I-AF 202603032598	Aflac-After Tax Ins	R	3/17/2026	839.88		018538		
I-AF 202603162600	Aflac-After Tax Ins	R	3/17/2026	839.88		018538		
I-AFL202603032598	Aflac Insurance	R	3/17/2026	256.58		018538		
I-AFL202603162600	Aflac Insurance	R	3/17/2026	256.58		018538		2,192.92
00242	Elkins Professional Firefighte							
I-EPF202603032598	Elkins Professional FF	R	3/17/2026	150.00		018539		
I-EPF202603162600	Elkins Professional FF	R	3/17/2026	150.00		018539		300.00
00591	Retiree Health Benefit Trust F							
I-03/26 Retirees	Retirees RHBT 03/26	R	3/17/2026	2,337.92		018540		
I-RHB202603162600	Retiree Health Benefit Trust	R	3/17/2026	972.00		018540		3,309.92
00805	WV FBMC							
I-FB2202603032598	Mt. Flex Benefits Post Tax	R	3/17/2026	3.00		018541		
I-FB2202603162600	Mt. Flex Benefits Post Tax	R	3/17/2026	3.00		018541		
I-MFB202603032598	Mt. Flex Benefit	R	3/17/2026	2,149.15		018541		
I-MFB202603162600	Mt. Flex Benefit	R	3/17/2026	2,149.03		018541		4,304.18
00810	WV Public Employee Insurance A							
I-BL 202603162600	Basic Life Benefit	R	3/17/2026	190.08		018542		
I-CEC202603032598	Plan C E/C	R	3/17/2026	1,937.50		018542		
I-CEC202603162600	Plan C E/C	R	3/17/2026	1,937.50		018542		
I-CF 202603032598	Plan C Family	R	3/17/2026	24,794.00		018542		
I-CF 202603162600	Plan C Family	R	3/17/2026	24,794.00		018542		
I-CS 202603032598	Plan C Single	R	3/17/2026	7,695.00		018542		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-CS 202603162600	Plan C Single	R	3/17/2026	7,695.00		018542		
I-DL 202603032598	Dependent Life	R	3/17/2026	122.76		018542		
I-DL 202603162600	Dependent Life	R	3/17/2026	122.76		018542		
I-OL 202603032598	Optional Life	R	3/17/2026	466.74		018542		
I-OL 202603162600	Optional Life	R	3/17/2026	466.74		018542		
I-TOF202603032598	Tobacco Surcharge Family	R	3/17/2026	375.00		018542		
I-TOF202603162600	Tobacco Surcharge Family	R	3/17/2026	375.00		018542		
I-TOS202603032598	Tobacco Surcharge Single	R	3/17/2026	100.00		018542		
I-TOS202603162600	Tobacco Surcharge Single	R	3/17/2026	112.50		018542		71,184.58
01594	Face Analytical Services LLC							
I-2630665137	HCC Project 30843929	R	3/17/2026	217.00		018543		
I-2630665248	02/26 Contract Lab	R	3/17/2026	3,571.00		018543		3,788.00
02486	FFG							
I-24249F	Badger Meter Parts	R	3/17/2026	1,210.32		018544		1,210.32
02755	Citizens Bank of WV							
I-GAR202603032598	Case #: CC-42-2023-C-79	R	3/17/2026	182.44		018545		
I-GAR202603162600	Case #: CC-42-2023-C-79	R	3/17/2026	182.44		018545		364.88
02605	Commercial Builders Inc							
I-Phase 2-Appl #2	contracted services	R	3/17/2026	163,137.60		018546		163,137.60
00126	City of Clarksburg							
I-202603065275	Compost Yard Waste Tkt 2275	R	3/18/2026	189.00		018547		189.00
00132	Clarksburg Water Board							
I-M94376	Compliance Samples	R	3/18/2026	23.00		018548		23.00
00154	COE Sanitation							
I-202603069011	Hauling/Tipping 43303 CH	R	3/18/2026	772.11		018549		
I-202603069012	Hauling/Tipping CH 022026	R	3/18/2026	634.84		018549		
I-202603069013	Hauling/Tipping CH 022426	R	3/18/2026	559.25		018549		
I-202603069016	Hauling/Tipping/Rental 021126	R	3/18/2026	443.65		018549		
I-202603109046	Hauling/Tipping Tkt 43783	R	3/18/2026	731.27		018549		3,141.12
00169	Assured Partners of West Virgini							
I-23720	SP Bond Renewal	R	3/18/2026	1,477.00		018550		1,477.00
00247	Elkins Truck Service, Inc							
I-157678	Coupling MLPipe NPTF 30	R	3/18/2026	41.69		018551		41.69

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00287 I-80392	Garrett Equipment Rentals, LLC 1 Spring - 900 lb/in	R	3/18/2026	175.92		018552		175.92
00483 I-1202553-24 031526	Mountain Valley Bank 1202553-24 031526 #12	R	3/18/2026	6,518.78		018553		6,518.78
00500 I-01W5042	Newlons International Sales, L Headlight/Tailight Repairs	R	3/18/2026	724.39		018554		724.39
00591 I-03/26 Council	Retiree Health Benefit Trust F Chenoweth/Severino 03/26	R	3/18/2026	24.00		018555		24.00
00805 I-03/26 Chenoweth	WV FBMC R Chenoweth 03/2026	R	3/18/2026	102.84		018556		102.84
00810 I-03/26 Chenoweth I-03/26 Severino L	WV Public Employee Insurance A R Chenoweth Health/Life 0326 L Severino Health/Life 03/26	R R	3/18/2026 3/18/2026	1,079.98 514.98		018557 018557		1,594.96
00812 C-030926 I-2126B49F	WV Division of Corrections & R Credit-J Mayle shb released 18 Day Inmate Housing 02/26	R R	3/18/2026 3/18/2026	470.89CR 1,210.86		018558 018558		739.97
01125 I-0306288	Ferguson Enterprises LLC #3326 Adj Vlv Key f/mains	R	3/18/2026	180.16		018559		180.16
01390 I-42664	Phoenix Solutions, LLC Chemicals	R	3/18/2026	9,239.54		018560		9,239.54
01594 I-2630658981 I-2630660177 I-2630663052 I-2630663930 I-2630665160 I-2630665249	Pace Analytical Services LLC Analytical Charges 30839659 Analytical Charges 30839657 Analytical Charges 30845764 Analytical Charges 30845765 Analytical Charges 30845768 Analytical Charges 30845758	R R R R R R	3/18/2026 3/18/2026 3/18/2026 3/18/2026 3/18/2026 3/18/2026	150.40 456.60 63.00 150.40 532.60 1,536.80		018561 018561 018561 018561 018561 018561		2,889.80
01681 I-02282026	HdL Companies Add'tl BL Revenue 02/2026	R	3/18/2026	2,557.05		018562		2,557.05
01790 I-524 I-525	Crim Law Office PLLC Sanitary Bd Attny Serv 09/25 Water Board Attny Serv 09/25	R R	3/18/2026 3/18/2026	880.00 840.00		018563 018563		1,720.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01989	Mitchell Tree Care LLC							
I-2569	Pruning/Cabling/Assess Trees	R	3/18/2026	7,000.00		018564		7,000.00
02431	Fel-Ferguson Waterworks #527							
I-1027121	Crp Gate Valve	R	3/18/2026	3,640.00		018565		3,640.00
02490	WVCorp							
I-113319	4th Qtrly Package 040126	R	3/18/2026	57,713.00		018566		57,713.00
02608	Zinn's R Us Inc							
I-5183	4 Septic Holding Tanks	R	3/18/2026	400.00		018567		
I-5202	4 Septic Holding Tanks	R	3/18/2026	400.00		018567		
I-5231	4 Septic Holding Tanks	R	3/18/2026	400.00		018567		1,200.00
02689	A & J Hauling LLC							
I-030326 Ram 5500	Maint - Ram 5500	R	3/18/2026	634.88		018568		
I-030326 Seny 60	Maint Seny 60	R	3/18/2026	836.50		018568		1,471.38
02693	Municipal Finance Officers Ass							
I-CKREQ 031326	Semi-Annual Mtg	R	3/18/2026	150.00		018569		150.00
02797	What-you-Need							
I-INV0033	Plumbing	R	3/18/2026	209.26		018570		209.26
02958	Wonder and Grow							
I-CKREQ 031226	Speaker for Tree Talks	R	3/18/2026	50.00		018571		50.00
1	COX, KEVIN							
I-000202603192602	US REFUND	R	3/19/2026	59.81		018572		59.81
1	GONGOLA, ANDREW							
I-000202603192603	US REFUND	R	3/19/2026	24.99		018574		24.99
00116	Child Support Enforcement							
I-CDS202603302605	Child Support	R	4/01/2026	453.40		018575		453.40
00121	Citizens Bank of WVFP							
I-FP 202603302605	Fire Pension	R	4/01/2026	357.14		018576		357.14
00122	Citizens Bank of WVFP							
I-PP 202603302605	Police Pension	R	4/01/2026	158.13		018577		
I-PPN202603302605	Police Pension-2010 Forward	R	4/01/2026	230.68		018577		388.81

Check 018573 did not show up on this report due to a posting error. The last page shows this check clearing the bank.

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE: 3/16/2026 THRU 4/03/2026

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00147	COE Misc							
I-MIS202603302605	Misc Reimbursements	R	4/01/2026	623.37		018578		623.37
00150	COE Payroll							
I-T1 202603302605	Federal Withholding	R	4/01/2026	13,843.99		018579		13,843.99
00151	COE Payroll							
I-T3 202603302605	FICA	R	4/01/2026	22,030.54		018580		
I-T4 202603302605	Medicare	R	4/01/2026	5,427.30		018580		27,457.84
00152	COE Payroll							
I-T2 202603302605	State Withholding	R	4/01/2026	6,110.00		018581		6,110.00
00203	Davis Trust Company							
I-CC 202603302605	Employee Christmas Club	R	4/01/2026	3,150.00		018582		3,150.00
00747	Washington National Insurance							
I-WN 202603302605	Washington National Insurance	R	4/01/2026	574.13		018583		574.13
00837	COE Payroll Reimbursement							
I-001202603302605	Payroll Reimbursement	R	4/01/2026	60,751.10		018584		
I-006202603302605	Payroll Reimbursement	R	4/01/2026	4,476.44		018584		
I-036202603302605	Payroll Reimbursement	R	4/01/2026	14,893.73		018584		
I-400202603302605	Payroll Reimbursement	R	4/01/2026	25,784.51		018584		
I-401202603302605	Payroll Reimbursement	R	4/01/2026	15,567.25		018584		
I-404202603302605	Payroll Reimbursement	R	4/01/2026	12,946.67		018584		134,419.70
01885	Colonial Life							
I-CL 202603302605	Colonial Life-AT	R	4/01/2026	112.10		018585		
I-CLP202603302605	Colonial Life-PT	R	4/01/2026	52.52		018585		164.62
00006	AFLAC							
I-AF 202603302605	Aflac-After Tax Ins	R	3/31/2026	839.88		018586		
I-AFL202603302605	Aflac Insurance	R	3/31/2026	256.58		018586		1,096.46
00143	COE General Fund 2							
I-04/2026 Indirects	Monthly Indirects 04/26	R	3/31/2026	16,824.83		018587		16,824.83
00149	COE Parks and Recreation							
I-04/2026 Support	Monthly Support 04/26	R	3/31/2026	25,483.00		018588		25,483.00
00154	COE Sanitation							
I-202603099021	City Hall Rental Fee 02/2026	R	3/31/2026	185.64		018589		
I-202603109037	Hauling Fee Brush 121/Tkt 2275	R	3/31/2026	299.48		018589		485.12

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00202	Davis Trust Company							
I-35239 040126	031137476-35239 040126	R	3/31/2026	1,425.22		018590		1,425.22
00242	Elkins Professional Firefighte							
I-EPF202603302605	Elkins Professional FF	R	3/31/2026	150.00		018591		150.00
00369	The Inter-Mountain							
I-77049	CH Access System Bids	R	3/31/2026	94.00		018592		94.00
00468	Miss Utility of West Virginia,							
I-WV26-6514	Message Fees 02/2026	R	3/31/2026	234.30		018593		234.30
00517	Ohio Valley Bank							
I-040126 6300002950	6300002950 040126	R	3/31/2026	8,166.47		018594		8,166.47
00787	WV Bureau of Employment Progra							
I-SUV202601062588	State Unemployment-Vol Fire	R	3/31/2026	12.59		018595		12.59
00805	WV FBMC							
I-FB2202603302605	Mt. Flex Benefits Post Tax	R	3/31/2026	3.00		018596		
I-MFB202603302605	Mt. Flex Benefit	R	3/31/2026	2,149.03		018596		2,152.03
00810	WV Public Employee Insurance A							
I-CEC202603302605	Plan C E/C	R	3/31/2026	1,937.50		018597		
I-CF 202603302605	Plan C Family	R	3/31/2026	24,794.00		018597		
I-CS 202603302605	Plan C Single	R	3/31/2026	7,695.00		018597		
I-DL 202603302605	Dependent Life	R	3/31/2026	122.76		018597		
I-OL 202603302605	Optional Life	R	3/31/2026	466.74		018597		
I-TOF202603302605	Tobacco Surcharge Family	R	3/31/2026	375.00		018597		
I-TOS202603302605	Tobacco Surcharge Single	R	3/31/2026	112.50		018597		35,503.50
00927	Interstate Battery System of S							
I-41017280	4 31-MHD	R	3/31/2026	591.80		018598		591.80
01125	Ferguson Enterprises LLC #3326							
I-0307436	Tiger Cutter/Carbide Cutter	R	3/31/2026	636.89		018599		636.89
01203	Jessica Sutton							
I-0315-031826 Travel	Travel NLOC Conf 0315-031826	V	3/31/2026	649.80		018600		649.80
01203	Jessica Sutton							
M-CHECK	Jessica Sutton	VOIDED	V	3/31/2026		018600		649.80CR

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 3/16/2026 THRU 4/03/2026

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01390	Phoenix Solutions, LLC							
I-42695	Chemicals	R	3/31/2026	8,188.58		018601		
I-42722	Chemicals	R	3/31/2026	7,748.69		018601		15,937.27
01447	Heritage Fire Equipment Center Bearing	R	3/31/2026	29.75		018602		
I-18478	Center Bearing	R	3/31/2026	29.75		018602		354.75
I-18485	Cover/Net SS Buckles	R	3/31/2026	325.00		018602		
01555	Golden Equipment Co Inc							
I-267268	Jetter Truck Repairs	R	3/31/2026	1,690.38		018603		1,690.38
01563	BHM CPA Group, Inc							
I-90061	06/30/2025 Audit Services	R	3/31/2026	15,050.00		018604		15,050.00
01751	COE WHTP							
I-202603129054	Backwash 02/2026	R	3/31/2026	910.83		018605		910.83
01833	P3 Cost Analysts							
I-34248	Visa VUIRF Program 03/26	R	3/31/2026	680.74		018606		680.74
01942	Elkins Municipal Building Comm							
I-033126	1214756-13 03/31/26	R	3/31/2026	6,687.61		018607		
I-1214756-11	041526 1214756-11 041526	R	3/31/2026	4,833.20		018607		
I-1214756-12	040126 01214756-12 040126	R	3/31/2026	4,509.60		018607		16,030.41
02157	Jerry A Marco							
I-0315-031826	Travel Expenses 03-15 to 0318	R	3/31/2026	709.18		018608		
I-Exp 032226	Travel Expenses WV Hosp.	R	3/31/2026	297.94		018608		1,007.12
02608	Zinn's R Us Inc							
I-5250	4 Septic Holding Tanks	R	3/31/2026	400.00		018609		400.00
02755	Citizens Bank of WV							
I-GAR202603302605	Case #: CC-42-2023-C-79	R	3/31/2026	182.44		018610		182.44
02953	B. Roy Waybright							
I-032026	Cleaning at FGCC	R	3/31/2026	120.00		018611		120.00
02962	EMC Repair Service							
I-500	09 GMC 5500 Repairs	R	3/31/2026	980.00		018612		
I-501	09 GMC 5500 Repairs	R	3/31/2026	2,520.00		018612		3,500.00
02963	Caldwell Pump Services LLC							
I-2601002	Pump Repair Glendale LS	R	3/31/2026	5,290.00		018613		5,290.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02964	Jennifer Manes I-Refund 032326	R	3/31/2026	130.00		018614		130.00
02965	MP Excavation LLC I-3112026	R	3/31/2026	6,000.00		018615		6,000.00

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	87	894,809.05	0.00	894,159.25
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	46	223,872.17	0.00	223,872.17
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	649.80CR	649.80CR
				0.00

TOTAL ERRORS: 0

VENDOR SET: 01	BANK: Pool	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
			133	1,118,031.42	0.00	1,118,031.42
BANK: Pool	TOTALS:		133	1,118,031.42	0.00	1,118,031.42

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01466	Aerzen USA Corp							
	I-SEPI-26-001370 Aerzen Control Systems	R	3/18/2026	9,835.87		000053		9,835.87

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	9,835.87	0.00	9,835.87
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	0.00		
	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: SEWDP TOTALS:	1	9,835.87	0.00	9,835.87
BANK: SEWDP TOTALS:	1	9,835.87	0.00	9,835.87

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02431	Fel-Ferguson Waterworks #527							
I-1019007	Jump TT EP MTR/Sonata MTR	R	3/18/2026	2,964.00		000090		
I-1019892	Gate Valve	R	3/18/2026	2,080.00		000090		
I-1026814	Cplngs/Nip/Mtr Setter/Vault	R	3/18/2026	3,023.21		000090		8,067.21
02959	Heiway LLC							
I-10343942B	Cold Patch line replmnt/repair	R	3/18/2026	1,070.68		000091		1,070.68

*** TOTALS ***

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	9,137.89	0.00	9,137.89
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	0.00	0.00	0.00
VOID DEBITS		0.00		
VOID CREDITS		0.00		0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: WATDP TOTALS:	2	9,137.89	0.00	9,137.89
BANK: WATDP TOTALS:	2	9,137.89	0.00	9,137.89
REPORT TOTALS:	140	1,262,159.42	0.00	1,262,159.42

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 3/16/2026 THRU 4/03/2026
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

Pooled Cash, #9835
-\$10.38



DESCRIPTION
On-Us Check

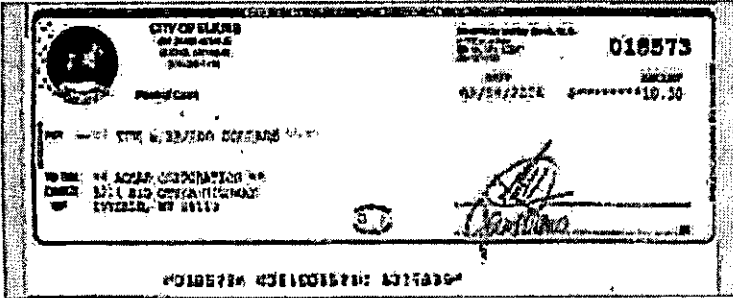
DATE
04/01/2026

CATEGORY

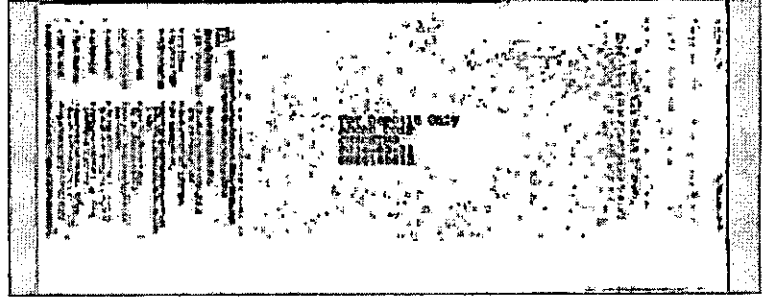
NOTE

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CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 9, 2026
Section:	New Business
Category:	Resolution
Agenda Item Name:	Resolution 1904: Appointing Sarah Campbell as HR Generalist and HR Department administrative lead
Recommended By:	Personnel Committee
Summary:	<p>Council is asked to consider Resolution 1904 appointing Sarah Campbell as Human Resources Generalist at an annual salary of \$58,000, with the appointment to be effective upon satisfaction of the City's standard conditional offer of employment. The resolution further designates the position as the lead administrative official of the Human Resources Department. The appointment follows the charter-required process for primary staff positions, including recommendation by the Mayor and review by the Personnel Committee. The resolution also clarifies that, for purposes of Resolution 1828 and related policies, references to the "Human Resources Director" shall be deemed to refer to the individual serving as Human Resources Generalist pursuant to this appointment.</p>
Fiscal Impact:	\$58,000 annual salary
Recommendation:	Consider for approval
Attachments:	<ol style="list-style-type: none"> 1. Memo - Res 1904 appt Campbell to HR 2. R-1904 - appointing HR Generalist 3. R-1828 - shifting HR department under council - sign ind

To: Common Council

From: City Clerk

Date: April 9, 2026

Re: Appointment of Sarah Campbell – Human Resources Generalist and HR Department Administrative Lead

Council is asked to consider the appointment of Sarah Campbell to serve as the administrative lead of the City's Human Resources Department, holding the title Human Resources Generalist, via Resolution 1904. The candidate was recommended by the Mayor and reviewed and recommended by the Personnel Committee in accordance with the hiring procedures set forth in Section 2.09 of the Elkins City Charter for primary staff positions.

This position will play a central role in administering human resources policy and day-to-day human resources operations during a period of continued organizational development. As Council is aware, the City has recently established a standalone HR department and is in the process of implementing a new HR information system (NeoGov). Ms. Campbell will support stabilization of compliance practices, strengthen internal policies, and provide consistent HR guidance across departments.

Ms. Campbell brings relevant experience in human resources administration, including payroll processing, onboarding, policy development, and HRIS-based record management. She currently serves as a Human Resources Manager and holds a SHRM-CP certification. Her background also includes leadership, organizational development, and other experience in both nonprofit and public-sector-adjacent environments.

This position is designed to operate with a high degree of independence while working collaboratively with Council's Personnel Committee, the City's Leadership Team, and other resources as needed. The City anticipates and will support continued professional development and growth in this role as systems and organizational needs evolve.

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1904)

April 9, 2026

***Appointing a Human Resources Generalist and Clarifying the
Administration of the Human Resources Department***

WHEREAS, via Resolution 1828 (April 15, 2025), the Common Council of the City of Elkins (“Council”) established the Human Resources Department (“Department”) as a stand-alone function reporting directly to Council and assigned certain duties and authority to the position of Human Resources Director; and,

WHEREAS, Council desires to maintain the governance structure, authority, and responsibilities established by Resolution 1828 while making an appointment to lead the Department under a different position title; and,

WHEREAS, the Mayor and Council’s Personnel Committee have reviewed candidates for the position of Human Resources Generalist, pursuant to City policies concerning the posting of vacancies and Section 2.09 of the Elkins City Charter; and,

WHEREAS, as required by the Charter, the Mayor has recommended a candidate, Sarah Campbell, for appointment to the position of Human Resources Generalist; and,

WHEREAS, as further required by the Charter, the Personnel Committee has considered the Mayor’s recommendation, and now recommends Council appointment of the same candidate; and,

WHEREAS, Council finds that it is in the best interest of the City to clarify that the duties and authority assigned by Resolution 1828 may be exercised by an employee designated by Council to serve as the lead official responsible for the Department, regardless of position title; and,

WHEREAS, Council desires to act upon the recommendation process described herein and appoint a qualified candidate to the position of Human Resources Generalist and designate that individual to carry out the full responsibilities of the lead official responsible for the City’s Human Resources Department;

NOW, THEREFORE, BE IT RESOLVED, THAT:

Council hereby appoints Sarah Campbell to the position of Human Resources Generalist at an annual salary of \$58,000, with such appointment to be effective upon satisfaction of the terms of the City’s standard conditional offer of employment and as

of the date established in that offer.

Council further designates the Human Resources Generalist herewith appointed as the lead official responsible for the City's Human Resources Department. In such capacity, this appointee shall possess and exercise all authority, duties, and responsibilities assigned to the Human Resources Director under Resolution 1828. For purposes of Resolution 1828 and related policies, references to the "Human Resources Director" shall be deemed to refer to the individual serving as Human Resources Generalist pursuant to this appointment. Any prior or existing assignments inconsistent with this designation are hereby superseded.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1828)

April 15, 2025

REASSIGNING THE HUMAN RESOURCES DEPARTMENT TO REPORT DIRECTLY TO CITY COUNCIL AND ESTABLISHING THE DUTIES AND RESPONSIBILITIES OF THE HUMAN RESOURCES DIRECTOR

WHEREAS, the Common Council of the City of Elkins (“Council”) desires to strengthen the structure, oversight, authority, and accountability of the City’s human resources operations; and

WHEREAS, in accordance with the recommendation of its Personnel Committee, Council finds that the organizational placement of the Human Resources Department within the City Clerk’s Department is no longer aligned with the strategic and operational needs of the City; and

WHEREAS, Council believes it is in the best interest of the City to elevate the Human Resources Department to report directly to the Common Council, thereby ensuring effective governance, legal compliance, and strategic alignment of human resources functions across all City departments;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF ELKINS, WEST VIRGINIA, AS FOLLOWS:

1. Reassignment of Human Resources Department

- The Human Resources Department is hereby reassigned from the City Clerk’s Department and placed directly under the authority of the Common Council.
- For the purposes of this resolution and all responsibilities assigned to the Human Resources Director herein, references to “the City” shall include all departments, divisions, commissions, and organizational units operating under the authority of the City of Elkins, regardless of their funding source. This includes, but is not limited to, those entities supported by the General Fund, the Fire Department Fund, the Water Fund, the Sanitary Fund, and the Elkins Parks and Recreation Commission.

2. Authority and Responsibilities of the Human Resources Director

- The Human Resources Director shall serve at the will and pleasure of Council.
- The Human Resources Director shall:
 - Hold administrative authority over the Human Resources Department and exercise sole responsibility for the appointment, delegation of authority,

supervision, performance evaluation, and discipline, including removal, of all City employees assigned by Council to the Human Resources Department, except as otherwise provided by law or by rules adopted by Council.

- Exercise sole responsibility for the direction, supervision, and administration of the Human Resources Department, except as otherwise provided by law or by rules adopted by Council.
- Serve as the point of contact between elected officials, when they are acting in their capacity as elected officials, and the personnel assigned to the Human Resources Department.
- Ensure that all laws, ordinances, and provisions of the Charter, Code, and acts of Council, especially but not limited to those pertaining to personnel administration and employment law, are faithfully executed and enforced.
- Faithfully advise and counsel Council concerning all aspects of the City's human resources and personnel administration, especially including the recommendation of official acts needed to ensure compliance with local, state, and federal employment laws, rules, regulations, and best practices.
- Faithfully advise, counsel, and institute processes to support City officials and staff in complying with local, state, and federal employment laws, rules, regulations, and best practices, including but not limited to recruitment, onboarding, terminations, offboarding, fair labor practices, anti-discrimination practices, disciplinary actions, and grievances.
- Authorize deviations from Council-adopted personnel administration policies when necessary to comply with local, state, and federal employment laws, rules, regulations, and best practices, provided that Council shall be informed as soon as possible of the need to take action to adopt updated policies.
- Attend and make regular reports to meetings of Council's Personnel Committee.
- Make such reports as the Council may require concerning the City's human resources and personnel administration, in compliance with applicable laws, rules, and regulations requiring confidentiality.
- Propose annually to Council short- and long-term goals and objectives to be accomplished in the performance of his or her duties.
- Perform such other duties as are specified by other acts of Council.

Attest: /s/ Sutton R. Stokes, City Clerk

/s/ Jerry A. Marco, Mayor



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 9, 2026
Section:	New Business
Category:	Resolution
Agenda Item Name:	Resolution 1905: Bid acceptance for demolitions funded by the WV DEP DLAP program
Recommended By:	Operations Manager
Summary:	<p>Council is asked to consider Resolution 1905 authorizing acceptance of a bid and award of contract for demolition and reclamation of three structures.</p> <p>The project was publicly bid following issuance of a solicitation on March 9, 2026, with sealed bids received by the Code Enforcement Officer and opened on March 24, 2026, in accordance with City Code § 33.03 et seq. The bid tabulation and witness record are documented in the attached Bid Comparison Sheet.</p> <p>Allegheny Excavating submitted the lowest responsive and responsible bid in the amount of \$34,325. Adoption of this resolution would authorize acceptance of that bid and execution of the associated contract documents by the Mayor, subject to review as to form by the City Attorney.</p>
Fiscal Impact:	Expenditure of \$34,325 from WV DLAP grant award
Recommendation:	Consider for approval
Attachments:	1. R-1905 - DLAP demolition bid acceptance

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1905)
April 9, 2026

***A Resolution Authorizing the Acceptance of a Bid and
Award of Contract for Demolition and Reclamation of Structures***

WHEREAS, on March 9, 2026, the City of Elkins issued a public invitation for sealed bids for a project to demolish and reclaim three structures within the City; and,

WHEREAS, the solicitation required that sealed bids be submitted to the Code Enforcement Officer by 11:00 a.m. on March 24, 2026, with bids to be publicly opened and read aloud at 11:30 a.m. on that same date; and,

WHEREAS, bids were received in accordance with the published notice, properly marked, and opened at the time and place specified, with the results and the names of persons present as witnesses documented in the Bid Comparison Sheet dated March 24, 2026 ; and,

WHEREAS, the bidding process was conducted in compliance with applicable provisions of the City Code, including § 33.03 et seq., governing competitive bidding; and,

WHEREAS, upon review of the bids received, Allegheny Excavating submitted the lowest responsive and responsible bid for the project, with a total cost of \$34,325; and,

WHEREAS, Common Council finds that acceptance of this bid is in the best interest of the City and consistent with applicable law;

NOW, THEREFORE, BE IT RESOLVED, THAT:

Common Council hereby accepts the bid of Allegheny Excavating in the total amount of \$34,325 for demolition and reclamation services as specified in the bid documents, and authorizes the Mayor to execute all necessary contracts and documents consistent with the bid and applicable law, subject to review as to form by the City Attorney.

Attest: Sutton R. Stokes, City Clerk

Jerry A. Marco, Mayor

CITY OF ELKINS



BID COMPARISON SHEET

Sealed Bids for Demolition

3/24/2026

CONTRACTOR	12 PAUL ST	91 11 TH ST	94 WARD AVE		TOTAL FOR ALL PROPERTIES
Aster Oil Field	\$13,700	\$15,400	\$13,100		\$42,200
Smokey Joe	\$18,350	\$21,350	\$18,375	\$9,600 ^{Fuel}	\$67,675
Allegheny Excavating	\$11,725	\$9,925	\$12,675		\$34,325
The Dirt Doctor	\$19,650	\$23,400	\$26,150		\$69,200
Reclaim Co.	\$11,750	\$13,995	\$18,600		\$44,345
Varner Construction	\$40,950	\$26,000	\$29,200		\$96,150

CITY OF ELKINS



BID COMPARISON SHEET

SIGNATURE AND TITLE OF THOSE PRESENT DURING OPENING OF BIDS	
SIGNATURE	TITLE
Mikayla Goins	Executive Secretary
Jessie [Signature]	Building Inspector
Betty McDaniel	The Dirt Doctor
[Signature]	Varner Construction
Kristal Plaus	Varner Construction
[Signature]	Operations Asst.
[Signature]	Operations Manager
Shanna Poe	Operations Asst.

AWARDED TO: Allegheny Excavating

NOTES: