



City of Elkins
**TIF Advisory Committee
Meeting**

April 10, 2026
2:00 PM
Elkins Fire Department
216 4th St

AGENDA

- 1. Call to Order and Roll Call**
- 2. Public Comment**
- 3. Minutes**
 - a. Proposed minutes for the meeting of March 14, 2025
- 4. Reports**
- 5. New Business**
 - a. Election of chair and vice chair
 - b. Review of draft MOU from Woodlands Development & Lending
 - c. Review of Certified Property Values for TIF District #1
 - d. Review of Current TIF Revenue Flow and Potential Bond Issuance
 - e. Review of Potential Projects for Initial Implementation
 - f. Ordinance 327 Findings
 - g. Project Prioritization Approach
 - h. Consideration of Project Recommendation Report
 - i. Coordination with Finance Committee
 - j. Engineering Procurement Planning
- 6. Announcements**
- 7. Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 10, 2026
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of March 14, 2025
Recommended By:	City Clerk
Summary:	Minutes proposed for the referenced meeting
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. TIF Advisory Committee - 2025_03_14 - minutes_proposed

TIF ADVISORY COMMITTEE MEETING MINUTES

*Phil Gainer Community Center
142 Robert E. Lee Ave. Ext.
March 14, 2025*

Present were members: S. Stokes (City Clerk), M. Kesecker (Operations Manager), and D. Clark (Woodlands Development & Lending).

Also present were: Jerry Marco (mayor), Gerry Roberts (city attorney), J. Nasif (Piper Sandler – TIF investment banker), J. Jarrell (Spilman Battle – TIF legal counsel).

PUBLIC COMMENT

There was no public comment.

MINUTES

Clark **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF NOVEMBER 1, 2024.** The motion carried.

REPORTS

Nasif reported on his analysis of TIF revenues.

NEW BUSINESS

The Committee reviewed TIF revenues. A DOT grant may be available through the Rural and Tribal Assistance Program. Woodlands staff will apply on behalf of the City. TIF revenues to date and anticipated may support a bond issue of approximately \$2 million later in 2025.

No actions were taken.

The meeting adjourned at 10:55 a.m.

Name & Title

Signature

MEMORANDUM

To: TIF Advisory Committee

From: City Clerk

Date: March 30, 2026

Subject: 2026 TIF Bonds and Project Process

With projected TIF revenues now reaching a level where a bond issue may be feasible, with a \$500,000 federal earmark available to support engineering for the Streetscape and Riverfront projects, and with nearly \$200,000 in TIF District revenues already in hand, Calendar Year 2026 may offer the opportunity to begin implementing projects identified in the TIF Project Plan.

The purpose of this document is to outline the anticipated roles and sequence of actions for the TIF Advisory Committee, Council’s Finance Committee, and Council itself so that all participants understand how the process is likely to unfold over the coming months.

It *may* be possible to take the needed steps so that engineering can begin this year and at least some initial project component(s) can move into construction before the end of the calendar year.

1. Committee Role in Project Recommendation

Under Ordinance 327, the TIF Advisory Committee is responsible for recommending projects to Council and ensuring that required findings are made before TIF funds are used.

The first step in the coming process will be for the committee to **review the projects that appear most feasible given current funding opportunities.**

Based on current information, the projects most likely to be considered in the near term include:

- Streetscape improvements in the downtown business district
- Riverfront development and beautification along the Tygart Valley River
- Assistance to EAST toward the cash match required under a DOH grant awarded for a proposed bike skills park in Glendale Park, in collaboration with EPRC

The FY 2026 federal earmark was specifically requested to support **engineering and design for the Streetscape and Riverfront projects**, both of which already have conceptual plans but do not yet have construction drawings.

The Glendale Park bike skills-area project also warrants consideration because it represents an opportunity to **leverage outside grant funding for a recreational facility within the TIF district**. (EAST/EPRC has received a DOH grant of about \$400,000, with a total match amount of about \$100,000 needed; one option is to pledge this out of TIF Revenue Fund deposits received to date, as doing so will not affect the City's ability to issue TIF bonds.)

2. Committee Findings Required by Ordinance 327

Before any project can be funded with TIF revenues, the committee must determine that two conditions are satisfied.

First, the committee must determine that **all applicable laws, rules, and due process requirements have been satisfied**. This includes compliance with open meetings requirements and procurement laws.

Second, the committee must determine that the project meets at least one of the objectives specified in the ordinance:

- Elimination of public health or safety hazard
- Economic or community development benefit
- Beautification impact within the TIF district or the City

For the projects currently under consideration, these findings seem straightforward enough. Streetscape and Riverfront improvements clearly support economic development and beautification goals, while the bike skills park would most obviously provide a community development benefit.

3. Project Prioritization

The committee's primary function is to help Council determine **which projects should move forward and when**, particularly given the limited scale of available TIF funds at any one point in time.

If there is general agreement among committee members about the most logical next projects, the committee may simply issue a **Project Recommendation report** describing the reasoning behind that recommendation. If multiple *competing* projects require closer comparison, the committee may instead use the **Project Rating and Prioritization Worksheet** to evaluate the relative merits of different projects.

Factors that may influence prioritization include:

- Availability of outside funding

- Readiness of conceptual plans
- Ability to leverage other investments
- Potential economic impact within the TIF district.

The Project Rating and Prioritization Worksheet is primarily intended for situations in which limited funding requires the committee to distinguish between and *eliminate* one or more competing projects. That does *not* appear to be the case in the current situation.

Instead, it is recommended that the committee issue a **Project Recommendation report** including the following:

- A finding that funding (including restricted outside funding, i.e., federal earmark specifically tied to two projects and a state grant tied to the third) appears to be available to advance all three projects currently under discussion.
- A recommendation that Council approve funds being expended on these projects from the available sources, including current deposits in the TIF Revenue Fund, proceeds of the planned TIF bond issue, and the federal earmark for engineering.
- A further recommendation that the selection and prioritization of specific sub-components within the Streetscape and Riverfront projects be addressed later, in consultation with the engineering firm and other advisors assisting with the projects, once more detailed design information and cost estimates are available.

4. Coordination with the Finance Committee

Once the committee has issued its **Project Recommendation Report** (above), the matter will move to Council’s Finance Committee.

In consultation with the City’s TIF consulting team, the Finance Committee will review:

- Projected TIF revenues
- Potential bond capacity
- Recommended project funding
- TIF Advisory Committee recommendations

If the Finance Committee determines that conditions are favorable, it may recommend that Council proceed with issuing TIF bonds.

Again, the federal earmark would support **engineering and design work for the Streetscape and Riverfront projects**, while the bond proceeds would likely be used primarily for **construction of those same projects**. Finally, TIF revenues received to date could provide the **local match** for the **Bike Skills Area grant from WV DOH**.

5. Council Actions

Only Council may make any binding decisions to move the bond issue and project work forward.

Council actions may include:

- Accepting (or modifying) the TIF Advisory Committee's recommendations
- Authorizing the issuance of TIF bonds as recommended by the Finance Committee
- Authorizing the procurement of engineering services under WV Code §5G and identifying personnel to manage this process
- Approving engineering contract(s) awarded through the 5G process
- Approving construction contract(s) awarded through public bidding

6. Engineering Procurement (WV Code §5G)

Upon Council's authorization (above), the identified personnel will procure engineering services using the **qualifications-based selection process required by WV Code §5G**.

The services sought through the 5G process should be described as for ongoing, multi-phase/multi-year engineering and construction planning and supervision, possibly requiring separate contracts for discrete project components from year to year.

The Request for Qualifications process can be supported by the **Region VII Planning and Development Council**, which has experience assisting Elkins and other municipalities with similar procurements.

The general steps in this process will include:

- Preparing and advertising a Request for Qualifications
- Receiving statements of qualifications from engineering firms
- Evaluating firms based on experience and capacity
- Selecting the most qualified firm
- Negotiating the engineering contract

Because the federal earmark funding is intended for this phase, the engineering contract would be funded from that source.

7. Engineering and Construction Preparation

Once engineering services are under contract, the selected firm will prepare:

- Construction drawings
- Cost estimates

- Permitting documentation
- Bid documents for construction

As part of this preparation, the firm will also advise the City on project phasing.

These steps will allow the City to determine how best to deploy the anticipated TIF bond proceeds for construction in 2026 and subsequently.

8. Construction Procurement and Implementation

After the initial engineering phase is completed and construction documents are prepared, the City can move forward with the procurement of construction services in accordance with **West Virginia Code §5-22-1 et seq for public works contracts**, and **Elkins City Code §30.20 relating to competitive bidding and purchasing procedures**.

At that stage Council would:

- Approve bid awards and resulting contracts.
- Award construction contracts.
- Authorize the use of TIF bond proceeds for the selected project components.

Depending on the timing of engineering work and bond issuance, it may be possible to begin at least some project work **before the end of the calendar year**.

Immediate Next Step

The TIF Advisory should therefore meet as soon as possible to consider the following agenda items:

- Review of Certified Property Values for TIF District #1
- Review of Current TIF Revenue Flow and Potential Bond Issuance
- Review of Potential Projects for Initial Implementation
- Ordinance 327 Findings
- Determination of Project Eligibility and Readiness
- Consideration of Project Recommendation Report
- Coordination with Finance Committee
- Engineering Procurement Planning

##



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 10, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Election of chair and vice chair
Recommended By:	City Clerk
Summary:	At its first meeting in each calendar year, the Committee shall nominate and elect a chair and vice-chair. The City Clerk shall serve as secretary.
Fiscal Impact:	n/a
Recommendation:	Make nominations and vote on a chair and vice chair
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 10, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Review of draft MOU from Woodlands Development & Lending
Recommended By:	City Clerk
Summary:	Woodlands Development & Lending has been awarded outside grant funding to provide project management and related services to City of Elkins for the Streetscape and Rivefront projects. WD&L Executive Director will present a proposed Memorandum of Understanding (MOU) governing this relationship. The MOU would need Council approval.
Fiscal Impact:	Reduced outlay from TIF funds for services
Recommendation:	Review and consider next steps and recommendations
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 10, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Review of Certified Property Values for TIF District #1
Recommended By:	Joe Nasif, Piper Sandler
Summary:	Presentation and review of the most recent certified property values received from the Randolph County Assessor for properties within the TIF District, including comparison to the base value established for the district and implications for projected increment and potential bond capacity.
Fiscal Impact:	n/a
Recommendation:	No action requested
Attachments:	<ol style="list-style-type: none"> 1. Randolph County - Assessed Values - assessment year 2026 2. Assessor TIF worksheet copy 2.0 - 2026 assessed values

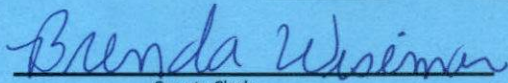
ASSESSED VALUES FOR CALCULATING REDUCED (ROLLED BACK) LEVY RATES

Elkins Corp	Randolph
(Levying Body)	(County)
TO: Sutton Stokes, City Clerk (County Commission President, School Board Secretary or Municipal Clerk or Recorder)	

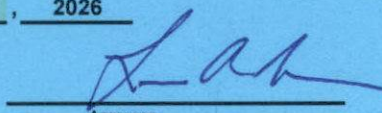
The undersigned Assessor and County Clerk of said County, do hereby certify the assessed value of the various classes of real estate, personal property and public utility property FOR THE CALCULATION OF THE REDUCED (ROLLED BACK) LEVY RATE for the assessment year 2026

	Column A Assessed Valuation For Tax Purposes (w/o Homestead & Exempt)	Column B New Property and Back Tax Property (Excluding TIF)	Column C TIF Tax Incremental Financing Value	Column D Assessed Valuation For Tax Purposes Minus New Property, Back Tax Property & TIF Col A Minus Col B and C
Class I				
Personal Property	0	0	0	0
Public Utility Property	0	0	0	0
Total Class I	0	0	0	0
Class II				
Real Estate	157,027,980	129,540	1,272,454	155,625,986
Personal Property	859,134	51,714		807,420
Total Class II	157,887,114	181,254	1,272,454	156,433,406
Class III				
Real Estate	0	0	0	0
Personal Property	0	0	0	0
Public Utility Property	0	0	0	0
Total Class III	0	0	0	0
Class IV				
Real Estate	123,712,030	0	5,486,280	118,225,750
Personal Property	70,178,502	1,964,066	1,319,443	66,894,993
Public Utility Property	19,918,455	1,474,810	0	18,443,645
Total Class IV	213,808,987	3,438,876	6,805,723	203,564,388
TOTAL FOR LEVYING BODY	371,696,101	3,620,130	8,078,177	359,997,794

Given under our hands this 27th day of February, 2026



 County Clerk



 Assessor

The valuations above do not include values attributable to back-tax property, homestead property, new construction and improvements or new personal property.

THE VALUATIONS ARE TO BE USED ONLY FOR THE CALCULATION OF A REDUCED LEVY RATE as required by W.Va. Code § 11-8-6e and 6f. This rate must be applied to the CERTIFICATE OF VALUATIONS (enclosed) for budgeting purposes. These values, like the Certificate of Valuation, are to be in the hands of the levying body not later than March 3.

Print on **BLUE** paper - Levying Body
 Photocopy - Tax Dept.
 Photocopy - Auditor's Office
 Photocopy - Retain
 Photocopy -
 Board of Ed. Only - State Dept. of Education

When completed, submit blue copy to the levying body, photocopy to the Department of Tax and Revenue, Property Tax Division, P.O. Box 2389, Charleston, WV 25328-2389, photocopy to the State Auditor's Office, email at lgs@wvsao.gov and retain a photocopy for your office file. Only a photocopy of the Board of Ed. page should be forwarded to the State Dept. of Education.

2026 TIF # 1 Elkins Base Year- 2023

Levying Body	Levy Rate (CI 2)	Levy Rate (CI 4)
State Current	0.50	1.00
County Current	28.60	57.20
School Current	38.80	77.60
Elkins Municipal Current	25.00	50.00
Total (per \$100)	92.90	185.80



	Current Net assessed Value	Base Assessed Value	Increment	Tax rate	Tax Dollars
Class 2 Real Estate	\$7,140,070	\$5,929,616	\$1,210,454	.009244	\$11,189
Class 4 Real Estate	\$51,626,640	\$46,140,360	\$5,486,280	.018488	\$101,430
Class 4 Business Personal Property	\$35,477,172	\$34,157,729	\$1,319,443	.018488	\$24,394
Total	\$94,243,882	\$86,227,705	\$8,016,177		\$137,014

Levying Body	Levy Rate (CI 2)	Increment (CL2)	Tax Revenue (CL2)	Levy Rate (CI 4)	Increment (CL4)	Tax Revenue (CL4)	Total Tax Dollars
State Current	.000050	\$1,210,454	\$61	.000100	\$6,805,723	\$681	
County Current	.002814	\$1,210,454	\$3,406	.005628	\$6,805,723	\$38,303	
School Current	.003880	\$1,210,454	\$4,697	.007760	\$6,805,723	\$52,812	
Elkins Municipal Current	.002500	\$1,210,454	\$3,026	.005000	\$6,805,723	\$34,029	
Total	.009244		\$11,189	.018488		\$125,824	\$137,014

TIF #1 Levy Rates	Class 1	Class 2	Class 4
Total Ad Valorem Regular Levy Rate	46.22	92.44	184.88
Total (per \$100)	46.22	92.44	184.88

Disclaimer: The calculated tax disbursements contained on this document are based on assessed values. Actual disbursements will made by the Sheriff's Tax Office after the tax tickets are paid.



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 10, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Review of Current TIF Revenue Flow and Potential Bond Issuance
Recommended By:	Joe Nasif, Piper Sandler
Summary:	Update on the current balance of the TIF Revenue Fund, including deposits received to date (approximately \$200,000), anticipated revenue flow for the coming fiscal year, and the relationship of current revenues to potential bond issuance.
Fiscal Impact:	n/a
Recommendation:	No action requested
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 10, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Review of Potential Projects for Initial Implementation
Recommended By:	City Clerk
Summary:	<p>Review of projects currently positioned to move forward within the TIF District:</p> <ul style="list-style-type: none"> • Downtown Streetscape improvements • Riverfront development and beautification • Glendale Park Bike Skills Area
Fiscal Impact:	n/a
Recommendation:	Move that the Committee find that the Streetscape improvements, Riverfront improvements, and Glendale Park Bike Skills Park project are appropriate projects for further consideration under the TIF Project Plan.
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 10, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Ordinance 327 Findings
Recommended By:	City Clerk
Summary:	Review of the findings required under Ordinance 327 prior to recommending the expenditure of TIF funds, including confirmation that applicable laws and procedures have been satisfied and that the proposed projects meet one or more of the ordinance objectives. Ordinance 327 is attached for review.
Fiscal Impact:	n/a
Recommendation:	Move that the Committee find that: (1) all applicable laws, rules, and due process requirements have been or will be satisfied in connection with the proposed projects; and (2) each of the proposed projects meets at least one of the objectives set forth in Ordinance 327, including economic or community development benefits and beautification impacts within the TIF District and the City of Elkins.
Attachments:	1. O-327 - without attachments

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV**AN ORDINANCE OF COMMON COUNCIL**

(#327)

**AN ORDINANCE APPROVING AND CREATING A TAX INCREMENT
FINANCING ADVISORY COMMITTEE TO ADVISE THE CITY OF ELKINS
ON THE PRIORITY OF PROJECTS AND USE OF FUNDS IN CONNECTION
WITH THE “THE CITY OF ELKINS REDEVELOPMENT DISTRICT NO. 1”;
AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH**

WHEREAS, The City of Elkins, West Virginia (the “City”) is authorized by the West Virginia Tax Increment Financing Act, Chapter 7, Article 11B of the Code of West Virginia 1931, as amended (the “Act”) to create tax increment financing districts, approve project plans, issue tax increment financing obligations and take such other actions as necessary or desirable to facilitate the orderly development and economic stability of the City, all as more fully set forth in the Act;

WHEREAS, by Ordinance enacted on May 18, 2023 (the “TIF Ordinance”), the City authorized and created a redevelopment district designated as “The City of Elkins Redevelopment District No. 1”, the boundaries of which are more fully described in Exhibit A hereto (the “TIF District”), and approved a redevelopment project plan designated as “Project Plan No. 1”, as more fully described in Exhibit B hereto (the “Project Plan”), all in accordance with the applicable provisions of the Act;

WHEREAS, the TIF Ordinance established a tax increment financing fund from which the City is authorized to issue tax increment finance obligations or expend tax increment revenues on a pay as you go basis, all in order to finance the costs of planning, acquiring, constructing and equipping the Project Plan, being necessary public infrastructure and related improvements within the TIF District;

WHEREAS, to meet the objectives of the Project Plan, the Common Council of the City (“Council”) finds it appropriate to establish an advisory committee for the purpose of rating and prioritizing projects within the Project Plan (the “TIF Advisory Committee”);

WHEREAS, the Council has determined to enact this Ordinance that approves and creates the TIF Advisory Committee.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF ELKINS, AS FOLLOWS:

1. TIF Advisory Committee.

(a) The Council hereby creates an advisory committee to be known as “The TIF Advisory Committee” which shall consist of the City Clerk, the Operations Manager, the Executive Director of the Randolph County Development Authority, and the Executive Director of Woodlands Development Group, Inc.

(b) The purposes of the Committee are as follows:

i. to create a system of objective criteria for rating and prioritizing development or redevelopment projects as described in the Project Plan to foster economic development in the TIF District;

ii. to adopt and establish rules and regulations and develop forms as it deems necessary so as to fulfill the purposes for which the Committee has been established; and

iii. to recommend to the Council, prior to the tax increment financing fund being used to pay or support costs of any development or redevelopment project, including any debt service on any TIF obligations issued from the TIF District, that

(A) all requirements of any applicable law, rule or regulation and all due process requirements have been satisfied; and

(B) the particular project for which proceeds from the TIF Fund will be expended meets one of the following objectives: (1) eliminates a public health or safety hazard; (2) provides an economic or community development benefit; or (3) will result in a beautification impact to the TIF District and the City of Elkins.

(c) Unless sooner dissolved by subsequent action of the Council, the Committee shall be dissolved, without any action by the Council, upon having fulfilled the purpose for which it is created or upon expiration of the TIF District.

(d) It is the express intent of the Council that the Committee is an ad hoc advisory committee for the limited purposes herein stated, and this Ordinance should not be construed to create a permanent or temporary municipal department, office, board or agency.

2. Severability of Invalid Provisions. If any section, paragraph, clause or provision of this Ordinance should be held invalid by any court of competent jurisdiction, the invalidity of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.

3. Headings, Etc. The headings and catch lines of the articles, sections and subsections hereof are for convenience of reference only, and shall not affect in any way the meaning or interpretation of any provision hereof.

4. Conflicting Provision Repealed. All ordinances, resolutions, indentures or orders, or parts thereof, that conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby repealed with respect to the subject matter of this Ordinance.

5. Effective Date. This Ordinance shall take effect immediately upon enactment.

First Reading April 4, 2024

Second Reading April 16, 2024

[Signature Page Follows]

Adopted this 4/16, 2024.

THE CITY OF ELKINS

By: John A. Mump
Its Mayor

ATTEST:

By: [Signature]
City Clerk

CERTIFICATION

The undersigned, being the duly qualified, elected and acting Clerk of The City of Elkins, does hereby certify that the foregoing Ordinance was duly adopted by the Common Council of The City of Elkins at regular meetings duly held, pursuant to proper notice thereof, on April 4, 2024 and April 16, 2024, a quorum being present and acting throughout, and which Ordinance has not been modified, amended or revoked and is a true, correct and complete copy thereof as of this 16th day of April, 2024.

By: 

City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 10, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Project Prioritization Approach
Recommended By:	City Clerk
Summary:	<p>Discussion of the Committee’s role in recommending which projects should advance and in what sequence, taking into account the limited scale of available TIF funds at any given time. Factors that may influence prioritization include:</p> <ul style="list-style-type: none"> • Availability of outside funding • Readiness of conceptual plans • Ability to leverage other investments • Potential economic impact within the TIF District <p>The Committee may utilize the Project Rating and Prioritization Worksheet if needed to distinguish between <i>competing</i> projects. However, where projects can advance <i>concurrently</i> based on available funding, a Project Recommendation Report may instead be issued without formal scoring. The current proposed projects do not seem to be competing, so the Worksheet would not appear to be required.</p>
Fiscal Impact:	n/a
Recommendation:	No motion is required unless the Committee elects to utilize the Worksheet.
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 10, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Consideration of Project Recommendation Report
Recommended By:	City Clerk
Summary:	<p>Consideration of a Project Recommendation Report to Council reflecting the Committee’s conclusions. The report should include:</p> <ul style="list-style-type: none"> • A finding that the projects are sufficiently developed to proceed to the next phases of work; • A finding that funding appears to be available to advance all three projects, including restricted outside funding sources (federal earmark tied to Streetscape and Riverfront projects and a state grant associated with the Bike Skills Park); • A recommendation that Council authorize expenditures using available funding sources, including: <ul style="list-style-type: none"> ○ Current deposits in the TIF Revenue Fund ○ Proceeds of the anticipated TIF bond issue ○ Federal earmark funding for engineering <p>A recommendation that detailed selection and prioritization of specific sub-components within the Streetscape and Riverfront projects be addressed at a later stage, in consultation with the selected engineering firm and project advisors, once design development and cost estimates are available.</p> <p>A draft of the proposed report is attached.</p>
Fiscal Impact:	n/a
Recommendation:	Move approval of the attached Project Recommendation Report and transmit it to the Common Council and Finance Committee.
Attachments:	1. TIF Committee - Project Rec Report - 2026_04_03

TO: Common Council; Finance Committee

FROM: TIF Advisory Committee

DATE: April 10, 2026

RE: TIF District #1 – Project Recommendation Report

Purpose

The TIF Advisory Committee met to review potential projects for advancement within and funding via revenues from TIF District #1, and to determine whether such projects meet the requirements of Ordinance 327 and should be recommended to Council for further action.

Projects Considered

The Committee reviewed the following projects:

- Downtown Streetscape Improvements
- Riverfront Development and Beautification
- Glendale Park Bike Skills Area

Required Findings (Ordinance 327)

Pursuant to Ordinance 327, the Committee makes the following findings.

First, the Committee finds that all applicable laws, rules, and due process requirements have been or will be satisfied in connection with the proposed projects, including compliance with open meetings requirements and applicable procurement laws.

Second, the Committee finds that each proposed project meets at least one of the objectives set forth in Ordinance 327. Specifically, the Streetscape and Riverfront projects provide economic development benefits and beautification impacts within the TIF District and the City, and the Glendale Park Bike Skills Area provides a community development benefit.

Project Readiness

The Committee finds that the projects are sufficiently developed to proceed to the next phases of work, including engineering, design development, and financing planning.

Funding Considerations

The Committee finds that resources appear to be available to support advancement of all three projects. These include current deposits in the TIF Revenue Fund, proceeds of a potential future TIF bond issuance, federal earmark funding designated for Streetscape and Riverfront engineering, and state grant funding associated with the Bike Skills Park.

Project Prioritization

At this stage, the Committee does not find it necessary to prioritize or eliminate any of the projects under consideration. Given the availability of multiple funding sources and the

current level of project development, the Committee finds it appropriate for all three projects to advance concurrently to the next phase.

The Committee further recommends that prioritization of specific project components, particularly within the Streetscape and Riverfront initiatives, be addressed at a later stage in consultation with the selected engineering firm and other project advisors, once more detailed design information and cost estimates are available.

Recommendation

Based on the foregoing, the TIF Advisory Committee recommends that Council:

1. Authorize advancement of the Streetscape Improvements, Riverfront Improvements, and Glendale Park Bike Skills Area projects;
2. Authorize the use of available funding sources, including TIF revenues, TIF bond proceeds, and restricted outside funding, to support engineering and initial project development; and
3. Defer detailed prioritization of project components until completion of further design and cost analysis.
4. Authorize preparation and issuance of a Request for Qualifications for engineering services in accordance with West Virginia Code §5G.

Next Steps

The Committee further recommends that these findings and recommendations be considered in coordination with the Finance Committee in connection with evaluation of projected revenues, bond capacity, and timing of potential TIF financing.

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CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 10, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Coordination with Finance Committee
Recommended By:	City Clerk
Summary:	Discussion of next steps following the Committee's recommendation, including Finance Committee review of projected revenues, bond capacity, and timing of a TIF bond issuance.
Fiscal Impact:	n/a
Recommendation:	Move that the Committee transmit its recommendations to the Finance Committee for consideration in connection with potential TIF bond issuance.
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 10, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Engineering Procurement Planning
Recommended By:	City Clerk
Summary:	Preliminary discussion of the qualifications-based selection process required under WV Code § 5G for engineering services, including potential assistance from the Region VII Planning and Development Council and anticipated timeline for issuing a Request for Qualifications. Additional discussion of this Committee's role in the selection process.
Fiscal Impact:	n/a
Recommendation:	Move that the Committee recommend that Council proceed with preparation of a Request for Qualifications for engineering services under WV Code §5G, with assistance from the Region VII Planning and Development Council, with assistance from Committee members as needed.
Attachments:	None