

TIF ADVISORY COMMITTEE MEETING MINUTES

*Elkins Fire Department
216 4th Street
April 10, 2026
2 p.m.*

Present were Members Sutton Stokes (City Clerk), Robbie Morris (RCDA), Dave Clark (Woodlands Development & Lending).

Member Mike Kesecker (Operations Manager) was absent.

Also present: Joe Nasif (Piper | Sandler), Josh Jarrell (Spilman Law), G. Roberts (City Attorney), J. Marco (Mayor), J. Sutton (EAST, OEDC).

MINUTES

Clark **MOVED APPROVAL OF THE MINUTES FOR THE MEETING OF MARCH 14, 2025.** The motion carried.

NEW BUSINESS

a. Election of chair and vice chair

Nominations were opened for Chair and Vice Chair.

Clark was nominated for Chair. There were no other nominations.

Morris was nominated for Vice Chair. There were no other nominations.

Clark was elected Chair for 2026. Morris was elected Vice Chair for 2026.

b. Review of draft MOU from Woodlands Development & Lending

The MOU was not presented.

c. Review of Certified Property Values for TIF District #1

Nasif presented and analyzed certified property values provided by the Randolph County Assessor, including analysis of incremental value and implications for projected TIF revenues and potential bond capacity. No action was taken.

d. Review of Current TIF Revenue Flow and Potential Bond Issuance

Stokes presented current TIF revenues (approximately \$200,000 on hand). Nasif explained his projections concerning anticipated future revenue and potential bond issuance capacity.

Current revenue projections support a bond issuance of about \$1.5 million, with about \$1.2 million project capacity. No action was taken.

e. Review of Potential Projects for Initial Implementation

The Committee reviewed three projects for potential advancement within the TIF District: Downtown Streetscape Improvements, Riverfront Redevelopment, and the Glendale Park Bike Skills Area.

Morris MOVED THAT THE COMMITTEE FIND THAT THE STREETScape IMPROVEMENTS, RIVERFRONT IMPROVEMENTS, AND GLENDALE PARK BIKE SKILLS AREA PROJECT ARE APPROPRIATE PROJECTS FOR FURTHER CONSIDERATION UNDER THE TIF PROJECT PLAN. The motion carried.

f. Ordinance 327 Findings

The Committee reviewed the findings required under Ordinance 327.

Clark MOVED 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.

The motion carried.

g. Project Prioritization Approach

The Committee discussed its role in prioritizing projects and noted that, given available funding sources for all three projects and current project readiness, the projects do not appear to be in competition. Through discussion, the Committee reached consensus that competitive scoring was not necessary at this stage.

h. Consideration of Project Recommendation Report

The Committee considered the text of a Project Recommendation Report summarizing its findings and recommendations to Council, including advancement of all three projects, use of available funding sources, and deferral of bond issue and detailed prioritization pending engineering and cost analysis.

Morris MOVED APPROVAL OF THE PROJECT RECOMMENDATION REPORT AND TRANSMITTAL TO THE COMMON COUNCIL AND RELEVANT COMMITTEES. As finally approved, the report included the following recommendations:

- Acknowledge and concur with the Committee’s recommendation to advance the Downtown Streetscape, Riverfront Redevelopment, and Glendale Park Bike Skills Area projects, and to utilize TIF Fund revenues to support project activities during 2026.
- Authorize, as soon as practicable, execution of an MOU with Woodlands Development & Lending to provide project management services, at no cost to the City, for the Downtown Streetscape and Riverfront Redevelopment projects.
- Initiate, as soon as practicable, a procurement process for engineering and design services pursuant to West Virginia Code §5G, with such services intended to be funded using awarded FY 2026 Congressionally Directed Spending funds.
- Designate, as soon as practicable, a 5G Procurement and Coordination Team to manage the procurement process on Council’s behalf.
- Authorize, as soon as practicable, the pledge of available TIF revenues on hand to fund up to a \$97,000 local match associated with the West Virginia Division of Highways Transportation Alternatives/Recreational Trails Program award for the Glendale Park Bike Skills Area project.
- Defer consideration of a TIF bond issuance until late 2026 or early 2027, with timing, scope, and sizing to be informed by the results of the engineering and design process.

The motion carried. The report is attached and made part of this record.

i. Coordination with Council Committees

The Committee discussed next steps, including Finance Committee review of projected revenues, bond capacity, and timing of potential TIF financing, and Municipal Properties review of projects recommended for Council authorization.

Clark **MOVED THAT THE COMMITTEE TRANSMIT ITS RECOMMENDATIONS TO THE FINANCE AND MUNICIPAL PROPERTIES COMMITTEES FOR CONSIDERATION.** The motion carried.

j. Engineering Procurement Planning

The Committee discussed the qualifications-based selection process required under West Virginia Code §5G for engineering services, including potential assistance from the Region VII Planning and Development Council.

Morris **MOVED THAT THE COMMITTEE RECOMMEND THAT COUNCIL PROCEED WITH PREPARATION OF A REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES UNDER WV CODE §5G.** The motion carried.

The meeting adjourned at 3:24 p.m.

Name & Title

Signature