



City of Elkins

Council Meeting

April 21, 2026

7:00 PM

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

AGENDA

1. Invocation and Pledge of Allegiance

2. Call to Order and Roll Call

3. Public Comment

4. Minutes

- a. Proposed minutes for the meeting of April 9, 2026

5. Correspondence, Notifications, and Recognitions

- a. Mayor's Proclamations

1. Child Abuse Prevention Month - April 2026
2. Purple-Up Day - April 15, 2026

- b. Building Officer's report

6. Councilor Reports

7. Officer Reports

- a. Treasurer's report
- b. Operations Manager's report
- c. Fire Chief's report
- d. Police Chief's report
- e. Chief Utility Operator's report
- f. Clerk's report

8. Approval of Vendor Invoice Payments

- a. Vendor invoices presented for approval: April 6 - April 17, 2026

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

9. New Business

- a. Laying the FY 2027 Levy.
- b. Resolution 1906: Approving the FY 2027 Fire Fund budget

- c. Resolution 1907: Approving the FY 2027 Sanitation Fund budget
- d. Resolution 1908: Adopting a policy and fee schedule for applications to amend the Zoning Code and Zoning Map
- e. Resolution 1909: Accepting bid from WVcorp for the City's FY 2027 property and casualty insurance
- f. Resolution 1910: Establishing new policies for funds transfers related to the City's Pooled Cash and Payroll Accounts
- g. Resolution 1911: Accepting a bid from Advanced Security Technologies for the City Hall security system

10. Mayor's Comments

11. Adjournment



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 21, 2026
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of April 9, 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_04_09 - minutes_proposed

Proposed Minutes

**ELKINS COMMON COUNCIL
MEETING MINUTES**

***Phil Gainer Community Center
142 Robert E Lee Ave. Ext.
Elkins, WV 26241
April 9, 2026
7:00 p.m.***

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

Councilors C.H. Thompson and A.C. Carroll were absent. Police Chief T. Bennett and City Attorney G. S. Roberts were absent.

PUBLIC COMMENT

There was no public comment.

STAFF REPORTS

- a. City Treasurer T. Judy provided a written report (attached).
- b. Operations Manager M. Kesecker provided a verbal report.
- c. Water Chief Operator W. Lambert provided a verbal report.
- d. Fire Chief S. Himes provided a verbal report.
- e. Police Chief T. Bennett provided a verbal report.
- f. City Clerk S. Stokes provided a written report (attached).

PRESENTATION

The City Clerk provided a Strategic Plan progress update.

MINUTES

Chenoweth **MOVED APPROVAL OF THE MINUTES FOR THE MEETING OF MARCH 19, 2026.** The motion carried.

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

Proposed Minutes

- 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 permits, zoning permits, and vacant property registrations

COUNCILOR REPORTS

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

APPROVAL OF VENDOR INVOICE PAYMENTS

Lowther **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 16-April 3, 2026

NEW BUSINESS

- a. **Resolution 1904: Appointment of Sarah Campbell as HR Generalist and HR Department administrative lead**

Kerns **MOVED APPROVAL OF RESOLUTION 1904.** The motion carried.

- b. **Resolution 1905: Bid acceptance for demolitions funded by the WV DEP DLAP program**

Hinchman **MOVED APPROVAL OF RESOLUTION 1905.** The motion carried.

The meeting was adjourned at 7:54 p.m.

Attest: S.R. Stokes, City Clerk

Jerry A. Marco, Mayor



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 21, 2026
Section:	Correspondence, Notifications, and Recognitions
Category:	Presentation
Agenda Item Name:	Building Officer's report
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 21, 2026
Section:	Officer Reports
Category:	Presentation
Agenda Item Name:	Treasurer's report
Recommended By:	City Treasurer
Summary:	Treasurer's Department activities since the last Council meeting
Fiscal Impact:	n/a
Recommendation:	Review presented information
Attachments:	1. Treasurer Report 2026_04_21

Office of the City Treasurer

Council Report

Date: April 16, 2026

Update since April 9, 2026, council meeting.

- **Council Reports & Attachments**

- Bank Balances as of March 31, 2026
- Utility bond information

- **Projects & Financing**

- City Hall Project – On-site appraisals have been completed and awaiting final report for final financing options.

- **Treasurer Staff**

- Processing 1st Quarter Business & Occupation Tax returns that are due April 30th.
- 71 Utility accounts were scheduled for shutoff on April 7th due to nonpayment of past due bills.
- Mailed 5 collection letters for delinquent utility final bills.
- Mailed 148 collection letters for delinquent first due fire fees.

- **Treasurer**

- Filed the annual SLFRF (ARPA) report that was due by April 30, 2026.
- Collaborated with the WV Municipal Bond Commission to transfer remaining balances on two 1986 sewer bonds that are paid in full. The amount of \$19,300.69 plus any additional accrued interest as of May 1st will be applied to a 2006 sewer bond which will mature in 2028, or sooner.
- Collaborated with staff on collection letters.

Bank Account Name	Balance as of 3/31/2026
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ARPA	\$0.00
Elkins Municipal Building Comm.	\$0.00
Financial Stabilization	\$817,435.16
Fire Pension Fund	\$3,122,458.76
Firemen's Pension & Relief Fund	\$0.00
Grant Co Bank-Whitmer	\$9,746.71
Landfill Access Escrow	\$2,040,348.07
Landfill Post Closure	\$48,821.79
Opioid	\$25,643.15
Payroll-DTC	\$181,924.78
Payroll-MVB	-\$25.00
Police Forfeitures	\$24,612.62
Police Pension Fund	\$5,079,586.71
Police Seizures	\$20,032.81
Policemen's Pension & Relief Fund	\$0.00
Pooled Cash-Coal Severance Fund	\$61,479.80
Pooled Cash-Fire Fund	\$66,298.72
Pooled Cash-General Fund	\$1,206,069.75
Pooled Cash-Landfill Fund	\$135,111.57
Pooled Cash-Parks Fund	\$709,015.67
Pooled Cash-Sanitation Fund	\$359,063.80
Pooled Cash-Sewer Fund	\$373,868.43
Pooled Cash-Water Fund	\$520,418.23
Sewer Depreciation	\$232,398.19
Sewer O&M	\$726,115.10
TIF District #1	\$193,439.41
Water Depreciation	\$108,261.76
Water O&M	\$616,466.19

BONDS

Fund	Bond Type	Bond	Monthly Payment	Balance as of March 31st	Matures
Sewer	Revenue	ELK-S-1-06-A-RN-12	\$46,939.02	\$1,254,277	2028
	Reserve	ELK-S-2-06-A-RN-12	\$0.00	\$525,279	Matured
	Revenue	ELK-S-1-09-A-RN-12	\$2,830.41	\$426,388	2040
	Reserve	ELK-S-2-09-A-RN-12	\$0.00	\$35,584	Matured
	Revenue	ELK-S-1-15-A-RN-12	\$7,269.39	\$2,189,201	2056
	Reserve	ELK-S-2-15-A-RN-12	\$0.00	\$102,508	Matured
	Revenue	ELK-S-1-20-A-RN-12	\$26,784.32	\$3,883,538	2040
	Reserve	ELK-S-2-20-A-RN-12	\$2,620.15	\$179,787	2032
Water	Revenue	ELK-W-1-15-C-RN-12	\$41,055.37	\$12,638,744	2055
	Reserve	ELK-W-2-15-A-RN-12	\$2,773.00	\$18,676	2027
	Reserve	ELK-W-2-15-B-RN-12	\$2,107.40	\$14,178	2027
	Reserve	ELK-W-2-15-C-RN-12	\$4,097.35	\$22,522	2026
	Reserve	ELK-W-2-15-2-RN-12	\$2,602.50	\$17,509	2027
Whitmer	Revenue	WHI-W-1-10-A-RN-12	\$1,028.00	\$191,147	2041
	Reserve	WHI-W-2-10-A-RN-12	\$0.00	\$19,928	Matured

Once the reserve bonds have matured, they continue to earn interest and the balance can be applied to the revenue bond to pay off early.



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 21, 2026
Section:	Officer Reports
Category:	Presentation
Agenda Item Name:	Clerk's report
Recommended By:	City Clerk
Summary:	Report from the Clerk's Office since the last Council meeting
Fiscal Impact:	n/a
Recommendation:	Review presented information
Attachments:	1. Clerk Report - 2026_04_21

OFFICE OF THE CITY CLERK

COUNCIL REPORT

Date: April 21, 2026

1. New Activity & Updates

TIF Projects and Coordination

- Participated in 90-minute call with Piper Sandler to review TIF bond sizing based on current revenues
- TIF Advisory Committee advanced recommendations for Downtown Streetscape, Riverfront, and Glendale Bike Skills projects, including proceeding with engineering and design prior to bond issuance
- Participated in coordination call with TIF advisors to brief City Treasurer on bond structure and considerations
- Met with Woodlands Development Group regarding project management role and development of an MOU for TIF-related projects; Council actions on hold until MOU is in hand
- Initiated planning for Bike Skills Park grant administration, including development of a partnership structure and use of TIF funds for required match

Financial Controls and Policy Development

- Drafted resolution and procedures to formalize internal controls and authorization process for electronic payroll transfers
- Conducted research on HIDTA and call-out pay practices to support Leadership Team discussion and policy consistency

Addressing and Revenue Coordination

- Continued work on North Lincoln Avenue addressing inconsistencies, including direct outreach to residents
- Working to improve coordination with the County Assessor to ensure significant property improvements are timely reflected in assessed values (important for TIF)

Community and External Engagement

- Delivered presentation on city government to Leadership Randolph cohort, including Strategic Plan, structure, revenue sources, and Q&A

- Planned and supported Planning Commission public presentation of the draft Comprehensive Plan, including WVU Law Clinic participation and livestream coordination
- Coordinated formation and initial planning of Downtown Augusta Working Group
- Conducted statewide outreach to clerks and recorders regarding planning for the 2027 IIMC Region II Conference

2. Key Issues on the Radar

- Timing and sizing of potential TIF bond issuance to be informed by engineering and design process; likely late 2026/early 2027
- Structuring formal agreements for project management and grant implementation (TIF projects and Bike Skills Park)
- Need to ensure full capture of taxable value from property improvements, with implications for General Fund and TIF revenues
- Increasingly finding instances of inconsistent or ambiguous addressing across the city

3. Meetings & Support

- TIF Advisory Committee: Project recommendations and funding strategy discussion
- Finance Committee: FY 2027 insurance, TIF matters, sanitation and fire budgets
- Leadership Team: Pay practices, Class/Comp, HR transition, financial controls, and procurement
- Planning Commission: Public Comprehensive Plan presentation and April 9 coordination meeting
- Board of Zoning Appeals: Training for new members
- Building Commission: Authorization of City Hall masonry contract execution
- WVML call: Grant training and FOIA discussion
- Leadership Team: Compensation policies, “bucket drives” on city streets

4. Standing Projects & Ongoing Work

Not updated every report unless material changes occur.

- **Comprehensive Plan:** Planning Commission to meet 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:** Administrative updates under development
- **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. Operational Snapshot

- **FOIA Activity:** Continued high-volume requests, particularly for EPD records; ongoing evaluation of response processes
- **Administrative Coordination:** Ongoing support across HR transition, financial controls, and interdepartmental policy questions
- **Citizen Assistance:** Provided guidance on legal process for alley abandonment and other property-related inquiries

6. Boards & Commissions

- Board of Zoning Appeals: One alternate vacancy (candidate identified, eligibility pending)
- Building Commission: One vacancy

7. External Engagement

- Leadership Randolph presentation
- Randolph Technical Center career engagement
- Chamber / Vibrant Communities participation

8. Regulatory Activity

- Processed WVABCA special application for Davis & Elkins College



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 21, 2026
Section:	Approval of Vendor Invoice Payments
Category:	Action Item
Agenda Item Name:	Vendor invoices presented for approval: April 6 - April 17, 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 April 6 - April 17, 2026
Fiscal Impact:	Report details \$998,382.73 in transactions from all funds.
Recommendation:	Consider for approval
Attachments:	1. AP Check Report 4-6 thru 4-17-26

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00140	City of Elkins							
I-CKREQ 040626	Service Inv 02/2026	R	4/07/2026	3,087.43		000078		3,087.43
00471	FirstEnergy MP/PE							
I-031226 Whitmer	Whitmer 020826-030826	D	4/07/2026	1,164.40		008969		1,164.40

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	3,087.43	0.00	3,087.43
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	1	1,164.40	0.00	1,164.40
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0			
	VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01 BANK: GCBAN	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: GCBAN	TOTALS:	2	4,251.83	0.00	4,251.83
BANK: GCBAN	TOTALS:	2	4,251.83	0.00	4,251.83

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00471	FirstEnergy MP/PE I-031326 Park St Pav	D	4/06/2026	10.42		008929		10.42
00471	FirstEnergy MP/PE I-031726 11th	D	4/06/2026	10.31		008930		10.31
00471	FirstEnergy MP/PE I-031726 11th St	D	4/06/2026	54.53		008931		54.53
00471	FirstEnergy MP/PE I-031726 15th	D	4/06/2026	70.78		008932		70.78
00471	FirstEnergy MP/PE I-031726 216 4th	D	4/06/2026	1,434.85		008933		1,434.85
00471	FirstEnergy MP/PE I-031726 8 Cherokee	D	4/06/2026	1,639.10		008934		1,639.10
00471	FirstEnergy MP/PE I-031726 Barron	D	4/06/2026	522.40		008935		522.40
00471	FirstEnergy MP/PE I-031726 N Rand	D	4/06/2026	246.37		008936		246.37
00471	FirstEnergy MP/PE I-031726 RR Ave	D	4/06/2026	415.60		008937		415.60
00471	FirstEnergy MP/PE I-031726 Rand/3rd	D	4/06/2026	31.75		008938		31.75
00471	FirstEnergy MP/PE I-031726 Randolph	D	4/06/2026	117.84		008939		117.84
00471	FirstEnergy MP/PE I-031726 RandolphAve	D	4/06/2026	27.24		008940		27.24
00471	FirstEnergy MP/PE I-031726 Stewart	D	4/06/2026	2,188.61		008941		2,188.61
00471	FirstEnergy MP/PE I-031726 Whiteman	D	4/06/2026	333.76		008942		333.76
00471	FirstEnergy MP/PE I-031826 1 Bax WD	D	4/06/2026	696.67		008943		696.67

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00471 I-031826 1 BaxterSt	FirstEnergy MP/PE 1 Baxter 594 021426-031626	D	4/06/2026	292.03		008944		292.03
00471 I-031826 142 RELee	FirstEnergy MP/PE 142 RE Lee 021426-031626	D	4/06/2026	1,476.16		008945		1,476.16
00471 I-031826 1Bax	FirstEnergy MP/PE 1 Baxter 628 021426-031626	D	4/06/2026	427.40		008946		427.40
00471 I-031826 31 Jones	FirstEnergy MP/PE 31 Jones Dr 021426-031626	D	4/06/2026	226.42		008947		226.42
00471 I-031826 31Jones Dr	FirstEnergy MP/PE 31 Jones Dr 021426-031626	D	4/06/2026	286.33		008948		286.33
00471 I-031826 3rd St	FirstEnergy MP/PE 3rd St 021426-031626	D	4/06/2026	79.92		008949		79.92
00471 I-031826 5 Baxter	FirstEnergy MP/PE 5 Baxter 021426-01626	D	4/06/2026	309.49		008950		309.49
00471 I-031826 516 Glendal	FirstEnergy MP/PE 516 Glendale 021426-031626	D	4/06/2026	78.10		008951		78.10
00471 I-031826 Davis 1st	FirstEnergy MP/PE Davis Ave 1st St 021426-031626	D	4/06/2026	49.31		008952		49.31
00471 I-031826 Davis 2nd	FirstEnergy MP/PE Davis Ave 2nd 021426-031626	D	4/06/2026	68.79		008953		68.79
00471 I-031826 Flood Ctl	FirstEnergy MP/PE Flood Control Rd 021426-031626	D	4/06/2026	1,811.43		008954		1,811.43
00471 I-031826 Glendale	FirstEnergy MP/PE Glendale 021426-031626	D	4/06/2026	2,762.75		008955		2,762.75
00471 I-031826 Glendale196	FirstEnergy MP/PE Glendale Ave 021426-031626	D	4/06/2026	202.94		008956		202.94
00471 I-031826 Harrison	FirstEnergy MP/PE Harrison 021426-031626	D	4/06/2026	32.05		008957		32.05
00471 I-031826 Oak Grove	FirstEnergy MP/PE Oak Grove Addn 021426-031626	D	4/06/2026	394.65		008958		394.65

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00471 I-031826	Riverbend FirstEnergy MP/PE Riverbend 021426-031626	D	4/06/2026	14,974.45		008959		14,974.45
00471 I-031826	Riverbend L FirstEnergy MP/PE Riverbend Ln 021426-031626	D	4/06/2026	42.79		008960		42.79
00471 I-031826	Riverview FirstEnergy MP/PE Riverview 021426-031626	D	4/06/2026	85.19		008961		85.19
00471 I-031826	Rt3 Haddix FirstEnergy MP/PE Rt 3 Haddix 021426-031626	D	4/06/2026	56.94		008962		56.94
00471 I-031826	SDavis 11th FirstEnergy MP/PE S Davis/11th 021426-031626	D	4/06/2026	104.91		008963		104.91
00471 I-031826	Wilson FirstEnergy MP/PE Wilson 021426-031626	D	4/06/2026	543.96		008964		543.96
00471 I-4th Kerens 031726	4th Kerens FirstEnergy MP/PE 4th Kerens 021326-031326	D	4/06/2026	11.48		008965		11.48
00119 I-48844922	Konica Minolta First-Citizens Bank & Trust Co Konica Minolta 040826	D	4/07/2026	55.00		008966		55.00
00369 C-77026 I-77026	Paid with PCard The Inter-Mountain Notice of Rate Inrcrease	D D	4/07/2026 4/07/2026	829.00CR 829.00		008967 008967		
00450 I-48802994	Konica Printer Visual Edge IT Konica Printer 040226	D	4/07/2026	57.00		008968		57.00
02347 I-19981143	Toshiba LEAF Toshiba 5525AC 040826	D	4/09/2026	283.19		008970		283.19
02347 I-19981144	Toshiba LEAF Toshiba 4525AC 040826	D	4/09/2026	168.50		008971		168.50
02347 I-19981145	Toshiba LEAF Toshiba 400AC 040826	D	4/09/2026	147.50		008972		147.50
00471 I-032326	Barron FirstEnergy MP/PE Barron Ave 021726-031726	D	4/10/2026	18,234.09		008973		18,234.09

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00471	FirstEnergy MP/PE I-032326 RR Ave BLK Lt0 RR Ave 021426-031626	D	4/10/2026	171.25		008974		171.25
00471	FirstEnergy MP/PE I-032526 401 Davis 401 Davis Ave 021326-031326	D	4/10/2026	4,550.79		008975		4,550.79
00471	FirstEnergy MP/PE I-032726 Jimtown Com Jimtown Comm 021926-032026	D	4/10/2026	15.40		008976		15.40
00385	John Deere Financial I-3144659 JD WLBH 0300078387 041426	D	4/13/2026	2,096.69		008977		2,096.69
00484	Mountaineer Gas Company I-032426 1 Bax St 1 Baxter St 020926-031026	D	4/13/2026	809.39		008978		809.39
00484	Mountaineer Gas Company I-032426 1 Baxter 1 Baxter 020926-031026	D	4/13/2026	130.88		008979		130.88
00484	Mountaineer Gas Company I-032426 216 4th 216 4th 020926-031126	D	4/13/2026	1,872.17		008980		1,872.17
00484	Mountaineer Gas Company I-032426 216 4th B 216 4th St B 020926-031126	D	4/13/2026	51.54		008981		51.54
00484	Mountaineer Gas Company I-032426 401 Davis 401 Davis Ave 020926-031126	D	4/13/2026	1,021.17		008982		1,021.17
00484	Mountaineer Gas Company I-032426 5 Baxter 5 Baxter St 020926-031026	D	4/13/2026	627.59		008983		627.59
00484	Mountaineer Gas Company I-032426 917 S RR 917 S RR 020926-031026	D	4/13/2026	183.24		008984		183.24
00484	Mountaineer Gas Company I-032426 Barron Barron 020926-031026	D	4/13/2026	170.15		008985		170.15
00484	Mountaineer Gas Company I-032426 Baxter Baxter 020926-031026	D	4/13/2026	1,229.47		008986		1,229.47
00484	Mountaineer Gas Company I-032426 Center Center St 020926-031026	D	4/13/2026	301.08		008987		301.08
00484	Mountaineer Gas Company I-032426 Flood Ctl Flood Ctl 020926-031026	D	4/13/2026	1,570.66		008988		1,570.66

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00484	Mountaineer Gas Company I-032426 Glendale LS Glendale LS 3 020926-031026	D	4/13/2026	169.76		008989		169.76
00484	Mountaineer Gas Company I-032426 Inds Pk Rd Industrial Pk Rd 021126-031026	D	4/13/2026	222.51		008990		222.51
00484	Mountaineer Gas Company I-032426 RELee Robert E Lee 020926-031026	D	4/13/2026	858.47		008991		858.47
00484	Mountaineer Gas Company I-032426 Stewart Stewart Ave 020926-031026	D	4/13/2026	61.89		008992		61.89
02347	LEAF I-19999883 Toshiba 4525AC 0141026	D	4/13/2026	381.13		008993		381.13
02347	LEAF I-200009588 Toshiba ES4515AC 041326	D	4/13/2026	128.29		008994		128.29
00283	Frontier I-032026 3041893246 Frontier	D	4/14/2026	1,481.57		008995		1,481.57
00075	Encova Insurance I-37241443 WCN6010582	D	4/14/2026	6,722.00		008996		6,722.00
00741	Great-West Trust Company LLC I-VF 202604142609 Voya I-VF2202604142609 Voya AT	D D	4/14/2026 4/14/2026	730.00 120.00		008997 008997		850.00
00267	Fastenal Company C-WVGV122880 Owen Peets PCard charged I-WVGV122880 Nitrile Gloves/Hand Clnr/Spray	D D	4/14/2026 4/14/2026	291.63CR 291.63		008998 008998		
00792	WV Consolidated Retirement Boa I-RTD202604142609 Retirement	D	4/14/2026	7,569.26		008999		7,569.26
00952	WV Consolidated Retirement Boa I-RTF202604142609 Retirement I-RTN202604142609 Retirement	D D	4/14/2026 4/14/2026	3,642.60 5,738.14		009000 009000		9,380.74
00993	WV Consolidated Retirement Boa I-RT6202604142609 Retirement 6%	D	4/14/2026	10,965.55		009001		10,965.55
02667	Health Equity I-HSA202604142609 Health Savings	D	4/14/2026	1,116.54		009002		1,116.54

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02417	I-033126 Visa Fleet							
	US Bank Corporate Payment Syst Visa Fleet Stmt Pmt 033126	D	4/15/2026	23,328.49		009017		23,328.49
02417	I-033126 Visa NFleet							
	US Bank Corporate Payment Syst Visa NonFleet Stmt Pmt 033126	D	4/16/2026	102,415.45		009108		102,415.45
00132	I-M94444							
	Clarksburg Water Board Compliance Samples 03/26	R	4/07/2026	23.00		018616		23.00
00140	I-CKREQ 033126							
	City of Elkins Utility Pmts to Elkins 03/26	R	4/07/2026	4,316.64		018617		4,316.64
00154	I-202604019157							
	COE Sanitation Roll Off Rental 03/2026	R	4/07/2026	205.53		018618		205.53
00156	I-03/2026 Swr Deprec							
	COE Sewer Depreciation Account Sewer Depreciation 03/26	R	4/07/2026	6,596.50		018619		6,596.50
00158	I-03/26 Water Deprec							
	COE Water Depreciation Account Water Depreciation 03/2026	R	4/07/2026	9,707.30		018620		9,707.30
00500	I-01P38493							
	Newlons International Sales, L Combination Light	R	4/07/2026	84.47		018621		
	I-01W5275							
	Parts/Labor Sutphen 402	R	4/07/2026	495.82		018621		580.29
00573	I-7085							
	Randolph County Development Au Treasurer/HR Office Rent 03/26	R	4/07/2026	800.00		018622		
	I-7106							
	Treasurer/HR Office Rent 04/26	R	4/07/2026	800.00		018622		
	I-CKREQ 040126							
	Refund for event 051226	R	4/07/2026	180.00		018622		1,780.00
00671	I-Travel 03/15-18							
	Sutton Stokes Travel Expense NLC DC	R	4/07/2026	649.80		018623		649.80
00779	I-37002260325091711							
	Woodford Oil Company CHV DELO 400 XLE BULK	R	4/07/2026	3,009.00		018624		
	I-SI-31472							
	Oil for 08 Dump and Equipment	R	4/07/2026	547.00		018624		
	I-SO-7558							
	CHV DELO 400 DRUM	R	4/07/2026	839.00		018624		4,395.00
01292	I-03/26 Swr O&M							
	COE Sewer O & M Account Sewer O&M 03/2026	R	4/07/2026	13,527.27		018625		13,527.27
01313	I-03/26 Water O&M							
	COE Water O & M Account Water O&M Deposit 03/2026	R	4/07/2026	21,676.42		018626		21,676.42

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02451	Waypoint Resource Group LLC Collections 03/2026	R	4/07/2026	53.59		018627		53.59
02848	First United Methodist Church Parking Space Rental 04/2026	R	4/07/2026	80.00		018628		80.00
02962	EMC Repair Service 2009 GMC Repair Parts	R	4/07/2026	2,743.12		018629		2,948.22
	I-502 030226 09 GMC Repair Parts	R	4/07/2026	205.10		018629		
00140	City of Elkins I-Payroll Cash Mgmt Monthly Fees	R	4/07/2026	100.00		018631		100.00
1	ARYA HOSPITALITY LLC I-000202604012607 US REFUND	R	4/07/2026	613.35		018632		613.35
00711	Tygart Valley Transfer, Inc.							
	I-00043613 Comm	R	4/08/2026	300.03		018633		
	I-00043622 Comm	R	4/08/2026	474.88		018633		
	I-00043623 Res	R	4/08/2026	145.24		018633		
	I-00043629 Comm	R	4/08/2026	177.72		018633		
	I-00043634 Comm	R	4/08/2026	145.24		018633		
	I-00043642 Res	R	4/08/2026	978.43		018633		
	I-00043644 Comm	R	4/08/2026	939.26		018633		
	I-00043646 Res	R	4/08/2026	849.44		018633		
	I-00043676 Res	R	4/08/2026	693.69		018633		
	I-00043679 Res	R	4/08/2026	595.28		018633		
	I-00043684 Comm	R	4/08/2026	515.01		018633		
	I-00043704 Comm	R	4/08/2026	362.13		018633		
	I-00043710 Comm	R	4/08/2026	383.16		018633		
	I-00043713 Comm	R	4/08/2026	83.13		018633		
	I-00043723 Res	R	4/08/2026	602.92		018633		
	I-00043724 Res	R	4/08/2026	529.35		018633		
	I-00043726 Comm	R	4/08/2026	606.74		018633		
	I-00043748 Comm	R	4/08/2026	286.65		018633		
	I-00043758 Res	R	4/08/2026	534.12		018633		
	I-00043760 Res	R	4/08/2026	617.25		018633		
	I-00043761 Comm	R	4/08/2026	473.93		018633		
	I-00043780 Comm	R	4/08/2026	331.56		018633		
	I-00043783 Comm	R	4/08/2026	474.88		018633		
	I-00043802 Comm	R	4/08/2026	966.97		018633		
	I-00043805 Res	R	4/08/2026	560.88		018633		
	I-00043806 Res	R	4/08/2026	604.83		018633		
	I-00043836 Comm	R	4/08/2026	265.63		018633		
	I-00043862 Res	R	4/08/2026	901.99		018633		
	I-00043871 Comm	R	4/08/2026	945.95		018633		
	I-00043872 Comm	R	4/08/2026	257.03		018633		
	I-00043873 Res	R	4/08/2026	803.58		018633		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-00043902	Comm	R	4/08/2026	312.45		018633		
I-00043911	Comm	R	4/08/2026	110.84		018633		
I-00043926	Res	R	4/08/2026	567.57		018633		
I-00043932	Res	R	4/08/2026	640.19		018633		
I-00043933	Comm	R	4/08/2026	523.61		018633		
I-00043958	Comm	R	4/08/2026	124.22		018633		
I-00043959	Comm	R	4/08/2026	202.57		018633		
I-00043963	Comm	R	4/08/2026	396.53		018633		
I-00043980	Res	R	4/08/2026	627.76		018633		
I-00043982	Comm	R	4/08/2026	322.96		018633		
I-00043983	Res	R	4/08/2026	614.39		018633		
I-00043985	Comm	R	4/08/2026	648.78		018633		
I-00044002	Res	R	4/08/2026	180.59		018633		
I-00044014	Res	R	4/08/2026	558.97		018633		
I-00044015	Res	R	4/08/2026	676.49		018633		
I-00044018	Comm	R	4/08/2026	599.10		018633		
I-00044030	Comm	R	4/08/2026	185.37		018633		
I-00044042	Res	R	4/08/2026	486.35		018633		
I-00044044	Res	R	4/08/2026	584.77		018633		
I-00044046	Comm	R	4/08/2026	821.73		018633		
I-00044064	Comm	R	4/08/2026	352.58		018633		
I-00044095	Res	R	4/08/2026	918.24		018633		
I-00044096	Comm	R	4/08/2026	912.50		018633		
I-00044098	Res	R	4/08/2026	799.75		018633		
I-00044121	Comm/Cleanout	R	4/08/2026	344.36		018633		
I-00044126	Res	R	4/08/2026	462.46		018633		
I-00044130	Res	R	4/08/2026	453.86		018633		
I-00044131	Comm	R	4/08/2026	426.15		018633		
I-00044140	Comm	R	4/08/2026	122.30		018633		
I-00044144	Comm	R	4/08/2026	326.78		018633		
I-00044145	Comm	R	4/08/2026	366.91		018633		
I-00044153	Res	R	4/08/2026	499.73		018633		
I-00044154	Res	R	4/08/2026	517.88		018633		
I-00044155	Comm	R	4/08/2026	514.06		018633		
I-00044166	Comm	R	4/08/2026	83.13		018633		
I-00044168	Comm/Tires	R	4/08/2026	146.13		018633		
I-00044187	Comm	R	4/08/2026	286.65		018633		
I-00044190	Res	R	4/08/2026	602.92		018633		
I-00044192	Res	R	4/08/2026	611.52		018633		
I-00044193	Comm	R	4/08/2026	598.14		018633		
I-00044212	Res	R	4/08/2026	129.95		018633		
I-00044221	Comm	R	4/08/2026	113.70		018633		
I-00044240	Res	R	4/08/2026	355.45		018633		
I-00044242	Comm	R	4/08/2026	770.13		018633		
I-00044243	Res	R	4/08/2026	545.59		018633		
I-00044280	Comm	R	4/08/2026	843.71		018633		
I-00044302	Res	R	4/08/2026	1,101.69		018633		
I-00044304	Comm	R	4/08/2026	1,106.47		018633		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-00044306	Res	R	4/08/2026	828.42		018633		
I-00044335	Comm	R	4/08/2026	306.72		018633		
I-00044351	Res	R	4/08/2026	587.63		018633		
I-00044352	Res	R	4/08/2026	743.38		018633		
I-00044353	Comm	R	4/08/2026	602.92		018633		
I-00044370	Comm	R	4/08/2026	149.06		018633		
I-00044374	Comm	R	4/08/2026	373.60		018633		
I-00044393	Res	R	4/08/2026	602.92		018633		
I-00044394	Res	R	4/08/2026	666.94		018633		
I-00044398	Comm	R	4/08/2026	598.14		018633		
I-00044420	Comm	R	4/08/2026	408.95		018633		
I-00044425	Comm	R	4/08/2026	277.10		018633		
I-00044434	Comm	R	4/08/2026	227.41		018633		
I-00044436	Res	R	4/08/2026	143.33		018633		
I-00044450	Res	R	4/08/2026	653.56		018633		
I-00044454	Res	R	4/08/2026	593.37		018633		
I-00044455	Comm	R	4/08/2026	614.39		018633		
I-00044473	Comm	R	4/08/2026	929.70		018633		
I-00044477	Res	R	4/08/2026	332.51		018633		
I-00044484	Comm	R	4/08/2026	130.90		018633		
I-00044492	Comm	R	4/08/2026	685.09		018633		
I-00044494	Res	R	4/08/2026	738.60		018633		
I-00044503	Comm	R	4/08/2026	248.43		018633		
I-00044528	Residential	R	4/08/2026	1,021.43		018633		
I-00044530	Residential	R	4/08/2026	771.09		018633		
I-00044531	Comm	R	4/08/2026	968.88		018633		
I-00044552	Comm	R	4/08/2026	325.83		018633		
I-00044555	Comm	R	4/08/2026	191.10		018633		
I-00044557	Res	R	4/08/2026	130.90		018633		
I-00044559	Comm	R	4/08/2026	195.88		018633		
I-00044581	Res	R	4/08/2026	679.36		018633		
I-00044585	Residential	R	4/08/2026	490.17		018633		
I-00044586	Comm	R	4/08/2026	539.86		018633		56,662.45
1								
I-000202604082608	RHODES, GABRIELLE US REFUND	R	4/08/2026	49.00		018634		49.00
00140								
I-Add'l Support	City of Elkins BR #3 Fire Dept support	R	4/08/2026	150,000.00		018635		150,000.00
00140								
I-Addl Parks Support	City of Elkins BR #3 Parks support	R	4/08/2026	40,000.00		018636		40,000.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00032 I-10152	Absolute Assurance Drug Test L Pre-Emp/Random Testing	R	4/14/2026	352.00		018637		352.00
00132 I-M94455	Clarksburg Water Board Complaine Samples	R	4/14/2026	23.00		018638		23.00
00154 I-202604079192	COE Sanitation Hauling/Tipping 033126 44552	R	4/14/2026	595.74		018639		595.74
00180 I-032426 Travel	Dewaine Corley Travel Reimb Cyber Con Mtg	R	4/14/2026	849.90		018640		849.90
00211 I-02/26 H/M	Elkins Depot Welcome Center Hotel/Motel Collections 02/26	R	4/14/2026	7,664.10		018641		7,664.10
00582 I-520-29	Region VII Plan. & Development GIS Services 02/2026	R	4/14/2026	262.50		018642		262.50
00671 I-Travel 022226	Sutton Stokes Travel Reimb IIMC Reg II	R	4/14/2026	1,165.05		018643		1,165.05
00812 I-3126B49F	WV Division of Corrections & R 13 Days Inmate Housing 03/26	R	4/14/2026	874.51		018644		874.51
01390 I-42754	Phoenix Solutions, LLC Chemicals	R	4/14/2026	9,556.71		018645		9,556.71
01594 I-2630667995	Pace Analytical Services LLC Chemicals	R	4/14/2026	63.00		018646		63.00
01607 I-i64449	Graham-Simon Plumbing Pump/Water Heater	R	4/14/2026	502.98		018647		502.98
01681 I-03312026	HdL Companies Add'tl BL Revenue 03/2026	R	4/14/2026	632.25		018648		632.25
02012 I-286335	Appalachian Aggregates Rock #57/CRun	R	4/14/2026	2,227.55		018649		2,227.55
02157 I-040826 Travel	Jerry A Marco Travel Reimb State Corridor	R	4/14/2026	37.85		018650		37.85
02431 I-1035702	Fel-Ferguson Waterworks #527 SS Meter/Encoder MDL/Conn	R	4/14/2026	2,300.00		018651		2,300.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02689	A & J Hauling LLC							
I-032326	Repairs 04 FD F550/Ram 2500	R	4/14/2026	585.00		018652		
I-032326	Generators Repair of Generators	R	4/14/2026	5,467.30		018652		6,052.30
00116	Child Support Enforcement							
I-CDS202604142609	Child Support	R	4/14/2026	453.40		018653		453.40
00121	Citizens Bank of WVFP							
I-FP 202604142609	Fire Pension	R	4/14/2026	365.35		018654		365.35
00122	Citizens Bank of WVFP							
I-PP 202604142609	Police Pension	R	4/14/2026	176.75		018655		
I-PPN202604142609	Police Pension-2010 Forward	R	4/14/2026	294.17		018655		470.92
00147	COE Misc							
I-MIS202604142609	Misc Reimbursements	R	4/14/2026	599.00		018656		599.00
00150	COE Payroll							
I-T1 202604142609	Federal Withholding	R	4/14/2026	15,634.81		018657		15,634.81
00151	COE Payroll							
I-T3 202604142609	FICA	R	4/14/2026	24,192.16		018658		
I-T4 202604142609	Medicare	R	4/14/2026	5,963.34		018658		30,155.50
00152	COE Payroll							
I-T2 202604142609	State Withholding	R	4/14/2026	6,775.00		018659		6,775.00
00203	Davis Trust Company							
I-CC 202604142609	Employee Christmas Club	R	4/14/2026	3,150.00		018660		3,150.00
00747	Washington National Insurance							
I-WN 202604142609	Washington National Insurance	R	4/14/2026	574.13		018661		574.13
00837	COE Payroll Reimbursement							
I-001202604142609	Payroll Reimbursement	R	4/14/2026	68,142.31		018662		
I-006202604142609	Payroll Reimbursement	R	4/14/2026	5,659.10		018662		
I-036202604142609	Payroll Reimbursement	R	4/14/2026	18,903.19		018662		
I-400202604142609	Payroll Reimbursement	R	4/14/2026	26,556.27		018662		
I-401202604142609	Payroll Reimbursement	R	4/14/2026	16,019.28		018662		
I-404202604142609	Payroll Reimbursement	R	4/14/2026	12,957.21		018662		148,237.36
01885	Colonial Life							
I-CL 202604142609	Colonial Life-AT	R	4/14/2026	112.10		018663		
I-CLP202604142609	Colonial Life-PT	R	4/14/2026	52.52		018663		164.62

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00006	AFLAC							
I-AF 202604142609	Aflac-After Tax Ins	R	4/14/2026	839.88		018664		
I-AFL202604142609	Aflac Insurance	R	4/14/2026	256.58		018664		1,096.46
00242	Elkins Professional Firefighte							
I-EPPF202604142609	Elkins Professional FF	R	4/14/2026	150.00		018665		150.00
00591	Retiree Health Benefit Trust F							
I-04/26 Council	R Chenoweth/LSeverino 04/26	R	4/14/2026	24.00		018666		
I-04/26 Retirees	Retirees RHBT 04/2026	R	4/14/2026	2,337.92		018666		
I-RHB202604142609	Retiree Health Benefit Trust	R	4/14/2026	972.00		018666		3,333.92
00629	Service Pump & Supply							
I-Ci-0000029158	Vall Matic Air Release Valve	R	4/14/2026	222.81		018667		222.81
00805	WV FBMC							
I-04/26 R Chenoweth	R Chenoweth 04/26	R	4/14/2026	102.84		018668		
I-FB2202604142609	Mt. Flex Benefits Post Tax	R	4/14/2026	3.00		018668		
I-MFB202604142609	Mt. Flex Benefit	R	4/14/2026	2,149.03		018668		2,254.87
00810	WV Public Employee Insurance A							
I-04/26 Chen R	R Chenoweth Health/Life 4/26	R	4/14/2026	1,079.98		018669		
I-04/26 L Severino	L Severino Health/Life 04/26	R	4/14/2026	514.98		018669		
I-BL 202604142609	Basic Life Benefit	R	4/14/2026	188.10		018669		
I-CEC202604142609	Plan C E/C	R	4/14/2026	1,937.50		018669		
I-CF 202604142609	Plan C Family	R	4/14/2026	25,333.00		018669		
I-CKREQ 041026	W Williams - changed S to Fam	R	4/14/2026	282.50		018669		
I-CS 202604142609	Plan C Single	R	4/14/2026	7,438.50		018669		
I-DL 202604142609	Dependent Life	R	4/14/2026	122.76		018669		
I-OL 202604142609	Optional Life	R	4/14/2026	466.74		018669		
I-TOF202604142609	Tobacco Surcharge Family	R	4/14/2026	375.00		018669		
I-TOS202604142609	Tobacco Surcharge Single	R	4/14/2026	112.50		018669		37,851.56
02238	Appalachian Equipment Solution							
I-P1933	Teeth Concrete R-Saw Pkg	R	4/14/2026	2,052.16		018670		2,052.16
02322	Badger Meter							
I-80231410	Services for March 2026	R	4/14/2026	302.12		018671		302.12
02755	Citizens Bank of WV							
I-GAR202604142609	Case #: CC-42-2023-C-79	R	4/14/2026	182.44		018672		182.44
02605	Commercial Builders Inc							
I-PH2 Appl #3	contracted services	R	4/14/2026	150,075.00		018673		150,075.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00838	Groundhog Directional Drilling							
I-1232	Waterline Repair 3rd/Henry	R	4/14/2026	3,000.00		000092		3,000.00
02431	Fel-Ferguson Waterworks #527							
I-1027170	Fittings/Couplings	R	4/14/2026	8,389.55		000093		8,389.55

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	11,389.55	0.00	11,389.55
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0			
	VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

VENDOR SET: 01 BANK: WATDP TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
	2	11,389.55	0.00	11,389.55
BANK: WATDP TOTALS:	2	11,389.55	0.00	11,389.55
REPORT TOTALS:	136	998,382.73	0.00	998,382.73

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 4/06/2026 THRU 4/17/2026
CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99
INCLUDE ALL VOIDS: YES

PRINT OPTIONS

SEQUENCE: CHECK NUMBER

PRINT TRANSACTIONS: YES
PRINT G/L: NO
UNPOSTED ONLY: NO
EXCLUDE UNPOSTED: NO
MANUAL ONLY: NO
STUB COMMENTS: NO
REPORT FOOTER: NO
CHECK STATUS: NO
PRINT STATUS: * - All



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 21, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Laying the FY 2027 Levy.
Recommended By:	City Treasurer
Summary:	<p>“Laying the levy” is the formal action by which Council sets the property tax rates that will be applied to assessed property values within the City for the upcoming fiscal year. This is not a discretionary decision, but rather the required step that translates the previously developed budget and property valuations certified by the Randolph County Assessor into actual tax rates and projected revenue.</p> <p>Under West Virginia law, municipalities must lay the levy on the third Tuesday in April. This action:</p> <ul style="list-style-type: none"> • Establishes the levy rates (expressed in cents per \$100 of assessed value) for each property class • Applies those rates to the certified assessed values provided by the County Assessor • Produces the official property tax revenue estimate for the fiscal year • Authorizes submission of the levy order and rate sheet to the State Auditor <p>LEVY RATES (NO CHANGE FROM PRIOR YEARS): The proposed FY 2027 levy does not increase property tax rates and maintains the City’s existing levy structure:</p> <ul style="list-style-type: none"> • Class I: 12.50 cents per \$100 of assessed value • Class II (residential and farm): 25.00 cents per \$100 of assessed value • Class IV (commercial and industrial): 50.00 cents per \$100 of assessed value



CITY OF ELKINS AGENDA ITEM REPORT

	<p>These rates are unchanged from prior years and are within allowed limits.</p> <p>FY 2027 CONTEXT: The attached Levy Order and Rate Sheet reflects:</p> <ul style="list-style-type: none"> • Assessed values across property classes (with Class II and Class IV as the primary contributors) • Application of the unchanged levy rates above • Total projected property tax collections of approximately \$1.33 million after standard adjustments • Net amount available for budget purposes of approximately \$1.30 million <p>These figures align with the previously developed FY 2027 budget and incorporate standard deductions for delinquencies, discounts, and required allocations.</p>
<p>Fiscal Impact:</p>	<p>Confirms approximately \$1.30 million in General Fund revenue from property taxes for FY 2027, consistent with the adopted budget and without any increase in levy rates.</p>
<p>Recommendation:</p>	<p>Motion to approve the levy order and rate sheet and formally lay the levy for FY 2027 in accordance with West Virginia law.</p>
<p>Attachments:</p>	<p>1. Levy Rate Sheet - FY 2027</p>

**MUNICIPALITY OF ELKINS
LEVY ORDER AND RATE SHEET
2026 - 2027**

The following is a true copy from the record of orders entered by this entity
on the 21 day of April, 2026.

SIGNATURE: _____

Municipal Clerk or Recorder

	Column E Certificate of Valuation Assessed Value for Tax Purposes	Levy Rate/\$100	Taxes Levied
Current Year			
Class I			
Personal Property	\$ _____ 0	12.500	\$ _____ 0
Public Utility	_____ 0		_____ 0
Total Class I	\$ _____ 0		\$ _____ 0
Class II			
Real Estate	\$ _____ 157,027,980	25.000	\$ _____ 392,570
Personal Property	_____ 859,134		_____ 2,148
Total Class II	\$ _____ 157,887,114		\$ _____ 394,718
Class IV			
Real Estate	\$ _____ 123,712,030	50.000	\$ _____ 618,560
Personal Property	_____ 70,178,502		_____ 350,893
Public Utility	_____ 19,918,455		_____ 99,592
Total Class IV	\$ _____ 213,808,987		\$ _____ 1,069,045
Total Value & Projected Revenue	\$ _____ 371,696,101		\$ _____ 1,463,763
Less Delinquencies, Exonerations & Uncollectable Taxes		5.00%	73,188
Less Tax Discounts		2.00%	27,812
Less Allowance for Tax Increment Financing - see worksheet (Subtracted from regular current expense taxes levied only)			34,642
Total Projected Property Tax Collection			1,328,121
Less Assessor Valuation Fund (Subtracted from regular current expense taxes levied only)		2.00%	26,562
Net Amount to be Raised by Levy of Property Taxes For Budget Purposes			\$ _____ 1,301,559



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 21, 2026
Section:	New Business
Category:	Resolution
Agenda Item Name:	Resolution 1906: Approving the FY 2027 Fire Fund budget
Recommended By:	Finance Committee
Summary:	This resolution adopts the Fiscal Year 2027 Fire Department Fund Budget as presented by the Fire Chief and City Treasurer and recommended by the Finance Committee. The budget supports the ongoing operations and service delivery of the Fire Department through its dedicated fund established by prior Council action.
Fiscal Impact:	Balanced at \$1,154,040
Recommendation:	Consider for approval
Attachments:	1. R-1906 - FY 2027 Fire Fund budget

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1906)
April 21, 2026

Adopting the Fiscal Year 2027 Fire Department Fund Budget

WHEREAS, the Common Council of Elkins, West Virginia (“Council”), by adoption of Resolution #1507 on March 17, 2022, created Fund 036 for the administration of revenues and expenditures of the Elkins Fire Department (the “Fire Department Fund”); and,

WHEREAS, the Fire Chief and City Treasurer have jointly presented a proposed Fire Department Fund Budget for Fiscal Year 2027, a copy of which is attached hereto and incorporated herein by reference; and,

WHEREAS, the Finance Committee of Council has reviewed the proposed budget and recommends its adoption; and,

WHEREAS, Council finds that adoption of the Fire Department Fund Budget for Fiscal Year 2027 is in the best interests of the City of Elkins;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council of the City of Elkins hereby approves and adopts the Fiscal Year 2027 Fire Department Fund Budget as presented.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk



Elkins Fire Department

Office of the Fire Chief



FY 2026-27 Budget Presentation

This synopsis will address the various categories and line items of the budget, for clarity and justification. This request has nothing to do with the amount of fire service fee revenue. This reflects what it takes for us to operate and provide services for the entire year.

Personal Services

- 80.9 % of the total request.
- Only significant increase is an adjustment to the Fire Chief's salary. I am no longer satisfied with being paid at or below the level of people that I am responsible for. In moving forward, it will be necessary for recruitment of a replacement.
- While the overtime number looks big, remember it is not negotiable. 98% of it is factored into base pay and holiday pay, it just happens to be compensated at the overtime rate. It is all scheduled.
- Should the funding stream change in a positive direction, I would like to increase the line item for Volunteer Pay. In an effort for recruitment and retention, I would like to explore making a change as to how we pay the volunteers. Currently and historically, volunteers are paid for calls in the city and outside of the county. This policy dates all the way back to the 1960's. Considering the change to the fire fee in 2015, is it more appropriate for them to be paid for calls in the district (in city and in the first due outside the city) and mutual aid calls both in and out of the county would be uncompensated. I am currently working on comparative numbers as to what this may look like, as it would also affect paid staff callouts.

Contractual Services

- 9.8% of the total request
- Items include utilities, maintenance of equipment, trucks, and buildings, insurance, postage, subscriptions, training. Some of these line items, such as utilities, I never even see the bill.
- We should be saving money here as we have eliminated the phone bill with the new system, only expenditure in this line item is internet.
- I intend to address the increase in fleet insurance, we changed companies 2 years ago to save money, but it only happened once. One issue I want to correct is ensuring that our full replacement cost is accurate based on the current market. I believe at this point, we could be underinsured, but in order to increase those replacement values, the premium will almost certainly increase.
- The training budget should be increased, should funding be addressed.



Elkins Fire Department

Office of the Fire Chief



Commodities

- 2.1% of the total request
- Gas and Diesel for the trucks, uniforms, and supplies.
- Uniforms only cover the daily work wear for the paid staff, I would like to add a line item for personal protective equipment, to replace 2-3 sets of turnout gear per year. This would cost approximately \$10,000 - \$12,000 annually.

Capital Outlay

- 7.2% of the budget, 2 line items.
- Capital Outlay Buildings- basically used as an overage if we run out of building maintenance under Contractual
- Capital Outlay Equipment- Truck payment on the new engine. If this line item could be increased, it would allow for a more aggressive approach to fleet replacement. As it stands, we can purchase one apparatus at a time.

Volunteer Contribution

- While the volunteers make a contribution financially through state funds, grants and fund raising, those dollars cannot be spent on personnel and salaries. However, what has been successful in the past has been their ability to purchase equipment that the budget lacks the funding to. Since 2017 through the end of 2025, the volunteers have contributed almost \$400,000 to the department. The list is too long to mention here, it includes equipment, vehicles, and training.
- The volunteers do not receive the same level of funding from the state as other volunteer fire departments do. Their funding is reduced by roughly 40% because we also have paid staff. To further clarify that, a smaller community which may not even be incorporated and may or may not have a fire fee in the county, that fire department receives 40% more than we do, even though we have more population and infrastructure to protect and a much larger call volume.

Funding

- While the fire fee has been able to accomplish a lot, I would hope that it was clear from the start that it would not sustain us forever. No matter what anyone says, we have been able to take the additional funding from the first due and dedicate it 100% to improving the level of service provided. I, as a city resident, do care that my fire department is equipped and capable. I think most people do. Those who complain about the fee are the same who would tell us we took long to respond to their emergency.
- I have a couple of fears moving forward. It would take an approximate 20 -25% increase for us to break even and gain the revenue to fully fund this request. What happens in 5 or 10 years when that isn't enough? Where do we stop? As we lose volunteers, we will have to supplement with more paid staff. For every one shift position, 3 must be hired. Only 10 paid staff positions does not make a fire department. No other fire department in West Virginia is solely funded by that single funding stream of a fire service fee. Many or all cities have such fees in place, but it rarely generates the revenue necessary. I believe that in order to move both the city and fire department forward, we must do the same.



Elkins Fire Department

Office of the Fire Chief



Historic Comparison

Just to clarify our historical data, here are the numbers for the last few years. It is clear that we are doing our best to maintain consistency and fiscal responsibility. These numbers reflect solely our ability to operate. Capital improvements are few and are funded within budget line items, for the most part.

Budget Year	FY2022-23	FY2023-24	FY2024-25	FY 2025-26
REQUESTED	\$916,090	\$970,622	\$1,092,384	\$1,050,500
EXPENDITURES	\$1,043,797	\$1,072,355	\$1,086,435	?????????

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
036-000-352-0000	Fire Protection Fees	900,000.00CR
036-000-352-0001	Fire Protection Fee Penalty	5,000.00CR
036-000-369-0000	Contributions From Other Fund	247,040.00CR
036-000-380-0000	Interest Earned	1,500.00CR
036-000-381-0000	Reimbursements	0.00
036-000-382-0000	Refunds & Rebates	500.00CR
036-000-383-0000	Sale of Fixed Asset	0.00
036-000-399-0000	Miscellaneous Revenue	0.00
	PAGE TOTAL:	1,154,040.00CR
	TOTAL:	1,154,040.00CR
	TOTAL REVENUES:	1,154,040.00CR

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
DEPT NO: 706	FIRE DEPARTMENT	
036-706-103-0000	Salary & Wages	401,800.00
036-706-103-0001	EVFD Salary & Wages	10,000.00
036-706-104-0000	FICA Expense	49,000.00
036-706-105-0000	Group Health Insurance	162,000.00
036-706-106-0000	Retirement	41,000.00
036-706-107-0000	Pensions Paid	0.00
036-706-108-0000	Overtime/Extra Help	270,000.00
036-706-211-0000	Telephone	1,500.00
036-706-212-0000	Printing	0.00
036-706-213-0000	Utilities	26,000.00
036-706-214-0000	Travel	0.00
036-706-215-0000	Maint of Bldgs & Grounds	4,000.00
036-706-216-0000	Maint of Equipment	7,500.00
036-706-217-0000	Maint of Autos & Trucks	12,000.00
036-706-218-0000	Postage	10,000.00
036-706-220-0000	Advertising	0.00
036-706-221-0000	Training & Education	3,000.00
036-706-222-0000	Dues & Subscriptions	3,000.00
036-706-223-0000	Professional Services	0.00
036-706-226-0000	Insurance & Bonds	10,000.00
036-706-226-0001	Insurance & Bonds Fleet	28,000.00
036-706-226-0002	Insurance & Bonds GL	7,500.00
036-706-229-0000	Court Costs & Damages	0.00
036-706-230-0000	Contracted Services	0.00
036-706-232-0000	Bank Charges	0.00
036-706-341-0000	Supplies & Materials	7,500.00
036-706-343-0000	Automobile Supplies	12,000.00
036-706-345-0000	Uniforms	5,000.00
036-706-348-0000	Chrgs By Other Funds	0.00
036-706-353-0000	Computer Software	0.00
036-706-457-0000	Capital Outlay Buildings	5,000.00
036-706-459-0000	Capital Outlay Equipment	78,240.00
	PAGE TOTAL:	1,154,040.00
	TOTAL:	1,154,040.00
	TOTAL EXPENDITURES:	1,154,040.00
	NET REVENUES/EXPENDITURES:	0.00



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 21, 2026
Section:	New Business
Category:	Presentation
Agenda Item Name:	Resolution 1907: Approving the FY 2027 Sanitation Fund budget
Recommended By:	Finance Committee
Summary:	This resolution adopts the Fiscal Year 2027 Sanitation Fund Budget in accordance with the City's established budget protocol for utility funds. The proposed budget was prepared by the Operations Manager and Treasurer, reviewed by the Finance Committee, and is presented for Council's final approval.
Fiscal Impact:	Balanced at \$1,832,900
Recommendation:	
Attachments:	1. R-1907 - FY 2027 Sanitation Fund budget

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1907)
April 21, 2026

Adopting the Fiscal Year 2027 Sanitation Fund Budget

WHEREAS, the Common Council of Elkins, West Virginia (“Council”) has previously adopted a Protocol for the Adoption and Revision of Water, Sanitation, and Landfill Fund Budgets by Resolution 598 on June 5, 2014; and,

WHEREAS, the Operations Manager and City Treasurer have jointly presented a proposed Sanitation Fund Budget for Fiscal Year 2027, a copy of which is attached hereto and incorporated herein by reference; and,

WHEREAS, the Finance Committee of Council has reviewed the proposed budget and recommends its adoption; and,

WHEREAS, the adopted protocol requires that the Sanitation Fund Budget be presented to Council for final approval; and,

WHEREAS, Council finds that adoption of the Sanitation Fund Budget for Fiscal Year 2027 is in the best interests of the City of Elkins;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council of the City of Elkins hereby approves and adopts the Fiscal Year 2027 Sanitation Fund Budget as presented.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
404-000-302-0000	Penalties & Interest	16,000.00CR
404-000-350-0000	Refuse Collection Residential	721,000.00CR
404-000-350-0002	Refuse Collection Comm	851,900.00CR
404-000-350-0003	Hauling Fees Roll-Off	185,000.00CR
404-000-350-0004	Rental Fees Roll-Off	35,000.00CR
404-000-380-0000	Interest Earned	15,000.00CR
404-000-381-0000	Reimbursements	8,000.00CR
404-000-382-0000	Refunds & Rebates	1,000.00CR
404-000-383-0000	Sale of Fixed Assets	0.00
404-000-399-0000	Miscellaneous Revenues	0.00
	PAGE TOTAL:	1,832,900.00CR
	TOTAL:	1,832,900.00CR
	TOTAL REVENUES:	1,832,900.00CR

ACCOUNT NO#	ACCOUNT NAME	ANNUAL BUDGET
DEPT NO: 800	SANITATION	
404-800-103-0000	Salary & Wages	403,500.00
404-800-104-0000	FICA Expense	33,000.00
404-800-105-0000	Group Health Insurance	126,000.00
404-800-106-0000	Retirement	38,500.00
404-800-108-0000	Overtime/Extra Help	18,000.00
404-800-211-0000	Telephone	1,300.00
404-800-213-0000	Utilities	10,000.00
404-800-214-0000	Travel	200.00
404-800-215-0000	Maint Bldgs & Grounds	2,000.00
404-800-216-0000	Maint of Equipment	2,500.00
404-800-217-0000	Maint of Autos & Trucks	10,000.00
404-800-217-0001	Maint of Roll-Off	5,000.00
404-800-219-0000	Bldgs, Equipment & Rents	0.00
404-800-220-0000	Advertising	500.00
404-800-221-0000	Training & Education	500.00
404-800-222-0000	Dues & Subscriptions	100.00
404-800-230-0000	Contracted Services	690,000.00
404-800-341-0000	Supplies & Materials	7,500.00
404-800-343-0000	Automotive Supplies	80,000.00
404-800-343-0001	Automotive Supplies-Roll-Off	7,500.00
404-800-345-0000	Uniforms	9,000.00
404-800-348-0000	Chrgs By Other Funds	45,000.00
404-800-457-0000	Capital Outlay - Buildings	98,000.00
404-800-459-0000	Capital Outlay - Equipment	88,000.00
404-800-670-0000	Other Interest & Penalties	1,000.00
	PAGE TOTAL:	1,677,100.00
	DEPT TOTAL:	1,677,100.00

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
DEPT NO: 801	UTILITY BILLING	
404-801-103-0000	Salaries & Wages	17,000.00
404-801-104-0000	FICA Tax	1,300.00
404-801-105-0000	Group Health Insurance	7,300.00
404-801-106-0000	Retirement	1,500.00
404-801-108-0000	Overtime/Extra Help	100.00
404-801-341-0000	Supplies & Materials	4,000.00
	PAGE TOTAL:	31,200.00
	DEPT TOTAL:	31,200.00

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
DEPT NO: 802	ADMIN & GENERAL	
404-802-103-0000	Salaries & Wages	41,000.00
404-802-104-0000	FICA Expense	2,100.00
404-802-105-0000	Group Health Insurance	5,000.00
404-802-106-0000	Retirement	2,500.00
404-802-108-0000	Overtime/Extra Help	200.00
404-802-218-0000	Postage	7,000.00
404-802-223-0000	Professional Services	4,000.00
404-802-226-0000	Insurance & Bonds	23,000.00
404-802-226-0001	Insurance & Bonds GL	15,500.00
404-802-230-0000	Contracted Services	700.00
404-802-232-0000	Bank Charges	100.00
404-802-341-0000	Supplies & Materials	500.00
404-802-353-0000	Computer Software	23,000.00
	PAGE TOTAL:	124,600.00
	DEPT TOTAL:	124,600.00
	TOTAL EXPENDITURES:	1,832,900.00
	NET REVENUES/EXPENDITURES:	0.00



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 21, 2026
Section:	New Business
Category:	Resolution
Agenda Item Name:	Resolution 1908: Adopting a policy and fee schedule for applications to amend the Zoning Code and Zoning Map
Recommended By:	Planning Commission
Summary:	<p>The attached resolution adopts a formal Policy and Procedures for Zoning Amendment Requests, as recommended by the Elkins Planning Commission on April 9, 2026.</p> <p>The policy establishes a clear, standardized process for both Zoning Map Amendments and Zoning Text Amendments, including application requirements, fees, cost recovery for legal advertising, submission procedures, and statutory timelines. It also outlines evaluation criteria, including consistency with the Comprehensive Plan and general planning principles.</p> <p>Elkins City Code §33.033 authorizes the Planning Commission to prescribe rules and regulations, provided they are adopted by Council. This action formally adopts the Commission's recommended procedures in compliance with that requirement.</p>
Fiscal Impact:	Establishes a nonrefundable application fee of \$100 for a zoning amendment
Recommendation:	Consider for approval
Attachments:	1. R-1908 - adopting PC rules for zoning amendments

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1908)
April 17, 2026

A Resolution Adopting Policy and Procedures for Zoning Amendment Requests

WHEREAS, West Virginia Code §8A-2-1 et seq. authorizes municipalities to enact and amend zoning regulations in order to promote the health, safety, and general welfare of the community; and,

WHEREAS, West Virginia Code §8A-7 and §8A-8 establish the procedures governing amendments to zoning ordinances, including review and recommendation by the Planning Commission and final action by the governing body; and,

WHEREAS, Elkins City Code §33.033 provides that the Planning Commission may prescribe rules and regulations pertaining to administration, investigations, and hearings, provided that such rules and regulations are adopted by the governing body; and,

WHEREAS, the Elkins Planning Commission has developed and recommended a Policy and Procedures for Zoning Amendment Requests, dated April 9, 2026, to provide clear guidance regarding application requirements, fees, statutory processes, and evaluation standards for proposed zoning amendments; and,

WHEREAS, the Common Council of Elkins, West Virginia (“Council”) finds that adoption of this policy will promote transparency, consistency, and compliance with applicable law in the administration of zoning amendment requests;

NOW THEREFORE BE IT RESOLVED, THAT:

The Common Council of Elkins, West Virginia hereby adopts the City of Elkins Policy and Procedures for Zoning Amendment Requests, as recommended by the Elkins Planning Commission on April 9, 2026, and attached hereto and incorporated herein by reference, and further affirms that such policy shall constitute rules and regulations of the Planning Commission as contemplated by Elkins City Code §33.033.

Attest: Sutton R. Stokes, City Clerk

Jerry A. Marco, Mayor

City of Elkins, West Virginia

Policy and Procedures for Zoning Amendment Requests

Recommended by the Elkins Planning Commission: April 9, 2026

Adopted by Elkins City Council: _____

1. Purpose and Intent

The zoning regulations of the City of Elkins exist to promote the health, safety, and general welfare of the community by managing land uses, protecting property values, and supporting orderly growth. Under West Virginia Code §8A-7 and §8A-8, changes to zoning regulations must follow a structured public process, including review and recommendation by the Planning Commission and action by City Council.

This policy establishes application fees and cost-recovery procedures, required information for zoning amendment petitions, submission and workflow procedures, and statutory process requirements, including notice and hearing timelines.

Requests may be initiated by the City or by private applicants (including property owners, developers, or residents). When initiated by a private party, a filing fee is required.

2. Position Regarding “Spot Zoning”

The City of Elkins affirms the long-standing planning principle that “spot zoning,” meaning rezoning of a single parcel or a small group of parcels that is out of harmony with surrounding zoning districts and not supported by the Comprehensive Plan, is generally inconsistent with the purpose of zoning.

Applicants should be aware that:

- Zoning amendments must be compatible with the City’s adopted land use policies.
- The Planning Commission must make findings of consistency with the City’s Comprehensive Plan pursuant to W. Va. Code §8A-7-8.
- Isolated rezoning that confers a private benefit absent a public purpose is unlikely to be recommended for approval.

This policy does not prohibit small-area rezonings, and the Commission will consider all complete applications under this policy, but applicants must in all cases supply justification demonstrating public benefit, Comprehensive Plan consistency, and compatibility with adjacent land uses.

3. Definitions: Types of Zoning Amendments

The Elkins Planning Commission considers Zoning Code amendments in two categories, Zoning Code Text Amendments and Zoning Code Map Amendments. There is a different application form and process for each. More information on each category is provided below.

Zoning Code Text Amendment

A Zoning Code Text Amendment is an amendment to the written provisions of the City of Elkins Zoning Code that changes regulations of general applicability, including permitted or conditional uses, district standards, definitions, or procedural requirements. A text amendment does not alter the zoning classification of any specific parcel(s) shown on the official Zoning Map.

Text amendments apply uniformly to all properties subject to the amended provisions and are legislative in nature.

Examples include:

- Amending permitted or conditional uses within a zoning district;
- Revising dimensional standards such as height, setback, or parking requirements;
- Modifying definitions or administrative procedures contained in the zoning code.

Zoning Code Map Amendment

A Zoning Code Map Amendment is an amendment to the official Zoning Map of the City of Elkins that changes the zoning district designation of a specific parcel or group of parcels. A map amendment alters the range of permitted uses and development standards applicable only to the specific affected property or properties.

Map amendments are site-specific legislative actions and are subject to additional notice requirements, including posting of the affected property, as required by W. Va. Code Chapter 8A. These amendments receive heightened scrutiny when it appears that they may confer a private benefit absent a public purpose (see “Position Regarding Spot Zoning,” above).

Examples include:

- Changing the zoning designation of a parcel from residential to commercial;
- Rezoning multiple contiguous parcels to implement an adopted plan or correct inconsistent zoning boundaries; or
- Correcting a mapping error reflected on the official Zoning Map.

4. Fees and Cost Responsibility

A non-refundable application fee of \$100.00 shall accompany each zoning amendment application initiated by a member of the public, whether for a Zoning Map Amendment or a Zoning Text Amendment.

For Zoning Map Amendments, West Virginia Code §8A-7-8 and §8A-7-9 require publication of legal notice in a newspaper of general circulation and, where applicable, posting of notice on the subject property. At the time an application is submitted, the City Clerk will determine the required publication and posting costs and provide the applicant with an invoice for those expenses.

An application shall not be deemed complete until all required payments have been received, including the application fee and any required publication and posting costs. All payments shall be made to the Office of the City Treasurer.

In the event the Planning Commission determines that an application identifies an error or omission in the City's zoning laws, the Commission may independently recommend a corrective amendment to City Council, with any associated fees or costs borne by the City.

5. Submission and Workflow

This section describes the steps to be followed in submitting and processing an application to amend the Elkins Zoning Code. The City Clerk serves as staff to the Planning Commission and can assist applicants in understanding and following this process.

Step 1: Application Forms

Obtain the appropriate application forms from the Office of the City Clerk or the City website. The City Clerk can assist in determining whether the request is for a **Zoning Code Text Amendment** or a **Zoning Code Map Amendment**, as the review process and notice requirements differ.

Step 2: Application Submission

Submit a completed application to the City Clerk, including the original signed and notarized application, one copy of all supporting materials, and all required attachments. The application fee must be paid to the Office of the City Treasurer. Applications will not be docketed for Planning Commission review until all required materials have been submitted and the application fee has been paid. (Additional costs, such as for legal advertisements or public notice postings will be billed separately at actual cost.)

Step 3: Administrative Review

The City Clerk and/or other appropriate staff will review the application for administrative completeness, confirm that required materials have been submitted, and verify payment of fees or billing arrangements.

- For **Zoning Map Amendments**, once the application is deemed complete, it is considered received by the Planning Commission for purposes of statutory review and timeline (“Day 0” of 60-day clock).
- For **Zoning Text Amendments**, the application will be placed on the agenda of a regular Planning Commission meeting for consideration.

Step 4: Planning Commission Review and Hearing Requirements

Zoning Map Amendments

No later than sixty (60) days after a complete application has been received in accordance with W. Va. Code § 8A-7-9, the Planning Commission will schedule and hold at least one public hearing on the proposed amendment. The City will publish notice of the hearing as a Class I legal advertisement in accordance with W. Va. Code § 8A-7-8, at least fifteen (15) days prior to the hearing. Signage will also be posted on or near the subject property as required by law.

Zoning Text Amendments

Zoning Code Text Amendments are typically considered at a regular meeting of the Planning Commission. Public hearings, legal advertising, and posting are not required unless otherwise directed by the Planning Commission.

Step 5: Planning Commission Evaluation

The Planning Commission will review the proposed amendment and evaluate factors including consistency with the Comprehensive Plan, promotion of the public health, safety, and welfare, sound planning practice, and compliance with applicable statutory standards.

Step 6: Planning Commission Recommendation

Pursuant to W. Va. Code §8A-7-8(a), the Planning Commission will forward a written recommendation to City Council to approve, approve with modifications, or deny the application.

Step 7: City Council Consideration and Action

City Council will consider the Planning Commission’s recommendation at a regular public meeting. Council may, but is not required to, hold an additional public hearing pursuant to W. Va. Code §8A-7-9. Adoption of any zoning amendment requires passage of an ordinance.

6. Minimum Time Requirements and Typical Review Duration

Applicants should be aware of the following minimum statutory timing requirements for **Zoning Map Amendments**:

- A **Class I legal advertisement** must be published at least **fifteen (15) days** prior to a Planning Commission public hearing, in accordance with W. Va. Code §8A-7-8.
- If City Council elects to conduct its own public hearing, a **separate Class I legal advertisement** must also be published at least **fifteen (15) days** prior to that hearing, in accordance with W. Va. Code §8A-7-9.

From receipt of a **complete** application by the Planning Commission, the total review and adoption process for a Zoning Map Amendment typically ranges from **45 to 120 days**, depending on statutory notice requirements, meeting schedules, and the factors described below.

Zoning Code Text Amendments are not subject to the same minimum notice and advertising requirements and are typically considered for possible recommendation to Council at a regular meeting of the Planning Commission, unless additional process is required by law or directed by the Commission. Upon a recommendation by the Planning Commission, Council action to implement the recommended change requires passage of an ordinance at two separate Council meetings at least one week apart.

7. What Can Delay Review?

The following factors commonly affect the overall timeline for zoning amendment review:

- **Incomplete applications** or missing required materials, which must be corrected before the application is deemed received and may be presented or docketed for the Planning Commission.
- **Meeting schedules**, including Planning Commission and City Council meeting dates, holidays, or cancellations.
- **Legal advertising deadlines**, particularly newspaper publication schedules that affect when hearings may be noticed.
- **Requests for revisions or additional information** by the Planning Commission or staff during review.
- **Multiple hearings**, including situations where:
 - The Planning Commission continues a hearing to a later date, or
 - City Council elects to hold its own public hearing.
- **Complexity or scope of the request**, including amendments affecting multiple parcels or raising significant planning or policy issues.

Applicants are encouraged to work closely with the City Clerk early in the process to understand scheduling considerations and minimize avoidable delays.

8. Assistance and Contact Information

The City Clerk and other City staff may provide guidance regarding application completeness, meeting schedules, and the applicable statutory process, but cannot provide legal advice or guarantee approval of any proposed amendment. Applicants have the right to consult with and be represented by legal counsel throughout this process. However, when an applicant is represented by counsel, ethical considerations may limit the ability of the City Clerk or other staff to communicate directly with the applicant, and communications may instead need to occur through the applicant's attorney.

**Office of the City Clerk
401 Davis Avenue, Elkins, WV 26241
304-636-1414, 1211
suttonstokes@cityofelkinswv.gov**



APPLICATION FOR ZONING MAP AMENDMENT

Elkins Planning Commission

Version adopted

Use this application for requests to change the zoning district designation of a parcel or group of parcels.

Name of Applicant: _____

Applicant Address: _____

Applicant Phone No: _____ Applicant Email: _____

Application Fee: \$100. *(You will be billed separately for the cost of legal advertisement and notification posters, if applicable. All fees and costs are non-refundable.)*

Zoning amendment petitions shall include the following information, as applicable, and in sufficient detail to support the requested amendment:

- a. The street address, parcel identification number, and legal description of the property or properties for which the zoning amendment is requested;
- b. A scaled map of the subject property, correlated with the legal description, clearly showing the property's location;
- c. The name, mailing address, email address, and telephone number of the petitioner(s);
- d. The petitioner's ownership interest in the subject property, including the name and address of any additional owners of record if the property is held jointly or by multiple parties;
- e. A description of the existing use(s) of the property (see Elkins Code § 152.056);
- f. A description of the proposed use(s) of the property;
- g. If applicable, the proposed text amendment pursuant to Elkins Code § 152.024 (attach the Elkins Planning Commission Application for Zoning Text Amendment);
- h. The total area of the property in square feet and/or acres;
- i. A proposed development time schedule, if applicable;
- j. Additional exhibits as may be required by staff, such as a plot plan or site plan showing existing and proposed structures, easements, watercourses, curb cuts, and the uses of adjacent properties, as necessary to describe existing or proposed conditions; and
- k. The signature(s) of the petitioner(s), certifying that the information provided is true and accurate to the best of their knowledge.

Attestation:

The applicant shall provide their name, complete mailing address, and telephone number above. If this application is submitted on behalf of a corporation, partnership, trust, or other entity, written documentation authorizing the applicant to act on behalf of the owner(s) shall be attached.

With my signature below, I hereby certify that all information provided in this application, and in all documents, statements, maps, and exhibits submitted with it, is true and correct to the best of my knowledge and belief. I acknowledge that zoning amendments require an application fee and may require legal advertisement and/or posting of notice on the subject property, as required by law. I understand that I must pay the application fee and will be billed separately for the actual cost of any required publication and/or posting and that payment of all of these costs is required before the application may be scheduled for public hearing or further consideration.

Applicant Signature: _____

Printed Name: _____

Date: _____

**STATE OF WEST VIRGINIA,
COUNTY OF RANDOLPH, to-wit:**

I, _____, a Notary Public in and for said County and State, do hereby CERTIFY that _____, whose name is signed to the foregoing and hereto annexed writing, bearing date of the ____ day of _____, _____, for, _____ as its _____, has this day ACKNOWLEDGED the same before me in my said County to be the act and deed of said corporation.

Given under my hand this ____ day of _____, _____.

My commission expires _____.

Notary Public



APPLICATION FOR ZONING TEXT AMENDMENT

Elkins Planning Commission

Version adopted

Name of Applicant: _____

Applicant Address: _____

Applicant Phone No: _____ Applicant Email: _____

Application Fee: \$100. *(You will be billed separately for the cost of legal advertisement and notification posters, if applicable. All fees and costs are non-refundable.)*

Please carefully read and answer all questions on this application completely. Attach additional pages if necessary. Submit original and one copy of the completed application along with a copy of the deed and plat (if applicable) to the Office of the City Clerk.

1) Section of Zoning Code to be Amended:

2) Summary of Proposed Text Amendment (an additional sheet may be attached):

3) Intention of Proposed Text Amendment:

Please note that, in order to recommend that City Council approve a zoning amendment, the Planning

Commission must make the following findings regarding the zoning amendment change sought.

- Whether such change is consistent with the intent and purpose of this Ordinance;
- Whether such change is consistent with the Elkins Comprehensive Plan;
- The areas which are most likely to be directly affected by such change and in what way they will be affected; and
- Whether the proposed amendment is made necessary because of changed or changing social values, new planning concepts or other socio-economic conditions in the areas and Zoning Districts affected.

Attestation:

The applicant shall provide their name, complete mailing address, and telephone number above. If this application is submitted on behalf of a corporation, partnership, trust, or other entity, written documentation authorizing the applicant to act on behalf of the owner(s) shall be attached.

With my signature below, I hereby certify that all information provided in this application, and in all documents, statements, maps, and exhibits submitted with it, is true and correct to the best of my knowledge and belief. I acknowledge that zoning amendments require an application fee and may require legal advertisement and/or posting of notice on the subject property, as required by law. I understand that I must pay the application fee and will be billed separately for the actual cost of any required publication and/or posting and that payment of all of these costs is required before the application may be scheduled for public hearing or further consideration.

Applicant Signature: _____

Printed Name: _____

Date: _____

STATE OF WEST VIRGINIA,

COUNTY OF RANDOLPH, to-wit:

I, _____, a Notary Public in and for said County and State, do hereby CERTIFY that _____, whose name is signed to the foregoing and hereto annexed writing, bearing date of the ____ day of _____, _____, for, _____ as its _____, has this day ACKNOWLEDGED the same before me in my said County to be the act and deed of said corporation.

Given under my hand this ____ day of _____, _____.

My commission expires _____.

Notary Public _____



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 21, 2026
Section:	New Business
Category:	Resolution
Agenda Item Name:	Resolution 1909: Accepting bid from WVcorp for the City's FY 2027 property and casualty insurance
Recommended By:	City Treasurer
Summary:	This resolution accepts the sole bid received for FY 2027 property and casualty insurance coverage, submitted by Assured Partners (WVcorp) in the amount of \$238,208, as recommended by the Finance Committee. The coverage provides necessary protections for City operations, ensuring continuity of insurance for the upcoming fiscal year.
Fiscal Impact:	\$238,208
Recommendation:	Consider for approval
Attachments:	1. R-1909 - accepting FY27 insurance bid from WVcorp

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1909)
April 21, 2026

***A Resolution Accepting the Bid for
FY2027 Property and Casualty Insurance***

WHEREAS, the City of Elkins solicited bids for Property and Casualty Insurance coverage for Fiscal Year 2027, with bids due on March 20, 2026; and,

WHEREAS, one bid was received in response to the solicitation, submitted by Assured Partners (WVcorp), in the total annual amount of \$238,208, and such bid was determined to meet the bid requirements ; and,

WHEREAS, the Finance Committee of the Elkins Common Council has reviewed the bid and recommends acceptance of the same; and,

WHEREAS, the proposed coverage includes a comprehensive package of property, liability, automobile, and related insurance protections necessary for the operation of the City; and,

WHEREAS, the Common Council of Elkins, West Virginia (“Council”) finds that acceptance of the bid is in the best interests of the City in order to ensure continuity of insurance coverage for Fiscal Year 2027;

NOW THEREFORE BE IT RESOLVED, THAT:

The Common Council of Elkins, West Virginia hereby accepts the bid submitted by Assured Partners (WVcorp) for FY2027 Property and Casualty Insurance in the total annual amount of \$238,208, and authorizes the Mayor to execute all necessary documents to effectuate the coverage.

Attest: Sutton R. Stokes, City Clerk

Jerry A. Marco, Mayor

City of Elkins

Bid Due Date: March 20, 2026 at 2:00 pm

Bid Name: FY2027 Property and Casualty Insurance

Bid Instructions: Present two separate proposals, with four copies of each proposal.

Proposal number one is the Technical Proposal which must be sealed and labeled.

Proposal number two is the Cost Proposal, include the Cost Proposal Form. The Cost Proposal must be sealed and labeled.

All Proposals should be in ink, showing all facts (Technical Proposal) the total amount of the proposal (Cost Proposal).

All proposals are to include sample forms of all exclusions to be attached to proposal policies.

Instruction to Bidders form must be the cover sheet for both the Technical Proposal and Cost Proposal and signed as indicated.

Bid Results:

	Bidder Name	Bid Amount	Bid Instructions Met
Bid #1	Assured Partners (WVcorp)	\$238,208	Yes
Bid #2	N/A	N/A	N/A
Bid #3	N/A	N/A	N/A

COST PROPOSAL

City of Elkins Property Casualty Cost Proposal

March 18, 2026

Premium Comparison

Insured: City of Elkins
Policy Term: 07/01/26 - 07/01/27
Carrier: WVcorp

Coverage	Annual Premium
Commercial Package	
Property	\$61,714
Business Income	Included
Inland Marine	\$10,411
Commercial Crime	\$1,450
Equipment Breakdown	\$8,586
General Liability	\$46,438
Law Enforcement Liability	Included
Public Officials E & O Liability	\$16,585
Employment Practices Liability	Included
Business Auto	\$70,353
Excess Liability	\$19,671
Cyber Liability	\$3,000
TOTAL	\$238,208

Premium Payment Summary

Total Annual Package Premium

\$238,208

PAYMENT OPTIONS

Paid in Full

Quarterly Payments are Available

Minimum Earned Premium: Yes No

Note:

Premium shown includes Annual Premium and .55% West Virginia Surcharge.

INSURED: City of Elkins
 401 Davis Avenue
 Elkins, WV 26241

INSURED SIGNATURE: _____

DATED: ____ / ____ / ____.

Marketing Summary

Company	Quoted / Declined	Notes
WVcorp (Rated 'A' by A.M. Best)	Quoted	See Proposal for Details.

A.M. Best Rating

A+ and A++ (Superior)
A and A- (Excellent)



Contribution Summary Form

Coverage	Deductible	Contribution
Property : Special Form; Replacement Cost (or stated otherwise); No Coinsurance; Blanket	See Schedule	\$61,714
Inland Marine : Replacement Cost if Scheduled, otherwise Actual Cash Value	See Schedule	\$10,411
Equipment Breakdown	\$1,000	\$8,586
General Liability : \$1,000,000 Combined Single Limit; Occurrence Form; No Annual Aggregate; Non-Audited	None	\$46,438
Law Enforcement Liability : \$1,000,000 Limit	\$2,500	Included
Public Officials Liability : \$1,000,000 Limit Each Wrongful Act	\$2,500	\$16,585
Automobile : \$1,000,000 Liability for Owned Autos; Coverage Level per Schedule; Automatic Coverage for Additions; Non-Audited	See Schedule	\$70,353
Crime : Blanket \$500,000 Faithful Performance; In/Out Robbery; Counterfeit; Forgery; Computer Fraud; Telephone Toll Fraud \$25,000 sublimit	\$250	\$1,450
Excess Liability : Refer to the proposal page for limit information. Underlying limits must be exhausted before excess liability is available for losses.	None	\$19,671
Environmental Liability : \$500,000 Limit	\$25,000	Included
Cyber Risk : \$1,000,000 Limit	None	\$3,000
Grand Total Annual Contribution		\$238,208
	Total Contribution Due	\$238,208

Any additions or deletions made after the proposal and initial billing effective up to and including July 1st will result in an endorsement and contribution adjustment.

In order to be eligible for WVcorp membership, the following coverages must be selected: Property (where applicable), General Liability, Business Auto (where applicable), and Crime. To be eligible for Workers' Compensation coverage, Property & Casualty must be in effect with WVcorp.

Coverage	FY2026 Proposal	FY2027 Proposal
Property	\$59,662	\$61,714
Business Income	Included	Included
Inland Marine	\$7,098	\$10,411
Commerical Crime	\$1,450	\$1,450
Equipment Breakdown	\$8,485	\$8,586
General Liability	\$50,545	\$46,438
Law Enforcement Liability	Included	Included
Public Officials Liability	\$16,585	\$16,585
Employment Practices Liability	Included	Included
Business Auto	\$67,148	\$70,353
Excess Liability	\$20,142	\$19,671
Cyber Liability	\$3,000	\$3,000
	\$234,115	\$238,208

Approximately 1.8% increase for FY2027



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 21, 2026
Section:	New Business
Category:	Resolution
Agenda Item Name:	Resolution 1910: Establishing new policies for funds transfers related to the City's Pooled Cash and Payroll Accounts
Recommended By:	City Treasurer
Summary:	<p>This resolution establishes policies and internal controls governing transfers involving the City's Pooled Cash and Payroll Accounts at Mountain Valley Bank.</p> <p>The City is transitioning from paper checks to electronic transfers for payroll funding, requiring updated procedures that align with both operational efficiency and statutory requirements.</p> <p>The Bank requires authorization to process transfers based on a single signatory for its internal purposes. This resolution accommodates that requirement while preserving the City's internal control structure by requiring advance written authorization from two designated signatories prior to any transfer.</p> <p>It also clarifies roles, documentation requirements, and audit procedures associated with payroll funding.</p>
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. R-1910 - Policies for transfers from Pooled Cash at MVB

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1910)
April 21, 2026

Establishing Policies for Funds Transfers Involving the City's Pooled Cash and Payroll Accounts at Mountain Valley Bank

WHEREAS, the Common Council (“the Council”) of the City of Elkins, West Virginia (“the City”) maintains a Pooled Cash Account and a Payroll Account at Mountain Valley Bank (“the Bank”), for the administration of City funds, with the Payroll Account functioning as a zero-balance or “wash” account that is funded from the Pooled Cash Account and then depleted for each payroll cycle; and,

WHEREAS, Elkins City Code §32.16 provides that the City Treasurer shall receive, safeguard, and account for all City funds, shall not pay out any such funds except upon such orders as are specified by law, and shall issue all checks only when properly signed by two authorized signatories; and,

WHEREAS, the City is in the process of transitioning from paper-based transactions to electronic banking systems in some cases, including online transfers between the City’s Pooled Cash and Payroll Accounts, such that the transfer of funds from the Pooled Cash Account to the Payroll Account will now be executed by a single authorized staff member through a secure electronic interface rather than by paper check; and,

WHEREAS, before enabling the City to perform electronic transfers in this manner, Mountain Valley Bank requires the City to authorize that, for the Bank’s internal processing purposes, any transfer from the Pooled Cash Account, whether electronic or utilizing paper checks, may be honored by the Bank upon the action of a single authorized signatory, regardless of the City’s internal authorization requirements; and,

WHEREAS, Council desires to authorize the transfer of funds from the Pooled Cash Account to the Payroll Account by a single staff member as well as to preserve and formalize equivalent internal control safeguards for such electronic transfers by requiring advance written authorization by two designated signatories prior to the execution of such transfer; and,

WHEREAS, Council further desires to retain and enforce its internal requirement,

consistent with Code §32.16, that checks may only be issued when properly signed by two authorized signatories; and,

WHEREAS, Council further desires to establish a clear internal administrative procedure for documenting, approving, and retaining records of such transfers in a manner consistent with sound financial management and audit practices;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The following procedure is hereby established for transfers and disbursements of funds from the City's Pooled Cash Account to the Payroll Account and for any other authorized purposes:

1. The HR Administrative Lead, or his or her designee, shall process all time and payroll records for the applicable payroll cycle and calculate the total amount required to fund that cycle, including wages, taxes, and withholdings.
2. The HR Administrative Lead, or his or her designee, shall document the required transfer amount on a standardized payroll funding authorization form and certify that the amount is accurate and complete to the best of their knowledge.
3. The payroll funding authorization form shall be reviewed and approved by two Council-designated signatories, which shall include the Mayor and the City Clerk, or in the absence of either the Mayor or the City Clerk, the Operations Manager, or such other signatories as Council may designate by resolution from time to time, and approval shall be evidenced by their signatures on the form. The City Treasurer shall not serve as one of the approving signatories for the same transaction.
4. Consistent with the requirements of §32.16 that City funds be paid out only upon proper authorization, and recognizing the operational requirements of Mountain Valley Bank, transfers of funds between the City's Pooled Cash Account and Payroll Account may be executed within the bank's electronic system by a single authorized user. Accordingly, the City Treasurer, or in the absence of the City Treasurer, the Deputy Treasurer, shall execute the corresponding electronic transfer from the Pooled Cash Account to the Payroll Account only upon receipt of a properly completed and signed authorization form reflecting the approved amount, and no such transfer shall be executed absent the authorization required herein. Such execution shall be deemed an administrative act implementing prior authorization and not an independent authorization of the disbursement.
5. The completed authorization form shall be maintained by the City Treasurer as an official financial record of the City and shall be made available for audit and review as required.

6. Notwithstanding any requirements or authorizations provided to Mountain Valley Bank for the purposes described in this resolution, and regardless of the Bank's ability to process transactions upon a single authorized signatory, for internal City purposes of financial control, all checks issued by the City shall continue to be issued in accordance with §32.16, including the requirement that such checks bear the signatures of two authorized signatories, and nothing herein shall be construed to alter, waive, or supersede such internal requirements.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 21, 2026
Section:	New Business
Category:	Resolution
Agenda Item Name:	Resolution 1911: Accepting a bid from Advanced Security Technologies for the City Hall security system
Recommended By:	Operations Manager
Summary:	Council is asked to approve a resolution awarding the contract for the Elkins City Hall Security System project following a competitive sealed bid process conducted in accordance with City Code §33.03. Bids were publicly opened and reviewed, and the lowest responsible and responsive bid was submitted by Advanced Security Technologies in the amount of \$46,985.60. Approval of this resolution will authorize execution of the contract consistent with the bid documents.
Fiscal Impact:	\$46,985.60
Recommendation:	Consider for approval
Attachments:	1. R-1911 - Accepting AST bid for City Hall security system

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1911)
April 21, 2026

Award of Contract for Elkins City Hall Security System Project

WHEREAS, the City of Elkins solicited sealed bids for the Elkins City Hall Security System project in accordance with Elkins City Code §33.03 et seq.; and,

WHEREAS, said bids were publicly opened and tabulated on April 15, 2026, and the results recorded; and,

WHEREAS, the bid submitted by Advanced Security Technologies in the amount of \$46,985.60 has been determined to be the lowest responsible and responsive bid; and,

WHEREAS, the Common Council finds that acceptance of this bid is in the best interest of the City of Elkins;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council of Elkins, West Virginia hereby accepts the bid of Advanced Security Technologies in the amount of \$46,985.60 for the Elkins City Hall Security System project, and authorizes the Operations Manager to execute any necessary agreements consistent with the bid documents.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

BID TABLUATION

April 15th, 2026, 1:00 PM

BIDDER: ADVANCED SECURITY TECHNOLOGIES
BASE BID: \$ 46,985.60
ADDENDUM #1: 1,2,3,4

BIDDER: ARMADILLO COMMUNICATIONS + SECURITY
BASE BID: \$ 61,236.95
ADDENDUM #1: 1

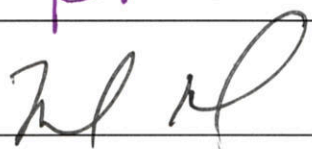
BIDDER: PILLAR INNOVATIONS
BASE BID: \$ 54,546.00
ADDENDUM #1: N/A, N/A, N/A, N/A

BIDDER: ADVANTAGE TECHNOLOGY
BASE BID: \$ 70,976.85
ADDENDUM #1: 1

BIDDER: ISPY CCTV + NETWORKING
BASE BID: \$ 55,000.00
ADDENDUM #1: 1,2,3,4

BIDDER: _____
BASE BID: _____
ADDENDUM #1: _____

Witnessed by: 

Witnessed by: 

ELKINS CITY HALL – SECURITY SYSTEM

004213 - FORM OF PROPOSAL

TO THE OWNER: City of Elkins
Phil Gainer Community Center
142 Robert E. Lee Ave. Ext.
Elkins, WV 26241

FROM: Advanced Security Technologies
12564 Ohio River Blvd.
Chester WV 26034

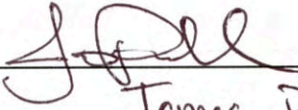
PROJECT: ELKINS CITY HALL – SECURITY SYSTEM
401 Davis Ave.
Elkins, WV 26241

The undersigned, hereinafter called the Bidder, being familiar with and understanding the Bidding documents and also having examined the site and being familiar with all local conditions affecting the Project, hereby proposes to furnish all labor, material, equipment, supplies, and transportation, and to perform all Work in accordance with the Bidding Documents within the time set forth therein, for the sum of:

BASE BID: Forty Six Thousand Nine Hundred and Sixty Cents Eighty Five Dollars and Sixty Cents. \$ 46,985.60
(Amount to be shown in both words and numbers. In the event of a difference between the written amount and the number amount, the written amount shall prevail.)

ELKINS CITY HALL – SECURITY SYSTEM

RESPECTFULLY SUBMITTED:

SIGNATURE:  DATE: 4/10/26
 NAME: James Padula
 TITLE: Director of Sales & Business Dev.
 FIRM NAME: Advanced Security Technologies
 FIRM ADDRESS: 12564 Ohio River Blvd.
Chester WV 26034
 TELEPHONE: (412) 206-1060
 CONTRACTOR'S LICENSE NO. WV064263
 CONTRACTOR'S F.E.I.N. NO. 92-1823667





Corporate Seal if Applicable

CONTRACTORS' LICENSE

West Virginia Code § 21-11-2 requires that all persons desiring to perform contractual work in this State must be duly licensed. The West Virginia Contractors Licensing Board is empowered to issue the contractor's license. Application for a contractor's license may be made by contacting the West Virginia Division of Labor, Building 6, Room B749, State Capitol Complex, Charleston, West Virginia, 25305. Telephone: (304) 348-7890. West Virginia Code § 21-11-11 requires any prospective Bidder to include the contractor's license number on their Bid. The successful Bidder will be required to furnish a copy of their contractor's license prior to issuance of a Purchase Order/Contract.

ADDENDA ACKNOWLEDGMENT

The undersigned hereby acknowledges receipt of the following Addenda and has taken the information contained therein into full consideration in the formulation of this Bid.

Addenda No. 1 
 Addenda No. 2 
 Addenda No. 3 
 Addenda No. 4 

Failure to acknowledge receipt of each Addendum may be cause for rejection of the Bid.

SIGNATURE:  DATE: 4/10/26
Signature in Ink

END OF FORM OF PROPOSAL