



City of Elkins

Council Meeting

May 7, 2026

7:00 PM

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

AGENDA

1. **Invocation and Pledge of Allegiance**
2. **Call to Order and Roll Call**
3. **Public Comment**
4. **Presentation**
 - a. AI Strategy for City of Elkins Website
5. **Minutes**
 - a. Proposed minutes for the meeting of April 21, 2026
6. **Correspondence, Notifications, and Recognitions**
 - a. Recognition of the promotion of Elkins Fire Department member Hunter Corcoran to Lieutenant
 - b. Mayor's Proclamations
 1.
 1. National Fallen Firefighters Day - May 3, 2026
 2. National Teacher Appreciation Week - may 4-8, 2026
 3. National Nurses Week - May 6-12, 2026
 4. National Day of Prayer - May 7, 2026
 - c. Approved Event Requests
 1. EMS Cheer Bucket Drive - May 9, 2026
 - d. Building Officer's report
7. **Councilor Reports**
8. **Officer Reports**
 - a. Treasurer's report
 - b. Operations Manager's report
 - c. Fire Chief's report
 - d. Police Chief's report
 - e. Chief Utility Operator's report
 - f. Clerk's report
9. **Approval of Vendor Invoice Payments**

- a. Vendor invoices presented for approval: April 20, 2026 through May 1, 2026

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

10. New Business

- a. Changes to Council meeting schedule in June and July
- b. Resolution 1912: Appointing Renea Carpenter to the Elkins Building Commission
- c. Resolution 1913: Adopting a city media policy
- d. Resolution 1914: Approving a contract with Tammy's Floral for the 2026 downtown flowers contract
- e. Resolution 1915: Authorizing the use of TIF revenues toward the local match requirement for a DOH Recreational Trails Program grant supporting construction of a Skills Area at Glendale Park

11. Mayor's Comments

12. Adjournment



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 7, 2026
Section:	Presentation
Category:	Presentation
Agenda Item Name:	AI Strategy for City of Elkins Website
Recommended By:	Leon Kaye, Communications
Summary:	Presentation shows how the City website can be updated to ensure better compatibility with increasingly AI-dependent online search tools.
Fiscal Impact:	No cost
Recommendation:	Review presented information
Attachments:	1. Elkins AI Strategy 2026 - for CC mtg May 7



Old Tactics, New Strategy

Making CityofElkinsWV.gov
AI-Friendly

(and doing so without asking for budget)

Aligning with the City's 2024-2029 Strategic Plan

Leon Kaye, Communications Manager

City Clerk's Office

April 2026



Why Bother with an “AI-Friendly” Site?

- Press Releases, articles and static web pages are a more sound long-term approach than emphasizing social media
 - We’ll still use social media for time-sensitive updates
- End goals:
 - Another way to make Elkins look attractive to investment
 - Ensure Elkins is competitive for grants
 - Lend the CBV an assist for tourism



The “click” is fading away

- Google's AI Mode is now mainstream.
- As of 2026, search results are increasingly "Answers first, clicks second."



The time to address long-term shift: Now

- AI systems pull information from multiple sources and generate direct answers without users ever visiting a website.
- This means cities that aren't producing machine-readable, structured content are invisible in AI-generated responses.



The focus is now more on AI, less on SEO

- **"Zero-click searches" are rising.**
 - **When users get answers directly from AI without clicking through...**
 - **Traditional SEO metrics break down.**
 - **Static pages on websites become "training data" for AI systems.**



AI Isn't a Fad. It's affecting all of us.

- Creating AI-friendly content isn't only a nice-to-have.
- It's rapidly becoming essential infrastructure for a city's visibility.



AI Isn't a Fad. It's affecting all of us.

Is Elkins WV a good city to start a business in

Elkins, West Virginia, is generally a supportive and growing environment for small businesses, especially those in tourism, arts, and professional services. While the city faces some demographic challenges like a declining population, local data shows an upswing in business formation and sales tax revenues. [City of Elkins \(.gov\) +4](#)

Key Advantages for Starting a Business

- **Supportive Ecosystem:** The [City of Elkins](#) and the Elkins-Randolph County Chamber actively promote new businesses through ribbon-cutting ceremonies and social media promotion.
- **Strategic Location:** Elkins is within a four-hour drive of major hubs like **Pittsburgh, Washington D.C., and Columbus**, making it a viable base for remote workers and distribution-oriented firms.
- **Growth in Revenue:** Sales tax revenues grew by nearly **25% between 2019 and 2021**, suggesting a strengthening local economy.
- **Academic Hub:** As home to [Davis & Elkins College](#), the city has a steady influx of

- **Small Business Grants:** Organizations like [Woodlands Development & Lending](#) offer programs like the "Spring Forward" grant for marketing and capital purchases.
- **WVEDA Direct Lending:** Loans ranging from **\$100,000 to \$15 million** are available for businesses that create or retain jobs in manufacturing or technology.
- **Economic Opportunity Credit:** Businesses in specific sectors (like tourism or manufacturing) that create at least 10 jobs may qualify for a **\$3,000 credit per job** for five years. [Woodlands Development & Lending +4](#)

Potential Challenges

- **Population Decline:** Elkins' population has decreased by roughly **4.9% since 2020**, reaching an estimated 6,585 in 2026.
- **Income Levels:** The median household income is **\$44,217**, which is lower than the national average and may limit local consumer spending power for certain luxury goods.
- **Statewide Business Climate:** Some national rankings place West Virginia cities lower in overall business growth compared to the rest of the U.S.. [WBOY.com +4](#)



3 Layers of a Thriving City Website

- **Static page (e.g., “Elkins Economic Data Hub”)**
 - Permanent, highest AI/investor trust
- **Press release (e.g., “CoE Water Department Wins \$500k Grant”)**
 - For journalists and archives
- **News article (e.g., a tour of the CoE’s Water Department)**
 - Years-long value, proof of activity



Why does a 3-layer approach matter?

- AI systems pull out passages, not pages
- My commitment: an audit to make sure the most important content on the website is readable by AI platforms



I'm scared. What are the benefits?

- To be clear, this project is not about using AI to displace people or to just have content written automatically
- This is a manual effort to make sure that the most important content, and future content, are readable by AI platforms



Benefit #1- Grant opportunities

Grant reviewers increasingly use AI to gauge a community's readiness

- Articles and press releases about completed projects and awards prove capacity
 - Static page example: “Elkins Grant Readiness & Past Awards” – year, grantor, amount, outcome
- Static pages address what funders want to see: compliance history, outcomes, and measurable impact



Benefit #1 - Grant opportunities

Bottom line: Do we want to be considered for future grants?

- **An AI-friendly approach is not just about dumping data in the website.**
- **In a world where grant-funding organizations have their own challenges, we want to make it easy for them**
 - **Just as more people are less inclined to click on link after link**
 - **More foundation and agency employees want to do their due diligence as easily as possible.**



Benefit #2 - Investment

Do we want to keep attracting new businesses?

- **Investors search for local data**
 - **Static pages and press releases provide permanent, credible signals. For example:**
 - **An “Elkins Biz & Investment Data” page could provide much-needed info, from available properties to WV tax incentives**
 - **“Business Openings and Expansion” articles would signal a growing economy**



Benefit #2 - Investment

Do we want to keep attracting new businesses?

- Whether we're talking about a local wanting to open a new store, or a company seeking to invest in South Elkins' Industrial Park, more economic content:
 - More economic content means due-diligence fodder that social media can't offer
 - Well-written webpages are a must



Wait, explain these terms again?

Article:

- Has a published date
- Great for:
 - City news
 - Events
 - Announcements



Explain so I sound smart at pot lucks

This is all about Retrieval Augmented Generation, or RAG

AI is now often checking live sources before answering, and has its own plans to generate responses

- **Static page:** Provides facts
- **Articles:** Recent proof
- **Press release:** Transparency



So what's coming next?

- The news hub is already set up; just needs more content
- Elkins “data and facts hub” (currently scattered across the site)
- How to start a business page (DONE)
- Monthly email to local and WV news outlets (helps develop better relationships with media)
- Monthly “Economic Development Roundup” article (possible?)
 - Comms will reach out to work with RCDA, Chamber
- Grant history table (possible?)



What if I ask an AI bot?

Is Elkins a good place to invest?

Short Answer

Yes — especially if you're in tourism, hospitality, outdoor recreation, or a business that serves those sectors.

Elkins is in a growth phase. New business registrations in Elkins and Randolph County increased by 11% from the previous year as of April 2025 ¹. The city has active financial tools (TIF District), major infrastructure projects underway (new \$11.6M event center, industrial park expansion, Corridor H highway), and a short-term rental market that investment data firms rate as a "standout opportunity" ² ⁹.

But you need to go in with eyes open about seasonality and local income demographics.



What if I ask an AI bot?

Quick Facts

Category	Data
Population	~6,800–7,000 ⁶ ¹⁰
Median Household Income	\$44,217 ⁶
Median Property Value	\$152,700 (up 17% year-over-year) ⁶
Unemployment Rate	7.1% ³
Poverty Rate	17.3% ⁶
Average Commute Time	11.5 minutes ⁶
Top Employment Sectors	Healthcare (598 jobs), Education (495), Retail (443) ⁶
New Business Growth (2024-2025)	+11% ¹





What if I ask an AI bot?

1. The TIF District (Tax Increment Financing)

Elkins launched a TIF District in early 2023 covering downtown, South Elkins, Randolph Avenue, and riverfront areas ¹. Here's how it works:

- Property values in the district are assessed at a baseline
- Until **2053**, any *increase* in property values generates extra tax revenue for the TIF fund
- That revenue funds five specific development projects

For investors: This means the city has a financial stake in your property appreciating. They're not just letting you succeed — they've structured their own budget around it.



What if I ask an AI bot?

2. Short-Term Rental / Airbnb Market

Rabbu, a short-term rental data platform, gives Elkins an ROI Score of 76/100 — placing it in the "Standout Opportunity" band ².

Metric	Elkins Value	vs. State Avg
Active Listings	40 (up 71% YoY)	—
Average Daily Rate	\$192	\$241
Occupancy Rate	26%	38%
Annual Revenue (avg)	\$27,847	—
4-bedroom annual revenue	\$57,731	The catch: Pronounced seasonality. Revenue peaks in July (\$3,921/month) and bottoms in January (\$1,349/month) ² . Investors need to budget for winter slowdown.
5-bedroom annual revenue	\$64,575	The opportunity: Larger properties (4-5 bedrooms) deliver outsized returns. Only 4 four-bedroom and 1 five-bedroom listings exist in the entire market ² .



What if I ask an AI bot?

3. Major Infrastructure Coming Online

Project	Status	Impact
Railyard Event & Conference Center	\$11.6M, 28,000 sq ft, opening 2026	Conferences, weddings, regional events ⁹
Industrial Park Expansion	44 additional acres, YESWV top site	Manufacturing, distribution, business growth ⁹
Corridor H (Kerens to Parsons)	Opening by Memorial Day 2026	Reduced drive time from DC/Baltimore, tourism boost ⁹
Broadband expansion	Ongoing, 2026 peak	Randolph County becoming "most connected in WV" ⁹
WVU Medicine Corridor	Open and seeing patients	Healthcare jobs, regional draw ⁹



What if I ask an AI bot?

4. Financial Incentives for Businesses

Incentive	Details
Historic Rehabilitation Tax Credits	20% federal + 10% state = 30% total credit for rehab of historic income-producing properties 5
Woodlands Community Lenders	CDFI providing loans for "unbankable" small businesses and real estate projects 5
Randolph County Development Authority	Business development, community development, training 5
Chamber of Commerce	Free membership for Elkins/Randolph County businesses 1



What if I ask an AI bot?

5. Location Advantage

Elkins is within a day's drive of two-thirds of the U.S. population ⁵ :

Metro Area	Drive Time
Pittsburgh, PA	2.5–3 hours
Washington, D.C.	3–4 hours
Columbus, OH	3–4 hours
Roanoke, VA	2.5–3 hours

Also: 1 hour from Snowshoe Mountain, 45 minutes from Canaan Valley ⁵ .



What if I ask an AI bot?

What Kind of Business Makes Sense Here?

Strong fit:

- Tourism/hospitality (lodging, restaurants, experiences)
- Outdoor recreation retail/rentals
- Arts/crafts (Elkins is a WV Certified Arts Community) 8
- Healthcare services
- Brewery/distillery (craft beer sector is growing — Big Timber Brewing is a regional success story)
- 8
- Short-term rental property investment (especially 4-5 bedroom properties)

Trickier fit:

- High-end retail (local median income is \$44K)
- Businesses that can't handle seasonal revenue swings
- Anything relying on heavy foot traffic outside of peak months



What if I ask an AI bot?

The "Don't Bother" Caveats

Skip investing if...

Why

You need year-round, predictable cash flow

Winter slowdown is real ²

You're looking for a large, skilled labor pool

Population ~7,000; unemployment is 7.1% ³

You want a big-city customer base

This is a mountain town of 7,000 people

You can't wait for infrastructure

Corridor H and the event center are coming, but not fully here yet



What if I ask an AI bot?

Bottom Line

Elkins is a "buy in now, ride the growth" opportunity — not a "cash out tomorrow" one.

The fundamentals are moving in the right direction: new business registrations up 11%, a TIF district locked in until 2053, major infrastructure opening in 2026, and an STR market that data firms call a "standout" for ROI [1](#) [2](#) [9](#) .

But you need the patience for seasonality and the willingness to operate in a small community where relationships matter more than algorithms.

The investors who win in Elkins are the ones who see what's being built — the event center, the highway, the industrial park — and get in position before it's all finished.



What if I ask an AI bot?

One Sentence for Someone Who Just Wants a Yes/No

"If you're in tourism, hospitality, or outdoor recreation and you can handle winter seasonality, yes — the infrastructure and incentives are lining up. If you need year-round volume or a big-city talent pool, no."

The END (Finally)





CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 7, 2026
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of April 21, 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_21 - minutes_proposed

Proposed Minutes

ELKINS COMMON COUNCIL MEETING MINUTES

***Phil Gainer Community Center
142 Robert E Lee Ave. Ext.
Elkins, WV 26241
April 21, 2026
7:00 p.m.***

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

Councilor C.C. Lowther and City Attorney G. S. Roberts were absent.

PUBLIC COMMENT

There was no public comment.

MINUTES

Chenoweth **MOVED APPROVAL OF THE MINUTES FOR THE MEETING OF APRIL 9, 2026.** The motion carried.

CORRESPONDENCE, NOTIFICATIONS, AND RECOGNITIONS

- a. Mayor's Proclamations
 - 1) Child Abuse Prevention Month – April 2026
 - 2) Purple-Up Day – April 15, 2026
- b. Building permits, zoning permits, and vacant property registrations

COUNCILOR REPORTS

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

STAFF REPORTS

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

Proposed Minutes

- f. City Clerk S. Stokes provided a written report (attached).

APPROVAL OF VENDOR INVOICE PAYMENTS

Chenoweth **MOVED APPROVAL OF THE INVOICES PRESENTED.** The motion carried.

The invoices in question were as specified on the following list, which is attached and made part of this record:

- Accounts Payable check transactions for the period April 6 – April 17, 2026.

NEW BUSINESS

a. Laying the FY 2027 Levy

Carroll **MOVED APPROVAL OF THE FY 2027 LEVY AS PRESENTED.** The motion carried.

b. Resolution 1906: Approving the FY 2027 Fire Fund budget

Hinchman **MOVED APPROVAL OF RESOLUTION 1906.** The motion carried.

c. Resolution 1907: Approving the FY 2027 Sanitation Fund budget

Chenoweth **MOVED APPROVAL OF RESOLUTION 1907.** The motion carried.

d. Resolution 1908: Adopting a policy and fee schedule for applications to amend the Zoning Code and Zoning Map

Carroll **MOVED APPROVAL OF RESOLUTION 1908.** The motion carried.

e. Resolution 1909: Accepting bid from WVcorp for the City's FY 2027 property and casualty insurance

Hinchman **MOVED APPROVAL OF RESOLUTION 1909.** Chenoweth and Severino abstained from voting as WVcorp is a client of the law firm that employs them. The motion carried.

f. Resolution 1910: Establishing new policies for funds and transfers related to the City's Pooled Cash and Payroll Accounts

Carroll **MOVED APPROVAL OF RESOLUTION 1910.** The motion carried.

g. Resolution 1911: Accepting a bid from Pillar Innovations for the City Hall security system (substitute version)

Hinchman **MOVED APPROVAL OF THE SUBSTITUTE VERSION OF RESOLUTION 1911, REJECTING THE BID FROM ADVANCED SECURITY TECHNOLOGIES FOR BEING**

Proposed Minutes

NONRESPONSIVE AND AWARDING THE BID TO PILLAR INNOVATIONS, THE SECOND-LOWEST BIDDER. The motion carried.

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

Attest: S.R. Stokes, City Clerk

Jerry A. Marco, Mayor



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 7, 2026
Section:	Correspondence, Notifications, and Recognitions
Category:	Presentation
Agenda Item Name:	Building Officer's report
Recommended By:	Building and Code Enforcement Officer
Summary:	<p>The attached report summarizes permitting and code enforcement activity from April 7 through May 4, 2026. During this period, 23 building permits were issued with a total project valuation of \$498,759. Two new businesses were recorded through zoning permits. The City currently has 43 structures registered as vacant; with the start of a new billing cycle, eight properties have been billed, resulting in \$1,000 collected to date.</p>
Fiscal Impact:	See summary
Recommendation:	Review presented information
Attachments:	1. Building Officer Report - 2026_05_07

The attached report shows building permits issued 04/07/2026-05/04/2026. There were 23 projects with a total valuation of \$498,759.00

Zoning permits show 2 new business

There are currently 43 structures registered as vacant. A new cycle of billing has started and 8 have been billed with \$1000 collected.

BUILDING PERMITS

5/04/2026 1:24 PM PROJECT MASTER REPORT PAGE: 1
PROJECTS: THRU ZZZZZZZZZZ REPORT SEQUENCE: Project
PROJECT TYPE: Exclude: BPZONING CONTRACTOR CLASS: All - All Contractor Classes
CONTRACTORS: All
APPLIED DATES: 4/07/2026 THRU 5/04/2026 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
STATUS INCLUDED: All ISSUED DATES: 0/00/0000 THRU 99/99/9999
=====

PROJECT: 240688 - COMMERCIAL REMODEL TYPE: BC-REM COMMERCIAL REMODEL
PROPERTY: 400 DAVIS AVE
APPLIED DATE: 4/08/2026 ISSUED DATE: 4/08/2026 EXPIRATION DATE: 10/09/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: ISSUED TO: YMCA
400 DAVIS AVE
ELKINS, WV 26241
SQUARE FEET: 1,000
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

PROJECT: 240689 - RESIDENTIAL SIDEWALK/DRIVEWAY TYPE: BR-SIDE RES DRIVEWAY/SIDEWALK
PROPERTY: 225 BRUCE ST
APPLIED DATE: 4/08/2026 ISSUED DATE: 4/08/2026 EXPIRATION DATE: 10/09/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: SIMON SIMON CONCRETE SOLUTIONS ISSUED TO: COOPER, TINA
1801 LIVINGSTON AVENUE
ELKINS, WV 26241 ELKINS, WV 26241
SQUARE FEET: 1,500
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 60.00

PROJECT: 240690 - COMMERCIAL PLUMBING TYPE: PLB-COM COMMERCIAL PLUMBING
PROPERTY: 1018 S RAILROAD AVE
APPLIED DATE: 4/08/2026 ISSUED DATE: 4/08/2026 EXPIRATION DATE: 10/09/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: PHILLIPSRE PHILLIPS REPAIR SERVICE ISSUED TO: ROBERTSON'S HEATING SUPPLY
928 S HENRY AVENUE
ELKINS, WV 26241 PO BOX 2448
ALLIANCE, OH 44601-2448
SQUARE FEET: 50
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

PROJECT: 240691 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING
PROPERTY: 26 DIAMOND ST
APPLIED DATE: 4/08/2026 ISSUED DATE: 4/08/2026 EXPIRATION DATE: 10/09/2026 COMPLETION DATE: 0/00/0000
CONTRACTOR: VULCAN VULCAN ROOFING LLC ISSUED TO: TURNER, DENNIS & JOE
PO BOX 180
DELLSLOW, WV 26531 ELKINS, WV 26241
SQUARE FEET: 2,000
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

PROJECT: 240692 - COMMERCIAL ROOFING TYPE: ROOF-COM COMMERCIAL ROOFING
 PROPERTY: CENTRAL SCHOOL BLDG
 APPLIED DATE: 4/08/2026 ISSUED DATE: 4/08/2026 EXPIRATION DATE: 10/09/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: FOAMCOATRO FOAMCOAT ROOFING & COATING ISSUED TO: SENECA REALTY CO
 PO BOX 149 104 S RANDOLPH AVE
 DAVISVILLE, WV 26142 ELKINS, WV 26241
 SQUARE FEET: 15,600
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

PROJECT: 240693 - COMMERCIAL DEMOLITION TYPE: DEMO-COM COMMERCIAL DEMOLITION
 PROPERTY: 1120 HARRISON AVE
 APPLIED DATE: 4/14/2026 ISSUED DATE: 4/14/2026 EXPIRATION DATE: 10/15/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ALLEGHENYE ALLEGHENY EXCAVATING LLC ISSUED TO: KHAN, DR FARUKH A
 4476 FILES CREEK ROAD PO BOX 888
 BEVERLY, WV 26253 ELKINS, WV 26241-0888
 SQUARE FEET: 5,000
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 100.00

PROJECT: 240695 - RESIDENTIAL ELECTRICAL TYPE: ELEC-RES RESIDENTIAL ELECTRICAL
 PROPERTY: 1722 S DAVIS AVE
 APPLIED DATE: 4/14/2026 ISSUED DATE: 4/14/2026 EXPIRATION DATE: 10/15/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: SOLAR SOLAR HOLLER LLC ISSUED TO: PIRNER, ROBERT-CONSTANC
 2835 PARK AVENUE 1722 S DAVIS AVE
 HUNTINGTON, WV 25704 ELKINS, WV 26241
 SQUARE FEET: 800
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

PROJECT: 240696 - RESIDENTIAL PLUMBING TYPE: PLB-RES RESIDENTIAL PLUMBING
 PROPERTY: 102 WHITE OAK LN
 APPLIED DATE: 4/21/2026 ISSUED DATE: 4/21/2026 EXPIRATION DATE: 10/22/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: BATHFITTER BATH FITTER ISSUED TO: HARVEY, T RICHARD
 542 INDUSTRIAL DR 102 WHITE OAK LN
 LEWISBERRY, PA 17339 ELKINS, WV 26241
 SQUARE FEET: 1
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

PROJECT: 240697 - RESIDENTIAL ACCESSORY BUILDING TYPE: BR-ACC RESIDENTIAL ACCESSORY BLD
 PROPERTY: 505-505 1 DAVIS AVE
 APPLIED DATE: 4/21/2026 ISSUED DATE: 4/21/2026 EXPIRATION DATE: 10/22/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: THE YELLOW HOUSE LLC
 224 ELM ST
 ELKINS, WV 26241-3918
 SQUARE FEET: 19
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

PROJECT: 240699 - NEW RESIDENTIAL BUILDING TYPE: BR-NEW NEW RESIDENTIAL BUILDING
 PROPERTY: MHP HEAVNER ACRES #13
 APPLIED DATE: 4/21/2026 ISSUED DATE: 4/21/2026 EXPIRATION DATE: 10/22/2026 COMPLETION DATE: 0/00/0000
 CONTRACTOR: C & J MOBI C & J MOBILE HOME SERVICES LLC ISSUED TO: HEAVNER ACRES MHP LLC
 89 1ST ST 7811 NW 7TH AVE
 FLEMINGTON, WV 26347 MIAMI, FL 33150
 SQUARE FEET: 1,064
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

PROJECT: 240700	- NEW RESIDENTIAL BUILDING	TYPE: BR-NEW	NEW RESIDENTIAL BUILDING
PROPERTY:	HEAVNER ACRES #14		
APPLIED DATE:	4/21/2026	ISSUED DATE:	4/21/2026
CONTRACTOR:	C & J MOBI C & J MOBILE HOME SERVICES LLC	EXPIRATION DATE:	10/22/2026
	89 1ST ST	COMPLETION DATE:	0/00/0000
	FLEMINGTON, WV 26347	ISSUED TO:	HEAVNER ACRES MHP LLC
SQUARE FEET:	924		7811 NW 7TH AVE
DWELLING TYPE:	PRIVATE		MIAMI, FL 33150
STATUS:	OPEN	UNITS:	1
		BALANCE:	0.00
PROJECT: 240701	- COMMERCIAL ACCESSORY BUILDING	TYPE: BC-ACC	COMMERCIAL ACCESSORY BLD
PROPERTY:	800 SEVENTH ST		
APPLIED DATE:	4/21/2026	ISSUED DATE:	4/21/2026
CONTRACTOR:		EXPIRATION DATE:	10/22/2026
		COMPLETION DATE:	0/00/0000
		ISSUED TO:	SCOTTIES OF ELKINS LLC
SQUARE FEET:	400		800 SEVENTH ST
DWELLING TYPE:	PRIVATE		ELKINS, WV 26241
STATUS:	OPEN	UNITS:	2
		BALANCE:	0.00
PROJECT: 240702	- RESIDENTIAL ROOFING	TYPE: ROOF-RES	RESIDENTIAL ROOFING
PROPERTY:	104 SIXTEENTH ST		
APPLIED DATE:	4/23/2026	ISSUED DATE:	4/23/2026
CONTRACTOR:	ANDREW ANDREW'S METAL ROOFING LLC	EXPIRATION DATE:	10/24/2026
	7800 MORGANTOWN PIKE	COMPLETION DATE:	0/00/0000
	MONTROSE, WV 26241	ISSUED TO:	ROTH, HEATHER
SQUARE FEET:	2,000		104 SIXTEENTH ST
DWELLING TYPE:	PRIVATE		ELKINS, WV 26241
STATUS:	OPEN	UNITS:	1
		BALANCE:	0.00
PROJECT: 240703	- RESIDENTIAL ROOFING	TYPE: ROOF-RES	RESIDENTIAL ROOFING
PROPERTY:	1428 S DAVIS AVE		
APPLIED DATE:	4/23/2026	ISSUED DATE:	4/23/2026
CONTRACTOR:	ULTIMATE ULTIMATE ROOFING WV LLC	EXPIRATION DATE:	10/24/2026
	410 OHIO AVE	COMPLETION DATE:	0/00/0000
	NUTTERFORT, WV 26301	ISSUED TO:	BILLMAN, JAMIE E
SQUARE FEET:	2,200		1428 S DAVIS AVE
DWELLING TYPE:	PRIVATE		ELKINS, WV 26241
STATUS:	OPEN	UNITS:	1
		BALANCE:	0.00
PROJECT: 240706	- RESIDENTIAL ROOFING	TYPE: ROOF-RES	RESIDENTIAL ROOFING
PROPERTY:	216 BRIDGEWATER DR		
APPLIED DATE:	4/27/2026	ISSUED DATE:	4/27/2026
CONTRACTOR:	DESIGN DESIGN ROOFING & SHEET METAL	EXPIRATION DATE:	10/28/2026
	2224 BEVERLY PIKE	COMPLETION DATE:	0/00/0000
	ELKINS, WV 26241	ISSUED TO:	CHANNELL, ROGER
SQUARE FEET:	3,700		216 BRIDGEWATER DR
DWELLING TYPE:	PRIVATE		ELKINS, WV 26241
STATUS:	OPEN	UNITS:	1
		BALANCE:	136.00
PROJECT: 240707	- RESIDENTIAL DECK	TYPE: DECK-RES	RESIDENTIAL DECK
PROPERTY:	1715 S DAVIS AVE		
APPLIED DATE:	4/27/2026	ISSUED DATE:	4/27/2026
CONTRACTOR:		EXPIRATION DATE:	10/28/2026
		COMPLETION DATE:	0/00/0000
		ISSUED TO:	HICKMAN, JOHN & PATRICIA
SQUARE FEET:	120		1715 S DAVIS AVE
DWELLING TYPE:	PRIVATE		ELKINS, WV 26241
		UNITS:	1

STATUS: OPEN	BALANCE:	0.00		
PROJECT: 240708	- RESIDENTIAL ROOFING		TYPE: ROOF-RES	RESIDENTIAL ROOFING
PROPERTY:	101 VECTOR AVE			
APPLIED DATE:	4/28/2026	ISSUED DATE: 4/28/2026	EXPIRATION DATE: 10/29/2026	COMPLETION DATE: 0/00/0000
CONTRACTOR:	HILLSIDE HILLSIDE ROOFING, LLC		ISSUED TO: MAYNARD, THOMAS	
	141 CENTRAL CHAPEL RD		101 VECTOR AVE	
	MONTROSE, WV 26283		ELKINS, WV 26241	
SQUARE FEET:	2,650			
DWELLING TYPE:	PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE:	0.00		
PROJECT: 240709	- RESIDENTIAL ROOFING		TYPE: ROOF-RES	RESIDENTIAL ROOFING
PROPERTY:	1206 S HENRY AVE			
APPLIED DATE:	4/28/2026	ISSUED DATE: 4/28/2026	EXPIRATION DATE: 10/29/2026	COMPLETION DATE: 0/00/0000
CONTRACTOR:			ISSUED TO: CORCORAN, SCOTT	
			PO BOX 1972	
			ELKINS, WV 26241	
SQUARE FEET:	1,100			
DWELLING TYPE:	PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE:	58.00		
PROJECT: 240711	- RESIDENTIAL SIDEWALK/DRIVEWAY		TYPE: BR-SIDE	RES DRIVEWAY/SIDEWALK
PROPERTY:	222 HARPertOWN RD			
APPLIED DATE:	4/29/2026	ISSUED DATE: 4/29/2026	EXPIRATION DATE: 10/30/2026	COMPLETION DATE: 0/00/0000
CONTRACTOR:	GARBER GARBER CONCRETE WORK		ISSUED TO: HARTMAN, WILLIAM	
	2404 BUFFALO MOUNTAIN RD		PO BOX 243	
	ARBORVALE, WV 24915		ELKINS, WV 26241	
SQUARE FEET:	235			
DWELLING TYPE:	PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE:	30.00		
PROJECT: 240712	- RESIDENTIAL ELECTRICAL		TYPE: ELEC-RES	RESIDENTIAL ELECTRICAL
PROPERTY:	410 DAVIS ST			
APPLIED DATE:	4/29/2026	ISSUED DATE: 4/29/2026	EXPIRATION DATE: 10/30/2026	COMPLETION DATE: 0/00/0000
CONTRACTOR:	M&MMARRSSE M & M MARRS SERVICES		ISSUED TO: HUMPHREY, RICHARD	
	RT 3 BOX 468-4		410 DAVIS ST	
	ELKINS, WV 26241		ELKINS, WV 26241	
SQUARE FEET:	2,808			
DWELLING TYPE:	PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE:	0.00		
PROJECT: 240713	- RESIDENTIAL ACCESSORY BUILDING		TYPE: BR-ACC	RESIDENTIAL ACCESSORY BLD
PROPERTY:	1709 LAVALETTE AVE			
APPLIED DATE:	5/04/2026	ISSUED DATE: 5/04/2026	EXPIRATION DATE: 11/03/2026	COMPLETION DATE: 0/00/0000
CONTRACTOR:			ISSUED TO: MASTEN, DERDLIM Y	
			1709 LAVALETTE AVE	
			ELKINS, WV 26241	
SQUARE FEET:	200			
DWELLING TYPE:	PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE:	41.00		
PROJECT: 240714	- COMMERCIAL ELECTRICAL		TYPE: ELEC-COM	COMMERCIAL ELECTRICAL
PROPERTY:	201 RANDOLPH AVE			
APPLIED DATE:	5/04/2026	ISSUED DATE: 5/04/2026	EXPIRATION DATE: 11/03/2026	COMPLETION DATE: 0/00/0000
CONTRACTOR:	GSL GSL LLC		ISSUED TO: WHITLOW, EMILY	
	7 DAY LANE		327 GOFF ST	
	ELKINS, WV 26241		ELKINS, WV 26241	
SQUARE FEET:	6,000			

LICENSE	PERIOD	LIC CODE	STATUS	REPORT	ISSUED TO	# of Years	CHARGES
24648	4/01/26 - 4/01/27	CE-VAC	Active	CODE	BARTON ROBER	3.0000	400.00
24649	4/01/26 - 4/01/27	CE-VAC	Pending	CODE	AUVIL BENJA	3.0000	400.00
24650	4/01/26 - 4/01/27	CE-VAC	Active	CODE	HIGGINS MARIE	4.0000	600.00
24651	4/01/26 - 4/01/27	CE-VAC	Pending	CODE	METHENY MICHE	3.0000	400.00
24665	4/23/26 - 4/24/27	CE-VAC	Pending	CODE	MILLER LINDA	4.0000	600.00
24666	4/23/26 - 4/21/27	CE-VAC	Pending	CODE	HALLE SHANE	4.0000	600.00
24667	4/23/26 - 4/24/27	CE-VAC	Pending	CODE	LIN SHAN	4.0000	600.00
24668	4/23/26 - 4/24/27	CE-VAC	Pending	CODE	WHITE DILLEY INVESTMENTS	4.0000	600.00

REPORT TOTALS:		8				29.0000	4,200.00



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 7, 2026
Section:	Officer Reports
Category:	Presentation
Agenda Item Name:	Treasurer's report
Recommended By:	City Treasurer
Summary:	<p>Summarizes financial activity since April 16, showing General Fund revenues through April, currently exceeding budgeted expectations, including a one-time reimbursement related to City Hall and HVAC projects.</p> <p>Staff activity has focused on collections, delinquent accounts, required filings, and ongoing compliance and grant-related work.</p>
Fiscal Impact:	n/a
Recommendation:	Review presented information
Attachments:	1. Treasurers Report - 2026_05_07

Office of the City Treasurer

Council Report

Date: May 5, 2026

Update since April 16, 2026, council meeting.

- **Council Reports & Attachments**

- General Fund Revenue Detail
- General Fund Revenue Trends thru April 30, 2026
- FY2026 Budget Control Summary
- Invoice Cloud Report thru April 30, 2026

- **Projects & Financing**

- Continued discussion on state historic tax credits. Last meeting was May 1, 2026.

- **Treasurer Staff**

- Mailed 665 delinquent utility bills on April 21st that were due April 20, 2026.
- Mailed 200 collection letters for delinquent first due fire fee accounts on April 24, 2026. 9 have paid in full.
- 10 of the first 148 letters sent to delinquent first due fire fee accounts that are due by May 15th, have paid in full.
- 5 payment plans for delinquent first due fire fees have been set up.

- **Treasurer**

- Filed the annual WV First Qualified Settlement Fund (Opioid) financial report on April 21st which was due by April 30, 2026.
- Continue collaboration with staff on collections.
- Collaborated with Datamax in reviewing potential businesses working in city limits.
- Completed and uploaded document for Department of Labor (wastewater apprentice) grant.
- Completed a survey for the West Virginia State Treasurer's Office regarding public deposits which must be held by an approved designated state depository per West Code §12-1B-5 and §12-1B-7. The approved state depository will pledge collateral to the State Treasurer's Office to safeguard the public funds. The three local banks the city has funds deposited into are all state approved.

General Fund Revenue Detail

	April Revenues	YTD Revenues	Percent of Revenues Collected Per Budget	Percent of Yr. Completed 83.33
County Tax	\$146,320.52	\$1,196,688.21	95.86%	1,248,359.00
B & O Tax	\$480,510.12	\$2,329,045.30	129.03%	1,805,000.00
Hotel/Motel Tax	\$22,961.49	\$269,147.99	103.32%	260,500.00
Gas & Oil Severance Tax	\$0.00	\$17,287.38	69.15%	25,000.00
2% City Utility Tax	\$7,424.26	\$77,753.85	80.99%	96,000.00
Utility Excise Tax	\$31,703.13	\$340,790.55	103.27%	330,000.00
Liquor Tax	\$24,712.83	\$90,952.03	105.76%	86,000.00
Police	\$975.00	\$12,757.03	107.20%	11,900.00
Municipal Court	\$2,824.00	\$19,041.72	74.67%	25,500.00
Code Enforcement	\$4,040.61	\$25,703.06	73.65%	34,900.00
Business License	\$1,050.00	\$11,315.00	39.02%	29,000.00
Intergovernmental	\$24,735.09	\$317,317.74	135.96%	233,398.00
Franchise/IRP Fees	\$0.00	\$95,418.49	73.40%	130,000.00
Phil Gainer Community Center	\$5,715.00	\$46,796.00	93.59%	50,000.00
Misc. Revenue	\$224,400.76	\$2,519,802.12	1176.60%	214,160.00
Municipal Sales Tax	\$445,135.72	\$1,700,491.98	113.37%	1,500,000.00
TOTAL	\$1,422,508.53	\$9,070,308.45	149.19%	6,079,717.00

Miscellaneous revenue includes \$2,334,420.80 from Mountain Valley Bank for reimbursement of payments made from General Fund for City Hall & HVAC projects.

General Fund Revenue Trends

Fiscal Year	County Taxes	Gas & Oil Tax	Utility Excise Tax	2% City Utility Tax	B&Os	Liquor Tax	Hotel Tax	Sales Tax	Court Fines, Admin, Bonds	Police Equipment Fees	Parking	Licenses	Bld Permit	Franchise Fees	IRP Fees	PGCC Rents
2015	\$902,479.70	\$12,893.41	\$216,776.50	\$53,863.96	\$1,153,555.40	\$119,813.87	\$174,417.95	\$0.00	\$68,405.91	\$24,435.82	\$11,089.00	\$22,051.04	\$18,579.27	\$94,138.56	\$29,276.53	\$0.00
2016	\$967,373.43	\$25,080.54	\$326,396.20	\$51,819.80	\$1,153,521.44	\$119,145.08	\$187,257.19	\$0.00	\$58,673.50	\$18,220.50	\$6,250.00	\$9,040.00	\$21,771.59	\$97,317.42	\$47,791.40	\$4,375.00
2017	\$1,031,512.84	\$0.00	\$355,212.99	\$53,344.19	\$1,225,653.40	\$154,534.11	\$199,467.96	\$0.00	\$79,179.00	\$28,141.75	\$8,594.00	\$39,760.00	\$28,982.64	\$119,066.93	\$46,761.54	\$30,235.00
2018	\$938,105.79	\$9,308.61	\$350,505.81	\$59,761.99	\$1,349,507.00	\$120,248.05	\$191,508.65	\$0.00	\$72,302.70	\$23,985.25	\$13,861.00	\$22,767.18	\$30,496.55	\$93,607.15	\$75,668.74	\$29,625.18
2019	\$1,012,440.62	\$14,900.98	\$364,463.55	\$66,112.60	\$1,548,092.99	\$150,015.75	\$215,828.64	\$1,063,508.58	\$78,183.43	\$20,146.00	\$5,850.50	\$32,765.00	\$27,173.63	\$92,587.58	\$91,843.23	\$38,665.30
2020	\$984,846.27	\$16,857.75	\$282,602.19	\$58,992.41	\$1,392,751.11	\$101,501.56	\$166,565.19	\$1,131,217.46	\$84,390.82	\$20,075.38	\$949.00	\$30,620.00	\$28,798.62	\$88,668.89	\$94,967.40	\$36,456.00
2021	\$1,049,392.10	\$11,324.73	\$321,403.79	\$71,585.64	\$1,351,775.52	\$101,433.04	\$132,928.43	\$1,296,032.28	\$48,847.08	\$15,012.84	\$7,750.23	\$33,335.00	\$25,543.25	\$85,141.02	\$61,343.19	\$16,380.00
2022	\$1,040,566.71	\$12,793.05	\$322,127.84	\$74,116.04	\$1,452,717.75	\$96,851.16	\$187,146.83	\$1,471,556.01	\$50,276.32	\$14,935.40	\$12,009.79	\$29,540.00	\$28,120.75	\$78,675.36	\$63,884.41	\$37,629.00
2023	\$1,099,937.44	\$40,323.89	\$331,912.54	\$76,801.57	\$1,706,913.64	\$93,429.26	\$220,334.99	\$1,466,879.11	\$56,343.59	\$16,271.88	\$8,152.77	\$30,120.00	\$32,931.05	\$73,618.52	\$61,697.10	\$59,733.25
2024	\$1,219,144.29	\$70,881.19	\$330,202.62	\$87,336.54	\$1,764,284.46	\$87,360.62	\$246,536.29	\$1,503,742.08	\$24,424.63	\$6,135.12	\$4,796.78	\$30,200.00	\$30,818.40	\$66,273.67	\$67,381.72	\$61,740.00
2025	\$1,251,667.74	\$25,525.61	\$359,303.29	\$97,484.84	\$2,398,240.59	\$88,114.56	\$292,055.21	\$1,560,702.91	\$18,606.28	\$2,678.83	\$10,710.00	\$31,594.15	\$21,869.75	\$60,706.17	\$63,795.28	\$50,508.00
2026 thru April 30th	\$1,196,688.21	\$17,287.38	\$340,790.55	\$77,753.85	\$2,329,045.30	\$90,952.03	\$269,147.99	\$1,700,491.98	\$18,526.46	\$5,517.00	\$6,182.50	\$11,315.00	\$17,681.56	\$41,887.67	\$53,530.82	\$46,796.00

Trending Upward
Trending Downward

FY2026 Budget Control Summary

General Fund													YTD TOTALS	
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$989,637.10	\$668,164.14	\$535,168.74	\$1,333,873.17	\$1,109,792.36	\$522,873.07	\$1,232,652.79	\$649,880.11	\$605,758.44	\$1,422,508.53	\$0.00	\$0.00	\$1,037,730.46	\$9,070,308.45
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$788,887.90	\$1,023,632.16	\$1,008,811.73	\$870,154.84	\$490,473.82	\$856,174.82	\$830,484.77	\$655,970.01	\$723,345.47	\$784,642.47	\$0.00	\$0.00		\$8,032,577.99
Sanitation Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$142,546.84	\$134,981.63	\$150,220.49	\$133,884.66	\$129,169.38	\$129,751.55	\$129,922.60	\$113,162.96	\$130,812.46	\$129,911.99	\$0.00	\$0.00	-\$94,376.21	\$1,324,364.56
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$168,517.89	\$142,348.97	\$150,496.05	\$167,320.42	\$122,001.57	\$153,800.79	\$135,879.29	\$123,874.21	\$149,508.99	\$104,992.59	\$0.00	\$0.00		\$1,418,740.77
Sewer Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$277,067.46	\$258,059.28	\$281,895.75	\$262,247.89	\$271,902.38	\$256,510.96	\$261,610.57	\$271,628.47	\$267,209.58	\$229,616.76	\$0.00	\$0.00	\$109,813.88	\$2,637,749.10
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$252,283.78	\$275,161.48	\$274,693.86	\$274,846.36	\$221,808.23	\$277,311.92	\$213,741.06	\$259,974.46	\$272,330.31	\$205,783.76	\$0.00	\$0.00		\$2,527,935.22
Water Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$447,734.01	\$355,174.15	\$451,688.93	\$413,596.56	\$439,176.46	\$407,929.42	\$404,447.75	\$431,159.30	\$396,031.19	\$381,900.06	\$0.00	\$0.00	\$53,229.59	\$4,128,837.83
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$461,096.44	\$376,876.32	\$415,137.21	\$441,737.04	\$376,590.23	\$416,190.71	\$391,980.74	\$430,072.56	\$427,700.53	\$338,226.46	\$0.00	\$0.00		\$4,075,608.24
Fire Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$44,065.19	\$75,501.80	\$75,647.18	\$46,726.73	\$70,186.87	\$126,458.96	\$46,269.86	\$92,664.75	\$187,583.05	\$203,573.28	\$0.00	\$0.00	\$20,311.23	\$968,677.67
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$128,682.85	\$83,969.17	\$83,651.35	\$113,888.43	\$88,532.01	\$86,581.00	\$101,286.63	\$91,753.47	\$91,823.32	\$78,198.21	\$0.00	\$0.00		\$948,366.44
Landfill Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$400.93	\$404.89	\$502.56	\$303.78	\$304.76	\$360.36	\$228.10	\$241.38	\$265.05	\$246.90	\$0.00	\$0.00	\$2,499.83	\$3,258.71
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$74.64	\$24.00	\$74.18	\$12.29	\$13.31	\$75.48	\$13.12	\$14.98	\$77.44	\$0.00	\$0.00	\$0.00		\$379.44

Tracy Judy

From: no-reply=invoicecloud.com@mg.invoicecloud.com on behalf of InvoiceCloud <no-reply@invoicecloud.com>
Sent: Thursday, April 30, 2026 10:11 AM
To: Tracy Judy
Subject: InvoiceCloud Daily Management Report

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City of Elkins WV:

Daily Management Report for 4/30/2026:

Invoice Type	YTD #	YTD \$	MTD #	MTD \$	Day #	Day \$	Paperless #	AutoPay #
Utility	11,190	\$1,514,929.73	2,684	\$365,388.52	59	\$5,888.32	3,460	1,268
Non Utility Payments	131	\$32,395.42	40	\$10,078.96	4	\$758.36	854	0

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CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 7, 2026
Section:	Officer Reports
Category:	Presentation
Agenda Item Name:	Clerk's report
Recommended By:	City Clerk
Summary:	<p>Reports on ongoing work in governance, TIF project coordination, and policy development, including progress on election transition planning, confirmation of funding for engineering work, and continued advancement of Streetscape, Riverfront, and related initiatives.</p> <p>Additional efforts include development of key policies (City Media Policy, FOIA response framework), code updates, HR onboarding, and coordination on community events and administrative initiatives.</p>
Fiscal Impact:	n/a
Recommendation:	Review presented information
Attachments:	1. Clerk Report - 2026_05_07

OFFICE OF THE CITY CLERK

COUNCIL REPORT

Date: May 7, 2026

Summary

Recent activity has focused on three primary areas: governance and elections, advancement of TIF-related projects, and ongoing policy and administrative work. Initial steps have been taken toward transitioning municipal elections to county administration, starting with analysis of ward population balance. TIF efforts continue to move forward, with coordination underway on project management structures, confirmation of federal funding for engineering work, and progress on related initiatives such as wayfinding and the Skills Park.

Several policy matters are being developed or refined, including work in the Rules committee on short-term rentals, the City Media Policy (before Council tonight), and approaches to managing high-volume FOIA requests (ordinance being prepared by the City Attorney). Additional ongoing work includes updates to City Code language, research on potential sidewalk improvement assistance programs, development of a “budget snapshot” to improve public understanding of City finances, coordination with the County Assessor to support accurate property valuation, onboarding of the new HR Lead, and continued engagement with community partners and events, including initial exploration of a potential citizen volunteer corps.

1. New Activity & Updates

Elections and Ward Rebalancing

- Initiated planning for transition to county-administered municipal elections, beginning with preliminary analysis of ward population balance
- Requested GIS support from Region VII to evaluate population distribution across existing wards as a first step toward rebalancing

TIF Projects and Implementation

- Continued coordination with Woodlands Development & Lending on draft MOU to support project management for TIF-funded engineering phases of Streetscape and Riverfront projects
- Received confirmation of federal funding to support engineering phase of TIF projects

- Participated in Vibrant Communities meeting where wayfinding signage proposal was recommended for presentation to Council’s Municipal Properties Committee
- Reviewed draft wayfinding proposal and continued coordination on downtown improvements
- Continued coordination with EAST regarding Skills Area project structure, including clarification of engineering procurement, timeline, and funding approach

Governance, Policy, and Code Updates

- Supported Rules & Ordinances Committee meeting with briefing materials on short-term rentals, City Media Policy, and responses to high-volume FOIA requests
- Continued development of City Media Policy to establish appropriate guardrails while maintaining flexibility to support community events; laid before Council tonight
- Developed proposed updates to City Code to modernize and accurately reflect current administrative structure for public works functions
- Conducted research on municipal sidewalk repair grant programs at the request of the Municipal Properties Committee

Financial Transparency and Administrative Systems

- Developing concept for a “budget snapshot,” a concise, graphical summary of the City’s budget intended to improve public understanding, with input being gathered from departments
- Coordinating with Randolph County Assessor and internal staff to support accurate capture of property improvements in assessed values

Community Coordination and Engagement

- Coordinated and participated in initial Downtown Augusta Working Group meeting to coordinate use of downtown spaces, logistics, and City support needs for upcoming festival
- Represented City at Arbor Day proclamation and tree planting in coordination with Elkins Tree Board and MonPower
- Assisted with downtown cleanup in preparation for Ramps and Rails Festival
- Delivered presentation on city government to Leadership Randolph cohort
- Met with Ascend member to discuss concept for a potential citizen volunteer corps and to gather initial information

Personnel and Organizational Support

- Helped coordinate orientation of new HR Lead to Clerk's Department operations, current projects, and key governance considerations
- Coordinated interdepartmental planning and IT readiness for HR onboarding
- Completed annual performance evaluations for Clerk Department employees
- Certified Hunter Corcoran as eligible for promotion to Lieutenant through Firefighters Civil Service Commission process

Infrastructure, Facilities, and Coordination

- Coordinated with RCDA on addressing and traffic considerations related to the Elkins Railyard Conference and Events Center
- Prepared requirements document for new Council Chamber audiovisual system to enhance accessibility and quality of Council proceedings
- Coordinated with Randolph County Schools and City Attorney regarding insurance requirements for activities in City right-of-way
- Followed up with First Energy regarding installation of outlets on downtown power poles

2. Key Issues on the Radar

Issues being tracked:

- Ward rebalancing required prior to transition to county-administered elections, with potential future public-facing considerations
- Continued advancement of TIF projects, including formalization of project management structures and sequencing of engineering and financing
- Consideration of funding approach for Skills Park project, including use of TIF funds for design-phase match and pursuit of outside funding for construction
- Increasing volume of automated FOIA requests and need to balance public access with appropriate administrative guardrails
- Continued development of City Media Policy to ensure fair and effective use of City communication channels

3. Standing Projects & Ongoing Work

Not updated every report unless material changes occur.

- **Comprehensive Plan:** Planning Commission continuing review following public presentation. Next meeting May 14.
- **Council Rules of Procedure:** Draft recommended; pending presentation to Council.

- **Message Archiving:** Ongoing development of policy and technology framework
- **Ethics Training:** Completed April 30 session

4. Operations Snapshot

- **FOIA Activity:** Continued high-volume requests, including automated submissions; evaluating administrative and policy responses
- **Citizen Assistance:** Ongoing support for property, addressing, and right-of-way inquiries
- **Administrative Coordination:** Continued cross-departmental work supporting HR transition, policy development, and project planning

5. External Engagement

Contacts or meetings with:

- Leadership Randolph
- Chamber / Vibrant Communities
- Community cleanup and Arbor Day participation
- EMS Counseling Advisory Committee
- Downtown Augusta Working Group
- Elkins Tree Board

##



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 7, 2026
Section:	Approval of Vendor Invoice Payments
Category:	Action Item
Agenda Item Name:	<p>Vendor invoices presented for approval: April 20, 2026 through May 1, 2026</p> <p><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></p>
Recommended By:	City Treasurer
Summary:	Accounts payable transactions in all funds for the referenced period.
Fiscal Impact:	Report details \$530,762.49 in transactions from all funds.
Recommendation:	Consider for approval
Attachments:	1. AP Check Report 4-20-26 thru 5-1-26

VENDOR SET: 01 Elkins
BANK: FINST Financial Stabilization
DATE RANGE: 4/20/2026 THRU 5/01/2026

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01998	Appalachian Renovations Roofin I-PGCC Appl #1 contracted services	R	4/21/2026	39,645.00		000025		39,645.00

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	39,645.00	0.00	39,645.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00 VOID CREDITS 0.00		

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: FINST TOTALS:	1	39,645.00	0.00	39,645.00
BANK: FINST TOTALS:	1	39,645.00	0.00	39,645.00

VENDOR SET: 01 Elkins
BANK: GCBAN Grant Co Bank-Whitmer
DATE RANGE: 4/20/2026 THRU 5/01/2026

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00132	Clarksburg Water Board I-M94544 Compliance Samples	R	4/28/2026	23.00		000079		23.00
01390	Phoenix Solutions, LLC I-42812 Chemicals	R	4/28/2026	117.75		000080		117.75
01594	Pace Analytical Services LLC I-2630665298 Compliance Samples	R	4/28/2026	134.00		000081		134.00
00283	Frontier I-032826 Whitmer Phone/Internet 0328-042726	D	4/28/2026	114.99		009134		114.99
00471	FirstEnergy MP/PE I-041026 Whitmer Whitmer 030926-040626	D	4/30/2026	1,064.05		009136		1,064.05

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	3	274.75	0.00	274.75
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	2	1,179.04	0.00	1,179.04
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00 VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 01 BANK: GCBAN	TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: GCBAN	TOTALS:	5	1,453.79	0.00	1,453.79
BANK: GCBAN	TOTALS:	5	1,453.79	0.00	1,453.79

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02047	Cybertech Automation USA Inc							
C-14783	Replace old Scada, equipment	N	4/28/2026	7,485.22CR		000000		
I-14783	Replace old Scada, equipment	N	4/28/2026	7,485.22		000000		
00047	Truist Governmental Finance							
I-041926 00007	99480000234-07 041926	D	4/21/2026	4,984.55		009109		4,984.55
00471	FirstEnergy MP/PE							
I-033126 Rt3 Haddix	Rt 3 Haddix Rd 022426-032426	D	4/21/2026	22.09		009110		22.09
00471	FirstEnergy MP/PE							
I-040126 Teaberry	Teaberry Hills 022826-033026	D	4/21/2026	123.42		009111		123.42
01727	Enterprise FM Trust							
I-578571-040326	Fleet Leases 04/2026	D	4/21/2026	23,475.99		009112		23,475.99
02347	LEAF							
I-20037797	Toshiba E478S 041826	D	4/21/2026	85.00		009113		85.00
02347	LEAF							
I-20037798	Toshiba E478S	D	4/21/2026	85.00		009114		85.00
00385	John Deere Financial							
I-3146125	030-0078263-000 042026	D	4/22/2026	1,697.03		009115		1,697.03
00471	FirstEnergy MP/PE							
I-033126 RT219/250	Rt 219/250 S 022426-032426	D	4/22/2026	82.02		009116		82.02
00484	Mountaineer Gas Company							
I-040126 153 Bearhnt	153 BearHunter 021826-031926	D	4/22/2026	38.00		009117		38.00
00484	Mountaineer Gas Company							
I-040126 500 Scott	500 Scott Ford 021826-032026	D	4/22/2026	40.01		009118		40.01
00741	Great-West Trust Company LLC							
I-VF 202604272610	Voya	D	4/28/2026	830.00		009119		
I-VF2202604272610	Voya AT	D	4/28/2026	120.00		009119		950.00
00047	Truist Governmental Finance							
I-00006 042726	99480000234-06 042726	D	4/28/2026	2,643.26		009120		2,643.26
00385	John Deere Financial							
I-3149287	030-0078289-000 04/30/26	D	4/28/2026	2,252.66		009121		2,252.66

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00471 I-040726 ElkinsComm	FirstEnergy MP/PE Elkins Comm Lighting 040726	D	4/28/2026	10,300.91		009122		10,300.91
00471 I-041026 192 High	FirstEnergy MP/PE 192 High St 031126-040826	D	4/28/2026	11,074.01		009123		11,074.01
00471 I-041026 High St	FirstEnergy MP/PE High St 031126-040826	D	4/28/2026	25.46		009124		25.46
00471 I-041027 BearHunter	FirstEnergy MP/PE Bear Hunter Mnt 031126-040826	D	4/28/2026	132.17		009125		132.17
00792 I-RTD202604272610	WV Consolidated Retirement Boa Retirement	D	4/28/2026	7,425.72		009126		7,425.72
00952 I-RTF202604272610	WV Consolidated Retirement Boa Retirement	D	4/28/2026	2,963.06		009127		
I-RTN202604272610	Retirement	D	4/28/2026	4,133.92		009127		
I-RTN202604272611	Retirement	D	4/28/2026	643.04		009127		7,740.02
00993 I-RT6202604272610	WV Consolidated Retirement Boa Retirement 6%	D	4/28/2026	10,100.76		009128		10,100.76
02347 I-20078257	LEAF Toshiba/Lex 042426	D	4/28/2026	629.69		009129		629.69
02347 I-20078258	LEAF Toshiba E4515AC	D	4/28/2026	205.62		009130		205.62
02347 I-20078259	LEAF Toshiba E3025AC 042526	D	4/28/2026	492.47		009131		492.47
02361 I-12635	Triple K Kustomz Repair 04 Ford F550	D	4/28/2026	1,469.17		009132		1,469.17
02667 I-HSA202604272610	Health Equity Health Savings	D	4/28/2026	1,140.20		009133		
I-HSA202604272611	Health Savings	D	4/28/2026	51.34		009133		1,191.54
00283 I-040526 4th St	Frontier Bus Fiber Internet 0405-050426	D	4/30/2026	144.99		009135		144.99
00310 I-15592	Griffith & Associates, PLLC professional services	R	4/21/2026	8,606.00		018674		8,606.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00446	McCarty's Septic Service I-A-13782 Sludge Removal 03/2026	R	4/21/2026	17,755.00		018675		17,755.00
00530	Perfection Plus Turbo-Dry LLC I-2026-04-06-1133 Restoration Srv K McGill I-2026-04-06-1151 Restoration Srv Coberly	R R	4/21/2026 4/21/2026	4,300.52 2,442.31		018676 018676		6,742.83
00569	Randolph County Clerk I-ckrequest041426 lien releases	R	4/21/2026	72.00		018677		72.00
00578	Randolph Elkins Health Departm I-ckrequest041626 annual food permit	R	4/21/2026	50.00		018678		50.00
00712	Tyler Technologies, Inc. I-CI100-00266359 timeclock subscription	R	4/21/2026	240.00		018679		240.00
01155	Vannostrand Architects, PLLC I-22080550-6 professional services	R	4/21/2026	61,434.25		018680		61,434.25
01390	Phoenix Solutions, LLC I-42785 Chemicals I-42811 Chemicals	R R	4/21/2026 4/21/2026	9,422.84 8,063.25		018681 018681		17,486.09
01594	Pace Analytical Services LLC I-2630671394 Analytical Serv Proj 30852315	R	4/21/2026	150.40		018682		150.40
01651	Reclaim Company LLC I-3640 contracted services I-3641 contracted services	R R	4/21/2026 4/21/2026	11,000.00 21,380.00		018683 018683		32,380.00
02879	Allegheny Excavating LLC I-516 contracted services	R	4/21/2026	9,000.00		018684		9,000.00
02920	WV Fire Marshal I-Ckrequest040826 certification renewal	R	4/21/2026	75.00		018685		75.00
02971	Town of White Hall I-INV-6198 training-Shiflett	R	4/21/2026	100.00		018686		100.00
02972	Kristen McGill I-ckrequest042026 reimburse sewer damages	R	4/21/2026	3,602.00		018687		3,602.00
02973	Ryan Coberly I-ckrequest04202026 reimburse sewer damage	R	4/21/2026	603.99		018688		603.99

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00116	Child Support Enforcement I-CDS202604272610 Child Support	R	4/28/2026	453.40		018689		453.40
00121	Citizens Bank of WVFP I-FP 202604272610 Fire Pension	R	4/28/2026	350.25		018690		350.25
00122	Citizens Bank of WVFP I-PP 202604272610 Police Pension I-PPN202604272610 Police Pension-2010 Forward	R R	4/28/2026 4/28/2026	154.50 249.38		018691 018691		403.88
00147	COE Misc I-MIS202604272610 Misc Reimbursements	R	4/28/2026	599.00		018692		599.00
00150	COE Payroll I-T1 202604272610 Federal Withholding	R	4/28/2026	12,985.12		018693		12,985.12
00151	COE Payroll I-T3 202604272610 FICA I-T4 202604272610 Medicare	R R	4/28/2026 4/28/2026	20,804.16 5,141.72		018694 018694		25,945.88
00152	COE Payroll I-T2 202604272610 State Withholding	R	4/28/2026	5,766.00		018695		5,766.00
00203	Davis Trust Company I-CC 202604272610 Employee Christmas Club	R	4/28/2026	3,090.00		018696		3,090.00
00747	Washington National Insurance I-WN 202604272610 Washington National Insurance	R	4/28/2026	574.13		018697		574.13
00837	COE Payroll Reimbursement I-001202604272610 Payroll Reimbursement I-006202604272610 Payroll Reimbursement I-036202604272610 Payroll Reimbursement I-400202604272610 Payroll Reimbursement I-401202604272610 Payroll Reimbursement I-404202604272610 Payroll Reimbursement	R R R R R R	4/28/2026 4/28/2026 4/28/2026 4/28/2026 4/28/2026 4/28/2026	54,767.99 5,965.77 14,715.12 23,507.53 15,410.38 12,952.88		018698 018698 018698 018698 018698 018698		127,319.67
01885	Colonial Life I-CL 202604272610 Colonial Life-AT I-CLP202604272610 Colonial Life-PT	R R	4/28/2026 4/28/2026	91.03 52.52		018699 018699		143.55
00150	COE Payroll I-T1 202604272611 Federal Withholding	R	4/28/2026	314.85		018700		314.85

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00151	COE Payroll							
I-T3 202604272611	FICA	R	4/28/2026	456.30		018701		
I-T4 202604272611	Medicare	R	4/28/2026	106.72		018701		563.02
00152	COE Payroll							
I-T2 202604272611	State Withholding	R	4/28/2026	150.00		018702		150.00
00203	Davis Trust Company							
I-CC 202604272611	Employee Christmas Club	R	4/28/2026	60.00		018703		60.00
00837	COE Payroll Reimbursement							
I-001202604272611	Payroll Reimbursement	R	4/28/2026	2,549.13		018704		2,549.13
00054	Ronald Belt, Jr.							
I-05/2026	Travel-Gatlinburg-Training	R	4/28/2026	1,333.26		018705		1,333.26
00202	Davis Trust Company							
I-35239 050126	3113776-35239 050126	R	4/28/2026	1,425.22		018706		1,425.22
00468	Miss Utility of West Virginia,							
I-WV26-7007	Message Fees 03/2026	R	4/28/2026	276.90		018707		276.90
00500	Newlons International Sales, L							
I-01P38067	Steering Wheel/Btn Assy Horn	R	4/28/2026	320.12		018708		320.12
00517	Ohio Valley Bank							
I-6300002950 050126	6300002950 050126	R	4/28/2026	8,166.47		018709		8,166.47
00714	WORKFORCE West Virginia							
I-QTR End 03312026	Unemployment C Marshall	R	4/28/2026	4,056.00		018710		4,056.00
00779	Woodford Oil Company							
I-15825260113115919	1000 gal Diesel Dyed	R	4/28/2026	3,060.00		018711		
I-33929	Multi-fax EP2	R	4/28/2026	487.34		018711		3,547.34
00786	WV Bureau for Public Health							
I-CKREQ 042126	S Arbogast CL C WW License	R	4/28/2026	100.00		018712		100.00
00927	Interstate Battery System of S							
I-51020830	Batteries	R	4/28/2026	786.75		018713		786.75
01390	Phoenix Solutions, LLC							
I-42838	Chemicals	R	4/28/2026	4,597.08		018714		4,597.08

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01466 I-SEPI-26-002079	Aerzen USA Corp Basis Modules for Blowers	R	4/28/2026	2,801.03		018715		2,801.03
01751 I-202604099199	COE WWTP Backwash 03/2026	R	4/28/2026	1,088.08		018716		1,088.08
01942 I-1214756-13 043026	Elkins Municipal Building Comm 1214756-13 043026	R	4/28/2026	7,428.74		018717		7,428.74
02143 C-CST11219976 I-WCL0288388	Wholesale Tires & Auto Adjustment Sanitation 1219976 8 11R 22.5 Goodyear G622	R R	4/28/2026 4/28/2026	470.00CR 4,636.48		018718 018718		4,166.48
02769 I-24072598	BCN Telecom Inc TBS Street Cameras 041526	R	4/28/2026	1,774.66		018719		1,774.66
02963 I-2603012	Caldwell Pump Services LLC Pump Repair Stewart Ave	R	4/28/2026	6,770.00		018720		6,770.00
02975 I-24AR3301464 I-24AR3413421	VEIT LLC Konica Minolta 123025-012926 Konica Minolta 022826-032926	R R	4/28/2026 4/28/2026	9.85 11.35		018721 018721		21.20
02976 I-0- 041926	NCWV Veterinary Emergency Clin Emergency Services Twix	R	4/28/2026	421.56		018722		421.56
00483 I-1202553-24 041526	Mountain Valley Bank 1202553-24 041526 #13	R	4/29/2026	6,518.78		018723		6,518.78
00150 I-T1 202604302612	COE Payroll Federal Withholding	R	4/30/2026	138.91		018724		138.91
00151 I-T3 202604302612 I-T4 202604302612	COE Payroll FICA Medicare	R R	4/30/2026 4/30/2026	206.74 48.34		018725 018725		255.08
00152 I-T2 202604302612	COE Payroll State Withholding	R	4/30/2026	44.00		018726		44.00
00837 I-001202604302612	COE Payroll Reimbursement Payroll Reimbursement	R	4/30/2026	1,215.04		018727		1,215.04

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
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* * T O T A L S * *		NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:		54	396,818.14	0.00	396,818.14
HAND CHECKS:		0	0.00	0.00	0.00
DRAFTS:		26	87,411.56	0.00	87,411.56
EFT:		0	0.00	0.00	0.00
NON CHECKS:		1	0.00	0.00	0.00
VOID CHECKS:		0	VOID DEBITS 0.00		
			VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: Pool TOTALS:	81	484,229.70	0.00	484,229.70
BANK: Pool TOTALS:	81	484,229.70	0.00	484,229.70

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00550	Precision Pump & Valve Service							
I-0148426-IN	emergency blower repairs	R	4/21/2026	5,434.00		000012		5,434.00

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	5,434.00	0.00	5,434.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0	VOID DEBITS 0.00		
		VOID CREDITS 0.00	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: WATOM TOTALS:	1	5,434.00	0.00	5,434.00
BANK: WATOM TOTALS:	1	5,434.00	0.00	5,434.00
REPORT TOTALS:	88	530,762.49	0.00	530,762.49

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 4/20/2026 THRU 5/01/2026
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:	May 7, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Changes to Council meeting schedule in June and July
Recommended By:	City Treasurer
Summary:	<p>For end-of-fiscal-year budget steps, the City Treasurer has requested that Council meet on June 11. To maintain appropriate spacing between meetings and avoid scheduling during the week of the Independence Day holiday, the following adjustments are recommended:</p> <ul style="list-style-type: none"> • Move the June 4 meeting to June 11 • Move the June 18 meeting to June 25 • Move the July 2 meeting to July 9 • Move the July 16 meeting to July 23
Fiscal Impact:	n/a
Recommendation:	<p>Motion to:</p> <ul style="list-style-type: none"> • Move the June 4 meeting to June 11 • Move the June 18 meeting to June 25 • Move the July 2 meeting to July 9 • Move the July 16 meeting to July 23
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 7, 2026
Section:	New Business
Category:	Resolution
Agenda Item Name:	Resolution 1912: Appointing Renea Carpenter to the Elkins Building Commission
Recommended By:	City Clerk
Summary:	Appoints Renea Carpenter to the Elkins Municipal Building Commission to fill an unexpired term ending August 31, 2028.
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. R-1912 - appointing Carpenter to building commission

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1912)
May 7, 2026

Appointment to the Elkins Municipal Building Commission

WHEREAS, the City of Elkins has established a Municipal Building Commission pursuant to City Code; and,

WHEREAS, Elkins City Code § 33.077 provides that members of the Municipal Building Commission are appointed by Council for terms of five years and that vacancies shall be filled by appointment for the unexpired term; and,

WHEREAS, a vacancy exists for an unexpired term on said Commission;

NOW, THEREFORE, BE IT RESOLVED, THAT:

Renea Carpenter is hereby appointed to the Elkins Municipal Building Commission to fill an unexpired term ending August 31, 2028.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 7, 2026
Section:	New Business
Category:	Resolution
Agenda Item Name:	Resolution 1913: Adopting a city media policy
Recommended By:	Rules & Ordinances Committee
Summary:	Adopts a City Media Policy establishing standards for the use of official City communication channels for external informational notices. The policy is intended to support community awareness while maintaining clear boundaries to avoid commercial promotion, political advocacy, or endorsement of private interests.
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. R-1913 - adopting a city media policy

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1913)
May 7, 2026

Adoption of City Media Policy

WHEREAS, the City of Elkins communicates with the public through various official media channels, including its website, social media, and other platforms; and,

WHEREAS, Council desires to establish clear and consistent standards governing the publication of informational notices originating from outside organizations; and,

WHEREAS, the attached City Media Policy is intended to support community awareness of events and opportunities while maintaining appropriate boundaries to avoid the appearance of commercial promotion, political advocacy, or endorsement of private interests;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The City Media Policy, attached hereto, is hereby adopted.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

City of Elkins Media Policy

Section 1. Purpose.

It is the policy of the City of Elkins to communicate regularly with the community through official City media in a manner that is timely, accurate, transparent, and consistent with applicable law.

This policy governs the publication, posting, or distribution of informational notices originating from individuals, organizations, or entities outside the City of Elkins municipal organization. It establishes standards for determining when and how such external materials may be included in City-controlled communication channels.

The purpose of this policy is to support community awareness of broadly accessible events, programs, and opportunities while maintaining clear boundaries that avoid the appearance of commercial promotion, political advocacy, or endorsement of private interests.

Nothing in this policy restricts or limits the City's own communications. The City of Elkins, through its authorized staff, retains full authority to issue communications concerning City business, services, operations, and public matters.

Section 2. Definitions.

For the purposes of this policy:

- **City Media** means official communication channels under City control, including the City's website, newsletters, bulletin boards, social media accounts, kiosks, or other City-managed informational platforms, whether existing now or established in the future.
- **Informational Notice** means a communication that provides factual information about a community event, public program, meeting, or activity. Informational notices may include basic event details such as date, time, location, cost of admission, and a general description of the event, but shall not function as advertising or endorsement of a product, service, or private enterprise.

Section 3. Allowable Notices.

3.1 Community and Institutional Events

The City may publish or post informational notices for events hosted by nonprofit organizations, accredited schools, governmental entities, or other community-based institutions when:

1. The event is open to the general public;
2. The event provides a clear community benefit, such as civic engagement, education, recreation, arts and culture, or general community enrichment; and
3. The notice is presented in a neutral, informational manner.

Events may include those with an admission fee or a fundraising component, provided that:

- The event is not primarily commercial in nature; and
- The notice focuses on the event itself and does not directly solicit donations or financial contributions.

Examples of generally allowable events include, but are not limited to:

- Community meetings, forums, and “meet the candidates” events hosted by civic organizations;
- Youth programs and school-related activities;
- Arts, cultural, and recreational events;
- Community festivals, block parties, and similar gatherings;
- Public lectures, workshops, or educational programming;
- Fundraising events conducted by nonprofit or community-based organizations that provide a clear public or community benefit.

3.2 Local Business-Supported Community Events

The City may, in its discretion, publish notices for events involving private businesses when the event is broadly community-oriented and not primarily intended to promote the business itself.

In evaluating such requests, the City will consider whether:

1. The event is designed for general community participation rather than customer solicitation;
2. Any commercial aspect is incidental to the overall community purpose; and
3. The notice can be presented without emphasizing products, services, or sales.

3.3 Governmental Information

The City may publish informational notices from federal, state, county, or other local governmental entities regarding policies, programs, services, advisories, or actions that affect City residents.

Such notices must be informational in nature and shall not include political advocacy, campaign messaging, or promotional content.

Section 4. Prohibited Content.

The following types of content shall not be published or distributed through City media:

1. Advertising, promotion, or endorsement of private businesses, commercial services, or products as such;
2. Content primarily intended to generate profit for a private entity, where the commercial purpose outweighs any community benefit;
3. Direct solicitation of donations, fundraising appeals, or financial contributions, except as permitted under Section 3.1 where presented in a neutral, informational manner;
4. Events or materials primarily featuring partisan political advocacy, campaign activity, or political messaging;
5. Events or materials primarily centered on religious worship, proselytizing, or doctrinal promotion;
6. Any content that violates applicable law, City ordinance, or is otherwise inappropriate for public distribution.

Section 5. Administration.

The City Clerk or their designee shall interpret and administer this policy, including making determinations regarding whether a proposed notice meets the standards set forth herein.

In applying this policy, the City may consider the overall context, purpose, and presentation of the event or notice. The City reserves the right to decline any request that does not align with the intent of this policy or that could reasonably be perceived as endorsement of a private, political, or religious interest.



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 7, 2026
Section:	New Business
Category:	Resolution
Agenda Item Name:	Resolution 1914: Approving a contract with Tammy's Floral for the 2026 downtown flowers contract
Recommended By:	Operations Manager
Summary:	Approves a contract with Delmonte Market dba Tammy's Floral for seasonal flower installation and maintenance services for the 2026 season. The contract covers planting and upkeep of hanging baskets and planters from mid-May through November.
Fiscal Impact:	\$24,114.00
Recommendation:	Consider for approval
Attachments:	1. R-1914 - contract for downtown flowers 2026

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1914)
May 7, 2026

Approval of Contract for Seasonal Flower Services

WHEREAS, the City of Elkins has determined to contract for the installation and maintenance of seasonal flower plantings throughout the City; and,

WHEREAS, Delmonte Market dba Tammy's Floral has submitted a proposal to provide such services, including planting and maintenance of hanging baskets and hayracks for the 2026 season; and,

WHEREAS, the total cost of said services under the contract shall not exceed \$24,114.00, with a term from May 15, 2026 through November 30, 2026;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The contract between the City of Elkins and Delmonte Market dba Tammy's Floral, attached hereto, is hereby approved, and the Operations Manager is authorized to execute the same on behalf of the City.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

CONTRACT

This Contract dated this 1st day of May 2026 between the City of Elkins, West Virginia, a municipality, (“City), and Delmonte Market dba Tammy’s Floral, (“Contractor”).

Whereas the City is desirous of retaining the services of Delmonte Market dba Tammy’s Floral.

In consideration of the promises and mutual covenants herein contained, it is hereby agreed that the Contractor shall provide to the City all services requested under the Scope of Work Proposal (attached) and pursuant to the terms and conditions of this Contract.

ARTICLE 1. SERVICES OF THE CONTRACTOR.

The Contractor shall provide all goods and services as stated in the Proposal Documents and the Scope of Work referenced therein, which are incorporated herein by reference, in accordance with the Contractor’s Scope of Work Proposal to that degree of care and skill ordinarily exercised, under similar circumstances, by reputable members of its profession practicing in the same or similar locality at the time the Work is provided. The total compensation for all goods and services referred to in the Scope of Work Proposal is \$24,114.00.

ARTICLE 2. TERM/COMMENCEMENT DATE

This contract shall become effective May 15, 2026, and shall remain in effect until November 30, 2026, unless earlier terminated in accordance with Article 8. Any variation to the terms and conditions set forth herein shall be in writing and signed by both parties.

ARTICLE 3. CITY’S REPRESENTATIVE.

Unless otherwise specified by the City, the City’s representative shall be Mike Kesecker, Operations Manager.

ARTICLE 4. COMPENSATION

A. Generally – The City agrees to compensate the Contractor in accordance with the Scope of Work Proposal submitted by the Contractor. Contractor’s Scope of Work Proposal is incorporated herein by reference. The total and cumulative amount of this contract shall not exceed the amount of funds budgeted for these services nor shall said fees exceed the amounts as set forth in the Scope of Work Proposal.

B. Payments – Invoices received from the Contractor pursuant to this Contract will be sent to the Treasurer’s Office for payment. Contractor will invoice the City for each payment period.

ARTICLE 5. INDEMNIFICATION

A. To the fullest extent permitted by applicable laws and regulations, the Contractor shall indemnify and save harmless and defend the City, its officials, agents, servants, and employees from and against any and all claims, liability, losses, and/or causes of action arising out of or in any way related to the services furnished by the Contractor pursuant to this Contract, including, but not limited to, those caused by or arising out of any act, omission, negligence or default of the Contractor and/or its subcontractors, agents, servants or employees.

ARTICLE 6. PERSONNEL.

A. The Contractor represents that it has, or will secure at its own expense, all necessary personnel required to perform the Work under this Contract. Such personnel shall not be employees of or have any contractual relationship with the City.

B. All the Work required hereunder shall be performed by the Contractor or under its supervision, and all personnel engaged in performing the Work shall be fully qualified and, if required, authorized, or permitted under state and local law to perform such Work.

ARTICLE 7. INSURANCE

A. Prior to execution of this Contract by the City the Contractor shall provide certificates evidencing insurance coverage as required hereunder. The Certificates shall clearly indicate that the Contractor has obtained insurance of the type, amount, and classification as required for strict compliance with this Article and that no material change, or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the City's representative. Compliance with the foregoing requirements shall not relieve the Contractor of its liability and obligations under this Contract.

B. The Contractor shall maintain, during the life of this Contract, Commercial General Liability insurance in the amount of \$1,000,000 in aggregate to protect the Contractor from claims for damages for bodily and personal injury, including wrongful death, as well as from claims of property damages which may arise from any operations under this Contract, whether such operations be by the Contractor or by anyone directly employed by or contracting with the Contractor.

C. The Contractor shall maintain, during the life of this Contract, comprehensive automobile liability insurance in the minimum amount of \$1,000,000 combined single limit for bodily injury and property damages liability to protect the Contractor from claims for damages for bodily and personal injury,

including death, as well as from claims for property damage, which may arise from the ownership, use, or maintenance of owned and non-owned automobiles, including rented automobiles whether such operations be by the Contractor or by anyone directly or indirectly employed by the Contractor.

D. The Contractor shall carry Workers' Compensation Insurance and Employer's Liability Insurance for all employees as required by West Virginia law.

E. All insurance, other than Workers' Compensation, to be maintained by the Contractor shall specifically include the City as an "**Additional Insured.**"

ARTICLE 8. TERMINATION AND RENEWALS.

Either party may terminate this Contract upon sixty (60) days written notice to the other party. Upon mutual agreement, the Contract can be extended for another year for an amount to be determined.

ARTICLE 9. INDEPENDENT CONTRACTOR RELATIONSHIP

A. The Contractor is, and shall be, in the performance of all work, services and/or activities under this Contract, an Independent Contractor, and not an employee, agent, or servant of the City. All persons engaged in any of the work, services and/or activities performed pursuant to this Contract shall at all times, and in all places, be subject to the Contractor's sole direction, supervision, and control. The Contractor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Contractor's relationship and the relationship of its employees, agents, or servants to the City shall be that of an Independent Contractor and not as employees or agents of the City.

B. The Contractor does not have the power or authority to bind the City in any promise, agreement or representation other than as specifically provided for in this agreement.

ARTICLE 10. SEVERABILITY

If any term or provision of this Contract, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, to remainder of this Contract, or the application of such terms or provision, to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Contract shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 11. NOTICE

All notices required in this Contract shall be sent by mail, return receipt requested, and if sent to the City shall be mailed to:

City of Elkins
401 Davis Avenue
Elkins, WV 26241

And if sent to the Contractor shall be mailed to:

Delmonte Market dba Tammy's Floral
316 Railroad Avenue
Elkins, WV 26241

ARTICLE 12. ENTIRETY OF CONTRACTUAL AGREEMENT

The City and the Contractor agree that this Contract sets forth the entire agreement between the parties, and that there are no promises or understandings other than those stated herein. None of the provisions, terms and conditions contained in this

Contract may be added to, modified, superseded, or otherwise altered, except by written instrument executed by the parties hereto.

Delmonte Market dba Tammy's Floral:

By: _____

Print Name _____

Title: _____

City of Elkins

By: _____

Mayor

Scope or Work

We will provide a mix of seasonal annual blooming and vining plants to fill 24 – 24” hanging baskets as well as 10 – 44” hayracks for the 2026 summer season (May/Sept-October).

New soil will be used in all hanging baskets and hayracks. We will provide all soil additives, fertilize plants during each watering. We will apply fungicide and pesticides as preventative measures as well as needed for treatment against any threats or danger of mold, mildew or infestations.

We will make daily rounds and inspect baskets and water accordingly, daily or as needed.

We will provide all equipment to plant, water and maintain all planters.

We possess all required licenses, insurance and documents listed in bid.

WV Contractors Lic# WV044078

WV Workers Comp #UB-5N635900-23-42

WV Unemployment #87374

Travelers Business Policy #680-5N634478-23-42 (Mountaineer Insurance)



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 7, 2026
Section:	New Business
Category:	Resolution
Agenda Item Name:	Resolution 1915: Authorizing the use of TIF revenues toward the local match requirement for a DOH Recreational Trails Program grant supporting construction of a Skills Area at Glendale Park
Recommended By:	TIF Advisory Committee
Summary:	Authorizes the use of TIF funds to support the City's required local match for the design phase of the Glendale Park Skills Area project. The funding, estimated at approximately \$25,000, represents the City's 20% match for the design portion and is recommended by the TIF Advisory Committee.
Fiscal Impact:	\$25,000 from the TIF Fund
Recommendation:	Consider for approval
Attachments:	<ol style="list-style-type: none"> 1. R-1915 - approving TIF funds for Glendale skills area 2. Glendale Skills Park_Final 3. TA Application PDF 12632 (1) (1)

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1915)
May 7, 2026

Authorization of Use of TIF Funds for Glendale Park Skills Area Design Phase

WHEREAS, the Elkins Parks and Recreation Commission has been awarded funding for the Glendale Park Skills Area project through the West Virginia Department of Transportation Recreational Trails Program, which provides approximately eighty percent (80%) of project costs and requires a twenty percent (20%) local match; and,

WHEREAS, the Elkins Parks and Recreation Commission and Elkins Area Shared Trails have requested the use of Tax Increment Financing (TIF) funds to support the design phase of the Glendale Park Skills Area project; and,

WHEREAS, the TIF Advisory Committee has reviewed this request and recommends approval as an eligible use of TIF funds; and,

WHEREAS, the design phase of the project is estimated to cost approximately \$125,000, and the current request is for the City to pledge TIF funds to cover the local match portion of that phase only, representing twenty percent (20%) of the design phase cost, or approximately \$25,000;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The use of available TIF funds is hereby authorized to support the local match portion of the design phase of the Glendale Park Skills Area project, in an amount not to exceed approximately \$25,000, consistent with the request submitted by the Elkins Parks and Recreation Commission and Elkins Area Shared Trails and as recommended by the TIF Advisory Committee.

Attest: Sutton R. Stokes, City Clerk

Jerry A. Marco, Mayor

May 4, 2026

To: Elkins City Council

From: Elkins Parks and Recreation Commission (EPRC) and Elkins Area Shared Trails (EAST)

RE: Request for Tax Increment Financing (TIF) funding for Glendale Park Skills Area

Dear Councilors, Mayor & City Administrators:

In 2022-2023, the City of Elkins focused significant time and resources on projects intended to improve the livability and economic vitality of the city and the region. This included conceptual designs for the Elkins Streetscape, Riverfront Development and a Trail Master Plan. These projects, along with the Railyard and Industrial Park improvements led by the Randolph County Development Authority were the drivers behind the creation of the Tax Increment Finance District (TIF) which is now drawing down significant funds for investment in these projects.

The EAST Trail Master Plan was completed in 2023 thanks to a \$50k grant awarded by the Appalachian Regional Commission (ARC) POWER program and matched with in-kind support from the City of Elkins, Elkins Area Shared Trails (EAST), and the Smith Outdoor Economic Development Collaborative (OEDC) at WVU. The plan evaluated existing assets and challenges in the outdoor recreation landscape and identified distinct opportunities for development.

Since that time EAST has worked with nearly 30 partners to bring these community-driven projects to life with significant progress made on several, including a property owned by the City of Elkins and managed by the Elkins Parks and Recreation Commission (EPRC).

Glendale Park, already a hub for social activity and recreation, was identified as an ideal location for a paved pump track that accommodates bicycles, scooters, and skateboards along with a smaller tot track and skills development features that cater to younger or less experienced riders. These facilities help develop balance, stamina, and bike-handling skills in a play-based manner that can help riders progress into narrower, rougher, natural surface trails.

Recognizing the value, of outdoor recreation in attracting and retaining residents, maintaining an engaged workforce, increasing tourism, and improving quality-of-life, the City has remained committed to finding our space in this growing industry which is currently producing a \$2.3 billion impact in West Virginia and \$1.3 trillion impact in the U.S. Annually ([according to the US BEA](#)).

In FY2023, the EPRC, with support from EAST and the OEDC, applied to the WV DOT Transportation Alternatives (TA) program for funding of the Glendale Park Skills Area design and construction. The application was approved for the full project amount of \$485,000 under

the Recreation Trails Program (RTP), with the DOH providing \$388k (80%) and the EPRC, as sponsor, being responsible for \$97k (20%). The EPRC and EAST anticipated a combination of TIF funds; local fundraising; and additional grant funding would be accessed for the match.

With the project timeline dependent upon the WV DOH Notice to Proceed, the EPRC and EAST paused efforts to secure a match until it was underway. As of early 2026, the DOH has assigned a project manager and provided guidance on the next steps. This includes the separation of the design and construction into two projects requiring separate procurement. A Request for Qualification (RFQ) for final design, construction documents and construction administration services is currently open for submissions (closing May 11). All parties anticipate the cost of these services to be 20-25% of the project's total cost, thereby creating a need for initial matching funds equivalent to this amount (approximately \$20-\$25k).

We respectfully request that TIF funds be utilized in accordance with Ordinance 315 adopted by Elkins City Council May 2023 for the design phase of the Glendale Park Skills Area project as described above and detailed in the RFQ.

As a final note, we want to assure Council and the citizens of Elkins that we are committed to designing a sustainable project by deliberately choosing materials that are durable and require minimal maintenance. Elkins Parks and Recreation Commission will be the owner of the project and responsible for upkeep, however, local stakeholder organizations, including Elkins Area Shared Trails (EAST), and the larger biking community are committed to organizing volunteer support and fundraising as needed for maintenance and providing expert advice for the long term success of this project.

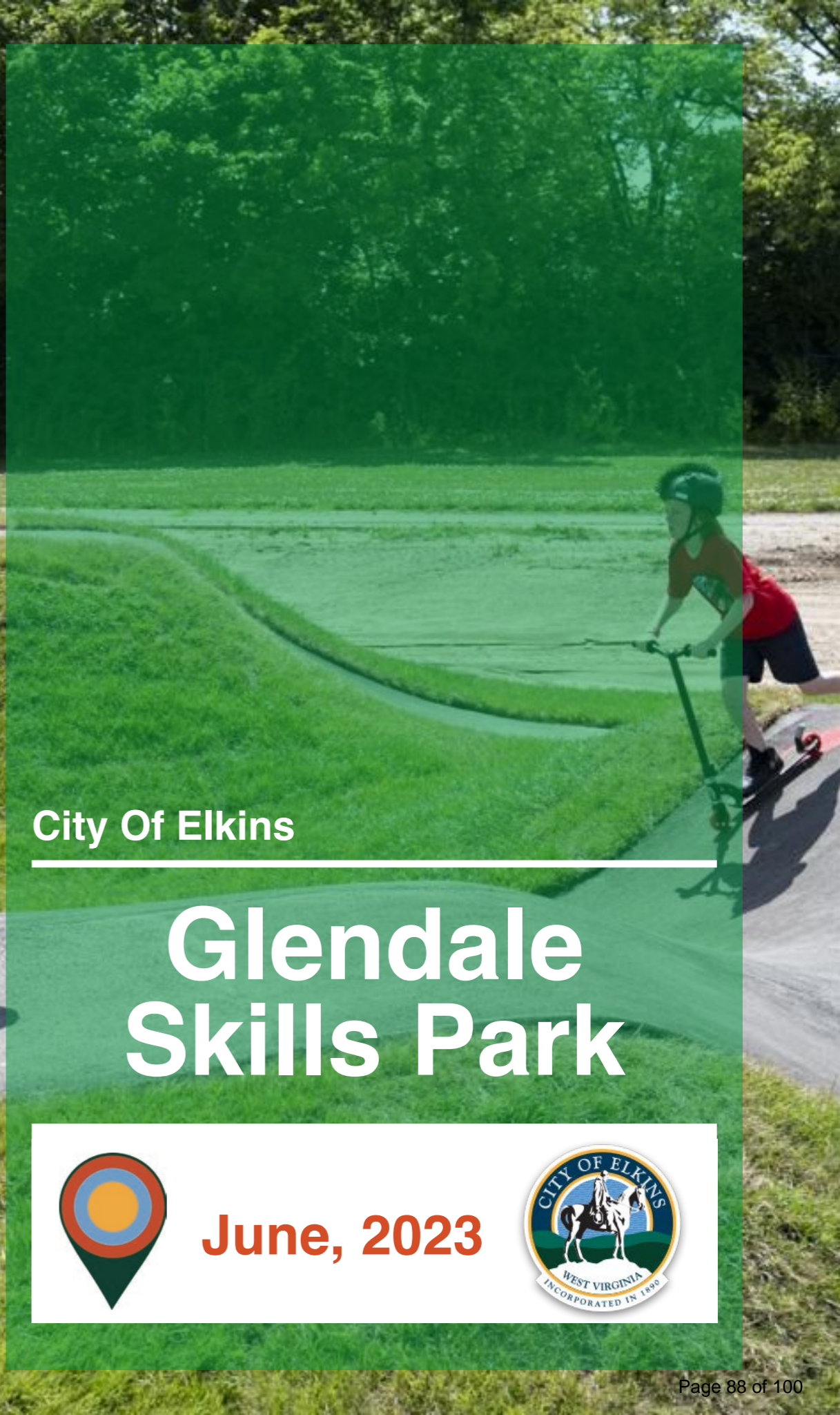
Thank you for consideration and please reach out with any questions or concerns.

Tom Tesar, Director, Elkins Parks and Recreation

Jessica Sutton, Chair, Elkins Area Shared Trails

Attachments:

1. Notice of Request for Consulting/Engineering Services (RFQ for design)
2. Glendale Skills Park presentation (June 2023)
3. TA Application



City Of Elkins

Glendale Skills Park



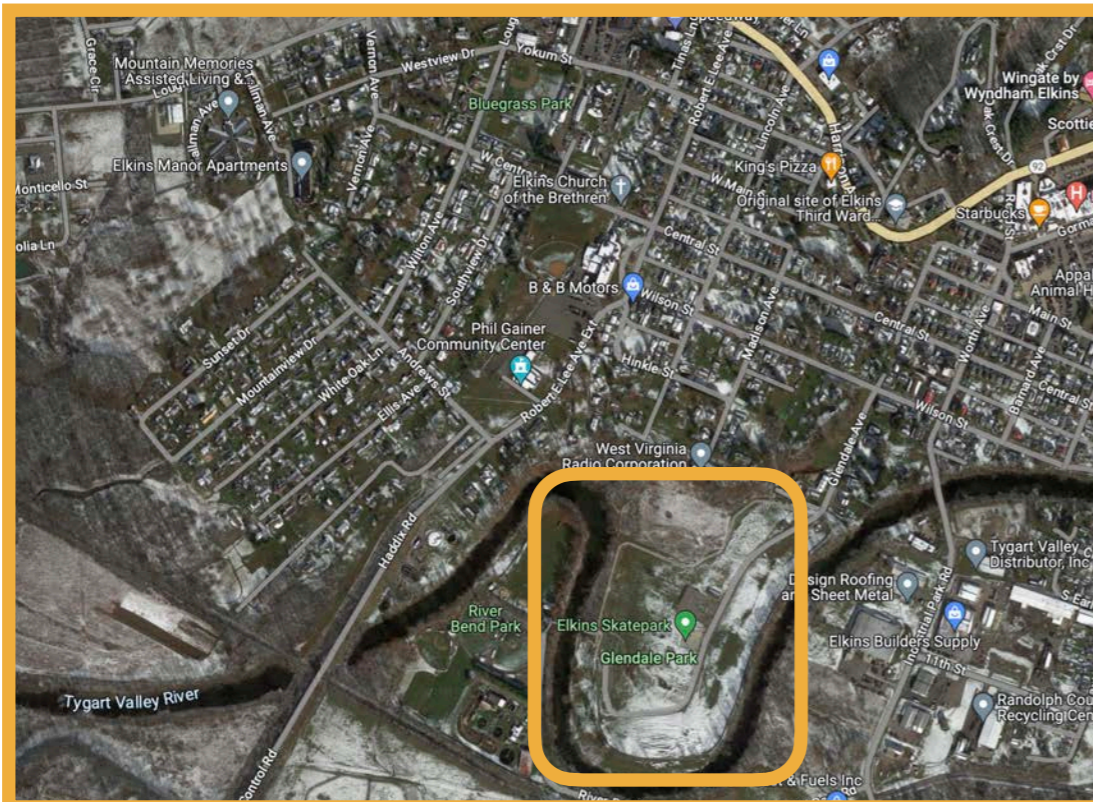
June, 2023



Project Description

Just west of downtown Elkins, Glendale Park is accessible from Glendale Avenue and via a pedestrian bridge from Riverbend Park. Both parks offer parking, restrooms, and other basic recreation amenities. With an existing skate park, Glendale's flat, grassy floodplain should be developed with a short tot track, asphalt pump track, and small skills area.

Adjacent to the Glendale Park parking area, a 2,500 sq. ft. tot track should be developed with a rubberized surface, 3-9" high rollers, and 6-12" tall berms suitable for Strider bikes and small scooters. The 10,000 sq. ft. pump track should have 24-26" high rollers, 36-48" high roller doubles, and 48"+ bermed turns that are suitable for inexperienced users on bikes, skateboards, and scooters, but also allow more experienced users to jump and transfer from one line to another. A skills development trail (location tbd) will include a variety of small balance features that encourage bike handling development in a play-based manner.





Above- tot track example. Below- balance feature example.

Right- multi-use asphalt pump track example.



Budget

Glendale Skills Park	
Signage	\$15,000
Skills Development Features (8)	\$45,000
Skills Development Trail Construction	\$15,000
Tot Track Design-Build (2,500 square feet)	\$75,000
Pump Track Design-Build (10,000 sq. Feet)	\$300,000
A&E, Permitting	\$35,000
Total	\$485,000

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION
DIVISION OF HIGHWAYS

TRANSPORTATION ALTERNATIVES PROGRAM

ELECTRONIC APPLICATION FOR FUNDING
FEDERAL FISCAL YEAR 2023

PLEASE NOTE:

- 1 Transportation Alternative/Recreational Trails Projects are 80/20 reimbursement programs. Sponsors must either pay all invoices associated with an approved project and then seek reimbursement OR provide the required 20% cash match to the West Virginia Division of Highways prior to final approval of their project. Please review the program guidelines and understand the Sponsor responsibilities BEFORE submitting an application.
- 1 The WVDOH reserves the right of first option to administer the projects from design through construction. (WVDOH may design or hire a consultant to design, then have the option to perform complete administration of construction contracts [i.e., advertise for bids, award contract, oversee construction] with input from Sponsor.)

It is the Sponsor's responsibility to ensure that their completed Application form(s) have been received by the deadline.

Glendale Park Skills Area

TRANSPORTATION ALTERNATIVES PROGRAM APPLICATION FOR FUNDING

Fiscal Year 2023

1. **PROJECT APPLICANT**

Any other local or regional governmental entity with responsibility for or oversight of transportation or recreational trails (other than a metropolitan planning organization or a state agency) that the State determines to be eligible

2. **SPONSOR INFORMATION**

Name of Sponsor's Organization:

Elkins Parks and Recreation Commission

Sponsor DUNS Number: 077496040

Primary Point of Contact Information

Title: EAST Coordinator

Name: Jessica R Sutton

Street Address: 107 Elm Street

City: Elkins

State: WV

Zip: 26241

Primary Phone Number: 304-614-5337

Alternate Phone Number:

Secondary Point of Contact Information

Title: City Clerk

Name: Sutton R Stokes

Street Address: 401 Davis Avenue

City: Elkins

State: WV

Zip: 26241

Primary Phone Number: 304-636-1414 ext: 1211

Alternate Phone Number:

Other Point of Contact Information

Title: Parks Director

Name: Tom Tesar

Street Address: 401 Davis Avenue

City: Elkins

State: WV

Zip: 26241

Primary Phone Number: 304-636-3960

Alternate Phone Number:

Responsible Charge Other

Project Type Transportation
Alternatives

3. **PROJECT LOCATION**

Maps and photographs ARE REQUIRED to fully show the project location. Project location MUST be shown on a US Geological Survey (USGS) Map and included with the application. Failure to do so may result in your application being classified as incomplete and returned. In addition to the required USGS Map and photographs, please attach any other materials which may assist in the review/rating of your application. (Attach additional sheets, as necessary.)

County(ies) [Randolph](#)
City/Town/Area [Elkins](#)

4. **PROJECT INFORMATION (General):**

- A. Applying for funding as : Both Design & Construction Phases
- B. Is this a continuation of a TA/RT project previously approved for funding? Yes No
- C. Will this requested funding result in a completed project? Yes No
- D. Will this project involve trail construction? Yes No

If yes, what is the length of the new trail(s) in miles to be built? [.33](#)

E. Latitude [38.921670](#)
Longitude [-79.861750](#)

How determined? Check one:

- GPS
- Taken from Topographical Map
- Survey
- Other (specify): [Google maps](#)

Location [Glendale Park, Elkins, WV](#)

For trails or improvements along a trail the latitude and longitude should be identified for one end of the trail and a description of the location entered on the "Location" line. Latitude and longitude for all other types of facilities should be identified as close as possible to the actual point of construction.

- F. Does the proposed project involve property acquisition? Yes No
- Who currently owns the property proposed to be acquired?
- Is the property acquisition for a "rail trail"? Yes No
- Has the railroad company been notified? Yes No
- Is there a willing seller? Yes No
- Is the property being donated to the project? Yes No
- Has an appraisal been performed by a certified general appraiser? Yes No
- If "Yes," what is the appraised value? \$
- When was the appraisal performed?

- G. Does the proposed project involve a historic building or archaeological site? Yes No

If Yes, describe the impact (positive and negative) this project will have on historic property. If Yes and the project will have no impact, describe why this project will not have an impact.

5. **PROJECT INFORMATION (Specific - Transportation Alternatives):**

- A. Describe fully the required relation to surface transportation.
Elkins' Glendale Park features a 1.2 kilometer crushed stone perimeter pedestrian path, a developed playground area, and ball fields that host youth soccer, football, cheerleading, and other sports practices and games. The park is bisected by a paved road to access parking lots. This proposed project lies just east of the paved road and will surround an existing concrete pad that houses a small skate park, adjacent to the main parking lot and restroom facilities in the park. It is an ideal location for a skills area targeting the youngest and/or least experienced bikers.
- B. Of the qualifying activities, which ONE (1) best describes your proposed project?
Development and/or rehabilitation of trailside and trailhead facilities and trail linkages.

6. **PROPOSED PROJECT DESCRIPTION:**

Fully explain the scope-of-work envisioned by this request:

- 1 What do you intend to complete with the requested funds?
- 1 How is the project eligible under the program's guidelines?
- 1 Why should this project be selected?
- 1 What is the expected benefit/use and by whom?

Elkins' Parks and Recreation Commission intends to use these Transportation Alternative funds to further develop around our existing Glendale Skate Park. We will install a 2,500 square foot tot track, 10,000 square foot beginner pump track, and a beginner skills practice area. These structures are specifically chosen to encourage the bike-curious to explore the sport, to develop the skills and confidence to take on harder and larger challenges around the area, to increase interest and fitness, and to be more excited to spend time outdoors and physically active.

Several planning and community development projects in the Elkins community are converging at this time into what promises to be a transformative period for our town. This beginner bike park project lies at the intersection of these efforts and will be a foundational, visible, community-facing part of the development. In 2018 pedestrian access was brought into the center of town for our 27-mile long Allegheny Highlands Trail (AHT). This has increased use and visibility of the trail and provided a crucial connection that immediately made Elkins a more bike-friendly city. We are continuing this trajectory with a riverfront development initiative that will connect the AHT to adjacent neighborhoods and the existing pedestrian trails at Glendale Park. As a Mon Forest Town and Ascend WV community, developing infrastructure like this takes on an added import as we develop Elkins' identity as a family-centric recreation hub.

This facility will be built in the heart of Glendale Park, where the parking lots frequently fill as multiple youth sports leagues practice and compete throughout the year, where parents set up folding chairs or walk the perimeter trail to wait out the practice hour, where crucial trailhead facilities like restrooms, water, access, and playgrounds already exist. In this local hub of youth-centered recreation a beginner bike park will be a particularly visible, inclusive, and welcoming feature for Elkins' current and planned recreation development.

In the winter of 2022-23 Elkins implemented an ARC POWER planning grant that developed a Trail Master Plan. In addition to this bike park, the process resulted in the design and flagging of 10 miles of trail on properties in or directly adjacent to Elkins city limits. These trails include bike-optimized single track and an intermediate bike park area, mixed use loops, enhanced pedestrian access to existing amenities, and all-weather loops. Local groups are actively working with the US Forest Service to develop later phases of this project in the form of new trail construction on sections of the Monongahela National Forest within 15 minutes of town. Including, welcoming, and developing a user base is a key component of engaging more of the community with this planned development.

This project will invite and encourage family engagement with our trail development process as it will bring the activity directly to them. The youngest and most entry-level bikers will be able to engage and develop their skills, to find delight and enjoyment in bike play. The project will provide an entryway for families to learn to recreate, commute, and explore on these new avenues throughout Elkins' developed pedestrian pathways and more wild-leaning areas.

7. **OWNERSHIP/MAINTENANCE:**

Describe the ownership and maintenance of the project once completed. If owner is not the project Sponsor, a copy of the easement and/or Agreement of use MUST be attached. Attach additional sheets as necessary.

We are designing a sustainable project by deliberately choosing materials that are durable and require minimal maintenance. Elkins Parks and Recreation Commission will be the owner of the project and responsible for upkeep. However, local stakeholder organizations, including Elkins Area Shared Trails (EAST), and the larger biking community is committed to organizing volunteer support for trail maintenance and providing expert advice for the long term success of this project.

8. **ESTIMATED COSTS FOR PROJECT:**

On an attached sheet, detail elements and costs (e.g., excavation, roofing, electrical, plumbing HVAC, etc.) The cost

estimate should be detailed enough to allow the project to be phased (if budgetary constraints dictate). In addition, a detailed cost estimate will allow ineligible work elements to be eliminated without causing the entire project to be deemed ineligible.

Planning, Engineering, Design:	\$ 35,000
Acquisition of Property:	\$
Construction:	\$
Other: signage	\$ 15,000
Other: tot track	\$ 75,000
Other: pump track	\$ 300,000
Other: skills development	\$ 60,000

9. **SPONSOR'S MATCH INFORMATION:**

Total Project Cost \$ 485,000

TA Funds Requested (80% of Total) \$ 388,000

Sponsor's Match (20% of Total) \$ 97,000

Sponsor Additional Amount \$

How will the 20% match be met? Pay-As-You-Go

Is the required minimum 20% match to be paid up front? \$ Yes No

Is the required minimum 20% match available at the time of application? \$ Yes No

If "No", fully describe when and how match will be available. In order to meet the match and close any additional funding gap, EPRC is anticipating a local fundraising effort, allocations from our Tax Increment Financing district, and additional grant funding if needed.

10. **PROJECT SCHEDULE:**

If the project is approved for funding, will you be able to begin the project within nine (9) months of the NOTICE TO PROCEED? Yes No

Will you be able to complete the project within two (2) years from the NOTICE TO PROCEED? Yes No

11. **ENVIRONMENTAL ASSESSMENT REVIEW QUESTIONNAIRE**

Completion of the Environmental Assessment Review Questionnaire is required for each project. The questionnaire must be completed, signed, and the signature attested to process the application. Failure to do so may result in your application being classified as incomplete and returned.

PROJECT NAME: **Glendale Park Skills Area**
PROJECT DESCRIPTION: **The footprint of the project will be just under an acre and adjacent to existing infrastructure at Glendale Park. Solid surfaces will be installed but aren't expected to have a negative environmental impact.**
COUNTY(IES): **Randolph**

COMPLETED BY (include name, title and organization):
Jessica Sutton, Coordinator, EPRC/EAST

PROJECT DESCRIPTION:
The footprint of the project will be just under an acre and adjacent to existing infrastructure at Glendale Park. Solid surfaces will be installed but aren't expected to have a negative environmental impact.

A. SOCIOECONOMIC IMPACT(S)

- (1) Will this project involve the acquisition of right-of-way? Yes No

If "Yes," describe the current ownership, acres, and impact on properties (e.g., businesses, residences, vacant property, etc.)

- (2) Is any public land to be used (e.g., United States Forest Service, other United States Managed Property, City Park, County Park, State or National Forest, etc.)? Yes No

If "Yes," describe impact of project on the land and attach a letter from public authority (if Project Sponsor is not owner) granting permission to use property (see Cultural Impact Question #1).
The property is owned by the City of Elkins and managed by the Elkins Parks and Recreation Commission. Both bodies have granted permission for the project and site location. The total footprint of the project is expected to be less than one acre.

If "Yes," has the property received monies from the Land and Water Conservation Fund? Yes No

- (3) Will any building, business, residence, or structure (in whole or in part) be acquired, relocated or demolished by this project? Yes No

If "Yes," describe work to be completed.

Are persons/residents to be relocated due to the project? Yes No

- (4) Is any farmland being taken by the project? Yes No

If "Yes," how many acres?

- (5) Is this project either different from or in conflict with planned growth, land use, or current zoning for the area? Yes No

If "Yes," please describe.

Will this project compliment the current planned growth or land use for the area? Yes No

If "Yes," please describe.

The area is zoned as recreational and designated for this use in the City of Elkins Comprehensive Plan. Completion of this project will increase the number of recreation options for the robust user base that already visits the park and appeal to additional residents and visitors.

B. CULTURAL IMPACT(S)

- (1) Are any parks or recreational facilities to be affected directly or indirectly by the project? Yes No

If "Yes," describe the positive impact.

Glendale Park will benefit from improved infrastructure; and it's many users will be provided additional opportunities for exercise and leisure; improved quality of life; greater community connectivity; increased social interaction and personal development opportunities.

If "Yes," describe the negative impact.

It is possible that adjacent neighborhoods may see an increase in real estate prices and increased vehicular or pedestrian traffic at the park entrance.

If "Yes," what percentage or number of acres of the park/recreational facility will be taken by this project? 0.030

- (2) Will this project directly impact churches or schools? Yes No

If "Yes," describe the positive impact.

If "Yes," describe the negative impact.

- (3) Are there any historical markers, structures (buildings over 50 years old), historical events, famous people associated with the project or project area? Yes No

If "Yes," please describe.

If "Yes," describe the impact (positive and negative) this project will have on the historic property.

If "Yes," and the project will have no impact, please describe why this project will not impact the historic property.

- (4) Are there any archaeological features, old building foundations, or other cultural/historical/scenic features known within the project area which may be disturbed during the project work elements? Yes No

If "Yes," please identify features.

- (5) Is the project either located within or directly adjacent to a historic district? Yes No

C. NATURAL ENVIRONMENT IMPACT(S)

- (1) Are there any wetlands directly or indirectly affected by the project? Yes No

If "Yes," have you acquired the necessary wetland permits? Yes No

- (2) Is the project in a flood plain (100 year or less)? Yes No

- (3) Are there any known or purported endangered or threatened species within the project corridor or area? Yes No

- (4) Will any unique natural features and/or areas be negatively impacted? Yes No

If "Yes," please describe fully.

- (5) Are any designated or proposed Wild and Scenic Rivers within the project area? Yes No

If "Yes," how will this project impact the river and its corridor?

D. PERMITS

- (1) Will this project cross, lie within, or directly affect any section of roadway currently on or under the jurisdiction of the West Virginia Division of Highways (WVDOH)? Yes No

Will this project, at any time, during or after construction, stop, or alter traffic patterns of a roadway on the State Highway System? Yes No

If you answered "Yes," to either question in (1) above, then please contact the West Virginia Division of Highways' District Office, for your area, concerning this project prior to submitting your project application. Please indicate the person contacted and the date of contact. See Appendix 3 for a list of WVDOH District Offices.

WVDOH Contact

Contact Date

Have you acquired the needed permits from the WVDOH? Yes No

- (2) Will the project either disturb (through clearing, grubbing and/or construction) one or more acres or create erosion, sedimentation or other types of "pollution"? Yes No

Are any erosion/sediment permits required? Yes No

If "Yes," have you acquired the needed permits? Yes No

- (3) Are you familiar with procedure for obtaining construction permits? Yes No

- (4) Will this project involve the relocation of any utilities? Yes No

If "Yes," please describe the utilities to be relocated.

Has the utility company(ies) been notified? Yes No

*If "Yes," please provide documentation.

**If "No," please notify immediately and provide documentation.

E. WATER QUALITY / STREAM IMPACT

- (1) Identify all bodies of water (streams, creeks, rivers, lakes, wetlands, reservoirs, ponds, marshes, bogs, etc.) in the project area and describe the affects the project will have on them.

N/A

- (2) Will there be any disturbance of the water of any stream, creek, pond, lake, river, or banks thereof below the average high water mark at anytime during the construction of this project? Yes No

If "Yes," have you acquired the necessary permits for the project? Yes No

- (3) Will this project involve a change in the vertical or horizontal clearance of a navigable stream? Yes No

If "Yes," have you acquired the needed permits for this project? Yes No

If you answered "Yes," to questions (2) or (3), please contact the West Virginia Division of Natural Resources, Public Land Corporation, Building 3, Room 643, 1900 Kanawha Boulevard, East, Charleston, West Virginia 25305-0661, Telephone (304) 558-3225; the West Virginia Department of Environmental Protection, Division of Water and Waste Management, 601 57th Street, SE, Charleston, West Virginia 25304, Telephone (304) 926-0499; and the appropriate U.S. Army Corp of Engineers, Division Office (see Appendix 3 in the TA manual).

F. AIR QUALITY IMPACT

- (1) Will this project have any adverse impact to air quality? Yes No

If "Yes," please describe.

G. NOISE IMPACT

- (1) What permanent negative impacts will occur if this project is completed?

N/A

H. HAZARD WASTE / UNDERGROUND TANKS

- (1) Are there any waste/contaminated sites along or in the project area (e.g., sanitary landfills, dumps, gas stations, old storage tanks [buried or above ground], contaminated soils, pipelines, or industrial/household drainage)? Yes No

(2) Will the proposed project require the disturbance of any suspected or confirmed asbestos? Yes No

(3) Does lead paint contamination exist? Yes No

I. DRAINAGE IMPACT

(1) Will this project alter or change the current flow of storm water (e.g., construction of new sidewalks where none currently exist)? Yes No

If “Yes,” is drainage in place to handle the runoff? Yes No

If “No,” please explain when and how this will be addressed.

(2) Have you acquired the necessary permits for storm water management? Yes No