



# City of Elkins

## Council Meeting

May 21, 2026

7:00 PM

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

### AGENDA

1. **Invocation and Pledge of Allegiance**
2. **Call to Order and Roll Call**
3. **Public Comment**
4. **Minutes**
  - a. Proposed minutes for the meeting of May 7, 2026
5. **Correspondence, Notifications, and Recognitions**
  - a. Mayor's Proclamations
    1.
      1. Apraxia Awareness Day - May 14, 2026
      2. National Police Week May 10-16, 2026 and Peace Officer Memorial Day - May 15, 2026
  - b. Approved Event Requests
    1. Arts Center Annual Fundraiser Dinner - May 15, 2026
  - c. Building Officer's report
6. **Councilor Reports**
7. **Officer Reports**
  - a. Treasurer's report
  - b. Operations Manager's report
  - c. Fire Chief's report
  - d. Police Chief's report
  - e. Chief Utility Operator's report
  - f. Clerk's report
8. **Approval of Vendor Invoice Payments**
  - a. Vendor invoices presented for approval: May 4 through May 15, 2026

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

**9. New Business**

- a. Resolution 1916: Authorizing Conditions of Contract between Mitchell Tree Care, LLC and Landscape Consulting, LLC and the City of Elkins, and Authorizing Execution of Contract for FY 2027
- b. Resolution 1917: Adoption of new organization chart restructuring the Human Resources Department
- c. Resolution 1918: Accepting the terms of and authorizing execution of a contract with USDA APHIS for FY 2027
- d. Resolution 1919: Authorizing Advancement of Certain TIF District #1 Projects and Related Engineering and Procurement Actions
- e. Resolution 1920: Approving a Memorandum of Understanding with Woodlands Development Group Concerning TIF District #1 Project Coordination Services

**10. Mayor's Comments**

**11. Adjournment**



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	May 21, 2026
<b>Section:</b>	Minutes
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Proposed minutes for the meeting of May 7, 2026
<b>Recommended By:</b>	City Clerk
<b>Summary:</b>	Minutes proposed for the referenced meeting
<b>Fiscal Impact:</b>	n/a
<b>Recommendation:</b>	Consider for approval
<b>Attachments:</b>	1. city council - 2026_05_07 - minutes_proposed

## ***Proposed Minutes***

# **ELKINS COMMON COUNCIL MEETING MINUTES**

***Phil Gainer Community Center  
142 Robert E Lee Ave. Ext.  
Elkins, WV 26241  
May 7, 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, C.C. Lowther, 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; Human Resources Lead S. Campbell; and City Clerk S.R. Stokes (recording secretary).

Councilor C. Thompson, Operations Manager M. Kesecker, and City Attorney G. S. Roberts were absent. Councilor C. Lowther arrived during staff reports.

### **PUBLIC COMMENT**

There was no public comment.

### **PRESENTATION**

Leon Kaye, Communications, presented an *AI Strategy for City of Elkins Website*.

### **MINUTES**

Chenoweth **MOVED APPROVAL OF THE MINUTES FOR THE MEETING OF APRIL 21, 2026.** The motion carried.

### **CORRESPONDENCE, NOTIFICATIONS, AND RECOGNITIONS**

- a. Mayor's Proclamations
  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
- b. Approved Event Requests
  1. EMS Cheer Bucket Drive – May 9, 2026
- c. Building permits, zoning permits, and vacant property registrations

### **COUNCILOR REPORTS**

## **Proposed Minutes**

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. Fire Chief S. Himes provided a verbal report.
- c. Police Chief T. Bennett provided a verbal report.
- d. 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 20, 2026, through May 1, 2026.

### **NEW BUSINESS**

#### **a. Changes to Council meeting schedule in June and July**

Hinchman **MOVED APPROVAL OF THE FOLLOWING CHANGES TO THE COUNCIL MEETING SCHEDULE IN JUNE AND JULY:**

- a. Move June 4 meeting to June 11, 2026
- b. Move June 18 meeting to June 25, 2026
- c. Move July 2 meeting to July 9, 2026
- d. Move July 16 meeting to July 23, 2026

The motion carried.

#### **b. Resolution 1912: Appointing Renea Carpenter to the Elkins Building Commission**

Plishka **MOVED APPROVAL OF RESOLUTION 1912.** The motion carried.

#### **c. Resolution 1913: Adopting a city media policy**

Carroll **MOVED APPROVAL OF RESOLUTION 1913.** The motion carried.

#### **d. Resolution 1914: Approving a contract with Tammy's Floral for the 2026 downtown flowers program**

Bross-Fregonara **MOVED APPROVAL OF RESOLUTION 1914.** The motion carried.

***Proposed Minutes***

- 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**

Lowther MOVED APPROVAL OF RESOLUTION 1915. The motion carried.

The meeting was adjourned at 7:40 p.m.

\_\_\_\_\_  
Attest: S.R. Stokes, City Clerk

\_\_\_\_\_  
Jerry A. Marco, Mayor



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	May 21, 2026
<b>Section:</b>	Correspondence, Notifications, and Recognitions
<b>Category:</b>	Presentation
<b>Agenda Item Name:</b>	<ol style="list-style-type: none"> <li>1. Apraxia Awareness Day - May 14, 2026</li> <li>2. National Police Week May 10-16, 2026 and Peace Officer Memorial Day - May 15, 2026</li> </ol>
<b>Recommended By:</b>	
<b>Summary:</b>	
<b>Fiscal Impact:</b>	
<b>Recommendation:</b>	
<b>Attachments:</b>	None



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	May 21, 2026
<b>Section:</b>	Correspondence, Notifications, and Recognitions
<b>Category:</b>	Presentation
<b>Agenda Item Name:</b>	Arts Center Annual Fundraiser Dinner - May 15, 2026
<b>Recommended By:</b>	
<b>Summary:</b>	
<b>Fiscal Impact:</b>	
<b>Recommendation:</b>	
<b>Attachments:</b>	None



## CITY OF ELKINS AGENDA ITEM REPORT

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



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	May 21, 2026
<b>Section:</b>	Officer Reports
<b>Category:</b>	Presentation
<b>Agenda Item Name:</b>	Treasurer's report
<b>Recommended By:</b>	City Treasurer
<b>Summary:</b>	<p>Summarizes financial activity since May 7, showing General Fund revenues.</p> <p>Staff activity has focused on collections, delinquent accounts, required filings, and ongoing compliance work.</p>
<b>Fiscal Impact:</b>	n/a
<b>Recommendation:</b>	Review presented information
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. Treasurer Report - 2026_05_21</li> <li>2. Bank Balances as of 4-30-26</li> </ol>

# Office of the City Treasurer

## Council Report

Date: May 15, 2026

*Update since May 7, 2026, council meeting.*

- **Council Reports & Attachments**
  - Bank Balances as of April 30, 2026
  
- **Projects & Financing**
  - Continued discussion on state historic tax credits next steps. Last meeting was May 7, 2026.
  - I will have a financing update for the city hall project at the June 11<sup>th</sup> council meeting.
  
- **Treasurer Staff**
  - 50 utility accounts were scheduled for shutoff on May 7<sup>th</sup> due to nonpayment of past due bills.
  - Mailed 19 collection letters for delinquent utility final bills on May 13<sup>th</sup>.
  - Mailed 1,992 First Due Fire Fee bills out on May 15<sup>th</sup> and are due June 4<sup>th</sup>.
  - Mailed 996 business license renewals that are effective July 1, 2026, on May 15<sup>th</sup>. Some businesses have already renewed and are not part of this mailing.
  - Continue to set up payment plans for past due First Due Fire Fee accounts.
  
- **Treasurer**
  - Filed the Annual Survey for Local Government Finances by submitting our FY2025 annual audit for the US Census Bureau on May 5, 2026.
  - Preparing a list to submit to WV State Treasurer Unclaimed Property. This is for customer refunds that were never delivered. Searching existing accounts to see if the customer has another account. Calling phone numbers on file. Researching wills for beneficiaries as part of the reporting process.
  - Met with NeoGov on May 14<sup>th</sup> and working on next steps.
  - Met with Amazon on May 14<sup>th</sup> and working on additional savings with purchases.
  - Corresponded with potential bank on loan for the city hall project on May 13<sup>th</sup>.
  - Meeting with Enterprise on May 13<sup>th</sup> on lease updates.

- Attended meeting on May 15<sup>th</sup> with United Security Agency looking into partial or fully self-funded health insurance.
- Joined Mike Kesecker for the city hall walk through with Mountain Valley Bank on May 15<sup>th</sup> to see construction progress required for the construction loan.

<b>Bank Account Name</b>	<b>Balance as of 4/30/2026</b>
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Elkins Municipal Building Comm.	\$0.00
Financial Stabilization	\$779,634.80
Fire Pension Fund	\$3,308,708.62
Firemen's Pension & Relief Fund	\$0.00
Grant Co Bank-Whitmer	\$9,672.63
Landfill Access Escrow	\$2,046,595.68
Landfill Post Closure	\$48,825.80
Opioid	\$25,701.11
Payroll-DTC	\$175,649.12
Payroll-MVB	\$50.00
Police Forfeitures	\$24,668.25
Police Pension Fund	\$5,410,536.44
Police Seizures	\$20,078.09
Policemen's Pension & Relief Fund	\$0.00
Pooled Cash-Coal Severance Fund	\$51,726.41
Pooled Cash-Fire Fund	\$167,084.58
Pooled Cash-General Fund	\$1,747,798.29
Pooled Cash-Landfill Fund	\$135,364.54
Pooled Cash-Parks Fund	\$824,194.99
Pooled Cash-Sanitation Fund	\$339,633.93
Pooled Cash-Sewer Fund	\$328,507.31
Pooled Cash-Water Fund	\$476,428.54
Sewer Depreciation	\$239,531.40
Sewer O&M	\$741,307.03
TIF District #1	\$210,739.96
Water Depreciation	\$106,608.30
Water O&M	\$634,137.92



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	May 21, 2026
<b>Section:</b>	Officer Reports
<b>Category:</b>	Presentation
<b>Agenda Item Name:</b>	Clerk's report
<b>Recommended By:</b>	City Clerk
<b>Summary:</b>	Report from the City Clerk on department activities since the last Council meeting on May 7, 2026.
<b>Fiscal Impact:</b>	n/a
<b>Recommendation:</b>	Review presented information
<b>Attachments:</b>	1. Clerk Report - 2026_05_21

## **OFFICE OF THE CITY CLERK**

### **COUNCIL REPORT**

**Date: May 21, 2026**

#### **Summary**

Recent activity has focused on governance modernization, planning, implementation planning for major projects, and development of improved records-management systems. Work has continued on the Comprehensive Plan adoption process, including organization of public input, coordination with the WVU Law Clinic, and scheduling of statutory hearings and review periods. Effort has also been directed toward TIF implementation planning, including engineering procurement structures, project coordination, and related agreements for Streetscape and Riverfront projects.

The City has also begun encountering broader and more technically complex public records requests, including the first two requests seeking emails of City officials. Responding to these requests has required coordination with legal counsel and IT support and prompted evaluation of future electronic archiving and search tools. Additional work this period has included development of the FY 2027 “budget snapshot,” annexation outreach planning, onboarding support for the HR Lead, and continued coordination concerning community events, infrastructure improvements, and public communication.

#### **1. Major Projects & Planning**

##### **Comprehensive Plan**

- Continued coordination of Comprehensive Plan adoption process, including organization of public input, preparation of draft revisions, coordination with the WVU Law Clinic, and scheduling of statutory hearings and review periods
- Supported Planning Commission initiation of the formal adoption process and continued correspondence with property owners and residents concerning workforce housing, preferred development areas, and related planning issues

##### **TIF Projects and Infrastructure Planning**

- Continued coordination with Woodlands Development & Lending concerning proposed MOU and related resolution supporting engineering procurement process under West Virginia Code §5G for Streetscape and Riverfront projects
- Presented TIF Advisory Committee recommendations to Municipal Properties Committee in preparation for requested Council action
- Continued work concerning downtown wayfinding signage, Council Chamber audiovisual improvements, and downtown public-event power access

## **Growth, Annexation, and Long-Range Development**

- Continued annexation outreach planning for Beverly Pike businesses and “donut hole” properties
- Continued coordination concerning addressing issues, roadway naming, and related development and infrastructure matters

## **2. Governance, Policy & Administrative Systems**

### **Electronic Records, FOIA, and Communications**

- Responded to the City’s first FOIA request involving official email communications, prompting continued work on electronic records procedures, employee policy updates, evaluation of archiving/search tools, and framework development for City-managed board and commission email accounts
- Researching software solution to assist with FOIA requests for emails and SMS messages
- Responded to broad public records requests involving police records and related materials in coordination with legal counsel and IT support

### **Governance and Policy Development**

- Continued development and review of City Media Policy, recurring-event approval concepts, and related administrative frameworks
- Prepared memorandum concerning proposed “Lincoln Avenue Extension” addressing revisions and continued work on broader addressing consistency issues
- Researched historical agreements and governance structure concerning All Veterans Park in preparation for discussion of formalized responsibilities and coordination options
- Conferred with City Attorney concerning governance and authorization procedures related to Building Commission contract approvals and related administrative matters
- Coordinated annual contract renewals for contracted arborist and USDA APHIS pigeon-control services

## **3. Financial Transparency & Organizational Support**

- Continued development of FY 2027 “budget snapshot,” including refinement of layout, financial categories, and visual presentation of infrastructure and operational cost issues

- Coordinated meetings with insurance consultants, Treasurer, and HR Director concerning evaluation of self-funded and partially self-funded insurance options
- Continued onboarding and organizational support for HR Lead, including preparation for Personnel Committee matters and coordination concerning ongoing projects and procedures
- Began cross-training Executive Secretary on resolution preparation and Council meeting support procedures in preparation for my planned summer absence

#### **4. Community & Intergovernmental Coordination**

- Facilitated endorsement letters for WVABCA fair and festival applications and assisted with public information release concerning boil water advisory
- Continued coordination with community organizations, utilities, and partner agencies concerning public events, volunteer opportunities, beautification, and infrastructure matters
- Responded to citizen inquiries concerning property boundaries, addressing, annexation, and applicable construction-related requirements

#### **5. Standing Projects & Ongoing Work**

*Not updated every report unless material changes occur.*

- **Council Rules of Procedure:** Draft recommended; pending presentation to Council
- **Message Archiving:** Continued development of policy and technology framework for electronic communications retention and retrieval
- **Ethics/Open Meetings Training:** Continuing distribution of training and reference materials to boards and commissions

#### **6. Ongoing Support to Boards, Commissions & Committees**

The Clerk's Department continues to provide administrative, procedural, records-management, policy, and coordination support to Council and numerous boards, commissions, and committees, including Finance, Rules & Ordinances, Municipal Properties, Personnel, Planning Commission, Board of Zoning Appeals, Building Commission, Civil Service Commissions, TIF Advisory Committee, Leadership Team, and related bodies.

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## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	May 21, 2026
<b>Section:</b>	Approval of Vendor Invoice Payments
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Vendor invoices presented for approval: May 4 through May 15, 2026  <i>(Available for public review in the city clerk's office two business days before this meeting, as required by W. Va. Ethics Commission Open Meetings Advisory Opinion 2012-04.)</i>
<b>Recommended By:</b>	Treasurer
<b>Summary:</b>	Accounts payable transactions in all funds for the referenced period
<b>Fiscal Impact:</b>	Report details \$1,108,563.60 in transactions from all funds.
<b>Recommendation:</b>	Consider for Approval
<b>Attachments:</b>	1. AP Check Report 5-4 thru 5-15-26

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02461 I-1041274	The Thraser Group Inc contracted services	R	5/14/2026	5,200.00		000026		5,200.00

\* \* T O T A L S \* \*

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	5,200.00	0.00	5,200.00
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: FINSTTOTALS:	1	5,200.00	0.00	5,200.00
BANK: FINST TOTALS:	1	5,200.00	0.00	5,200.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00140	City of Elkins							
	C-CR 04/26 Util Pmts		Utility Pmts to Elkins 04/26	N	5/05/2026	4,145.42	CR	000000
	I-04/26 Utility Pmts		Utility Pmts to Elkins 04/26	N	5/05/2026	4,145.42		000000
02047	Cybertech Automation USA Inc							
	I-014783		Replace old Scada, equipment	R	5/13/2026	7,485.22		000082 7,485.22

\* \* T O T A L S \* \*

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	7,485.22	0.00	7,485.22
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:	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: GCBAN TOTALS:	2	7,485.22	0.00	7,485.22
BANK: GCBAN TOTALS:	2	7,485.22	0.00	7,485.22

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00450	Visual Edge IT I-48957676 Konica Printer 050226	D	5/04/2026	57.00		009137		57.00
00471	FirstEnergy MP/PE I-041326 ElkCityPark Elkins City Pk 031226-040926	D	5/04/2026	11.52		009138		11.52
00471	FirstEnergy MP/PE I-041326 Park 883 Park St 883 031226-040926	D	5/04/2026	71.72		009139		71.72
00471	FirstEnergy MP/PE I-041326 Park St Park St 465 031226-040926	D	5/04/2026	17.24		009140		17.24
00471	FirstEnergy MP/PE I-041326 Park St 095 Park St 095 031226-040926	D	5/04/2026	10.80		009141		10.80
00471	FirstEnergy MP/PE I-041326 Park St 996 Park St 996 031226-040926	D	5/04/2026	11.26		009142		11.26
00471	FirstEnergy MP/PE I-041326 Park St Pav Park St Pav 031226-040926	D	5/04/2026	10.42		009143		10.42
00471	FirstEnergy MP/PE I-041326 Reservoir Reservoir Hill 031226-040926	D	5/04/2026	10.31		009144		10.31
00471	FirstEnergy MP/PE I-041326 Sycamore Sycamore St 031226-040926	D	5/04/2026	10.52		009145		10.52
00471	FirstEnergy MP/PE I-041526 11th 11th St 031426-041326	D	5/04/2026	10.31		009146		10.31
00471	FirstEnergy MP/PE I-041526 11th 219 11th 219 031426-041326	D	5/04/2026	54.92		009147		54.92
00471	FirstEnergy MP/PE I-041526 216 4th 216 4th 031426-041326	D	5/04/2026	1,379.92		009148		1,379.92
00471	FirstEnergy MP/PE I-041526 4th Kerens 4th St Kerens 031426-041326	D	5/04/2026	11.48		009149		11.48
00471	FirstEnergy MP/PE I-041526 8 Cherokee 8 Cherokee 031426-041326	D	5/04/2026	1,078.25		009150		1,078.25
00471	FirstEnergy MP/PE I-041526 Barron Barron Ave 031426-041326	D	5/04/2026	458.86		009151		458.86

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00471	I-041526 Lts Rand 3		FirstEnergy MP/PE Randolph-3rd 031426-041326	D	5/04/2026	33.20	009152	33.20
00471	I-041526 N Randolph		FirstEnergy MP/PE N Randolph 031426-041326	D	5/04/2026	165.98	009153	165.98
00471	I-041526 RR Ave		FirstEnergy MP/PE Railroad Ave Lighting 041526	D	5/04/2026	415.97	009154	415.97
00471	I-041526 Rand		FirstEnergy MP/PE Randolph Ave 031426-041326	D	5/04/2026	28.13	009155	28.13
00471	I-041526 Randolph		FirstEnergy MP/PE Randolph Ave 031426-041326	D	5/04/2026	118.33	009156	118.33
00471	I-041526 Stewart		FirstEnergy MP/PE Stewart St 031426-041326	D	5/04/2026	1,685.86	009157	1,685.86
00471	I-041526 Whiteman		FirstEnergy MP/PE Whiteman Ave 031426-041326	D	5/04/2026	242.48	009158	242.48
00471	I-041626 1 Bax St		FirstEnergy MP/PE 1 Baxter St 031726-041426	D	5/06/2026	654.01	009159	654.01
00471	I-041626 1 Baxter		FirstEnergy MP/PE 1 Baxter 031726-041426	D	5/06/2026	308.34	009160	308.34
00471	I-041626 1 Baxter628		FirstEnergy MP/PE 1 Baxter 628 031726-041426	D	5/06/2026	412.78	009161	412.78
00471	I-041626 142 RELee		FirstEnergy MP/PE 142 RELee 031726-041426	D	5/06/2026	1,330.96	009162	1,330.96
00471	I-041626 15th St		FirstEnergy MP/PE 15th St 031726-041426	D	5/06/2026	42.94	009163	42.94
00471	I-041626 31 Jones		FirstEnergy MP/PE 31 Jones 031726-041426	D	5/06/2026	214.00	009164	214.00
00471	I-041626 31 Jones Dr		FirstEnergy MP/PE 31 Jones Dr 031726-041426	D	5/06/2026	256.66	009165	256.66
00471	I-041626 3rd St		FirstEnergy MP/PE 3rd St 031726-041426	D	5/06/2026	71.40	009166	71.40

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00471 I-041626 5 Baxter	FirstEnergy MP/PE 5 Baxter 031726-041426	D	5/06/2026	298.45		009167		298.45
00471 I-041626 516 Glendal	FirstEnergy MP/PE 516 Glendale 031726-041426	D	5/06/2026	61.38		009168		61.38
00471 I-041626 BLKRR Ave	FirstEnergy MP/PE BLK0 RR Ave 031726-041426	D	5/06/2026	171.25		009169		171.25
00471 I-041626 Davis 1st	FirstEnergy MP/PE Davis Ave 1st 031726-041426	D	5/06/2026	46.14		009170		46.14
00471 I-041626 Davis 2nd	FirstEnergy MP/PE Davis Ave 2nd 031726-041426	D	5/06/2026	61.95		009171		61.95
00471 I-041626 Flood Ctl	FirstEnergy MP/PE Flood Control 031726-041426	D	5/06/2026	816.42		009172		816.42
00471 I-041626 Glendale196	FirstEnergy MP/PE Glendale Ave 031726-041426	D	5/06/2026	128.52		009173		128.52
00471 I-041626 GlendaleDr	FirstEnergy MP/PE Glendale Dr 031726-041426	D	5/06/2026	2,188.34		009174		2,188.34
00471 I-041626 Harrison	FirstEnergy MP/PE Harrison Ave 031726-041426	D	5/06/2026	30.96		009175		30.96
00471 I-041626 Oak Grove	FirstEnergy MP/PE Oak Grove 031726-041426	D	5/06/2026	293.70		009176		293.70
00471 I-041626 RR3 Haddix	FirstEnergy MP/PE Haddix Rd 031724-041426	D	5/06/2026	51.31		009177		51.31
00471 I-041626 Riverbnd	FirstEnergy MP/PE Riverbend Ln 031726-041426	D	5/06/2026	34.38		009178		34.38
00471 I-041626 Riverbnd Pk	FirstEnergy MP/PE Riverbend Pk 031726-041426	D	5/06/2026	12,468.48		009179		12,468.48
00471 I-041626 Rivreview	FirstEnergy MP/PE Riverview Dr 031726-041426	D	5/06/2026	83.20		009180		83.20
00471 I-041626 S Davis	FirstEnergy MP/PE S Davis 031726-041426	D	5/06/2026	97.20		009181		97.20

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00471 I-041626 Wilson	FirstEnergy MP/PE Wilson Ln 031726-041426	D	5/06/2026	517.96		009182		517.96
00119 I-49007593	First-Citizens Bank & Trust Co Konica Printer 050826	D	5/08/2026	55.00		009183		55.00
02347 I-20147625	LEAF Toshiba 5525AC 050826	D	5/08/2026	283.19		009184		283.19
02347 I-20147626	LEAF Toshiba 4525AC 050826	D	5/08/2026	168.50		009185		168.50
02347 I-20147627	LEAF Toshiba 400AC 050826	D	5/08/2026	147.50		009186		147.50
02347 I-20147628	LEAF Toshiba 4525AC 051026	D	5/08/2026	381.13		009187		381.13
00471 I-042026 401 Davis	FirstEnergy MP/PE 401 Davis 031426-041326	D	5/11/2026	4,127.86		009188		4,127.86
00471 I-042126 LT31Barron	FirstEnergy MP/PE LT31 Barron 031826-041526	D	5/11/2026	15,888.57		009189		15,888.57
00471 I-042226 Jimtown	FirstEnergy MP/PE Jimtown Comm 032126-042026	D	5/13/2026	10.70		009190		10.70
00471 I-042326 Rt219/250	FirstEnergy MP/PE Rt 219/250S 032526-042126	D	5/13/2026	77.69		009191		77.69
00471 I-042426 RT3 Haddix	FirstEnergy MP/PE Rt 3 Haddix 032526-042226	D	5/13/2026	21.33		009192		21.33
00792 I-RTD202605112615	WV Consolidated Retirement Boa Retirement	D	5/13/2026	7,551.39		009193		7,551.39
00952 I-RTF202605112615	WV Consolidated Retirement Boa Retirement	D	5/13/2026	3,034.74		009194		
I-RTN202604302612	Retirement	D	5/13/2026	283.42		009194		
I-RTN202605112615	Retirement	D	5/13/2026	5,132.06		009194		8,450.22
00993 I-RT6202605112615	WV Consolidated Retirement Boa Retirement 6%	D	5/13/2026	10,875.96		009195		10,875.96

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02667	Health Equity I-HSA202605112615 Health Savings	D	5/13/2026	1,191.54		009196		1,191.54
00741	Great-West Trust Company LLC I-VF 202605112615 Voya I-VF2202605112615 Voya AT	D D	5/13/2026 5/13/2026	830.00 120.00		009197 009197		950.00
00283	Frontier I-042026 Telephone Telephone/Int 0320-041926	D	5/13/2026	1,021.23		009198		1,021.23
00385	John Deere Financial I-3153033 030-0078387-000 051426	D	5/13/2026	2,096.69		009199		2,096.69
00484	Mountaineer Gas Company I-042326 1 Bax 1 Baxter 031026-040926	D	5/13/2026	143.90		009200		143.90
00484	Mountaineer Gas Company I-042326 1 Baxter 1 Baxter 031026-040926	D	5/13/2026	494.86		009201		494.86
00484	Mountaineer Gas Company I-042326 216 4th 216 4th 031126-041026	D	5/13/2026	1,302.91		009202		1,302.91
00484	Mountaineer Gas Company I-042326 216 4th B 216 4th B 031126-041026	D	5/13/2026	39.23		009203		39.23
00484	Mountaineer Gas Company I-042326 401 Davis 401 Davis 031126-041026	D	5/13/2026	312.78		009204		312.78
00484	Mountaineer Gas Company I-042326 5 Baxter 5 Baxter 031026-040926	D	5/13/2026	320.30		009205		320.30
00484	Mountaineer Gas Company I-042326 917 S RR 917 S RR 031026-040926	D	5/13/2026	91.56		009206		91.56
00484	Mountaineer Gas Company I-042326 Barron Barron Ave 031026-040926	D	5/13/2026	104.67		009207		104.67
00484	Mountaineer Gas Company I-042326 Baxter St Baxter Street 031026-040926	D	5/13/2026	561.44		009208		561.44
00484	Mountaineer Gas Company I-042326 Center St Center St 031026-041026	D	5/13/2026	144.50		009209		144.50

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00484	I-042326 Flood Ctl							
	Mountaineer Gas Company Flood Ctl 031026-040926	D	5/13/2026	941.70		009210		941.70
00484	I-042326 Glendale 3							
	Mountaineer Gas Company Glendale LS 3 0310-040926	D	5/13/2026	117.37		009211		117.37
00484	I-042326 Industrial							
	Mountaineer Gas Company Industrial Pk Rd 031026-040926	D	5/13/2026	143.90		009212		143.90
00484	I-042326 RELee							
	Mountaineer Gas Company Robert E Lee 031026-040926	D	5/13/2026	399.87		009213		399.87
00484	I-042326 Stewart LS4							
	Mountaineer Gas Company Stewart LS 4 031026-040926	D	5/13/2026	61.83		009214		61.83
02347	I-20166537							
	LEAF Toshiba ES4515AC 051326	D	5/13/2026	135.23		009215		135.23
00023	I-4th Qtr 2026							
	Appalachian Forest Heritage Ar 4th Qtr 2026 Contribution	R	5/04/2026	500.00		018728		500.00
00078	I-CKREQ 050126							
	Nanci Bross-Fregonara Yard signs and stands	R	5/04/2026	96.50		018729		96.50
00126	I-202604215581							
	City of Clarksburg 2293 Compost/Yard waste	R	5/04/2026	152.00		018730		152.00
00143	I-05/26 Indirects							
	COE General Fund 2 Monthly Indirects 050126	R	5/04/2026	16,824.83		018731		16,824.83
00149	I-05/26 Support							
	COE Parks and Recreation Monthly Support 05/26	R	5/04/2026	25,483.00		018732		25,483.00
00154	I-202604239244							
	COE Sanitation Yard Wast Brush 122 Tkt 2293	R	5/04/2026	299.48		018733		299.48
00156	I-04/26 Sewer Deprec							
	COE Sewer Depreciation Account Sewer Deprecitation 04/26	R	5/04/2026	5,674.92		018734		5,674.92
00158	I-04/26 Deprec Dep							
	COE Water Depreciation Account Water Depreciation 04/26	R	5/04/2026	9,257.92		018735		9,257.92
00182	I-4th Qtr 2026							
	Country Roads Transit 4th Qtr 2026 Contribution	R	5/04/2026	3,750.00		018736		3,750.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00239	I-4th Qtr 2026 Elkins Historic Landmark Commi 4th Qtr 2026 Contribution	R	5/04/2026	1,000.00		018737		1,000.00
00243	I-4th Qtr 2026 Elkins Randolph County Chamber 4th Qtr 2026 Contribution	R	5/04/2026	625.00		018738		625.00
00250	I-4th Qtr 2026 Elkins-Randolph County Regiona 4th Qtr 2026 Contribution	R	5/04/2026	3,750.00		018739		3,750.00
00251	I-4th Qtr 2026 Elkins-Randolph County Public 4th Qtr 2026 Contribution	R	5/04/2026	5,625.00		018740		5,625.00
00446	I-A13829 McCarty's Septic Service Sludge	R	5/04/2026	16,415.00		018741		16,415.00
00457	I-14026 Metalworks, Inc. Repair Tornado Aerator	R	5/04/2026	4,467.00		018742		4,467.00
00570	I-4th Qtr 2026 Randolph County Commission 4th Qtr 2026 Contribution	R	5/04/2026	2,500.00		018743		2,500.00
00571	I-4th Qtr 2026 Randolph County Community Arts 4th Qtr 2026 Contribution	R	5/04/2026	1,250.00		018744		1,250.00
00573	I-4th Qtr 2026 Randolph County Development Au 4th Qtr 2026 Contribution	R	5/04/2026	3,375.00		018745		3,375.00
	I-7154 Rent 05/2026	R	5/04/2026	800.00		018745		4,175.00
00576	I-4th Qtr 2026 Randolph County Humane Society 4th Qtr 2026 Contribution	R	5/04/2026	3,000.00		018746		3,000.00
00578	I-4th Qtr 2026 Randolph Elkins Health Departm 4th Qtr 2026 Contribution	R	5/04/2026	1,375.00		018747		1,375.00
00579	I-4th Qtr 2026 Randolph-Tucker Children's Adv 4th Qtr 2026 Contribution	R	5/04/2026	2,500.00		018748		2,500.00
00606	I-12600 Steven C. Rodeheaver Brooms/Brushes/Duster	R	5/04/2026	138.00		018749		138.00
00787	I-SUV202604142609 WV Bureau of Employment Progra State Unemployment-Vol Fire	R	5/04/2026	24.35		018750		24.35

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00803 I-042226	WV Division of Motor Vehicles ID-Knotts Tyler	R	5/04/2026	25.00		018751		25.00
00990 I-PRT0115062	Cleveland Brothers Scarifier Points	R	5/04/2026	258.69		018752		258.69
01292 I-04/26 Sewer O&M	COE Sewer O & M Account Sewer Deprec Deposit 04/26	R	5/04/2026	13,527.27		018753		13,527.27
01313 I-043026 O&M Deposit	COE Water O & M Account Water O&M 043026	R	5/04/2026	21,676.42		018754		21,676.42
01390 I-42871	Phoenix Solutions, LLC Chemicals	R	5/04/2026	10,193.76		018755		10,193.76
01594 I-2630674155 I-2630674466	Pace Analytical Services LLC Analytical Services 040826 Analytical Chgs	R R	5/04/2026 5/04/2026	63.00 131.60		018756 018756		194.60
01833 I-34756	P3 Cost Analysts VISA VUIRF 04/26	R	5/04/2026	656.49		018757		656.49
01942 I-050126 1214756-12 I-051526 1214756-11	Elkins Municipal Building Comm 01214756-12 050126 01214756-11 051526	R R	5/04/2026 5/04/2026	4,509.60 4,833.20		018758 018758		9,342.80
02123 I-4th Qtr 2026	Our Town Inc. 4th Qtr 2026 Contribution	R	5/04/2026	625.00		018759		625.00
02157 I-Travel Exp 4/27/26	Jerry A Marco Travel Exp Reg VII PDC	R	5/04/2026	37.85		018760		37.85
02322 I-80234681	Badger Meter Svs 04/26 Srv Agrmt	R	5/04/2026	1,478.05		018761		1,478.05
02451 I-25218	Waypoint Resource Group LLC Collections 04/202	R	5/04/2026	94.13		018762		94.13
02580 I-042126 Mower	Mountain Motorworks Lawn Mower maintenance	R	5/04/2026	170.51		018763		170.51
02689 I-042026	A & J Hauling LLC AC Compressor/Clutch/Line	R	5/04/2026	1,135.99		018764		1,135.99

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02691	Citizens Promoting Community I-4th Qtr 2026 4th Qr 2026 Contribution	R	5/04/2026	625.00		018765		625.00
02692	Randolph County EMS I-4th Qtr 2026 4th Qtr 2026 Contribution	R	5/04/2026	12,500.00		018766		12,500.00
02965	MP Excavation LLC I-41526 Storage Container	R	5/04/2026	6,000.00		018767		6,000.00
1	ARMSTRONG, DAVID & B I-000202605042613 US REFUND	R	5/04/2026	16.66		018768		16.66
02978	Keystone Waterproofing, Inc. I-Appl #1 contracted services	R	5/04/2026	114,978.60		018769		114,978.60
00006	AFLAC I-AF 202604272610 Aflac-After Tax Ins I-AF 202605112615 Aflac-After Tax Ins I-AFL202604272610 Aflac Insurance I-AFL202605112615 Aflac Insurance	R	5/13/2026	887.42		018770		2,288.00
00132	Clarksburg Water Board I-M94597 Compliance Samples	R	5/13/2026	230.00		018771		230.00
00140	City of Elkins I-4/26 Utility Pmts Whitmer Utility Pmts 4/26	R	5/13/2026	4,145.42		018772		4,145.42
00201	Davis Electrical Svc. Inc I-297780 Bulbs	R	5/13/2026	219.95		018773		219.95
00202	Davis Trust Company I-050126 35239 3113776-35230 050126	R	5/13/2026	1,425.22		018774		1,425.22
00211	Elkins Depot Welcome Center I-03/26 Hotel Motel Hotel Motel Collections 03/26	R	5/13/2026	11,480.75		018775		11,480.75
00242	Elkins Professional Firefighte I-EPP202604272610 Elkins Professional FF I-EPP202605112615 Elkins Professional FF	R	5/13/2026	150.00		018776		300.00
00457	Metalworks, Inc. I-14060 Repair Tornado Frame	R	5/13/2026	444.00		018777		444.00



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I-00044975	Comm	R	5/13/2026	744.33		018782		
I-00044979	Res	R	5/13/2026	732.87		018782		
I-00045015	Comm	R	5/13/2026	130.90		018782		
I-00045029	Comm	R	5/13/2026	293.34		018782		
I-00045036	Comm	R	5/13/2026	943.08		018782		
I-00045043	Res	R	5/13/2026	880.97		018782		
I-00045048	Res	R	5/13/2026	865.68		018782		
I-00045072	Comm	R	5/13/2026	301.94		018782		
I-00045079	Comm	R	5/13/2026	143.33		018782		
I-00045084	Res	R	5/13/2026	146.19		018782		
I-00045088	Comm	R	5/13/2026	342.07		018782		
I-00045107	Res	R	5/13/2026	563.75		018782		
I-00045111	Res	R	5/13/2026	631.59		018782		
I-00045112	Comm	R	5/13/2026	536.99		018782		
I-00045143	Comm	R	5/13/2026	386.98		018782		
I-00045159	Res	R	5/13/2026	179.63		018782		
I-00045169	Res	R	5/13/2026	654.52		018782		
I-00045170	Comm	R	5/13/2026	440.49		018782		
I-00045172	Res	R	5/13/2026	616.30		018782		
I-00045190	Comm	R	5/13/2026	329.65		018782		
I-00045196	Comm	R	5/13/2026	221.68		018782		
I-00045202	Comm	R	5/13/2026	386.02		018782		
I-00045224	Comm	R	5/13/2026	564.70		018782		
I-00045225	Res	R	5/13/2026	524.57		018782		
I-00045226	Res	R	5/13/2026	639.23		018782		
I-00045278	Comm	R	5/13/2026	687.96		018782		
I-00045281	Res	R	5/13/2026	591.45		018782		
I-00045284	Res	R	5/13/2026	451.95		018782		
I-00045311	Comm	R	5/13/2026	206.39		018782		
I-00045353	Res	R	5/13/2026	793.07		018782		
I-00045354	Res	R	5/13/2026	876.19		018782		
I-00045359	Comm	R	5/13/2026	1,138.96		018782		
I-00045373	Comm	R	5/13/2026	91.73		018782		
I-00045378	Comm	R	5/13/2026	210.21		018782		
I-00045380	Comm	R	5/13/2026	300.98		018782		
I-00045381	Comm	R	5/13/2026	272.32		018782		
I-00045385	Res	R	5/13/2026	210.21		018782		
I-00045387	Comm	R	5/13/2026	181.55		018782		
I-00045388	Comm	R	5/13/2026	160.52		018782		
I-00045398	Res	R	5/13/2026	614.39		018782		
I-00045400	Res	R	5/13/2026	550.37		018782		
I-00045401	Comm	R	5/13/2026	467.24		018782		
I-00045423	Comm	R	5/13/2026	233.14		018782		
I-00045428	Comm	R	5/13/2026	484.44		018782		
I-00045432	Comm	R	5/13/2026	378.38		018782		
I-00045452	Res	R	5/13/2026	515.97		018782		
I-00045453	Res	R	5/13/2026	563.75		018782		
I-00045459	Comm	R	5/13/2026	591.45		018782		

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-00045482	Comm	R	5/13/2026	251.30		018782		
I-00045495	Res	R	5/13/2026	91.73		018782		
I-00045511	Res	R	5/13/2026	614.39		018782		
I-00045519	Res	R	5/13/2026	616.30		018782		
I-00045520	Comm	R	5/13/2026	666.94		018782		
I-00045547	Comm	R	5/13/2026	230.28		018782		
I-00045555	Res	R	5/13/2026	178.68		018782		
I-00045564	Res	R	5/13/2026	462.46		018782		
I-00045566	Comm	R	5/13/2026	779.69		018782		
I-00045567	Res	R	5/13/2026	571.39		018782		
I-00045594	Res	R	5/13/2026	146.19		018782		
I-00045624	Res	R	5/13/2026	1,021.43		018782		
I-00045627	Res	R	5/13/2026	835.11		018782		
I-00045630	Comm	R	5/13/2026	1,109.34		018782		
I-00045657	Comm	R	5/13/2026	284.74		018782		
I-00045661	Comm	R	5/13/2026	200.66		018782		
I-00045683	Res	R	5/13/2026	575.21		018782		
I-00045686	Res	R	5/13/2026	560.88		018782		
I-00045690	Comm	R	5/13/2026	512.15		018782		
I-00045719	Comm	R	5/13/2026	386.98		018782		
I-00045726	Comm	R	5/13/2026	832.24		018782		
I-00045733	Res	R	5/13/2026	541.77		018782		
I-00045736	Res	R	5/13/2026	545.59		018782		
I-00045737	Comm	R	5/13/2026	624.90		018782		
I-00045754	Comm	R	5/13/2026	351.62		018782		
I-00045756	Res	R	5/13/2026	120.39		018782		
I-00045779	Res	R	5/13/2026	699.43		018782		
I-00045781	Res	R	5/13/2026	616.30		018782		
I-00045783	Comm	R	5/13/2026	616.30		018782		55,543.27
00810	WV Public Employee Insurance A							
I-BL 202605112615	Basic Life Benefit	R	5/13/2026	186.12		018783		
I-CEC202604272610	Plan C E/C	R	5/13/2026	1,937.50		018783		
I-CEC202604302612	Plan C E/C	R	5/13/2026	387.50		018783		
I-CEC202605112615	Plan C E/C	R	5/13/2026	2,325.00		018783		
I-CF 202604272610	Plan C Family	R	5/13/2026	24,794.00		018783		
I-CF 202604272611	Plan C Family	R	5/13/2026	539.00		018783		
I-CF 202605112615	Plan C Family	R	5/13/2026	25,333.00		018783		
I-CS 202604272610	Plan C Single	R	5/13/2026	6,669.00		018783		
I-CS 202605112615	Plan C Single	R	5/13/2026	6,925.50		018783		
I-DL 202604272610	Dependent Life	R	5/13/2026	130.12		018783		
I-DL 202604272611	Dependent Life	R	5/13/2026	2.46		018783		
I-DL 202605112615	Dependent Life	R	5/13/2026	132.58		018783		
I-OL 202604272610	Optional Life	R	5/13/2026	477.02		018783		
I-OL 202604272611	Optional Life	R	5/13/2026	0.40		018783		
I-OL 202605112615	Optional Life	R	5/13/2026	470.30		018783		
I-TOF202604272610	Tobacco Surcharge Family	R	5/13/2026	375.00		018783		
I-TOF202605112615	Tobacco Surcharge Family	R	5/13/2026	375.00		018783		

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	I-TOS202604272610 Tobacco Surcharge Single	R	5/13/2026	100.00		018783		
	I-TOS202605112615 Tobacco Surcharge Single	R	5/13/2026	100.00		018783		71,259.50
00812	WV Division of Corrections & R							
	I-4126B49F 10 days inmate housing TVRJ	R	5/13/2026	672.70		018784		672.70
00927	Interstate Battery System of S							
	I-51021240 Batteries	R	5/13/2026	295.90		018785		295.90
01390	Phoenix Solutions, LLC							
	I-42904 Chemicals	R	5/13/2026	4,582.08		018786		4,582.08
01392	William Butcher							
	I-05/18/26 Travel Travel Exp 051826 Training KY	R	5/13/2026	280.00		018787		280.00
01594	Pace Analytical Services LLC							
	I-2630670458 Analytical services 30852298	R	5/13/2026	456.60		018788		
	I-2630675871 Analytical Chgs Proj 30859087	R	5/13/2026	150.40		018788		607.00
01681	HdL Companies							
	I-04302026 Add'tl BL Revenue 043026	R	5/13/2026	5,084.89		018789		5,084.89
02608	Zinn's R Us Inc							
	I-5419 4 Septic Holding Tanks	R	5/13/2026	400.00		018790		
	I-5420 4 Septic Holding Tanks	R	5/13/2026	400.00		018790		
	I-5421 4 Septic Holding Tanks	R	5/13/2026	400.00		018790		
	I-5562 4 Septic Holding Tanks	R	5/13/2026	400.00		018790		
	I-5563 4 Septic Holding Tanks	R	5/13/2026	400.00		018790		2,000.00
02755	Citizens Bank of WV							
	I-GAR202604272610 Case #: CC-42-2023-C-79	R	5/13/2026	182.44		018791		
	I-GAR202605112615 Case #: CC-42-2023-C-79	R	5/13/2026	182.44		018791		364.88
02848	First United Methodist Church							
	I-05/2026 Rent Parking Rentals05/2026	R	5/13/2026	80.00		018792		80.00
02980	Tyler Knotts							
	I-05/26 Travel Travel K9 Training 0511-051526	R	5/13/2026	1,050.25		018793		1,050.25
00116	Child Support Enforcement							
	I-CDS202605112615 Child Support	R	5/13/2026	453.40		018794		453.40
00121	Citizens Bank of WVFP							
	I-FP 202605112615 Fire Pension	R	5/13/2026	363.71		018795		363.71

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00122	Citizens Bank of WVPP							
I-PP 202605112615	Police Pension	R	5/13/2026	184.48		018796		
I-PPN202605112615	Police Pension-2010 Forward	R	5/13/2026	270.48		018796		454.96
00147	COE Misc							
I-MIS202605112615	Misc Reimbursements	R	5/13/2026	362.55		018797		362.55
00150	COE Payroll							
I-T1 202605112615	Federal Withholding	R	5/13/2026	14,597.42		018798		14,597.42
00151	COE Payroll							
I-T3 202605112615	FICA	R	5/13/2026	22,881.36		018799		
I-T4 202605112615	Medicare	R	5/13/2026	5,652.10		018799		28,533.46
00152	COE Payroll							
I-T2 202605112615	State Withholding	R	5/13/2026	6,081.00		018800		6,081.00
00203	Davis Trust Company							
I-CC 202605112615	Employee Christmas Club	R	5/13/2026	2,950.00		018801		2,950.00
00747	Washington National Insurance							
I-WN 202605112615	Washington National Insurance	R	5/13/2026	574.13		018802		574.13
00837	COE Payroll Reimbursement							
I-001202605112615	Payroll Reimbursement	R	5/13/2026	66,011.86		018803		
I-006202605112615	Payroll Reimbursement	R	5/13/2026	5,804.09		018803		
I-036202605112615	Payroll Reimbursement	R	5/13/2026	15,158.49		018803		
I-400202605112615	Payroll Reimbursement	R	5/13/2026	24,923.08		018803		
I-401202605112615	Payroll Reimbursement	R	5/13/2026	16,130.09		018803		
I-404202605112615	Payroll Reimbursement	R	5/13/2026	13,094.59		018803		141,122.20
01885	Colonial Life							
I-CL 202605112615	Colionial Life-AT	R	5/13/2026	91.03		018804		
I-CLP202605112615	Colonial Life-PT	R	5/13/2026	52.52		018804		143.55
1	NUCILLI, JAMES P							
I-000202605072614	US REFUND	R	5/13/2026	636.20		018805		636.20
02605	Commercial Builders Inc							
I-PH@ Appl #4	contracted services	R	5/13/2026	195,930.00		018806		195,930.00
02671	CP&H Inc dba City Plumbing & H							
I-Appl #19	contracted services	R	5/13/2026	131,497.24		018807		131,497.24

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
1	I-000202605132616		NINE, KRISTEN US REFUND	R	5/14/2026	65.68	018808	65.68
1	I-000202605142617		BALL JR, WILLARD P US REFUND	R	5/14/2026	42.25	018809	42.25

* * T O T A L S * *		NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:		82	1,010,273.62	0.00	1,010,273.62
HAND CHECKS:		0	0.00	0.00	0.00
DRAFTS:		79	85,149.76	0.00	85,149.76
EFT:		0	0.00	0.00	0.00
NON CHECKS:		0	0.00	0.00	0.00
VOID CHECKS:		0	VOID DEBITS	0.00	
			VOID CREDITS	0.00	0.00

TOTAL ERRORS: 0

VENDOR SET: 01 BANK: Pool TOTALS:	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
	161	1,095,423.38	0.00	1,095,423.38
BANK: Pool TOTALS:	161	1,095,423.38	0.00	1,095,423.38

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02393 I-5559420	Spilman Thomas & Battle PLLC TIF Redev Matters 033126	R	5/04/2026	455.00		000007		455.00

\* \* T O T A L S \* \*

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	455.00	0.00	455.00
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: TIF TOTALS:	1	455.00	0.00	455.00
BANK: TIF TOTALS:	1	455.00	0.00	455.00
REPORT TOTALS:	165	1,108,563.60	0.00	1,108,563.60

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999  
DATE RANGE: 5/04/2026 THRU 5/15/2026  
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  
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## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	May 21, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Resolution
<b>Agenda Item Name:</b>	Resolution 1916: Authorizing Conditions of Contract between Mitchell Tree Care, LLC and Landscape Consulting, LLC and the City of Elkins, and Authorizing Execution of Contract for FY 2027
<b>Recommended By:</b>	City Clerk
<b>Summary:</b>	<p>Authorizes the renewal and execution of a one-year contract between the City of Elkins and Mitchell Tree Care, LLC / Landscape Consulting, LLC for arborist consulting services for Fiscal Year 2027. The agreement continues the City’s existing professional arborist services to assist with the care, maintenance, and evaluation of trees within the City.</p> <p>Under the contract, the contractor will provide consultation regarding tree health, maintenance, structural stability, and potential hazards involving trees located in public rights-of-way and, when requested, on private property within City limits. Services may include on-site inspections or review of digital images submitted by the City or Elkins Tree Board. Recommendations for tree care or removal will be made as needed, while any physical tree work will be separately contracted.</p> <p>The contractor is required to maintain appropriate insurance coverage, including \$1 million in general liability insurance naming the City as an additional insured, and must employ or be a certified arborist. The contractor will also provide all labor, equipment, and supervision necessary to perform the consulting services in compliance with OSHA and applicable safety regulations.</p>
<b>Fiscal Impact:</b>	The agreement term is one year beginning July 1, 2026, at a total annual cost of \$1,500, invoiced quarterly. The contractor will serve as an independent contractor to the City.
<b>Recommendation:</b>	Consider for approval
<b>Attachments:</b>	1. R-1916 - Mitchell Tree Care contract - arborist



# CITY OF ELKINS AGENDA ITEM REPORT

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

**A RESOLUTION OF COMMON COUNCIL**

(#1916)  
May 21, 2026

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***Reauthorizing Conditions of Contract between Mitchell Tree Care and Landscape Consulting and the City of Elkins, and Authorizing Execution of Contract for FY 2027***

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**WHEREAS**, the City of Elkins, West Virginia (“City”) has previously contracted with Mitchell Tree Care, LLC and Landscape Consulting, LLC for arborist services and consultation; and,

**WHEREAS**, the City has now received a proposed renewal of contract with Mitchell Tree Care, LLC and Landscape Consulting, LLC (copy attached and included with record) to continue such services for Fiscal Year 2027; and,

**WHEREAS**, it appears that contracting for these goods and services is in the best interests of the citizens of the City of Elkins;

**NOW, THEREFORE, BE IT RESOLVED, THAT:**

The Elkins Common Council hereby accepts the terms of and reauthorizes execution of this Contract with Mitchell Tree Care, LLC and Landscape Consulting, LLC, by the Mayor on behalf of the City of Elkins.

\_\_\_\_\_  
Jerry A. Marco, Mayor

*Attest:*

\_\_\_\_\_  
Sutton Stokes, City Clerk

## **ARBORIST SERVICE CONTRACT**

This Contract is made this 1st day of July 2026, by and between CITY OF ELKINS, WEST VIRGINIA (hereinafter “City”), and MITCHELL TREE CARE, LLC and LANDSCAPE CONSULTING, LLC (hereinafter “Contractor”).

### **Recitals**

A. Contractor is engaged in the tree care business and maintains an office in Madsville, in the County of Monongalia, State of West Virginia.

B. Contractor is willing to provide a service to City and City is willing to accept this service, on the terms, covenants, and conditions set forth in this Contract.

In consideration of the mutual covenants and promises of the parties, City and Contractor covenant and agree as follows:

### **Section I.**

#### **Nature of and Place of Work**

Contractor shall provide tree care service for the City and Contractor does accept this obligation as set forth below:

1. Contractor shall provide consultation services on the proper care and maintenance of trees within the City. Contractor shall also respond, on a case-by-case basis, determined by the City or the Elkins Tree Board, to concerns involving trees located on private property or in the public rights-of-way within City limits. Depending on the situation, City or the Contractor may utilize digital images to communicate with City or the Elkins Tree Board rather than an on-site analysis. Contractor would then decide if an on-site inspection is necessary to determine a tree’s structural stability or make other determinations about the tree(s) in question. Based on Contractor’s judgment of a tree’s structural stability and/or risk of failure, the Contractor may make recommendations to said party for proper care or removal. All recommended work would be contracted for separately with a contractor of choice.

2. Contractor shall maintain and document with a certificate of insurance the required levels of insurance coverage at all times during the term of this Contract. Contractor is required to carry a \$1,000,000 general liability policy with the City being listed as additional insured on all policies. Contractor shall also provide proof of Workers Compensation insurance as required by law.
3. Contractor shall be a certified arborist or employ a certified arborist.
4. Contractor shall observe all policies, procedures, rules and regulations of the City.
5. At all times while performing services under this Contract, Contractor's employees shall wear appropriate clothing. Contractor's employees shall utilize all appropriate safety equipment and conform to the Occupation Safety and Health Administration (OSHA) standards for the products being used.
6. Contractor will be required to provide all necessary labor, supervision and equipment including fuel, to complete the necessary work described herein.
7. All work shall comply with all applicable state and federal safety and health requirements. When conflicts between applicable regulations occur, the most stringent regulation shall apply.

## **Section II.**

### **Manner of Performance of Contractor's Duties**

Contractor agrees that Contractor will at all times faithfully, industriously, and to the best of its ability, perform all of the duties that may be required of and from it pursuant to the express and implicit terms of this Contract to the reasonable satisfaction of City. The duties shall be rendered in the City of Elkins, West Virginia. Contractor shall indemnify, defend, and hold harmless City from and against all claims, causes of action, damages, or injuries of any sort arising out of or in connection with Contractor's performance of services hereunder.

**Section III.  
Duration of Contract**

The term of this Contract shall be for a period of one year, commencing on the date of this Contract. The Contract may also be terminated upon mutual agreement of parties. At all times hereunder, Contractor shall be considered an independent contractor and not an employee of the City.

**Section IV.  
Payment and Reimbursement**

City shall pay Contractor and Contractor agrees to accept from City, in full payment for Contractor's services under this Contract as a consultant, compensation at the rate of \$1,500.00 per year, which includes all machinery and crew for the year term . The Contractor shall submit an invoice, per quarter, for the portion of the yearly compensation for the consulting services under the Contract.

**Section V.  
Contract Terms to be Exclusive**

This written Contract contains the sole and entire agreement between the parties and shall supersede any and all other agreements between the parties. The parties acknowledge and agree that neither of them has made any representation with respect to the subject matter of this Contract or any representation inducing the execution and delivery of this instrument except such representations as are specifically set forth and each of the parties acknowledges that they have relied on their own judgement in entering the same. The parties further acknowledge that any statements or representations that may have been made by either of them to the other are void and of no effect and that neither of them has relied on them in connection with their dealing with the other.

**Section VI.  
Waiver or Modification Ineffective  
Unless in Writing**

No waiver or modification of this Contract or of any covenant, condition, or limitation contained in this Contract shall be valid unless in writing and executed by the party to be charged with it, and that no evidence of any waiver or modification shall be offered or received in evidence in any proceeding, arbitration, or litigation between the parties arising out of or affecting this Contract,

or the rights or obligations of any party, unless such waiver or modification is in writing, duly executed as stated above, and the parties further agree that the provisions of this paragraph may not be waived except as set forth in this Contract.

**Section VII.**  
**Contract Governed by Law of**  
**State of West Virginia**

The parties agree that it is their intention that this Contract and its performance, and all suits and special proceedings pursuant to this Contract be construed in accordance with the laws of the State of West Virginia.

**Mitchell Tree Care and Landscaping Consulting, LLC**

By: \_\_\_\_\_  
**Member**

Date: \_\_\_\_\_

**City of Elkins**

By: \_\_\_\_\_  
**Mayor**

Date: \_\_\_\_\_



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	May 21, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Resolution
<b>Agenda Item Name:</b>	Resolution 1917: Adoption of new organization chart restructuring the Human Resources Department
<b>Recommended By:</b>	Human Resources
<b>Summary:</b>	<p>Proposes the adoption of a revised organizational structure for the City of Elkins Human Resources Department. The resolution follows several prior Council actions that established the department, reassigned its reporting structure directly to Council, created the Human Resources Generalist position, and designated the HR Generalist as the lead official responsible for the department.</p> <p>Under the proposed restructuring, the Human Resources Department would consist of two positions:</p> <ul style="list-style-type: none"> <li>• Human Resources Generalist (designated as the HR Lead), and</li> <li>• Payroll and Benefits Clerk/Coordinator.</li> </ul> <p>The accompanying memorandum from Human Resources notes that the department was originally structured with three positions—Human Resources Director, Human Resources Generalist, and Payroll and Benefits Coordinator—to support implementation of a Human Resource Information System (HRIS) and a compensation and classification study. Currently, the HR Director position is vacant, and the newly appointed HR Generalist has assumed leadership responsibilities for the department.</p> <p>The memorandum further states that departmental review determined two full-time HR Generalist positions are no longer necessary. Staff believe the department can continue supporting ongoing NeoGov implementation and HR operations with a streamlined two-person structure. Any additional support needs related to implementation or</p>



## CITY OF ELKINS AGENDA ITEM REPORT

	compensation analysis could be addressed through temporary assignments or contracted services as needed.
<b>Fiscal Impact:</b>	Reduced personnel cost for HR department
<b>Recommendation:</b>	Consider for approval
<b>Attachments:</b>	1. R-1917 - Restructuring the HR Department

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

**A RESOLUTION OF COMMON COUNCIL**

(#1917)  
May 21, 2026

---

***Adoption of new organization chart restructuring the Human Resources Department***

---

**WHEREAS**, the Human Resources Department was established as a department directly reporting to City Council through Resolution #1828, adopted April 15, 2025, at which time the department consisted of the Human Resources Director and the Payroll and Benefits Clerk, and through Resolution #1827, the additional position of Human Resources Generalist was created and filled to support the administration and operations of the department; and,

**WHEREAS**, the position of Human Resources Director became vacant in late 2025; and,

**WHEREAS**, through Resolution #1904, adopted April 9, 2026, City Council appointed Sarah Campbell to the position of Human Resources Generalist to serve as the lead administrative official responsible for the Human Resources Department and to fulfill the authorities, duties, and responsibilities previously assigned to the Human Resources Director under Resolution #1828 and related policies; and,

**WHEREAS**, City Council now desires to formally restructure the Human Resources Department by eliminating the Human Resources Generalist position created through Resolution #1827, and establishing a staffing structure consisting of a Human Resources Generalist serving as department lead together with the Payroll and Benefits Clerk;

**NOW, THEREFORE, BE IT RESOLVED, THAT:**

The Human Resources Department is hereby restructured to consist of the following positions, as reflected on the accompanying organizational chart:

1. Human Resources Generalist, serving as the lead administrative official of the Human Resources Department; and,
2. Payroll and Benefits Clerk.

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Attest: Sutton R. Stokes, City Clerk

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Jerry A. Marco, Mayor

# Memo:

To: Personnel Committee

From: Sarah Campbell, HR Director

Re: Structure of the Human Resources Department

## Purpose:

To review the current structure of the Human Resources Department, previously proposed modifications, and determine a course of action to present to Council.

## Summary:

The City of Elkins Human Resources Department currently has three defined positions: Human Resources Director, Human Resources Generalist, and Payroll and Benefits Coordinator. The current structure was originally adopted to support the department during its adoption and implementation of a HRIS (Human Resource Information System) and its compensation and classification study.

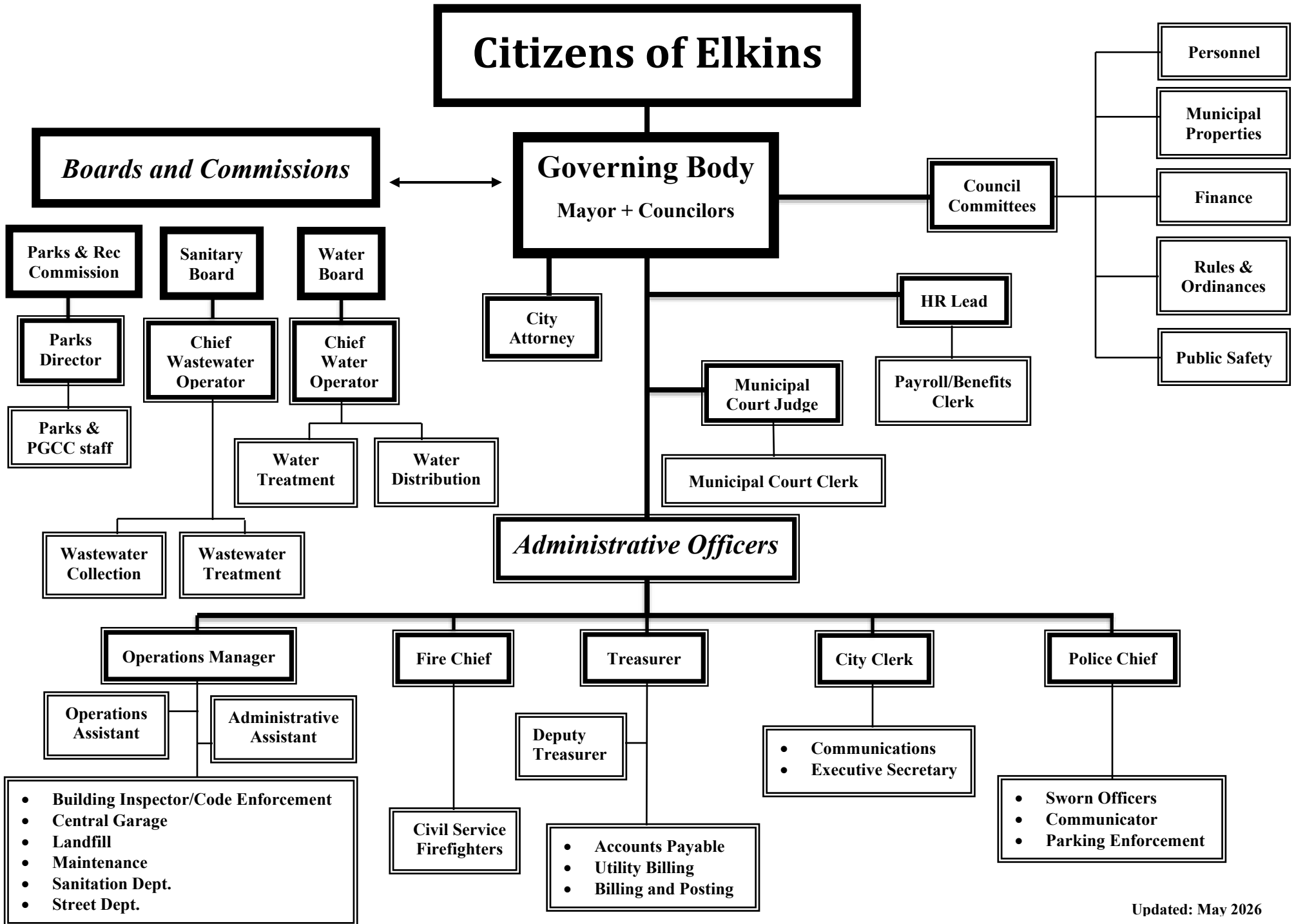
Currently, no one holds the title of HR Director, and a new HR Generalist has been appointed and assigned to lead the department. The pre-existing HR Generalist, in his capacity as acting Interim Human Resources Director, had indicated that two full-time HR Generalists may be more than the department needs.

After review, it is my recommendation that the Personnel Committee recommend to council that the Human Resources Department be restructured to consist of just two positions, the Human Resources Generalist (Lead) and the Payroll and Benefits Coordinator. The timeframe for elimination of the second HR Generalist position is up for discussion at this meeting.

## Justification:

While the City of Elkins is in the process of implementing NeoGov, the HR Department is confident that two employees can accommodate the information requests and collaboration with the NeoGov team. Should assistance be required for either the NeoGov implementation or compensation analysis, we believe that the use of either a temporary assignment or potential contract for services would allow a more expedient adaptation and steward of the City's financial resources.

# City of Elkins Organizational Chart





## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	May 21, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Resolution
<b>Agenda Item Name:</b>	Resolution 1918: Accepting the terms of and authorizing execution of a contract with USDA APHIS for FY 2027
<b>Recommended By:</b>	Operations Manager
<b>Summary:</b>	<p>Authorizes the City of Elkins to renew and execute its annual cooperative agreement with the United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) Wildlife Services (WS) program for Fiscal Year 2027. The agreement continues the City’s longstanding feral pigeon management program, which has been renewed each year since at least 1999.</p> <p>The purpose of the agreement is to assist the City in managing feral pigeon populations that contribute to nuisance conditions, building deterioration, accumulation of droppings, and related public health and sanitation concerns in concentrated downtown areas. The City does not maintain in-house wildlife management personnel and has historically relied on USDA APHIS Wildlife Services to administer the program.</p> <p>Under the agreement, APHIS may utilize both non-lethal and lethal control methods in compliance with applicable federal and state regulations.</p> <p>The attached memo provides more information.</p>
<b>Fiscal Impact:</b>	The agreement term runs from July 1, 2026, through June 30, 2027. Total program costs for FY 2027 will not exceed \$2,834, with quarterly billing to the City.
<b>Recommendation:</b>	Consider for approval
<b>Attachments:</b>	1. R-1918 - USDA APHIS contract for pigeons

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

**A RESOLUTION OF COMMON COUNCIL**

(#1918)  
May 21, 2026

---

***Accepting Conditions of Agreement between United States Department of Agriculture (USDA)  
Animal Plant Health Inspection Service (APHIS) Wildlife Services (WS)  
and the City of Elkins, and Authorizing Execution of Agreement***

---

**WHEREAS**, The City of Elkins, West Virginia (“City”) has previously entered into an annual agreement with the USDA APHIS WS to obtain services for feral pigeon management; and,

**WHEREAS**, The City has determined to continue these services from the same vendor; and,

**WHEREAS**, the City has received a proposed Agreement with USDA APHIS WS (copy attached) for the provision of such services; and,

**WHEREAS**, it appears that contracting for these goods and services is in the best interests of the citizens of the City of Elkins;

**NOW THEREFORE BE IT RESOLVED,**

The Elkins Common Council accepts the terms of and authorizes execution of this Agreement for FY 2027 with USDA APHIS WS by the Mayor on behalf of the City of Elkins.

---

Jerry A. Marco, Mayor

*Attest:*

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Sutton R. Stokes, City Clerk

**To: City Council**  
**From: Operations Manager**  
**Re: Background concerning APHIS contract renewal**

This memorandum is intended to provide general background information regarding the contract renewal and the operational framework under which the APHIS program functions.

The attached agreement renews the City's longstanding participation in the United States Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) pigeon control program for Fiscal Year 2027.

The purpose of the program is to assist in managing feral pigeon populations within the City of Elkins. Feral pigeons can create nuisance conditions and may contribute to deterioration of buildings, accumulation of droppings, and related public health and sanitation concerns in concentrated areas. The City does not maintain in-house wildlife management personnel or expertise and has historically relied on APHIS to administer this program.

Under the proposed agreement, APHIS may use both non-lethal and lethal control methods as authorized under applicable federal and state law. Non-lethal methods include trapping. Lethal methods may include use of the avicide DRC-1339, which is regulated and administered solely by APHIS personnel in accordance with federal requirements and with approval from the West Virginia Division of Natural Resources (WVDNR).

According to APHIS program requirements:

- Any use of avicide must comply with applicable federal environmental and wildlife laws, including requirements associated with the National Environmental Policy Act and Endangered Species Act.
- Wildlife services activities involving avicide use require prior approval from the WVDNR.
- APHIS personnel are responsible for recovery and disposal of pigeon carcasses following application activities.
- Trapping operations are monitored and maintained by APHIS personnel.

The contract amount for Fiscal Year 2027 will not exceed \$2,834.

The City has participated in the APHIS pigeon control program since at least 1999. While the original initiation of the program predates current administration and records are limited, the City has historically renewed the service on a recurring basis. This program has had strong support from downtown building owners in past years.



**WORK PLAN**

Wildlife Species: Feral pigeons

Description of Damage: Human health and safety, property damage due to feral pigeon droppings.

Location: Elkins, Randolph County, West Virginia

Services Provided: WS will provide a feral pigeon damage management program to minimize the damage to property and reduce the risk to human health and safety created by pigeons. WS will use decoy traps and the restricted use of avicide, DRC-1339 Concentrate to minimize the pigeon population. WS will recover all carcasses following an application of DRC-1339 prior to sunrise the following morning. Traps will be monitored regularly to ensure humane treatment of all captive pigeons. All recovered carcasses will be removed from the site and disposed of via deep burial. The above WS activities will be fully coordinated and approved by the West Virginia Division of Natural Resources prior to any operational activities.

**FINANCIAL PLAN**

<b>Cost Element</b>	<b>Full Cost</b>
Personnel Compensation	\$ 1,977
Vehicles	\$ 131
Supplies and Equipment	\$ 121
<b>Subtotal (Direct Charges)</b>	<b>\$ 2,229</b>
Pooled Job Costs	\$ 245
Indirect Costs	\$ 360
<b>Agreement Total</b>	<b>\$ 2,834</b>
The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement, but may not exceed: <b>\$2,834</b>	

Financial Point of Contact/Billing Address:

Melody Himes, Operations Assistant

City of Elkins  
 401 Davis Avenue  
 Elkins, WV 26505

[mhimes@cityofelkinswv.com](mailto:mhimes@cityofelkinswv.com)  
 (304) 636-1414 ext. 1433

Tom S. Elliott, District Supervisor

USDA, APHIS, WS  
 730 Yokum St.  
 Elkins, WV 26241

[thomas.s.elliott@usda.gov](mailto:thomas.s.elliott@usda.gov)  
 (304) 636-1785 ext. 119



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	May 21, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Resolution
<b>Agenda Item Name:</b>	Resolution 1919: Authorizing Advancement of Certain TIF District #1 Projects and Related Engineering and Procurement Actions
<b>Recommended By:</b>	City Clerk
<b>Summary:</b>	<p>Authorizes the advancement of several projects within TIF District #1 following the recommendation of the TIF Advisory Committee and approves related engineering, design, and procurement activities associated with those projects, including:</p> <ul style="list-style-type: none"> <li>• Downtown Streetscape Improvements</li> <li>• Riverfront Redevelopment and Beautification</li> <li>• Glendale Park Skills Area</li> </ul> <p>The resolution authorizes the use of available TIF revenues and outside funding sources for engineering, design development, project planning, and related activities. Council also authorizes initiation of the engineering and design procurement process pursuant to West Virginia Code §5G. Additionally, the resolution designates the TIF Advisory Committee to serve as the §5G Coordination Team for the Streetscape and Riverfront projects. The Team will assist with procurement coordination, development of evaluation criteria and procurement documents, review of qualifications submissions, and recommendations regarding engineering contract awards, while final approval authority remains with Council. The resolution also reaffirms Council's prior commitment to provide the local funding match for the Glendale Park Skills Area project, previously authorized through Resolution #1915.</p>
<b>Fiscal Impact:</b>	<p>Available funds include approximately \$210,000 in TIF funds on hand, approximately \$500,000 in federal earmark funding for Streetscape and Riverfront engineering, approximately \$400,000 in WVDOH grant funding for the Glendale Park Skills Area project, and the potential for approximately \$1.5 million in future TIF bond proceeds. The cost of</p>



## CITY OF ELKINS AGENDA ITEM REPORT

	the engineering contract will not be known until the 5G process is completed and the contract is presented to Council for approval.
<b>Recommendation:</b>	Consider for approval
<b>Attachments:</b>	1. R-1919 - authorizing TIF expenditures and 5G process

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

**A RESOLUTION OF COMMON COUNCIL**

(#1919)  
May 21, 2026

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***Authorizing Advancement of Certain TIF District #1 Projects and  
Related Engineering and Procurement Actions***

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**WHEREAS**, the Common Council of Elkins, West Virginia (“Council”) previously adopted Ordinance 327 establishing the TIF Advisory Committee and assigning to such Committee responsibilities relating to review and recommendation of projects proposed for advancement and funding within TIF District #1; and,

**WHEREAS**, the TIF Advisory Committee met on April 10, 2026, to review potential projects for advancement within and funding through TIF District #1 and has submitted its report to Council (attached); and,

**WHEREAS**, the TIF Advisory Committee reviewed the Downtown Streetscape Improvements, Riverfront Redevelopment and Beautification, and Glendale Park Skills Area projects and found that such projects are encompassed within the approved TIF Application and meet the requirements and objectives of Ordinance 327; and,

**WHEREAS**, the TIF Advisory Committee further found that funding appears available to support advancement of such projects through current TIF revenues, awarded grant funding, potential additional grant funding, Congressionally Directed Spending allocations, and potential future TIF bond proceeds; and,

**WHEREAS**, the Common Council finds that it is in the best interests of the City to proceed with engineering, design development, and related project planning activities in preparation for future phases of implementation; and,

**WHEREAS**, the Common Council previously authorized, through Resolution 1915, the pledge of available TIF revenues to support the local match associated with the Glendale Park Skills Area grant award; and,

**NOW, THEREFORE, BE IT RESOLVED, THAT:**

The Common Council of the City of Elkins hereby acknowledges and concurs with

the recommendations of the TIF Advisory Committee concerning advancement of the Downtown Streetscape Improvements, Riverfront Redevelopment and Beautification, and Glendale Park Skills Area projects, and further authorizes the utilization of available TIF Fund revenues and awarded outside funding sources to support engineering, design, planning, and related project activities.

Council further authorizes initiation of a procurement process for engineering and design services pursuant to West Virginia Code §5G, with engineering and design activities anticipated to be supported through available TIF revenues, awarded FY 2026 Congressionally Directed Spending funds, potential grant funding, and such other available project funding sources as may be appropriate.

Council further directs that the TIF Advisory Committee serve as the 5G Coordination Team for purposes of coordinating and administering the engineering procurement process pursuant to West Virginia Code §5G for the Streetscape and Riverfront projects. The Team may consult with Region VII Planning and Development Council, legal counsel, financial advisors, Woodlands Development Group, Randolph County Development Authority, Elkins Area Shared Trails, and other project advisors as appropriate. The Team shall develop proposed procurement documents, evaluation criteria, and related materials consistent with West Virginia Code §5G; review statements of qualifications and related procurement submissions; and make recommendations to Council concerning engineering procurement and contract award. All final procurement, selection, and contract approval decisions shall remain subject to approval by Council.

Council further reaffirms its intent to support advancement of the Glendale Park Skills Area project in coordination with the local funding match previously authorized through Resolution 1915.

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Jerry A. Marco, Mayor

*Attest:*

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Sutton R. Stokes, City Clerk

**TO:** Common Council

**FROM:** TIF Advisory Committee

**DATE:** April 10, 2026

**RE:** TIF District #1 – Project Recommendation Report

### **Overview**

The TIF Advisory Committee reviewed three projects within TIF District #1 (Downtown Streetscape Improvements, Riverfront Development and Beautification, and the Glendale Park Bike Skills Area) and found that (1) each is encompassed in the project descriptions in the City’s approved TIF Application, (2) each meets the requirements of Ordinance 327, and (3) initial funding is available for each. Therefore, all three projects are appropriate for advancement.

The Committee recommends proceeding with engineering and design work during 2026 using available funding sources, including TIF revenues and external grants, with a future TIF bond issuance to be considered following completion of initial phases of that work. Immediate actions recommended include initiating the §5G procurement process, designating a team to manage that process, supporting required grant match funding, and executing a no-cost project management MOU for the Streetscape and Riverfront projects.

### **Purpose**

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

### **Projects Considered**

The Committee reviewed the following projects:

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

All three projects are encompassed within the TIF Projects described in the City’s approved application for TIF District #1.

### **Required Findings (Ordinance 327)**

Pursuant to Ordinance 327, which established the TIF Advisory Committee, the Committee makes the following findings.

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

Second, the Committee finds that each proposed project meets at least one of the objectives set forth in Ordinance 327. Specifically, the Streetscape and Riverfront projects provide economic

development benefits and beautification impacts within the TIF District and the City, and the Glendale Park Bike Skills Area provides a community development benefit.

### **Project Readiness**

The Committee finds that the projects are sufficiently developed to proceed to the next phase(s) of work, including engineering, design development, and refinement of scope and cost estimates.

### **Funding Considerations**

The Committee finds that resources appear to be available to support advancement of all three projects. These include current deposits in the TIF Fund (about \$210,000), federal earmark funding designated for Streetscape and Riverfront engineering (about \$500,000), WVDOH Transportation Alternative/Recreational Trails funding awarded for the Bike Skills Area (about \$400,000, with required \$97,000 local match), and proceeds of a potential future TIF bond issuance (about \$1.5 million).

### **Project Prioritization**

At this stage, the Committee does not find it necessary to prioritize or eliminate any of the three projects under consideration in this report. Given the availability of multiple funding sources and the current level of project development, the Committee instead finds it appropriate for all three projects to advance concurrently through the engineering and design phase.

The Committee further finds that prioritization of specific project components, particularly within the Streetscape and Riverfront initiatives, should occur following completion of community input, engineering, and cost analysis, in consultation with the selected engineering firm and other project advisors. Bond issuance is recommended to follow initial engineering work so that appropriate project components may be identified to financing partners for initial phase(s) of work.

### **Recommendation**

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

- Acknowledge and concur with the Committee's recommendation to advance the Downtown Streetscape, Riverfront Redevelopment, and Glendale Park Bike Skills Area projects, and to utilize TIF Fund revenues to support project activities during 2026.
- Authorize, as soon as practicable, execution of an MOU with Woodlands Development & Lending to provide project management services, at no cost to the City, for the Downtown Streetscape and Riverfront Redevelopment projects.
- Initiate, as soon as practicable, a procurement process for engineering and design services pursuant to West Virginia Code §5G, with such services intended to be funded using awarded FY 2026 Congressionally Directed Spending funds.
- Designate, as soon as practicable, a 5G Procurement and Coordination Team to manage the procurement process on Council's behalf.

- Authorize, as soon as practicable, the pledge of available TIF revenues on hand to fund up to a \$97,000 local match associated with the West Virginia Division of Highways Transportation Alternatives/Recreational Trails Program award for the Glendale Park Bike Skills Area project.
- Defer consideration of a TIF bond issuance until late 2026 or early 2027, with timing, scope, and sizing to be informed by the results of the engineering and design process.

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## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	May 21, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Resolution
<b>Agenda Item Name:</b>	Resolution 1920: Approving a Memorandum of Understanding with Woodlands Development Group Concerning TIF District #1 Project Coordination Services
<b>Recommended By:</b>	City Clerk
<b>Summary:</b>	<p>Authorizes the City of Elkins to enter into a Memorandum of Understanding (MOU) with Woodlands Development Group, Inc. (WDG) to provide project coordination and support services related to the Downtown Streetscape Improvements and Riverfront Redevelopment and Beautification projects within TIF District #1, at no cost to the City.</p> <p>Under the agreement, WDG may assist the City with:</p> <ul style="list-style-type: none"> <li>• Support for engineering and design procurement processes consistent with West Virginia Code §5G,</li> <li>• Project organization and scheduling,</li> <li>• Public input and stakeholder engagement efforts,</li> <li>• Coordination with funding partners and regional organizations,</li> <li>• Assistance with construction cost estimates and project scope development, and</li> <li>• Sharing technical expertise and best practices based on prior redevelopment experience.</li> </ul> <p>The MOU specifies that all assistance provided by WDG is advisory in nature. The City retains full authority over all project decisions, including procurement, project scope, budgeting, scheduling, contractor selection, public communications, and final approval of all project-related actions. The agreement further clarifies that WDG is not authorized to bind the City contractually or financially. The agreement would remain in effect for one year with automatic annual renewal unless terminated or modified by either party.</p> <p>The agreement has been reviewed and is recommended for approval by the City Attorney.</p>



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Fiscal Impact:</b>	No cost to the City
<b>Recommendation:</b>	Consider for approval
<b>Attachments:</b>	1. R-1920 - MOU with WDG for TIF projects

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

**A RESOLUTION OF COMMON COUNCIL**

(#1920)  
May 21, 2026

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***Approving a Memorandum of Understanding with Woodlands Development Group, Inc. Concerning TIF District #1 Project Coordination Services***

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**WHEREAS**, the City of Elkins is advancing planning and development activities associated with the Downtown Streetscape Improvements and Riverfront Redevelopment and Beautification projects within TIF District #1; and,

**WHEREAS**, Woodlands Development Group, Inc. has experience in community development and project coordination activities and has secured outside funding to assist with provision of certain project management and related services associated with such projects; and,

**WHEREAS**, the parties have developed a proposed Memorandum of Understanding governing such coordination and support services at no cost to the City (attached); and,

**WHEREAS**, the Common Council finds that entering into the proposed Memorandum of Understanding is in the best interests of the City and will assist in advancement of the projects during the engineering and planning phase; and,

**NOW, THEREFORE, BE IT RESOLVED, THAT:**

The Common Council of the City of Elkins hereby approves the attached Memorandum of Understanding between the City of Elkins and Woodlands Development Group, Inc. concerning project coordination and support services associated with the Downtown Streetscape Improvements and Riverfront Redevelopment and Beautification projects.

The Mayor is hereby authorized to execute the Memorandum of Understanding on behalf of the City, subject to review and approval by the City Attorney, including such non-substantive revisions as may be necessary or appropriate.

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Attest: Sutton R. Stokes, City Clerk

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Jerry A. Marco, Mayor

**From:** Geraldine Roberts <gsroberts@wvlawyers.com>  
**Sent:** Monday, May 18, 2026 3:37 PM  
**To:** Dave Clark <dclark@woodlandswv.org>; Sutton Stokes <suttonstokes@cityofelkinswv.gov>  
**Subject:** RE: draft MOU

Good afternoon,

The MOU looks good and thanks for drafting. It is hard to not see the value of WDG involvement particularly with their experience and at no cost to the City. And as drafted the City has the final say on everything. I would add at the end the names of the parties and their respective addresses for use in providing any notice. Dave-will WDG Board take action to approve or have they already done so generically about an MOU. I will leave it to both of you as to whether Dave needs to be there when presented to Council.

Thanks,  
Gerry

Geraldine S. Roberts  
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842 South Chestnut Street  
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# **Memorandum of Understanding Between the City of Elkins and Woodlands Development Group, Inc.**

This Memorandum of Understanding (“MOU”) is made and entered into between the City of Elkins, a municipal corporation (“City”) and the Woodlands Development Group, Inc., a non-profit corporation (“Woodlands”). City and Woodlands may be collectively referred to herein as the Parties.

## **Recitals**

Whereas, the City has recognized that there is an opportunity to improve the Downtown for the benefit of both residents and visitors. These improvements include redevelopment of the City Streetscape and development of the Riverfront. To this end, the City has (1) created a Tax Increment Financing (TIF) District and (2) secured federal and other funding to support engineering and design activities associated with such projects.

Whereas, the City further recognizes that Woodlands Development Group (Woodlands) has experience in planning and implementing community development projects.

Whereas, Woodlands, as part of its non-profit mission, endeavors to support downtown redevelopment and community facility in the greater Elkins region.

Whereas, the Parties believe that there are common goals that can be achieved by entering into this MOU concerning planning and design of the Elkins Streetscape and Riverfront projects.

## **Agreement**

Now, therefore, for and in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

Woodlands will provide assistance that may include:

1. Support related to procurement processes for engineering and design services (consistent with applicable law, including West Virginia Code §5G);
2. General design project organization and scheduling support;
3. Facilitation or support of public input and stakeholder engagement efforts;
4. Assistance in coordinating with funding partners, agencies, or regional organizations;

5. Assistance with construction cost estimations, schedule, and scope, in consultation with all project partners;
6. Sharing best practices and technical insight based on prior community development experience.

All such assistance is advisory and supportive in nature.

The City retains full and exclusive authority over all aspects of the Projects, including but not limited to:

1. Selection and procurement of engineers, consultants, and contractors;
2. Approval of project scope, design, budget, and schedule;
3. All financial decisions and commitments;
4. All public communications issued in the name of the City;
5. Final decisions regarding public input processes and outcomes;
6. Modifying any component to ensure alignment with City policies, procurement requirements, and Council direction.

Nothing in this MOU shall be construed to designate Woodlands as an agent of the City or to authorize Woodlands to bind the City contractually, financially, or otherwise.

## **Provisions**

Provisions under this MOU include:

1. Woodlands' assistance under this MOU is provided at no cost to the City, and Woodlands shall not incur any costs or obligations on behalf of the City.
2. Woodlands' role in future construction and implementation phases may be negotiated in a future but separate agreement.
3. Woodlands provides assistance under this MOU on a voluntary basis, and shall have no liability for decisions made by the City. To the extent permitted by law, the City agrees that Woodlands shall not be responsible for claims, damages, or liabilities arising from the Projects or from the City's use of any advice or assistance provided under this MOU.
4. Nothing in this section shall be construed to waive any immunities or protections available to the City under West Virginia law.

5. This Agreement shall be governed by and construed in accordance with the laws of the State of West Virginia.
6. This MOU may be modified or amended, only upon written consent of both Parties. The terms and conditions of this MOU shall remain in effect for a period of one year from the effective date of this MOU, or terminated as mutually agreed, or upon ninety (90) days written notice by either Party. The term will be renewed automatically from year to year at the conclusion of the term, unless otherwise agreed upon by the Parties.
7. This MOU contains the entire understanding between the Parties with respect to the subject matter herein.

In Witness Whereof, this MOU is executed by the City of Elkins and by Woodlands Development Group as of the date below.

**Woodlands Development Group, Inc.**

David Clark, Its Director: \_\_\_\_\_

Date: \_\_\_\_\_

**City of Elkins, West Virginia**

Jerry Marco, Its Mayor: \_\_\_\_\_

Date: \_\_\_\_\_