

TIF ADVISORY COMMITTEE MEETING MINUTES

*Elkins Fire Department
216 4th Street
June 19, 2026
8 a.m.*

Present were members Sutton Stokes (City Clerk), Robbie Morris (RCDA), Dave Clark (Woodlands Development & Lending), and Mike Kesecker (Operations Manager).

Also present: G. Roberts (City Attorney), T. Judy (City Treasurer), and Bryce Koukopoulos (Woodlands staff).

MINUTES

Morris **MOVED APPROVAL OF THE MINUTES FOR THE MEETING OF APRIL 10, 2026.** The motion carried.

NEW BUSINESS

As directed by Council via Resolution 1919, the Committee commenced work on issuing a Request for Qualifications for engineering services under West Virginia Code § 5G for the Riverfront and Streetscape projects. Clark, supporting this process under the terms of the MOU approved by Council via Resolution 1920, presented a draft solicitation and evaluation tool. Through discussion, the Committee reached consensus on the following timeline:

- RFQ deadline: late July.
- Committee review and selection of top three candidates: August.
- Interview of top three candidates: September.
- Committee recommendation submitted for Council consideration: October.

Stokes **MOVED TO APPROVE AND AUTHORIZE RELEASE OF THE REQUEST FOR QUALIFICATIONS AND EVALUATION MATRIX, SUBSTANTIALLY IN THE FORMS PRESENTED, FOR PROFESSIONAL CONSULTING, PLANNING, ENGINEERING, URBAN DESIGN, PLACEMAKING, PUBLIC ENGAGEMENT, AND RELATED SERVICES ASSOCIATED WITH THE DOWNTOWN STREETScape IMPROVEMENTS AND RIVERFRONT REDEVELOPMENT & BEAUTIFICATION PROJECTS, TO BE PROCURED IN ACCORDANCE WITH WEST VIRGINIA CODE § 5G, WITH STAFF AUTHORIZED TO MAKE NON-SUBSTANTIVE REVISIONS PRIOR TO RELEASE.** The motion carried.

The meeting adjourned at 8:59 a.m.

Name & Title

Signature