



City of Elkins

Regular Council Meeting

August 17, 2023
7:00 PM
401 Davis Avenue
Council Chamber, 2nd Floor

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 July 20, 2023

5. Correspondence and Notifications

6. Presentation

- a. Jessica Sutton, update on Elkins Area Shared Trails
- b. Clark Martin, Randolph County Solid Waste Authority

7. Committee Reports

8. Staff reports

- a. Treasurer's report

9. Approval of vendor invoice payments

(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.)

Vendor invoices presented for approval: July 17-August 11, 2023

10. New business

- a. Ordinance 318: An Ordinance Of The Common Council Of Elkins, West Virginia Amending Sections Of City Code, Chapter 152, Zoning Regarding Sign Regulations In The Central Business District (final reading)
- b. Resolution 1681: Deed of Easement from Kimble Properties, LLC For Access to Water Main Line
- c. Resolution 1682: Hiring incentive policy for city police department
- d. Request for endorsement of MSFF's Ten-Day Fair and festival license application

11. Mayor's comments

12. Adjournment



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	August 17, 2023
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of July 20, 2023
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. city council - 2023_07_20 - minutes_proposed

Proposed Minutes

ELKINS COMMON COUNCIL REGULAR COUNCIL MEETING MINUTES

***401 Davis Avenue
Council Chamber, 2nd Floor
July 20, 2023
7:00 p.m.***

Elkins Common Council met in regular session in the council chamber of city hall. Present were Councilpersons N.E. Bross-Fregonara, R. Chenoweth, G.M. Hinchman, B.C. Kerns, C.C. Lowther, E. L. Plishka, L.S. Severino, and C.H. Thompson; City Treasurer T. Judy; Fire Chief S.D. Himes; Police Chief T. Bennett; Operations Manager M. Kesecker; City Attorney G. S. Roberts; and City Clerk S.R. Stokes (recording secretary and chair due to the mayor's absence).

Mayor Jerry A. Marco, Cm. A.C. Carroll, and Cm. D.C. Parker were absent.

PUBLIC COMMENT

Josh Beauvais of 167 Guy Street requested to address the council about an ordinance concerning adult performances, a matter not on the agenda. The council did not unanimously consent, and therefore his comment wasn't heard.

MINUTES

Cm. Chenoweth, **MOVED APPROVAL OF THE MINUTES OF THE JULY 6, 2023.** The motion carried.

APPROVAL OF VENDOR INVOICE PAYMENTS

Cm. Hinchman **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:

- Vendor invoices for the period July 3 through July 14, 2023.

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NEW BUSINESS

Cm. Hinchman, **MOVED ENTERING INTO EXECUTIVE SESSION UNDER THE ATTORNEY/CLIENT CONSULTATION EXEMPTION FOR THE AGENDA ITEM "ORDINANCE 309: AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF ELKINS, WEST VIRGINIA, RENEWING FRANCHISE AGREEMENT WITH CEQUEL III COMMUNICATIONS, LLC DBA OPTIMUM (FINAL READING)."**

Proposed Minutes

The motion carried. Council entered executive session at 7:28 pm and returned at 7:51 p.m. The chair announced that no action was taken nor decisions made during executive session.

CM. HINCHMAN MOVED APPROVAL OF ORDINANCE 309: AN ORDINANCE OF THE COMMON COUNCIL OF THE CITY OF ELKINS, WEST VIRGINIA, RENEWING FRANCHISE AGREEMENT WITH CEQUEL III COMMUNICATIONS, LLC DBA OPTIMUM (FINAL READING). The motion carried.

Cw. Bross-Fregonara MOVED APPROVAL OF ORDINANCE 318: AN ORDINANCE OF THE COMMON COUNCIL OF ELKINS, WEST VIRGINIA AMENDING SECTIONS OF CITY CODE, CHAPTER 152, ZONING REGARDING SIGN REGULATIONS IN THE CENTRAL BUSINESS DISTRICT (FIRST OF TWO READINGS). The motion carried.

Cm. Lowther MOVED APPROVAL OF RESOLUTION 1678: CREATING A NEW POSITION IN THE SANITATION DEPARTMENT OF SANITATION DRIVER/GRAPPLE TRUCK OPERATOR. The motion carried.

Cm. Hinchman MOVED APPROVAL OF RESOLUTION 1679: AUTHORIZING CONDITIONS OF LEASE & ADDENDUM AND MAINTENANCE AGREEMENT BETWEEN HART OFFICE SOLUTIONS AND THE CITY OF ELKINS (UTILITY BILLING). The motion carried.

Cm. Hinchman MOVED APPROVAL OF RESOLUTION 1680: BUDGET REVISION SAO-2024-001-01. The motion carried. In accordance with the requirements of the state auditor's office for inter-departmental budget revisions, the chair ordered a roll-call vote and called the roll in random order. The motion carried. Council votes were as follows:

<u>Bross-Fregonara</u>	<u>Yes</u>	<u>Kerns</u>	<u>Yes</u>	<u>Severino</u>	<u>Yes</u>
<u>Chenoweth</u>	<u>Yes</u>	<u>Lowther</u>	<u>Yes</u>	<u>Thompson</u>	<u>Yes</u>
<u>Carroll</u>	<u>Absent</u>	<u>Parker</u>	<u>Absent</u>	<u>Mayor J. Marco (in case of tie)</u>	<u>Absent</u>
<u>Hinchman</u>	<u>Yes</u>	<u>Plishka</u>	<u>Yes</u>		

Cw. Bross-Fregonara MOVED APPROVAL OF ABCA FLOORPLAN EXTENSION ENDORSEMENT FOR EL GRAN SABOR. The motion carried.

Cw. Bross-Fregonara MOVED CANCELLATION OF THE AUGUST 3 COUNCIL MEETING. The motion carried.

Cm. Lowther MOVED ADJOURNMENT. The motion carried.

The meeting adjourned at 8:05 pm

Proposed Minutes

*Approved by council at the meeting
of MONTH DAY YEAR*

Jerry A. Marco, Mayor

Attest:

Sutton Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	August 17, 2023
Section:	Correspondence and Notifications
Category:	Presentation
Agenda Item Name:	Latest event requests
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. Event requests - 2023_08_17

Memo

To: Council Members

From: Elizabeth Roberts

Date: August 17, 2023

Re: Upcoming event requests

The following event requests have been approved since the last council meeting:

- Saturday August 6, 2023 from 12:00 p.m. to 4:00 p.m. Elkins Main Street is putting on Art Mania. Davis Ave from 4th St. to 2nd St. will be blocked off.
- Saturday September 2, 2023 there will be a meal truck and church lane will be blocked off.
- Sept 10- September 30 Our Town will be decorating the power poles with scarecrows.
- October 4- October 8, 2023 the Alley's next to Beander will be blocked off for Forest Festival Activities.
- Saturday October 14, 2023 Church Lane will be blocked off for another food truck.



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	August 17, 2023
Section:	Presentation
Category:	Presentation
Agenda Item Name:	Jessica Sutton, update on Elkins Area Shared Trails
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	None

General Fund Revenue Detail

	July Revenues	YTD Revenues	Percent of Revenues Collected Per Budget	Percent of Yr. Completed 8.33
Unassigned Fund Balance				384,359.00
County Tax	\$10,707.99	\$10,707.99	0.90%	1,188,238.00
B & O Tax	\$317,182.87	\$317,182.87	22.50%	1,410,000.00
Hotel/Motel Tax	\$28,333.27	\$28,333.27	14.53%	195,000.00
Gas & Oil Severance Tax	\$0.00	\$0.00	0.00%	25,000.00
2% City Utility Tax	\$6,803.08	\$6,803.08	9.72%	70,000.00
Utility Excise Tax	\$17,660.32	\$17,660.32	5.89%	300,000.00
Liquor Tax	\$21,932.24	\$21,932.24	23.84%	92,000.00
Police	\$792.00	\$792.00	3.30%	24,000.00
Municipal Court	\$2,618.33	\$2,618.33	4.22%	62,000.00
Code Enforcement	\$2,124.67	\$2,124.67	8.27%	25,700.00
Business License	\$5,120.00	\$5,120.00	17.66%	29,000.00
Intergovernmental	\$58,867.22	\$58,867.22	32.26%	182,471.00
Franchise/IRP Fees	\$20,293.73	\$20,293.73	14.50%	140,000.00
Phil Gainer Community Center	\$7,600.00	\$7,600.00	19.49%	39,000.00
Misc. Revenue	\$14,648.10	\$14,648.10	13.92%	105,260.00
Municipal Sales Tax	\$340,178.03	\$340,178.03	24.30%	1,400,000.00
TOTAL	\$854,861.85	\$854,861.85	15.07%	5,672,028.00

General Fund													YTD TOTALS														
Revenues	July	\$854,861.85	Aug	\$0.00	Sept	\$0.00	Oct	\$0.00	Nov	\$0.00	Dec	\$0.00	Jan	\$0.00	Feb	\$0.00	Mar	\$0.00	Apr	\$0.00	May	\$0.00	Jun	\$0.00	Revenues Over Expenses	\$459,033.89	\$854,861.85
Expenses	July	\$395,827.96	Aug	\$0.00	Sept	\$0.00	Oct	\$0.00	Nov	\$0.00	Dec	\$0.00	Jan	\$0.00	Feb	\$0.00	Mar	\$0.00	Apr	\$0.00	May	\$0.00	Jun	\$0.00			\$395,827.96
Sanitation Fund																											
Revenues	July	\$122,586.66	Aug	\$0.00	Sept	\$0.00	Oct	\$0.00	Nov	\$0.00	Dec	\$0.00	Jan	\$0.00	Feb	\$0.00	Mar	\$0.00	Apr	\$0.00	May	\$0.00	Jun	\$0.00	Revenues Over Expenses	-\$246,290.62	\$122,586.66
Expenses	July	\$368,877.28	Aug	\$0.00	Sept	\$0.00	Oct	\$0.00	Nov	\$0.00	Dec	\$0.00	Jan	\$0.00	Feb	\$0.00	Mar	\$0.00	Apr	\$0.00	May	\$0.00	Jun	\$0.00			\$368,877.28
Sewer Fund																											
Revenues	July	\$216,523.92	Aug	\$0.00	Sept	\$0.00	Oct	\$0.00	Nov	\$0.00	Dec	\$0.00	Jan	\$0.00	Feb	\$0.00	Mar	\$0.00	Apr	\$0.00	May	\$0.00	Jun	\$0.00	Revenues Over Expenses	\$209.30	\$216,523.92
Expenses	July	\$216,314.62	Aug	\$0.00	Sept	\$0.00	Oct	\$0.00	Nov	\$0.00	Dec	\$0.00	Jan	\$0.00	Feb	\$0.00	Mar	\$0.00	Apr	\$0.00	May	\$0.00	Jun	\$0.00			\$2,139,198.04
Water Fund																											
Revenues	July	\$364,376.76	Aug	\$0.00	Sept	\$0.00	Oct	\$0.00	Nov	\$0.00	Dec	\$0.00	Jan	\$0.00	Feb	\$0.00	Mar	\$0.00	Apr	\$0.00	May	\$0.00	Jun	\$0.00	Revenues Over Expenses	\$55,415.36	\$364,376.76
Expenses	July	\$308,961.40	Aug	\$0.00	Sept	\$0.00	Oct	\$0.00	Nov	\$0.00	Dec	\$0.00	Jan	\$0.00	Feb	\$0.00	Mar	\$0.00	Apr	\$0.00	May	\$0.00	Jun	\$0.00			\$308,961.40
Fire Fund																											
Revenues	July	\$38,221.11	Aug	\$0.00	Sept	\$0.00	Oct	\$0.00	Nov	\$0.00	Dec	\$0.00	Jan	\$0.00	Feb	\$0.00	Mar	\$0.00	Apr	\$0.00	May	\$0.00	Jun	\$0.00	Revenues Over Expenses	-\$48,159.79	\$38,221.11
Expenses	July	\$86,380.90	Aug	\$0.00	Sept	\$0.00	Oct	\$0.00	Nov	\$0.00	Dec	\$0.00	Jan	\$0.00	Feb	\$0.00	Mar	\$0.00	Apr	\$0.00	May	\$0.00	Jun	\$0.00			\$86,380.90
Landfill Fund																											
Revenues	July	\$5,921.54	Aug	\$0.00	Sept	\$0.00	Oct	\$0.00	Nov	\$0.00	Dec	\$0.00	Jan	\$0.00	Feb	\$0.00	Mar	\$0.00	Apr	\$0.00	May	\$0.00	Jun	\$0.00	Revenues Over Expenses	\$4,902.47	\$5,921.54
Expenses	July	\$1,019.07	Aug	\$0.00	Sept	\$0.00	Oct	\$0.00	Nov	\$0.00	Dec	\$0.00	Jan	\$0.00	Feb	\$0.00	Mar	\$0.00	Apr	\$0.00	May	\$0.00	Jun	\$0.00			\$1,019.07

Bank Account Name	Balance as of 7/31/2023
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ARPA	\$905,696.04
Elkins Building Comm. Sinking Fund	\$0.00
Elkins Municipal Building Comm.	\$0.00
Financial Stabilization	\$936,933.48
Fire Pension Fund	\$2,510,994.01
Firemen's Pension & Relief Fund	\$0.00
Landfill Access Escrow	\$1,808,091.46
Landfill Post Closure	\$48,691.69
Payroll	\$12,962.38
Police Forfeitures	\$1,848.44
Police Pension Fund	\$4,292,009.99
Police Seizures	\$26,578.24
Policemen's Pension & Relief Fund	\$0.00
Pooled Cash-Coal Severance Fund	\$158,342.33
Pooled Cash-Fire Fund	\$428,250.28
Pooled Cash-General Fund	\$1,525,214.80
Pooled Cash-Landfill Fund	\$124,504.61
Pooled Cash-Parks Fund	\$991,701.81
Pooled Cash-Sanitation Fund	\$1,025,237.05
Pooled Cash-Sewer Fund	\$107,973.57
Pooled Cash-Water Fund	\$151,109.85
Sewer Depreciation	\$234,117.15
Sewer O&M	\$353,262.54
Sewer Project-Phase II	\$49.84
Water Depreciation	\$133,285.99
Water O&M	\$330,325.30

Hagerstown Conserves Resources Migrating ACH Drafts, While Reducing Shutoffs with an Engaging Digital Payment Experience

In the first year, the City of Hagerstown achieved:

59%



Increase in electronic payment adoption

102%



Increase in paperless enrollment

117%



Increase in AutoPay enrollment

25%



Decrease in shutoffs

20 Hours



A month saved in payment-related workload

The City of Hagerstown was struggling with a cumbersome digital billing and payment platform provided by its core CIS. The problematic system frustrated customers resulting in a poor payment experience, while causing several collections issues that increased manual workload for staff.

After switching to the frictionless, customer-friendly experience provided by InvoiceCloud's digital engagement and payment solution, Hagerstown has seen several benefits, including:

- Increased self-service adoption with engaging, convenient digital payment options
- Higher customer satisfaction with a seamless, unified payment experience across tax and utility payments
- Decreased shutoffs with intelligent reminders and increased AutoPay sign-ups
- Forgoing a CIS switch with the efficiencies gained from resolving ongoing payment issues
- A fully supported, straightforward integration with their core CIS

Source: Based on InvoiceCloud client data, and data collected by the City of Hagerstown in 2023 and provided to InvoiceCloud.

"Our goal was to make payments less of a headache, while cutting back on the time we were spending on calls to resolve payment issues. With InvoiceCloud we were able to achieve both, plus converting our ACH payments to InvoiceCloud was a huge time-saver, giving us time back in the day to focus on more strategic needs."



Beth Everhart

City of Hagerstown
Support Services Manager

The Challenge

The City of Hagerstown's inferior payment system offered little flexibility and was unable to meet customer demands. The inability to link accounts or use a shopping cart meant customers had to pay each bill individually, or worse, drain staff resources by calling in to have CSRs make each payment for them. Other challenges, included:

- Labor-intensive collections process increasing manual workload
- Increased delinquencies and shutoffs from payment barriers causing users to abandon the checkout process
- Growing frustrations from a clunky user experience
- Decreased customer satisfaction with the inability to meet payment preferences

The Results

After a straightforward integration with the InvoiceCloud's team of experts, Hagerstown began to see the benefits of their customer-centric digital engagement and payment system, including:

- **Improved staff efficiencies and morale** with faster resolution times and fewer complaints
- **Lowered print and mail costs** with a boost in AutoPay and paperless enrollment
- **Decreased lobby traffic and call volumes** with growing self-service and digital adoption rates
- Disrupted the cycle of late payments with an AutoPay incentive program **reducing shutoffs by 25%**
- **Achieved higher ROI** with ACH AutoPay migration to InvoiceCloud streamlining collections, saving significant time and money

The Solution

Hagerstown needed a solution that provided a modern, engaging customer experience for a user-friendly payment process. The goal was to remove payment friction while simplifying enrollment in resource-saving options to increase on-time payments and automate manual processes. They even explored switching their CIS to accommodate a more customer-friendly payment experience. They chose InvoiceCloud as the platform offered everything they needed and more to:

- Deliver frictionless payments for a better user experience and increased self-service
- Increase customer satisfaction with intuitive payment options like pay-by-text, AutoPay, and scheduled reminders
- Save a considerable number of resources by innovating the payment experience without switching their CIS
- Decrease manual workload and increase paperless savings by migrating ACH payments to InvoiceCloud
- Simplify payments with a seamless integration to their current CIS



About the City of Hagerstown

The City of Hagerstown Customer & Support Services supports a population of over 44,000 and is responsible for billing and collecting all tax accounts and the collection of utility and various payments submitted to the City.

About InvoiceCloud

InvoiceCloud®, an EngageSmart solution, is the leading provider of online bill payment services. Founded in 2009, the company has grown to be one of the leading disruptors in the cloud-based electronic bill presentment and payment (EBPP) space.

InvoiceCloud®

P-CARD FISCAL YEAR COMPARISON

	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	TOTAL
General Fund	\$6,429.29	\$7,416.24	\$7,684.04	\$6,932.77	\$10,795.04	\$8,367.64	\$8,768.85	\$8,572.72	\$7,529.60	\$6,057.57	\$8,561.10	\$87,114.86
Coal Severance	\$0.00	\$0.00	\$0.00	\$0.00	\$237.60	\$110.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$348.14
Parks Fund	\$83.91	\$341.02	\$181.76	\$753.95	\$855.36	\$449.76	\$264.49	\$281.73	\$678.72	\$561.24	\$853.25	\$5,305.19
Fire Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$444.36	\$444.36
Water Fund	\$783.14	\$3,511.40	\$3,404.61	\$8,292.64	\$10,652.79	\$10,988.40	\$12,616.35	\$11,453.46	\$9,091.44	\$2,068.80	\$2,092.41	\$74,955.44
Sewer Fund	\$335.63	\$1,466.46	\$1,312.28	\$3,730.00	\$5,351.09	\$5,675.19	\$6,035.23	\$7,769.36	\$4,837.04	\$3,405.47	\$3,731.35	\$43,649.10
Sanitation Fund	\$111.88	\$177.68	\$179.03	\$542.75	\$678.31	\$598.91	\$659.09	\$1,030.30	\$541.12	\$2,975.40	\$1,667.98	\$9,162.45
Landfill Fund	\$0.00	\$50.40	\$28.53	\$52.65	\$14.71	\$3.65	\$2.29	\$7.64	\$1.18	\$0.60	\$0.00	\$161.65
	<u>\$7,743.85</u>	<u>\$12,963.20</u>	<u>\$12,790.25</u>	<u>\$20,304.76</u>	<u>\$28,584.90</u>	<u>\$26,194.09</u>	<u>\$28,346.30</u>	<u>\$29,115.21</u>	<u>\$22,679.10</u>	<u>\$15,069.08</u>	<u>\$17,350.45</u>	<u>\$221,141.19</u>

FY2023 Mastercard Purchasing Card Rebates	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	TOTAL
General Fund	\$2,071.89	\$2,015.31	\$2,401.85	\$2,072.04	\$8,561.09
Parks Fund	\$149.13	\$441.72	\$124.82	\$137.58	\$853.25
Fire Fund	\$181.34	\$135.99	\$64.58	\$62.45	\$444.36
Water Fund	\$484.52	\$437.25	\$483.38	\$687.26	\$2,092.41
Sewer Fund	\$800.36	\$749.99	\$1,309.43	\$871.57	\$3,731.35
Sanitation Fund	\$440.01	\$406.03	\$396.32	\$425.62	\$1,667.98
Landfill Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$4,127.25	\$4,186.29	\$4,780.38	\$4,256.52	\$17,350.44

FY2023 Firemen's Pension Information

City Contribution Required	\$49,623.00
City Contribution as of 11/3/2022	\$49,623.00
City Contribution Completed	100%
State Allocation Allotted-None	\$0.00
State Allocation Received	\$0.00
State Allocation Completed	0%
Per the Actuarial Valuation as of July 1, 2021, the Fire Pension is funded at 126.32%	

FY2023 Policemen's Pension Information

City Contribution Required	\$23,501.85
City Contribution as of 11/3/2022	\$23,501.85
City Contribution Completed	100%
State Allocation Allotted	\$132,553.97
State Allocation Received	\$132,553.97
State Allocation Completed	100%
Per the Actuarial Valuation as of July 1, 2021, the Police Pension is funded at 99.13%	

VISA P-CARD QUARTERLY REBATES

	April	April Fuel	May	May Fuel	June	June Fuel	
General Fund	42,043.03	6,869.79	37,773.92	7,587.62	40,703.24	6,558.67	141,536.27
Parks Fund	2,153.10	272.67	2,581.17	386.24	3,128.30	876.66	9,398.14
Fire Fund	1,374.51	79.12	1,390.93	87.99	1,248.37	85.00	4,265.92
Water Fund	4,793.95	1,872.22	19,166.28	2,354.04	16,151.45	2,607.72	46,945.66
Sewer Fund	10,895.92	1,592.68	13,491.06	2,328.87	28,455.48	2,771.43	59,535.44
Sanitation Fund	1,647.95	4,795.47	7,092.90	4,650.49	5,722.39	5,163.94	29,073.14
Landfill Fund	-	-	-	-	-	-	-
	62,908.46	15,481.95	81,496.26	17,395.25	95,409.23	18,063.42	

290,754.57

4,256.52

0.014639564

General Fund - Rebates	2,072.04
Parks - Rebates	137.58
Fire - Rebates	62.45
Water - Rebates	687.26
Sewer - Rebates	871.57
Sanitation - Rebates	425.62
Landfill Rebates	0.00

\$ 4,256.52

Apr-Jun 2023 VISA P-CARD REBATE



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	August 17, 2023
Section:	Approval of vendor invoice payments
Category:	Action Item
Agenda Item Name:	(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.)
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	August 17, 2023
Section:	Approval of vendor invoice payments
Category:	Action Item
Agenda Item Name:	Vendor invoices presented for approval: July 17-August 11, 2023
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. AP Check Report - 2023_08_17

VENDOR SET: 01 Elkins
BANK: * ALL BANKS

DATE RANGE: 7/17/2023 THRU 8/11/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00707	Trickett Hardware, Inc.							
C-CHECK	Trickett Hardware, Inc.	VOIDED	V 7/19/2023			013820		651.16CR
01328	PA SCDU							
C-CHECK	PA SCDU	VOIDED	V 7/25/2023			013856		59.76CR
00099	Casto & Harris of WV LLC							
C-CHECK	Casto & Harris of WV LLC	VOIDED	V 7/26/2023			013869		5,700.00CR

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	0	0.00	0.00	0.00
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:	3 VOID DEBITS	0.00		
	VOID CREDITS	6,410.92CR	6,410.92CR	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: TOTALS:	3	6,410.92CR	0.00	0.00
BANK: TOTALS:	3	6,410.92CR	0.00	0.00

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 7/17/2023 THRU 8/11/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00741	Great-West Trust Company LLC							
I-VF 202307251554	Voya	D	7/25/2023	655.00		004974		
I-VF2202307251554	Voya AT	D	7/25/2023	50.00		004974		705.00
00792	WV Consolidated Retirement Boa							
I-RTD202307111551	Retirement	D	7/26/2023	6,659.70		004975		
I-RTD202307251554	Retirement	D	7/26/2023	6,686.26		004975		
I-RTD202307251555	Retirement	D	7/26/2023	198.06		004975		13,544.02
00952	WV Consolidated Retirement Boa							
I-RTF202307111551	Retirement	D	7/26/2023	2,844.32		004976		
I-RTF202307251554	Retirement	D	7/26/2023	2,279.48		004976		
I-RTN202307111551	Retirement	D	7/26/2023	3,672.08		004976		
I-RTN202307251554	Retirement	D	7/26/2023	3,434.40		004976		12,230.28
00993	WV Consolidated Retirement Boa							
I-RT6202307111551	Retirement 6%	D	7/26/2023	8,190.97		004977		
I-RT6202307251554	Retirement 6%	D	7/26/2023	7,825.57		004977		16,016.54
00741	Great-West Trust Company LLC							
I-VF 202308081558	Voya	D	8/08/2023	645.00		004978		
I-VF2202308081558	Voya AT	D	8/08/2023	50.00		004978		695.00
00030	The Art Medium Company							
I-5430	Vinyl Lettering for office drs	R	7/19/2023	140.00		013811		140.00
00047	Truist Governmental Finance							
I-00004 072723	9948000234-04 072723 82/84	R	7/19/2023	2,256.75		013812		2,256.75
00073	Brewer & Company of WV, Inc.							
I-M3312306	monitoring	R	7/19/2023	420.00		013813		420.00
00082	Builders Group, Inc.							
I-713161	yellow sand	R	7/19/2023	175.00		013814		
I-719077	screws/rebar/Hex driver	R	7/19/2023	133.45		013814		
I-719570	Blades/HammerDrillKit	R	7/19/2023	548.65		013814		857.10
00211	Elkins Depot Welcome Center							
I-H/M May 2023	H/M Collection May 2023	R	7/19/2023	9,022.19		013815		9,022.19
00457	Metalworks, Inc.							
I-070523	repair equipment trailer	R	7/19/2023	5,200.00		013816		5,200.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00468	Miss Utility of West Virginia,							
I-WV23-2676	Message Fees June 2023	R	7/19/2023	117.30		013817		117.30
00471	Mon Power							
I-CityPark 071323	City Park 0609-071123	R	7/19/2023	10.29		013818		
I-MGK 071223	Est of MGK 0608-071023	R	7/19/2023	65.94		013818		
I-Park 071323	Park St 668465 0609-071123	R	7/19/2023	10.67		013818		
I-ParkSt 071323	Park St 0609-071123	R	7/19/2023	5.94		013818		92.84
00582	Region VII Plan. & Development							
I-23.9	Assessment Dues FY 2024	R	7/19/2023	7,974.00		013819		7,974.00
00707	Trickett Hardware, Inc.							
I-3023-28-29 3847	caulk gun/screws/fittings/pipe	V	7/19/2023	651.16		013820		651.16
00707	Trickett Hardware, Inc.							
M-CHECK	Trickett Hardware, Inc. VOIDED	V	7/19/2023			013820		651.16CR
00726	HD Supply Inc dba USA Blue Boo							
I-65739	lab supplies	R	7/19/2023	1,027.02		013821		1,027.02
00779	Woodford Oil Company							
I-301692	450 gal Diesel	R	7/19/2023	1,570.50		013822		1,570.50
00968	WV DEP							
I-0830013220230	23 Cert to Operate	R	7/19/2023	200.00		013823		200.00
00968	WV DEP							
I-0830013420230	23 Cert to Operate	R	7/19/2023	200.00		013824		200.00
00968	WV DEP							
I-0830014020230	23 Cert to Operate	R	7/19/2023	200.00		013825		200.00
00990	Cleveland Brothers							
C-INPP4998598	2 Coolant-ELC Return	R	7/19/2023	29.20CR		013826		
C-INPP4998599	Filter AS-HY Return	R	7/19/2023	47.97CR		013826		
C-INPP5121145	CR Return Parts	R	7/19/2023	203.06CR		013826		
I-5447171 7172 9176	Hoses/Seals/Caps/Tubes	R	7/19/2023	1,307.20		013826		1,026.97
01092	Civil War Trails							
I-24-W-55	Civil War Trails FY24	R	7/19/2023	200.00		013827		200.00
01291	Mountain State Heating and Co							
I-7348	repair of PGCC refrigerator	R	7/19/2023	700.00		013828		700.00

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01331	TimeClock Plus							
I-00280980	hardware support/maint	R	7/19/2023	2,214.02		013829		2,214.02
01447	Heritage Fire Equipment							
I-8884-85-86-87-88	Pump Tests	R	7/19/2023	1,300.00		013830		1,300.00
01449	Dodson Pest Control							
I-23173102064223	Pest Control 6/27/23	R	7/19/2023	60.00		013831		60.00
01727	Enterprise FM Trust							
I-FBN4782700	Fleet Leases July 2023	R	7/19/2023	59,787.23		013832		59,787.23
01790	Crim Law Office PLLC							
I-361	City Attny Services	R	7/19/2023	6,154.50		013833		
I-362	Municipal Ct 06/2023	R	7/19/2023	3,970.00		013833		
I-363	Sanitary Board 06/2023	R	7/19/2023	310.00		013833		10,434.50
01821	Busy Beaver							
I-1220/L	supplies for flag pole	R	7/19/2023	165.21		013834		
I-1223/L	Supplies for flag pole	R	7/19/2023	21.96		013834		187.17
02132	American Airworks							
I-242586	filters and oil	R	7/19/2023	199.40		013835		199.40
02157	Jerry A Marco							
I-EXP 07/11/23	Travel -Clarksburg	R	7/19/2023	78.86		013836		
I-EXP 071223	Foundation Info Meeting	R	7/19/2023	222.93		013836		301.79
02238	Appalachian Equipment Solution							
I-w1522-1 w1527-1	SY80 track repairs	R	7/19/2023	1,979.82		013837		1,979.82
02261	Hunter Corcoran							
I-CKREQ 071423	Reimb for SCBA facepiece	R	7/19/2023	70.00		013838		70.00
02296	CITCO Water							
I-S100220952.001	Pipe/Risers	R	7/19/2023	1,824.80		013839		
I-S100221176.001	pipes/valves/pails-fastplub	R	7/19/2023	5,322.00		013839		7,146.80
02411	Zurich Insurance							
I-1102977	070120-070121 deductible	R	7/19/2023	1,217.35		013840		1,217.35
02431	Ferguson Waterworks #527							
I-0820989	2 LF 2CCxCTS PJ Ball Corp	R	7/19/2023	700.00		013841		700.00

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VENDOR I.D.	NAME	STATUS	CHECK	INVOICE	DISCOUNT	CHECK	CHECK	CHECK
			DATE	AMOUNT		NO	STATUS	AMOUNT
02491	120Water							
I-3883	PWS Pro Package subscriptn	R	7/19/2023	4,164.74		013842		4,164.74
02492	Mike Hinchman							
I-EXP WVML	Travel to WVML Wheeling WV	R	7/19/2023	85.50		013843		85.50
1	MOUNTAINEER CONTRACT							
I-000202307131552	ST REFUND	R	7/19/2023	64.27		013844		64.27
1	NESTOR, WILLIAM T							
I-000202307211553	US REFUND	R	7/24/2023	141.66		013845		141.66
00116	Child Support Enforcement							
I-CDS202307251554	Child Support	R	7/25/2023	571.48		013846		571.48
00121	Citizens Bank of WVFP							
I-FP 202307251554	Fire Pension	R	7/25/2023	487.56		013847		487.56
00122	Citizens Bank of WVPP							
I-PP 202307251554	Police Pension	R	7/25/2023	200.22		013848		
I-PPN202307251554	Police Pension-2010 Forward	R	7/25/2023	452.60		013848		652.82
00147	COE Misc							
I-MIS202307251554	Misc Reimbursements	R	7/25/2023	327.30		013849		327.30
00150	COE Payroll							
I-T1 202307251554	Federal Withholding	R	7/25/2023	11,885.47		013850		11,885.47
00151	COE Payroll							
I-T3 202307251554	FICA	R	7/25/2023	18,199.98		013851		
I-T4 202307251554	Medicare	R	7/25/2023	4,664.70		013851		22,864.68
00152	COE Payroll							
I-T2 202307251554	State Withholding	R	7/25/2023	5,263.00		013852		5,263.00
00203	Davis Trust Company							
I-CC 202307251554	Employee Christmas Club	R	7/25/2023	2,390.00		013853		2,390.00
00747	Washington National Insurance							
I-WN 202307251554	Washington National Insurance	R	7/25/2023	881.76		013854		881.76
00837	COE Payroll Reimbursement							
I-001202307251554	Payroll Reimbursement	R	7/25/2023	51,319.19		013855		
I-006202307251554	Payroll Reimbursement	R	7/25/2023	9,380.75		013855		
I-036202307251554	Payroll Reimbursement	R	7/25/2023	13,154.27		013855		
I-400202307251554	Payroll Reimbursement	R	7/25/2023	19,440.13		013855		
I-401202307251554	Payroll Reimbursement	R	7/25/2023	14,056.86		013855		
I-404202307251554	Payroll Reimbursement	R	7/25/2023	9,784.68		013855		117,135.88

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VENDOR I.D.	NAME	STATUS	CHECK	INVOICE	DISCOUNT	CHECK	CHECK	CHECK
			DATE			NO	STATUS	AMOUNT
01328	PA SCDU							
I-CSM202307251554	Maryland Child Support	V	7/25/2023	59.76		013856		59.76
01328	PA SCDU							
M-CHECK	PA SCDU	VOIDED	V 7/25/2023			013856		59.76CR
01885	Colonial Life							
I-CL 202307251554	Colonial Life-AT	R	7/25/2023	112.10		013857		
I-CLP202307251554	Colonial Life-PT	R	7/25/2023	52.52		013857		164.62
00150	COE Payroll							
I-T1 202307251555	Federal Withholding	R	7/25/2023	135.44		013858		135.44
00151	COE Payroll							
I-T3 202307251555	FICA	R	7/25/2023	181.92		013859		
I-T4 202307251555	Medicare	R	7/25/2023	42.54		013859		224.46
00152	COE Payroll							
I-T2 202307251555	State Withholding	R	7/25/2023	63.00		013860		63.00
00837	COE Payroll Reimbursement							
I-001202307251555	Payroll Reimbursement	R	7/25/2023	1,090.45		013861		1,090.45
1	GRIGGS, CHADFORD R							
I-000202307251556	US REFUND	R	7/25/2023	6.24		013862		6.24
1	PRITT, MICHAEL & ANN							
I-000202307251557	US REFUND	R	7/25/2023	175.00		013863		175.00
00006	AFLAC							
I-AF 202307111551	Aflac-After Tax Ins	R	7/26/2023	89.64		013864		
I-AF 202307251554	Aflac-After Tax Ins	R	7/26/2023	67.78		013864		
I-AFL202307111551	Aflac Insurance	R	7/26/2023	68.68		013864		
I-AFL202307251554	Aflac Insurance	R	7/26/2023	68.68		013864		294.78
00024	Appalachian Tire Products							
I-1300020932	Tires	R	7/26/2023	577.50		013865		577.50
00032	Absolute Assurance Drug Test L							
I-1252	Employ Testing G Vance	R	7/26/2023	41.00		013866		41.00
00041	Baker Truck Equipment Co							
I-92165	200hr service kit/labor/mileag	R	7/26/2023	1,334.00		013867		1,334.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00082	Builders Group, Inc.							
I-719847 720018	42bags Concrete mix/mortar hoe	R	7/26/2023	418.64		013868		418.64
00099	Casto & Harris of WV LLC							
I-264288	Condensate System Rplcmnt	V	7/26/2023	5,700.00		013869		5,700.00
00099	Casto & Harris of WV LLC							
M-CHECK	Casto & Harris of WV LLCVOIDED	V	7/26/2023			013869		5,700.00CR
00119	First-Citizens Bank & Trust Co							
I-42801071	Kyocera 080623	R	7/26/2023	52.50		013870		52.50
00126	City of Clarksburg							
I-202307177375	Yard Waste-Compost 07/11/23	R	7/26/2023	134.20		013871		134.20
00154	COE Sanitation							
I-202307254630	Hauling/Brush #93 Inv 1177	R	7/26/2023	299.48		013872		299.48
00242	Elkins Professional Firefighte							
I-EPP202307111551	Elkins Professional FF	R	7/26/2023	90.00		013873		
I-EPP202307251554	Elkins Professional FF	R	7/26/2023	90.00		013873		180.00
00252	Elkins-Randolph County YMCA							
I-Rfnd Pavilion	Refund Sycamore St Pavilion	R	7/26/2023	35.00		013874		35.00
00457	Metalworks, Inc.							
I-13135	repair backhoe door	R	7/26/2023	117.00		013875		117.00
00471	Mon Power							
I-Barron 072123	Barron 061523-071723	R	7/26/2023	11,818.25		013876		
I-RR Ave 081823	RR Ave 061423-071423	R	7/26/2023	42.76		013876		11,861.01
00581	Red Bud Supply, Inc.							
I-182484	36" Retro Refl Rollup sign	R	7/26/2023	472.34		013877		472.34
00591	Retiree Health Benefit Trust F							
I-07/23 RHBT	RHBT retirees 07/2023	R	7/26/2023	1,609.56		013878		1,609.56
00628	Seneca Designs							
I-45358	20'x12" Magnetics	R	7/26/2023	25.00		013879		25.00
00688	Terra Flora Landscaping							
I-0381	parking lot flower beds	R	7/26/2023	200.00		013880		200.00

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VENDOR I.D.	NAME	STATUS	CHECK	INVOICE	DISCOUNT	CHECK	CHECK	CHECK
			DATE			NO	STATUS	AMOUNT
00701	Toshiba Financial Services							
I-506504596	LexM5255/ToshE4515AC 080923	R	7/26/2023	631.08		013881		631.08
00707	Trickett Hardware, Inc.							
I-4006	keys/wrench/cutter	R	7/26/2023	48.98		013882		48.98
00805	FBMC							
I-MFB202307111551	Mt. Flex Benefit	R	7/26/2023	1,765.10		013883		
I-MFB202307251554	Mt. Flex Benefit	R	7/26/2023	1,758.50		013883		
I-RChen July 2023	RChenoweth 07/2023	R	7/26/2023	74.85		013883		
I-RChen June 2023	RChenoweth 06/2023	R	7/26/2023	26.27		013883		3,624.72
00810	WV Public Employee Insurance A							
I-Admn Fees 07/2023	Admn Fees 07/2023	R	7/26/2023	4,650.00		013884		
I-BL 202307111551	Basic Life Benefit	R	7/26/2023	1.98		013884		
I-BL 202307251554	Basic Life Benefit	R	7/26/2023	180.18		013884		
I-BL1202307251554	Basic Life Benefit +	R	7/26/2023	1.98		013884		
I-DL 202307111551	Dependent Life	R	7/26/2023	76.07		013884		
I-DL 202307251554	Dependent Life	R	7/26/2023	76.07		013884		
I-HPA202307111551	Ins-Health Plan A	R	7/26/2023	949.00		013884		
I-HPA202307251554	Ins-Health Plan A	R	7/26/2023	949.00		013884		
I-HPB202307111551	Ins-Health Plan B	R	7/26/2023	627.50		013884		
I-HPB202307251554	Ins-Health Plan B	R	7/26/2023	627.50		013884		
I-ICA202307111551	Ins - Emp/Child-Plan A	R	7/26/2023	1,699.50		013884		
I-ICA202307251554	Ins - Emp/Child-Plan A	R	7/26/2023	1,699.50		013884		
I-ICB202307111551	Ins- Emp/child - Plan B	R	7/26/2023	989.00		013884		
I-ICB202307251554	Ins- Emp/child - Plan B	R	7/26/2023	989.00		013884		
I-IFA202307111551	Ins - Family - Plan A	R	7/26/2023	17,342.00		013884		
I-IFA202307251554	Ins - Family - Plan A	R	7/26/2023	17,342.00		013884		
I-IFB202307111551	Ins - Family - Plan B	R	7/26/2023	6,407.50		013884		
I-IFB202307251554	Ins - Family - Plan B	R	7/26/2023	6,407.50		013884		
I-IFD202307111551	Ins-Fam-Plan B - Post Tax	R	7/26/2023	582.50		013884		
I-IFD202307251554	Ins-Fam-Plan B - Post Tax	R	7/26/2023	582.50		013884		
I-ISA202307111551	Ins - Single - Plan A	R	7/26/2023	5,000.00		013884		
I-ISA202307251554	Ins - Single - Plan A	R	7/26/2023	4,375.00		013884		
I-ISB202307111551	Ins-Single - Plan B	R	7/26/2023	2,810.00		013884		
I-ISB202307251554	Ins-Single - Plan B	R	7/26/2023	2,810.00		013884		
I-OL 202307111551	Optional Life	R	7/26/2023	351.52		013884		
I-OL 202307251554	Optional Life	R	7/26/2023	345.62		013884		
I-RChen 07/2023	RChenoweth 07/2023	R	7/26/2023	1,334.00		013884		
I-TOF202307111551	Tobacco Surcharge Family	R	7/26/2023	375.00		013884		
I-TOF202307251554	Tobacco Surcharge Family	R	7/26/2023	375.00		013884		
I-TOS202307111551	Tobacco Surcharge Single	R	7/26/2023	175.00		013884		
I-TOS202307251554	Tobacco Surcharge Single	R	7/26/2023	175.00		013884		80,306.42

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VENDOR I.D.	NAME	STATUS	CHECK	INVOICE	DISCOUNT	CHECK	CHECK	CHECK
			DATE	AMOUNT		NO	STATUS	AMOUNT
00855	LMC & Associates							
I-3266	Web Maint 06/2023	R	7/26/2023	230.59		013885		230.59
01220	The Delmonte Market							
I-147394487	City Flowers	R	7/26/2023	4,559.16		013886		4,559.16
01390	Phoenix Solutions, LLC							
I-5269	Chemicals	R	7/26/2023	7,694.25		013887		
I-5295	chemicals	R	7/26/2023	8,121.35		013887		
I-5304	Chemicals	R	7/26/2023	4,819.91		013887		20,635.51
01790	Crim Law Office PLLC							
I-337	Atttny Serv RADPP Grant 1/23	R	7/26/2023	1,540.00		013888		
I-342	Atttny Serv RADPP Grant 2/2023	R	7/26/2023	1,510.00		013888		
I-344	Atttny Serv RADPP Grant 03/2023	R	7/26/2023	2,410.00		013888		
I-354	Atttny Serv WV DEP Grant 4/2023	R	7/26/2023	2,590.00		013888		
I-358	Atttny Serv Water Board 05/2023	R	7/26/2023	1,070.00		013888		
I-359	Atttny Serv WVDEP Grant 05/2023	R	7/26/2023	2,410.00		013888		
I-364	Atttny Serv Water Board 06/2023	R	7/26/2023	1,290.00		013888		12,820.00
01833	P3 Cost Analysts							
I-19392	Merchant Acct Sav July 2023	R	7/26/2023	351.06		013889		351.06
02157	Jerry A Marco							
I-CK Req Reimb	Reimb 2 Walmart Reps lunch	R	7/26/2023	89.01		013890		89.01
02163	ArchiveSocial Inc							
I-28733	Social Media Archiving Subscpt	R	7/26/2023	5,988.00		013891		5,988.00
02308	Sheriff of Randolph County							
I-00221305 Shank	2023 RE Taxes Shank	R	7/26/2023	217.40		013892		217.40
02340	West Virginia State Tax Depart							
I-GAR202307111551	Garnishment - DI# 614946	R	7/26/2023	61.00		013893		
I-GAR202307251554	Garnishment - DI# 614946	R	7/26/2023	61.00		013893		122.00
02347	LEAF							
I-15034690	Toshiba E4515AC 081323	R	7/26/2023	317.44		013894		
I-15049257	Toshiba ES4515AC	R	7/26/2023	136.72		013894		454.16
02431	Ferguson Waterworks #527							
I-0829303	Hyd Seat Wrench	R	7/26/2023	389.32		013895		389.32

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02495	Total Equipment Solutions							
I-5048	EZ Pack Regen Valve	R	7/26/2023	1,161.70		013896		1,161.70
02496	The Nolan Company							
I-32275	Alum Tool & Supply Cart	R	7/26/2023	2,213.63		013897		2,213.63
02498	Better Built Handyman Company							
I-3425-23	Construct 300 ft chainlink fnc	R	7/26/2023	12,000.00		013898		12,000.00
02500	Custom Services Industries LLC							
I-2169	Asbestos Insp 202 Randolph	R	7/26/2023	920.00		013899		
I-2170	Asbestos Insp 10 Bell St	R	7/26/2023	520.00		013899		
I-2171	Asbestos Insp 5 Bell St	R	7/26/2023	200.00		013899		
I-2172	Asbestos Insp 413 Harpertwn	R	7/26/2023	280.00		013899		
I-2173	Asbestos Insp 521 Center St	R	7/26/2023	480.00		013899		
I-2174	Asbstos Insp 1602 S Davis	R	7/26/2023	720.00		013899		3,120.00
00500	Newlons International Sales, L							
I-01S1168	2024 Intl EZ Pack HV607	R	7/27/2023	220,294.00		013900		220,294.00
00116	Child Support Enforcement							
I-CDS202308081558	Child Support	R	8/08/2023	571.48		013901		571.48
00121	Citizens Bank of WVFP							
I-FP 202308081558	Fire Pension	R	8/08/2023	491.21		013902		491.21
00122	Citizens Bank of WVFP							
I-PP 202308081558	Police Pension	R	8/08/2023	258.91		013903		
I-PPN202308081558	Police Pension-2010 Forward	R	8/08/2023	420.41		013903		679.32
00147	COE Misc							
I-MIS202308081558	Misc Reimbursements	R	8/08/2023	252.47		013904		252.47
00150	COE Payroll							
I-T1 202308081558	Federal Withholding	R	8/08/2023	10,784.50		013905		10,784.50
00151	COE Payroll							
I-T3 202308081558	FICA	R	8/08/2023	16,220.16		013906		
I-T4 202308081558	Medicare	R	8/08/2023	4,217.82		013906		20,437.98
00152	COE Payroll							
I-T2 202308081558	State Withholding	R	8/08/2023	4,706.00		013907		4,706.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00203	Davis Trust Company							
I-CC 202308081558	Employee Christmas Club	R	8/08/2023	2,390.00		013908		2,390.00
00747	Washington National Insurance							
I-WN 202308081558	Washington National Insurance	R	8/08/2023	581.74		013909		581.74
00837	COE Payroll Reimbursement							
I-001202308081558	Payroll Reimbursement	R	8/08/2023	41,829.76		013910		
I-006202308081558	Payroll Reimbursement	R	8/08/2023	8,373.18		013910		
I-036202308081558	Payroll Reimbursement	R	8/08/2023	13,168.84		013910		
I-400202308081558	Payroll Reimbursement	R	8/08/2023	20,358.91		013910		
I-401202308081558	Payroll Reimbursement	R	8/08/2023	11,928.73		013910		
I-404202308081558	Payroll Reimbursement	R	8/08/2023	9,779.25		013910		105,438.67
01885	Colonial Life							
I-CL 202308081558	Colonial Life-AT	R	8/08/2023	112.10		013911		
I-CLP202308081558	Colonial Life-PT	R	8/08/2023	52.52		013911		164.62
00122	Citizens Bank of WVPP							
I-PP 202308081559	Police Pension	R	8/08/2023	280.00		013912		
I-PPN202308081559	Police Pension-2010 Forward	R	8/08/2023	665.00		013912		945.00
00150	COE Payroll							
I-T1 202308081559	Federal Withholding	R	8/08/2023	4,488.66		013913		4,488.66
00151	COE Payroll							
I-T3 202308081559	FICA	R	8/08/2023	3,596.00		013914		
I-T4 202308081559	Medicare	R	8/08/2023	1,160.00		013914		4,756.00
00152	COE Payroll							
I-T2 202308081559	State Withholding	R	8/08/2023	1,508.00		013915		1,508.00
00837	COE Payroll Reimbursement							
I-001202308081559	Payroll Reimbursement	R	8/08/2023	28,215.34		013916		28,215.34
00047	Truist Governmental Finance							
I-00006 082723	994800023400006 082723	R	8/09/2023	2,643.26		013917		
I-00007 081923	9948000234-07 81923	R	8/09/2023	4,984.55		013917		7,627.81
00075	Encova Insurance							
I-36592276	workers comp premium #2	R	8/09/2023	6,599.00		013918		6,599.00
00119	First-Citizens Bank & Trust Co							
I-42807419	Konica 080823	R	8/09/2023	55.00		013919		55.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00143	COE General Fund 2							
I-IND 08/2023	Monthly Indirects 08/2023	R	8/09/2023	12,955.92		013920		12,955.92
00149	COE Parks and Recreation							
I-Support 08/2023	Monthly Support-Parks 08/2023	R	8/09/2023	25,483.00		013921		25,483.00
00211	Elkins Depot Welcome Center							
I-H/M June 2023	H/M Collection June 2023	R	8/09/2023	14,166.64		013922		14,166.64
00235	Elkins Building Comm.							
I-08/2023	August 2023 Payment	R	8/09/2023	3,483.79		013923		3,483.79
00381	Grover C Jackson Jr							
I-Rent 08/2023	Rent 08/2023	R	8/09/2023	1,800.00		013924		1,800.00
00471	Mon Power							
I-90009181940	Consumption/Lighting	R	8/09/2023	41,107.86		013925		
I-Kump 081723	Kump 062423-71723	R	8/09/2023	9.68		013925		41,117.54
00483	Mountain Valley Bank							
I-1202553-21 082823	1202553-21 082823	R	8/09/2023	2,369.18		013926		
I-1202553-22 080723	1202553-22 080723	R	8/09/2023	198.42		013926		2,567.60
00484	Mountaineer Gas Company							
I-Kump 072823	Kump Ed Center 6/14-7/17/23	R	8/09/2023	47.42		013927		
I-Nat'l Gas 072723	Nat'l Gas 072723	R	8/09/2023	1,395.65		013927		1,443.07
00540	Pitney Bowes Bank Inc							
I-PostAlloc 05/2023	Postage Allocation 05/2023	R	8/09/2023	1,694.28		013928		
I-PostAlloc 06/2023	Postage Allocation 06/2023	R	8/09/2023	1,337.59		013928		3,031.87
00565	Quill Corporation							
I-33392077	6 frames	R	8/09/2023	38.94		013929		38.94
00644	Smith Backhoe & Dozer Service,							
I-104643	5 drains city park	R	8/09/2023	24,874.00		013930		24,874.00
00701	Toshiba Financial Services							
I-506615913	C4150 & E3005AC Copiers	R	8/09/2023	221.37		013931		
I-506893361	Toshiba E4515AC	R	8/09/2023	130.24		013931		351.61
00711	Tygart Valley Transfer, Inc.							
I-00015518	Comm	R	8/09/2023	812.33		013932		
I-00015520	Res	R	8/09/2023	883.57		013932		
I-00015528	Res	R	8/09/2023	693.30		013932		
I-00015568	Comm	R	8/09/2023	641.17		013932		
I-00015581	Comm	R	8/09/2023	207.64		013932		
I-00015593	Comm	R	8/09/2023	788.00		013932		

VENDOR I.D.	NAME	STATUS	CHECK	INVOICE	DISCOUNT	CHECK	CHECK	CHECK
			DATE	AMOUNT		NO	STATUS	AMOUNT
I-00015594	Res	R	8/09/2023	1,050.38		013932		
I-00015597	Res	R	8/09/2023	783.66		013932		
I-00015617	Comm	R	8/09/2023	152.04		013932		
I-00015619	Comm	R	8/09/2023	247.61		013932		
I-00015627	Comm	R	8/09/2023	135.53		013932		
I-00015655	Res	R	8/09/2023	705.47		013932		
I-00015656	Comm	R	8/09/2023	680.27		013932		
I-00015657	Res	R	8/09/2023	635.09		013932		
I-00015680	Comm	R	8/09/2023	145.09		013932		
I-00015683	Comm	R	8/09/2023	339.70		013932		
I-00015694	Comm	R	8/09/2023	229.36		013932		
I-00015701	Comm	R	8/09/2023	619.45		013932		
I-00015706	Res	R	8/09/2023	584.70		013932		
I-00015708	Res	R	8/09/2023	499.56		013932		
I-00015765	Comm	R	8/09/2023	812.33		013932		
I-00015768	Res	R	8/09/2023	921.80		013932		
I-00015769	Res	R	8/09/2023	783.66		013932		
I-00015802	Comm	R	8/09/2023	223.28		013932		
I-00015810	Res	R	8/09/2023	252.82		013932		
I-00015818	Res	R	8/09/2023	589.05		013932		
I-00015820	Comm	R	8/09/2023	412.68		013932		
I-00015822	Res	R	8/09/2023	460.46		013932		
I-00015860	Comm	R	8/09/2023	604.68		013932		
I-00015862	Res	R	8/09/2023	635.96		013932		
I-00015863	Res	R	8/09/2023	457.86		013932		
I-00015882	Comm	R	8/09/2023	212.86		013932		
I-00015884	Comm	R	8/09/2023	519.54		013932		
I-00015895	Comm	R	8/09/2023	218.94		013932		
I-00015900	Res	R	8/09/2023	583.83		013932		
I-00015905	Comm	R	8/09/2023	444.83		013932		
I-00015907	Res	R	8/09/2023	600.34		013932		
I-00015919	Comm	R	8/09/2023	487.40		013932		
I-00015923	Comm	R	8/09/2023	57.34		013932		
I-00015927	Comm	R	8/09/2023	306.69		013932		
I-00015936	Comm	R	8/09/2023	595.13		013932		
I-00015940	Comm	R	8/09/2023	128.58		013932		
I-00015941	Res	R	8/09/2023	443.09		013932		
I-00015942	Res	R	8/09/2023	605.55		013932		
I-00015965	Comm	R	8/09/2023	289.31		013932		
I-00015968	Comm	R	8/09/2023	251.08		013932		
I-00015988	Comm	R	8/09/2023	162.47		013932		
I-00015995	Comm	R	8/09/2023	804.51		013932		
I-00016004	Res	R	8/09/2023	904.42		013932		
I-00016005	Res	R	8/09/2023	748.04		013932		
I-00016027	Comm	R	8/09/2023	150.30		013932		
I-00016031	Comm	R	8/09/2023	483.05		013932		
I-00016049	Comm	R	8/09/2023	409.20		013932		
I-00016050	Res	R	8/09/2023	470.89		013932		

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I-00016051	Res	R	8/09/2023	621.19		013932		
I-00016074	Comm	R	8/09/2023	245.87		013932		
I-00016096	Comm	R	8/09/2023	568.20		013932		
I-00016097	Res	R	8/09/2023	503.04		013932		
I-00016098	Res	R	8/09/2023	643.78		013932		
I-00016141	Comm	R	8/09/2023	592.52		013932		
I-00016142	Res	R	8/09/2023	529.97		013932		
I-00016159	Comm	R	8/09/2023	241.53		013932		
I-00016165	Comm	R	8/09/2023	374.45		013932		
I-00016170	Comm	R	8/09/2023	556.90		013932		
I-00016187	Res	R	8/09/2023	713.28		013932		
I-00016188	Res	R	8/09/2023	481.32		013932		
I-00016189	Comm	R	8/09/2023	749.77		013932		
I-00016210	Comm	R	8/09/2023	173.76		013932		
I-00016220	Res	R	8/09/2023	88.62		013932		
I-00016236	Comm	R	8/09/2023	761.94		013932		
I-00016238	Res	R	8/09/2023	825.36		013932		
I-00016239	Res	R	8/09/2023	705.47		013932		
I-16024	commercial	R	8/09/2023	118.16		013932		
I-16260	commercial	R	8/09/2023	264.98		013932		
I-16284	commercial	R	8/09/2023	119.03		013932		
I-16288	commercial	R	8/09/2023	584.70		013932		
I-16289	residential	R	8/09/2023	465.68		013932		
I-16292	residential	R	8/09/2023	418.76		013932		
I-16307	commercial	R	8/09/2023	74.72		013932		
I-16312	residential	R	8/09/2023	128.58		013932		
I-16313	commercial	R	8/09/2023	418.76		013932		
I-16317	residential	R	8/09/2023	554.29		013932		
I-16325	commercial	R	8/09/2023	518.67		013932		
I-16328	residential	R	8/09/2023	452.64		013932		
I-16329	residential	R	8/09/2023	529.10		013932		
I-16342	commercial	R	8/09/2023	302.34		013932		
I-16351	commercial	R	8/09/2023	123.37		013932		
I-16377	residential	R	8/09/2023	495.22		013932		
I-163778	residential	R	8/09/2023	549.95		013932		
I-16379	commercial	R	8/09/2023	490.87		013932		
I-16398	commercial	R	8/09/2023	361.42		013932		
I-16400	commercial	R	8/09/2023	221.54		013932		
I-16407	residential	R	8/09/2023	505.64		013932		
I-16414	commercial	R	8/09/2023	673.32		013932		
I-16423	residential	R	8/09/2023	691.56		013932		
I-16439	commercial	R	8/09/2023	271.07		013932		
I-16442	commercial	R	8/09/2023	449.17		013932		
I-16460	commercial	R	8/09/2023	148.56		013932		
I-16472	commercial	R	8/09/2023	794.08		013932		
I-16477	residential	R	8/09/2023	861.85		013932		
I-16480	residential	R	8/09/2023	783.66		013932		48,614.55

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00729	Valley Can Custom Container							
I-12876	6 - 2yd dumpsters	R	8/09/2023	4,068.00		013933		4,068.00
00812	WV Regional Jail and Correctio							
I-7123B49F	30 days inmate housing TVRJ	R	8/09/2023	1,634.40		013934		1,634.40
01449	Dodson Pest Control							
I-23173103074223	Pest Control 7/21/23	R	8/09/2023	60.00		013935		60.00
01595	Randolph County FRN							
I-RefundPavilion	refund pavilion reservation	R	8/09/2023	130.00		013936		130.00
01942	Elkins Municipal Building Comm							
I-1214756-11 081523	1214756-11 081523 #24	R	8/09/2023	4,833.20		013937		4,833.20
01957	Zoro Tools, Inc.							
I-WB9963953649	barbed male adapter	R	8/09/2023	23.28		013938		23.28
02277	Vigilant Custom Creations							
I-046	radios. batteries, chargers	R	8/09/2023	5,400.00		013939		5,400.00
02347	LEAF							
I-15074904	Toshiba E478S	R	8/09/2023	96.74		013940		
I-15074905	Toshiba E478S	R	8/09/2023	96.74		013940		193.48
02403	Diversified Air Systems Inc							
I-175059	Filters/Fluid Sample Kit	R	8/09/2023	605.47		013941		605.47
02501	Casto Technical Service							
I-264288	condensate system replacement	R	8/09/2023	5,700.00		013942		5,700.00
02502	Sam and Sharon Enterprises, LL							
I-10044	Review NPDES permit	R	8/09/2023	850.00		013943		850.00
1	JONES, MARIE T							
I-000202308081560	US REFUND	R	8/09/2023	21.85		013944		21.85
1	MICK, VICKI							
I-000202308091561	US REFUND	R	8/09/2023	3.06		013945		3.06
00032	Absolute Assurance Drug Test L							
I-1428	DOT testing 3 employees	R	8/10/2023	123.00		013946		123.00

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00132	Clarksburg Water Board							
I-M90624	compliance samples	R	8/10/2023	230.00		013947		230.00
00154	COE Sanitation							
I-202308024674	Hauling/Brush #94 Inv 1200	R	8/10/2023	299.48		013948		299.48
00202	Davis Trust Company							
I-12755 082223	3113776-12755 082223	R	8/10/2023	4,256.84		013949		4,256.84
00457	Metalworks, Inc.							
I-13141	tank work & install	R	8/10/2023	1,850.00		013950		1,850.00
00571	The Arts Center							
I-538	EPRC Summer Program	R	8/10/2023	1,500.00		013951		1,500.00
00884	Colonial Court Service Station							
I-580757	4 Kumho Solus tires	R	8/10/2023	700.00		013952		700.00
01761	Cody Atwell							
I-WVRWA-GSA	WVRWA 8/14-8/15/23	R	8/10/2023	88.50		013953		88.50
01762	Matthew Woodford							
I-WVRWA-GSA	WVRWA 8/13-8/16/23	R	8/10/2023	88.50		013954		88.50
02067	Jonathan Swecker							
I-WVRWA-GSA	WVRWA 8/14-8/15/23	R	8/10/2023	88.50		013955		88.50
02104	Northern Eagle Inc							
I-0785637	60 cases of water	R	8/10/2023	401.40		013956		401.40
02157	Jerry A Marco							
I-ExpRpt072823	travel-Opioid Committee	R	8/10/2023	181.70		013957		
I-ExpRpt8/3/23	WVML training-Wheeling	R	8/10/2023	363.89		013957		545.59
02220	Long Branch Equipment LLC							
I-L8313	labor-hydraulic leak	R	8/10/2023	285.00		013958		
I-L8314	service transmission	R	8/10/2023	70.00		013958		355.00
02275	Douglas Shoulders							
I-WVRWA-GSA	WVRWA 8/13-8/16/23	R	8/10/2023	206.50		013959		206.50
02282	Donald Singleton							
I-WVRWA-GSA	WVRWA 8/13-8/16/23	R	8/10/2023	206.50		013960		206.50

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02286	Eric Hiner							
I-WVRWA-GSA	WVRWA 8/13-8/16/23	R	8/10/2023	206.50		013961		206.50
02309	Twin A Equipment Repair LLC							
I-608	labor, pressure switch, mileag	R	8/10/2023	520.40		013962		520.40
02340	West Virginia State Tax Depart							
I-GAR202308081558	Garnishment - DI# 614946	R	8/10/2023	61.00		013963		61.00
02431	Ferguson Waterworks #527							
I-0826285	2- 1x3/4 CTS	R	8/10/2023	162.74		013964		162.74
02503	Tristan Winans							
I-WVRWA-GSA	WVRWA 8/13-8/16/23	R	8/10/2023	206.50		013965		206.50
02504	Daniel Lanham							
I-WVRWA-GSA	WVRWA 8/14-8/15/23	R	8/10/2023	88.50		013966		88.50
02505	Joshua Smith							
I-WVRWA-GSA	WVRWA 8/13-8/16/23	R	8/10/2023	206.50		013967		206.50
02507	Modern Marketing							
I-MII152071	fire line barricade tape	R	8/10/2023	341.18		013968		
I-MII152141	badge shaped sticker	R	8/10/2023	2,288.44		013968		2,629.62
00338	Hedrick, Donald							
I-WVRWA-GSA	WVRWA 8/13-8/16/23	R	8/10/2023	206.50		013969		206.50
00414	Wesley Lambert							
I-WVRWA-GSA	WVRWA 8/13-8/15/23	R	8/10/2023	147.50		013970		147.50

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	157	1,098,417.39	0.00	1,092,006.47
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	5	43,190.84	0.00	43,190.84
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	3 VOID DEBITS	0.00		
	VOID CREDITS	6,410.92CR	6,410.92CR	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: Pool TOTALS:	165	1,135,197.31	0.00	1,135,197.31
BANK: Pool TOTALS:	165	1,135,197.31	0.00	1,135,197.31

VENDOR SET: 01 Elkins

BANK: SEWDP Sewer Depreciation

DATE RANGE: 7/17/2023 THRU 8/11/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00457	Metalworks, Inc.							
I-12016	2 water tank assemblies	R	7/19/2023	9,984.00		000041		9,984.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	9,984.00	0.00	9,984.00
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: SEWDP TOTALS:	1	9,984.00	0.00	9,984.00
BANK: SEWDP TOTALS:	1	9,984.00	0.00	9,984.00
REPORT TOTALS:	166	1,145,181.31	0.00	1,145,181.31

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 7/17/2023 THRU 8/11/2023
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:	August 17, 2023
Section:	New business
Category:	Ordinance
Agenda Item Name:	Ordinance 318: An Ordinance Of The Common Council Of Elkins, West Virginia Amending Sections Of City Code, Chapter 152, Zoning Regarding Sign Regulations In The Central Business District (final reading)
Recommended By:	Planning Commission
Summary:	This ordinance removes size limitations on wall signs in the Central Business District that would have prevented murals. It also allows larger projecting signs higher than 40 feet above grade to allow better visibility from street level.
Fiscal Impact:	None
Recommendation:	Approve Ordinance 318 on final reading.
Attachments:	1. 2023-07-13 Resolution Chapter 152 Zoning_v3_signed 2. O-318 - amending zoning of wall signs and projecting signs

A RESOLUTION OF THE ELKINS PLANNING COMMISSION

(#1-2023)

July 13, 2023

Recommending Changes to Elkins City Code, Chapter 152: Zoning For the Sections Regulating Signs

WHEREAS, the Elkins Planning Commission has met and reviewed certain sections of Chapter 152: Zoning which regulate signs; and

WHEREAS, the Elkins Planning Commission has been presented with specific circumstances directly impacted by Section 152.230, Signs for Central Business (CBD) Districts; and

WHEREAS, the Elkins Planning Commission has determined that, pursuant to Section 152.024, amendments to Chapter 152: Zoning are warranted and recommends the amendments as follows.

NOW THEREFORE BE IT THEREFORE RESOLVED THAT:

1. The Elkins Planning Commission has determined that the proposed amendments are consistent with the adopted comprehensive plan.
2. The Elkins Planning Commission recommends to City Council that Chapter 152: Zoning be amended by ordinance as follows:

Section 152.224 General Requirements.

- (a) All signs must conform to federal and state law, including but not limited to the Building Code and W. Va. Code St. R. § 157-6-7, Requirements for Outdoor Advertising on the State Highway System. Where this code and federal or state law govern signage, the strictest provisions shall apply.
- (b) Signs erected by the City of Elkins for governmental purposes are not subject to this Article.
- (c) *Setback and placement.* Except as otherwise expressly permitted herein, all freestanding signs and flagpoles shall be set back from any public right-of-way at least the height of the sign or flagpole. Electronic message displays shall be placed perpendicular to residential structures where possible and shall comply with Federal Communications Commission regulations, including the avoidance of harmful interference with radio frequencies.
- (d) *Illumination.* The purpose of the following provisions regulating signage lighting is to ensure that signs are lighted in such a manner as to maintain aesthetic consistency with signs already existing in the City and to ensure the safety of drivers and pedestrians, while also ensuring that signs are adequately able to convey sign messages.

- (1) Definitions.
 - (i) "Candela" means the basic unit of measurement of light in SI (metric) units.
 - (ii) "Candela per square meter (cd/m²)" means the SI (metric) unit used to describe the luminance of a light source or of an illuminated surface that reflects light. Also referred to as Nits.
 - (iii) "Nit" means a photometric unit of measurement referring to luminance. One nit is equal to one cd/m².
 - (iv) "SI (International System of Units)" means the modern metric system of measurement, abbreviated SI for the French term "Le Systeme International d'Unites."
- (2) Signs may be backlit, internally lighted, or indirectly lighted. All external sign lighting shall have lighting fixtures or luminaires that are fully shielded.
- (3) Temporary signs shall not be lighted.
- (4) Signs that are illuminated at night may not exceed a maximum luminance level of seven hundred and fifty (750) cd/m² or Nits, regardless of the method of illumination, at least one-half hour before Apparent Sunset, as determined by the National Oceanic and Atmospheric Administration (NOAA), United States Department of Commerce, for the specific geographic location and date. All illuminated signs must comply with this maximum luminance level throughout the night, if the sign is energized, until Apparent Sunrise, as determined by NOAA, at which time the sign may resume luminance levels appropriate for daylight conditions.
- (5) The maximum luminance during daylight conditions, between Apparent Sunrise and one-half hour before Apparent Sunset, shall be ten thousand (10,000) cd/m² or Nits.
- (e) *Maximum height measurements.* ~~Wall signs and other~~ Signs with sign structures not affixed to the ground are measured from the lowest attached component of the sign to the highest attached component of the sign. The height of signs with sign structures affixed to the ground is measured as the distance from the base of the sign at normal grade to the top of the highest attached component of the sign, subject to limitations in this Article. Normal grade is the lower of:
 - (1) Existing grade prior to construction; or
 - (2) The newly established grade after construction, exclusive of any filling, berming, mounding, or excavating primarily for the purpose of mounting or elevating the sign.

(i) *Wall signs*

- (1) Wall signs ~~larger than one hundred (100) square feet~~ shall provide as part of permit application:
 - (i) Express permission from the operator and/or owner of the building;
 - (ii) The name and address of the person applying the wall sign; and
 - (iii) A clear drawing of the proposed wall sign including dimensions and location.
- (2) ~~Wall signs larger than one hundred (100) square feet are subject to the design review standard in subsection (j).~~
- (j) ~~Design review standards for signs.~~ Design review standards shall apply to wall signs in excess of one hundred (100) square feet. The Board of Zoning Appeals shall issue permits for signs subject to design review in accordance with Section 21-12, except that the Board of Zoning Appeals shall issue a determination within forty (40) business days. In determining whether a sign is compatible with the theme and overall character to be achieved in each

July 13, 2023

zoning district, the Board of Zoning Appeals shall base its compatibility determination on the following criteria:

- (1) The relationship of the scale and placement of the sign to the building or premises on which it is to be displayed.
- (2) The relationship of the colors of the sign to the colors of adjacent buildings and nearby signs.
- (3) The similarity or dissimilarity of the sign's size and shape to the size and shape of other signs in the area.
- (4) The similarity or dissimilarity of the style of lettering or number of words on the sign to the style of lettering or number of words of nearby signs.
- (5) The compatibility of the type of illumination, if any, with the type of illumination in the area.
- (6) The compatibility of the materials used in the construction of the sign with the materials used in the construction of other signs in the area.

Section 152.230 Signs for Central Business District.

Purpose. Signage in commercial and districts is allowed to a somewhat greater extent, while maintaining proportion to the size and scope of uses typically present. However, even these more intensive uses in smaller communities are limited in signage to some degree in order to maintain small-town character and limit visual distraction by signage.

(a) Permitted sign use as accessory to dwellings shall be the same as for Section 21-129.

(b) *Signs permitted as accessory to non-dwellings.*

(1) Permitted permanent sign use as accessory to non-dwellings: A-frame, awning, canopy, chalkboard, freestanding, geological, marquee, minor, monument, neon, projecting, temporary, topiary, wall, and window signs. Only one (1) of each is permitted per use per frontage, except wall signs and window signs. More than two hundred (200) square feet of frontage is required for a use to have more than one (1) pole sign. No more than six (6) permanent signs are permitted by right per use.

(2) Permitted temporary signs as accessory to non-dwellings: A-frame, banner, chalkboard, minor, person-assisted, wall, wicket, window. No more than six (6) temporary signs are permitted in one calendar year per use.

(3) No more than three (3) flags as accessory to a non-dwelling are permitted.

(c) Off-premises signs are prohibited.

(d) *Dimension specifications chart.* All maximum sign area requirements include the sum total sign area of all signs per use.

	Freestanding, Monument	Wall Signs	All Other Signs	Temporary Signs	Flags
Max. area for signs less than 40 feet above grade	1 sq. ft. per 1 ft. of lineal frontage, not to exceed 32 sq. ft.	No maximum	0.5 sq. ft. per 1 ft. of lineal frontage, not to exceed 24 sq. ft.	6 sq. ft. displayed at one time	60 sq. ft. ea.

Max. height for signs less than 40 feet above grade	8 ft.	No maximum	4 ft.	4 ft.	40 ft.
Max. area for signs 40 feet or higher above grade	n/a	No maximum	200 sq. feet	100 sq. ft. displayed at one time	60 sq. ft. ea.
Max. height for signs 40 feet or higher above grade	n/a	No maximum	No maximum	No maximum	No maximum

These proposed amendments to Chapter 152: Zoning are only to the Sections specified herein and all remaining Sections of said Chapter shall remain in full force and effect.



Kate Somers, Chairman
Elkins Planning Commission



Attest: _____
Sutton Stokes, City Clerk and Secretary to Commission

July 13, 2023

ORDINANCE 318

AN ORDINANCE OF THE COMMON COUNCIL OF ELKINS, WEST VIRGINIA AMENDING SECTIONS OF CITY CODE, CHAPTER 152: ZONING REGARDING SIGN REGULATIONS IN THE CENTRAL BUSINESS DISTRICT

WHEREAS, the Common Council previously adopted a zoning ordinance which is codified in City Code Chapter 152: Zoning; and

WHEREAS, following the enactment of the zoning ordinance there have been several instances where the imposition of the Sections of Chapter 152: Zoning regarding sign regulations in the Central Business District has proven problematic in their application; and

WHEREAS the Elkins Planning Commission has met and reviewed the instances where sign permits cannot be issued in the Central Business District because of certain sign regulations which are apply to the Central Business District; and

WHEREAS, the Elkins Planning Commission has passed Resolution #1-2023, pursuant to City Code §152.04, recommending to the Common Council that certain designated Sections of Chapter 152: Zoning only regarding sign regulations in the Central Business District be amended (See attached); and

WHEREAS, it appears that the Elkins Planning Commission has passed this Resolution in furtherance of its authority and responsibilities to advise Council of any proposed amendments to Chapter 152: Zoning; and

WHEREAS, the Common Council has determined that by accepting the recommendation of the Elkins Planning Commission it is in the best interest of the citizens of the City.

NOW THEREFORE BE IT ORDAINED and ENACTED by the Common Council that City Code, Chapter 152: Zoning be amended as to the Sections set forth herein and shall now read as follows:

Section 152.224 General Requirements.

- (A) All signs must conform to federal and state law, including but not limited to the Building Code and W. Va. Code St. R. § 157-6-7, Requirements for Outdoor Advertising on the State Highway System. Where this code and federal or state law govern signage, the strictest provisions shall apply.
- (B) Signs erected by the City of Elkins for governmental purposes are not subject to this Article.
- (C) *Setback and placement.* Except as otherwise expressly permitted herein, all freestanding signs and flagpoles shall be set back from any public right-of-way at least the height of the sign or flagpole. Electronic message displays shall be placed perpendicular to residential structures where possible and shall comply with Federal Communications Commission regulations, including the avoidance of harmful interference with radio frequencies.

(D) *Illumination.* The purpose of the following provisions regulating signage lighting is to ensure that signs are lighted in such a manner as to maintain aesthetic consistency with signs already existing in the City and to ensure the safety of drivers and pedestrians, while also ensuring that signs are adequately able to convey sign messages.

(1) Definitions.

“Candela” means the basic unit of measurement of light in SI (metric) units.

“Candela per square meter (cd/m²)” means the SI (metric) unit used to describe the luminance of a light source or of an illuminated surface that reflects light. Also referred to as Nits.

“Nit” means a photometric unit of measurement referring to luminance. One nit is equal to one cd/m².

“SI (International System of Units)” means the modern metric system of measurement, abbreviated SI for the French term “Le Systeme International d’Unites.”

(2) Signs may be backlit, internally lighted, or indirectly lighted. All external sign lighting shall have lighting fixtures or luminaires that are fully shielded.

(3) Temporary signs shall not be lighted.

(4) Signs that are illuminated at night may not exceed a maximum luminance level of seven hundred and fifty (750) cd/m² or Nits, regardless of the method of illumination, at least one-half hour before Apparent Sunset, as determined by the National Oceanic and Atmospheric Administration (NOAA), United States Department of Commerce, for the specific geographic location and date. All illuminated signs must comply with this maximum luminance level throughout the night, if the sign is energized, until Apparent Sunrise, as determined by NOAA, at which time the sign may resume luminance levels appropriate for daylight conditions.

(5) The maximum luminance during daylight conditions, between Apparent Sunrise and one-half hour before Apparent Sunset, shall be ten thousand (10,000) cd/m² or Nits.

(E) *Maximum height measurements.* ~~Wall signs and other~~ Signs with sign structures not affixed to the ground are measured from the lowest attached component of the sign to the highest attached component of the sign. The height of signs with sign structures affixed to the ground is measured as the distance from the base of the sign at normal grade to the top of the highest attached component of the sign, subject to limitations in this Article. Normal grade is the lower of:

(1) Existing grade prior to construction; or

(2) The newly established grade after construction, exclusive of any filling, berming, mounding, or excavating primarily for the purpose of mounting or elevating the sign.

(i) *Wall signs*

(1) Wall signs larger than one hundred (100) square feet shall provide as part of permit application:

- (a) Express permission from the operator and/or owner of the building;
- (b) The name and address of the person applying the wall sign; and
- (c) A clear drawing of the proposed wall sign including dimensions and location.

(2) Wall signs larger than one hundred (100) square feet are subject to the design review standard in subsection (j).

~~(j) Design review standards for signs. Design review standards shall apply to wall signs in excess of one hundred (100) square feet. The Board of Zoning Appeals shall issue permits for signs subject to design review in accordance with Section 21-12, except that the Board of Zoning Appeals shall issue a determination within forty (40) business days. In determining whether a sign is compatible with the theme and overall character to be achieved in each zoning district, the Board of Zoning Appeals shall base its compatibility determination on the following criteria:~~

- ~~(1) The relationship of the scale and placement of the sign to the building or premises on which it is to be displayed.~~
- ~~(2) The relationship of the colors of the sign to the colors of adjacent buildings and nearby signs.~~
- ~~(3) The similarity or dissimilarity of the sign's size and shape to the size and shape of other signs in the area.~~
- ~~(4) The similarity or dissimilarity of the style of lettering or number of words on the sign to the style of lettering or number of words of nearby signs.~~
- ~~(5) The compatibility of the type of illumination, if any, with the type of illumination in the area.~~
- ~~(6) The compatibility of the materials used in the construction of the sign with the materials used in the construction of other signs in the area.~~

Section 152.230 Signs for Central Business District .

(A) *Purpose.* Signage in commercial and districts is allowed to a somewhat greater extent, while maintaining proportion to the size and scope of uses typically present. However, even these more intensive uses in smaller communities are limited in signage to some degree in order to maintain small-town character and limit visual distraction by signage.

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(2) *Signs permitted as accessory to non-dwellings.*

- (a) Permitted permanent sign use as accessory to non-dwellings: A-frame, awning, canopy, chalkboard, freestanding, geological, marquee, minor, monument, neon, projecting, temporary, topiary, wall, and window signs.

Only one (1) of each is permitted per use per frontage, except wall signs and window signs. More than two hundred (200) square feet of frontage is required for a use to have more than one (1) pole sign. No more than six (6) permanent signs are permitted by right per use.

(b) Permitted temporary signs as accessory to non-dwellings: A-frame, banner, chalkboard, minor, person-assisted, wall, wicket, window. No more than six (6) temporary signs are permitted in one calendar year per use.

(c) No more than three (3) flags as accessory to a non-dwelling are permitted.

(3) Off-premises signs are prohibited.

(B) *Dimension specifications chart.* All maximum sign area requirements include the sum total sign area of all signs per use.

	Freestanding, Monument	Wall Signs	All Other Signs	Temporary Signs	Flags
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Max. height for signs less than 40 feet above grade	8 ft.	No maximum	4 ft.	4 ft.	40 ft.
Max. area for signs 40 feet or higher above grade	n/a	No maximum	200 sq. feet	100 sq. ft. displayed at one time	60 sq. ft. ea.
Max. height for signs 40 feet or higher above grade	n/a	No maximum	No maximum	No maximum	No maximum

The amendments to Chapter 152: Zoning are only to the sections referred to herein and all other sections of said Chapter shall remain in full force and effect.

If any portion of this Ordinance shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and Common Council determines that it would have adopted this Ordinance without the invalid provision.

This Ordinance shall become effective upon passage.

PASSED AND APPROVED ON THE FIRST READING: _____,
2023.

PASSED AND APPROVED ON THE SECOND AND FINAL READING:
_____, 2023.

CITY OF ELKINS, WEST VIRGINIA

Jerry A. Marco, Mayor

Attest:

Sutton Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	August 17, 2023
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1681: Deed of Easement from Kimble Properties, LLC For Access to Water Main Line
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. R-1681 ATTACHMENT easement for Kimble Properties 2. R-1681 (Deed of Easement - Kimble Properties)

THIS DEED OF EASEMENT made this ____ day of _____, 2023 by and between **KIMBLE PROPERTIES LLC, a West Virginia limited liability company**, party of the first part, GRANTOR, and the **CITY OF ELKINS**, party of the second part, GRANTEE.

W I T N E S S E T H:

WHEREAS, Grantor is the owner in fee simple of that certain tract of real estate containing designated as Tracts I, II and III of the Crystal Springs Mobile Home Park, situate on WV Secondary Route 11 (Old US Route 33), on the south side thereof, adjacent to the WV Department of Highways Weighing Station at Crystal Springs, West Virginia, being 0.3 miles northeast of the intersection of now WV Secondary Route 11 and US Route 33-25, on the waters of Leading Creek of the Tygart Valley River, Leadsville District, Randolph County, West Virginia, and entered upon the Land Books of the Randolph County Assessor as Tax Map 1, Parcels 23, 33 and 33.1.

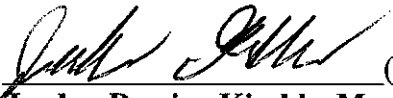
WHEREAS, On July 13, 2023, the City of Elkins Filed an Alternate Water Mainline Extension Agreement with the Public Service Commission of West Virginia, between the City of Elkins and Kimble Properties, LLC. Said Agreement has been reviewed and approved by the Engineering Staff of the Public Service Commission, as reflected in the correspondence and Memorandas attached hereto and made a part hereof.

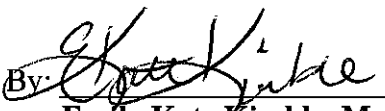
THEREFORE, in consideration of the sum of ONE DOLLAR (\$1.00), cash in hand paid, and other good and valuable consideration, the receipt and sufficiency of all of which is hereby acknowledged, the Grantor does hereby grant and convey unto the Grantee and its successors and assigns, the easement over the above-referenced tracts or parcels of real

estate. The Grantee assumes responsibility of maintenance of the water mainline running under said property and reserves the right to access along the easement lines herein.

WITNESS the following signatures.

KIMBLE PROPERTIES, LLC
a West Virginia limited liability company
Grantor

By:  (SEAL)
Jordan Dwaine Kimble, Member

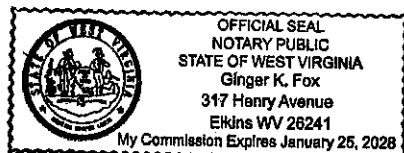
By:  (SEAL)
Emily Kate Kimble, Member

STATE OF WEST VIRGINIA,

COUNTY OF RANDOLPH, TO-WIT:

The foregoing Deed of Easement was acknowledged before me this 7th day of August, 2023 by **JORDAN DWAIN KIMBLE and EMILY KATE KIMBLE, Members of KIMBLE PROPERTIES LLC, a West Virginia limited liability company, Grantor.**

My Commission expires: Jan 25, 2028




NOTARY PUBLIC

CITY OF ELKINS, Grantee
By its representative

STATE OF WEST VIRGINIA,

COUNTY OF RANDOLPH, TO-WIT:

The foregoing Deed of Easement was acknowledged before me this _____ day of _____, 2023 by the **CITY OF ELKINS**, by its representative, _____, Grantee.

My Commission expires: _____.

NOTARY PUBLIC

This instrument prepared by:
JEFFERSON L. TRIPLETT
WV STATE BAR NO. 8988
TRIPLETT & TRIPLETT, P.L.L.C.
ATTORNEYS AT LAW
P.O. BOX 1365
ELKINS, WV 26241
(304) 636-7335

This instrument was prepared without examination of title or report, with information provided by the Grantor. No opinion, expressed or implied, is given as to the marketability or condition of the title of the subject property, the quantity of lands included therein, the location of the boundaries thereof, the existence of liens, unpaid taxes and encumbrances, to ownership of minerals and/or mineral rights and privileges, or any other matter pertaining to said title.

Public Service Commission of West Virginia

201 Brooks Street, P.O. Box 812
Charleston, West Virginia 25323

Phone: (304) 340-0300
Fax: (304) 340-0325



July 28, 2023

Eric Hiner
Water Tech Supervisor
Elkins Municipal Water Department
401 Davis Avenue
Elkins, WV 26241

RE: Case No. 23-0585-W-PC
Elkins Municipal Water Department

Dear Mr. Hiner:

Pursuant to Rule 4.3.3 of the Commission's Rules of Practice and Procedure, we are enclosing a copy of the Staff memorandum in this matter. Any responses must be submitted to the Executive Secretary's Office in writing within 10 days of this date, unless directed otherwise.

Your failure to respond in writing to the utility's answer, Staff's recommendations, or other documents may result in a decision in your case based on your original filing and the other documents in the case file, without further hearing or notice.

When you provide an email address, you will automatically receive docket notifications as documents are filed in this proceeding. The email notifications allow recipients to view a document within an hour from the time the filing is processed. If you have not provided your email address, please send an email to caseinfo@psc.state.wv.us and state the case number in the email subject field.

Documents submitted to the Public Service Commission of West Virginia may be 1) uploaded to its public website, 2) subject to public disclosure under the West Virginia Freedom of Information Act, and/or 3) subject to disclosure under the West Virginia Open Governmental Proceedings Act. Do not submit personal information with your filings. The Commission is not responsible for confidential or personal information included with your submission. A list of personal information is available here: http://www.psc.state.wv.us/Privacy_Policy/WhatisPII.htm

Sincerely,


Karen Buckley
Executive Secretary

KB/jt
Enc.: Memo

✓

INITIAL AND FINAL JOINT STAFF MEMORANDUM

TO: KAREN BUCKLEY
Executive Secretary

DATE: July 28, 2023

FROM: TIMOTHY P. GIBSON, JR.
Staff Attorney

11:13 AM JUL 28 2023 EVES SEC DIV

RE: CASE NO. 23-0585-W-PC
ELKINS MUNICIPAL WATER DEPARTMENT

Staff recommends the revised agreement filed by Elkins Municipal Water Department (the City) on July 18, 2023 be approved by the Public Service Commission of West Virginia (the Commission or the PSC).

Background

On July 13, 2023, the City of Elkins filed an Alternate Water Mainline Extension Agreement between the City and Kimble Properties, LLC (the Developer). A revised agreement was submitted on July 18, 2023.

Per the revised agreement, the Developer will construct approximately 1,800 LF of 2" water main and all related appurtenances to provide service for 32 new customers in the Kimble Properties, LLC Mobile Home Park. The mobile home park is located at 290 Ferguson Road in the city of Elkins in Randolph County, West Virginia.

Staff Recommendations

Technical Analyst David Holley of the Engineering Division has completed reviewing the revised agreement and recommends that it be approved.

Legal Staff notes that the agreement clearly states that the Developer has read Rule 7.5 of the Commission's Rules for the Government of Water Utilities (Water Rules 150 C.S.R. 7) and understands that the District is required to provide a portion of construction costs associated with providing water service to new customers. Nevertheless, the Developer has agreed to waive receiving a cost estimate and reimbursement. The agreement is unremarkable and sets forth the parties' responsibilities and rights in accordance with Water Rule 7.5 and Water Form No. 7 (the checklist of the minimum amount of information that should be included in proposed alternate main extension agreements). Staff has found no issues with the revised agreement that has been submitted. Legal Staff has also

Case No. 23-0399-PWD-PC
June 27, 2023
Page 2

fully reviewed Form No. 7 and found the revised agreement follows the Commission's checklist.

Staff recommends the revised agreement filed by the City on July 18, 2023 be approved.

TPG/sw:_staff_files\gibson\cases\2023\23-0585-w-pc elkins municipal water department\23-0585-pwd-pc elkins city initialfinaljs memo 230728.docx

Attachment

WB 7 C4H

PUBLIC SERVICE COMMISSION OF WEST VIRGINIA

INITIAL AND FINAL INTERNAL MEMORANDUM

DATE: July 19, 2023

TO: Timothy Gibson, Staff Attorney
Legal Division

FROM: David W. Holley, Technical Analyst
Engineering Division

RE: Case No: 23-0585-W-PC
Elkins Municipal Water Department
Initial and Final Memo

On July 13, 2023 the City of Elkins (City) filed an Alternate Water Main-Line Extension Agreement between the City and Kimble Properties, LLC (Developer).

On July 18, 2023 the City filed a revised agreement. Per the revised agreement the Developer will construct approximately 1,800 LF of 2" water main and all related appurtenances to serve thirty two (32) new customers in the Kimble Properties, LLC Mobile Home Park (MHP). The MHP is located at 290 Ferguson Road, Elkins, Randolph County, West Virginia.

Engineering Staff has completed reviewing the agreement and recommends the agreement be approved.

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1681)

August 17, 2023

Authorizing Mayor Marco to sign Deed of Easement from Kimble Properties, LLC for access to Water Main Line

WHEREAS, the City of Elkins Water Department entered into an Alternate Water Mainline Extension Agreement (“Agreement”) with Kimble Properties, LLC (“Kimble”) (see attached); and

WHEREAS, as part of that Agreement, Kimble has granted a Deed of Easement to the City of Elkins over the tracts or parcels of real estate owned by Kimble (see attached); and

WHEREAS, in furtherance of the Agreement, the City of Elkins through its Water Departments assumes the responsibility of maintenance of the water mainline running under the Kimble property and reserves the right to access along the easement lines; and

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council approves the Deed of Easement and authorizes the execution by Mayor Marco of the Deed of Easement attached hereto in furtherance of the Agreement.

Jerry A. Marco, Mayor

Attest:

Sutton Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	August 17, 2023
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1682: Hiring incentive policy for city police department
Recommended By:	Personnel Committee and Chief of Police
Summary:	In response to a severe staffing shortage, Chief Bennett proposes certain hiring incentives for both certified and uncertified officers.
Fiscal Impact:	See attached document for amounts of incentives. Chief Bennett reports that, if offering these incentives reduces the number of empty slots that must be covered by other officers earning overtime, the city will see a net savings.
Recommendation:	Approve Resolution 1682.
Attachments:	1. R-1682 - police department hiring incentives 2. EPD hiring incentives - 2023_08_16

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1682)

August 17, 2023

Establishing Incentives for Hiring and Retaining Officers in the Elkins Police Department

WHEREAS, Elkins City Charter §5 directs that Elkins Common Council exercise all corporate powers and authority unless otherwise provided; and

WHEREAS, listed among the general corporate powers and duties of council is the obligation to protect the persons and property within the corporate limits and to preserve the peace and good order therein, and for this purpose to appoint, when necessary, a police force and such other officers as may be deemed necessary; and

WHEREAS, Elkins Common Council has determined, as a matter of essential public policy, the necessity of establishing and implementing incentives for the recruitment of new officers and to facilitate the reinstatement of officers qualifying therefor;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby adopts the hiring and retention incentives described on the attached document and directs the City Attorney to prepare any policies and agreements necessary to implement these incentives and protect the interests of the City and the Elkins Police Department in the administration thereof.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

Proposed EPD Hiring Incentives Program Presented to council August 17, 2023

WV Certified Officers

\$15,000 incentive paid on hiring. Additional \$5,000 incentive paid after two years of satisfactory service. Officer must be currently certified as a law enforcement officer in West Virginia. Officer must not have been terminated from a law enforcement agency or be under investigation.

Incentive(s) obligate the recipients as follows:

- \$15,000 incentive must be repaid if the officer resigns within two years of hire date. Repayment of this \$15,000 must be complete no later than two years after the effective date of resignation.
- \$5,000 incentive must be repaid if the officer resigns within one year after receipt. Repayment of this \$5,000 must be complete no later than two years after the effective date of resignation.

Uncertified Officers

\$3000 incentive paid upon receiving WV Law Enforcement Officer certification after successful completion of the academy. Additional \$1,500 incentive paid after two years of satisfactory service.

Incentive obligates the recipient as follows:

- \$3,000 incentive must be repaid if the officer resigns within two years of hire date. Repayment of this \$3,000 must be complete no later than two years after the effective date of resignation.
- \$1,500 incentive must be repaid if the officer resigns within one year after receipt. Repayment of this \$1,500 must be complete no later than two years after the effective date of resignation.

Reinstated Officers

If a former EPD officer qualifies for reinstatement to the department but is under contractual obligations similar to the above (i.e., required to repay another department's hiring incentive), City of Elkins will remit directly to the other department either the full amount of the required repayment or \$3,000, whichever is less. The reinstated officer must have been separated from the Elkins Police Department for a period of at least 90 days and otherwise comply with civil service requirements for reinstatement.



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	August 17, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Request for endorsement of Mountain State Forest Festival's ten-day Fair and Festival License application
Recommended By:	City clerk
Summary:	To serve alcohol during the Mountain State Forest Festival, MSFF staff must apply for a special license from the West Virginia Alcoholic Beverage Control Administration. The application must include an endorsement letter from the city, which in turn must be authorized by council The following information was provided by Heidi Bray, MSFF director, concerning where alcohol will be served: MSFF will have two events with alcohol. • Kickoff Party - Rotary Amphitheater Elkins Town Square – Saturday, September 30 (*inclement weather location Phil Gainer Comm Center) • Distinguished Guest Dinner – Phil Gainer Comm Center – Thurs, Oct 5
Fiscal Impact:	None.
Recommendation:	Authorize city clerk to sign the attached endorsement letter.
Attachments:	1. MSFF ABC License endorsement request 2. MSFF ABC Liquor License endorsement letter



P.O. BOX 388 • ELKINS, WV 26241 • OFFICE: (304) 636-1824 • WWW.FORESTFESTIVAL.COM

August 7, 2023

Mayor Jerry A. Marco
City of Elkins
401 Davis Avenue
Elkins, WV 26241

Dear Mayor Marco:

The 85th Mountain State Forest Festival will be celebrated September 30 through October 8, 2023. On behalf of the Festival Board of Directors, I am requesting a letter of endorsement, from the City of Elkins, which we may use to obtain our ABC License. We are seeking a Ten-Day Fair and Festival license, the same license we have applied for and obtained in the past several years.

If you have any questions or require further details, please contact me at the office, Monday through Friday, 9:00 am to 5:00 pm. I look forward to hearing from you soon.

Sincerely,

Heidi M. Bray

Heidi Bray
Executive Director
Mountain State Forest Festival
304-636-1824
executive@forestfestival.com





City of Elkins, West Virginia

August 18, 2023

Fred Wooten
Wv Alcohol Beverage Control Administration
900 Pennsylvania Ave., 4th Floor
Charleston, WV 25302

Commissioner Wooten:

This letter confirms that on August 17, 2023, a quorum being present, the Elkins Common Council approved the request of the Mountain State Forest Festival for an endorsement letter to accompany its application for the necessary permits to sell beer and wine on the dates and at the events described in the attached application addendum.

If you have any questions or require any further information, please contact me at your convenience.

Sincerely,

Sutton Stokes
Elkins City Clerk

Cc: Mountain State Forest Festival

