City of Elkins
Regular Council Meeting

December 1, 2022
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. **Agenda adjustments**
   a. Approved minutes of committee, board and commission meetings
   b. *Resolution 1592:* Appointing an Operations Manager and Establishing Amount of Annual Compensation
   c. *Resolution 1593:* Announcing Council Vacancy and Opening Period of Application for Unexpired Term
4. **Public comment**
5. **Minutes**
   a. Minutes proposed for the regular council meeting of November 17, 2022
6. **Correspondence and Notifications**
   a. Building Permits
   b. Approved minutes of committee, board and commission meetings
7. **Presentation**
   a. Region VII Planning and Development Council - Executive Director Shane Whitehair
8. **Committee Reports**
9. **Staff reports**
10. **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:

   1. AP check report for the period of November 14 - 25, 2022

11. **New business**
   a. *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 (1st of two readings)

b. *Resolution 1588:* Authorizing the Disposition of Municipal Owned Property to a Non-Profit Organization

c. *Resolution 1589*: Appointing a City Clerk and Establishing the Amount of Annual Compensation

d. *Resolution 1590:* Creation of Human Resources Generalist Position within the Office of the City Clerk including Amendments to the City of Elkins Organizational Chart, and Assignment to the Compensation and Classification Plan

e. *Resolution 1591*: Approving Transfer of Funds from the Financial Stabilization Account

f. *Resolution 1592:* Appointing an Operations Manager and Establishing Amount of Annual Compensation

g. *Resolution 1593:* Announcing Council Vacancy and Opening Period of Application for Unexpired Term

12. Mayor's comments

13. Adjournment