



City of Elkins

Regular Council Meeting

April 4, 2024

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 March 21, 2024
5. **Correspondence, Notifications, and Recognitions**
 - a. Building permits, zoning permits, and vacant property registrations
6. **Presentation**
 - a. Josh Nease, Mon Forest Towns
7. **Councilor Reports**
8. **Staff reports**
9. **Approval of vendor invoice payments**
 - a. Vendor invoices presented for approval: March 18-March 28.

(Available for public review in the city clerk's office two business days before this meeting, as required by W. Va. Ethics Commission Open Meetings Advisory Opinion 2012-04.)
10. **New business**
 - a. Ordinance 327: TIF Advisory Committee (first of two readings)
 - b. Reschedule April 18 meeting to April 16 (third Tuesday, for laying the levy)
 - c. Resolution 1743: Amending rules of the Police Civil Service Commission concerning order of examinations
 - d. Resolution 1744: Establish new Human Resources Director position and adopt new job description
 - e. Resolution 1745: Reclassify Communication Specialist as exempt under FLSA
 - f. Resolution 1746: Reappoint Rob Nestor to the Elkins Parks & Recreation Commission (EPRC)
11. **Mayor's comments**
12. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 4, 2024
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of March 21, 2024
Recommended By:	City Clerk
Summary:	Minutes proposed for the regular council meeting of March 21
Fiscal Impact:	None
Recommendation:	Consider for approval
Attachments:	1. city council - 2024_03_21 - minutes_proposed

Proposed Minutes

ELKINS COMMON COUNCIL REGULAR COUNCIL MEETING MINUTES

***401 Davis Avenue
Council Chamber, 2nd Floor
March 21, 2024
7:00 p.m.***

Elkins Common Council met in regular session in the council chamber of city hall. Present were Mayor Jerry A. Marco; Councilors N.E. Bross-Fregonara, A.C. Carroll, R.C. Chenoweth, G.M. Hinchman, B.C. Kerns, C.C. Lowther, E. L. Plishka, L.S. Severino; 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).

Councilors D.C. Parker and C.H. Thompson were absent.

PUBLIC HEARING

The mayor opened the public hearing concerning an ordinance authorizing the issuance by the City of Elkins of sewer revenue bonds in an amount not to exceed \$250,000 to finance the cost of design, acquisition, construction and equipping of additions, betterments and extensions to the City's sanitary sewer system (refer to items 11.a and 11.b, below) at 7 p.m.

There were no comments.

The mayor closed the hearing at 7:01 p.m.

PUBLIC COMMENT

There was no public comment.

MINUTES

Chenoweth **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF MARCH 7, 2024.** The motion carried.

PRESENTATION

Anne Beardsley and staff presented information about the Elkins Depot Welcome Center (CVB).

APPROVAL OF VENDOR INVOICE PAYMENTS

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

Proposed Minutes

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

- Accounts Payable check transactions for the period March 4-15, 2024.

NEW BUSINESS

Hinchman **MOVED APPROVAL OF ORDINANCE 320: CONSIDERATION ON FINAL READING OF AN ORDINANCE AUTHORIZING THE ISSUANCE BY THE CITY OF ELKINS OF SEWER REVENUE BONDS IN AN AMOUNT NOT TO EXCEED \$250,000 TO FINANCE THE COST OF DESIGN, ACQUISITION, CONSTRUCTION AND EQUIPPING OF ADDITIONS, BETTERMENTS AND EXTENSIONS TO THE CITY’S SANITARY SEWER SYSTEM.** The motion carried.

No action was taken on Resolution 1742: Consideration of supplemental resolution related to sewer revenue bonds, series 2024.

Lowther **MOVED APPROVAL OF ORDINANCE 324: AMENDING ELKINS CITY CODE §31.02 CONCERNING COUNCIL MEETINGS (FINAL READING).** The motion carried.

Lowther **MOVED APPROVAL OF ORDINANCE 325: AMENDING ELKINS CITY CODE §152.025 CONCERNING MEETING FREQUENCY FOR THE BOARD OF ZONING APPEALS (FINAL READING).** The motion carried.

Carroll **MOVED APPROVAL OF ORDINANCE 326: AMENDING ELKINS CITY CODE §33.036 CONCERNING MEETING FREQUENCY FOR THE PLANNING COMMISSION (FINAL READING).** The motion carried.

Chenoweth **MOVED APPROVAL OF RESOLUTION 1736: FY25 COAL SEVERANCE BUDGET.** The motion carried.

Hinchman **MOVED APPROVAL OF RESOLUTION 1737: FIRE FUND BUDGET.** The motion carried.

Hinchman **MOVED APPROVAL OF RESOLUTION 1738: FY25 GENERAL FUND BUDGET.** The motion carried.

Chenoweth **MOVED APPROVAL OF RESOLUTION 1739: RENAMING THE POLICE STATION.** The Mayor requested a roll-call vote. The clerk called the roll. The motion carried. Council votes were as follows:

Bross-Fregonara	Yes	Kerns	Yes	Severino	Yes
Chenoweth	Yes	Lowther	Yes	Thompson	Absent
Carroll	No	Parker	Absent	Mayor J. Marco (in case of tie)	n/a
Hinchman	Yes	Plishka	No		

Proposed Minutes

Chenoweth **MOVED APPROVAL OF RESOLUTION 1740: ELIMINATING A NO-PARKING ZONE ON SOUTH DAVIS AVENUE.** The motion carried.

Bross-Fregonara **MOVED APPROVAL OF RESOLUTION 1741: ESTABLISHING TERMS OF LEASE FOR RESERVED NO-PARKING IN FRONT OF THE TYGART HOTEL.** The motion carried.

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

Attest: S.R. Stokes, City Clerk

Jerry A. Marco, Mayor



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 4, 2024
Section:	Correspondence, Notifications, and Recognitions
Category:	Presentation
Agenda Item Name:	Building permits, zoning permits, and vacant property registrations
Recommended By:	Building Officer
Summary:	Building permits issued March 20-April 1, 2024
Fiscal Impact:	Building permits issued on valuation of \$86,301
Recommendation:	Review
Attachments:	1. Building Permits - 2024_04_04

BUILDING PERMITS 3/20-4/01

4/01/2024 2:34 PM

PROJECT MASTER REPORT

PAGE: 1

PROJECTS: THRU ZZZZZZZZZZ

REPORT SEQUENCE: Project

PROJECT TYPE: Exclude: BPZONING

CONTRACTOR CLASS: All

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 3/20/2024 THRU 4/01/2024

EXPIRE DATES: 0/00/0000 THRU 99/99/9999

STATUS INCLUDED: All

ISSUED DATES: 0/00/0000 THRU 99/99/9999

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PROJECT: 240055	- RESIDENTIAL DECK	TYPE: DECK-RES	RESIDENTIAL DECK
PROPERTY:	204 FERNDAL DR		
APPLIED DATE:	3/20/2024	ISSUED DATE:	3/20/2024
CONTRACTOR:		EXPIRATION DATE:	9/19/2024
		COMPLETION DATE:	0/00/0000
		ISSUED TO:	VEST, EARL
			204 FERNDAL DRIVE
			ELKINS, WV 26241
SQUARE FEET:	128		
DWELLING TYPE:	PRIVATE	UNITS:	1
STATUS:	OPEN	BALANCE:	0.00
PROJECT: 240056	- RESIDENTIAL DEMOLITION	TYPE: DEMO-RES	RESIDENTIAL DEMOLITION
PROPERTY:	1700 SIXTEENTH ST		
APPLIED DATE:	4/01/2024	ISSUED DATE:	4/01/2024
CONTRACTOR:	SMITHBACK SMITH BACKHOE & DOZER SERVICE	EXPIRATION DATE:	10/02/2024
	4 RIVERBEND RD	COMPLETION DATE:	0/00/0000
	ELKINS, WV 26241	ISSUED TO:	SKIDMORE, LORETTA
			1525 LAVALETTE AVE
			ELKINS, WV 26241
SQUARE FEET:	1,000		
DWELLING TYPE:	PRIVATE	UNITS:	1
STATUS:	OPEN	BALANCE:	50.00
PROJECT: 240057	- RESIDENTIAL ROOFING	TYPE: ROOF-RES	RESIDENTIAL ROOFING
PROPERTY:	112 WILSON ST		
APPLIED DATE:	4/01/2024	ISSUED DATE:	4/01/2024
CONTRACTOR:	D&LMALLOWC D & L MALLOW CONSTRUCTION LLC	EXPIRATION DATE:	10/02/2024
	407 DIAMOND ST	COMPLETION DATE:	0/00/0000
	ELKINS, WV 26241	ISSUED TO:	TOTTEN, BRYAN
			112 WILSON ST
			ELKINS, WV 26241
SQUARE FEET:	900		
DWELLING TYPE:	PRIVATE	UNITS:	1
STATUS:	OPEN	BALANCE:	52.00
PROJECT: 240058	- RESIDENTIAL ROOFING	TYPE: ROOF-RES	RESIDENTIAL ROOFING
PROPERTY:	114-114 WILSON ST 1/2		
APPLIED DATE:	4/01/2024	ISSUED DATE:	4/01/2024
CONTRACTOR:	D&LMALLOWC D & L MALLOW CONSTRUCTION LLC	EXPIRATION DATE:	10/02/2024
	407 DIAMOND ST	COMPLETION DATE:	0/00/0000
	ELKINS, WV 26241	ISSUED TO:	TOTTEN, BRYAN
			112 WILSON ST
			ELKINS, WV 26241
SQUARE FEET:	800		
DWELLING TYPE:	PRIVATE	UNITS:	1
STATUS:	OPEN	BALANCE:	49.00
PROJECT: 240059	- RESIDENTIAL WINDOWS	TYPE: WIND-RES	RESIDENTIAL WINDOWS

PROPERTY:	122 SECOND ST			EXPIRATION DATE:	10/02/2024	COMPLETION DATE:	0/00/0000
APPLIED DATE:	4/01/2024	ISSUED DATE:	4/01/2024	ISSUED TO:	VANCE, KATHY		
CONTRACTOR:	CONSTRUCTI CONSTRUCTION BY RQ LLC				122 SECOND ST		
	809 MAIN ST				ELKINS, WV 26241		
	BEVERLY, WV 26253						
SQUARE FEET:	1						
DWELLING TYPE:	PRIVATE	UNITS:	1				
STATUS:	OPEN	BALANCE:	25.00				
PROJECT:	240060	- RESIDENTIAL ROOFING		TYPE:	ROOF-RES	RESIDENTIAL ROOFING	
PROPERTY:	77 PLEASANT AVE						
APPLIED DATE:	4/01/2024	ISSUED DATE:	4/01/2024	EXPIRATION DATE:	10/02/2024	COMPLETION DATE:	0/00/0000
CONTRACTOR:	BURKHOLDER BURKHOLDER ENTERPRISE			ISSUED TO:	SHEPHERD, RUSSELL		
	5698 MORGANTOWN PIKE				77 PLEASANT AVE		
	BELINGTON, WV 26250				ELKINS, WV 26241		
SQUARE FEET:	1,848						
DWELLING TYPE:	PRIVATE	UNITS:	1				
STATUS:	OPEN	BALANCE:	80.44				
PROJECT:	240062	- RESIDENTIAL ROOFING		TYPE:	ROOF-RES	RESIDENTIAL ROOFING	
PROPERTY:	109 WARD AVE						
APPLIED DATE:	4/01/2024	ISSUED DATE:	4/01/2024	EXPIRATION DATE:	10/02/2024	COMPLETION DATE:	0/00/0000
CONTRACTOR:				ISSUED TO:	CHENOWETH, BUFFY L		
					109 WARD AVE		
					ELKINS, WV 26241		
SQUARE FEET:	1,800						
DWELLING TYPE:	PRIVATE	UNITS:	1				
STATUS:	OPEN	BALANCE:	104.00				
PROJECT:	240063	- RESIDENTIAL FENCE		TYPE:	FENCE-RES	RESIDENTIAL FENCE	
PROPERTY:	149 GUY ST						
APPLIED DATE:	4/01/2024	ISSUED DATE:	4/01/2024	EXPIRATION DATE:	10/02/2024	COMPLETION DATE:	0/00/0000
CONTRACTOR:	CLIFFORDRB CLIFFORD R BILLER GEN CONT			ISSUED TO:	ROSS, JUDITH A		
	336 BLAINE AVE				3531 ELEVEN MILE RD		
	ELKINS, WV 26241				FT PIERCE, FL 34945-2502		
SQUARE FEET:	1						
DWELLING TYPE:	PRIVATE	UNITS:	1				
STATUS:	OPEN	BALANCE:	25.00				
PROJECT:	240064	- RESIDENTIAL WINDOWS		TYPE:	WIND-RES	RESIDENTIAL WINDOWS	
PROPERTY:	315 TYGART CT						
APPLIED DATE:	4/01/2024	ISSUED DATE:	4/01/2024	EXPIRATION DATE:	10/02/2024	COMPLETION DATE:	0/00/0000
CONTRACTOR:				ISSUED TO:	MYLES, CAMERON & JANET		
					315 TYGART CT		
					ELKINS, WV 26241		
SQUARE FEET:	2,200						
DWELLING TYPE:	PRIVATE	UNITS:	1				
STATUS:	OPEN	BALANCE:	116.00				

*** MONTHLY RECAP BASED ON ISSUED DATE ***

ISSUED YEAR: 2024

MONTH	PROJECTS	VALUATION	BALANCE
MARCH	1	700.00	0.00
APRIL	8	85,601.00	501.44
TOTALS:	9	86,301.00	501.44

ZONING PERMITS

4/01/2024 2:38 PM PROJECT MASTER REPORT PAGE: 1
 PROJECTS: THRU ZZZZZZZZZZ REPORT SEQUENCE: Project
 PROJECT TYPE: Include: BPZONING CONTRACTOR CLASS: All - All Contractor Classes
 CONTRACTORS: All
 APPLIED DATES: 3/20/2024 THRU 4/01/2024 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS INCLUDED: All ISSUED DATES: 0/00/0000 THRU 99/99/9999
 =====

PROJECT: 240054 - ZONING PERMIT TYPE: BPZONING ZONING
 PROPERTY: 122 DAVIS AVE
 APPLIED DATE: 3/20/2024 ISSUED DATE: 3/20/2024 EXPIRATION DATE: 3/20/2025 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: CLEMENTINE'S CANTINA
 122 DAVIS AVENUE
 ELKINS, WV 26241
 SQUARE FEET: 2,000
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

PROJECT: 240061 - ZONING PERMIT TYPE: BPZONING ZONING
 PROPERTY: 1104 S KERENS AVE
 APPLIED DATE: 4/01/2024 ISSUED DATE: 4/01/2024 EXPIRATION DATE: 4/01/2025 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: A NEW THING INC
 2475 3RD AVE
 HUNTINGTON, WV 25703
 SQUARE FEET: 1
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 10.00

PROJECT: 240065 - ZONING PERMIT TYPE: BPZONING ZONING
 PROPERTY: 215 HENRY AVE
 APPLIED DATE: 4/01/2024 ISSUED DATE: 4/01/2024 EXPIRATION DATE: 4/01/2025 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: LOTTIE BELLE
 215 HENRY AVE
 ELKINS, WV 26241
 SQUARE FEET: 1
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 10.00

VACANT STRUCTURE BILLING

4/01/2024 2:40 PM
 LICENSES: THRU ZZZZZZZZZZ
 LIC CODES: Include: CE-VAC
 LIC STATUS: All
 FEE CODES: All

F E E C O D E R E P O R T

PAGE: 1
 ORIGINATION DATE: 1/01/2024 THRU 4/01/2024
 EFFECTIVE DATE: 0/00/0000 THRU 99/99/9999
 EXPIRATION DATE: 0/00/0000 THRU 99/99/9999
 PRINT DATE: 0/00/0000 THRU 99/99/9999

FEE CODE: VACANT - VACANT PROPERTY FEE

LICENSE	PERIOD	LIC CODE	STATUS	REPORT	ISSUED TO	# of Years	CHARGES
24284	3/04/24 - 3/05/24	CE-VAC	Pending	CODE	BARTON ROBER	1.0000	200.00
24285	3/04/24 - 3/05/24	CE-VAC	Pending	CODE	HOSEY LINDA	1.0000	200.00
24286	3/04/24 - 3/05/24	CE-VAC	Pending	CODE	HOSEY LINDA	1.0000	200.00
24287	3/04/24 - 3/05/24	CE-VAC	Pending	CODE	HIGGINS MARIE	1.0000	200.00
24289	3/04/24 - 3/05/24	CE-VAC	Pending	CODE	METHENY MICHE	1.0000	200.00
24290	3/04/24 - 3/05/24	CE-VAC	Pending	CODE	MILLER LINDA	1.0000	200.00
24294	3/12/24 - 3/13/24	CE-VAC	Active	CODE	CHUA DOMIN	1.0000	200.00
24295	3/12/24 - 3/13/24	CE-VAC	Pending	CODE	ARBOGAST GARY	1.0000	200.00
24302	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	AUVIL BENJA	1.0000	200.00
24303	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	PROUDFOOT LINDA	1.0000	200.00
24304	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	PARKER WILMA	1.0000	200.00
24305	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	HALLE SHANE	1.0000	200.00
24306	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	ARMENTROUT WILLI	1.0000	200.00
24307	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	ARMENTROUT WILLI	1.0000	200.00
24308	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	CORDER DEBOR	1.0000	200.00
24309	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	GUSTKE JAMES	1.0000	200.00
24310	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	GRAHAM ANNA	1.0000	200.00
24311	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	ANGER MIKE	1.0000	200.00
24312	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	SHIFFLETT DAVID	2.0000	200.00
24313	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	LIN YA FA	2.0000	200.00
24314	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	BEVERLY PIKE LAND LLC	2.0000	200.00
24315	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	GUSTKE JAMES	2.0000	200.00
24316	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	MONGOLD MANAGEMENT LLC	2.0000	200.00

REPORT TOTALS: 23 28.0000 4,400.00



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 4, 2024
Section:	Approval of vendor invoice payments
Category:	Action Item
Agenda Item Name:	Vendor invoices presented for approval: March 18-March 28. <i>(Available for public review in the city clerk's office two business days before this meeting, as required by W. Va. Ethics Commission Open Meetings Advisory Opinion 2012-04.)</i>
Recommended By:	City Treasurer
Summary:	Accounts payable transactions in all funds March 18-28
Fiscal Impact:	Report details \$556,735.71 in transactions from all funds.
Recommendation:	Consider for approval
Attachments:	1. AP Check Report - 2024_04_01

VENDOR SET: 01 Elkins

BANK: OVBSA Construction Draw

DATE RANGE: 3/18/2024 THRU 3/28/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00670	Step toe & Johnson PLLC							
I-EMBC03152024	Bond Counsel Services EMBC	R	3/28/2024	12,500.00		000001		12,500.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	12,500.00	0.00	12,500.00
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	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: OVBSATOTALS:	1	12,500.00	0.00	12,500.00
BANK: OVBSA TOTALS:	1	12,500.00	0.00	12,500.00

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE: 3/18/2024 THRU 3/28/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00822	WV State Treasurer's Office							
C-CORR ENTRY	Corr Entry-paid by EFT	N	3/20/2024	843.80CR		000000		
I-Remit 02/2024	Muni Ct Remittance 02/2024	N	3/20/2024	843.80		000000		
00741	Great-West Trust Company LLC							
I-VF 202403191629	Voya	D	3/19/2024	595.00		005777		
I-VF2202403191629	Voya AT	D	3/19/2024	100.00		005777		695.00
00792	WV Consolidated Retirement Boa							
I-RTD202403051627	Retirement	D	3/20/2024	7,252.25		005778		
I-RTD202403191629	Retirement	D	3/20/2024	6,924.66		005778		14,176.91
00952	WV Consolidated Retirement Boa							
I-RTF202403051627	Retirement	D	3/20/2024	2,800.10		005779		
I-RTF202403191629	Retirement	D	3/20/2024	2,227.56		005779		
I-RTN202403051627	Retirement	D	3/20/2024	3,852.58		005779		
I-RTN202403191629	Retirement	D	3/20/2024	3,684.54		005779		12,564.78
00993	WV Consolidated Retirement Boa							
I-RT6202403051627	Retirement 6%	D	3/20/2024	9,114.92		005780		
I-RT6202403051628	Retirement 6%	D	3/20/2024	263.23		005780		
I-RT6202403191629	Retirement 6%	D	3/20/2024	9,323.66		005780		
I-RT6202403191630	Retirement 6%	D	3/20/2024	240.42		005780		18,942.23
00116	Child Support Enforcement							
I-CDS202403191629	Child Support	R	3/19/2024	690.10		015093		690.10
00121	Citizens Bank of WVFP							
I-FP 202403191629	Fire Pension	R	3/19/2024	499.74		015094		499.74
00122	Citizens Bank of WVPP							
I-PP 202403191629	Police Pension	R	3/19/2024	163.04		015095		
I-PPN202403191629	Police Pension-2010 Forward	R	3/19/2024	404.72		015095		567.76
00147	COE Misc							
I-MIS202403191629	Misc Reimbursements	R	3/19/2024	495.88		015096		495.88
00150	COE Payroll							
I-T1 202403191629	Federal Withholding	R	3/19/2024	11,796.48		015097		11,796.48
00151	COE Payroll							
I-T3 202403191629	FICA	R	3/19/2024	18,993.14		015098		
I-T4 202403191629	Medicare	R	3/19/2024	4,825.26		015098		23,818.40

VENDOR SET: 01Elkins

BANK: PoolPooled Cash

DATE RANGE: 3/18/2024 THRU 3/28/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00152	COE Payroll							
I-T2 202403191629	State Withholding	R	3/19/2024	5,397.00		015099		5,397.00
00203	Davis Trust Company							
I-CC 202403191629	Employee Christmas Club	R	3/19/2024	2,760.00		015100		2,760.00
00747	Washington National Insurance							
I-WN 202403191629	Washington National Insurance	R	3/19/2024	641.85		015101		641.85
00837	COE Payroll Reimbursement							
I-001202403191629	Payroll Reimbursement	R	3/19/2024	54,284.50		015102		
I-006202403191629	Payroll Reimbursement	R	3/19/2024	5,194.15		015102		
I-036202403191629	Payroll Reimbursement	R	3/19/2024	13,030.71		015102		
I-400202403191629	Payroll Reimbursement	R	3/19/2024	22,715.34		015102		
I-401202403191629	Payroll Reimbursement	R	3/19/2024	14,057.48		015102		
I-404202403191629	Payroll Reimbursement	R	3/19/2024	11,815.11		015102		121,097.29
01885	Colonial Life							
I-CL 202403191629	Colonial Life-AT	R	3/19/2024	112.10		015103		
I-CLP202403191629	Colonial Life-PT	R	3/19/2024	52.52		015103		164.62
00150	COE Payroll							
I-T1 202403191630	Federal Withholding	R	3/19/2024	100.28		015104		100.28
00151	COE Payroll							
I-T3 202403191630	FICA	R	3/19/2024	198.74		015105		
I-T4 202403191630	Medicare	R	3/19/2024	46.48		015105		245.22
00152	COE Payroll							
I-T2 202403191630	State Withholding	R	3/19/2024	43.00		015106		43.00
00837	COE Payroll Reimbursement							
I-400202403191630	Payroll Reimbursement	R	3/19/2024	1,240.68		015107		1,240.68
00006	AFLAC							
I-AF 202403051627	Aflac-After Tax Ins	R	3/20/2024	67.78		015108		
I-AF 202403191629	Aflac-After Tax Ins	R	3/20/2024	67.78		015108		
I-AFL202403051627	Aflac Insurance	R	3/20/2024	68.67		015108		
I-AFL202403191629	Aflac Insurance	R	3/20/2024	68.67		015108		272.90
00085	Burgess & Niple, Inc.							
I-1123810	Attny Services 12/2023	R	3/20/2024	3,472.00		015109		
I-1126906	Survey and Field Work	R	3/20/2024	384.00		015109		
I-1126919	Consent Order/Garage	R	3/20/2024	1,337.00		015109		5,193.00

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 3/18/2024 THRU 3/28/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00132	Clarksburg Water Board							
I-M91135	Clarksburg Water Board	R	3/20/2024	23.00		015110		23.00
00156	COE Sewer Depreciation Account							
I-01/2024	01/2024 Sewer Depreciation	R	3/20/2024	5,087.67		015111		5,087.67
00242	Elkins Professional Firefighte							
I-EPP202403051627	Elkins Professional FF	R	3/20/2024	135.00		015112		
I-EPP202403191629	Elkins Professional FF	R	3/20/2024	135.00		015112		270.00
00247	Elkins Truck Service, Inc							
I-155067	Wheel chock	R	3/20/2024	43.26		015113		43.26
00430	Jonathan Distefano dba Mainten							
I-1214	service call coded elec lock	R	3/20/2024	595.00		015114		595.00
00446	McCarty's Septic Service							
I-A12332/A12326	Sludge	R	3/20/2024	15,150.00		015115		15,150.00
00471	Mon Power							
I-ECityPk 031224	ElkinsCityPk 020924-030824	R	3/20/2024	9.76		015116		
I-Park St 474095	Park St 020924-030824	R	3/20/2024	5.54		015116		
I-Park St 672996	Park St 020924-030824	R	3/20/2024	5.25		015116		
I-RR Ave 031524	RR Ave 021424-031324	R	3/20/2024	139.24		015116		
I-Whitmer 031124	Whitmer 020524-030524	R	3/20/2024	943.32		015116		1,103.11
00483	Mountain Valley Bank							
I-1202553-21 0352824	1202553-21 032824	R	3/20/2024	2,369.18		015117		2,369.18
00500	Newlons International Sales, L							
I-01W2597	#406 Brake Valves	R	3/20/2024	486.37		015118		486.37
00591	Retiree Health Benefit Trust F							
I-Retirees 03/2024	Retiree Health 03/2024	R	3/20/2024	1,639.16		015119		1,639.16
00670	Steptoe & Johnson PLLC							
I-1117259	Compl w/USDC Civil Action	R	3/20/2024	6,343.13		015120		
I-1121680	Compliance w/USDC NDCA	R	3/20/2024	3,887.25		015120		10,230.38
00712	Tyler Technologies, Inc.							
I-025-456845	Install/Config Cloud Migration	R	3/20/2024	5,250.00		015121		5,250.00
00805	FBMC							
I-MFB202403051627	Mt. Flex Benefit	R	3/20/2024	1,948.41		015122		
I-MFB202403191629	Mt. Flex Benefit	R	3/20/2024	1,948.41		015122		
I-RChenoweth 3/2024	RChenweth 03/2024	R	3/20/2024	49.90		015122		3,946.72

VENDOR SET: 01 Elkins
 BANK: Pool Pooled Cash
 DATE RANGE: 3/18/2024 THRU 3/28/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00810	WV Public Employee Insurance A							
I-BL 202403191629	Basic Life Benefit	R	3/20/2024	180.18		015123		
I-BL1202403191629	Basic Life Benefit +	R	3/20/2024	1.98		015123		
I-DL 202403051627	Dependent Life	R	3/20/2024	89.61		015123		
I-DL 202403191629	Dependent Life	R	3/20/2024	89.61		015123		
I-HPA202403051627	Ins-Health Plan A	R	3/20/2024	949.00		015123		
I-HPA202403191629	Ins-Health Plan A	R	3/20/2024	949.00		015123		
I-HPB202403051627	Ins-Health Plan B	R	3/20/2024	627.50		015123		
I-HPB202403191629	Ins-Health Plan B	R	3/20/2024	627.50		015123		
I-ICA202403051627	Ins - Emp/Child-Plan A	R	3/20/2024	1,699.50		015123		
I-ICA202403191629	Ins - Emp/Child-Plan A	R	3/20/2024	1,699.50		015123		
I-ICB202403051627	Ins- Emp/child - Plan B	R	3/20/2024	494.50		015123		
I-ICB202403191629	Ins- Emp/child - Plan B	R	3/20/2024	494.50		015123		
I-IFA202403051627	Ins - Family - Plan A	R	3/20/2024	17,342.00		015123		
I-IFA202403191629	Ins - Family - Plan A	R	3/20/2024	17,342.00		015123		
I-IFB202403051627	Ins - Family - Plan B	R	3/20/2024	5,825.00		015123		
I-IFB202403191629	Ins - Family - Plan B	R	3/20/2024	5,825.00		015123		
I-IFD202403051627	Ins-Fam-Plan B - Post Tax	R	3/20/2024	582.50		015123		
I-IFD202403191629	Ins-Fam-Plan B - Post Tax	R	3/20/2024	582.50		015123		
I-ISA202403051627	Ins - Single - Plan A	R	3/20/2024	4,687.50		015123		
I-ISA202403191629	Ins - Single - Plan A	R	3/20/2024	4,687.50		015123		
I-ISB202403051627	Ins-Single - Plan B	R	3/20/2024	3,653.00		015123		
I-ISB202403191629	Ins-Single - Plan B	R	3/20/2024	3,653.00		015123		
I-OL 202403051627	Optional Life	R	3/20/2024	346.49		015123		
I-OL 202403191629	Optional Life	R	3/20/2024	346.49		015123		
I-RChenoweth 03/24	RChenoweth Health/Life 3/2024	R	3/20/2024	1,335.98		015123		
I-TOF202403051627	Tobacco Surcharge Family	R	3/20/2024	325.00		015123		
I-TOF202403191629	Tobacco Surcharge Family	R	3/20/2024	325.00		015123		
I-TOS202403051627	Tobacco Surcharge Single	R	3/20/2024	137.50		015123		
I-TOS202403191629	Tobacco Surcharge Single	R	3/20/2024	137.50		015123		75,036.34
00812	WV Regional Jail and Correctio							
I-2124B49F	10 days inmate housing TVRJ	R	3/20/2024	544.80		015124		544.80
01292	COE Sewer O & M Account							
I-01/2024 Sewer O&M	01/2024 Sewer O&M	R	3/20/2024	13,153.88		015125		13,153.88
01335	FOP Lodge #104							
I-03/2024	Lodge dues	R	3/20/2024	420.00		015126		420.00
01449	Dodson Pest Control							
I-231731020242 24	Pest control	R	3/20/2024	60.00		015127		60.00

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE: 3/18/2024 THRU 3/28/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01555	Golden Equipment Co Inc							
I-3713	Shaft/Paul	R	3/20/2024	1,020.39		015128		1,020.39
01594	Pace Analytical Services LLC							
I-2430508834	Jan/Feb 2024 Contract Lab	R	3/20/2024	2,745.99		015129		2,745.99
01607	Graham-Simon Plumbing							
I-i50719	water heater project	R	3/20/2024	11,100.00		015130		11,100.00
01751	COE WWTP							
I-WTP Backwash 2/24	WTP backwash	R	3/20/2024	667.84		015131		667.84
01790	Crim Law Office PLLC							
I-413	Attorney Services 2/2024	R	3/20/2024	7,780.00		015132		
I-415	Sanitary Board 02/2024	R	3/20/2024	1,160.00		015132		
I-417	WVDEP Grant Attny Fees	R	3/20/2024	200.00		015132		9,140.00
02012	Appalachain Aggregates							
I-213265	STONE	R	3/20/2024	938.40		015133		938.40
02157	Jerry A Marco							
I-Exp WVML 031424	Travel-WVML 031024-031424	R	3/20/2024	617.76		015134		617.76
02486	FPG							
I-54904	Housing bottoms/liner/shipping	R	3/20/2024	6,854.72		015135		6,854.72
02536	Go With The Flow Utility Servi							
I-031124	Valve Repair	R	3/20/2024	300.00		015136		300.00
02554	SmokeyJoe Enterprises LLC							
I-0001236	924 S Davis	R	3/20/2024	2,500.00		015137		2,500.00
02627	WVU Law							
I-031924	Initial Phase of Comp Plan	R	3/20/2024	7,980.00		015138		7,980.00
00835	Daniel Sayre							
I-Travel-0325-032824	Per Diem Training Charleston	R	3/21/2024	563.00		015139		563.00
02629	Justin White							
I-Travel 0325-032824	PerDiem-Training Charleston	R	3/21/2024	563.00		015140		563.00
00082	Builders Group, Inc.							
I-735443	lumber/saw blades/bolts	R	3/26/2024	251.36		015141		
I-735896	liquid nail/plumbing	R	3/26/2024	56.31		015141		307.67

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE: 3/18/2024 THRU 3/28/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00085	Burgess & Niple, Inc.							
I-1132949	Prof engineering services	R	3/26/2024	2,717.00		015142		2,717.00
00099	Casto & Harris of WV LLC							
I-116829	Council Min/Resolutions	R	3/26/2024	493.01		015143		493.01
00119	First-Citizens Bank & Trust Co							
I-44390858	Kyocera 040624	R	3/26/2024	52.50		015144		
I-44413741	Konica 040824	R	3/26/2024	55.00		015144		107.50
00156	COE Sewer Depreciation Account							
I-Swr Depr 02/2024	Sewer Depr Deposit 02/2024	R	3/26/2024	6,821.64		015145		6,821.64
00218	Division of Justice and Commun							
I-CERT-Elmore	Certification Fee-C Elmore	R	3/26/2024	1,500.00		015146		1,500.00
00468	Miss Utility of West Virginia,							
I-wV24-678	February 2024 message fees	R	3/26/2024	213.00		015147		213.00
00471	Mon Power							
I-Barron 031924	Lt31Barron 021424-031424	R	3/26/2024	12,535.98		015148		
I-ParkSt031224	ParkSt 0209-030824	R	3/26/2024	10.89		015148		12,546.87
00479	Amtower Auto Supply, Inc.							
I-206684	Oil Semi Syn 2 cycle	R	3/26/2024	24.14		015149		
I-206706	Wiper Blades/Silicone/Seals	R	3/26/2024	76.36		015149		
I-206947	Hx Skts/Ratchet/Metric Set	R	3/26/2024	42.49		015149		
I-206980	16 oz Motor Tune Up	R	3/26/2024	33.96		015149		
I-207320	UBolts	R	3/26/2024	64.96		015149		241.91
00484	Mountaineer Gas Company							
I-1Baxter 032024	1 Baxter 020624-030624	R	3/26/2024	586.32		015150		
I-1BaxterSt 032024	1 Baxter 020624-030624	R	3/26/2024	430.01		015150		
I-216 4thB 032024	216 4th B 020624-030724	R	3/26/2024	50.40		015150		
I-216-4th 032024	216 4th 020624-030724	R	3/26/2024	1,323.21		015150		
I-401Davis 032024	401Davis 020624-030724	R	3/26/2024	3,109.60		015150		
I-421Davis 032024	421 Davis 020624-030724	R	3/26/2024	415.83		015150		
I-917S RR 032024	917 S RR 020724-030624	R	3/26/2024	831.95		015150		
I-Barron 032024	Barron Ave 020624-030624	R	3/26/2024	106.22		015150		
I-Baxter 032024	Baxter 020624-030624	R	3/26/2024	876.61		015150		
I-Center 032024	Center St 020624-030624	R	3/26/2024	195.54		015150		
I-FLDControl 032024	Flood Control 020824-030624	R	3/26/2024	1,267.38		015150		
I-GlendaleL3 032024	Glendale LS3 020624-030624	R	3/26/2024	296.03		015150		
I-IndPk 032024	Industrial Pk 020824-031124	R	3/26/2024	240.20		015150		
I-RELee 032024	Robert E Lee 020624-030624	R	3/26/2024	1,010.59		015150		
I-Stewart 032024	Stewart LS4 020624-030624	R	3/26/2024	59.63		015150		10,799.52

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE: 3/18/2024 THRU 3/28/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00582	Region VII Plan. & Development							
I-520-8	Operations 2/2024	R	3/26/2024	412.50		015151		412.50
00670	Steptoe & Johnson PLLC							
I-1125047	USDC Northern Dist Civil	R	3/26/2024	5,016.63		015152		5,016.63
00701	Toshiba Financial Services							
I-525058244	Mayor/Clerk 031224-041224	R	3/26/2024	228.85		015153		228.85
00779	Woodford Oil Company							
I-314205	473 Clear Diesel	R	3/26/2024	1,259.56		015154		
I-4575930	CHV DELO400/GEAR EP5	R	3/26/2024	840.00		015154		2,099.56
00855	LMC & Associates							
I-3440	11/23 Coord/Execute Website	R	3/26/2024	374.75		015155		
I-3554	02/24 Events Calendar	R	3/26/2024	213.25		015155		588.00
01292	COE Sewer O & M Account							
I-SewerOM 02/2024	Sewer O&M Dep 02/2024	R	3/26/2024	13,153.88		015156		13,153.88
01833	P3 Cost Analysts							
I-22960	Visa VUIRF 03/2024	R	3/26/2024	515.56		015157		515.56
02309	Twin A Equipment Repair LLC							
I-849	Repairs on JD Backhoe	R	3/26/2024	1,127.80		015158		1,127.80
02347	LEAF							
I-16215758	Tosh 5525AC 040824	R	3/26/2024	292.45		015159		
I-16236467	Tosh E4515AC 041124	R	3/26/2024	301.50		015159		
I-16242723	Tosh ES4515AC 041324	R	3/26/2024	128.53		015159		722.48
02393	Spilman Thomas & Battle PLLC							
I-5512189	TIF Redevelopment 022924	R	3/26/2024	490.00		015160		490.00
02554	SmokeyJoe Enterprises LLC							
I-0001235	326 S Rand/924 S Davis	R	3/26/2024	80,590.00		015161		80,590.00
1	DAVIS, JAMES							
I-000202403261631	US REFUND	R	3/26/2024	1,739.24		015162		1,739.24

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 3/18/2024 THRU 3/28/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
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* * T O T A L S * *	NO			INVOICE AMOUNT		DISCOUNTS		CHECK AMOUNT
REGULAR CHECKS:	70			497,856.79		0.00		497,856.79
HAND CHECKS:	0			0.00		0.00		0.00
DRAFTS:	4			46,378.92		0.00		46,378.92
EFT:	0			0.00		0.00		0.00
NON CHECKS:	1			0.00		0.00		0.00
VOID CHECKS:	0	VOID DEBITS	0.00					
		VOID CREDITS	0.00	0.00		0.00		

TOTAL ERRORS: 0

	NO			INVOICE AMOUNT		DISCOUNTS		CHECK AMOUNT
VENDOR SET: 01 BANK: Pool TOTALS:	75			544,235.71		0.00		544,235.71
BANK: Pool TOTALS:	75			544,235.71		0.00		544,235.71
REPORT TOTALS:	76			556,735.71		0.00		556,735.71

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 3/18/2024 THRU 3/28/2024
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:	April 4, 2024
Section:	New business
Category:	Ordinance
Agenda Item Name:	Ordinance 327: TIF Advisory Committee (first of two readings)
Recommended By:	Municipal Properties Committee; Rules & Ordinances Committee; City Clerk and Operations Manager
Summary:	Establishes a non-governing-body advisory committee to assist council in evaluating and prioritizing projects proposed for funding through proceeds of the city's Tax Increment Financing district. City Council will retain final approval authority over all TIF spending decisions; this committee is advisory only.
Fiscal Impact:	None
Recommendation:	Consider for approval
Attachments:	1. O-327 - Ordinance Creating TIF District (Creating TIF Advisory Committee)

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV
AN ORDINANCE OF COMMON COUNCIL

(#327)

**AN ORDINANCE APPROVING AND CREATING A TAX INCREMENT
FINANCING ADVISORY COMMITTEE TO ADVISE THE CITY OF ELKINS
ON THE PRIORITY OF PROJECTS AND USE OF FUNDS IN CONNECTION
WITH THE “THE CITY OF ELKINS REDEVELOPMENT DISTRICT NO. 1”;
AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH**

WHEREAS, The City of Elkins, West Virginia (the “City”) is authorized by the West Virginia Tax Increment Financing Act, Chapter 7, Article 11B of the Code of West Virginia 1931, as amended (the “Act”) to create tax increment financing districts, approve project plans, issue tax increment financing obligations and take such other actions as necessary or desirable to facilitate the orderly development and economic stability of the City, all as more fully set forth in the Act;

WHEREAS, by Ordinance enacted on May 18, 2023 (the “TIF Ordinance”), the City authorized and created a redevelopment district designated as “The City of Elkins Redevelopment District No. 1”, the boundaries of which are more fully described in **Exhibit A** hereto (the “TIF District”), and approved a redevelopment project plan designated as “Project Plan No. 1”, as more fully described in **Exhibit B** hereto (the “Project Plan”), all in accordance with the applicable provisions of the Act;

WHEREAS, the TIF Ordinance established a tax increment financing fund from which the City is authorized to issue tax increment finance obligations or expend tax increment revenues on a pay as you go basis, all in order to finance the costs of planning, acquiring, constructing and equipping the Project Plan, being necessary public infrastructure and related improvements within the TIF District;

WHEREAS, to meet the objectives of the Project Plan, the Common Council of the City (“Council”) finds it appropriate to establish an advisory committee for the purpose of rating and prioritizing projects within the Project Plan (the “TIF Advisory Committee”);

WHEREAS, the Council has determined to enact this Ordinance that approves and creates the TIF Advisory Committee.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF ELKINS, AS FOLLOWS:

1. TIF Advisory Committee.

(a) The Council hereby creates an advisory committee to be known as “The TIF Advisory Committee” which shall consist of the City Clerk, the Operations Manager, the Executive Director of the Randolph County Development Authority, and the Executive Director of Woodlands Development Group, Inc.

(b) The purposes of the Committee are as follows:

i. to create a system of objective criteria for rating and prioritizing development or redevelopment projects as described in the Project Plan to foster economic development in the TIF District;

ii. to adopt and establish rules and regulations and develop forms as it deems necessary so as to fulfill the purposes for which the Committee has been established; and

iii. to recommend to the Council, prior to the tax increment financing fund being used to pay or support costs of any development or redevelopment project, including any debt service on any TIF obligations issued from the TIF District, that

(A) all requirements of any applicable law, rule or regulation and all due process requirements have been satisfied; and

(B) the particular project for which proceeds from the TIF Fund will be expended meets one of the following objectives: (1) eliminates a public health or safety hazard; (2) provides an economic or community development benefit; or (3) will result in a beautification impact to the TIF District and the City of Elkins.

(c) Unless sooner dissolved by subsequent action of the Council, the Committee shall be dissolved, without any action by the Council, upon having fulfilled the purpose for which it is created or upon expiration of the TIF District.

(d) It is the express intent of the Council that the Committee is an ad hoc advisory committee for the limited purposes herein stated, and this Ordinance should not be construed to create a permanent or temporary municipal department, office, board or agency.

2. Severability of Invalid Provisions. If any section, paragraph, clause or provision of this Ordinance should be held invalid by any court of competent jurisdiction, the invalidity of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Ordinance.

3. Headings, Etc. The headings and catch lines of the articles, sections and subsections hereof are for convenience of reference only, and shall not affect in any way the meaning or interpretation of any provision hereof.

4. Conflicting Provision Repealed. All ordinances, resolutions, indentures or orders, or parts thereof, that conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby repealed with respect to the subject matter of this Ordinance.

5. Effective Date. This Ordinance shall take effect immediately upon enactment.

First Reading April 4, 2024

Second Reading April __, 2024

[Signature Page Follows]

Adopted this _____, 2023.

THE CITY OF ELKINS

By: _____
Its Mayor

ATTEST:

By: _____
City Clerk

CERTIFICATION

The undersigned, being the duly qualified, elected and acting Clerk of The City of Elkins, does hereby certify that the foregoing Ordinance was duly adopted by the Common Council of The City of Elkins at regular meetings duly held, pursuant to proper notice thereof, on April ___, 2024 and April ___, 2024, a quorum being present and acting throughout, and which Ordinance has not been modified, amended or revoked and is a true, correct and complete copy thereof as of this ___ day of _____ 2024.

By: _____
City Clerk

Exhibit A**TIF District Boundaries**

The TIF District is located in the City of Elkins, West Virginia, and includes approximately 437 acres of contiguous real property located in Elkins Corporation property tax district, as set forth on the map below, including the specifically delineated TIF District boundary.

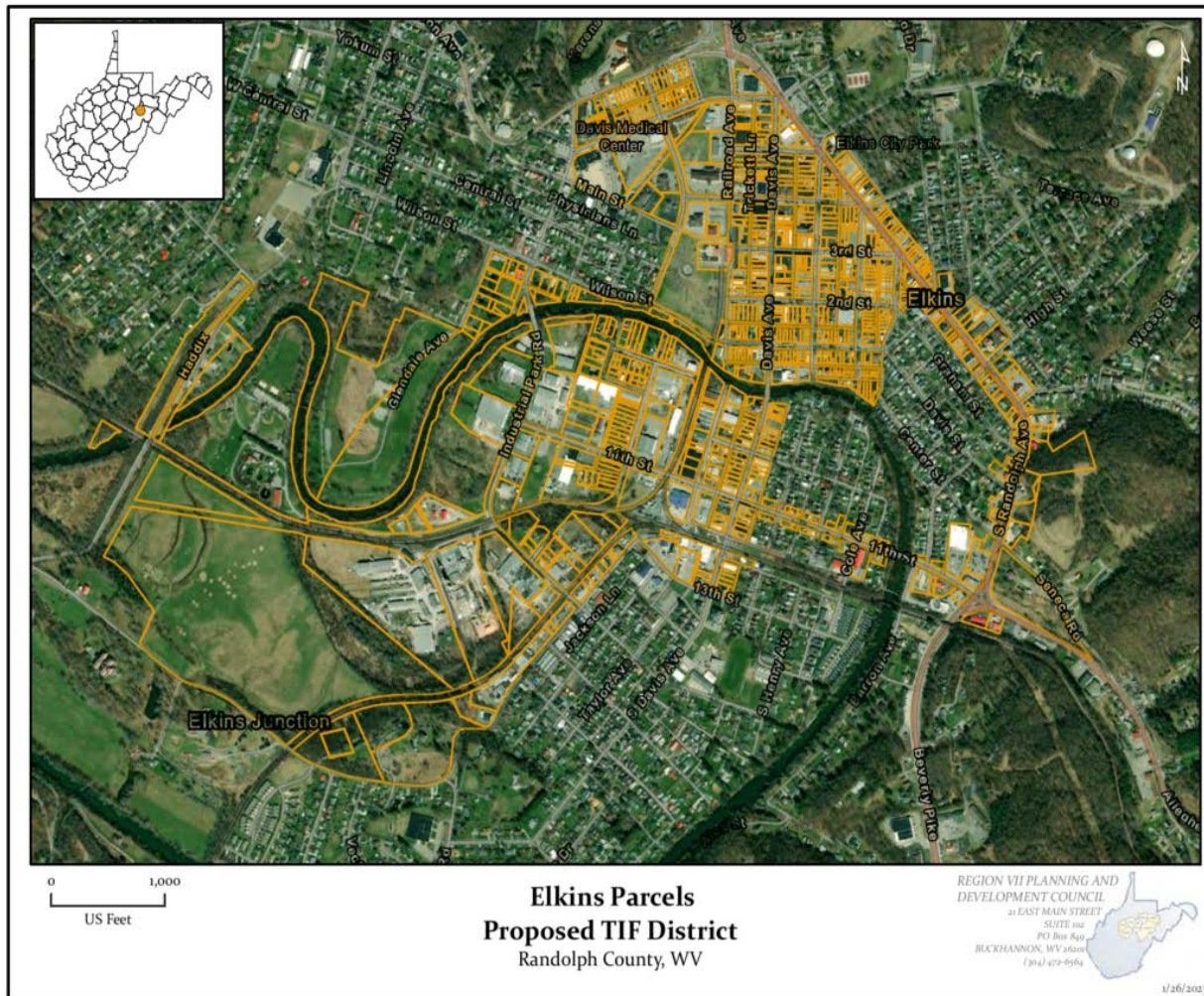


Exhibit B

Project Plan

(attached hereto)

SECTION II.**PROJECT INFORMATION****A. DETAILED DESCRIPTION OF PROJECT**

Include a description of how the project fits with the overall development plans for the Redevelopment District or the overall development plans of the city, county, or region.

The TIF District

The City of Elkins (the “City”) is proposing the creation of the “City of Elkins Redevelopment District No. 1” (the “TIF District”). The proposed TIF District includes approximately 437 acres of contiguous real property located in Elkins Corporation property tax district. A map of the TIF District boundaries is provided in **Attachment 1**. The proposed TIF District is comprised of parts of the downtown business district, the Industrial Park managed by the Randolph County Development Authority, and the Elkins Railyard. The proposed TIF District is generally bounded to the north by Seneca Trail, to the east by Randolph Avenue and Livingston Avenue, to the south by Georgetown Road and to the west by portions of Haddix Road and is bisected by the Tygart Valley River. The TIF District is being created by the City for the purposes of facilitating the planning, design, acquisition, construction and equipping of capital improvements within the TIF District or on land not in the TIF District that is contiguous to the TIF District and which contains infrastructure or other facilities which serve the TIF District.

The TIF Projects

The City proposes to develop certain capital improvements within or which serve the TIF District and include the design, permitting, acquisition, construction and equipping of site, infrastructure and other improvements, both public and private, that will facilitate development within, or for the benefit of, the TIF District (collectively, the “TIF Projects”), including, but not limited to, the following:

- Waterlines, waterworks facilities, sanitary sewer lines, sewerage facilities, stormwater facilities, telecommunications, cable, fiber optic, electric, natural gas and related public infrastructure improvements and relocations;
- Construction of roads, sidewalks, street lighting, traffic signals and other roadway and streetscape improvements and related appurtenances including curbing and gutters;
- Acquisition of land within the TIF District or outside of the TIF District which contains or will contain infrastructure or other facilities which serve the TIF District;
- Demolition, site preparation and excavation and other earthwork necessary for and incidental to the construction and installation of infrastructure and other improvements;
- Other related improvements, extensions, renovations and additions; and
- All professional service fees and consultant fees in connection with the foregoing, including but not limited to engineering and other design fees, legal fees, fees of property tax revenue consultants, property tax consultants, trustees, continuing disclosure agents and all fees and costs incurred in connection with the preparation and approval of the Project Plan.

The TIF Projects are expected to include, but not be limited to, (i) riverfront development and beautification along the Tygart Valley River; (ii) recreational trail system improvements throughout the proposed TIF District; (iii) streetscaping, wayfinding, lighting, and sidewalk improvements in the downtown business district; (iv) improvements to the Elkins Railyard, including the Roundhouse Plaza and construction of a new event center; and (v) improvements to the Randolph County Industrial Park.

The TIF Projects which are currently contemplated for the TIF District are more particularly indicated on the maps provided in **Attachment 2**. The proposed TIF Projects and the capital improvements and expenditures currently contemplated pursuant to such phases are presented by way of example only and the actual capital improvements and expenditures for each phase or project may differ substantially from those described herein so long as such improvements and expenditures are included within the description of the TIF Projects described herein.

Tax Increment Financing Obligations

To finance all or portions of the TIF Projects, the City proposes to issue tax increment revenue bonds or other obligations (the “TIF Obligations”) in an estimated amount not to exceed \$25,000,000, with maturities not to exceed 30 years from the date of the creation of the TIF District. Such TIF Obligations may be issued from time to time in one or more series. Proceeds of the TIF Obligations are generally planned to be used to (i) finance costs of the TIF Projects, including architectural, engineering, legal and other professional fees and expenses; (ii) finance costs of creating the TIF District and obtaining approval of the TIF Projects; (iii) fund reserves for the TIF Obligations, as necessary; (iv) fund capitalized interest on the TIF Obligations, as necessary; and (v) pay costs of issuance of the TIF Obligations and related costs. To the extent that surplus tax increment funds are available, portions of the TIF Projects may be financed directly with such surplus on a pay-as-you-go basis. See **Section II.E** for more detailed Financing information and **Section II.G** for additional information on the proposed TIF Obligations.

B(1):	ESTIMATES
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Projected increases in Assessed Values of the TIF District:

Please see the attachments to **Section II.G Tax Increment Financing Obligations** herein for the Preliminary Development Schedule prepared by the City, and the Projection of Net Property Tax Increment, which includes projected increases in assessed values of the TIF district.

B(2):	ESTIMATES
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Number of jobs to be created by this project in the TIF District. Estimated jobs are as follows:

Estimated Job Creation within the TIF District

Job Category: Professional

Wages:	\$75,000 - \$150,000
Benefits:	Industry Standard
Number of Construction Jobs:	3
Number of Permanent Jobs:	15

Job Category: Clerical and Admin

Wages:	\$25,000 - \$75,000
Benefits:	Industry Standard
Number of Construction Jobs:	2
Number of Permanent Jobs:	20

Job Category: Skilled

Wages:	\$40,000 - \$75,000
Benefits:	Industry Standard
Number of Construction Jobs:	60
Number of Permanent Jobs:	26

Job Category: Semi-Skilled

Wages:	\$20,000 - \$40,000
Benefits:	Industry Standard
Number of Construction Jobs:	40
Number of Permanent Jobs:	27

Job Category: Unskilled

Wages:	\$20,000 - \$40,000
Benefits:	Industry Standard
Number of Construction Jobs:	38
Number of Permanent Jobs:	49

Total Estimated Number of Construction Jobs:	153
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Total Estimated Number of Permanent Jobs:	137
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C. CAPITAL IMPROVEMENTS

The City proposes to develop certain capital improvements within or which serve the TIF District and include the design, permitting, acquisition, construction and equipping of site, infrastructure and other improvements, both public and private, that will facilitate development within, or for the benefit of, the TIF District (collectively, the “TIF Projects”), including, but not limited to, the following:

- Waterlines, waterworks facilities, sanitary sewer lines, sewerage facilities, stormwater facilities, telecommunications, cable, fiber optic, electric, natural gas and related public infrastructure improvements and relocations;
- Construction of roads, sidewalks, street lighting, traffic signals and other roadway and streetscape improvements and related appurtenances including curbing and gutters;
- Acquisition of land within the TIF District or outside of the TIF District which contains or will contain infrastructure or other facilities which serve the TIF District;
- Demolition, site preparation and excavation and other earthwork necessary for and incidental to the construction and installation of infrastructure and other improvements;
- Other related improvements, extensions, renovations and additions; and
- All professional service fees and consultant fees in connection with the foregoing, including but not limited to engineering and other design fees, legal fees, fees of property tax revenue consultants, property tax consultants, trustees, continuing disclosure agents and all fees and costs incurred in connection with the preparation and approval of the Project Plan.

The TIF Projects are expected to include, but not be limited to, (i) riverfront development and beautification along the Tygart Valley River; (ii) recreational trail system improvements throughout the proposed TIF District; (iii) streetscaping, wayfinding, lighting, and sidewalk improvements in the downtown business district; (iv) improvements to the Elkins Railyard, including the Roundhouse Plaza and construction of a new event center; and (v) improvements to the Randolph County Industrial Park. The TIF Projects which are currently contemplated for the TIF District are more particularly indicated on the maps provided in **Attachment 2**. The TIF Projects and the capital improvements and expenditures currently contemplated pursuant to such phases are presented by way of example only.

The City has prepared preliminary cost estimates for the TIF Projects, as summarized in the following table and described on the following page:

Type of Improvements	Estimated Cost*
Riverfront Development	\$3,300,000
Recreational Trails	\$3,000,000
Streetscaping	\$1,800,000
Railyard	\$3,600,000
Industrial Park	<u>\$3,000,000</u>
Total:	\$14,700,000*

* Assumes the maximum estimated cost.

1. Riverfront Development and Related Improvements

There has been a dismissive or negative attitude surrounding the section of the Tygart Valley River that flows through the heart of Elkins for many years. Past efforts to change this perception and revitalize the river were recently stimulated by the rehabilitation of the Tygart Hotel and the community's participation in HubCAP. As a result, the Elkins Riverfront Development plan was created by GAI Consultants. The cost of this design work was paid for by the City and HubCAP. The plan provides a vision to restore ecological function, provide safe alternative transportation routes, and incorporate recreational opportunities. Projected costs as part of the design work are estimated to cost between \$2,400,000 to \$3,300,000 to implement.

2. EAST Trail Design and Related Improvements

The City is uniquely situated to access unparalleled recreational opportunities in the eastern United States, including whitewater runs, climbing routes, and down-hill/cross country ski resorts, all within an hour and half. However, the City itself lacks high-quality, purpose-built, accessible trails. To address this limitation, the City has partnered with Elkins Area Shared Trails (EAST), a collaborative organization that brings together land managers, trail development and design experts, community development organizations, and civic leaders to improve trail systems within the City. To facilitate trail master planning in the area, EAST has been awarded \$80,000 in grant funding from two sources, to be matched by over \$23,000 of in-kind partner-based support and \$30,000 cash. Current cost estimates for construction are between \$1,300,000 to \$3,000,000.

3. Streetscaping and Related Improvements

In 2016, the Design Committee of Elkins Main Street, Inc. prepared the Elkins Streetscape Vision to provide a framework to advance streetscape improvements in downtown. In 2017, the Common Council adopted its 2018-2023 Strategic Plan which emphasizes improvements to downtown streetscapes, signage, lighting, and sidewalks. The City has engaged an architectural and engineering firm to produce design plans and standard drawings suitable for plan implementation. The cost of design is \$30,000 and implementation costs are estimated at \$200,000 to \$300,000 per block, with a total estimated cost of \$1,200,000 to \$1,800,000 (based on 6 blocks).

4. Elkins Railyard and Related Improvements

The City intends to facilitate the development of the Elkins Railyard, including roadways, the construction of a new public events center, development of the Roundhouse Plaza, and public infrastructure improvements. The City estimates the total cost of these projects at \$3,600,000.

5. Industrial Park Property Development and Related Improvements

The City intends to make necessary investments in the Randolph County Industrial Park to include site preparation, sidewalks, lighting and other infrastructure improvements at an estimated cost of \$2,000,000 to \$3,000,000.

D. ESTIMATED BREAKDOWN OF PROJECT COSTS*

The below preliminary breakdown of estimated costs of the TIF Project is anticipated to be fully financed from TIF Obligations and/or from Pay-As-You-Go funds from the TIF Fund. See **Section II.G – Tax Increment Financing Obligations** and **Section II.E – Financing** for more detailed information. The Costs of the TIF Projects set forth on this and the prior pages are based on the best available information at the time of this Application. Some of these costs are based on conceptual layouts using a cost per linear foot and other costs are based on allocated budgets to the anticipated scope of the work. All indicated costs are estimates only and are subject to change and the actual costs will likely differ from the amounts stated herein.

	TOTAL*	<u>Proposed Financing Method</u>
1. Capital Costs	\$ (see 8 below)	
2. Estimated Financing Costs	\$ 423,514	TIF Obligations
3. Professional Services	\$ (see footnote)	
4. Land	\$ unknown	
5. Relocation Costs	\$ -0-	
6. Environmental Impact Studies	\$ -0-	
7. Public Information	\$ -0-	
8. Construction of Capital Improvements	\$7,000,000	TIF Obligations
9. Costs of the sale/lease of County property that results in a loss to County	\$ -0-	
10. Capitalized Interest Fund	\$ 462,786	TIF Obligations
11. Reserve Fund	\$ 570,700	TIF Obligations
Total Project Cost:	\$8,457,000	TIF Obligations
12. Additional Capital Improvements	\$7,700,000	TIF Obligations/Pay-As-You-Go

***Notes to Items 1 through 12:**

- 2) Estimated Financing Costs for the TIF Obligations are provided in **Section II.G.**
- 3) Estimated Professional Services costs are included in Construction of Capital Improvements.
- 6) Estimated Environmental Impact Studies costs are included in Construction of Capital Improvements.
- 8) See **Section II.C** for estimated breakdown of costs.
- 10) Estimated capitalized interest are provided in **Section II.G.**
- 11) Estimated Reserve Fund for the TIF Obligations are provided in **Section II.G.**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 4, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Reschedule April 18 meeting to April 16 (third Tuesday, for laying the levy)
Recommended By:	City Treasurer
Summary:	Council finalized its proposed budget March 21. The budget was then submitted to the state auditor's office for administrative review. The next step in the budget process, after approval is received from the state auditor's office, is for council to "lay the levy" (i.e., make final adoption, including setting the FY 2025 property tax rates, which will be unchanged from past years). All cities and counties are required to take this final step on the same day each year, the third Tuesday in April. Therefore, it is recommended that council reschedule its regular April 18 meeting to Tuesday, April 16.
Fiscal Impact:	None
Recommendation:	Consider for approval
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 4, 2024
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1743: Amending rules of the Police Civil Service Commission concerning order of examinations
Recommended By:	Police Civil Service Commission, Police Chief, City Clerk
Summary:	Amends commission rules to give the commission greater flexibility in the order of physical and written testing for entry-level candidates
Fiscal Impact:	None
Recommendation:	Consider for approval
Attachments:	1. R-1743 - Amending r-1743 - rules of the Police Civil Service Commission concerning order of examinations

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1743)

April 4, 2024

***Amending the Police Civil Service Commission's Rules
Concerning Order of Competitive Examination and Evaluation***

WHEREAS, §10.01(c) of the *Rules and Regulations of the Police Civil Service Commission of the City of Elkins, West Virginia* states that:

“Competitive examinations and other forms of evaluation used by the Commission shall be administered in an order determined by the Commission. However, it shall be the policy of the Commission to administer the written examination testing each applicant's merit or fitness to discharge the employment sought by such applicant first wherever possible.”

; and,

WHEREAS, the Elkins Police Civil Service Commission recommends that this provision be clarified and revised;

NOW, THEREFORE, BE IT RESOLVED, that the Common Council of the City of Elkins, W. Va. hereby amends the above paragraph from §10.01(c) of the *Rules and Regulations of the Police Civil Service Commission of the City of Elkins, West Virginia* to read as follows:

“Competitive examinations and other forms of evaluation used by the Commission shall be administered in an order determined by the Commission.”

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 4, 2024
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1744: Establish new Human Resources Director position and adopt new job description
Recommended By:	Personnel Committee
Summary:	Converts the current Human Resources Generalist position to Human Resources Director with no change to current annual salary; position remains within the Clerk Department
Fiscal Impact:	None
Recommendation:	Consider for approval
Attachments:	1. R-1744 - creation of HR Director position 2. R-1744 - ATTACHMENT Human Resource Director_202403_v2

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1744)

April 4, 2024

Creation of Human Resources Director Position within the City Clerk Department

WHEREAS, the City of Elkins, W. Va. (“City”) has previously created a Human Resources Generalist position within the City Clerk Department; and,

WHEREAS, based on the knowledge, skills, and abilities of the incumbent Human Resources Generalist, the Personnel Committee of the Elkins Common Council (“Council”) recommends changing the title of this position to Human Resources Director and updating the position’s job description accordingly; and,

WHEREAS, Council finds that it in the best interests of the City of Elkins to adopt and implement these changes;

NOW, THEREFORE, BE IT RESOLVED THAT:

Council hereby changes the title of the Human Resources Generalist position to Human Resources Director and adopts the attached updated job description.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk



Job Description: Director of Human Resources

Employer and General Job Information

Organization Name:	City of Elkins
Website:	https://cityofelkinswv.com/
Job Code:	SOC: 13-1070
Job Location:	401 Davis Avenue, Elkins, WV 26241
Reports to:	City Clerk
Hours/Week:	Full-Time Salaried
FLSA Status:	Exempt
Prepared / Updated	By Human Resources / March 2024

Job Purpose

Under administrative direction, this position will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organization's mission and talent strategy. Administers or oversees programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development. The HR Director will supervise the payroll clerk and work closely with the administrative officers and/or department supervisors in the training, development, and appraisal of employees.

Tasks

- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
- Prepare or maintain employment records related to events, such as hiring, termination, leaves, transfers, or promotions.
- Address employee relations issues, such as harassment allegations, work complaints, or other employee concerns.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Review employment applications to match applicants with job requirements.

- Inform job applicants of details such as duties and responsibilities, compensation, benefits, scheduled, working conditions, or promotion opportunities.
- Schedule or conduct new employee orientations.
- Maintain and update human resources documents, such as organizational charts, employee handbooks or directories, or performance evaluation forms.
- Ensure consistency among departments regarding disciplinary actions by keeping a log and reviewing as needed.
- Conduct exit interviews and ensure that necessary employment termination paperwork is completed.
- Perform searches for qualified job candidates, using sources such as computer databases, networking, internet recruiting resources, media advertisements, job fairs, recruiting firms, or employee referrals.
- Serve as a backup to payroll clerk.
- Analyze employment related data and prepare required reports.
- Advise management on organizing, preparing, or implementing recruiting or retention programs.
- Develop or implement recruiting strategies to meet current or anticipated staffing needs.
- Schedule or administer skill, intelligence, psychological, or drug tests for current or prospective employees.
- Conduct reference or background checks on job applications.
- Assist with developing and implementing employee training and onboarding programs.
- Provide assistance in administering employee benefit programs, and worker's compensation and unemployment plans.

Additional Duties

- Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor.
- Participate in proactive team efforts to achieve departmental and company goals.
- Perform other duties as assigned.
- Provide leadership to others through example and sharing of knowledge/skill.

Work Context

Physical Demands

The employee generally sits and often reaches with hands and arms; usually talks or hears; and occasionally stands; walks; stoops, kneels, crouches, or crawls.

Lifts Weight or Exerts Force Work Environment

The employee occasionally lifts up to 10 pounds.

Visions

Specific vision abilities required by this job include Close vision; Distance vision; Peripheral vision; Depth perception; Ability to adjust focus.

Work Environment

The employee regularly works in well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation. The physical activity level is described as sedentary physical activity performing non-strenuous daily activities of an administrative nature.

Qualifications

Education and Experience

Bachelor's degree (B.A./B.S.) from four-year college or university and four (4) to five (5) years experience in Human Resources

Work Styles **Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.

Integrity — Job requires being honest and ethical.

Attention to Detail - Job requires being careful about detail and thorough in completing work tasks.

Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high stress situations.

Cooperation — Job requires providing service to others in a friendly, non-competitive environment.

Professional — Job requires conforming to the standards of skill, competence, and character typically associated with a code of conduct for court employees.

Independence — Job requires developing one's own way of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.

Analytical Thinking — Job requires analysing information and using logic to address work-related issues and problems.

Skills and Abilities

Language Skills	Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Mathematical Skills	Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
Reasoning Ability	Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.
Computer Operations	Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.
Planning / Organization Skills	Ability to prioritize tasks and handle multiple tasks simultaneously.
Technical Skills	Ability to perform all essential job duties and operate associated tools and equipment with or without reasonable accommodation.

Knowledge

Required

- **Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography, and transcription, designing forms, and other office procedures and terminology.
- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

- **Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- **Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modelling, leadership technique, production methods, and coordination of people and resources.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

APPROVAL AND ACKNOWLEDGEMENT

Manager’s Name

Title

Manager’s Signature

Date

Employee’s Name

Title

Employee’s Signature

Date

The City of Elkins is an Equal Opportunity Employer including disability and protected veteran status



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 4, 2024
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1745: Reclassify Communication Specialist as exempt under FLSA
Recommended By:	Personnel Committee, City Clerk
Summary:	The Communication Specialist position is currently classified as non-exempt. To qualify as “exempt” under the Fair Labor Standards Act, a position must: • Be paid more than \$23,600/year. • Have duties that are non-manual and crucial to the overall organization, such as formulating or interpreting company policies through the exercise of discretion and judgement and independent decision-making. The Personnel Committee finds that the position meets this test and recommends reclassifying the position as exempt. The annual salary would be the current hourly rate multiplied by 2080, the standard conversion between hourly wages and annual salary.
Fiscal Impact:	None
Recommendation:	Consider for approval
Attachments:	1. R-1745 - Reclassify Communication Specialist as exempt under FLSA

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1745)

April 4, 2024

Converting the Communication Specialist position to exempt under FLSA

WHEREAS, the Common Council (“Council”) of the City of Elkins, W. Va. (“City”) previously created the position of Communication Specialist as non-exempt, as defined by the federal Fair Labor Standards Act (FLSA); and,

WHEREAS, Council’s Personnel Committee finds that this position qualifies for reclassification as exempt, as defined by the federal Fair Labor Standards Act, and recommends making this reclassification accordingly; and,

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby reclassifies the position of Communication Specialist from non-exempt to exempt, effective April 14, 2024.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	April 4, 2024
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1746: Reappoint Rob Nestor to the Elkins Parks & Recreation Commission (EPRC)
Recommended By:	Mayor; EPRC
Summary:	Reappointment of longstanding EPRC member Rob Nestor to another six-year term
Fiscal Impact:	None
Recommendation:	Consider for approval
Attachments:	1. R-1746 - reappointment of R. Nestor to the EPRC

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1746)
April 4, 2024

***Reappointing Rob Nestor to the
Elkins Parks and Recreation Commission***

WHEREAS, Rob Nestor has faithfully served on the Elkins Parks and Recreation Commission since 2012 and wishes to continue in this role; and

WHEREAS, Mr. Nestor's term expired February 28, 2024; and

WHEREAS, Mayor J. Marco, with consent of the current Elkins Parks and Recreation Commission President and Board, recommends that Rob Nestor be reappointed;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby reappoints Rob Nestor to the Elkins Parks and Recreation Commission of the City of Elkins for a new six-year term ending February 28, 2030.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk