



City of Elkins

Regular Council Meeting

March 2, 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. Minutes proposed for the regular council meeting of February 16, 2023
5. **Correspondence and Notifications**
 - a. Approved minutes of committees, boards and commissions
 - b. Approved building permits
6. **Presentation**
 - a. Elkins Depot Welcome Center and Elkins Randolph County Tourism CVB - Anne Beardslee
 - b. Introduction of draft 2023-2028 Strategic Plan
7. **Committee Reports**
8. **Staff reports**
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:

1. AP check report for the period of February 13 - 24, 2023

10. **New business**
 - a. *Ordinance 311*: An Ordinance to Amend the Official Zoning Map, Chapter 152: Zoning, Elkins City Code - First Amendment (2nd and final reading)
 - b. *Resolution 1618*: Approving "Full-Time Regular Employee" Status and Confirming Compensation Level for R. Day
 - c. *Resolution 1619*: Accepting Conditions and Terms of the Walgreens/West Virginia Statewide Settlement Agreement and Authorizing the Execution of the Election and Release Form Provided by the West Virginia Attorney General
 - d. *Resolution 1620*: Accepting Conditions and Terms of the Fitzsimmon's Law Firm/West Virginia Statewide Settlement Agreement and Authorizing the Execution of the Election and Release Form Provided by the West Virginia Attorney General

- e. *Request by Davis Health System Foundation for special ABCA licensure*
- f. *Consideration of City Clerk appointment*

11. Mayor's comments

12. Adjournment

Proposed Minutes

ELKINS COMMON COUNCIL REGULAR COUNCIL MEETING MINUTES

***401 Davis Avenue
Council Chamber, 2nd Floor
February 16, 2023
7:00 p.m.***

Elkins Common Council met in regular session in the council chamber of city hall. Present were Mayor Jerry A. Marco; Councilpersons N.E. Bross-Fregonara, R.C. Chenoweth, C.R. Griggs, J.A. Guye, G.M. Hinchman, C.C. Lowther, D.C. Parker, L.S. Severino, and L.H. Vest; 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 J.R. Sutton (acting as recording secretary).

Councilor M. D. Cuonzo was absent.

MINUTES

Cm. Lowther, **MOVED APPROVAL OF THE MINUTES OF THE FEBRUARY 2, 2023, MEETING.** The motion carried.

CORRESPONDENCE AND NOTIFICATIONS

Council received the following correspondence and notifications:

- Approved minutes of committee, board, and commission meetings
- Issued building permits

The following building permits have been issued since the previous regular council meeting.

ISSUED BUILDING PERMITS				
Permit	Applicant	Location	Description	Value
230011	Crosston, Donald	211 Central St	De-Water Crawl Space	3,029.00
230012	Jones, Andrew	300 Scott St	Remodel Bathroom	20,000.00
230013	Thompson, Eddie	1514 Taylor Ave	Install Metal Roof	8,484.00
230014	Thompson, Eddie	518 Davis St	Install Metal Roof	13,213.00
230015	Wbley, Virginia	1003 S Kerens Ave	Install Vinyl Siding	10,000.00
230016	Hamrick, Wendy	25 Main St	2520 sq ft Storage Building	92,700.00

Proposed Minutes

230017	Gilbert, Donald	218 Harpertown Rd	Install Stand-by Generator	9,468.00
230018	Metheny, Jerry	1700 Taylor Ave	Adding Two Disconnects for Generator	3,000.00

PRESENTATION

Randolph County Development Authority Executive Director Robbie Morris reported a historic 2022 to council, including the purchase of 75 acres for the expansion of the Industrial Park; securing of \$280,000 in road access funds; the finalization of plans for a 23,000 sq. ft. event center in the Railyard; multiple broadband projects totaling \$30 million over the next two to three years; and continued successful business recruitment. Mr. Morris also advised the recent job fair was a success and they are planning another later this year.

COMMITTEE REPORTS provided by all committee chairs present.

STAFF REPORTS were provided by all administrative officers present. Also included:

- Treasurer's report

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:

- Accounts Payable check transactions for the period January 30 – February 10, 2023

NEW BUSINESS

Cm. Chenoweth, **MOVED APPROVAL OF ORDINANCE 311: AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP, CHAPTER 152: ZONING, ELKINS CITY CODE – FIRST AMENDMENT (1ST OF TWO READINGS).** The motion carried.

Cm. Lowther, **MOVED APPROVAL OF RESOLUTION 1615: GENERAL FUND BUDGET REVISIONS NO. 4 THROUGH NO. 6 FOR FY23.** The motion carried.

Cw. Guye, **MOVED APPROVAL OF RESOLUTION 1616: ACCEPTING CONDITIONS OF AGREEMENT WITH SAM & SHARON ENTERPRISES, LLC AND THE CITY OF ELKINS, AND AUTHORIZING EXECUTION OF AGREEMENT.** The motion carried.

Cm. Chenoweth, **MOVED APPROVAL OF RESOLUTION 1617: ESTABLISHING NEW COMPENSATION LEVEL FOR MUNICIPAL COURT JUDGE.** The motion carried.

Proposed Minutes

Cm. Chenoweth, **MOVED APPROVAL OF ENTERING INTO EXECUTIVE SESSION UNDER ATTORNEY CLIENT PRIVILEGE FOR DISCUSSION OF THE PSC ORDER CONCERNING WHITMER WATER ASSOCIATION, INC.** The motion carried. Council entered executive session at 7:58 p.m. and returned at 8:40 p.m. The chair announced that no action was taken. Attorney G. Roberts explained that the PSC put the City of Elkins on notice of a filing utility in the county and the City is taking steps to fulfill the order. Attorney Bob Rodecker is assisting.

MAYOR'S COMMENTS were provided.

Cm. Hinchman, **MOVED ADJOURNMENT.** The motion carried.

The meeting adjourned at 8:46 p.m.

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

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

AD-HOC ORGANIZATION AUDIT COMMITTEE MEETING MINUTES

*401 Davis Avenue
City Hall, Council Chambers
January 17, 2023
1:00 p.m.*

Present were Committee Members: L. Vest, chair; D. Parker; and M. Hinchman

Also present were: Chief Water Operator W. Lambert; Operations Assistant M. Himes; Operations Manager M. Kesecker; City Clerk J. Sutton; Fire Chief S. Himes; and City Attorney G. Roberts

Mayor J. Marco was absent

PUBLIC COMMENT

Nanci Bross-Fregonara, 4th Ward councilor and President of the Elkins Planning Commission, spoke regarding the creation of a new position in the Building Official's office. Considering the existing workload of the building inspector/zoning officer/code enforcement officer and the newly adopted zoning ordinance, Cw. Bross-Fregonara encouraged the committee to closely consider the distribution of duties and that in hiring the Operations Manager chose someone with fortitude to ensure effective enforcement. The quality of the housing stock is important to the city and this position is key that.

MINUTES

Cm. Parker, **MOVED APPROVAL OF THE MINUTES OF THE OCTOBER 12, 2022 MEETING.** The motion carried.

UNFINISHED BUSINESS

Cw. Vest, **MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL FOR THE CREATION OF A PROPERTY MAINTENANCE CODE OFFICIAL POSITION TO BE SUPERVISED BY THE BUILDING OFFICIAL AND THE ADOPTION OF THE UPDATED JOB DESCRIPTIONS FOR BOTH POSITIONS.** The motion carried.

The committee discussed the Operations Assistant and Operations Administrative Assistant job descriptions. Operations Manager M. Kesecker recommends the removal of all responsibilities/duties related to the Water Board and Sanitary Board from the Operations Assistant job description. After discussion, the committee agreed, but first wants to give the Boards the opportunity to discuss how they would meet this need. The revised Operations Assistant position description will be held and revisited after these discussions.

Cw. Vest, **MOVED APPROVAL OF A RECOMMENDATION TO COUNCIL FOR THE ADOPTION OF THE REVISED JOB DESCRIPTION FOR THE OPERATIONS ADMINISTRATIVE ASSISTANT.** The motion carried.

Mike Karlen, WV DOH Region 8 Safety Officer spoke to the committee about the responsibilities and duties of a safety officer and provided resources for the city to access in order to determine the need for an identified safety officer. M. Himes reported this was one of the top requests received from departments when surveyed by the Special Hiring Committee. Cm. D. Parker asked that administration also reach out to Mark Fullen at the WVU Department of Occupational Health and Safety for information. This will be brought back to the committee for further discussion.

Cm. Hinchman provided information he has collected regarding the number and types of vehicles and equipment owned by the city. He and other committee members would like to see the implementation of an asset management program. Administrative Officers agreed and advised the committee that they would discuss this internally to determine best practices.

Cm. Hinchman asked for a discussion on internal government transfers. He has heard that the transfer of equipment has not gone smoothly between departments in the past and wondered how it could be improved. Cm. Parker believes this is an administrative responsibility and should be discussed internally, not by committee. Clerk J. Sutton advised the committee that these transfers are happening as needed and at this time no city policy is needed.

Cm. Hinchman, **MOVED ADJOURNMENT.** The motion carried.

The meeting adjourned at 3:00 p.m.

The foregoing minutes were approved at the meeting of Feb 21, 2023

Linda H. Vest, CHAIRMAN
Name & Title

Linda H. Vest
Signature

BUILDING PERMITS

Presented at council meeting of: March 2, 2023

The following building permits have been issued since the previous regular council meeting.

ISSUED BUILDING PERMITS				
Permit	Applicant	Location	Description	Value
230019	Irwin, Mary	1306 S Henry Ave.	Repair Steps	1,700.00
230020	Dolly, Allison	115 Westview Dr	Remodel Kitchen, New Roof, Windows, and Siding	30,000.00
230021	Schroeder, Cheryl	106 Harpertown Rd.	Replace Sewer Pipe& Replace Water lines for upstairs	6,180.00
230022	Smith Backhoe & Dozer	4 Riverbend Rd.	Storage Shed	35,000.00
230023	Griggs, Chad & Jennifer	336 Kerens Hill Rd.	Gas Fireplace	5,000.00
230024	Mastrogisueppe, Amanda	604 1/2 Yokum St	Electrical Service Inspection	100.00
230025	Woodford Oil Co.	1214 S Davis Ave	Fence & Electrical Inspection	20,000.00
230026	Humphrey, Sondra	39 Cherry St	Replace Windows & Remodel Bathroom	15,000.00
230027	Wamsley, Robert	43 Randolph Ave	Replace Three Garage Doors	15,000.00
230028	Zurbuch, Peter	118 Scott Ford Rd	Install Black Vinyl Fence	4,929.00
230029	Morgan, Randy	131 Vector Dr	Build 24' X 24' Addition	28,000.00
230030	Woodford Oil Co.	1214 S Davis Ave	46 Sq Ft Sign	20,000.00



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 2, 2023
Section:	Presentation
Category:	Presentation
Agenda Item Name:	Introduction of draft 2023-2028 Strategic Plan
Recommended By:	City Clerk
Summary:	The Clerk will present the final draft of the 2023 -02028 Strategic Plan as prepared by Curtight and Associates
Fiscal Impact:	n/a
Recommendation:	This is a presentation only. The Clerk recommends council take action at their next meeting to propose any amendments and adopt the plan.
Attachments:	1. City of Elkins Strategic Plan final draft

STRATEGIC PLANNING REVIEW

2023-2028



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Executive Summary

Terri Reed Cutright & Associates (TRC) was contracted September 2022 to provide The City of Elkins (the City) a strategic plan (the Plan) to help guide the City in the next 3 to 5 years. This updated plan follows a previous 2013-18 Strategic Plan. The TRC Team (Team) includes Terri R. Cutright and Paula Martinelli.

The Plan was divided into the following three activities:

- Phase One activities – Background Research
- Phase Two activities – Facilitated Strategic Planning Sessions
- Phase Three activities – Detailed Strategic Plan

The Team facilitated several phone and zoom calls with City Clerk, Jessica Sutton, to fully understand the desired outcomes of an updated strategic plan. The Team immersed themselves in the city's history, current offerings, funding, business model and future aspirations, and began formulating questions for the planning process.

The following documents were utilized as reference materials to understand past and present city initiatives:

- City of Elkins 2022 City Council agendas and minutes
- City of Elkins newsletters (subscribed to receive future newsletters)
- City of Elkins 2018-2023 Strategic Plan
- Elkins Riverfront Plan
- City of Elkins Fiscal Year 2022-2023 Budget
- ARPA Funds Decisions/Updated April 8, 2022
- City of Elkins Comprehensive Plan/Implementation Matrix January 2015
- City of Elkins Ward Map
- Hubcap Randolph Together

Because of the public's recent involvement with the Riverfront Plan, upcoming Streetscape Planning, and a consultancy with Smart Growth America (SGA), the Team and Ms. Sutton decided to capitalize on upcoming SGA focus groups and public meetings to engage the community. During the meetings, the Team would provide the public with an exercise, "My Big Idea for Elkins," to represent their own unique thoughts on project planning for the City. **[Attachment A]** Ms. Martinelli attended all the meetings and prepared notes for the Team to utilize in the Plan.

On November 1, 2022, the Team and the City of Elkins participated in a day-long planning session at the Phil Gainer Community Center. Guided by the Team, attendees (City employees and elected officials) developed the following Strategic Focus Areas which are detailed throughout this document:

- Operational Enhancement and Sustainability
- Engagement and Communication
- Community Viability and Sustainability
- Public Health and Safety

The summary conclusion of this plan is that none of the focus areas and their milestones/deadlines are beyond the reach of a motivated Elkins' staff, elected officials, and constituents. If developed collectively, the City of Elkins will continue to be one of West Virginia's most dynamic cities attracting new residents, businesses, and tourists.

Introduction and Vision

The following "walking tour" looks back from the vantage point of the year 2028 and describes the realization of many aspirations the people have for Elkins. The City of Elkins' 2023-2028 Strategic Plan will provide the roadmap for the city to attain the vision. It presumes a continued increase in the present levels of collaboration and cooperation. To make the vision happen requires action on several fronts at once and implementation of the recommendations included in this analysis.

Returning to Elkins after an absence of five years, one is struck by how even more vital and vibrant the city has become. This transformation began with The Railyard's new Conference and Events Center, a multi-purpose facility featuring a theater for performances and open areas designed to host workforce development sessions, trade shows and business conferences, provided 87 new jobs and over \$22.4 million in private investment. The conference center, located in the heart of Elkins, attracts events and visitors that have found Elkins to be a great place to work, live, visit, and play. On Railroad/Martin Avenues near the Rail Yard, private investors have built new buildings housing a microbrewery, upper story condominiums and rentals, and a much-desired Elkins Children's Museum. A museum store and a student work study program administered through Davis & Elkins College, help to support the museum. The College now has more of a connection with the community, realizing a dynamic town/gown relationship is important to the growth of both.

Most Saturday mornings, during season, there is an outdoor farmers' market on the sidewalks and concourse around the Convention Center that brings residents and visitors together to shop fresh products and patronize over 20 pop-up businesses with unique West Virginia retail items. Several seasonal festivals have grown out of the new venue creating a market for food trucks catering to the festival attendees. After the sun sets on most Saturdays the band starts warming up at the Elkins Rotary amphitheater for another evening of outdoor entertainment. The crowd brings their lawn chairs and the entertainment and atmosphere fit the casual style that the community enjoys.

Voted by USA Today as one of the best American train rides, the Durbin & Greenbrier Valley Railroad has bookings on the mountain rail adventure a year in advance. The rail company has expanded their train excursions to include a 4th of July Fireworks Celebration Train and several Murder Mystery rides throughout the winter months.

The Elkins' Riverfront Trail encouraged investment in residential developments that allowed people to live in warehouse style buildings that overlook the river and the mountainside. Kayaking and paddling enhanced the quality of life for residents, but also provided business opportunities for entrepreneurs that specialize in outdoor recreation. One of those vendors was the national store, Public Lands, who was looking for a small concept store in a rural market to engage customers that like to hike, paddle, or just test market some of their products.

As we walk up the street, we see that the Historic Tygart Hotel, located on Davis Avenue, has pulled out their "FULL" banner to indicate to travelers that "there is no room at their inn" that night. The hotel has over 56 luxuriously appointed guest rooms operating at a 75% occupancy with tourists and banquet attendees that enjoy the restored balcony overlooking the bustling downtown. Standing in front of the Hotel, the lights from the banquet chandeliers are casting a warm glow to the sidewalk. There is a black-tie event inside and people are enjoying an evening in the downtown.

At street level just off the lobby is the five-star white tablecloth restaurant and a bar named the "The Randolph." The restaurant features delicious steaks and seafood, but what really captures the diners is the interior design that reflects the iconic elements from the original construction and pays homage to the local industries, history, and artisans. The Hotel has encouraged more street level restaurants that feature outdoor sidewalk dining in season. The addition of these eating establishments has attracted skiers that now view Elkins as having a diverse Destination Dining District, featuring family style dining along with cuisines from around the world.

Neighborhoods and residential homes have also experienced growth over the past 5 years, as many retirees have been making Elkins their home. These new residents found that the lower cost of living, beautiful scenery, and the calmness of a small town with big city amenities was perfect for a new chapter in their lives. The Ascend West Virginia recruits that moved to the Greater Elkins area were attracted by the renewed neighborhood sidewalks and trails, residential recycling program, and the dog park. The recruits moved from all over the world helping to increase the diversity population in Elkins.

Smart Growth America Focus Group Meetings and Public Session

Prior to the City of Elkins engaging TRC for Strategic Planning, Mayor Jerry Marco was approached to apply to a grant opportunity available through Smart Growth America (SGA). SGA empowers communities through technical assistance, advocacy, and thought leadership to realize the vision of livable places, healthy people, and shared prosperity. SGA does this by sharing expertise and providing site-specific advice to aid local officials and community members in placemaking. The objective is to develop smart growth solutions to support thriving businesses and jobs, provide more options for how people get around and make it more affordable to live near work and the grocery store.

The SGA team conducted collaborative conversations with stakeholders and community residents, toured downtown, and worked with local leaders to establish a development plan for downtown Elkins based on both local experience and SGA's professional recommendations. These conversations were structured around several small-group meetings, a public forum, and an interactive stakeholder workshop where participants focused on ideas to revitalize downtown Elkins—which most residents identified as the heart of the community. TRC joined the SGA team in Elkins to learn first-hand about the city's accomplishments, and the community's viewpoint on new objectives for the purpose of developing the 2023-2028 City of Elkins' Strategic Plan.

During both formal and informal conversations and workshops with SGA, participants shared their thoughts on the main opportunities and challenges in Elkins:

Opportunities

- Elkins is a regional economic center and a growing tourist destination that needs to think carefully about its future development and strategic planning, especially given the once-in-a-generation opportunity of the seven-acre Railyard Redevelopment Area.
- There is strong community support for redevelopment and adaptive reuse in downtown Elkins. Residents want to see a vibrant, lively downtown that hosts a variety of businesses and people.
- "Good bones" in existing downtown buildings and structures that are prime locations for redevelopment.
- Beautiful, mountainous landscape that attracts outdoor enthusiasts and tourists.
- Strong sense of community, camaraderie, and historical significance centering around the main intersection in downtown, 3rd Street, and Davis Ave.

Challenges

- Lack of entry-level jobs and industries that attract young people and families.
- Broadband connectivity issues.
- Perception issues in downtown, including dilapidated buildings and homelessness.
- Walkability, accessibility, and signage challenges, especially outside the downtown core and in proximity to Davis and Elkins College.

- An abundance of single-family homes and a lack of other housing choices.
- Changing real estate market trends. Baby Boomers and Millennials are driving demand in housing and development, and they want compact housing in walkable areas whether they are in small towns or big cities. Elkins is determined to alter its development to accommodate shifting preferences.

Through conversational interviews with small groups including youth organizations, business and landowners, and economic development professionals, the SGA team heard two main points from the Elkins' community: 1) the focal points of the City are 3rd Street and Davis Avenue at the center of downtown, and Davis & Elkins College, sitting atop the hill looking down on downtown Elkins; and 2) tourism is a pillar of the Elkins' economy, attracting high levels of revenue in outdoor recreation and activities that can only happen in the mountainous region. When asked what downtown would look like in ten years, residents and stakeholders dreamt big, painting a picture of a vibrant downtown hosting a diverse array of businesses, updated housing structures, and a streetscape that supports an active, 24-hour population.

To support Elkins' efforts to revitalize their town, SGA conducted a Fiscal Impact Analysis to show where clusters of economic activity are in the City. The analysis demonstrated that the most profitable areas in the City are in the downtown and that these areas will continue to pull in the most revenue in the future. Although several properties in downtown Elkins have fallen into disrepair, a comparative analysis that considered the costs of providing services to these properties as well as tax revenue that is collected from properties showed that there is a significant clustering of properties in downtown Elkins that are providing the City with most of its revenue.

As a result of SGA's analysis and conversations with locals, the seven-acre Railyard Redevelopment Area was identified as the portion of land with the most potential for new development. Elkins residents came up with creative solutions on how to use the Railyard space, including installing a splash pad; a year-round indoor recreation facility with amenities like a climbing wall and an arcade; a historic walking trail that connects the downtown to the Tygart Riverfront; an outdoor music space; and many more. TRC documents many of these community planning ideas in **Attachment A: "My Big Idea for Elkins is ..."** Additional discussions on how to improve downtown Elkins revolved around how to engage both visitors and locals through vibrant storefronts and businesses like unique bookstores, upper-floor redevelopment, and a renewed parking strategy. **Attachment E**, also provides ideas for a children's museum which was identified by community members in "My Big Idea for Elkins is ..."

Elkins is a tight-knit community that is ripe for an equally successful downtown development plan. Planning for redevelopment in Elkins will take careful collaboration, coordination, and visioning to create spaces that are profitable, useful, and meaningful to locals and visitors. Over the next month, SGA will provide the City of Elkins with a detailed next steps report, laying out potential action items for the city to address the identified issues and step into the vibrant future that they envisioned.

Key Recommendations from Smart Growth America Focus Groups

The “Keys” referenced below and throughout this section reflect the most salient points from the Smart Growth America Workshop conducted over 2 days on October 24-25. Smart Growth America shared expertise and provided site-specific advice on placemaking and revitalization efforts in downtown Elkins.

Key #1 – Improve pedestrian infrastructure with a focus on placemaking and streetscaping to make the area a place where people want to not only visit but live.

Key #2 – Incorporate intersection improvements to create an attractive, walkable environment.

Key #3 – Signage should provide a sense of arrival in Elkins with the goal of enticing visitors to experience the local amenities rather than just passing through the downtown.

Key #4 – Ensure that all voices are represented during implementation of action items.

Key #5 – Build strong partnerships to ensure a robust shared vision for downtown Elkins.

Key #6 – Focus on downtown adjacent areas like the Railyard Development to grow the walkable core of the City and prove the value of the market to potential investors and the community.

Key #7 – Improving perceptions around many issues such as parking, homelessness, crime, and lack of variety in the downtown businesses will support economic development.

Key #8 – Broadband investment will appeal to those who are drawn to Elkins’ natural assets and can take advantage of remote work opportunities.

Key #9 – Look for grant funding opportunities to support catalyst projects like recreational and economic development of the riverfront area.

Key #10 – Activate the downtown with continuous activity, not leaving vacant areas and encouraging long-term downtown residential living.

City Council and Staff Meeting

On November 1, 2022, City of Elkins' Council Members and staff met to revise and update their 2018 Strategic Plan.

The TRC Team met with the Mayor, the Elkins' City Council, and staff for a full-day session at the Phil Gainer Community Center. Attendees were:



The planning was facilitated by Terri Cutright and Paula Martinelli of Terri Reed Cutright & Associates (TRC Team).

Strategic Planning – the Next Five Years

During the meeting, the Team introduced the following existing proposed mission and goals for the City of Elkins as articulated from the 2018 -2023 Strategic Plan:

“The City of Elkins has continued to be recognized as being at the forefront of change; charting its own path; being authentic; and relentlessly focusing on attracting young people and young families.”

In considering this statement it became apparent to City Council members and staff in attendance that although addressing an outward looking vision for the community, what was also needed was a more internal vision for the City Council and Staff as they are carryout their day-to-day responsibilities. For the community, the vision should address areas of focus including:

- providing opportunities for all ages and backgrounds, young and old, retirees and the university community,
- attracting and retaining a diverse population, and
- maintaining a safe community.

And, for the mayor, city council and staff, the internal vision is one where they are recognized as

- well-qualified and highly professional,
- responsive to needs and
- open to public input.

The City should reflect a healthy and employee-centered working environment which is able to recruit and retain a talented, creative workforce.

After outlining these separate perspectives, the group moved into a review of their previous focus areas as identified in the 2018-2023 Strategic Plan. The Team created a “Priorities Worksheet” **[Attachment B]** to summarize these focus areas and their associated goals and milestones. The worksheet was provided to attendees as a reference.

A wide-ranging discussion outlined several new or reconfigured focus areas.

1. Operational Enhancement and Sustainability

Internal human resources and systems management topics fall into this focus area.

2. Engagement and Communication

Between the City and the public.

3. Community Viability and Sustainability

Beautification, infrastructure, economic development, and land use/reuse (including dilapidated housing, zoning, and annexation) are among the topics that will be addressed in this focus area.

4. Public Health and Safety

Fire and police services, code enforcement and water and wastewater management fall into this focus area.

Priority Focus Areas

from the 2018-2023 Strategic Plan

1. Redevelopment/beautification of downtown Elkins
2. Execution of the Master Facilities Plan for Elkins
3. Improved Communication
4. Enhancement of governance and process protocols
5. Exploration of city boundary expansion opportunities

Organization Analysis

The attendees divided into four groups and were tasked with thinking about the future of Elkins in the next 5 years, applying the “Goals Grid” rubric to assist in identifying areas where they might fulfill the stated visions.

Achieve

- *What is it that we want and don't have?*
- *What do we hope to achieve?*
- *What changes will we have to make?*
- *Elkins' example: Riverfront development connecting to the downtown and reconnecting the neighborhoods.*

Preserve

- *What is it that we have and want to keep?*
- *What do we hope to preserve?*
- *There will be changes, but what do we want to make sure is still with us?*
- *Elkins' example: City of Elkins' person centered culture which includes a dedicated staff with mission awareness.*

Avoid

- *What is it that we have and don't want?*
- *What is it that we hope to avoid?*
- *There will be changes, but what do we want to make sure doesn't happen?*
- *Elkins' example: Population decline.*

Eliminate

- *What is it that we have and don't want?*
- *What do we hope to eliminate?*
- *Elkins' example: Barriers to future economic development, i.e. available ready buildings and sites.*

Achieve

The following list of priorities reflects what the group perceives as not currently existing but what they would like to achieve for Elkins in the next five years. The numbers are the votes received by the group:

- More visibility for all elected officials
- “Getting to Know Council Member” videos
- **Digital transformation (cloud servers, online forms, CRM software) (3)**
- Public safety substation
- **Pedestrian safety to include crosswalks (1)**
- Identify a gateway into the city
- **Annexation (1)**
- Broadband as a utility
- 21st century mass notification system
- Expanded grant funding

- Greater use of Region VII Planning and Development Council
- More visibility for elected officials
- Expanded outreach to state/federal officials
- Increased nightlife/evening activities
- Get people to walk more
- Bluegrass Park Improvements
- Increase use/programming at the Phil Gainer Community Center
- EPRC Sports league coordination (youth & adults)
- **Prioritize phases of water needs assessment (1)**
- **Shared-use trail planning & implementation (3)**
- **Phased implementation of streetscape (1)**
- Positive view on safety
- Tourism/economic development
- **Adequate staffing/training in all city departments (3)**
- Increasing wages/salaries & retainment policies for employees
- Obtain a steady flow of revenue
- Ongoing growth and development
- **Infrastructure improvements throughout the City (3)**
- Water and sewer assessments completed
- Increase funding to enterprise funds
- **Smart city infrastructure (sensors, cameras, QR codes for communication to city departments) (1)**
- Simplify use of Kump House/ PGCC with blanket city-held licenses/insurances
- **ADA elevator in city hall (2)**

Of more than thirty individual ideas, only ten were highlighted by the group while five received more than one vote. All ten were added later in the day to the work plans for the four focus areas either as goals or action items within goals.

1. The **digital transformation** includes moving to online forms, improved user (both community and employee) experiences and better and broad data access and storage solutions. As a result, progress on this goal addresses internal and external visions of more transparency, better communication, and greater efficiency to address community needs. Use of QR codes and smart sensors are among the technology add-ons suggested)
2. Pedestrian safety improvements like crosswalks are one element of the broad goal to have an **appealing and walkable downtown**.
3. **A plan to achieve effective annexation** could be revisited from the prior strategic plan but it must be in the context of taking steps to change the state code (a large impediment that has effectively blocked most future actions); pursuing voluntary commercial annexation; and lastly residential annexation.
4. **Creating a culture of adequate staffing and training** in all city departments will improve relationships with the community, assist with coordinated communication and improve internal transparency between departments, the mayor's office, and city council. This goal will move Elkins towards its internal vision for a professional staff that is responsive to needs and public input. The city will build an employee-centered environment that will lead to improved retention and recruitment.

5. Infrastructure improvements have been a continuing goal even while there are still new projects to be added to the list. Two examples were specifically noted:
 - a. **Conducted water and wastewater needs assessments.** Expansion of water and sewer system infrastructure would add revenue to the city. Unexpected costs and time-consuming nature of these projects increases the importance of careful evaluation and prioritization of needs.
 - b. Viability of a **sewage lift station.**
6. Shared use trail planning and implementation will be addressed in the proposed trail expansion through the Elkins' Area Shared Trails (EAST) collaboration and **expands recreational operations in the city.**
7. **Phased implementation of streetscape** - GAI and SGA implementation
8. City Hall ADA elevator and other compliance updates as part of **Creating a Master Facilities Plan.**

Several grant opportunities will impact the strategic plan in new and exciting ways. The SGA recommendations and GAI Consultants streetscape implementation will inevitably require the City's commitment to upgrades in infrastructure, notably the sidewalk repairs and smart city sensors. The Appalachian Regional Commission awarded a \$50,000 grant to Elkins' Area Shared Trails (EAST) for master planning for ten miles of bike optimized trails.¹ The resulting master plan will affect future city planning and budgets in the next five years.

The TRC team encourages Elkins, as it works through these and future grants, to engage in the process of Nature Based Placemaking. Detailed in **Attachment C**, Nature Based Placemaking is a holistic method of viewing a community's natural, outdoor recreational resources (assets), the recreational activities associated with those resources, and the potential economic impact of those activities on the communities situated near nature-based assets. Paying particular attention to the physical, cultural, and social identities that define a place and support its ongoing evolution this view to planning can facilitate creative patterns of use to connect the outdoors to the sense of place that downtown Elkins supplies with a view to the overall economic impact on the community.

The issue of annexation was specifically raised. It was previously considered a path to healthy growth (of revenue and beautification). It was also addressed in the prior strategic planning process. Because the state code creates significant barriers to a successful annexation program, it will remain a low priority. Today, it should only be mentioned in the context of taking steps to change the state code, in pursuing voluntary commercial annexation and lastly, regarding residential annexation.

Preserve

The following were identified as areas of success to be preserved, continued, and improved:

- **Beautification efforts (1)**
- Job opportunities
- Business offices in the current City Hall
- **Preserve & maintain Elkins' Fire Department – budget needs/buildings (1)**
- A variety of businesses in the downtown
- **Walkable downtown (1)**
- Heritage/history/culture (unique – Arts, Trains, Timber, Outdoor Living)
- **Creative, powerhouse businesses (1)**
- Sustainable economic investment
- Existing greenspaces/parks/downtown streetscapes
- **Relationships with federal, state, regional and local agencies/organizations (2)**
- Transparency
- Tourism (fairs, festivals, outdoor recreation, and trains)
- Existence of small college
- Regional healthcare hub
- Training/internship opportunities
- **Employee compensation & benefits (3)**
- Process in department developments
- Inter-department communications
- Employee communications with Boards and Council
- Teamwork/spirit
- Working with upper hierarchy (state, federal) with funding/complaints
- Progression of infrastructure improvements -keep management plan ongoing
- Public involvement
- Partnerships between City and outside organizations
- **Relationships between other communities/towns/regions (1)**
- Overall maintenance on fleet/infrastructure
- **Funding opportunities & budgeting (grant writing/money retrieved) (1)**
- Town/Gown momentum – collegial council

This extensive list represents the success of the prior strategic planning process. The downtown has become more walkable with several beautification efforts completed and recruitment of a variety of creative businesses. Relationships are good and continuing to improve with Davis & Elkins College, local non-profits, and inter-governmental and economic development groups (ex. Woodlands Development and Lending). Funding through participation in statewide economic development is evidenced in the recent selection of Elkins as the newest city to be included in the Ascend West Virginia program to

recruit new residents to live in selected communities around the Mountain State.² Selection to participate in the Smart Growth America process is another example that signals the opportunities available and demonstrates the proactive efforts of the city management.

Additional new goals to receive significant attention are employee compensation and benefits. As mentioned previously placing employee needs first will aid with workforce retention and recruitment.

- 1. Employee Compensation and Benefits**
- 2. Appealing and walkable downtown**
 - a. Beautification efforts
 - b. Creative, powerhouse businesses
- 3. Relationships between other communities/towns/regions**
 - a. Create town/gown working group **[Attachment D]**
 - b. Grow federal, state, regional and local agencies & organization relationships
 - i. Ex. Mayor's council for Randolph County
- 4. Maximize use of grants/grant-writing opportunities**
- 5. Preserve & maintain Elkins' Fire Department – budget needs/buildings**

Avoid

The following list of priorities reflects the group concerns, not always with things currently happening but certainly what the City of Elkins would like to avoid in the next 5 years. (Reminder: the numbers are the votes received by the group):

- **Loss of B&O sales tax (3)**
- Deterioration of City facilities
- **Homelessness/substance abuse issues/work with Task Force (2)**
- Unnecessary contracted services that can be done in-house
- Exclusionary policies/perceptions
- Arrogance on part of officials
- Complacency
- **Falling behind on technology (1)**
- Pedestrian deaths
- Losing downtown atmosphere
- Equipment becoming outdated
- Lag in Corridor H planning (look at positive /negative impacts for the City)
- Falling behind on any category and not looking for alternative funding (grants)
- Infrastructure deterioration
- **Negative population growth (1)**
- Being a training ground

- **Empty store fronts/losing businesses (1)**
- **Disenfranchising citizens/public/employees (1)**
- Assuming people's thoughts (as opposed to asking them)
- Being like other communities
- Being reactive
- Making bad decisions (too quickly or not being well informed)
- Miscommunication
- Poor financial decisions that could jeopardize future funding opportunities

At the top of the list are concerns over homelessness, loss of revenue streams, population, and business decline, and losing businesses in the downtown.

1. Homelessness/substance abuse issues/task force – **Positively affect the recovery process**
2. **Loss of B&O taxes**
3. Falling behind on technology (ADDED to goal **Plan for Digital Transformation** under focus area, "Operational Enhancement and Sustainability")
4. Negatives – population decline, empty storefronts, losing businesses (ADDED as the task "Attract creative, powerhouse businesses" for goal, **Attractive and Walkable Downtown**, under focus area "Community Viability and Sustainability")
5. Disenfranchising the public and Elkins' employees – (ADDED to goal **Maximize opportunities for public education** under focus area, "Engagement and Communication")

Eliminate

The following list of priorities reflects what has happened or is currently happening but that the group would like to eliminate for Elkins in the next five years.

- Negative perceptions of WV
- **Organization: siloed departments (1)**
- **Outdated infrastructure (sidewalks – reconsider law/unfunded mandates) (5)**
- **Unenforceable laws – trees/noise (1)**
- Overhead power lines (ugly)
- Dilapidated properties
- Barriers to citizen engagement (real or perceived)
- Empty storefronts
- Unused city-owned properties
- Old vehicles and equipment
- Unused or underutilized spaces at City Hall
- **Barriers to annexation (1)**

- Regulatory issues/problems
- Employee turnover
- Negative perspectives on City
- Ownership of lines/taps/meters/etc.

During discussions in the focus groups and in the Team workshop infrastructure concerns were highlighted as follows:

- Sidewalks are crumbling. By law citizens are required to maintain their sidewalk frontage, but the abnormal deterioration in the downtown area has created an outsized problem that is unmanageable for individuals.
- Tree Board ordinance was intended to be amended and improved in the previous plan but was not completed. It still appears to be an issue and once updated should be communicated effectively to the public.
- Dilapidated properties – WVDEP’s *Reclamation of Abandoned and Dilapidated Properties Program* awarded \$300,000 to Elkins to make an impact in this area.³ While this area was not selected as a priority by the group, grant funding necessitates goal planning.

The issues of unfunded mandates (sidewalk repairs) and unenforceable laws (noise) seem to reflect the need for the City to better determine and communicate expectations and requirements to the public and to engage individuals in the process of devising solutions.

Internally, conversation centered on breaking down silos. Interdepartmental communications should be improved with more frequent presentations by departments at City Council meetings. Department policies and processes were a goal not completed under the prior strategic plan. The need for standard operating procedures and training of those procedures still exists today and should be addressed in the work plan. Annual training and planning should be on-going.

1. Organization: siloed departments – (Added as goal, **Review, amend and train on standard operating procedures**, under the focus area “Operational Enhancement and Sustainability”)
2. Address the following infrastructure questions below through the goal, **Maximize Opportunities for Public Education**, under the focus area, “Engagement and Communication”
 - a. Outdated infrastructure (sidewalks – reconsider law/unfunded mandates)
 - b. Unenforceable laws – trees/noise
3. Barriers to annexation – Added as goal **Effective Annexation Planning** under focus area “Operational Enhancement and Sustainability”
4. **Dilapidated Properties Removal**

City of Elkins’ Work Plan

The City of Elkins prior 2018-2023 Strategic Plan identified five focus areas from which many goals and associated milestones were outlined. Most of the previous milestones were accomplished or

discontinued even, as many other salient points from the prior Plan were mentioned in the recent focus groups and workshop. After additional review and update provided by the City of Elkins, The TRC team suggests the following resolutions:

1. Public safety and engagement
 - a. Neighborhood watch - ELIMINATE
 - b. Council meetings held in the wards
 - i. ADD goal to **Increase Citizen Engagement** under focus area, "Engagement and Communication"
 - c. Police department staffing - COMPLETED
2. Public Landscaping
 - a. Improving the tree board ordinance - COMPLETED
 - b. Educating the public on landscaping mandates and property owner responsibilities - ELIMINATE
3. Beautification
 - a. Adoption of zoning ordinances - COMPLETED
 - b. Creating a matching grant fund – ELIMINATE (no revenue available)
4. Vehicle and Pedestrian Access – ADD following tasks (a-e) to goal **Phased Implementation of Streetscape** under focus area "Operational Enhancement and Sustainability."
 - a. Installing new crosswalks
 - b. Wayfinding and welcome signs
 - c. Connecting City parks with walking and bike paths
 - d. More citywide parking
 - e. Parking and wayfinding around the Tygart Hotel
5. Operations, facilities, and Equipment – ADD following tasks (b,c,d) to goal **Asset Management Assessment and Planning** under focus area "Operational Enhancement and Sustainability")
 - a. Complete bid for sanitation garage project - COMPLETED
 - b. Equipment management plan
 - c. Vehicle management plan
 - d. Conduct annual needs assessment; evaluate strategic plan accomplishments
6. Develop a communications plan
 - a. A regular schedule of press releases - COMPLETED
 - b. Presentations by departments/staff to City Council - COMPLETED
7. Marketing
 - a. A plan to draw Corridor H travelers to Elkins – COMPLETED (roll into other wayfinding)
8. Adoption of recurring agenda items
 - a. Citizen recognition – ELIMINATE
9. Departmental policies
 - a. **Review, amend and train on standard operating procedures** – ADD as a goal to "Operational Enhancement and Sustainability"
10. Training
 - a. Council retreats - ELIMINATE
11. Development and execution of an Action Plan for City limits expansion
 - a. Seek and request letters of support – ELIMINATE (refer to above annexation issues)

12. Identify and promote business needs – ADDRESSED in the goals, **Appealing and walkable downtown, stop the loss of B&O taxes, expand recreational opportunities** under “Operational Enhancement and Sustainability” and “Community Viability and Sustainability”

The new 2023-2028 Strategic Plan replaces the previous focus areas with the following. The workshop participants made the decision to keep these areas broad and focus on what the City can do to have a long-term impact.

- Operational Enhancement and Sustainability
- Engagement and Communication
- Community Viability and Sustainability
- Public Health and Safety

All the priorities identified from the workshop, established through the SGA focus groups, and revised and updated from the prior plan are incorporated into the four focus area charts with their associated goals and action items.

WORK PLAN – Operational Enhancement and Sustainability

Submitted by: City of Elkins

Project Title: 2023-2028 Strategic Plan

Project Dates: 2023 -2028

Goals	Timetable	Programs & Partners	Budget	Action Items
<i>Create a digital transformation</i>				1. Plan and implement the transition to online forms 2. Develop system design for improved user (both community and employee) experiences 3. Design a plan for better data access and storage solutions 4. Create internal communication and document sharing resources
<i>Effective annexation planning</i>				1. Pursue avenues for lobbying affiliate groups and county administrators and legislators to change the state code 2. Evaluate procedures for voluntary commercial annexation 3. Evaluate procedures for residential annexation
<i>Adequate staffing and training/ create a culture of training</i>				1. Hire a Human Resources Generalist 2. Mandate management training for supervisors 3. Adopt updated Personnel Manual
<i>Phased Implementation of Streetscape</i>				1. Install new crosswalks 2. Develop parking and wayfinding around the Tygart Hotel 3. Design and install wayfinding and welcome signs 4. Evaluate and redesign city parks walking and bike paths 5. Select locations and additional citywide parking
<i>Remain competitive with employee compensation and benefits</i>				1. Improve evaluation process, including education of the value 2. Reduce wasteful spending in other areas to free up funds for compensation 3. Explore alternative benefits – hybrid/remote work; allow children up to age 1 to come to non-safety sensitive work areas; install an employee only gym at City Hall or negotiate reduced membership dues at the YMCA

<i>Create a Master Facilities Plan</i>				1. Review City Hall ADA compliance (ex. elevator, bathrooms) 2. Evaluate departmental facilities and short-term and long-term needs assessments
<i>Asset Management Assessment and Planning</i>				1. Establish Equipment Management Plan 2. Establish Vehicle Management Plan 3. Schedule needs assessment and evaluate strategic plan accomplishments annually
<i>Maximize use of grants</i>				1. Leverage relationships with D&E, Region VII Planning and Development Council and others to seek and partner on grant opportunities 2. Evaluate funding opportunities for capital projects
<i>Increase revenue for enterprise fund</i>				1. Explore processing waste sludge 2. Develop plan to expand water service customer base Leedsville; Midland; Norton/Harding/Jimtown
<i>Stop loss of B&O taxes</i>				1. Review Municipal Home Rule Program for additional taxing opportunities 2. Review B&O taxing rates across business activities 3. Develop business incentive programs to attract or retain businesses 4. Lobby WV Legislature for favorable laws
<i>Review, amend and train on standard operating procedures</i>				1. Create timeline and process to review and amend 2. Set training dates/teams 3. Provide update to procedures with input from trainings

WORK PLAN – Engagement and Communication

Submitted by: City of Elkins

Project Title: 2023-2028 Strategic Plan

Project Dates: 2023 -2028

Goals	Timetable	Programs & Partners	Budget	Action Items
<i>Increase engagement with state and neighboring representatives</i>				1. Personal conversations/one on one outreach 2. Create a position paper representing City of Elkins' interests 3. Host roundtables with state representatives
<i>Create a town/gown working group</i>				1. Meet with College administration to discuss a town/gown advisory group 2. Establish a Memorandum of Understanding 3. Establish a town/gown advisory committee 4. Develop a Town/Gown strategic plan that will coordinate with the City and the College's master plans
<i>Maximize opportunities for public education</i>				1. Develop strategies that span generational boundaries 2. Create "evergreen" documents that can be shared upon request or easily accessed (website) 3. Use controversial topics or milestone events (budget adoption, elections) as opportunities for increased engagement

WORK PLAN – Community Viability and Sustainability

Submitted by: City of Elkins

Project Title: 2023-2028 Strategic Plan

Project Dates: 2023 -2028

Goals	Timetable	Programs & Partners	Budget	Action Items
<i>Appealing and walkable downtown</i>				1. Examine codes for viability 2. Pedestrian and handicap accessible safety improvements like crosswalks/curbcuts 3. Add beautification, placemaking, and decorative treatments 4. Work with partners – RCDA, Chamber of Commerce, Elkins Main Street to attract creative, powerhouse businesses
<i>Positively affect the recovery process with support for task force</i>				1. Increase availability of transitional living arrangements with and without children .ie. Federal Home Loan Bank of Pittsburgh Affordable Housing Program 2. Recruit and train peer recovery support specialists
<i>Expand and promote recreational operations</i>				1. Review and consider Nature-Based Placemaking 2. Analysis of existing greenspace/ evaluate for additional opportunities 3. Complete master trail planning and explore funding for implementation

WORK PLAN – Public Health and Safety

Submitted by: City of Elkins

Project Title: 2023-2028 Strategic Plan

Project Dates: 2023 -2028

Goals	Timetable	Programs & Partners	Budget	Action Items
<i>Improve water treatment and distribution</i>				1. Conduct water needs assessment 2. Prioritize short and long term projects
<i>Improve wastewater treatment</i>				1. Conduct wastewater needs assessment 2. Cost/Benefit analysis of lift station 3. Prioritize short and long term projects
<i>Maintain Elkins' Combination Fire Department (paid and volunteer)</i>				1. Identify goals for the year, along with tasks and timelines 2. Identify upcoming needs (staffing, volunteers, equipment, facilities) 3. Create operations budget 4. Fundraising planning
<i>Evaluate need for EFD sub-stations</i>				1. Prioritize areas for sub-station location 2. Cost/benefit analysis of sub-station need 3. Research grant and other funding opportunities
<i>Dilapidated Properties Removal</i>				1. Identify properties to be removed through the WVDEP <i>Abandoned and Dilapidated Properties</i> grant and address legal hurdles to removal 2. Determine if removal will be completed by the city or contractors 3. Removal of identified properties

ATTACHMENT A**“My Big Idea for Elkins is ...”**

TRC Team Exercise: During community focus groups and the city council and staff workshop participants were asked to write down their ideas for future growth.

Operational Enhancement and Sustainability

- Close 3rd street between Davis and Kerens Avenues and make walkable
- Improve the facades of downtown businesses (towards a historical nature)
- More outdoor atmosphere/beauty in the downtown
- Dog Park
- Broadband as city utility
- Residential recycling initiative
- Become more diverse
- Vacant building beautification
- A family friendly welcoming environment
- Get rid of “air” trash – wires on poles
- New sidewalks, more trees, something beautiful and safe on the Depot area of RR Ave
- Children’s museum
- More downtown parking
- Recreation opportunities – indoor and outdoor – with supporting businesses
- Splashpad
- Make Elkins a golf destination – a course that is so special it draws from across the country ... a club will follow to live, work, play and stay.
- Riverscape along the Tygart

Engagement and Communication

- Develop an “Elkins” sign for visitors to take pictures. Like ELK (Spot for people to stand) NS
- Be first/unique in being a vibrant rural, sustainable, future-oriented community with a reputation that says “For that you must see, experience, live in Elkins, WV”
- A city that ties together its past, present, and future that answers the questions: Why should I live/visit Elkins Now? In the future? How is Elkins unique/different than other places with these attractions/amenities? How is Elkins a vibrant and unique experience to live? Visit?
- Support and fund Augusta Heritage Festival

The festival includes concerts, shows, dances and instruction, lasting five consecutive weeks every summer, typically in July and August. The instruction, by well-known musicians and craftsman in each area, ranges from beginning to expert levels. Participants come from all over the world.

During the fall each year (the week of October 23, in 2006) there is a week of Old-Time music; in the spring, a week of [dulcimer](#). Both weeks draw from around the country and feature prominent musician/instructors. (Wikipedia)

- Fund and support ideas that are expressed
- Collaborating volunteer forces

Community Viability and Sustainability

- Businesses and the city work together on updating store fronts. The city could offer a match up to a certain amount. Funding may also be available for business owners.
- Outfitter Store
- Big box store or Amazon distribution center
- Casino
- Upper floor development for apartments and businesses
- Look at old businesses that were in the downtown and successful and can inspire new ones.
- More outdoor eating/sidewalks
- Storefront farmer's market
- Pop up holiday markets
- Rooftop bar
- Under 18 club with music, games, and food, etc.
- Recruit Amazon remote workers and training classes to Elkins. (like Alexandria, VA facility)
- Seeing the community grow with new businesses in new development spaces

Public Health and Safety

- Expansion of the Elkins' water system
- Safer ways to cross Randolph Avenue
- Lighting design for dark skies
- Better downtown sidewalks

ATTACHMENT B

City of Elkins' Priorities Worksheet

Focus Area #1 - Redevelopment/beautification of downtown Elkins	
Goal	Milestones and Deadlines
Enhanced public safety, neighborhood engagement	☐ Neighborhood Watch by Ward - Oct 2018 ✓ Advertisement of the PD tip email – immediate ✓ Investigate other tip reporting mechanisms – Jan. 2019 ✓ Reinstate Foot & Bike patrols – Aug 2018 ☐ Council meetings held in each ward – Jan 2019 ✓ Create a fund for demolition of condemned structures – FY20 ☐ COE “learn about government” workshops – Jun. 2019 ☐ Adequate police department staffing – Mar. 2020
Public landscaping and Private Education	☐ Amend and improve the Tree Board Ordinance – Sep. 2018 ☐ Develop and implement education program for the public on new ordinance and property owner responsibilities – Spring/Summer 2019 ✓ Investigate opportunities to improve and/or expand greenspace – Fall 2019 ✓ Hire or put on permanent contract a city arborist – Aug. 2020
Beautification	✓ Hanging basket expansion – May 2019 ✓ Engage arts community in developing, advocating for, and implementing city-wide projects - ongoing ☐ Adoption of new zoning ordinance – Winter 2018/2019 ☐ Create a matching grant fund – FY20 ✓ Implementation of Main Street Streetscape Plan – Oct. 2020
Vehicle & Pedestrian access	✓ New parking test block – Nov. 2018 ☐ Install new crosswalks – Nov. 2018 ✓ Investigate improvements to access between D&E campus and downtown – Apr. 2019 ✓ Add more bike racks to the downtown – Aug. 2019 ✓ Improve parking & pedestrian safety in Tablet Square – Oct. 2019 ☐ Implementation of new parking City-wide – Oct. 2020 ☐ Install wayfinding & welcome signs – Oct. 2021 ✓ Improvement of City Hall parking lot – Oct. 2021 ✓ Cooperating to expand access to the Allegheny Highlands Trail, Stuart Park, and Fox Forest – Sept. 2022 ☐ Connecting our City Parks with walking & biking paths – Jul. 2023

Tygart Hotel restoration	✓ Work in cooperation with Woodlands Development Group in identifying parking options – Dec. 2018 ✓ Consider a TIF or CED for the purpose of financing improvements related to the project – Jun. 2019 ✓ Cooperate with river and riverfront restoration and improvement projects – Jun. 2020 ☐ Improve parking and wayfinding surrounding project location – Oct. 2020
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Focus Area #2 – Execution of the Master Facilities Plan for Elkins	
Goal	Milestones and Deadlines
Facility renovations and improvements to the Phil Gainer Community Center	✓ Designate funding for current projects – Jan. 2019 ✓ Bid current projects – Feb. 2019 ✓ Project completion – Jul. 2019 ✓ Coordinate with center manager a plan to increase opportunities for use and revenue generation – Spring 2019 ✓ Prioritize projects - annually
Facility renovations and improvements to City Hall	✓ Designate funding for current projects – Jul. 2018 ✓ Bid current projects – Oct. 2018 ✓ Complete current projects – Mar. 2019 ✓ Create a plan for efficient and maximum use of space – May 2019 ✓ Develop a plan for ADA compliance – May. 2019 ✓ City Hall parking lot planning – May. 2019 ✓ City Hall parking lot completion – Oct. 2020 ✓ Prioritize projects - annually
Kump House and Darden House	✓ Identify increased use and revenue opportunities – Feb. 2019 ✓ Annual review of Memorandum of Understanding or Lease ✓ Annual needs assessments
Operations Facilities and Equipment	✓ Engage architectural services for sanitation garage project – Oct. 2018 □ Bid sanitation garage project – Dec. 2018 □ Complete sanitation garage project – Nov. 2019 □ Equipment management plan – Aug. 2019 □ Complete vehicle management plan – Jul. 2023 □ Annual needs assessments and prioritization of identified projects
Geographic Information System (GIS) Capability	✓ Identify areas where GIS technologies are currently utilized and where additional tools could be helpful – Sep. 2019 ✓ Identify needs to implement new GIS tools (staff, training, hardware, software) – Nov. 2019 ✓ Identify funding for GIS needs – Jan. 2020

Focus Area #3 – Improved Communications	
Goal	Milestones and Deadlines
Development of a Communications Plan	✓ Creation of a Communications Committee – Sep. 2018 ✓ Draft an Emergency Communications Plan – Dec. 2018 ✓ Citizen academies about city government and operations– Jun. 2019 □ Frequent, scheduled press releases and/or short presentations at council with employees involved - ongoing ✓ Engage a writer to fine tune various ideas and strategies in coordination with administrative officers – Aug. 2019 ✓ Create and staff a marketing position within the City – Jul. 2021 ✓ Create a public newsletter – Jul. 2019
City marketing	✓ Use community branding to create a promotable sense of self for the entire City – Jan. 2019 ✓ Use events to increase local government visibility – Jun. 2019 □ Develop a plan to draw Corridor H travelers into Elkins – Jun. 2020 ✓ Designate City funds for direct marketing – FY20 ✓ Create and fill a Public Relations position (or contract) responsible for all the City's media – FY20

Focus Area #4 – Review and enhancement of governance and process protocols	
Goal	Milestones and Deadlines
Adoption of recurring agenda items	✓ Review of Strategic Plan at Council meetings – quarterly ✓ Board and Commission presentations to Council – twice monthly □ Citizen recognition – monthly ✓ Employee recognition – monthly
City Manager	✓ Determine feasibility of creating the city manager position – Jun. 2019 ✓ Determine feasibility of reducing council seats – Jun. 2019 ✓ Solicit public input for conversion to City Manager form of government – Sept. 2019 ✓ Study the city manager style of government – Dec. 2019 ✓ Investigate City Charter revisions in relation to potential change in form of government – Mar. 2020
Departmental Policies	□ Review of current Standard Operating Procedures (SOP's) in each department – June 2019 □ Development of amended or new SOP's in each department – Dec. 2019 □ Implementation and training on SOP's in each department – Apr. 2020
Training	□ Council retreats (training, planning) – annual ✓ New council orientation – May following an election ✓ Employee and Officials training schedule – Mar. 2019
Examine City Charter	✓ Review charter and recommend changes to enhance delivery of city services - Mar. 2020
City Code review	✓ Review and enhancement of policies directly related to governance – quarterly ✓ Review and improve government delivery of services - continually ✓ Review of Home Rule authorities and ordinances – Oct. 2018 ✓ Codification – Dec. 2019

Review Organizational Structure	✓ Identify ways to enhance job ownership and employee recognition – Sept. 2018 and ongoing ✓ Review position workloads and organizational fit in each department – Jun. 2019 ✓ Investigate need for changes in position workloads, elimination of positions or creation of new positions – Jun. 2019
Increase public engagement	✓ Assure accessibility of council members – ongoing ✓ Request weekly meeting bulletins be printed in the newspaper – Nov. 2018 ☐ Move council meetings around town/wards – Jan. 2019 ✓ New sound system and seating for council chambers – Jul. 2019 ✓ Create informational packets for new residents – May 2019 ✓ Signage or kiosk outside City Hall for better public notification – Jun. 2019 ✓ Convene with other community bodies such as the County Commission, the Board of Education, the Office of Emergency Management, Davis & Elkins College, etc., for information sharing - ongoing

Focus Area #5 – Exploration of city boundary expansion opportunities	
Goal	Milestones and Deadlines
Development and execution of an Action Plan for “doughnut hole” properties	✓ Draft a list of “reasons why” – Aug. 2018 ✓ Develop a plan to approach property owners for voluntary annexation– Oct. 2018 ✓ Develop a follow-up plan for properties unwilling to voluntarily annex – Nov. 2018
Development and execution of an Action Plan for city limits expansion opportunities	✓ Draft a list of “reasons why” – Aug 2018 ✓ Identify target areas, type of property and population – Apr. 2019 ✓ Gauge public interest in annexation through public forums – May 2019 □ Request letters of support – Jul. 2019 ✓ Develop a plan to approach property owners for voluntary annexation – Aug. 2019 ✓ Develop a follow-up plan for properties unwilling to voluntarily annex – Sep. 2019 ✓ Use increased revenues to improve/increase City services to support annexation – Jun. 2020
Identify and promote business needs	✓ Work with the Randolph County Development Authority (RCDA) and Elkins Main Street (EMS) to identify and promote available sites – Jun. 2019 ✓ Work with RCDA, EMS, Elkins-Randolph Chamber of Commerce, and residents to identify service/business gaps – Jul. 2019 □ Promote economic growth and diversification of the local economy through technology & sustainability opportunities using regulatory tools and economic incentives – Jul. 2019 ✓ Partner with RCDA and other agencies to promote and facilitate broadband growth opportunities – Jun. 2019 ✓ Establish roundtable discussions with workers, skilled tradesman, and employees to identify gaps
Identify and promote other community needs	✓ Work with local organizations to increase outdoor recreation tourism – Aug. 2019 ✓ Investigate how to recruit and retain professionals – Dec. 2019 ✓ Investigate how to recruit and retain residents under the age of forty – Dec. 2019 ✓ Cooperate with county government and local organizations to increase and diversify housing – Feb. 2020

ATTACHMENT C

Nature Based Placemaking

Elkins is ideally nestled in the Appalachian Mountains and proudly regards itself the “gateway to the Monongahela National Forest”. Elkins can capitalize on these nature assets and become focused on the asset of Nature-Based Placemaking (N-B). Pennsylvania Downtown Center has developed a user-friendly handbook for a Nature-Based Placemaking Program. The handbook can be downloaded by visiting <http://padowntown.org/>. To receive additional information and support for this initiative Elkins can contact Pennsylvania Downtown Inc. (PA Downtown). Below are brief explanations of the program, which are further explained in the handbook.

First an explanation of placemaking: **Placemaking** inspires people to collectively re-imagine and reinvent public spaces as the heart of every community. Strengthening the connection between people and the places they share. Placemaking refers to a collaborative process by which we can shape our public realm to maximize shared value. More than just promoting better urban design, Placemaking facilitates creative patterns of use, paying particular attention to the physical, cultural, and social identities that define a place and support its ongoing evolution. With community-based participation at its center, an effective Placemaking process capitalizes on ***a local community’s assets, inspiration, and potential***, and it results in the creation of quality public spaces that contribute to people’s health, happiness, and well-being.”

N-B Placemaking is an evolving, integrated theory that utilizes a community’s natural, outdoor recreational resources (assets), the recreational activities associated with those resources, and the potential economic impact of those activities on the communities situated near nature-based assets.

The concept of Placemaking has then refined into **N-B Placemaking** by using the outdoor recreation venue(s) near to the “place” as one of the ***local community assets*** that provide the ***inspiration*** to unlock the full economic and community development ***potential*** of the community.

N-B Placemaking is the next generation of an outdoor recreation-based revitalization strategy. It is the intersection of a community’s natural assets, the economic activity around those assets, and the culture or attitude of the community towards both the assets and the associated activities. The users of such assets include those involved with hiking, biking, ATV, equestrian riding, cross country-skiing, canoeing, kayaking, or other outdoor corridors alongside the state’s rich outdoor recreational assets. Activities may include fishing, paddling, hunting, birdwatching, nature photography and a host of other more passive outdoor recreational activities.

Regardless of what they are called, the “towns” near to these outdoor recreational assets usually share a common goal to in some way benefit the local community by capturing some share of the economic potential represented by the visitors that use the nearby recreational asset.

On the surface, the concept of linking an outdoor recreational asset with a nearby town should be a simple thing, but it is not. There are so many pathways, threads, and directions that a project could go. In developing the concept and the program of **N-B Placemaking**, it became evident that this project

really is “*an evolving, integrated theory... for nature-based revitalization*”. The decisions must be made as to what indicators of success to measure and what foundational benchmarks to establish. There is also the need to determine the values, the quality-of-life issues, the local resident’s perceptions (which will vary with the resident’s life stage) and the political will of the community to take on such an effort.

The idea of **N-B Placemaking** then becomes more than simply a physical and economic connection between the recreational asset and the place. It becomes a vehicle for the entire community to embrace the idea that the relationship between the outdoor recreational asset, the users of that asset, and the larger community comprising the place is ***embraced and cultivated*** as a preferred way to not only improve the economic vitality of the existing business community, but also to:

- encourage new business and residential investment,
- provide workforce development and entrepreneurial opportunities,
- engage the supply chain associated with the recreational asset and the businesses directly and indirectly linked to the asset,
- provide a greater appreciation, through the arts and education, of the impact of the recreational asset on their history and current lives, including youth involvement, education, and stewardship, and
- improve the overall quality of life of the residents of the place and the area surrounding the place,

It is important to note here that **N-B Placemaking** is not designed to replace or over-ride any existing initiatives already underway. Efforts such as a designated Heritage district(s), Main Street or On-Trac efforts, River Towns, or Blueprint initiatives, are all encouraged, and in fact expected, to continue their existing efforts. Rather, the idea of Nature-Based Placemaking is designed to be an overlay on top of existing efforts. It may however also be a foundational framework for newly established efforts.

General Plan Elements: As in any good planning process, the final N-B Placemaking Plan will include a series of standard elements to move from the planning stage to the implementation phase. The required components of any N-B Placemaking Plan should include but not necessarily be limited to the following:

N-B Placemaking Vision

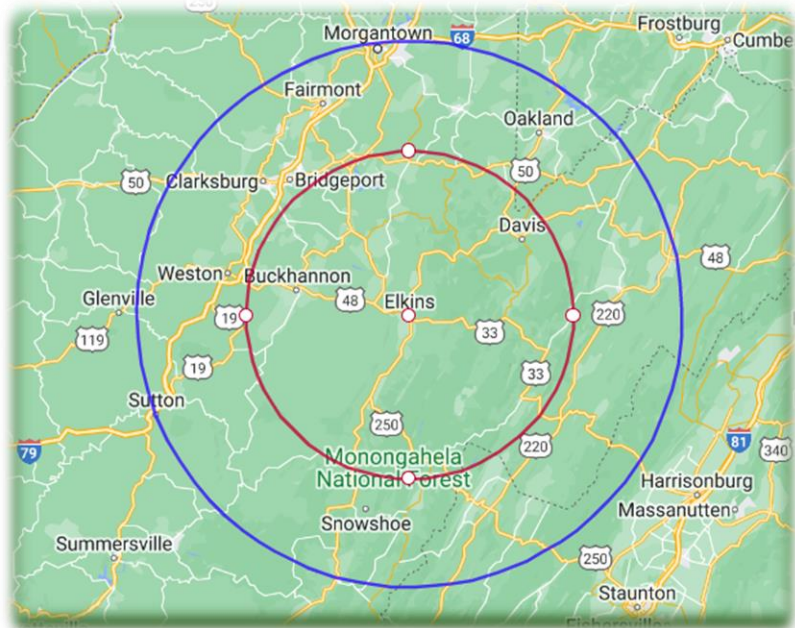
While it goes without saying that becoming a Nature Based Place (NBP) is the vision for an organization in preparing a N-B Placemaking Plan, putting that vision down on paper and defining the general concepts of that vision is the critical first step. There are two schools of thought on preparing a vision statement. One school believes that the vision statement should be short and sweet while the other believes vision statements must have enough detail for the implementing board of directors to make well thought-out decisions. The reality is that the vision statement should be responsive to the audience that is viewing/using the statement. The more engaged the audience, the higher the level of understanding they will need of the terms and phrases used in vision statement. As such, a well-defined vision with lots of clarifying statements and conditions should be prepared first, primarily for the use of the implementing organizations. Then, as the level of engagement by the reader/user decreases, the vision statement becomes more inspirational.

1) **Proposed N-B Placemaking Outcomes**

When the N-B Placemaking Plan has been implemented, and the community is reviewing the results, what changes does it hope to see in the short-term, the mid-term and the long-term. While outputs are largely under the control of the local revitalization organization, the *outcomes* resulting from the outputs are not. For this kind of activity, typical outcomes might be net new jobs, increased sales, reduced storefront vacancies, increased residential investment or property values, higher rates of citizen involvement, etc. It is important that these proposed outcomes be established early in the process and that baseline data on the status of each measure be determined. A plan for collecting, storing, and reporting on the proposed outcomes should also be developed during this part of the planning process.

2) **A Nature Based Placemaking Map**

Starting with a radial map showing proximity to the focal point, the map utilizes elements that delineate the location of outdoor recreational asset(s) (Preserves), the pathway (Corridor) that connects the outdoor recreational asset to the place (Elkins) and the other relevant points (Nodes) along the Corridor that may exist and are important to the development of the plan.



3) **An N-B Placemaking Plan Organizational Partnerships Narrative and Organizational Chart Element**

An essential element of any N-B Placemaking Plan is an organizational chart that clearly defines the partners in the N-B Placemaking effort. A key element of the N-B Placemaking organizational structure would be a local N-B Placemaking Coordinating Committee and the identification of the local “backbone organization”. The organizational partnerships narrative should briefly define each of the local organizations (No more than one paragraph for each organization) who have a role to play in the development and implementation of the N-B Placemaking Plan. This paragraph should include the nature of the partner (public, private, non-profit), how long the organization has been in existence and the role that the organization will play in developing and/or implementing the plan. It would be expected that each N-B Placemaking Plan would include an N-B Placemaking Plan Coordination Committee to provide advice to the backbone organization.

4) **N-B Placemaking Plan Narrative**

The plan should include a brief narrative of each activity that the N-B Placemaking Plan identifies for development and implementation. The narrative should, with just a few sentences, provide some degree of clarity as to the specifics of the activity to be undertaken. The plan will follow some

identified format. This format could include that of an existing plan such as an existing Main Street (Design, Promotion, Organization, and Economic Vitality) or a River Town Plan. If the plan is new and is based on the sub-plan elements defined below, the components might be Visitor Readiness, Business Opportunity, Civic Stewardship and Safe, Clean, and Green.

5) The Visitor Readiness Plan

This plan component creates and maintains the direct linkages and contacts between the physical location of the recreational asset and the users of the asset, and the place. The actions to be developed and undertaken in the Visitor Readiness section of the plan should include, but not necessarily be limited to, the development and implementation of the following:

- a. Wayfinding signage system plan
- b. A “Complete Streets” effort with emphasis on walkability and bikeability
- c. Visitor information systems, including printed, electronic, and on-line
- d. “Community Concierge” programs
- e. Docent or storytelling initiatives
- f. Experiential programs in the place, including hands-on educational experiences
- g. Seasonal special events calendars
- h. Public amenities for visitors and customers
- i. Wi-Fi and hot spot initiatives
- j. Seasonal “surge parking” plans and facilities

6) The Business Opportunity Plan

This element of the N-B Placemaking Plan ensures that the business community can take advantage of the economic opportunities presented when users of the recreational asset visit the place. More than the Visitor Readiness Plan, which deals with the entire place, the Business Opportunity Plan focuses on the readiness of individual businesses located within the place. The actions to be developed and undertaken in the Business Opportunity section of the plan should include, but not necessarily be limited to, the development and implementation of the following:

- a. Recreational Asset User Profile
- b. “Responsible Hospitality” activities
- c. Hospitality training for front-line service and retail staff
- d. Local heritage training for front-line service and retail staff
- e. Multi-channel e-commerce
- f. “Off-Day” venues and activities
- g. “Target audience” informational / educational sessions.
- h. Seasonal retail promotions
- i. Local business “Opportunity Gap” expansion efforts
- j. New business “Opportunity Gap” development / recruitment efforts
- k. Diversity and inclusiveness training
- l. General N-B Placemaking image marketing of the place
- m. Local artisan related support efforts

7) **The Civic Stewardship Plan**

The element of the plan designed to engage the larger community in the local N-B Placemaking initiative is the “Civic Stewardship” component of the N-B Placemaking Plan. This plan element engages the elected leadership of the community along with the leadership of the relevant non-profit institutions. The civic stewardship element also seeks to involve the school system and residents of the community in the process. The overall goal of this plan element is to ensure that the larger community benefits from the N-B Placemaking initiative and not just the business community. The actions to be developed and undertaken in the Civic Stewardship section of the plan should include, but not necessarily be limited to, the development and implementation of the following:

- a. Elected leadership informational sessions
- b. Institutional and residential informational sessions focusing on quality of life
- c. Workforce development initiatives with the local workforce investment board
- d. A N-B Placemaking-related volunteer development effort
- e. A commitment to historic preservation
- f. A community commitment to inclusiveness and tolerance
- g. Healthy community initiatives in association with appropriate local health care systems
- h. Educational sessions designed in cooperation with the local school system

8) **Safe-Clean-Green Plan**

A fundamental component of all N-B Placemaking Plans is an examination of the need for, and if determined necessary, the implementation of a Safe-Clean-Green Plan, with a particular emphasis on safe and clean. As a primary goal of the N-B Placemaking initiative in the attraction of visitors to the town in proximity to the recreational asset, both the perception and reality of a “place” and the corridors that connect the place to the recreational asset, as being both safe and clean is of paramount importance.

Upon completion of the N-B Placemaking Plan Elkins could be ready to move into the implementation phase of this project and will begin to experience the benefits of capitalizing on the area’s nature-based assets. They have developed this program and have additional information and training that could assist Elkins. Currently, PA Downtown is providing support to West Virginia Blueprint communities and Elkins, until recently, was designated one of those communities.¹

¹ Pennsylvania Downtown Nature-Based Placemaking

ATTACHMENT D**The Town/Gown Relationship**

With a higher education institute part of Elkins footprint - Davis & Elkins College - the City should consider adopting a Town/Gown program. "Town/Gown" defines the relationship between a community and the nearby college campus(es). Town/Gown communities look for common concerns, emerging issues, opportunities, and strategic planning that advance the respective visions and strengthens partnerships. Throughout this strategic planning process many community goals could be met including community diversity, population growth, future community leadership and increased economic development.

What is the perspective of the city/town integrating the municipality into a university/college community?

1. Establish a Town/Gown committee.
 - a. What can be established by the Town/Gown Committee?
 - b. Select a task force or advisory committee members.
 - c. Organize meeting schedules/determine meeting format/etiquette.
 - d. Establish a Memorandum of Understanding.
 - e. Determine funding needs.
 - f. Develop a media plan.
 - g. Develop joint projects such as a student handbook or coordinating transportation and public improvements (wayfinding/lighting).
2. Understand college housing needs and support those through ordinances, inspections, land planning etc.
3. Integrate College Master Plan in the City comprehensive plan.
4. Consider establishing coordination with Campus Police.
5. Coordinate parking needs.
6. Plan special events that cater to the college committee –Welcome Back Students, College Employee Appreciation Discount Day, Art is Food event involving local restaurants.
7. Develop downtown student/faculty housing project.
8. Develop a student operated business located downtown.
9. Develop a faculty supported small business center to promote entrepreneurship.

How does a large academic institution integrate into the town or community?

1. College/town officials collaborate with the public and private sector
 - a. Identify more ways for students to integrate into community
 - b. Training students on how to be good citizens
 1. Local and state laws that may be applicable to them

- c. Enhancing on-campus activities with collaborative programs with the community
 - d. Using non-profits in the community as a place for students to complete service
 - e. Establishing businesses that can serve as places of employment for students
 - f. Faculty and staff to serve on community boards and committees
- 2. Encourage alumni to retire and/or invest in the community
- 3. Engage schools such as Business & Economics, Public Administration, Architecture/Landscape/Planning in projects/internships
- 4. Connect students with the business community for future employment

ATTACHMENT E

Survey of Children's Museums

During the City's planning session brief discussion occurred about the possibility of achieving a Children's Museum in Elkins. The Team discussed their experience with a previous project and the aspect of looking at three different models when considering a museum: a stand-alone museum, a city owned museum, or a museum owned and operated by higher education. Enclosed is the case study of the 3 models for Elkin's consideration.

Case Study of 3 Comparable Museum/Science Centers

Using first-hand reporting (interviews), data collection and literature search, the TRC Team examined several types of children's museums, extracting several lessons from their administrative, programming, and fundraising choices and self-described successes and challenges.

Reviewing a variety of museums from California to Pennsylvania, relying on the TRC Team's own experiences as mothers and grandmothers and utilizing recommendations of our focus group, several comparable museums were singled out. These are the *Discovery Station, Inc. at Hagerstown, Maryland*, the *Youth Museum of Southern West Virginia in Beckley, West Virginia* and the *Eastern Kentucky Science Center in Prestonsburg, Kentucky*. The museums share several factors including size, location, demographics, and focus. Different business models/ownership present an opportunity to study the pros and cons of each museum. The Discovery Museum in Hagerstown is a stand-alone nonprofit museum. The Youth Museum of Southern WV is owned and managed by the City of Beckley. Then lastly, the Eastern Kentucky Science Center is owned and managed by Big Sandy Community & Technical College.

The museum's websites and social media accounts proved to be a great source of information corroborated by conversations with the Executive Directors (ED). The TRC Team gathered data on original purpose, programming, exhibit's composition, fundraising activities, membership structure and fees, board of director's structure and administrative management.

Discovery Station, Inc. - Hagerstown, Maryland

Discovery Station Inc. sets its mission to be a hands-on museum that provides life-long learning experiences to thousands of children and families each year. Its goal is to create an environment that stimulates curiosity for discovery, exploration and further investigation through exhibits and programs that focus on Science, Technology, Engineering, Art, and Math (STEAM) principles. In the heart of downtown Hagerstown, the Discovery Station is truly regional, a short drive from southwestern Pennsylvania and the eastern panhandle of West Virginia.

In population, at about 40,000, Hagerstown is comparable to Morgantown. It also draws from Frederick, MD and Martinsburg, WV, which expands that number by 88,000. In 2019, this resulted in 25,380 visitors, 200 field trips and group visits and more than 5,000 people through educational outreach and collaborative partnerships. The numbers reflect 24.9% growth from the previous year. Now in operation 16 years, what has set Discovery Station on this new trajectory?

The Executive Director notes the change in focus toward STEAM programming, adding new exhibits, updating existing exhibits and creating additional strong partnerships. Highlights include special guests, like astronauts, Don Thomas, and astrophysicist, Katherine Kornei, who created curriculum, because of a partnership with Johns Hopkins University Applied Physics Laboratory. The Discovery Station boasts 12 permanent hands on exhibits developing skills from coding with Botley robots to learning about sustainable practices in food production and energy, and for the little ones, developing math skills through imaginary play in the Little Sprouts Grocery. The variety keeps the interest and the visitor's coming. Sponsorships underwrite everything from the exhibits and events to programming. Uniquely, all STEAM programs have an industry sponsor, and all arts programs are sponsored by two local arts councils. Hours are full days, Thursday through Saturday, and they are open on Sunday afternoons. Private parties and memberships are revenue streams with memberships having nearly doubled from 2018 to 2019. Noticeably, the growth has only recently been reflected in a second full-time position. The Discovery Station still operates with a volunteer board and 15+ community volunteers from retirees to high school students.

Key takeaways: STEAM Focused, strong sponsorships and partnerships, group visits and field trips grow memberships, liberal use of community volunteers

The Youth Museum of Southern WV - Beckley, West Virginia

Beckley, West Virginia has two of the most unique attractions are the Beckley Exhibition Coal Mine and the Youth Museum of Southern West Virginia. These two popular institutions officially joined April 1, 2002, in an effort to portray the history, culture and character of this uncommon coal-mining region. One price encompasses all activities at both the Exhibition Mine and the Youth Museum during the summer months

The Youth Museum draws thousands of people to the area annually and is housed on a museum campus. On the campus is a unique underground mine, the recreated coal camp, and a Mountain Homestead which enriches history of Appalachian life. All the buildings are surrounded by inviting lawns, colorful flowers, picnic areas, an imposing coal miner statue and a whimsical 20 ft. "Peace Totem".

The Youth Museum's main gallery is made up of four railroad boxcars. The central exhibit area features an average of three different exhibits yearly. Designed to entertain as well as educate, the exhibits range from "T-Rex", "Bats", and "Artist in the Studio" to "Page after Page", an award-winning children's authors presentation.

In 2000, the Youth Museum was awarded the prestigious Institute of Museum and Library Services, National Museum Service Award. The award was presented in Washington D.C. by President Clinton and Mrs. Clinton and was given in recognition of the Museum's vital community outreach programs.

The museum is owned and operated by the City of Beckley and the Executive Director of the City's Board of Parks and Recreation oversees the operation of the Youth Museum. The Youth Museum. The Youth Museum receives \$2 from every ticket sold to the Exhibit Mine and receives funding through hotel/motel bed tax funds. Art is also a focus of the Youth Museum, and they receive approximately \$20,000 a year from WV Art, Culture and History for programming.

Key takeaways: The City of Beckley provides between \$50,000 - \$80,000 of funding to the Youth Museum each year. As a significant program of the City's Park and Recreation system all their facilities are well-maintained by the City.

Eastern Kentucky Science Center – Prestonsburg, KY

The East Kentucky Science Center and Varia Planetarium serves as a hub of STEM (Science, Technology, Engineering and Mathematics) education in eastern Kentucky. The facility is located on the Big Sandy Community and Technical College (BSCTC), Prestonsburg, KY campus.

The museum hosts a 100-seat planetarium, 3,500 square feet of exhibit and displays, 1,500 sq. ft. classroom & party room space, a small administration office, restroom, and a small gift shop.

The museum was started in 1994 by a grassroots group of Eastern Kentucky residents. Their goal was to bring science, space, and technology education to the youth in Eastern Kentucky. The early years of the museum involved and Executive Director doing traveling lectures, exhibits and a blow-up planetarium in the regional schools. In 1998, the museum board was able to secure state grants totaling of \$2.6 million to build and equip their building on land on the Big Sandy College campus and in 2004 the building opened to the public. In 2008, the museum board of directors entered into an agreement to transfer the organization to BSCTC.

The museum utilizes robust membership opportunities at the \$500 and \$1000 levels that incorporate adult, children, grandchildren under 18 years along with a complementary friend & family membership, recognition as an EKSC supporter (1 year) and a free planetarium show for up to 40 guests. The donor receives minimum \$375 donation credit.

Key takeaways: The staff are all full-time College employees. The Science Center started out as a 501c-3 by community members that had the vision to have it be a part of the College system in later years, as they need it could not be sustained by the community.



Discovery Station at Hagerstown (MD), Inc.

- Focus on STEAM principles
- Servicing tri-state region, school groups
- Emphasis on sponsored exhibits, guest presentations



The Youth Museum of Southern WV

- Partnership with the Exhibition Coal Mine, a unique attraction
- Multiple yearly exhibits and guest presentations
- Strong community outreach, outdoor areas



Eastern Kentucky Science Center

- Strong STEM focus
- Partnership with Big Sandy Community College and Planetarium
- On-campus location

CASE STUDY #1: DISCOVERY STATION AT HAGERSTOWN, INC.

Location: Downtown Hagerstown, MD

Local Population: 39,662 Hagerstown

269,140 Hagerstown/Martinsburg region

Annual Attendance: 25,380

Building SF: 17,000 sq. ft.

Visitors/SF: 1.5 visitors/sq. ft.

Hours of operation: Thursday – Saturday from 10:00 am to 2:00 pm & Sundays from 12:00 p.m. to 4:00 pm

Parking: On-site/public

Fees:

Entrance – Adults and children 12 & up: \$7.00.

Children 3-11: \$6.00; Children 2 & under: Free

Seniors 55 & Older: \$5.00

Board – Volunteer

Staff

Full-time Executive Director & Operations manager

Part-time Visitor Services Attendant

Interns:

Social Media Intern

Museum Programs Educator Intern

Budget - \$200,000 / Rent - \$96,000

Permanent Exhibits

Robotics and Coding

Dinosaur Exhibit

Space and Beyond

Discovery Station Race

Car Derby

Builder's Nook

Hagerstown Aviation

The Titanic Exhibit

Sustainability

STEAM Machine Art Ex.

Imagination Station

Discovery Town

Little Sprouts Grocery

Programming

- "STEAM-Saturday Programs" are hands-on and free with the price of admission.
- "Animal Encounters" hosted by Wonderfully-wild throughout the week
- "The Botley Coding Challenge" is a partnership with The Hub at UMSH
- "Story-Time" programs on Wednesdays



CASE STUDY #2: THE YOUTH MUSEUM OF SOUTHERN WEST VIRGINIA

Location: New River Park in Beckley, WV

Local Population: 16,452 Beckley

Raleigh County: 73,361

Annual Attendance: 48,000

Building SF: 4,000 sq. ft. Youth Museum
13,070 Exhibition coal mine

Visitors/SF: 2.81 visitors/sq. ft.

Hours of operation:

10am – 5pm, Tuesday – Saturday

Summer - 10am – 6pm, weekdays

Parking: On-site available

Fees:

Entrance – Adults aged 18-54: \$10.00.

Children 4-17: \$5.00, Children 3 & under Free

Seniors 55 & Older: \$10.00

Military: \$10.00

Board – N/A i.e. The City of Beckley

Staff

Director of Parks and Recreation, Beckley Exhibition Coal Mine and Youth Museum

Assistant Director and Museum Coordinator

Part-time City Maintenance Assistant

Volunteers: 28 employees throughout the summer months. Some work with tour groups and in the complex's two gift shops, veteran miners take the tours underground and others work to maintain the 26 buildings on the ten-acre property.

Budget - \$250,000/Rent -\$0

Revenue Sources: gift shop

Permanent Exhibits:

Exhibition Coal Mine, Planetarium, Railroad boxcars,

Mountain Homestead (log-cabin, weaver's cottage, barn, blacksmith, general store)

(3 yearly exhibits) Ex. "T-Rex", "Bats", and "Artist in the Studio," "Page after Page" (an award-winning children's authors presentation).

Programming: Arthur's™ World, the national touring exhibition based on the PBS Children's television series and Thomas the Tank Engine on the Island of Sodor – a STEM-based traveling exhibit



The Mountain Homestead was developed to enrich history studies, by recreating a typical settlement on the Appalachian frontier.



Beckley Exhibition Coal Mine

CASE STUDY #3: EASTERN KENTUCKY SCIENCE CENTER AND VARIA PLANATARIUM

Location: Big Sandy Community & Technical
College Campus

Local Population: 3,591

Floyd, Johnson & Pike Counties: 116,653

Annual Attendance: 8,000

Building SF: 12,000 sq. ft.

Visitors/SF: 1.5 visitors/sq. ft.

Hours of operation: Varied due to Covid
restrictions.

Parking: On-site available

Fees:

Entrance - Seniors and students: \$4.00

Children 4 & under: Free

Adults: \$5.00

BSCTC students, faculty, and staff: Free

Board – N/A i.e., College Department
Staff

College employees

Executive Director, Programming Manager

Operations Manager

Budget: \$250,000/Rent \$0

Revenue Sources: gift shop

Permanent Exhibits

- Varia Planetarium Shows
- Laser Shows

Notable Exhibits & Events and Programming

- Speaker's Bureau as community outreach
- Classroom hands-on activities
- Our Weakening Web highlights destruction of wildlife habitats. Funded by National Science Foundation and designed by The Cincinnati Museum of Natural History.

Membership Levels:

Student/Individual \$25 - One

Value \$50 - Includes annual membership benefits for 2 individuals

Grandparent \$60 - Includes annual membership benefits for 2 grandparents and their grandchildren under 18

Family \$75 - Includes annual membership benefits for 4 individuals

Other levels combine complementary annual memberships with donation recognition.



Nearby Attractions:

- Samuel May House Living History Museum
- Jenny Wiley State Resort Park
- Mountain Arts Center

ENDNOTES

¹ *Elkins awarded \$50K to start bike trail project*, **12WBOY**,
<https://www.wboy.com/news/randolph/elkins-awarded-50k-to-start-bike-trail-project/>,
October 17, 2022.

² *Elkins added to Ascend program*, **The Inter-Mountain**,
<https://www.theintermountain.com/news/local-news/2022/11/elkins-added-to-ascend-program/>,
November 30, 2022.

³⁴ *local cities to receive state grants*, **The Inter-Mountain**,
<https://www.theintermountain.com/news/local-news/2022/10/4-local-cities-to-receive-state-grants/>,
October 3, 2022.

VENDOR SET: 01 Elkins
 BANK: * ALL BANKS

DATE RANGE: 2/13/2023 THRU 2/24/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
C-CHECK	VOID CHECK	V	2/22/2023			013012		
C-CHECK	VOID CHECK	V	2/22/2023			013013		
C-CHECK	VOID CHECK	V	2/22/2023			013014		

* * 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	0.00	0.00	0.00

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: TOTALS:	3	0.00	0.00	0.00
BANK: TOTALS:	3	0.00	0.00	0.00

VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE: 2/13/2023 THRU 2/24/2023

VENDOR I.D.	NAME	STATUS	CHECK	INVOICE	DISCOUNT	CHECK	CHECK	CHECK
			DATE	AMOUNT		NO	STATUS	AMOUNT
00741	Great-West Trust Company LLC							
I-VF 202302211374	Voya	D	2/21/2023	343.00		004395		
I-VF2202302211374	Voya AT	D	2/21/2023	50.00		004395		393.00
1	PRIMA MARKETING LLC							
I-000202302091373	US REFUND	R	2/15/2023	350.00		012953		350.00
00032	Absolute Assurance Drug Test L							
I-08053703	Random Testing	R	2/15/2023	123.00		012954		
I-08053704	Random/Emp Testing	R	2/15/2023	117.00		012954		240.00
00047	Truist Governmental Finance							
I-00004 022723	9948000234-04 022723	R	2/15/2023	2,256.75		012955		
I-00005 022423	9948000234-05 022423	R	2/15/2023	2,596.05		012955		
I-00006 022723	9948000234-06 022723 #19	R	2/15/2023	2,643.26		012955		7,496.06
00075	Encova Insurance							
I-36475396	WC 010123 installment	R	2/15/2023	5,981.00		012956		5,981.00
00143	COE General Fund 2							
I-IND- 02/2023	Monthly Indirects 02/2023	R	2/15/2023	24,270.24		012957		24,270.24
00156	COE Sewer Depreciation Account							
I-Swr Depr 01/2023	Sewer Depr Deposit 01/2023	R	2/15/2023	4,250.98		012958		4,250.98
00158	COE Water Depreciation Account							
I-12/2022	Wtr Depr Deposit 12/2022	R	2/15/2023	10,061.23		012959		10,061.23
00169	Assured Partners of West Virgi							
I-20298	Add 22 Freighliner #2117	R	2/15/2023	1,446.91		012960		
I-20320	BondRenewal 04/01/23	R	2/15/2023	1,477.00		012960		2,923.91
00202	Davis Trust Company							
I-12755 022223	3113776-12755 022223	R	2/15/2023	4,256.84		012961		4,256.84
00239	Elkins Historic Landmark Commi							
I-CKREQ 020923	reimburse phone charges	R	2/15/2023	754.67		012962		754.67
00378	J F Allen Co.							
I-4203 4249	Road Salt	R	2/15/2023	5,445.96		012963		5,445.96
00479	Amtower Auto Supply, Inc.							
I-183603 183403	Hitch Parts for trucks	R	2/15/2023	407.32		012964		
I-183673 183769	knobs/socket st/air chuck/plug	R	2/15/2023	173.94		012964		
I-184808 184951	WiperBlades/filters/wrench	R	2/15/2023	639.62		012964		
I-3048 3346 3257	Batteries/Connectors/Terminals	R	2/15/2023	374.66		012964		1,595.54

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00483	Mountain Valley Bank							
I-1202553-21 022823	1202553-21 022823 53/84	R	2/15/2023	2,369.18		012965		2,369.18
00540	Pitney Bowes Bank Inc							
I-PSTALLOC 01/2023	Postage Allocation 1/2023	R	2/15/2023	564.32		012966		564.32
00578	Randolph Elkins Health Departm							
I-020823	Wm Mallow Hep A and B	R	2/15/2023	229.00		012967		229.00
00701	Toshiba Financial Services							
I-493494918	E4515AC 1/27/23-2/2723	R	2/15/2023	209.59		012968		209.59
00707	Trickett Hardware, Inc.							
I-3018 3281 2681	Propane heater sply/tape	R	2/15/2023	582.75		012969		582.75
00726	USA Blue Book							
I-245562	Transmitter	R	2/15/2023	896.67		012970		
I-247645	lab supplies	R	2/15/2023	628.28		012970		1,524.95
00730	Valley Steel							
I-16750	Argon/Acetylen/Oxy Lease	R	2/15/2023	240.00		012971		
I-16793	1-1/2x1-1/2x1/4 Angle 10ft	R	2/15/2023	34.01		012971		274.01
00812	WV Regional Jail and Correctio							
I-1123B49F	12 days inmate housing 01/2023	R	2/15/2023	577.00		012972		577.00
00874	Municipal Emergency Services I							
I-1824501	Rescue Tool Service	R	2/15/2023	1,969.40		012973		1,969.40
00884	Colonial Court Service Station							
I-575741	275 55 20 MSR 22Tahoe	R	2/15/2023	214.75		012974		
I-575988	6 tire studs Chevy Salt Tk	R	2/15/2023	180.00		012974		
I-576345	6 225/70/195 FD F550	R	2/15/2023	3,042.00		012974		3,436.75
00900	National Road Utility Supply,							
I-334730	Rplcmnt materials Lavalette	R	2/15/2023	231.36		012975		
I-334731	Cplg 4-3/4 ext lgth	R	2/15/2023	286.32		012975		
I-334732	3- No 3 Key 60 in long	R	2/15/2023	416.13		012975		
I-334733	MJ BEMD 24inx90	R	2/15/2023	2,852.67		012975		
I-334769-70-71	Meter supplies	R	2/15/2023	4,398.53		012975		8,185.01
01125	Ferguson Ent dba Pollardwater							
I-0230333	WthrProof Coats/Rain Pants	R	2/15/2023	262.47		012976		262.47

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01292	COE Sewer O & M Account							
I-Swr O/M 01/2023	Sewer O/M Deposit 01/2023	R	2/15/2023	13,153.88		012977		13,153.88
01313	COE Water O & M Account							
I-12/2022	Water O/M Deposit 12/2022	R	2/15/2023	12,902.14		012978		12,902.14
01390	Phoenix Solutions, LLC							
I-4791	Chemicals	R	2/15/2023	10,144.95		012979		
I-4803 4822	Chemicals	R	2/15/2023	9,864.08		012979		
I-4844	chemicals	R	2/15/2023	16,461.24		012979		36,470.27
01449	Dodson Pest Control							
I-231731020142	pest control service 012423	R	2/15/2023	60.00		012980		60.00
01594	Pace Analytical Services LLC							
I-2330417833	120722-011823 lab inv	R	2/15/2023	2,006.79		012981		2,006.79
01681	HdL Companies							
I-01312023 BL Rev	BLR Collections 01312023	R	2/15/2023	821.34		012982		
I-14819	Jan 2023 Collections	R	2/15/2023	23.73		012982		845.07
01727	Enterprise FM Trust							
I-FBN4675667	Fleet Lease Pmts 02/2023	R	2/15/2023	16,784.17		012983		16,784.17
01731	Bradish Glass Inc							
I-3686	Cullet PU 012623 6.26 tons	R	2/15/2023	250.00		012984		250.00
01750	Backflow Prevention Plus							
I-978535	backflow testing	R	2/15/2023	210.00		012985		210.00
01751	COE WWTP							
I-202302053812	Backwash 01/2023	R	2/15/2023	919.42		012986		
I-3624	Backwash 12/2022	R	2/15/2023	775.29		012986		1,694.71
01790	Crim Law Office PLLC							
I-319	Sanitary Bd Atttny Serv 10/2022	R	2/15/2023	870.00		012987		
I-320 11/2022	Water Board Atttny Srv 11/22	R	2/15/2023	390.00		012987		
I-324 11/2022	Sanitary Bd 11/2022	R	2/15/2023	650.00		012987		1,910.00
01942	Elkins Municipal Building Comm							
I-01214756-11 02/23	1214756-11 021523	R	2/15/2023	4,833.20		012988		4,833.20
02019	Extreme Endeavors							
I-1060.23.1	SCADA Work/power adaptor	R	2/15/2023	193.98		012989		193.98

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02035	C & S Enterprise							
I-020123	Rental - mini excavator	R	2/15/2023	275.00		012990		275.00
02208	Alexander Cheuvront							
I-CLIII travel	CLIII Cert Course travel reimb	R	2/15/2023	543.27		012991		543.27
02238	Appalachian Equipment Solution							
I-101523-1	Oil/Fuel Filters/Air Cleaners	R	2/15/2023	204.97		012992		204.97
02249	CITCO Water							
I-270 272 274 261	PVC/Powerseals/concreteblade	R	2/15/2023	2,325.00		012993		2,325.00
02256	Zoro Tools, Inc.							
I-12044254 12039957	fittings for air compressor	R	2/15/2023	233.52		012994		233.52
02322	Badger Meter							
I-80118426	Beacon Mbl Hosting 01/2023	R	2/15/2023	210.85		012995		210.85
02393	Spilman Thomas & Battle PLLC							
I-5483130 111422	Amt shorted on 11/14 invoice	R	2/15/2023	0.50		012996		
I-5487247	TIF legal services	R	2/15/2023	2,500.00		012996		
I-5487697	TIF Redevelopment 013123	R	2/15/2023	2,500.00		012996		5,000.50
02407	Haden Raese							
I-22CR414-417 JohnV	BondRfnd John V Raese	R	2/15/2023	1,308.00		012997		1,308.00
02408	Henry Williams Sr							
I-23CR109 JennaW	Bond Rfnd Jenna Williams	R	2/15/2023	302.00		012998		302.00
02409	Lexipol							
I-INVPRAl14027	Fire & EMS Learning	R	2/15/2023	1,411.60		012999		1,411.60
02410	Sheila Verga							
I-AWAre Bond Rfnd	Bond Refund Anthony Ware	R	2/15/2023	504.00		013000		
I-NWAre BondRfnd	Bond Refund N Ware	R	2/15/2023	504.00		013000		1,008.00
00116	Child Support Enforcement							
I-CDS202302211374	Child Support	R	2/21/2023	528.00		013001		528.00
00121	Citizens Bank of WVFP							
I-FP 202302211374	Fire Pension	R	2/21/2023	465.01		013002		465.01
00122	Citizens Bank of WVPp							
I-PP 202302211374	Police Pension	R	2/21/2023	142.79		013003		
I-PPN202302211374	Police Pension-2010 Forward	R	2/21/2023	425.02		013003		567.81

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00147	COE Misc							
I-MIS202302211374	Misc Reimbursements	R	2/21/2023	536.00		013004		536.00
00150	COE Payroll							
I-T1 202302211374	Federal Withholding	R	2/21/2023	11,496.55		013005		11,496.55
00151	COE Payroll							
I-T3 202302211374	FICA	R	2/21/2023	13,517.96		013006		
I-T4 202302211374	Medicare	R	2/21/2023	4,503.38		013006		18,021.34
00152	COE Payroll							
I-T2 202302211374	State Withholding	R	2/21/2023	6,259.00		013007		6,259.00
00203	Davis Trust Company							
I-CC 202302211374	Employee Christmas Club	R	2/21/2023	2,510.00		013008		2,510.00
00747	Washington National Insurance							
I-WN 202302211374	Washington National Insurance	R	2/21/2023	726.43		013009		726.43
00837	COE Payroll Reimbursement							
I-001202302211374	Payroll Reimbursement	R	2/21/2023	50,597.48		013010		
I-006202302211374	Payroll Reimbursement	R	2/21/2023	5,026.72		013010		
I-036202302211374	Payroll Reimbursement	R	2/21/2023	13,810.64		013010		
I-400202302211374	Payroll Reimbursement	R	2/21/2023	19,285.74		013010		
I-401202302211374	Payroll Reimbursement	R	2/21/2023	14,200.62		013010		
I-404202302211374	Payroll Reimbursement	R	2/21/2023	10,362.79		013010		113,283.99
01885	Colonial Life							
I-CL 202302211374	Colonial Life-AT	R	2/21/2023	112.10		013011		
I-CLP202302211374	Colonial Life-PT	R	2/21/2023	52.52		013011		164.62
00006	AFLAC							
I-AF 202302071371	Aflac-After Tax Ins	R	2/22/2023	85.21		013016		
I-AF 202302211374	Aflac-After Tax Ins	R	2/22/2023	78.71		013016		
I-AFL202302071371	Aflac Insurance	R	2/22/2023	99.30		013016		
I-AFL202302211374	Aflac Insurance	R	2/22/2023	85.84		013016		349.06
00242	Elkins Professional Firefighte							
I-EPF202302071371	Elkins Professional FF	R	2/22/2023	90.00		013017		
I-EPF202302211374	Elkins Professional FF	R	2/22/2023	90.00		013017		180.00
00591	Retiree Health Benefit Trust F							
I-RHB202302211374	Retiree Health Benefit Trust	R	2/22/2023	4,760.00		013018		
I-RHBT 02/2023	Retirees 02/2023	R	2/22/2023	1,880.56		013018		6,640.56

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			DATE	AMOUNT		NO	STATUS	AMOUNT
00792	WV Consolidated Retirement Boa							
	I-RTD202302071371 Retirement	R	2/22/2023	6,832.09		013019		
	I-RTD202302211374 Retirement	R	2/22/2023	6,953.27		013019		13,785.36
00805	FPMC							
	I-MFB202302071371 Mt. Flex Benefit	R	2/22/2023	1,603.21		013020		
	I-MFB202302211374 Mt. Flex Benefit	R	2/22/2023	1,585.95		013020		3,189.16
00810	WV Public Employee Insurance A							
	I-BL 202302211374 Basic Life Benefit	R	2/22/2023	160.16		013021		
	I-BL1202302211374 Basic Life Benefit +	R	2/22/2023	1.14		013021		
	I-DL 202302071371 Dependent Life	R	2/22/2023	88.47		013021		
	I-DL 202302211374 Dependent Life	R	2/22/2023	83.55		013021		
	I-HPA202302071371 Ins-Health Plan A	R	2/22/2023	719.00		013021		
	I-HPA202302211374 Ins-Health Plan A	R	2/22/2023	719.00		013021		
	I-HPB202302071371 Ins-Health Plan B	R	2/22/2023	462.00		013021		
	I-HPB202302211374 Ins-Health Plan B	R	2/22/2023	462.00		013021		
	I-ICA202302071371 Ins - Emp/Child-Plan A	R	2/22/2023	917.00		013021		
	I-ICA202302211374 Ins - Emp/Child-Plan A	R	2/22/2023	917.00		013021		
	I-ICB202302071371 Ins- Emp/child - Plan B	R	2/22/2023	1,192.50		013021		
	I-ICB202302211374 Ins- Emp/child - Plan B	R	2/22/2023	1,192.50		013021		
	I-IFA202302071371 Ins - Family - Plan A	R	2/22/2023	12,397.00		013021		
	I-IFA202302211374 Ins - Family - Plan A	R	2/22/2023	12,397.00		013021		
	I-IFB202302071371 Ins - Family - Plan B	R	2/22/2023	5,126.00		013021		
	I-IFB202302211374 Ins - Family - Plan B	R	2/22/2023	5,126.00		013021		
	I-IFD202302071371 Ins-Fam-Plan B - Post Tax	R	2/22/2023	466.00		013021		
	I-IFD202302211374 Ins-Fam-Plan B - Post Tax	R	2/22/2023	466.00		013021		
	I-ISA202302071371 Ins - Single - Plan A	R	2/22/2023	3,768.00		013021		
	I-ISA202302211374 Ins - Single - Plan A	R	2/22/2023	3,768.00		013021		
	I-ISB202302071371 Ins-Single - Plan B	R	2/22/2023	1,872.00		013021		
	I-ISB202302211374 Ins-Single - Plan B	R	2/22/2023	2,080.00		013021		
	I-OL 202302071371 Optional Life	R	2/22/2023	335.35		013021		
	I-OL 202302211374 Optional Life	R	2/22/2023	333.35		013021		
	I-TOF202302071371 Tobacco Surcharge Family	R	2/22/2023	375.00		013021		
	I-TOF202302211374 Tobacco Surcharge Family	R	2/22/2023	375.00		013021		
	I-TOS202302071371 Tobacco Surcharge Single	R	2/22/2023	137.50		013021		
	I-TOS202302211374 Tobacco Surcharge Single	R	2/22/2023	150.00		013021		56,086.52
00952	WV Consolidated Retirement Boa							
	I-RTF202302071371 Retirement	R	2/22/2023	2,326.26		013022		
	I-RTF202302211374 Retirement	R	2/22/2023	2,312.48		013022		
	I-RTN202302071371 Retirement	R	2/22/2023	3,519.38		013022		
	I-RTN202302211374 Retirement	R	2/22/2023	3,608.54		013022		11,766.66

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00993	WV Consolidated Retirement Boa							
I-RT6202302071371	Retirement 6%	R	2/22/2023	7,519.68		013023		
I-RT6202302071372	Retirement 6%	R	2/22/2023	61.95		013023		
I-RT6202302211374	Retirement 6%	R	2/22/2023	7,742.31		013023		15,323.94
02340	West Virginia State Tax Depart							
I-GAR202302071371	Garnishment - DI# 614946	R	2/22/2023	61.00		013024		
I-GAR202302211374	Garnishment - DI# 614946	R	2/22/2023	61.00		013024		122.00
00023	Appalachian Forest Heritage Ar							
I-3 QTR FY 22-23	3Q Contribution FY 22-23	R	2/22/2023	1,500.00		013025		1,500.00
00032	Absolute Assurance Drug Test L							
I-08053882	Random Testing -AkersS	R	2/22/2023	35.00		013026		
I-08053883	Pre-Emp Testing J Swecker	R	2/22/2023	39.00		013026		74.00
00082	Builders Group, Inc.							
I-708309 708307	Screwdrvr Bitset/plywood	R	2/22/2023	178.68		013027		
I-708342 346 325-26	Subfloor/plywood/adhesive	R	2/22/2023	554.94		013027		
I-708358	2x8x8/3x9 Star/MetalFormStakes	R	2/22/2023	111.07		013027		844.69
00158	COE Water Depreciation Account							
I-WtrDepr 01/2023	Water Deprec Deposit 01/2023	R	2/22/2023	7,610.60		013028		7,610.60
00182	Country Roads Transit							
I-3RD QTR FY 22-23	3Q Contribution FY 22-23	R	2/22/2023	3,500.00		013029		3,500.00
00189	Cunningham Collision, LLC							
I-2015 F150 Repairs	2015 Ford F150 Repair	R	2/22/2023	2,545.54		013030		2,545.54
00239	Elkins Historic Landmark Commi							
I-3RD QTR FY 22-23	3Q Contribution FY 22-23	R	2/22/2023	1,000.00		013031		1,000.00
00241	Elkins Main Street							
I-3RD QTR FY 22-23	3Q Contribution FY 22-23	R	2/22/2023	5,000.00		013032		5,000.00
00243	Elkins Randolph County Chamber							
I-3 QTR FY 22-23	3Q Contribution FY 22-23	R	2/22/2023	1,500.00		013033		1,500.00
00250	Elkins-Randolph County Regiona							
I-3RD QTR FY22-23	3Q Contribution FY 22-23	R	2/22/2023	4,750.00		013034		4,750.00
00251	Elkins-Randolph County Public							
I-3RD QTR FY 22-23	3Q Contribution FY 22-23	R	2/22/2023	5,625.00		013035		5,625.00

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00407	Kump House Trust Endowment							
I-3RD QTR FY 22-23	3Q Contribution FY 22-23	R	2/22/2023	1,500.00		013036		1,500.00
00465	Steve's Electrical Service LLC							
I-202148	Light - 2nd and Davis	R	2/22/2023	200.00		013037		200.00
00550	Precision Pump & Valve Service							
I-131408A	Install Cornell End Sctn Pump	R	2/22/2023	1,400.00		013038		1,400.00
00570	Randolph County Commission							
I-3 QTR FY22-23	3Q Contribution FY 22-23	R	2/22/2023	1,750.00		013039		1,750.00
00573	Randolph County Development A							
I-3RD QTR FY 22-23	3Q Contribution FY 22-23	R	2/22/2023	3,375.00		013040		3,375.00
00578	Randolph Elkins Health Departm							
I-3RD QTR FY 22-23	3Q Contribution FY 22-23	R	2/22/2023	1,000.00		013041		1,000.00
00579	Randolph-Tucker Children's Adv							
I-3 QTR FY 22-23	3Q Contribution FY 22-23	R	2/22/2023	750.00		013042		750.00
00582	Region VII Plan. & Development							
I-709-HMP	Reg 7 Multi-Haz Mitigation Pln	R	2/22/2023	1,000.00		013043		1,000.00
01169	Kathy's Decorating & Design							
I-174542	Blind for Ops Mgr Office	R	2/22/2023	328.00		013044		328.00
01203	Jessica Sutton							
I-Reimb WVML 2023	Travel Reimb 021323-021523	R	2/22/2023	281.47		013045		281.47
01313	COE Water O & M Account							
I-Water O/M 01/2023	Water O/M Dep 01/2023	R	2/22/2023	12,902.14		013046		12,902.14
01390	Phoenix Solutions, LLC							
I-4870	Chemicals	R	2/22/2023	3,525.00		013047		3,525.00
01416	Gerry Roberts							
I-Deed Rcdng Gorman	Reimb Recording Deed Gorman	R	2/22/2023	43.00		013048		43.00
01623	Randolph County Community Arts							
I-3 QTR FY 22-23	3Q Contribution FY 22-23	R	2/22/2023	1,250.00		013049		1,250.00
01833	P3 Cost Analysts							
I-17090	Merchant Acct Savings 02/2023	R	2/22/2023	298.01		013050		298.01

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01927	Simmons Painting							
I-3rdFloor 2023	Repair/Painting 3rd Floor	R	2/22/2023	5,200.00		013051		5,200.00
02157	Jerry A Marco							
I-Reimb WVML 2023	Reimb travel 021223-021523	R	2/22/2023	179.47		013052		179.47
02336	GAI Consultants							
I-2184578	R220575 through 01/21/23	R	2/22/2023	1,800.00		013053		1,800.00
02403	Diversified Air Systems Inc							
I-170749	parts for maintenance	R	2/22/2023	3,871.80		013054		3,871.80
02411	Zurich Insurance							
I-1055721	Claim #9410719029	R	2/22/2023	13.31		013055		13.31
00591	Retiree Health Benefit Trust F							
I-RChen 2/2023	RChenoweth - RHBT 2/2023	R	2/23/2023	70.00		013056		70.00
00805	FBMC							
I-RChen 2/2023	R Chenoweth 02/2023	R	2/23/2023	52.54		013057		52.54
00810	WV Public Employee Insurance A							
I-AdmnFees 2/23	Admin Fees 2/2023	R	2/23/2023	200.00		013058		
I-RChen 2/2023	RChenoweth Health/Life 2/23	R	2/23/2023	1,079.76		013058		1,279.76

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	102	529,969.12	0.00	529,969.12
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	1	393.00	0.00	393.00
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: Pool TOTALS:	103	530,362.12	0.00	530,362.12
BANK: Pool TOTALS:	103	530,362.12	0.00	530,362.12

VENDOR SET: 01 Elkins

BANK: SEIZU Police Seizure

DATE RANGE: 2/13/2023 THRU 2/24/2023

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02412	Paul Armstrong							
I-Seizure refund	Case 16-5232,19-378	R	2/22/2023	905.00		000017		905.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	905.00	0.00	905.00
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: SEIZU TOTALS:	1	905.00	0.00	905.00
BANK: SEIZU TOTALS:	1	905.00	0.00	905.00
REPORT TOTALS:	104	531,267.12	0.00	531,267.12

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 2/13/2023 THRU 2/24/2023
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:	March 2, 2023
Section:	New business
Category:	Ordinance
Agenda Item Name:	<i>Ordinance 311: An Ordinance to Amend the Official Zoning Map, Chapter 152: Zoning, Elkins City Code - First Amendment (2nd and final reading)</i>
Recommended By:	Elkins Planning Commission
Summary:	Ordinance passed on first reading at the meeting of February 16, 2023
Fiscal Impact:	
Recommendation:	passage on final reading
Attachments:	1. O 311 Ordinance to Amend Official Zoning Map

ORDINANCE 311

AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP, CHAPTER 152: ZONING, ELKINS CITY CODE – FIRST AMENDMENT

WHEREAS, the Common Council of the City of Elkins has previously adopted Ordinance 301, Chapter 152: Zoning, Elkins City Code ; and

WHEREAS, as part of Ordinance 301, Chapter 152: Zoning Elkins City Code, an Official Zoning Map accompanied it showing all of the property and its designated zoning district within the City; and

WHEREAS Eileen J. Lammie, VMD, is the owner of certain property located at 801 North Randolph Avenue, identified as Map 2, Parcels 83, 84, and 85, Elkins Corp District where the All Creatures Great and Small Veterinary Practice is located; and

WHEREAS, Dr. Lammie has requested that said parcels described above be rezoned from Residential to Commercial; and

WHEREAS Judith L. Shelton is the owner of certain property located at 105 Spruce Avenue, identified as Map 13, Parcel 10, Elkins Corp. District; and

WHEREAS, Ms. Shelton has requested that said parcel described about be rezoned from Single Family Residential to Central Business District as an adjoining property has been designated ; and

WHEREAS, these two requests were directed to the Planning Commission which is authorized to consider such rezoning requests and make recommendations to Council ; and

WHEREAS, the Planning Commission met on January 18, 2023, heard these two requests and voted to recommend to Council that said parcels owned by Dr. Lammie and Ms. Shelton, as described above, be rezoned as requested;

NOW THEREFORE, BE IT ORDAINED and ENACTED by the Common Council of the City of Elkins that the Official Zoning Map be amended as follows:

1. The property owned by Eileen J. Lammie, VMD, identified as Map 2, Parcels 83, 84 and 85, Elkins Corp. District be rezoned as Commercial.
2. The property owned by Judith L. Shelton, identified as Map 13, Parcel 10, Elkins Corp. be rezoned as Central Business District.

The Official Zoning Map shall be changed to reflect these rezoned parcels.

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:

Jessica Sutton, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 2, 2023
Section:	New business
Category:	Resolution
Agenda Item Name:	<i>Resolution 1618: Approving "Full-Time Regular Employee" Status and Confirming Compensation Level for R. Day</i>
Recommended By:	Municipal Judge and Mayor
Summary:	R. Day has completed the 90 day probationary period
Fiscal Impact:	n/a
Recommendation:	Approval of resolution confirming "full-time regular employee" status
Attachments:	1. Resolution 1618

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1618)
March 2, 2023

***Approving “Full-Time Regular Employee” Status and
Confirming Compensation Level for R. Day***

WHEREAS, the City of Elkins Personnel Policy Section 4.C. requires the successful completion of a 90-day probationary period and approval of council for consideration as a full-time, regular employee; and,

WHEREAS, as of February 3, 2023, Rebecca Day completed the 90-day probationary period as Municipal Court Clerk; and,

WHEREAS, the wage associated with this position is within Grade 6 of the Compensation and Classification Plan; and,

WHEREAS, Elkins City Code, §30.02 provides Council with the power to prescribe and set forth compensation paid in the annual budget or through other ordinance; and,

WHEREAS, West Virginia Code, §8-5-12 provides that every municipality shall by ordinance or budget fix or cause to be fixed the salary or compensation of every municipal officer and employee; and,

WHEREAS, sufficient funds are available within the appropriate accounts;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council of the City of Elkins hereby confirms Rebecca Day as a Municipal Court Clerk and, as of February 3, 2023, accords the status of full-time regular employee; and,

FURTHER, confirms the compensation in that position lays within Grade 6.

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 2, 2023
Section:	New business
Category:	Resolution
Agenda Item Name:	<i>Resolution 1619: Accepting Conditions and Terms of the Walgreens/West Virginia Statewide Settlement Agreement and Authorizing the Execution of the Election and Release Form Provided by the West Virginia Attorney General</i>
Recommended By:	City Attorney
Summary:	Opioid settlement received from the WV Attorney General's office as part of the City's participation in the WV Local Government Settlement.
Fiscal Impact:	revenues are unknown
Recommendation:	Approval of resolution
Attachments:	1. Resolution 1619 2. Walgreens Election and Release Form

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(# 1619)
March 2, 2023

Accepting Conditions and Terms of the Walgreens/West Virginia Statewide Settlement Agreement and Authorizing the Execution of the Election and Release Form Provided by the West Virginia Attorney General

WHEREAS, the State of West Virginia and its many communities have unfortunately become the epicenter of a national opioid crisis for over the last two decades or more; and

WHEREAS, numerous lawsuits have been filed by local governments and the State against many companies in the opioid supply chain; and

WHEREAS, the City of Elkins, West Virginia has received a request from the Office of the West Virginia Attorney General to consider accepting the conditions and terms of Walgreens/West Virginia Statewide Settlement Agreement (“Walgreens Settlement”) from an opioid supply chain participant which will be allocated between the State and its local governments; and

WHEREAS, as a result of one of the lawsuits filed by the State, the State has reached a \$83 million statewide settlement with the pharmacy, Walgreens; and

WHEREAS, under the terms of the Walgreens Settlement Agreement 24.5% will go to local governments for assistance in combatting the opioid crisis in their community; and

WHEREAS, under the terms of the Walgreens Settlement. the local governments that want to be considered for the distribution of the settlement proceeds are required to approve the terms of the Walgreens Settlement and the West Virginia Local Government Settlement Participation Form; and

WHEREAS, approving the terms of the Walgreens Settlement and the West Virginia Local Government Settlement Participation Form would be in the best interests of the citizens of the City of Elkins.

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council approves the terms of the Walgreens Settlement and the West Virginia Local Government Settlement Participation Form, as set forth in the attached document, authorizes Mayor Marco to execute the West Virginia Local Government Settlement Participation Form on behalf of the City and directs the City Clerk to submit the signed documents along with a copy of this Resolution to the Office of the West Virginia Attorney General.

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

WEST VIRGINIA LOCAL GOVERNMENT
ELECTION AND RELEASE FORM

This Election and Release Form for West Virginia Participating Local Governments resolves opioid-related Claims against Walgreens under the terms and conditions set forth in the Walgreens West Virginia State-Wide Opioid Settlement Agreement executed on January 13, 2023 (the “Agreement”), the provisions of which are here incorporated by reference in their entirety. Upon executing this Election and Release Form, a Participating Local Government agrees that, in exchange for the consideration described in the Agreement, the Participating Local Government is bound by all the terms and conditions of the Agreement. By executing this Election and Release Form, the Participating Local Government submits to the jurisdiction of the panel overseeing the mass litigation proceeding captioned *In re: Opioid Litigation*, Civil Action No. 21-C-9000 (W. Va. Cir. Ct. Kanawha County) (the “Court”). To the extent the Participating Local Government has asserted Claims against Walgreens in Actions that are pending before the Court, the Participating Local Government hereby grants all necessary right and authority to the West Virginia Attorney General to seek dismissal of the Participating Local Government’s Action through the submission of the Consent Judgment as contemplated in the Agreement. If a Participating Local Government’s Action is pending in another court as of the Effective Date, the Participating Local Government hereby agrees to dismiss (or if necessary move to dismiss) that Action as to Walgreens and any other Released Entities within seven (7) business days of the Effective Date.

Dated: _____

LOCAL GOVERNMENT

BY: _____

PRINTED NAME: _____

TITLE: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL ADDRESS: _____



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 2, 2023
Section:	New business
Category:	Resolution
Agenda Item Name:	<i>Resolution 1620: Accepting Conditions and Terms of the Fitzsimmon's Law Firm/West Virginia Statewide Settlement Agreement and Authorizing the Execution of the Election and Release Form Provided by the West Virginia Attorney General</i>
Recommended By:	City Attorney
Summary:	Opioid settlement received from the WV Attorney General's office as part of the City's participation in the WV Local Government Settlement.
Fiscal Impact:	revenues are unknown
Recommendation:	Approval of resolution
Attachments:	1. Resolution 1620 2. Pharmacies Election and Release Form

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1620)
March 2, 2023

***Accepting Conditions and Terms of the Fitzsimmons's Law Firm
("Pharmacies")/West Virginia Statewide Settlement Agreement and Authorizing
the Execution of the Election and Release Form Provided by the West Virginia
Attorney General***

WHEREAS, the State of West Virginia and its many communities have unfortunately become the epicenter of a national opioid crisis for over the last two decades or more; and

WHEREAS, numerous lawsuits have been filed by local governments and the State against many companies in the opioid supply chain; and

WHEREAS, the City of Elkins, West Virginia has received a request from the Office of the Fitzsimmons Law Firm to consider accepting the conditions and terms of Pharmacies/West Virginia Statewide Settlement Agreement ("Pharmacies Settlement") from an opioid supply chain participant which will be allocated between the State and its local governments; and

WHEREAS, as a result of one of the lawsuits filed by the Fitzsimmons Law Firm, this law firm has reached a \$590 thousand statewide settlement with these Pharmacies; and

WHEREAS, under the terms of the Pharmacies Settlement Agreement 24.5% will go to local governments for assistance in combatting the opioid crisis in their community; and

WHEREAS, under the terms of the Pharmacies Settlement. the local governments that want to be considered for the distribution of the settlement proceeds are required to approve the terms of the Pharmacies Settlement and the West Virginia Local Government Settlement Participation Form; and

WHEREAS, approving the terms of the Pharmacies Settlement and the West Virginia Local Government Settlement Participation Form would be in the best interests of the citizens of the City of Elkins.

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council approves the terms of the Pharmacies Settlement and the West Virginia Local Government Settlement Participation Form, as set forth in the attached document, authorizes Mayor Marco to execute the West Virginia Local Government Settlement Participation Form on behalf of the City and directs the City Clerk to submit the signed documents along with a copy of this Resolution to the Office of the Fitzsimmons Law Firm.

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk

EXHIBIT ____

**WEST VIRGINIA LOCAL GOVERNMENT
ELECTION AND RELEASE FORM**

This Election and Release Form for West Virginia Participating Local Governments resolves opioid-related Claims against “The” Pharmacy, Bypass Pharmacy, Rhonda’s Pharmacy, Clendenin Pharmacy and Fruth Pharmacy under the terms and conditions set forth in the attached West Virginia State-Wide Opioid Settlement Agreements (“Agreements”) the provisions of which are incorporated by reference in their entirety.

Upon executing this Election and Release Form, a Participating Local Government agrees that, in exchange for the consideration described in the Agreements, the Participating Local Government is bound by all the terms and conditions of the “Agreements”. By executing this Election and Release Form, the Participating Local Government submits to the jurisdiction of the panel overseeing the mass litigation proceeding captioned *In re: Opioid Litigation*, Civil Action No. 21-C-9000 (W. Va. Cir. Ct. Kanawha County) (the “Court”).

To the extent the Participating Local Government has asserted Claims against “The” Pharmacy, Bypass Pharmacy, Rhonda’s Pharmacy, Clendenin Pharmacy and Fruth Pharmacy, in Actions that are pending before the Court, the Participating Local Government hereby grants all necessary right and authority to the Plaintiffs and/or their attorneys in the Action to seek dismissal of the Participating Local Government’s Action as contemplated in the “Agreements”. If a Participating Local Government’s Action is pending in another court as of the Effective Date, the Participating Local Government hereby agrees to dismiss (or if necessary move to dismiss) that Action as to “The” Pharmacy, Bypass Pharmacy, Rhonda’s Pharmacy, Clendenin Pharmacy and Fruth Pharmacy and any other Released Entities within seven (7) business days of the Effective Date.

Dated:_____

[WEST VIRGINIA LOCAL GOVERNMENT]

By:_____

[NAME, TITLE]

[ADDRESS]

[TELEPHONE]

[EMAIL ADDRESS]



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 2, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	<i>Request by Davis Health System Foundation for special ABCA licensure</i>
Recommended By:	Clerk
Summary:	Request submitted from the Davis Health System Foundation for a special event alcohol license.
Fiscal Impact:	none
Recommendation:	approval of license endorsement
Attachments:	1. 2023 DHSF Derby request

From: [Michael L. Bell](#)
To: [Jessica Sutton](#)
Subject: Letter of Endorsement
Date: Tuesday, February 14, 2023 11:24:45 AM
Attachments: [draft City of Elkins Letter of Endorsement for liquor license.pdf](#)

Jessica,

Davis Health System Foundation is once again applying for a Special Event beer, wine, and liquor license for our “A Day at the Races” event to be held May 6, 2023, at the Phil Gainer Center. We respectfully request a Letter of Endorsement for our application from the City of Elkins. I have attached last year’s letter as a reference.

Please let me know if you need additional information or if I can facilitate your consideration of our request in any way.

With gratitude,



Michael L. Bell, MEd | Executive Director
Davis Health System Foundation | DMC Volunteer Services | DMC
Pastoral Care

PO Box 1188 | Elkins, WV 26241
304.637.3891 (Office)
727.798.4401 (Cell)
www.dhsfoundation.com





CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 2, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	<i>Consideration of City Clerk appointment</i>
Recommended By:	Personnel Committee
Summary:	The Personnel Committee is scheduled to meet on March 2 at 6:00 p.m. to consider a permanent or interim appointment to the position of City Clerk. They will present council with their recommendation at the meeting.
Fiscal Impact:	unknown
Recommendation:	
Attachments:	None