



City of Elkins

Regular Council Meeting

June 24, 2024
7:00 PM
401 Davis Avenue
Council Chamber, 2nd Floor

AGENDA

1. Public Hearing

- a. Public hearing on an Ordinance Authorizing the Transfer of City Hall to the Elkins Municipal Building Commission and the Subsequent Leasing of City Hall by the City from the Building Commission; Authorizing the Design, Acquisition and Equipping of Improvements to City Hall and the Issuance by the Building Commission of Not to Exceed \$1,200,000 in Aggregate Principal Amount of Lease Revenue Bonds to Pay Costs of Such Project.

2. Invocation and Pledge of Allegiance

3. Call to order and roll call

4. Public comment

5. Minutes

- a. Proposed minutes for the meeting of June 6, 2024

6. Correspondence, Notifications, and Recognitions

- a. Building permits, zoning permits, and vacant property registrations

7. Presentation

8. Councilor Reports

9. Staff reports

- a. Treasurer's report

10. Approval of vendor invoice payments

- a. Vendor invoices presented for approval: June 3-21, 2024

(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.)

11. New business

- a. Ordinance 334: Amending City Code, Chapter 33, Elkins Water Board § 33.125 et seq (final reading)
- b. Ordinance 335: Amending Chap 30.20 Competitive Bidding, regarding council preapproval of form and manner (final reading)

- c. Ordinance 336: Second Reading of an Ordinance Authorizing the Transfer of City Hall to the Elkins Municipal Building Commission and the Subsequent Leasing of City Hall by the City from the Building Commission; Authorizing the Design, Acquisition and Equipping of Improvements to City Hall and the Issuance by the Building Commission of Not to Exceed \$1,200,000 in Aggregate Principal Amount of Lease Revenue Bonds to Pay Costs of Such Project (final reading)
- d. Consideration of Supplemental Resolution related to the (i) transfer of the Elkins City Hall from the City to the Elkins Municipal Building Commission and subsequent leasing of City Hall by the City from the Commission; (ii) design, acquisition, construction and equipping of additions, betterments and improvements to Elkins City Hall; (iii) the issuance of the City of Elkins Municipal Building Commission Lease Revenue Bonds, Series 2024 B (City Hall Project); and (iv) all matters in connection therewith.
- e. Resolution 1763: Adopting the 2024-2029 strategic plan
- f. Resolution 1764: Accepting Conditions of Agreement between United States Department of Agriculture (USDA) Animal Plant Health Inspection Service (APHIS) Wildlife Services (WS) and the City of Elkins, and Authorizing Execution of Agreement
- g. Resolution 1765: Authorizing Closure of a Mountain Valley Bank Account Used for Monies in the Wastewater Fund
- h. Mid-year funding request: Little League paving proposal
- i. Mid-year funding request: Allegheny Highland Trails grant match assistance
- j. HVAC project bid and related matters

12. Mayor's comments

13. Adjournment



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 24, 2024
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of June 6, 2024
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. city council - 2024_06_06 - minutes_proposed

Proposed Minutes

ELKINS COMMON COUNCIL REGULAR COUNCIL MEETING MINUTES

***401 Davis Avenue
Council Chamber, 2nd Floor
June 6, 2024
7:00 p.m.***

Elkins Common Council met in regular session in the council chamber of city hall. Present were Mayor Jerry A. Marco; Councilors N.E. Bross-Fregonara, A.C. Carroll, G.M. Hinchman, B.C. Kerns, C.C. Lowther, D.C. Parker, E. L. Plishka, L.S. Severino, and C. Thompson; City Treasurer T. Judy; Fire Chief S.D. Himes; Police Chief T. Bennett; Operations Manager M. Kesecker; City Attorney G. S. Roberts; and City Clerk S.R. Stokes (recording secretary).

Councilor R.C. Chenoweth was absent.

PUBLIC COMMENT

There was no public comment.

MINUTES

Lowther **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF MAY 16, 2024.** The motion carried.

APPROVAL OF VENDOR INVOICE PAYMENTS

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 May 13-31, 2024.

NEW BUSINESS

Carroll **MOVED APPROVAL OF ORDINANCE 330: AN ORDINANCE OF THE COMMON COUNCIL OF ELKINS, WEST VIRGINIA ASSIGNING ZONING DISTRICTS TO AN UNZONED PARCEL ON NORTH 12TH STREET (FINAL READING).** The motion carried.

Lowther **MOVED APPROVAL OF ORDINANCE 331: AN ORDINANCE OF THE COMMON COUNCIL OF ELKINS, WEST VIRGINIA AMENDING SECTIONS OF CITY CODE, CHAPTER 152, ZONING REGARDING USE DEFINITIONS, USES IN THE INDUSTRIAL DISTRICT, AND HEIGHT OF ACCESSORY BUILDINGS (FINAL READING).** The motion carried.

Proposed Minutes

Hinchman MOVED APPROVAL OF ORDINANCE 332: ANNEXING A PARCEL ON REDBUD LANE INTO THE CITY OF ELKINS (FINAL READING). Carroll abstained from voting due to his membership on the Board of Directors of Woodlands Development & Lending, the property owner. The motion carried.

Hinchman MOVED APPROVAL OF ORDINANCE 333: ANNEXING TWO PARCELS NEAR THE ELKINS WATER PLANT INTO THE CITY OF ELKINS (FINAL READING). The motion carried.

Carroll MOVED APPROVAL OF ORDINANCE 334: AMENDING CITY CODE, CHAPTER 33, ELKINS WATER BOARD § 33.125 ET SEQ (FIRST OF TWO READINGS). The motion carried.

Lowther MOVED APPROVAL OF ORDINANCE 335: AMENDING CHAP 30.20 COMPETITIVE BIDDING, REGARDING COUNCIL PREAPPROVAL OF FORM AND MANNER (FIRST OF TWO READINGS). The motion carried.

Hinchman MOVED APPROVAL OF ORDINANCE 336: FIRST READING OF AN ORDINANCE AUTHORIZING THE TRANSFER OF CITY HALL TO THE ELKINS MUNICIPAL BUILDING COMMISSION AND THE SUBSEQUENT LEASING OF CITY HALL BY THE CITY FROM THE BUILDING COMMISSION; AUTHORIZING THE DESIGN, ACQUISITION AND EQUIPPING OF IMPROVEMENTS TO CITY HALL AND THE ISSUANCE BY THE BUILDING COMMISSION OF NOT TO EXCEED \$1,200,000 IN AGGREGATE PRINCIPAL AMOUNT OF LEASE REVENUE BONDS TO PAY COSTS OF SUCH PROJECT (FIRST OF TWO READINGS). The motion carried.

Hinchman MOVED APPROVAL OF RESOLUTION 1759: AUTHORIZING EXECUTION OF A CONTRACT WITH RANK ONE COMPUTING CORPORATION FOR PUBLIC SAFETY CAMERA SYSTEM. The motion carried.

Lowther MOVED APPROVAL OF RESOLUTION 1760: FY 2024 GENERAL FUND BUDGET REVISIONS 11-21. The motion carried.

Hinchman MOVED APPROVAL OF RESOLUTION 1761: FY 2024 STATE BUDGET REVISION 5. The motion carried.

Lowther MOVED APPROVAL OF RESOLUTION 1762: AMENDING COUNCIL RULES CONCERNING AGENDA ITEMS. The motion carried.

The meeting was adjourned at 7:45 p.m.

Attest: S.R. Stokes, City Clerk

Jerry A. Marco, Mayor



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 24, 2024
Section:	Correspondence, Notifications, and Recognitions
Category:	Presentation
Agenda Item Name:	Building permits, zoning permits, and vacant property registrations
Recommended By:	Operations Manager
Summary:	The attached report shows building permits issued 6/04/2024-6/21/2024. There were 24 projects with a total valuation of over \$23,000,000. Zoning permits show 2 new businesses and one business relocation To date this year, \$2,600 in vacant property registration fees have been collected and 2 liens will be placed on properties next week.
Fiscal Impact:	See above.
Recommendation:	Review presented information
Attachments:	1. Building Officer Report - 2024_06_24

BUILDING PERMITS

6/21/2024 10:45 AM

PROJECT MASTER REPORT

PAGE: 1

PROJECTS: THRU ZZZZZZZZZZ

PROJECT TYPE: Exclude: BPZONING

CONTRACTOR CLASS: All

REPORT SEQUENCE: Project

- All Contractor Classes

CONTRACTORS: All

APPLIED DATES: 6/04/2024 THRU 6/21/2024

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

STATUS INCLUDED: All

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

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PROJECT: 240149	- RESIDENTIAL SIDEWALK/DRIVEWAY	TYPE: BR-SIDE	RES DRIVEWAY/SIDEWALK
PROPERTY:	4 PARK ST		
APPLIED DATE:	6/04/2024	ISSUED DATE:	6/04/2024
CONTRACTOR:	SIMON	EXPIRATION DATE:	12/05/2024
	SIMON CONCRETE SOLUTIONS	COMPLETION DATE:	0/00/0000
	1801 LIVINGSTON AVENUE	ISSUED TO:	CAIN, PATRICK & AIME
	ELKINS, WV 26241		4 PARK ST
SQUARE FEET:	200		ELKINS, WV 26241
DWELLING TYPE:	PRIVATE		
STATUS:	OPEN	UNITS:	1
		BALANCE:	0.00
PROJECT: 240150	- RESIDENTIAL ELECTRICAL	TYPE: ELEC-RES	RESIDENTIAL ELECTRICAL
PROPERTY:	64 THIRTEENTH ST		
APPLIED DATE:	6/04/2024	ISSUED DATE:	6/04/2024
CONTRACTOR:	PROTECH	EXPIRATION DATE:	12/05/2024
	PROTECH ELECTRICAL SERVICES	COMPLETION DATE:	0/00/0000
	2777 OVAPA ROAD	ISSUED TO:	CARPENTER, ROBERT
	OVAPA, WV 25164		64 THIRTEENTH ST
SQUARE FEET:	498		ELKINS, WV 26241
DWELLING TYPE:	PRIVATE		
STATUS:	OPEN	UNITS:	1
		BALANCE:	0.00
PROJECT: 240152	- RESIDENTIAL REMODEL	TYPE: BR-REM	RESIDENTIAL REMODEL
PROPERTY:	119 MOUNTAIN VIEW DR		
APPLIED DATE:	6/04/2024	ISSUED DATE:	6/04/2024
CONTRACTOR:		EXPIRATION DATE:	12/05/2024
		COMPLETION DATE:	0/00/0000
		ISSUED TO:	FRIDDLE, CHARLES
			119 MOUNTAIN VIEW DR
			ELKINS, WV 26241
SQUARE FEET:	100		
DWELLING TYPE:	PRIVATE		
STATUS:	OPEN	UNITS:	1
		BALANCE:	28.00
PROJECT: 240153	- RESIDENTIAL ROOFING	TYPE: ROOF-RES	RESIDENTIAL ROOFING
PROPERTY:	408 CENTRAL ST		
APPLIED DATE:	6/04/2024	ISSUED DATE:	6/04/2024
CONTRACTOR:	DESIGN	EXPIRATION DATE:	12/05/2024
	DESIGN ROOFING & SHEET METAL	COMPLETION DATE:	0/00/0000
	2224 BEVERLY PIKE	ISSUED TO:	BUZZO, CORY
	ELKINS, WV 26241		408 CENTRAL STREET
SQUARE FEET:	1,300		ELKINS, WV 26241
DWELLING TYPE:	PRIVATE		
STATUS:	OPEN	UNITS:	1
		BALANCE:	0.00
PROJECT: 240154	- RESIDENTIAL ACCESSORY BUILDING	TYPE: BR-ACC	RESIDENTIAL ACCESSORY BLD

PROPERTY:	311 SCOTT FORD RD	EXPIRATION DATE:	12/05/2024	COMPLETION DATE:	0/00/0000
APPLIED DATE:	6/04/2024	ISSUED DATE:	6/04/2024	ISSUED TO:	JUDY, TRACY R
CONTRACTOR:					311 SCOTT FORD RD
					ELKINS, WV 26241
SQUARE FEET:	256				
DWELLING TYPE:	PRIVATE	UNITS:	1		
STATUS:	OPEN	BALANCE:	0.00		
PROJECT:	240155 - SIGN	TYPE:	SIGN	SIGN	
PROPERTY:	450 ELEVENTH ST				
APPLIED DATE:	6/04/2024	ISSUED DATE:	6/04/2024	EXPIRATION DATE:	12/05/2024
CONTRACTOR:	INTERSTATE INTERSTATE SIGN COMPANY INC			COMPLETION DATE:	0/00/0000
	1990 ROCKFORD STREET	ISSUED TO:	KROGER-029-730 FUEL CTR		
	MOUNT AIRY, NC 27030		PO BOX 2601		
SQUARE FEET:	133		TROY, MI 48007-2601		
DWELLING TYPE:	PRIVATE	UNITS:	4		
STATUS:	OPEN	BALANCE:	0.00		
PROJECT:	240156 - NEW COMMERCIAL BUILDING	TYPE:	BC-NEW	NEW COMMERCIAL BUILDING	
PROPERTY:	5 BAXTER ST				
APPLIED DATE:	6/04/2024	ISSUED DATE:	6/04/2024	EXPIRATION DATE:	12/05/2024
CONTRACTOR:	COMMERCIAL COMMERCIAL BUILDERS INC OF WV			COMPLETION DATE:	0/00/0000
	2800 MORGANTOWN INDUSTRIAL PAR	ISSUED TO:	CITY OF ELKINS		
	MORGANTOWN, WV 26501		401 DAVIS AVE		
SQUARE FEET:	8,875		ELKINS, WV 26241-3899		
DWELLING TYPE:	PRIVATE	UNITS:	1		
STATUS:	OPEN	BALANCE:	0.00		
PROJECT:	240157 - COMMERCIAL REMODEL	TYPE:	BC-REM	COMMERCIAL REMODEL	
PROPERTY:	124 THIRD ST				
APPLIED DATE:	6/04/2024	ISSUED DATE:	6/04/2024	EXPIRATION DATE:	12/05/2024
CONTRACTOR:	COMMERCIAL COMMERCIAL BUILDERS INC OF WV			COMPLETION DATE:	0/00/0000
	2800 MORGANTOWN INDUSTRIAL PAR	ISSUED TO:	MEGA CORP LOGISTICS LLC		
	MORGANTOWN, WV 26501		PO BOX 1050		
SQUARE FEET:	24,900		WRIGHTSVILLE BEACH, NC 28480		
DWELLING TYPE:	PRIVATE	UNITS:	1		
STATUS:	OPEN	BALANCE:	0.00		
PROJECT:	240158 - RESIDENTIAL DECK	TYPE:	DECK-RES	RESIDENTIAL DECK	
PROPERTY:	517 CENTER ST				
APPLIED DATE:	6/05/2024	ISSUED DATE:	6/05/2024	EXPIRATION DATE:	12/06/2024
CONTRACTOR:				COMPLETION DATE:	0/00/0000
		ISSUED TO:	SHIFLETT, KENNETH		
			PO BOX 2866		
			ELKINS, WV 26241		
SQUARE FEET:	150				
DWELLING TYPE:	PRIVATE	UNITS:	1		
STATUS:	OPEN	BALANCE:	0.00		
PROJECT:	240159 - RESIDENTIAL SIDEWALK/DRIVEWAY	TYPE:	BR-SIDE	RES DRIVEWAY/SIDEWALK	
PROPERTY:	207 EVERGREEN DR				

APPLIED DATE: 6/05/2024	ISSUED DATE: 6/05/2024	EXPIRATION DATE: 12/06/2024	COMPLETION DATE: 0/00/0000
CONTRACTOR:		ISSUED TO: THOMPSON, ROGER N & MILDR	
		207 EVERGREEN DRIVE	
		ELKINS, WV 26241	
SQUARE FEET: 500			
DWELLING TYPE: PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE: 0.00		
PROJECT: 240162	- RESIDENTIAL ROOFING	TYPE: ROOF-RES	RESIDENTIAL ROOFING
PROPERTY: 103 WILSON LANE			
APPLIED DATE: 6/13/2024	ISSUED DATE: 6/13/2024	EXPIRATION DATE: 12/14/2024	COMPLETION DATE: 0/00/0000
CONTRACTOR: BURKHOLDER BURKHOLDER ENTERPRISE		ISSUED TO: CEO RENTALS	
5698 MORGANTOWN PIKE		PO BOX 222	
BELINGTON, WV 26250		COALTON, WV 26257-0222	
SQUARE FEET: 2,200			
DWELLING TYPE: PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE: 0.00		
PROJECT: 240166	- COMMERCIAL ROOFING	TYPE: ROOF-COM	COMMERCIAL ROOFING
PROPERTY: 104 DAVIS AVE			
APPLIED DATE: 6/13/2024	ISSUED DATE: 6/13/2024	EXPIRATION DATE: 12/14/2024	COMPLETION DATE: 0/00/0000
CONTRACTOR: BTI BTI ENTERPRISE LLC		ISSUED TO: WEST, SIDNEY	
1425 LAVALETTE AVENUE		70 WESTWOOD DR	
ELKINS, WV 26241		ELKINS, WV 26241	
SQUARE FEET: 1,800			
DWELLING TYPE: PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE: 140.00		
PROJECT: 240167	- RESIDENTIAL SIDEWALK/DRIVEWAY	TYPE: BR-SIDE	RES DRIVEWAY/SIDEWALK
PROPERTY: 106 HARPertOWN RD			
APPLIED DATE: 6/13/2024	ISSUED DATE: 6/13/2024	EXPIRATION DATE: 12/14/2024	COMPLETION DATE: 0/00/0000
CONTRACTOR: CHANNELL CHANNELL EXCAVATING		ISSUED TO: SCHROEDER, CHERYL A	
215 BELL CROUCH ROAD		106 HARPertOWN RD	
HUTTONSVILLE, WV 26273		ELKINS, WV 26241	
SQUARE FEET: 360			
DWELLING TYPE: PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE: 0.00		
PROJECT: 240168	- RESIDENTIAL ROOFING	TYPE: ROOF-RES	RESIDENTIAL ROOFING
PROPERTY: 522 YOKUM ST			
APPLIED DATE: 6/13/2024	ISSUED DATE: 6/13/2024	EXPIRATION DATE: 12/14/2024	COMPLETION DATE: 0/00/0000
CONTRACTOR:		ISSUED TO: HARTMAN, CORRINE	
		522 YOKUM ST	
		ELKINS, WV 26241	
SQUARE FEET: 400			
DWELLING TYPE: PRIVATE	UNITS: 1		
STATUS: OPEN	BALANCE: 37.00		
PROJECT: 240169	- RESIDENTIAL SIDEWALK/DRIVEWAY	TYPE: BR-SIDE	RES DRIVEWAY/SIDEWALK
PROPERTY: 113 GRANDVIEW AVE			
APPLIED DATE: 6/13/2024	ISSUED DATE: 6/13/2024	EXPIRATION DATE: 12/14/2024	COMPLETION DATE: 0/00/0000

CONTRACTOR: SIMON	SIMON CONCRETE SOLUTIONS	ISSUED TO: MAHONEY, JAY R
1801 LIVINGSTON AVENUE		113 GRANDVIEW AVE
ELKINS, WV 26241		ELKINS, WV 26241
SQUARE FEET: 400		
DWELLING TYPE: PRIVATE	UNITS: 1	
STATUS: OPEN	BALANCE: 30.00	
PROJECT: 240170	- RESIDENTIAL ROOFING	TYPE: ROOF-RES RESIDENTIAL ROOFING
PROPERTY: 105 MAPLEVIEW DR		
APPLIED DATE: 6/13/2024	ISSUED DATE: 6/13/2024	EXPIRATION DATE: 12/14/2024 COMPLETION DATE: 0/00/0000
CONTRACTOR:		ISSUED TO: JUDY, SHERRY L
		105 MAPLEVIEW DR
		ELKINS, WV 26241
SQUARE FEET: 2,200		
DWELLING TYPE: PRIVATE	UNITS: 1	
STATUS: OPEN	BALANCE: 0.00	
PROJECT: 240171	- NEW COMMERCIAL BUILDING	TYPE: BC-NEW NEW COMMERCIAL BUILDING
PROPERTY: 1013 N RANDOLPH AVE		
APPLIED DATE: 6/14/2024	ISSUED DATE: 6/14/2024	EXPIRATION DATE: 12/15/2024 COMPLETION DATE: 0/00/0000
CONTRACTOR: MARCH	MARCH WESTIN CO INC	ISSUED TO: UNITED HOSPITAL CTR - ELKINS
360 FRONTIER ST		327 MEDICAL PARK DR
MORGANTOWN, WV 26505		BRIDGEPORT, WV 26330
SQUARE FEET: 38,000		
DWELLING TYPE: PRIVATE	UNITS: 1	
STATUS: OPEN	BALANCE: 5,810.00	
PROJECT: 240172	- RESIDENTIAL DEMOLITION	TYPE: DEMO-RES RESIDENTIAL DEMOLITION
PROPERTY: 300 HINKLE ST		
APPLIED DATE: 6/14/2024	ISSUED DATE: 6/14/2024	EXPIRATION DATE: 12/15/2024 COMPLETION DATE: 0/00/0000
CONTRACTOR: ALLEGHENY ALLEGHENY EXCAVATING LLC		ISSUED TO: ARBOGAST, JERRY&ANGELA
4476 FILES CREEK ROAD		111 BERRY PATCH LANE
BEVERLY, WV 26253		ELKINS, WV 26241
SQUARE FEET: 1,208		
DWELLING TYPE: PRIVATE	UNITS: 1	
STATUS: OPEN	BALANCE: 0.00	
PROJECT: 240174	- RESIDENTIAL ROOFING	TYPE: ROOF-RES RESIDENTIAL ROOFING
PROPERTY: 112 BUFFALO ST APT 2		
APPLIED DATE: 6/14/2024	ISSUED DATE: 6/14/2024	EXPIRATION DATE: 12/15/2024 COMPLETION DATE: 0/00/0000
CONTRACTOR: DESIGN	DESIGN ROOFING & SHEET METAL	ISSUED TO: BUSCH PROPERTIES LLC
2224 BEVERLY PIKE		416 MAPLE LANE
ELKINS, WV 26241		ELKINS, WV 26241
SQUARE FEET: 1,700		
DWELLING TYPE: PRIVATE	UNITS: 1	
STATUS: OPEN	BALANCE: 0.00	
PROJECT: 240175	- RESIDENTIAL FENCE	TYPE: FENCE-RES RESIDENTIAL FENCE
PROPERTY: 227 EVERGREEN DR		
APPLIED DATE: 6/14/2024	ISSUED DATE: 6/14/2024	EXPIRATION DATE: 12/15/2024 COMPLETION DATE: 0/00/0000
CONTRACTOR:		ISSUED TO: WEIFORD, ADAM L

227 EVERGREEN DR
ELKINS, WV 26241

SQUARE FEET: 100
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 0.00

PROJECT: 240176 - RESIDENTIAL REMODEL TYPE: BR-REM RESIDENTIAL REMODEL
PROPERTY: 1105 HARRISON AVE
APPLIED DATE: 6/14/2024 ISSUED DATE: 6/14/2024 EXPIRATION DATE: 12/15/2024 COMPLETION DATE: 0/00/0000
CONTRACTOR: BASEMENTA BASEMENT AUTHORITY OF WV ISSUED TO: BRIGHT, KATHRYN
132 ROCKY STEP RD 1105 HARRISON AVE
SCOTT DEPOT, WV 25560 ELKINS, WV 26241
SQUARE FEET: 1,224
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 61.72

PROJECT: 240177 - COMMERCIAL ROOFING TYPE: ROOF-COM COMMERCIAL ROOFING
PROPERTY: 414 CENTRAL ST
APPLIED DATE: 6/18/2024 ISSUED DATE: 6/18/2024 EXPIRATION DATE: 12/19/2024 COMPLETION DATE: 0/00/0000
CONTRACTOR: DESIGN DESIGN ROOFING & SHEET METAL ISSUED TO: HOLLAND ENTERPRISES LLC
2224 BEVERLY PIKE 104 S RANDOLPH AVE
ELKINS, WV 26241 ELKINS, WV 26241
SQUARE FEET: 1,300
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 115.00

PROJECT: 240178 - RESIDENTIAL ROOFING TYPE: ROOF-RES RESIDENTIAL ROOFING
PROPERTY: 7 RIVER ST
APPLIED DATE: 6/18/2024 ISSUED DATE: 6/18/2024 EXPIRATION DATE: 12/19/2024 COMPLETION DATE: 0/00/0000
CONTRACTOR: DESIGN DESIGN ROOFING & SHEET METAL ISSUED TO: MARSHALL, JANET
2224 BEVERLY PIKE 7 RIVER STREET
ELKINS, WV 26241 ELKINS, WV 26241
SQUARE FEET: 1,300
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 64.00

PROJECT: 240179 - RESIDENTIAL DECK TYPE: DECK-RES RESIDENTIAL DECK
PROPERTY: 103 SYLVESTER DR
APPLIED DATE: 6/18/2024 ISSUED DATE: 6/18/2024 EXPIRATION DATE: 12/19/2024 COMPLETION DATE: 0/00/0000
CONTRACTOR: AD CONST A D CONSTRUCTION ISSUED TO: TANNER, JAMES
1456 ISNER CREEK RD PO BOX 1637
ELKINS, WV 26241 ELKINS, WV 26241
SQUARE FEET: 1,170
DWELLING TYPE: PRIVATE UNITS: 1
STATUS: OPEN BALANCE: 60.10

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

ISSUED YEAR: 2024

MONTH	PROJECTS	VALUATION	BALANCE
JUNE	24	23,054,579.00	6,390.76

ZONING PERMITS

6/21/2024 11:08 AM PROJECT MASTER REPORT PAGE: 1
 PROJECTS: THRU ZZZZZZZZZZ REPORT SEQUENCE: Project
 PROJECT TYPE: Include: BPZONING CONTRACTOR CLASS: All - All Contractor Classes
 CONTRACTORS: All
 APPLIED DATES: 6/04/2024 THRU 6/21/2024 EXPIRE DATES: 0/00/0000 THRU 99/99/9999
 STATUS INCLUDED: All ISSUED DATES: 0/00/0000 THRU 99/99/9999
 =====

PROJECT: 240148 - ZONING PERMIT TYPE: BPZONING ZONING
 PROPERTY: 114 THIRD ST
 APPLIED DATE: 6/04/2024 ISSUED DATE: 6/04/2024 EXPIRATION DATE: 6/04/2025 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: MY ROOTS
 114 THIRD ST
 ELKINS, WV 26241

SQUARE FEET: 400
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 0.00

PROJECT: 240160 - ZONING PERMIT TYPE: BPZONING ZONING
 PROPERTY: 503 CENTER ST
 APPLIED DATE: 6/05/2024 ISSUED DATE: 6/05/2024 EXPIRATION DATE: 6/05/2025 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: KX STRATEGIES LLC
 503 CENTER STREET
 ELKINS, WV 26241

SQUARE FEET: 1
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 10.00

PROJECT: 240161 - ZONING PERMIT TYPE: BPZONING ZONING
 PROPERTY: 184 SUMMIT ST
 APPLIED DATE: 6/05/2024 ISSUED DATE: 6/05/2024 EXPIRATION DATE: 6/05/2025 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: KX STRATEGIES LLC
 184 SUMMIT ST
 ELKINS, WV 26241

SQUARE FEET: 1
 DWELLING TYPE: PRIVATE UNITS: 1
 STATUS: OPEN BALANCE: 10.00

PROJECT: 240164 - ZONING PERMIT TYPE: BPZONING ZONING
 PROPERTY: 1200 HARRISON AVE 102
 APPLIED DATE: 6/13/2024 ISSUED DATE: 6/13/2024 EXPIRATION DATE: 6/13/2025 COMPLETION DATE: 0/00/0000
 CONTRACTOR: ISSUED TO: AUDIOLOGY SERVICES COMPANY USA
 580 HOWARD AVENUE

SOMERSET, NJ 08873

SQUARE FEET: 1
 DWELLING TYPE: PRIVATE
 STATUS: OPEN
 UNITS: 1
 BALANCE: 10.00

VACANT STRUCTURE BILLING

6/21/2024 11:12 AM
 LICENSES: THRU ZZZZZZZZZZ
 LIC CODES: Include: CE-VAC
 LIC STATUS: Pending, Active
 FEE CODES: All

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

PAGE: 1
 ORIGINATION DATE: 3/01/2024 THRU 6/21/2024
 EFFECTIVE DATE: 0/00/0000 THRU 99/99/9999
 EXPIRATION DATE: 0/00/0000 THRU 99/99/9999
 PRINT DATE: 0/00/0000 THRU 99/99/9999

FEE CODE: VACANT - VACANT PROPERTY FEE

LICENSE	PERIOD	LIC CODE	STATUS	REPORT	ISSUED TO	# of Years	CHARGES
24285	3/04/24 - 3/05/24	CE-VAC	Pending	CODE	HOSEY LINDA	1.0000	200.00
24286	3/04/24 - 3/05/24	CE-VAC	Pending	CODE	HOSEY LINDA	1.0000	200.00
24287	3/04/24 - 3/05/24	CE-VAC	Active	CODE	HIGGINS MARIE	1.0000	200.00
24289	3/04/24 - 3/05/24	CE-VAC	Active	CODE	METHENY MICHE	1.0000	200.00
24290	3/04/24 - 3/05/24	CE-VAC	Active	CODE	MILLER LINDA	1.0000	200.00
24294	3/12/24 - 3/13/24	CE-VAC	Active	CODE	CHUA DOMIN	1.0000	200.00
24295	3/12/24 - 3/13/24	CE-VAC	Pending	CODE	ARBOGAST GARY	1.0000	200.00
24302	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	AUVIL BENJA	1.0000	200.00
24303	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	PROUDFOOT LINDA	1.0000	200.00
24304	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	PARKER WILMA	1.0000	200.00
24305	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	HALLE SHANE	1.0000	200.00
24306	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	ARMENTROUT WILLI	1.0000	200.00
24307	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	ARMENTROUT WILLI	1.0000	200.00
24309	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	GUSTKE JAMES	1.0000	200.00
24310	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	GRAHAM ANNA	1.0000	200.00
24311	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	ANGER MIKE	1.0000	200.00
24312	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	SHIFFLETT DAVID	2.0000	200.00
24314	3/19/24 - 3/20/24	CE-VAC	Active	CODE	BEVERLY PIKE LAND LLC	2.0000	200.00
24315	3/19/24 - 3/20/24	CE-VAC	Pending	CODE	GUSTKE JAMES	2.0000	200.00
24324	4/04/24 - 4/05/24	CE-VAC	Active	CODE	BOGGS ANGEL	2.0000	200.00
24325	4/04/24 - 4/05/24	CE-VAC	Active	CODE	SHOMO LINDA	2.0000	200.00
24326	4/04/24 - 4/05/24	CE-VAC	Active	CODE	STEVENSON JULIA	2.0000	200.00
24327	4/04/24 - 4/05/24	CE-VAC	Active	CODE	YEAGER MARVI	2.0000	200.00
24328	4/04/24 - 4/05/24	CE-VAC	Pending	CODE	KIRKPATRICK KRIST	2.0000	200.00
24333	4/16/24 - 4/17/24	CE-VAC	Active	CODE	VARNEY CHARL	2.0000	200.00
24334	4/16/24 - 4/17/24	CE-VAC	Active	CODE	MESSINGER DAVID	2.0000	200.00
24335	4/16/24 - 4/17/24	CE-VAC	Pending	CODE	WHITE DELAI	2.0000	200.00
24336	4/16/24 - 4/17/24	CE-VAC	Active	CODE	KNUTTI FREDE	2.0000	200.00
24337	6/04/24 - 6/05/24	CE-VAC	Active	CODE	LOTHES WILFR	2.0000	200.00

24343	4/29/24 - 4/30/24	CE-VAC	Pending	CODE	KHAN	FARUK	2.0000	200.00
24344	4/29/24 - 4/30/24	CE-VAC	Pending	CODE	HATFIELD	WANDA	2.0000	200.00
24345	4/29/24 - 4/30/24	CE-VAC	Pending	CODE	SHOCKEY	KATHE	2.0000	200.00
24346	4/29/24 - 4/30/24	CE-VAC	Pending	CODE	SHOCKEY	KATHE	2.0000	200.00
24347	4/29/24 - 4/30/24	CE-VAC	Pending	CODE	KIRKPATRICK	REBEC	2.0000	200.00

REPORT TOTALS:	34						52.0000	6,800.00
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CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 24, 2024
Section:	Staff reports
Category:	Presentation
Agenda Item Name:	Treasurer's report
Recommended By:	City Treasurer
Summary:	The attached report from the City Treasurer includes: • General Fund Revenue Detail report showing: most recent month's revenues, YTD revenues, and YTD actual revenues as percentage of budgeted revenues • Bank account balances • Budget control summary
Fiscal Impact:	n/a
Recommendation:	Review presented information
Attachments:	1. Treasurer's Report - 2024_06_24

General Fund Revenue Detail

	March Revenues	YTD Revenues	Percent of Revenues Collected Per Budget	Percent of Yr. Completed 91.67
Unassigned Fund Balance				384,359.00
County Tax	\$60,928.61	\$1,181,753.64	99.45%	1,188,238.00
B & O Tax	\$187,908.69	\$1,763,736.07	125.09%	1,410,000.00
Hotel/Motel Tax	\$18,032.00	\$224,909.08	115.34%	195,000.00
Gas & Oil Severance Tax	\$0.00	\$70,881.19	283.52%	25,000.00
2% City Utility Tax	\$7,071.62	\$80,355.63	114.79%	70,000.00
Utility Excise Tax	\$37,901.82	\$324,409.65	108.14%	300,000.00
Liquor Tax	\$0.00	\$87,360.62	94.96%	92,000.00
Police	\$3,265.30	\$10,457.14	43.57%	24,000.00
Municipal Court	\$4,128.25	\$27,740.55	44.74%	62,000.00
Code Enforcement	\$3,805.11	\$25,749.71	100.19%	25,700.00
Business License	\$6,525.00	\$17,820.00	61.45%	29,000.00
Intergovernmental	\$13,863.85	\$554,683.84	303.98%	182,471.00
Franchise/IRP Fees	\$8,458.79	\$126,460.27	90.33%	140,000.00
Phil Gainer Community Center	\$5,535.00	\$55,101.78	141.29%	39,000.00
Misc. Revenue	\$60,049.62	\$221,166.84	210.11%	105,260.00
Municipal Sales Tax	\$0.00	\$1,503,742.08	107.41%	1,400,000.00
TOTAL	\$417,473.66	\$6,276,328.09	110.65%	5,672,028.00

FY2024 Budget Control Summary

General Fund														YTD TOTALS
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$854,865.33	\$331,004.66	\$543,271.68	\$1,092,594.27	\$306,582.34	\$156,086.32	\$893,452.11	\$315,101.25	\$441,243.89	\$924,652.58	\$417,473.66	\$0.00	\$919,940.77	\$6,276,328.09
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$443,738.72	\$412,809.63	\$403,761.70	\$535,055.34	\$475,531.75	\$509,387.32	\$442,264.26	\$387,599.67	\$523,389.54	\$408,010.70	\$814,838.69	\$0.00		\$5,356,387.32
Sanitation Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$122,635.34	\$129,954.36	\$113,859.96	\$126,649.07	\$130,931.78	\$125,560.19	\$126,677.20	\$132,649.17	\$508,613.72	\$123,944.54	\$124,471.90	\$0.00	-\$314,113.38	\$1,765,947.23
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$375,747.22	\$112,032.55	\$128,365.08	\$150,347.04	\$120,339.07	\$142,634.08	\$220,571.53	\$109,677.52	\$448,763.46	\$131,156.21	\$140,426.85	\$0.00		\$2,080,060.61
Sewer Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$216,491.85	\$207,080.31	\$217,303.75	\$243,124.25	\$248,104.41	\$215,658.94	\$206,231.45	\$275,589.81	\$294,491.33	\$229,210.30	\$251,455.26	\$0.00	-\$140,203.36	\$2,604,741.66
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$244,836.96	\$222,640.35	\$241,235.73	\$232,602.45	\$312,911.69	\$255,922.02	\$248,473.42	\$215,323.88	\$245,346.95	\$256,968.52	\$268,683.05	\$0.00		\$2,744,945.02
Water Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$364,356.67	\$405,886.10	\$373,182.41	\$458,593.81	\$458,760.49	\$412,542.93	\$351,123.90	\$425,790.59	\$401,774.48	\$338,789.74	\$431,608.04	\$0.00	\$245,484.28	\$4,422,409.16
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$339,127.28	\$355,984.86	\$432,184.41	\$406,387.95	\$333,170.84	\$403,403.22	\$411,197.60	\$336,802.32	\$384,888.51	\$377,680.27	\$396,097.62	\$0.00		\$4,176,924.88
Fire Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$38,221.11	\$80,439.36	\$155,574.44	\$50,475.39	\$79,873.97	\$77,057.58	\$43,948.82	\$102,069.38	\$117,874.61	\$48,317.87	\$87,394.89	\$0.00	-\$110,513.11	\$881,247.42
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$90,744.77	\$70,132.37	\$84,702.51	\$125,866.17	\$87,272.30	\$98,575.93	\$83,638.93	\$79,413.49	\$80,852.52	\$84,034.40	\$106,527.14	\$0.00		\$991,760.53
Landfill Fund														
Revenues	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Revenues Over Expenses	
	\$5,921.54	\$6,126.90	\$6,122.09	\$5,838.48	\$7,482.12	\$8,425.33	\$8,754.02	\$8,559.34	\$8,225.84	\$8,848.80	\$8,624.09	\$0.00	\$81,319.42	\$82,928.55
Expenses	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
	\$1,019.07	\$6.95	\$168.69	\$6.97	\$11.14	\$170.50	\$17.42	\$15.84	\$174.44	\$6.59	\$11.52	\$0.00		\$1,609.13

Bank Account Name	Balance as of 5/31/2024
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ARPA	\$513,864.66
Elkins Building Comm. Sinking Fund	\$0.00
Elkins Municipal Building Comm.	\$0.00
Financial Stabilization	\$928,139.61
Fire Pension Fund	\$2,791,521.68
Firemen's Pension & Relief Fund	\$0.00
Landfill Access Escrow	\$1,879,869.52
Landfill Post Closure	\$48,732.40
Opioid	\$21,846.18
Payroll	\$63,831.47
Police Forfeitures	\$4,433.46
Police Pension Fund	\$4,595,611.19
Police Seizures	\$26,673.86
Policemen's Pension & Relief Fund	\$0.00
Pooled Cash-Coal Severance Fund	\$187,366.51
Pooled Cash-Fire Fund	\$354,570.47
Pooled Cash-General Fund	\$1,983,534.60
Pooled Cash-Landfill Fund	\$128,257.09
Pooled Cash-Parks Fund	\$920,785.50
Pooled Cash-Sanitation Fund	\$635,991.46
Pooled Cash-Sewer Fund	\$85,653.45
Pooled Cash-Water Fund	\$445,771.59
Sewer Depreciation	\$217,907.40
Sewer O&M	\$485,665.69
Sewer Project	\$49.84
Water Depreciation	\$207,626.58
Water O&M	\$460,176.77



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 24, 2024
Section:	Approval of vendor invoice payments
Category:	Action Item
Agenda Item Name:	Vendor invoices presented for approval: June 3-21, 2024 <i>(Available for public review in the city clerk's office two business days before this meeting, as required by W. Va. Ethics Commission Open Meetings Advisory Opinion 2012-04.)</i>
Recommended By:	City Treasurer
Summary:	Accounts payable transactions in all funds June 3-21.
Fiscal Impact:	Report details \$819,626.69 in transactions from all funds.
Recommendation:	Consider for approval
Attachments:	1. AP Check Report - 2024_06_24

6/18/2024 4:58 PM
 VENDOR SET: 01 Elkins
 BANK: ARPA America Rescue Plan Act
 DATE RANGE: 6/03/2024 THRU 6/21/2024

A/P HISTORY CHECK REPORT

PAGE: 1

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
01155	Vannostrand Architects, PLLC							
I-22080550-3	Vannostrand Architects, PLLC	R	6/12/2024	5,000.00		000116		5,000.00
02649	Civil & Enviromental Consultan							
I-401135	WWTP dump station	R	6/12/2024	14,500.00		000117		14,500.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	2	19,500.00	0.00	19,500.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: ARPA TOTALS:	2	19,500.00	0.00	19,500.00
BANK: ARPA TOTALS:	2	19,500.00	0.00	19,500.00

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00310 I-14922	Griffith & Associates, PLLC professional services	R	6/12/2024	1,181.75		000001		1,181.75
00471 I-110166085487-0624	Mon Power Whitmer electric	R	6/12/2024	479.42		000002		479.42
00132 I-M91818	Clarksburg Water Board Whitmer samples	R	6/17/2024	23.00		000003		23.00

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	3	1,684.17	0.00	1,684.17
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: GCBANTOTALS:	3	1,684.17	0.00	1,684.17
BANK: GCBAN TOTALS:	3	1,684.17	0.00	1,684.17

6/18/2024 4:58 PM
VENDOR SET: 01 Elkins
BANK: OVBSA Construction Draw
DATE RANGE: 6/03/2024 THRU 6/21/2024

A/P HISTORY CHECK REPORT

PAGE: 3

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02605	Commercial Builders Inc							
I-Appl #1	contracted services	R	6/17/2024	71,325.00		000002		71,325.00

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	71,325.00	0.00	71,325.00
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0			
VOID DEBITS		0.00		
VOID CREDITS		0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: OVBSATOTALS:	1	71,325.00	0.00	71,325.00
BANK: OVBSA TOTALS:	1	71,325.00	0.00	71,325.00

6/18/2024 4:58 PM
VENDOR SET: 01 Elkins
BANK: Pool Pooled Cash
DATE RANGE: 6/03/2024 THRU 6/21/2024

A/P HISTORY CHECK REPORT

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00140	City of Elkins							
C-CKREQ 060624 CM	Transfer Swr Proj to Swr Fund	N	6/12/2024	49.84CR		000000		
I-CKREQ 060624	Transfer Swr Proj to Swr Fund	N	6/12/2024	49.84		000000		
00741	Great-West Trust Company LLC							
I-VF 202406111652	Voya	D	6/11/2024	560.00		006000		
I-VF2202406111652	Voya AT	D	6/11/2024	100.00		006000		660.00
02417	US Bank Corporate Payment Syst							
I-NonFleet 053124	Visa NonFleet Pmt 053124	D	6/13/2024	121,248.40		006098		
I-Visa Fleet 053124	Visa Fleet Pmt 053124	D	6/13/2024	17,454.98		006098		138,703.38
00032	Absolute Assurance Drug Test L							
I-4256	New Hires 052824	R	6/04/2024	168.00		015475		168.00
00085	Burgess & Niple, Inc.							
I-1115738	Prof Serv Comb Sewer 09-11/24	R	6/04/2024	560.00		015476		
I-1121062	Prof Services Comb Sewer 11/23	R	6/04/2024	2,283.50		015476		
I-1142682	Prof Serv WWSys 04/2024	R	6/04/2024	2,289.50		015476		5,133.00
00126	City of Clarksburg							
I-202405299616	1570 Compost	R	6/04/2024	147.00		015477		147.00
00149	COE Parks and Recreation							
I-06/2024 Support	Monthly Support 06/2024	R	6/04/2024	25,483.00		015478		25,483.00
00154	COE Sanitation							
I-202405285902	Hauling Fee- Sweeper Dirt	R	6/04/2024	181.50		015479		181.50
00235	Elkins Building Comm.							
I-Rent 06/2024	Rent 06/2024	R	6/04/2024	3,483.79		015480		3,483.79
00283	Frontier							
I-05/20/2024	phones 042024-051924	R	6/04/2024	1,374.87		015481		
I-052824 Whitmer	3042279917 phone charges	R	6/04/2024	189.68		015481		1,564.55
00381	Grover C Jackson Jr							
I-RENT 06/2024	Rent 06/2024	R	6/04/2024	1,800.00		015482		1,800.00
00471	Mon Power							
I-Barron 041724	Barron 031524-041224	R	6/04/2024	13,100.81		015483		
I-RRave 041624	RR Ave 031424-041224	R	6/04/2024	151.06		015483		13,251.87

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00644	Smith Backhoe & Dozer Service, Removal of 3 signs	R	6/04/2024	2,250.00		015484		2,250.00
00688	Terra Flora Landscaping Parking Lot Maintenance	R	6/04/2024	634.00		015485		634.00
00711	Tygart Valley Transfer, Inc. correct Inv #	R	6/04/2024	1,190.55CR		015486		
I-00024060	Comm	R	6/04/2024	460.55		015486		
I-00024076	Res	R	6/04/2024	650.70		015486		
I-00024078	Res	R	6/04/2024	526.48		015486		
I-00024079	Comm	R	6/04/2024	558.01		015486		
I-00024096	Comm	R	6/04/2024	259.90		015486		
I-00024112	Comm	R	6/04/2024	82.17		015486		
I-00024115	Res	R	6/04/2024	635.41		015486		
I-00024117	Comm	R	6/04/2024	537.95		015486		
I-00024120	Res	R	6/04/2024	627.76		015486		
I-00024142	Comm	R	6/04/2024	495.90		015486		
I-00024169	Comm	R	6/04/2024	665.98		015486		
I-00024171	Comm	R	6/04/2024	288.56		015486		
I-00024173	Res	R	6/04/2024	476.79		015486		
I-00024175	Res	R	6/04/2024	658.34		015486		
I-00024205	Comm	R	6/04/2024	42.04		015486		
I-00024223	Res	R	6/04/2024	969.83		015486		
I-00024225	Comm	R	6/04/2024	180.59		015486		
I-00024226	Res	R	6/04/2024	860.91		015486		
I-00024230	Comm	R	6/04/2024	1,078.76		015486		
I-00024251	Comm	R	6/04/2024	136.64		015486		
I-00024256	Comm	R	6/04/2024	178.68		015486		
I-00024280	Comm	R	6/04/2024	632.54		015486		
I-00024282	Res	R	6/04/2024	692.74		015486		
I-00024285	Res	R	6/04/2024	561.83		015486		
I-00024298	Comm	R	6/04/2024	240.79		015486		
I-00024299	Comm	R	6/04/2024	482.53		015486		
I-00024311	Res	R	6/04/2024	594.32		015486		
I-00024315	Res	R	6/04/2024	490.17		015486		
I-00024317	Comm	R	6/04/2024	630.63		015486		
I-00024352	Comm	R	6/04/2024	575.21		015486		
I-00024354	Res	R	6/04/2024	703.25		015486		
I-00024356	Res	R	6/04/2024	723.31		015486		
I-00024372	Comm	R	6/04/2024	194.92		015486		
I-00024392	Res	R	6/04/2024	630.63		015486		
I-00024393	Comm	R	6/04/2024	907.73		015486		
I-00024394	Res	R	6/04/2024	453.86		015486		
I-00024420	Res	R	6/04/2024	984.17		015486		
I-00024430	Res	R	6/04/2024	739.56		015486		
I-00024432	Comm	R	6/04/2024	997.54		015486		
I-00024448	Comm	R	6/04/2024	386.02		015486		

VENDOR SET: 01 Elkins

BANK: Pool Pooled Cash

DATE RANGE: 6/03/2024 THRU 6/21/2024

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-00024450	Comm	R	6/04/2024	190.14		015486		
I-00024452	Comm	R	6/04/2024	310.54		015486		
I-00024473	Res	R	6/04/2024	694.65		015486		
I-00024474	Res	R	6/04/2024	600.05		015486		
I-00024475	Comm	R	6/04/2024	616.30		015486		
I-00024495	Comm	R	6/04/2024	490.17		015486		
I-00024513	Comm	R	6/04/2024	220.72		015486		
I-00024517	Res	R	6/04/2024	259.90		015486		
I-00024518	Res	R	6/04/2024	440.49		015486		
I-00024519	Res	R	6/04/2024	605.79		015486		
I-00024522	Comm	R	6/04/2024	642.10		015486		
I-00024537	Comm	R	6/04/2024	128.04		015486		
I-00024555	Res	R	6/04/2024	669.81		015486		
I-00024556	Comm	R	6/04/2024	595.28		015486		
I-00024557	Res	R	6/04/2024	705.16		015486		
I-00024573	Comm	R	6/04/2024	314.36		015486		
I-00024599	Res	R	6/04/2024	689.87		015486		
I-00024600	Res	R	6/04/2024	394.62		015486		
I-00024601	Comm	R	6/04/2024	665.98		015486		
I-00024619	Comm	R	6/04/2024	222.63		015486		
I-00024633	Comm	R	6/04/2024	182.50		015486		
I-00024636	Comm	R	6/04/2024	918.24		015486		
I-00024637	Res	R	6/04/2024	983.21		015486		
I-00024638	Res	R	6/04/2024	818.86		015486		
I-00024660	Comm	R	6/04/2024	259.90		015486		
I-00024664	Comm	R	6/04/2024	308.63		015486		
I-00024684	Comm	R	6/04/2024	64.02		015486		
I-00024691	Res	R	6/04/2024	673.63		015486		
I-00024692	Comm	R	6/04/2024	440.49		015486		
I-00024693	Res	R	6/04/2024	626.81		015486		
I-00024713	Comm	R	6/04/2024	481.57		015486		
I-00024734	Comm	R	6/04/2024	558.01		015486		
I-00024736	Res	R	6/04/2024	679.36		015486		
I-00024740	Res	R	6/04/2024	606.74		015486		
I-00024755	Comm	R	6/04/2024	478.71		015486		
I-00024763	Comm	R	6/04/2024	275.18		015486		
I-00024777	Comm	R	6/04/2024	585.72		015486		
I-00024778	Res	R	6/04/2024	709.94		015486		
I-00024779	Res	R	6/04/2024	751.02		015486		
I-00024799	Comm	R	6/04/2024	901.04		015486		
I-00024802	Res	R	6/04/2024	735.74		015486		
I-00024807	Res	R	6/04/2024	744.33		015486		
I-00024829	Comm	R	6/04/2024	345.89		015486		
I-00024842	Comm	R	6/04/2024	77.40		015486		
I-00024866	Res	R	6/04/2024	1,235.46		015486		
I-00024878	Comm	R	6/04/2024	290.47		015486		
I-00024880	Res	R	6/04/2024	1,019.52		015486		
I-00024885	Comm	R	6/04/2024	1,125.58		015486		

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
I-000249*31	Res	R	6/04/2024	1,190.55		015486		
I-00024916	Res	R	6/04/2024	639.23		015486		
I-00024917	Comm	R	6/04/2024	160.52		015486		
I-00024925	Comm	R	6/04/2024	480.62		015486		
I-00024929	Res	R	6/04/2024	658.34		015486		
I-00024930	Comm	R	6/04/2024	791.15		015486		
I-00024931	Res	R	6/04/2024	1,190.55		015486		
I-00024952	Res	R	6/04/2024	139.50		015486		
I-00024953	Comm	R	6/04/2024	95.55		015486		
I-00024963	Comm	R	6/04/2024	262.76		015486		
I-00024969	Res	R	6/04/2024	122.30		015486		
I-00024974	Res	R	6/04/2024	774.91		015486		
I-00024979	Res	R	6/04/2024	714.71		015486		
I-00024980	Comm	R	6/04/2024	543.68		015486		
I-00025006	Res	R	6/04/2024	170.08		015486		
I-00025014	Res	R	6/04/2024	400.35		015486		
I-00025019	Comm	R	6/04/2024	907.73		015486		
I-00025023	Res	R	6/04/2024	691.78		015486		57,072.03
01153	Liberty Distributors							
I-443722	equipment maintenance	R	6/04/2024	375.89		015487		375.89
01220	The Delmonte Market							
I-1135	City Flowers	R	6/04/2024	6,028.50		015488		6,028.50
01319	Chris Lee							
I-Exp 0425-0426	Reimburse travel 0425-042624	R	6/04/2024	91.46		015489		91.46
01957	Zoro Tools, Inc.							
I-13908786	PVC Water suction hose	R	6/04/2024	339.99		015490		
I-14124133	Spanner Wrench/DeckPltKey	R	6/04/2024	28.45		015490		368.44
02322	Badger Meter							
I-80160564	Beacon MBL Hosting 04/2024	R	6/04/2024	257.22		015491		257.22
02347	LEAF							
I-16576335	Tosh E478S 061824	R	6/04/2024	96.74		015492		
I-16576336	Tosh E478S 061824	R	6/04/2024	96.74		015492		
I-16605937	Tosh/Lex 062424	R	6/04/2024	570.83		015492		
I-16618406	Toshiba 478S 062524	R	6/04/2024	113.97		015492		
I-16618407	Tosh E415AC 062524	R	6/04/2024	180.03		015492		
I-16618408	Tosh E3025AC 062524	R	6/04/2024	461.30		015492		1,519.61

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02431	Ferguson Waterworks #527							
I-0889419	Stfmr PE/Couplings/Lid/Pipe	R	6/04/2024	23,705.58		015493		23,705.58
02486	FPG							
I-22096F	Totalizer and Rate of Flow Ind	R	6/04/2024	470.66		015494		470.66
02651	Grand New Flag							
I-2319	2 City Flags	R	6/04/2024	440.00		015495		440.00
02652	TRAF-O-TERIA							
I-18397	Custom Printed Yellow Env	R	6/04/2024	467.39		015496		467.39
00032	Absolute Assurance Drug Test L							
I-2895	Random testing	R	6/05/2024	123.00		015497		
I-2896	Accident/Pre-Emp	R	6/05/2024	119.00		015497		242.00
00116	Child Support Enforcement							
I-CDS202406111652	Child Support	R	6/11/2024	690.10		015498		690.10
00121	Citizens Bank of WVFP							
I-FP 202406111652	Fire Pension	R	6/11/2024	329.42		015499		329.42
00122	Citizens Bank of WVFP							
I-PP 202406111652	Police Pension	R	6/11/2024	159.23		015500		
I-PPN202406111652	Police Pension-2010 Forward	R	6/11/2024	253.94		015500		413.17
00147	COE Misc							
I-MIS202406111652	Misc Reimbursements	R	6/11/2024	362.91		015501		362.91
00150	COE Payroll							
I-T1 202406111652	Federal Withholding	R	6/11/2024	12,841.70		015502		12,841.70
00151	COE Payroll							
I-T3 202406111652	FICA	R	6/11/2024	20,147.06		015503		
I-T4 202406111652	Medicare	R	6/11/2024	4,982.58		015503		25,129.64
00152	COE Payroll							
I-T2 202406111652	State Withholding	R	6/11/2024	5,710.00		015504		5,710.00
00203	Davis Trust Company							
I-CC 202406111652	Employee Christmas Club	R	6/11/2024	2,550.00		015505		2,550.00
00747	Washington National Insurance							
I-WN 202406111652	Washington National Insurance	R	6/11/2024	604.60		015506		604.60

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00837	COE Payroll Reimbursement							
I-001202406111652	Payroll Reimbursement	R	6/11/2024	54,016.65		015507		
I-006202406111652	Payroll Reimbursement	R	6/11/2024	8,362.83		015507		
I-036202406111652	Payroll Reimbursement	R	6/11/2024	14,230.54		015507		
I-400202406111652	Payroll Reimbursement	R	6/11/2024	24,118.57		015507		
I-401202406111652	Payroll Reimbursement	R	6/11/2024	11,706.72		015507		
I-404202406111652	Payroll Reimbursement	R	6/11/2024	11,866.18		015507		124,301.49
01885	Colonial Life							
I-CL 202406111652	Colonial Life-AT	R	6/11/2024	112.10		015508		
I-CLP202406111652	Colonial Life-PT	R	6/11/2024	52.52		015508		164.62
00150	COE Payroll							
I-T1 202406111653	Federal Withholding	R	6/11/2024	346.19		015509		346.19
00151	COE Payroll							
I-T3 202406111653	FICA	R	6/11/2024	372.00		015510		
I-T4 202406111653	Medicare	R	6/11/2024	87.00		015510		459.00
00152	COE Payroll							
I-T2 202406111653	State Withholding	R	6/11/2024	119.00		015511		119.00
00837	COE Payroll Reimbursement							
I-001202406111653	Payroll Reimbursement	R	6/11/2024	2,305.31		015512		2,305.31
00047	Truist Governmental Finance							
I-00005 062424	9948000243-05 062424	R	6/11/2024	2,596.05		015513		
I-00006 062724	9948000234-06 062724	R	6/11/2024	2,643.26		015513		
I-00007 061924	9948000234-00007 061924	R	6/11/2024	4,984.55		015513		10,223.86
00132	Clarksburg Water Board							
I-M91763	Samples	R	6/11/2024	230.00		015514		230.00
00154	COE Sanitation							
I-202406055953	Hauling Fee Brush 103 Tkt 1570	R	6/11/2024	299.48		015515		
I-202406105977	Hauling Fee Brush 104 Tkt 1610	R	6/11/2024	299.48		015515		598.96
00158	COE Water Depreciation Account							
I-05/2024 Deposit WD 05/2024 Water Depr Deposit		R	6/11/2024	10,382.59		015516		10,382.59
00202	Davis Trust Company							
I-12755 062224	031134776-12755 062224	R	6/11/2024	4,256.84		015517		4,256.84

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00211	I-H/M April 2024	Elkins Depot Welcome Center Hotel/Motel Coll 04/2024	R	6/11/2024	9,016.00		015518	9,016.00
00430	I-1220 053124	Jonathan Distefano dba Mainten locksmith work at Glendale	R	6/11/2024	481.00		015519	481.00
00471	I-90009592850	Mon Power Consumption/Lighting 052024	R	6/11/2024	49,609.03		015520	49,609.03
00483	I-1202553-21 062824	Mountain Valley Bank 01202553-21 062824	R	6/11/2024	2,369.18		015521	2,369.18
00483	I-1202553-24 061524	Mountain Valley Bank 01202553-24 061524	R	6/11/2024	6,518.78		015522	6,518.78
00484	I-Bearhunter 051624	Mountaineer Gas Company Bearhunter Est 041624-051624	R	6/11/2024	38.00		015523	
	I-Scott Fd 051524	Scott Fd 041724-051524	R	6/11/2024	40.01		015523	78.01
00500	I-01P18224	Newlons International Sales, L Element/Hose/Filter Oil	R	6/11/2024	246.16		015524	246.16
00540	I-05/24 Post Alloc	Pitney Bowes Bank Inc Postage Allocation 5/2024	R	6/11/2024	1,308.62		015525	1,308.62
00550	I-0140469-IN	Precision Pump & Valve Service Pump Repairs/Labor	R	6/11/2024	5,343.00		015526	5,343.00
00578	I-Feb 2024	Randolph Elkins Health Departm Hep AB Cane/White	R	6/11/2024	349.00		015527	349.00
00688	I-1034	Terra Flora Landscaping Intall cone flowers parking lot	R	6/11/2024	857.00		015528	857.00
00779	I-4599443	Woodford Oil Company CHV HYD OIL/UD HD2	R	6/11/2024	265.00		015529	265.00
00786	I-CKREQ Howell	WV Bureau for Public Health THowell Cl III WW Recert	R	6/11/2024	175.00		015530	175.00
00812	I-5124B49F	WV Regional Jail and Correctio 2 days inmate housing TVRJ	R	6/11/2024	108.96		015531	108.96

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00970	TLC Stump Grinding & Tree							
I-2512	Cleanout Dirt/Rock playground	R	6/11/2024	650.00		015532		650.00
01024	WV DOT Division of Highways							
I-Permit UHC	Permit - New UHC water line	R	6/11/2024	102.00		015533		102.00
01313	COE Water O & M Account							
I-05/2024 Dep O&M	05/2024 Water O&M Deposit	R	6/11/2024	12,902.14		015534		12,902.14
01681	HdL Companies							
I-05312024	BL Revenue 05/2024	R	6/11/2024	129.45		015535		129.45
01727	Enterprise FM Trust							
I-578571-060524	Fleet Leases 062024	R	6/11/2024	31,959.12		015536		31,959.12
01751	COE WWTP							
I-202406115982	Backwash May 2024	R	6/11/2024	1,035.31		015537		1,035.31
01790	Crim Law Office PLLC							
I-427	San Board Matters 04/2024	R	6/11/2024	1,310.00		015538		
I-430	Attny Services 05/2024	R	6/11/2024	9,764.00		015538		
I-431	Municipal Ct Matters 05/2024	R	6/11/2024	2,070.00		015538		
I-433	Water Bd Attny Serv 05/2024	R	6/11/2024	1,560.00		015538		14,704.00
01942	Elkins Municipal Building Comm							
I-1214756-11 061524	01214756-11 061524 #34	R	6/11/2024	4,833.20		015539		4,833.20
01957	Zoro Tools, Inc.							
I-INV14262265	saw blades	R	6/11/2024	44.91		015540		44.91
02145	Dan Neel Fence Co LLC							
I-3714	install chain link fence pb ct	R	6/11/2024	7,500.00		015541		7,500.00
02431	Ferguson Waterworks #527							
I-0890349	Ext Socket Set/Shvls/TampngBr	R	6/11/2024	1,596.46		015542		1,596.46
00855	LMC & Associates							
I-3515	Jan 2024 GA4 Account/Maint	R	6/12/2024	57.00		015543		57.00
00126	City of Clarksburg							
I-202406129826	Compost Ticket 1610	R	6/18/2024	90.00		015544		90.00
00143	COE General Fund 2							
I-06/24 Indirects	Indirects 06/2024	R	6/18/2024	12,955.92		015545		12,955.92

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00156	COE Sewer Depreciation Account							
I-05/2024 Swr Depr	05/2024 Sewer Depr Deposit	R	6/18/2024	6,220.88		015546		6,220.88
00202	Davis Trust Company							
I-CKREQ 061324	Direct Deposit Fees	R	6/18/2024	250.00		015547		250.00
00288	Garrett Industrial Supply Inc							
I-3439440	43pc impact socket set/metric	R	6/18/2024	298.00		015548		298.00
00468	Miss Utility of West Virginia,							
I-WV24-2179	Message Fees	R	6/18/2024	315.95		015549		315.95
00471	Mon Power							
I-CityPk 061124	City Park 050924-060724	R	6/18/2024	10.93		015550		
I-Park St 061124	Park St 050924-060724	R	6/18/2024	10.52		015550		
I-Park St 465 061124	Park St 050924-060724	R	6/18/2024	10.89		015550		
I-ParkSt 061124	Park St 050924-060724	R	6/18/2024	10.82		015550		43.16
00500	Newlons International Sales, L							
I-01P19158	Fleetrite Surge Tank	R	6/18/2024	399.69		015551		399.69
00726	USA Bluebook							
I-INV00391269	chemicals	R	6/18/2024	1,795.46		015552		1,795.46
01011	In-Synch Systems, LLC							
I-6597	Support/Maint 15 licenses	R	6/18/2024	7,040.00		015553		
I-6608	In-Synch RMS Licenses (2)	R	6/18/2024	4,590.00		015553		11,630.00
01292	COE Sewer O & M Account							
I-05/2024 Sewer O&M	05/2024 Sewer O&M Deposit	R	6/18/2024	13,153.88		015554		13,153.88
01416	Gerry Roberts							
I-CKREQ 061424	Recording Fee Coke Alley	R	6/18/2024	34.00		015555		34.00
01594	Pace Analytical Services LLC							
I-2430529022	May 2024 Contract Lab Analysis	R	6/18/2024	2,721.00		015556		2,721.00
01790	Crim Law Office PLLC							
I-432	Sanitary Board Services	R	6/18/2024	1,430.00		015557		1,430.00
02047	Cybertech Automation USA Inc							
I-13155	Services 02/2024	R	6/18/2024	1,815.74		015558		1,815.74

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02157	Jerry A Marco							
I-EXP 061324	Travel WVMWQA 061224-061324	R	6/18/2024	282.39		015559		282.39
02238	Appalachian Equipment Solution							
I-w2137-1	Hyd Pilot Filter/AirClnr/Elmnt	R	6/18/2024	573.34		015560		
I-w2138-1	Hyd Pilot filter/Filters/Oil	R	6/18/2024	1,245.33		015560		1,818.67
02347	LEAF							
I-16673590	Tosh 5525AC 070824	R	6/18/2024	292.45		015561		292.45
02477	Duncan Parnell							
I-1383089	Catalyst PR Maint/Support	R	6/18/2024	3,980.00		015562		3,980.00
02661	Design Roofing							
I-CKREQ 0661724	Reimb for Bldg Permits paid 2X	R	6/18/2024	207.00		015563		207.00
02662	Julie McCartney							
I-CKREQ 061324	Vet Bill	R	6/18/2024	288.91		015564		288.91
1	DECEMBER, KATRINA A							
I-000202402021622	US REFUND	R	6/18/2024	5.79		015565		5.79
1	HOME BASE INC							
I-000202401311614	US REFUND	R	6/18/2024	457.09		015566		457.09

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	92	559,879.20	0.00	559,879.20
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	2	139,363.38	0.00	139,363.38
EFT:	0	0.00	0.00	0.00
NON CHECKS:	1	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: Pool TOTALS:	95	699,242.58	0.00	699,242.58
BANK: Pool TOTALS:	95	699,242.58	0.00	699,242.58

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VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
00140	City of Elkins							
I-Ckrequest 060624	transfer Sewer Project funds	R	6/12/2024	49.84		000092		49.84

* * T O T A L S * *	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	1	49.84	0.00	49.84
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: SEWPPJTOTALS:	1	49.84	0.00	49.84
BANK: SEWPPJ TOTALS:	1	49.84	0.00	49.84

6/18/2024 4:58 PM
VENDOR SET: 01 Elkins
BANK: WATDP Water Depreciation
DATE RANGE: 6/03/2024 THRU 6/21/2024

A/P HISTORY CHECK REPORT

PAGE: 15

VENDOR I.D.	NAME	STATUS	CHECK DATE	INVOICE AMOUNT	DISCOUNT	CHECK NO	CHECK STATUS	CHECK AMOUNT
02431	Ferguson Waterworks #527							
I-0831729	valve cks, 2/3 cts	R	6/12/2024	2,191.70		000049		
I-0846344-2	couplings	R	6/12/2024	475.72		000049		
I-0889419-1	couplings, hymax grip, gate,	R	6/12/2024	7,319.93		000049		
I-0889419-2	couplings	R	6/12/2024	291.76		000049		
I-0892929	pex tubing, aquapex fittings	R	6/12/2024	431.11		000049		10,710.22
00334	Core & Main LP							
I-U983265	2-6" Hymax couplings	R	6/17/2024	1,006.00		000051		1,006.00
02012	Appalachain Aggregates							
I-220700	stone for Woodford Drive	R	6/17/2024	3,781.71		000052		3,781.71
00904	Cavcon							
I-51849	dam actuator	R	6/18/2024	12,327.17		000053		12,327.17

* * T O T A L S * *

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
REGULAR CHECKS:	4	27,825.10	0.00	27,825.10
HAND CHECKS:	0	0.00	0.00	0.00
DRAFTS:	0	0.00	0.00	0.00
EFT:	0	0.00	0.00	0.00
NON CHECKS:	0	0.00	0.00	0.00
VOID CHECKS:	0 VOID DEBITS	0.00		
	VOID CREDITS	0.00	0.00	

TOTAL ERRORS: 0

	NO	INVOICE AMOUNT	DISCOUNTS	CHECK AMOUNT
VENDOR SET: 01 BANK: WATDP TOTALS:	4	27,825.10	0.00	27,825.10
BANK: WATDP TOTALS:	4	27,825.10	0.00	27,825.10
REPORT TOTALS:	106	819,626.69	0.00	819,626.69

SELECTION CRITERIA

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

CHECK SELECTION

CHECK RANGE: 000000 THRU 999999
DATE RANGE: 6/03/2024 THRU 6/21/2024
CHECK AMOUNT RANGE: 0.00 THRU 999,999,999.99
INCLUDE ALL VOIDS: YES

PRINT OPTIONS

SEQUENCE: CHECK NUMBER

PRINT TRANSACTIONS: YES
PRINT G/L: NO
UNPOSTED ONLY: NO
EXCLUDE UNPOSTED: NO
MANUAL ONLY: NO
STUB COMMENTS: NO
REPORT FOOTER: NO
CHECK STATUS: NO
PRINT STATUS: * - All



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 24, 2024
Section:	New business
Category:	Ordinance
Agenda Item Name:	Ordinance 334: Amending City Code, Chapter 33, Elkins Water Board § 33.125 et seq (final reading)
Recommended By:	Rules & Ordinances Committee, Elkins Water Board
Summary:	Shifts responsibility for secretary at Elkins Water Board meetings from the city clerk to the designer of the chief operator, mirroring a similar provision for the Sanitary Board.
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. O-334 - Amending Chap 31.128 - Water Board

ORDINANCE 334

AN ORDINANCE OF THE COMMON COUNCIL OF ELKINS, WEST VIRGINIA AMENDING CITY CODE, CHAPTER 33, ELKINS WATER BOARD § 33.125 ET SEQ.

WHEREAS, the Common Council of the City of Elkins, West Virginia previously adopted an ordinance, which is codified and reflected in City Code, Chapter 33, Elkins Water Board § 33.125 et seq.; and

WHEREAS, subsequent to the passages of the ordinance, it has become apparent that certain provisions of the City Code, needed to be changed and amended to reflect changes in the organizational structure of the City and for clarity purposes; and

WHEREAS the Common Council has determined that by making this amendment to said section of the City Code, Chapter 33, Elkins Water Board, § 33.125 et seq., it is in the best interests of the citizens of the City.

NOW THEREFORE BE IT ORDAINED and ENACTED by the Common Council that City Code, Chapter 33, Elkins Water Board, § 33.128 be amended as follows:

§ 33.128 OFFICERS; MEETINGS; VACANCIES.

- (A) Officers. The Mayor or the Mayor's designee shall serve as Chairman of the Water Board. The City Treasurer, or the City Treasurer's designee, shall serve as the Treasurer of the Water Board and shall not be considered a member of the Water Board. The Chief Operator / Manager, or the Chief Operator's /Manager's designee shall serve as the Secretary of the Water Board and shall not be considered a member of the Water Board. At the first meeting of the Water Board and at the first meeting of each calendar year thereafter, it shall elect a member of the Board to serve as Vice Chairman.

The changes to City Code, Chapter 33, Elkins Water Board are only to the section referred to herein specifically and all other sections of said Chapter shall remain unchanged and in full force and effect.

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

This Ordinance shall become effective upon passage.

PASSED AND APPROVED ON THE FIRST READING: _____,
2024.

PASSED AND APPROVED ON THE SECOND AND FINAL READING:
_____, 2024.

CITY OF ELKINS, WEST VIRGINIA

Jerry A. Marco, Mayor

Attest:

Sutton Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 24, 2024
Section:	New business
Category:	Ordinance
Agenda Item Name:	Ordinance 335: Amending Chap 30.20 Competitive Bidding, regarding council preapproval of form and manner (final reading)
Recommended By:	Rules & Ordinances Committee
Summary:	Eliminates current requirement for council preapproval of form and manner of requests for bids
Fiscal Impact:	Enables faster action to start bidding process, which may reduce project or purchase costs
Recommendation:	Consider for approval
Attachments:	1. O-335 - Amending Chap 30.20 Competitive Bidding_

ORDINANCE 335

AN ORDINANCE OF THE COMMON COUNCIL OF ELKINS, WEST VIRGINIA AMENDING CHAPTER § 30.20 COMPETITIVE BIDDING, REGARDING COUNCIL PREAPPROVAL OF FORM AND MANNER

WHEREAS, the Common Council of the City of Elkins, West Virginia previously adopted ordinances, which are codified and reflected in City Code, Chapter § 30.20 et seq., Competitive Bidding, namely by Ordinance 319; and

WHEREAS, subsequent to the passages of the ordinances, it has become apparent that a certain provision of the City Code, Chapter § 30.20 Competitive Bidding needs to be changed and deleted, for clarity and for enforceability issues; and

WHEREAS the Common Council has determined that by making this amendment to said Chapter it is in the best interests of the citizens of the City.

NOW THEREFORE BE IT ORDAINED and ENACTED by the Common Council that City Code, Chapter 30.20 *et seq*, Competitive Bidding, be amended as follows, by DELETING the following section:

**§ 30.21 TRANSMITTING AND RECEIVING BIDS; BONDS; SPECIFICATIONS AND
THE LIKE.**

The form and manner of transmitting and receiving bids under the provisions of § 30.20, the amount of deposit or performance bond, if any, to accompany such bids, the terms, specifications, reservation of right to reject bids or waive irregularities therein shall be determined by the Council prior to each respective advertisement for bids and, insofar as is practical, be stated in the published notice.

(1991 Code, § 2-4)

The change to City Code, Chapter 30, Competitive Bidding is only to the section referred to herein specifically and all other sections of said Chapter shall remain unchanged and in full force and effect.

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

This Ordinance shall become effective upon passage.

PASSED AND APPROVED ON FIRST READING: _____

PASSED AND APPROVED ON FINAL READING: _____

CITY OF ELKINS, WEST VIRGINIA

Jerry A. Marco, Mayor

Attest:

Sutton Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 24, 2024
Section:	New business
Category:	Ordinance
Agenda Item Name:	Ordinance 336: Second Reading of an Ordinance Authorizing the Transfer of City Hall to the Elkins Municipal Building Commission and the Subsequent Leasing of City Hall by the City from the Building Commission; Authorizing the Design, Acquisition and Equipping of Improvements to City Hall and the Issuance by the Building Commission of Not to Exceed \$1,200,000 in Aggregate Principal Amount of Lease Revenue Bonds to Pay Costs of Such Project (final reading)
Recommended By:	Finance Committee
Summary:	See attached memo.
Fiscal Impact:	See attached memo
Recommendation:	Consider for approval
Attachments:	1. Memo - HVAC financing - 2024_06_05_v2 2. HVAC bid options from Van Nostrand Architects 3. ORDINANCE OF CITY OF ELKINS(20893721.1)

Memo

To: City Council
From: Sutton Stokes, City Clerk
Date: June 5, 2024
Re: Financing for City Hall HVAC project

Council previously authorized acceptance of the “base bid” from City Plumbing and Heating (via Resolution 1758, on May 16). However, that limited project scope would lead to several undesirable results that would need fixing in the future, including but not limited to:

- Asbestos pipe insulation left in place in the basement, posing continued risk to employee health
- Deactivated furnace and related equipment left in place in the basement, limiting use of the space
- No heating in the basement, further limiting use of the space

After discussion with city staff and the project architect at its meeting Monday, the Finance Committee is recommending that council consider an expanded funding package as follows:

- City Plumbing and Heating base bid: \$1,255,000
- City Plumbing and Heating bid alt #1 basement VRF system: \$133,900
- Cira and Associates base bid for asbestos abatement: \$90,460
- Cira and Associates bid alternate #1 basement and attic demolition: \$47,550
- And an additional project component of finishing the city hall fire alarm system, estimated at a cost of \$50,000.

The new total estimated cost for the project would be \$1,576,910. The Finance Committee recommends a funding package consisting of at least \$309,000 from ARPA funds, \$266,000 from the Financial Stabilization account, and a bond issue of about \$1 million (depending on terms offered). The viability of this expanded project scope will depend on the terms offered by institutions bidding on the bond issue.

To be able to execute a new bid acceptance before expiration of the 90-day hold period, council must take first action on its bond ordinance tonight and final action no later than June 24, hence the need for the special council meeting that date. This bond issue will also require use of the Elkins Building Commission, which is now scheduled to meet the needed three times prior to June 24.

##



VANNOSTRAND ARCHITECTS PLLC

29 East Main Street, Ste 4
Buckhannon, West Virginia 26201
304.473.0555

April 5th, 2024

Mr. Mike Kesecker, Operations Manager
City of Elkins
401 Davis Avenue
Elkins, WV 26241

RE: ELKINS CITY HALL – HVAC & BOILER DEMOLITION PROJECTS

Dear Mike,

Regarding the HVAC PROJECT, we have reviewed the following low bid from CITY PLUMBING & HEATING:

Base Bid (HVAC): 1 st , 2 nd , 3 rd Floor VRF Systems	\$1,255,000.00	
Bid Alt #1 (Add): Basement VRF System	\$ 133,900.00	
Bid Alt #2 (Add): Jury Room & Penthouse HVAC	\$ 59,100.00	
Total:		\$1,448,000.00

Regarding the BOILER DEMOLITION PROJECT, we have reviewed the following low bid from CIRA AND ASSOCIATES:

Base Bid (Asbestos Abatement):	\$ 90,460.00	
Bid Alternate #1 (Add): Basement & Attic Demolition	\$ 47,550.00	
Bid Alternate #2 (Add): 1 st , 2 nd , 3 rd , Jury Room, & Penthouse Demolition:	\$ 16,600.00	
Total:		\$ 154,610.00
Total Cost:		\$1,602,610.00

We understand that the established budget for the construction work is \$1,300,000.00, and that the total of the lowest bids exceeds the budget by \$302,610.00. If we were to award only the essential components of the project, we would still be above the established budget by \$93,010.00:

Base Bid (HVAC): (1 st , 2 nd , 3 rd Floor VRF Systems	\$1,255,000.00	
Base Bid (Asbestos Abatement):	\$ 90,460.00	
Bid Alternate #1 (Add) Basement & Attic Demolition	\$ 47,550.00	
Essential Cost:		\$1,393,010.00

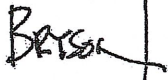
Should the City of Elkins be willing and able to secure these additional funds, we would recommend that the contracts be awarded to the lowest bidders, who are noted above. We are very familiar with both company's work, and are confident that they are qualified to complete our project.

If the City of Elkins is not willing or able to secure these additional funds, we are prepared to promptly rebid the project with a smaller scope of work for the Base Bids, and would also endeavor to further reduce the overall scope of work wherever possible.

We await your direction.

Respectfully Submitted,

VanNostrand Architects PLLC

A handwritten signature in black ink, appearing to read "Bryson", with a vertical line extending downwards from the end of the signature.

Bryson VanNostrand, AIA
bryson@vnarch.com

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING AND DIRECTING THE TRANSFER BY THE CITY OF ELKINS (THE “CITY”) OF CITY HALL TO THE ELKINS MUNICIPAL BUILDING COMMISSION (THE “ISSUER”), THE DESIGN, ACQUISITION, CONSTRUCTION AND EQUIPPING OF ADDITIONS, BETTERMENTS AND IMPROVEMENTS TO CITY HALL (THE “PROJECT”) BY THE CITY, THE LEASING OF CITY HALL AND ALL PROJECT IMPROVEMENTS AND APPURTENANCES THERETO BY THE CITY FROM THE ISSUER; THE SALE AND ISSUANCE BY THE ELKINS MUNICIPAL BUILDING COMMISSION OF ITS NOT TO EXCEED \$1,200,000 IN AGGREGATE PRINCIPAL AMOUNT OF LEASE REVENUE BONDS, IN ONE OR MORE SERIES (THE “BONDS”) FOR THE PURPOSE OF PAYING COSTS OF THE PROJECT, COSTS OF ISSUANCE OF THE BONDS AND RELATED COSTS; AUTHORIZING THE EXECUTION AND DELIVERY OF AN AGREEMENT AND LEASE AND OTHER DOCUMENTS RELATING TO THE PROJECT AND THE ISSUANCE OF THE BONDS AND APPROVING OTHER MATTERS RELATING TO THE TERMS AND SECURITY OF SUCH BONDS; AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH.

WHEREAS, the City of Elkins (the “City”) has, pursuant to an ordinance enacted April 21, 1998, created and established the Elkins Municipal Building Commission (the “Issuer”), a public corporation and municipal building commission of the State of West Virginia, pursuant to the authority granted to it in Chapter 8, Article 33 of the West Virginia Code of 1931, as amended (the “Act”);

WHEREAS, the Issuer, under the Act, has plenary power and authority to contract and be contracted with, acquire, purchase, own and hold any property, real or personal, and acquire, construct, equip, maintain and operate public buildings, structures, projects and appurtenant facilities of any type or types for which the City is permitted by law to expend public funds, sell, encumber or dispose of any property, real or personal, and lease its property or any part thereof, for public purposes to such persons and upon such terms as the Issuer deems proper;

WHEREAS, the City is empowered and authorized by Chapter 8, Article 16 of the West Virginia Code of 1931, as amended, to expend public funds for the construction, reconstruction, establishment, acquisition, improvement, renovation, extension, enlargement, increase, equipment, maintenance, repair (including replacements) and operation of municipal buildings, garbage disposal systems, public buildings, including a City Hall;

WHEREAS, the City has heretofore acquired pursuant to a Deed dated December 1, 1977, which is of record in the Office of the Clerk of The County Commission of Randolph County at Deed Book 313, page 755 (the “Deed”), that certain real property situate on the Northwesterly corner of Davis Avenue and Fourth Street, in the City of Elkins, Randolph County, together with all improvements and appurtenances thereto, which real property shall be more particularly described in **EXHIBIT A – REAL ESTATE DESCRIPTION**, attached to the hereinafter described Lease and made a part hereof (the “City Hall Property”);

WHEREAS, the City Hall Property, and the improvements and appurtenances thereto, are operated and maintained by the City as a City Hall to house the government of the City and provide services to the citizens of the City (the “City Hall”);

WHEREAS, the City desires to transfer the City Hall Property including the improvements and appurtenances thereto to the Issuer and the Issuer desires to accept ownership of the City Hall Property;

WHEREAS, the City desires to design, acquire, construct and equip betterments, additions and improvements to City Hall, specifically including, but not limited to, renovation and replacement of the HVAC system, together with all necessary appurtenances in connection therewith (the “Project”; the City Hall Property, together with all rights of way, appurtenances, buildings, personal property and fixtures associated therewith, including, but not limited to, the Project improvements to be constructed thereon and all additions and improvements thereto now or hereafter acquired, created or constructed, of every kind and nature, herein called the “Facilities”);

WHEREAS, the Issuer under the Act has plenary power and authority to issue negotiable bonds, notes, debentures, or other evidences of indebtedness and provide for the rights of the holders thereof, incur any proper indebtedness and issue any obligations and give any security therefor which it may deem necessary or advisable in connection with exercising powers as provided in the Act;

WHEREAS, the Issuer desires to issue its Lease Revenue Bonds, in one or more series, in an aggregate principal amount not to exceed \$21,200,000 (the “Bonds”) to (i) finance costs of the design, acquisition, construction and equipping of the Project, (ii) pay costs of issuance of the Bonds and related costs, (iii) repay any interim financing utilized to pay costs of the Project, (iv) fund a reserve account, if any, for the Bonds, and (v) pay capitalized interest, if any, on the Bonds;

WHEREAS, the City desires to lease the Facilities from the Issuer pursuant to an Agreement and Lease (the “Lease”) to be dated on or prior to the Closing Date (as hereinafter defined), by and between the Issuer, as lessor, and the City, as lessee;

WHEREAS, the Issuer, pursuant to the Issuer Ordinance, has appointed the City to undertake the design, acquisition, construction and equipping of the Project including being party to any construction contracts and fulfilling the obligations of the City under such construction contracts as may be necessary in connection with same and for the purpose of requisitioning and applying the proceeds of the Bonds to the payment of the costs of the Project and the costs of

issuance of such Bonds and related costs, and the City desires to authorize such actions on its part pursuant to this Ordinance; and

WHEREAS, the City desires to take all steps necessary to authorize the transfer of the City Hall Property including the improvements and appurtenances thereto to the Issuer, its undertaking of the design, acquisition, construction and equipping of the Project, its requisitioning of the Bond proceeds and application thereof to the payment of the costs of the Project and the payment of costs of issuance of the Bonds, its leasing of the Facilities from the Issuer pursuant to the terms of the Lease and to permit the Issuer to promptly proceed with the issuance of the Bonds;

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

Section 1. Pursuant to the Act, this Ordinance is adopted and enacted and it is hereby found and determined that, to accomplish the purposes of the Act and the findings set forth in the preambles hereof, the following is hereby authorized and approved: (i) the transfer of the City Hall Property including the improvements and appurtenance thereto to the Issuer; (ii) the design, acquisition, construction and equipping of the Project by the City including but not limited to engaging such architects and other professionals for the design of the Project, undertaking such public bidding processes, providing notice of award and notice to proceed to such construction contractors, entering into such construction contracts, purchase agreements and other documents as may be necessary in connection with same and performing under such agreements, and requisitioning the proceeds of the Bonds to pay costs of the Project and costs of issuance of the Bonds and related costs, (iii) the leasing of the Facilities by the City from the Issuer pursuant to the terms of the Lease and the payment of such lease rentals and other payments by the City which are provided for pursuant to the Lease, and (iv) the issuance and delivery of the Bonds by the Issuer in the aggregate principal amount of not to exceed \$1,200,000 for the purpose of financing costs of the design, acquisition, construction and equipping of the Project, the payment of costs of issuance of the Bonds and related costs, the repayment of any interim financing incurred by the City to pay costs of the Project, the funding of a reserve account, if any, for the Bonds and the payment of capitalized interest, if any, on the Bonds, are hereby authorized, approved, ratified and confirmed. The Bonds shall be issued in accordance with, and shall have the terms provided in, the Issuer Ordinance authorizing the issuance of the Bonds, which Issuer Ordinance is hereby approved.

Section 2. The City hereby agrees to undertake all actions necessary for the design, acquisition, construction and equipping of the Project and to requisition and apply the proceeds of the Bonds to the payment of the costs of the Project, the costs of issuance of the Bonds and related costs, and to execute all construction contracts, requisitions, certificates or other documents necessary in connection therewith, and to give any and all authorizations as may be necessitated thereby. The City hereby authorizes and approves the payment of costs of the Project which may be incurred prior to the issuance of the Bonds from other funds of the City and the reimbursement of such fund from the proceeds of the Bonds following their execution and delivery.

Section 3. The Lease, by and between the Issuer, as lessor, and the City, as lessee, pursuant to which the City will lease the Facilities from the Issuer and will agree to pay as Lease Rentals (but only from the sources set forth therein), amounts sufficient to pay the principal of and

interest on the Bonds and any other amounts payable thereunder, substantially in the form as shall be approved pursuant to a resolution to be adopted by the City which will supplement this Ordinance (the “Supplemental Resolution”) is hereby approved, with such changes, variations, insertions and omissions as may be approved by the Mayor of the City. The Mayor of the City is hereby authorized to execute, acknowledge, as necessary, and deliver the Lease and the City Clerk of the City is hereby authorized and directed to affix the seal of the City thereto and to attest the seal. The execution of the Lease by the Mayor shall be conclusive evidence of any approval required by this Section.

Section 4. The Lease Assignment (the “Assignment”), by the Issuer to the purchaser of the Bonds as shall be approved by the Supplemental Resolution (the “Purchaser”), pursuant to which the Issuer shall assign certain of its rights under the Lease and rentals thereunder, to be dated or effective as of the Closing Date, substantially in the form as shall be approved by the Supplemental Resolution, shall be and the same is hereby approved, with such changes, variations, insertions and omissions as may be approved by the Issuer. The execution of the Assignment by the Chairman of the Issuer shall be conclusive evidence of any such approval.

Section 5. The Assignment of Funds and Accounts (the “Funds Assignment”), by the Issuer to the Purchaser, pursuant to which the Issuer shall assign its rights in and to certain funds and accounts established in connection with the Bonds pursuant to the Lease, to be dated or effective as of the Closing Date, substantially in the form as shall be approved by the Supplemental Resolution shall be and the same is hereby approved, with such changes, variations, insertions and omissions as may be approved by the Issuer. The execution of the Assignment by the Chairman of the Issuer shall be conclusive evidence of any such approval.

Section 6. The Credit Line Deed of Trust, Fixture Filing and Security Agreement (the “Deed of Trust”) by the Issuer to the trustees named therein, pursuant to which the Issuer shall convey the Facilities to the trustees named therein, in trust, for the benefit and security of the Purchaser in the repayment of the Bonds, substantially in the form as shall be approved by the Supplemental Resolution shall be and the same is hereby approved, with such changes, variations, insertions and omissions as may be approved by the Issuer. The execution of the Deed of Trust by the Chairman of the Issuer shall be conclusive evidence of any such approval.

Section 7. The Bonds, substantially in the form approved pursuant to the Issuer Ordinance, shall be and the same are hereby approved in all respects, with such changes, variations, insertions, and omissions as may be approved by the Issuer. Such approval shall constitute the approval of the issuance of the Bonds by an “applicable elected official” to the extent such approval may be required by any State or federal law. The Purchaser of the Bonds along with the interest rate and maturity date of the Bonds shall be approved by the City pursuant to the Supplemental Resolution.

Section 8. All covenants, stipulations, obligations and agreements of the City contained herein and contained in the Lease and all other instruments and documents relating thereto shall be deemed to be the special and limited covenants, stipulations, obligations and agreements of the City to the full extent permitted by law, and such covenants, stipulations, obligations and agreements shall be binding upon the City and its successors from time to time and upon any board or body to which any powers or duties, affecting such covenants, stipulations,

obligations and agreements, shall be transferred by or in accordance with law. Except as otherwise provided herein, all rights, powers and privileges conferred and duties and liabilities imposed upon the City or the officials thereof by the provisions hereof and by the Lease and all other instruments and documents relating thereto shall be exercised or performed by the City or by such officers, board or body as may be required or permitted by law to exercise such powers and to perform such duties.

No covenant, stipulation, obligation or agreement herein contained or contained in the Lease and all other instruments and documents relating thereto shall be deemed to be a covenant, stipulation, obligation or agreement of any officer, agent or employee of the City in his or her individual capacity and neither the City nor any officer or employee thereof shall be liable personally on the Lease or the Bonds or be subject to any personal liability or accountability by reason of the issuance thereof.

Section 9. The City hereby ratifies all prior actions taken by City officials and employees necessary to authorize and approve the design, acquisition, construction and equipping of the Project by the City.

Section 10. The firm of Steptoe & Johnson PLLC, Charleston, West Virginia, is hereby designated as bond counsel in connection with the issuance of the Bonds and the Mayor is hereby authorized to execute and deliver such engagement letters as may be necessary to retain such firm for these services.

Section 11. The execution, delivery and due performance of the Lease are hereby in all respects approved, authorized, ratified and confirmed, including, without limitation, all acts heretofore taken in connection with the design, acquisition, construction and equipping of the Project; the issuance of the Bonds and the leasing of the Facilities, and it is hereby ordered that the Mayor, the City Clerk, the council members and other employees and officers of the City execute and deliver such other documents, certificates, agreements and instruments and take such other action as may be required or desirable to carry out the purposes of this Ordinance, the Bonds and the aforesaid documents, certificates, agreements and instruments.

Section 12. All ordinances, orders, resolutions, or parts thereof in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby repealed.

Section 13. This Ordinance shall take effect immediately following the public hearing hereon and approval on second and final reading.

Section 14. Upon adoption on first reading hereof, an abstract of this Ordinance, determined by the City to contain sufficient information as to give notice of the contents hereof, shall be published once a week for two successive weeks within a period of fourteen consecutive days, with at least six full days intervening between each publication, in *The Inter-Mountain*, a newspaper published and of general circulation in the City, together with a notice stating that this Ordinance has been adopted and that the City contemplates the transfer of the City Hall Property to, the leasing of the Facilities from and the issuance of the Bonds by the Issuer, and that any person interested may appear before the City upon a date certain, not less than ten days subsequent to the date of the first publication of the said abstract and notice, and present protests, and that a

certified copy of the Ordinance is on file in the office of the City Clerk of the City for review by interested parties during regular office hours. At such hearing, all objections and suggestions shall be heard and the Council of the City shall take such action as they shall deem proper in the premises.

First Reading: June 6, 2024

Enacted on Second Reading
Following Public Hearing: June 24, 2024

CITY OF ELKINS

By: _____
Its Mayor

CERTIFICATION

The undersigned, being the duly qualified, elected and acting City Clerk of the City of Elkins does hereby certify that the foregoing Ordinance was duly adopted and enacted by the council of the City of Elkins at regular meetings duly held, pursuant to proper notice thereof, on June 6, 2024 and June 24, 2024, quorums being present and acting throughout, and which Ordinance has not been repealed, rescinded, modified, amended or revoked and is a true, correct and complete copy thereof as witness my hand and the seal of the City of Elkins this June ___, 2024.

By: _____
City Clerk, City of Elkins



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 24, 2024
Section:	New business
Category:	Resolution
Agenda Item Name:	Consideration of Supplemental Resolution related to the (i) transfer of the Elkins City Hall from the City to the Elkins Municipal Building Commission and subsequent leasing of City Hall by the City from the Commission; (ii) design, acquisition, construction and equipping of additions, betterments and improvements to Elkins City Hall; (iii) the issuance of the City of Elkins Municipal Building Commission Lease Revenue Bonds, Series 2024 B (City Hall Project); and (iv) all matters in connection therewith.
Recommended By:	City Treasurer
Summary:	Supplemental resolutions stipulate final details of a bond issue. The text of this resolution will be distributed at the council meeting.
Fiscal Impact:	TBD. See fiscal impact explanation attached to Ordinance 336, above.
Recommendation:	Consider for approval
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 24, 2024
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1763: Adopting the 2024-2029 strategic plan
Recommended By:	Administrative Officers
Summary:	Presentation of draft strategic plan
Fiscal Impact:	TBD
Recommendation:	Consider for approval
Attachments:	1. R-1763 - Adopting 2024-2029 Strategic Plan 2. _strategic plan - 2024_06_21

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1763)
June 24, 2024

Adoption of the City of Elkins 2024-2029 Strategic Plan

WHEREAS, the Common Council of the City of Elkins (“Council”) conducted strategic planning sessions to identify priorities for the City and the initial indicators to measure progress; and

WHEREAS, as part of this process Council solicited and received input from City Administrative Officers and the public; and,

WHEREAS, Council desires to adopt the 2024-2029 Strategic Plan (attached and made part of this document), including Vision Statement, milestones and deadlines to serve as a guide in decision-making and the appropriation of resources over the next five years; and

WHEREAS, it appears that it is in the best interest of the citizens of the City of Elkins to adopt the 2024-2029 Strategic Plan; ***now, therefore, be it***

RESOLVED that the Elkins Common Council hereby adopts the City of Elkins 2024-2029 Strategic Plan.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

City of Elkins, W. Va.

2024-2029 Strategic Plan

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Introduction

This document describes strategic goals established by the Common Council of the City of Elkins, West Virginia, for the years 2024-2029. This document also lays out council's vision, mission, and values, which will inform the city organization's work toward these goals.

Council's 2024-2029 has established goals in the following six Focus Areas:

Focus Area 1: Proactive Public Safety & Disaster Preparedness

Elkins is committed to protecting the safety and enhancing the well-being of all community members and visitors.

Focus Area 2: Trustworthy, Effective Governance & Administration

Elkins provides governance and administration that is transparent, fiscally responsible, and dependable.

Focus Area 3: A Thriving Community with Attractive Amenities

Elkins is a welcoming community with strong, distinctive neighborhoods and a lively downtown, where entrepreneurship and investment are encouraged and supported.

Focus Area 4: High-Value City Services

Elkins is committed to reliably providing a wide range of helpful, convenient services that add value to and enhance daily life for community members and visitors.

Focus Area 5: High Quality Workforce

Elkins uses a range of modern recruitment and personnel administration practices to ensure that it is fielding a dedicated, high-achieving workforce.

Focus Area 6: Powerful Partnerships & Collaborations

Elkins sees value in productive, positive partnerships and collaborations with a variety of organizations, agencies, and community stakeholders.

In its appendices, this document also includes information about how this plan was developed, the crucial partner and community organizations that the city relies on to assist in accomplishing its work, and the status of goals established in council's previous strategic plan.

Vision, Mission, and Values

This plan lays out strategic goals for the City of Elkins. Our work toward these goals is guided by our vision, mission, and values.

Vision Statement: 2024-2029

By 2029, Elkins will be known as a modern, inclusive city that respects and values its Appalachian heritage.

Still home to a thriving arts and cultural scene, Elkins will also be well-established as the “base camp” for the Mon Forest, the central stepping-off point for a huge range of outdoor activities and adventures suitable for all ages and skill levels.

The city government will be regarded as a model employer that is transparent, accountable, and innovative. Coordinated efforts to modernize infrastructure will be making strong progress.

With a revitalized downtown, a beautiful and accessible riverfront area, a busy conference and events center in the Railyard, and thoughtful planning, Elkins will be ready for the challenges and opportunities of a fully completed Corridor H.

Mission Statement

Our mission is to provide responsive, effective, cost-efficient government services while actively looking for opportunities to exceed expectations and apply creative approaches as we enhance safety, wellbeing, prosperity, and quality of life in Elkins.

Values

To ensure our work is informed by our core values, City of Elkins officials and staff will:

- Hold ourselves to the highest ethical standards.
- Act as ambassadors of our city.
- Embrace accountability and openness.
- Lead by example.
- Protect community and natural resources for future generations.
- Guard our community’s safety, health, and wellbeing.
- Expend public funds wisely and responsibly.
- Value and respect our coworkers.

Focus Area 1: Proactive Public Safety & Disaster Preparedness

Elkins is committed to protecting the safety and enhancing the well-being of all community members and visitors.

In this Focus Area, council establishes the following objectives:

1. Improve and expand public safety infrastructure and resources.
2. Prepare for public safety challenges arising from completion of Corridor H.
3. Enable efficient emergency response and effective disaster response.
4. Facilitate the safe, efficient movement of drivers, bicyclists, and pedestrians.

Objective 1.1: Improve and expand public safety infrastructure and resources.

Actions	Estimated Start Year	Deliverable or Result
Deploy public safety cameras	2024	New tools and capabilities
Build substation on Beverly Pike	2024	New facilities
Achieve PD accreditation through CALEA	2024	Process improvements

Objective 1.2: Prepare for public safety challenges arising from completion of Corridor H.

Actions	Estimated Start Year	Deliverable or Result
Plan for evolving law enforcement issues arising from completion of Corridor H	2025	Plan development
Plan for evolving fire/EMS issues arising from completion of Corridor H	2025	Plan development
Plan for evolving traffic management issues arising from completion of Corridor H	2025	Plan development

Objective 1.3: Enable efficient emergency response and effective disaster response.

Actions	Estimated Start Year	Deliverable or Result
Review and update SOPs for disaster scenarios	2024	Inventory, assessment, or study
Improve consistency of city addresses	2024	Process improvements
Improve display of city addresses	2025	Education and outreach
Further strengthen emergency communications capabilities	2024	Process improvements
Plan for continuity of government after catastrophic event	2025	Plan development

Objective 1.4: Facilitate the safe, efficient movement of drivers, bicyclists, and pedestrians.

Actions	Estimated Start Year	Deliverable or Result
Evaluation of pedestrian safety issues	2024	Inventory, assessment, or study
Evaluation of traffic control and signaling issues	2025	Inventory, assessment, or study
Evaluation of bicycle safety issues	2025	Inventory, assessment, or study
Plan for sidewalk improvements in high-traffic areas	2024	Plan development

Focus Area 2: Trustworthy, Effective Governance & Administration

Elkins provides governance and administration that is transparent, fiscally responsible, and dependable.

In this Focus Area, council establishes the following objectives:

1. Safeguard and enhance the city government's digital data and IT resources.
2. Enhance financial stability
3. Enable greater stakeholder participation in budgeting process
4. Enhance stewardship of city assets and real property

Objective 2.1: Safeguard and enhance the city government's digital data and IT resources.

Actions	Estimated Start Year	Deliverable or Result
Investigate feasibility of hiring an IT manager	2024	Inventory, assessment, or study
Identify needed improvements in network and IT services	2024	Inventory, assessment, or study
Perform network assessment to identify opportunities to strengthen compliance with best IT and cybersecurity practices	2024	Inventory, assessment, or study
Create roadmap for digital transformation (cloud, collaboration, data, transparency) and technology development	2025	Plan development

Objective 2.2: Enhance financial stability.

Actions	Estimated Start Year	Deliverable or Result
Actively seek voluntary annexations by keystone businesses on Beverly Pike	2024	Outreach and education
Evaluate opportunities to increase B&O tax collections	2024	Inventory, assessment, or study

Evaluate options for decreased reliance on B&O taxes	2025	Inventory, assessment, or study
Investigate feasibility of a grant writer/ manager position	2025	Inventory, assessment, or study
Establish and maintain the Financial Stabilization Account at \$250,000	2025	Plan development

Objective 2.3: Enable greater stakeholder participation in budgeting process.

Actions	Estimated Start Year	Deliverable or Result
Identify opportunities in budgeting process for public and stakeholder input	2025	Outreach and education
Publish a budgeting process calendar before the end of each calendar year	2024	Process improvements

Objective 2.4: Enhance stewardship of city assets and real property.

Actions	Estimated Start Year	Deliverable or Result
Create and implement master facilities plan	2024	Plan development
Create and implement capital asset management plan	2024	Plan development
Create and implement asset management plan	2024	Plan development
Construct new Sanitation Garage	2024	New facilities
Upgrade City Hall HVAC system	2024	Facility or infrastructure upgrades
Modernize City Hall access, security, fire prevention, and other systems	2024	Facility or infrastructure upgrades
Identify and deploy a Wiki platform for knowledge capture and inter-departmental information sharing	2025	New tools and capabilities

Evaluate feasibility of creating an urban landscape technician position	2025	Inventory, assessment, or study
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Focus Area 3: A Thriving Community with Attractive Amenities

Elkins is a welcoming community with strong, distinctive neighborhoods and a lively downtown, where entrepreneurship and investment are encouraged and supported.

In this Focus Area, council establishes the following objectives:

1. Encourage and facilitate opening and operating successful businesses in Elkins
2. Maximize the value and impact of TIF revenues
3. Minimize disruption and revenue loss during Davis Avenue Bridge replacement
4. Increase available housing and reduce obstacles to home ownership
5. Protect and grow property values
6. Define and enhance neighborhood identity

Objective 3.1: Encourage and facilitate opening and operating successful businesses.

Actions	Estimated Start Year	Deliverable or Result
Survey business owners for needed changes to city laws	2024	Inventory, assessment, or study
Perform parking study for downtown	2024	Inventory, assessment, or study
Install wayfinding assets throughout downtown	2025	Facility or infrastructure upgrades
Seek opportunities for outreach to/recruitment of new businesses, residents, and tourists	2024	Outreach and education
Celebrate the opening of new businesses as well as significant anniversaries of existing businesses	2024	Outreach and education
Establish façade improvement grant program for city businesses	2025	New programs and services

Objective 3.2: Maximize the value and impact of TIF revenues.

Actions	Estimated Start Year	Deliverable or Result
Collaborate with community partners to leverage TIF funds for accessing additional funding and for help executing project plans	2024	Partnership and collaboration
Execute the Riverfront Development Plan as TIF and grant funds become available	2025	Facility or infrastructure upgrades
Execute the Streetscape Master Plan as TIF and grant funds become available	2025	Facility or infrastructure upgrades
Execute infrastructure and other projects authorized by the city's TIF ordinance as TIF and grant funds become available	2027	Facility or infrastructure upgrades

Objective 3.3: Minimize disruption and revenue loss during Davis Avenue Bridge replacement.

Actions	Estimated Start Year	Deliverable or Result
Devise proactive communication plan aimed at multiple audiences (e.g., business owners, residents, customers, traveling public)	2024	Plan development
Plan extensive signage for detour/alternate routes, including reminders that businesses are open	2024	Plan development
Plan for increased parking needs due to reduced walking routes between South Elkins and downtown	2024	Plan development
Establish and maintain close contact with DOH/contractor throughout project	2024	Partnership and collaboration

Tabletop exercise to analyze critical incident/disaster response scenarios involving out-of-service bridge	2025	Plan development
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Objective 3.4: Increase available housing and reduce obstacles to home ownership.

Actions	Estimated Start Year	Deliverable or Result
Maintain and expand partnerships with nonprofit developers to reduce the construction cost of high-quality workforce housing	2024	Partnership and collaboration
Investigate the feasibility of modifying the zoning code to encourage housing infill and density	2025	Inventory, assessment, or study
Partner with the Home Ownership Center to provide incentives to city employees purchasing homes inside city limits	2025	Partnership and collaboration
Investigate feasibility of providing similar incentives to any first-time home buyer inside city limits	2026	Inventory, assessment, or study

Objective 3.5: Protect and grow property values.

Actions	Estimated Start Year	Deliverable or Result
Utilize any available means and funding, including grants and public/private partnerships, to improve or demolish dangerous and dilapidated structures	2024	Partnership and collaboration

Further strengthen public compliance with building and property-maintenance codes, using both enforcement and education tools	2025	Outreach and education
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Objective 3.6: Define and enhance neighborhood identity.

Actions	Estimated Start Year	Deliverable or Result
Define neighborhoods geographically and seek stakeholder input on signage and similar assets	2026	Inventory, assessment, or study
Survey neighborhoods to identify desired improvements	2025	Survey

Focus Area 4: High-Value City Services

Elkins is committed to reliably providing a wide range of helpful, convenient services that add value to and enhance daily life for community members and visitors.

In this Focus Area, council establishes the following objectives:

1. Maximize transparency and public awareness of city news and information.
2. Modernize public-facing processes to improve efficiency and create a more user-friendly customer experience.
3. Manage stormwater effectively.
4. Modernize solid-waste management.

Objective 4.1: Maximize transparency and public awareness of city news and information.

Actions	Estimated Start Year	Deliverable or Result
Create and publicize citizen education assets concerning city government	2024	Outreach and education
Design and implement citizens police/fire academies	2025	Outreach and education
Expand use of streaming and videoconferencing technology	2025	New tools and capabilities
Involve young people with city government	2024	Outreach and education
Improve consistency, appeal, and useability of city website	2024	New tools and capabilities

Objective 4.2: Modernize public-facing processes to improve efficiency and create a more user-friendly customer experience.

Actions	Estimated Start Year	Deliverable or Result
Identify and deploy a customer relations management platform for all city departments to track customer contacts	2025	New tools and capabilities
Identify and deploy solutions for digitizing all customer-facing processes and services to the extent allowed by law	2026	New tools and capabilities

Engage in formal and informal information exchange with other cities to learn of potential practice and process improvements	2024	Partnership and collaboration
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Objective 4.3: Manage stormwater effectively.

Actions	Estimated Start Year	Deliverable or Result
Perform a stormwater management needs assessment	2024	Inventory, assessment, or study
Staff a stormwater department	2024	New programs and services
Investigate funding sources for stormwater management	2025	Inventory, assessment, or study
Achieve Army Corps of Engineers “active status” for Flood Control Works	2024	Process improvements
Plan for effective monitoring and maintenance of underground waterways	2025	Plan development

Objective 4.4: Modernize solid-waste management.

Actions	Estimated Start Year	Deliverable or Result
Expand recycling options	2025	New programs and services
Investigate feasibility of city operating its own transfer station	2024	Inventory, assessment, or study
Investigate feasibility of incentivizing household waste reduction	2026	Inventory, assessment, or study

Focus Area 5: High Quality Workforce

Elkins uses a range of modern recruitment and personnel administration practices to ensure that it is fielding a dedicated, high-achieving workforce.

In this Focus Area, council establishes the following objectives:

Objectives:

1. Improve employee recruitment and retention.
2. Train and develop employees to a high standard.
3. Demonstrate commitment to employee safety.
4. Modernize processes for more efficient, user-friendly personnel administration.

Objective 5.1: Improve employee recruitment and retention.

Actions	Estimated Start Year	Deliverable or Result
Prioritize annual cost-of-living increase for all non-appointed staff	2025	Plan development
Evaluate feasibility of merit-based compensation increases	2025	Inventory, assessment, or study
Establish and publicize channels for employee ideas and concerns, including anonymously	2025	New tools and capabilities
Promote internal and external awareness of the importance of public service and the value of the city's compensation package	2024	Outreach and education
Conduct periodic compensation studies to ensure city compensation remains as fair and competitive as possible	2027	Inventory, assessment, or study

Objective 5.2: Train and develop employees to a high standard.

Actions	Estimated Start Year	Deliverable or Result
Train supervisors in management techniques	2025	Outreach and education

Identify and deploy an employee training platform	2025	New tools and capabilities
Establish policy for subsidizing employee memberships in professional or trade organizations	2025	Plan development
Evaluate feasibility of providing access to third-party/online training programs	2025	Inventory, assessment, or study
Maximize opportunities for all-hands training, presentations, and social/recreational events to further strengthen interdepartmental relationships and collaboration	2024	Outreach and education

Objective 5.3: Demonstrate commitment to employee safety.

Actions	Estimated Start Year	Deliverable or Result
Update response plans concerning emergencies in the workplace	2025	Inventory, assessment, or study
Provide hands-on training concerning emergencies in the workplace	2025	Outreach and education
Evaluate feasibility of employing a safety officer	2026	Inventory, assessment, or study

Objective 5.4: Modernize processes for more efficient personnel administration.

Actions	Estimated Start Year	Deliverable or Result
Identify and deploy a Human Resources Information System platform	2025	New tools and capabilities

Digitize personnel records and all steps in personnel onboarding, offboarding, and administration	2024	Process improvements
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Focus Area 6: Powerful Partnerships & Collaborations

Elkins sees value in productive, positive partnerships and collaborations with a variety of organizations, agencies, and community stakeholders.

In this Focus Area, council establishes the following objectives:

1. Seek opportunities to collaborate with local county and city governments.
2. Strengthen and extend existing partnerships with community stakeholders and organizations.
3. Amplify and publicize services available from external non-profits and agencies.
4. Develop relationships at the state and federal level to take full advantage of available programs and funding.

Objective 6.1: Seek opportunities to collaborate with local county & city governments.

Actions	Estimated Start Year	Deliverable or Result
Facilitate regular information sharing with area city governments	2024	Partnership and collaboration
Attend and offer updates on city projects and initiatives at Randolph County Commission meetings	2025	Outreach and education
Seek collaboration with the Randolph County Commission on countywide issues	2024	Partnership and collaboration

Objective 6.2: Build and extend partnerships with key community stakeholders and organizations.

Actions	Estimated Start Year	Deliverable or Result
Hold regular Coffee at City Hall events for informal contact between staff and community members	2025	Outreach and education
Establish “town/gown” communication channel(s) with Davis & Elkins College	2025	Partnership and collaboration
Collaborate with and support efforts to respond to the opioid crisis	2024	Partnership and collaboration

Objective 6.3: Utilize, amplify, and publicize services of area non-profits and agencies.

Actions	Estimated Start Year	Deliverable or Result
Grant requests for use of city communications channels (e.g., social media, etc.) to assist local nonprofits in publicizing services and projects	2024	Partnership and collaboration
Annually update a referral list of area social service agencies and provide to frontline staff	2025	Outreach and education
Establish collaboration between EPD and area agencies for assistance with mental health crisis response and similar incidents	2024	Partnership and collaboration

Objective 6.4: Develop relationships at the state and federal level to take full advantage of available programs and funding.

Actions	Estimated Start Year	Deliverable or Result
Meet annually with congressional staff to plan effective applications for Congressionally Directed Spending	2024	Partnership and collaboration
Attend conferences and information sessions to network with state and federal officials	2024	Partnership and collaboration

Appendix A: Partner Organizations

City of Elkins is proud to offer a variety of core government and utility services to its community. Because of funding realities, however, the city is limited in what it can provide directly and must rely on community partners and collaborators for additional services and capabilities that some larger cities are able to offer “in-house.”

These partners and collaborators fall into three categories:

1. Quasi-governmental organizations created by statute
2. Community organizations
3. County and state agencies

Category 1 includes the city’s various boards and commissions. Although council makes most appointments to these bodies and may provide funding to them, they are otherwise outside of council’s direct control. Three especially significant boards and commissions are the Elkins Parks and Recreation Commission (EPRC), the Elkins Sanitary Board (which oversees the city’s wastewater systems), and the Elkins Water Board (which oversees the city’s water system). Category 1 also includes the Elkins Planning Commission, the Elkins Tree Board, and the Elkins Historic Landmarks Commission.

Category 2 includes the many community nonprofits and similar organizations that serve the Elkins community. Some of these work side-by-side with city personnel to supplement crucial core services. Others play just as important a role by sponsoring events, fostering recreation opportunities, and otherwise contributing to and augmenting daily life in our community. A sample list is provided at the end of this section.

Category 3 includes various agencies of the county and state with jurisdiction over or areas of responsibility that include Elkins. Some of these agencies play a direct role in infrastructure inside city limits (such as the W. Va. Division of Highways, which is responsible for maintenance of nearly two dozen state routes that pass through Elkins) or work side by side with city public safety personnel (Randolph County Sheriff’s Office, Randolph County Humane Officer, West Virginia State Police, Randolph County Emergency Medical Services). See the sample list at the end of this section.

City of Elkins recognizes the importance of the many organizations and agencies in both of these categories. Indeed, in many cases, the services provided are important enough that—if these organizations and agencies did not exist—the city might need to find ways to provide these services itself. For this reason, city council is open to funding requests from outside/partner organizations. At the same time, as the list at the end of this section makes clear, it would simply not be possible to provide funding to every worthy organization in the community—at least not without so diluting the value of that funding as to render it almost meaningless. (In a typical budget year, the city dedicates around \$500,000 to these partner organizations.)

Therefore, city council considers requests for outside/partner contributions as part of its annual budget planning process. With the recognition that it is not possible to fund every worthy organization or agency, city council carefully analyzes how best to balance the many competing demands and ensure that city contributions are guided by consideration of need, value, and impact. It is generally not possible for the city to entertain significant outside contribution requests other than during annual budget planning.

See below for a partial list of the many boards, commissions, authorities, organizations, and outside agencies that all play crucial roles in the Elkins community.

Quasi-Governmental Boards and Commissions

- Elkins Depot Welcome Center (CVB)
- Elkins Historic Landmarks Commission
- Elkins Parks & Recreation Commission
- Elkins Planning Commission
- Elkins Sanitary Board
- Elkins Tree Board
- Elkins Water Board
- Elkins-Randolph County Airport Authority (joint body with Randolph County)
- Elkins-Randolph County Public Library Board (joint body with Randolph County)

Community Organizations

- Appalachian Forest National Heritage Area
- Ascend WV
- Child Advocacy Center
- Country Roads Transit
- D&E College
- Elkins Area Shared Trails (EAST)
- Elkins-Randolph County Chamber of Commerce
- Interact Children's Museum
- Kump Education Center
- Mayor's Addiction and Homelessness Task Force
- Mon Forest Towns
- Our Town, Inc.
- Randolph County Community Arts Center
- Randolph County Humane Society
- Recovery Resource Group and other recovery organizations
- Woodlands Development and Lending

County and State Agencies

- Elkins-Randolph County Health Department
- Local Emergency Planning Commission
- Neighboring city and county governments
- Randolph County Development Authority
- Randolph County Emergency Medical Squad
- Randolph County Humane Officer
- Randolph County Office of Homeland Security
- Randolph County Public Schools
- Randolph County Sheriff's Office
- Region VII Planning and Development Council
- West Virginia State Police

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Appendix B: Strategic Plan Development

The purpose of a strategic plan is to provide city staff and policy makers with a set of long-term goals, so that departments can work in alignment with each other and ensure that the city is moving in a positive and productive direction.

After first experimenting with strategic planning in 2014, City of Elkins has been operating continuously under an adopted strategic plan since 2018, when a five-year plan was created and put into action (see that plan's priorities in the box at right; see Appendix A for the current status of all of the 2018-2023 goals). The 2018-2023 plan was found to be highly effective in guiding city decision-making and budgeting, and the city is now committed to continuing use of strategic planning.

2018-23 Focus Areas

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

As the 2018-2023 strategic plan neared its end date, the city embarked on the process of creating a new five-year plan.

To support the creation of a new plan, the city contracted with Terri Reed Cutright & Associates to perform initial information gathering and facilitate internal stakeholder conversations.

Public and stakeholder input was also obtained through a series of collaborative conversations and workshops convened by Smart Growth America (SGA) in the fall of 2022.

Information gathered during that initial phase is available in a document produced by Cutright & Associates called the *Strategic Planning Review*.

During 2023 and 2024, city administrators and policy makers continued analyzing the information collected during that initial phase of work. The result is the plan you hold today.

Appendix C: Status of 2018-2023 Strategic Plan Goals

The City of Elkins *2018-2023 Strategic Plan* identified five focus areas, within which many goals and associated milestones were outlined. Most of these were either accomplished or amended based on changing circumstances and needs. The following list shows the status of the objectives included in the *2018-2023 Strategic Plan*.

1. Public safety and engagement
 - a. Neighborhood watch – ELIMINATED due to manpower demands on police department
 - b. Council meetings held in the wards – ELIMINATED due to implementation of online streaming
 - 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 – ELIMINATED due to lack of broad mandates/opportunity to educate specific property owners at time of permit issuance
3. Beautification
 - a. Adoption of zoning ordinances - COMPLETED
 - b. Creating a matching grant fund – ELIMINATED due to lack of funds/uncertain need
4. Vehicle and Pedestrian Access
 - a. Installing new crosswalks – SUSPENDED due to pending streetscape improvements
 - b. Wayfinding and welcome signs - ADDED to **Focus Area 3: A Thriving Community with Attractive Amenities**
 - c. Connecting City parks with walking and bike paths
 - d. More citywide parking – COMPLETED with construction of city hall parking lot
 - e. Parking and wayfinding around the Tygart Hotel – Added to **Focus Area 3: A Thriving Community with Attractive Amenities**
5. Operations, facilities, and Equipment – ADDED to **Focus Area 2: Trustworthy, Effective Governance & Administration**
 - a. Complete bid for sanitation garage project – IN PROCESS
 - 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 due to other forms of recognition (Extra Mile, etc.)
9. Departmental policies
 - a. Review, amend and train on standard operating procedures – ADD as a goal to **Focus Area 5: High Quality Workforce**
10. Training
 - a. Council retreats – ELIMINATE due to restrictions under open meetings law
11. Development and execution of an Action Plan for City limits expansion
 - a. Seek and request letters of support – ELIMINATE due to statutory changes reducing viability of non-voluntary annexation
12. Identify and promote business needs – ADDED to **Focus Area 2: Trustworthy, Effective Governance & Administration**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 24, 2024
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1764: Accepting Conditions of Agreement between United States Department of Agriculture (USDA) Animal Plant Health Inspection Service (APHIS) Wildlife Services (WS) and the City of Elkins, and Authorizing Execution of Agreement
Recommended By:	Operations manager
Summary:	Renews USDA APHIS Cooperative service agreement for pigeon damage management.
Fiscal Impact:	Not to exceed \$2,699.00 annual cost.
Recommendation:	Consider for approval
Attachments:	1. R-1764 - USDA APHIS pigeon contract 2. City of Elkins pigeon FY 24 CSA

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1764)

June 24, 2025

***Accepting Conditions of Agreement between United States Department of Agriculture (USDA)
Animal Plant Health Inspection Service (APHIS) Wildlife Services (WS)
and the City of Elkins, and Authorizing Execution of Agreement***

WHEREAS, The City of Elkins, West Virginia (“City”) has previously entered into an agreement with the USDA APHIS WS to obtain services for feral pigeon management; and,

WHEREAS, The City has determined to restore these services from the same vendor; and,

WHEREAS, the City has received a proposed Agreement with USDA APHIS WS (copy attached) for the provision of such services not to exceed \$2,699; and,

WHEREAS, it appears that contracting for these goods and services is in the best interests of the citizens of the City of Elkins; ***now, therefore, be it***

RESOLVED, that the Elkins Common Council accepts the terms of and authorizes execution of this Agreement with USDA APHIS WS by the Mayor on behalf of the City of Elkins.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

COOPERATIVE SERVICE AGREEMENT
between
CITY OF ELKINS (Cooperator)
and
UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE (APHIS)
WILDLIFE SERVICES (WS)

ARTICLE 1

The purpose of this agreement is to cooperate in a wildlife damage management project as described in the attached Work Plan.

ARTICLE 2

APHIS-WS has statutory authority under the Acts of March 2, 1931, 46 Stat. 1468-69, 7 U.S.C. §§ 8351-8352, as amended, and December 22, 1987, Public Law No. 100-202, § 101(k), 101 Stat. 1329-331, 7 U.S.C. § 8353. , to cooperate with States, local jurisdictions, individuals, public and private agencies, organizations, and institutions while conducting a program of wildlife services involving mammal and bird species that are reservoirs for zoonotic diseases, or animal species that are injurious and/or a nuisance to, among other things, agriculture, horticulture, forestry, animal husbandry, wildlife, and human health and safety.

ARTICLE 3

APHIS-WS and the Cooperator agree:

1. The Cooperator will provide payment upon receipt of quarterly bill to "USDA, APHIS". The combined total for this agreement is not to exceed **\$2,699**.
2. The performance of wildlife damage management actions by APHIS-WS under this agreement is contingent upon a determination by APHIS-WS that such actions are in compliance with the National Environmental Policy Act, Endangered Species Act, and any other applicable federal statutes. APHIS-WS will not make a final decision to conduct requested wildlife damage management actions until it has made the determination of such compliance.
3. Nothing in this agreement shall prevent APHIS-WS from entering into separate agreements with any other organization or individual for the purpose of providing wildlife damage management services exclusive of those provided for under this agreement.
4. The Cooperator certifies that APHIS-WS has advised the Cooperator there may be private sector service providers available to provide wildlife damage management services that the Cooperator is seeking from APHIS-WS.
5. The cooperating parties agree to coordinate with each other before responding to media requests on work associated with this project.

ARTICLE 4

This agreement is contingent upon the passage by Congress of an appropriation from which expenditures may be legally met and shall not obligate APHIS-WS upon failure of Congress to so appropriate. This agreement also may be reduced or terminated if Congress only provides APHIS-WS funds for a finite period under a Continuing Resolution.

ARTICLE 5

Pursuant to Section 22, Title 41, United States Code, no member of or delegate to Congress shall be admitted to any share or part of this agreement or to any benefit to arise there from.

ARTICLE 6

APHIS-WS assumes no liability for any actions or activities conducted under this agreement except to the extent that recourse or remedies are provided by Congress under the Federal Tort Claims Act (28 USC 1346(b), 2401(b), 2671-2680).

This agreement is not a procurement contract (31 U.S.C. 6303), nor is it considered a grant (31 U.S.C. 6304). In this agreement, APHIS-WS provides goods or services on a cost recovery basis to nonfederal recipients, in accordance with all applicable laws, regulations and policies.

This agreement shall become effective July 01, 2024 and shall continue until June 30, 2025. This agreement may be amended or terminated at any time by mutual agreement of the parties in writing. Further, in the event the Cooperator does not, for any reason, provide necessary funds, APHIS-WS is relieved of the obligation to provide services under this agreement.

As required by Debt Collection Improvement Act of 1996:

Cooperator's Tax ID No.: 55-6000170

APHIS-WS's Tax ID: 41-0696271

City of Elkins
Jerry Marco, Mayor
401 Davis Avenue
Elkins, WV. 26241
(304) 636-1414

USDA-APHIS-Wildlife Services
John Forbes, State Director
730 Yokum Street
Elkins, WV 26241
(304) 636-1785

Cooperator's Signature

Date

APHIS-WS State Director's Signature

Date

WORK PLAN

Wildlife Species: Feral pigeons

Description of Damage: Human health and safety, property damage due to feral pigeon droppings.

Location: Elkins, Randolph County, West Virginia

Services Provided: WS will provide a feral pigeon damage management program to minimize the damage to property and reduce the risk to human health and safety created by pigeons. WS will use decoy traps and the restricted use avicide, DRC-1339 Concentrate to minimize the pigeon population. WS will recover all carcasses following an application of DRC-1339 prior to sunrise the following morning. Traps will be monitored regularly to ensure humane treatment of all captive pigeons. All recovered carcasses will be removed from the site and disposed of via deep burial. The above WS activities will be fully coordinated and approved by the West Virginia Division of Natural Resources prior to any operational activities.

FINANCIAL PLAN

Cost Element	Full Cost
Personnel Compensation	\$ 1,871
Vehicles	\$ 131
Supplies and Equipment	\$ 121
Subtotal (Direct Charges)	\$ 2,123
Pooled Job Costs	\$ 2234
Indirect Costs	\$ 343
Agreement Total	\$ 2,699
The distribution of the budget from this Financial Plan may vary as necessary to accomplish the purpose of this agreement, but may not exceed: \$2,699	

Financial Point of Contact/Billing Address:

Melody Himes, Operations Assistant

Lisa Layne, Budget Analyst

City of Elkins
 401 Davis Avenue
 Elkins, WV 26505

USDA, APHIS, WS
 730 Yokum St.
 Elkins, WV 26241

mhimes@cityofelkinswv.com
 (304) 636-1414 ext. 1433

lisa.a.layne@usda.gov
 (304) 636-1785 ext. 123



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 24, 2024
Section:	New business
Category:	Resolution
Agenda Item Name:	Resolution 1765: Authorizing Closure of a Mountain Valley Bank Account Used for Monies in the Wastewater Fund
Recommended By:	City Treasurer
Summary:	Treasurer requests authorization to close a Mountain Valley Bank account
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. R-1765 - closing wastewater fund bank account at mountain valley bank

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1765)
June 24, 2024

***Authorizing Closure of a Mountain Valley Bank Account
Used for Monies in the Wastewater Fund***

WHEREAS, the Treasurer of the City of Elkins (“Treasurer”) is required by City Code to administer the funds of the City held for various purposes in accounts established at financial institutions; and,

WHEREAS, bank account with Mountain Valley Bank of Elkins, W.Va. was previously opened for certain monies in the Wastewater Fund; and,

WHEREAS, this account is no longer needed and the Treasurer recommends closing it; now, ***therefore, be it***

RESOLVED, that the Treasurer is authorized to close the aforementioned bank account with Mountain Valley Bank for the City of Elkins.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 24, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Mid-year funding request: Little League paving proposal
Recommended By:	Request from Little League. Docketed on this agenda pending Finance Committee action at the 6/24 Finance Committee meeting.
Summary:	This was considered at a past Finance Committee meeting, with the following action: Lowther MOVED RECOMMENDING THAT EPRC BID OUT THE PAVING PROJECT THAT WOULD INCLUDE THE ELKINS LITTLE LEAGUE MID-YEAR FUNDING REQUEST FROM ELKINS LITTLE LEAGUE. The motion carried. Little League requests approximately \$60,000 in funding for the paving of a path between its two fields, in Riverbend Park. See attached application form.
Fiscal Impact:	\$60,000 outlay from General Fund
Recommendation:	Consider for action based on Finance Committee recommendation
Attachments:	1. Little League - mid-year funding request - 2024_04_03 - read only



Mid-Year City Council Funding Request

If you have questions prior to submitting your request, we are happy to assist. Questions can be addressed to Sutton Stokes, City Clerk, at suttonstokes@cityofelkinswv.com.

Non-Profit Funding Request Application

ORGANIZATION INFORMATION

Organization Name: Elkins Little League Date of Request: 4-2-24
Organization Address: PO Box 1784, Elkins, WV 26241
Contact Name: Leah Shepler Contact Phone: 304-614-5725
Contact Email: leahshepler@yahoo.com
Annual Operating Budget: \$35,000
Total Capital Project Budget (if applicable): _____

What is the purpose / mission of your organization?

Elkins Little League strives to provide a postive, safe environment for our community youth to help build and develop not only their baseball skills, but also their ability to become team leaders through good sportsmanship and teamwork.

USE OF FUNDS

Type of Request

☒ Capital Funding ☐ Operations ☐ Event/Program ☐ Other

Funding Request Amount: \$58,650.00

Have you received funding from the City in the past? ☒ YES ☐ NO ☐ UNSURE

If yes, please provide the time period and allocation for the most recent funding provided:

Amount provided: \$18,000 Fiscal Year: 2023

What are the requested funds to be used for? Provide as much detail as possible, including project budget and how this benefits the City. Attach additional sheets as necessary.

Elkins Little League is looking to pave the walkways in our facility. Currently, our walkways are gravel, which makes it difficult for those in wheelchairs, walkers, or using strollers. We have the possibility to host a State Baseball Tournament in 2025, which will bring approximately 14 teams from across the state to our area. Each team will have approximately 12 players each, meaning this would be a benefit to our hotels and restaurants in the area. Teams could possibly stay 1-3 nights or more during the tournament. This will most definitely be a boost to local businesses. We would like for our facility to be more handicap accessible before this tournament; however, the paving project is well over our yearly budget.

Please list any funds that will be used to supplement the requested funds (i.e. grants, other matching funds). Please also list the number of any volunteers involved in the project or any in-kind contributions.

We currently have fundraisers planned this year for facility improvements.

Will there be ongoing costs associated with this project/request once completed? Please describe any continuation or upkeep needed and discuss how any reoccurring costs will be covered.

There shouldn't be any ongoing costs once this project is complete.

ADDITIONAL INFORMATION REQUESTED

- A. Attach any additional sheets (as needed) from questions asked in this application.
- B. Provide specific details and documentation related to requested funds such as quotes from vendors, utilities/operating expenses, proposed job descriptions and salaries when applicable.
- C. Organizational budget and sources of general funding (i.e. treasury, fundraising, grants, other income).

Leah Shepler, President

Applicants Signature

Printed Name & Title

TO BE COMPLETED BY CITY OF ELKINS

Date Received: April 3, 2024

Staff Comments:

Finance Committee Action:

Recommended?

☐ YES

☐ NO

Amount Recommended (if applicable): _____

Assigned Account No.: _____

Council Action:

Approved?

☐ YES

☐ NO

Amount Approved (if applicable): _____

Assigned Account No.: _____



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 24, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Mid-year funding request: Allegheny Highland Trails grant match assistance
Recommended By:	Requested by Allegheny Highland Trails Foundation; docketed on this agenda pending Finance Committee action at its 6/24 meeting.
Summary:	The Allegheny Highland Trails Foundation is seeking matching funds in applying for a grant for refresh of the trail system. From Karen Carper, the foundation's president: Please find attached the Highlands Trail Foundation funding request for the Finance Committee's 6/24 meeting. The grant application is due 6/26, so our timeline is very tight. If approved, a letter with the city's pledge of support must accompany the application.
Fiscal Impact:	AHT is seeking \$2,000 from the city as part of the \$250,000 funding package needed for the project. The grant will provide \$200,000 but requires AHT to contribute \$50,000. In other words, each dollar will be "matched" 400 percent.
Recommendation:	Consider for action based on Finance Committee recommendation
Attachments:	1. COE Application For Funds Highlands Trail Foundation 2. AHT Refresh Budget 3. AHT map



Mid-Year City Council Funding Request

If you have questions prior to submitting your request, we are happy to assist. Questions can be addressed to Sutton Stokes, City Clerk, at suttonstokes@cityofelkinswv.com.

Non-Profit Funding Request Application

ORGANIZATION INFORMATION

Organization Name: Highlands Trail Foundation Date of Request: 6/10/2024
Organization Address: P.O. Box 196, Parsons WV 26287
Contact Name: Karen Carper Contact Phone: 304-704-6911
Contact Email: kcarperwv@gmail.com
Annual Operating Budget: \$24,050
Total Capital Project Budget (if applicable): \$250,000

What is the purpose / mission of your organization?

The Highlands Trail Foundation works to create, support, and advance the Allegheny Highlands Trail System in the Potomac Highlands of West Virginia.

USE OF FUNDS

Type of Request

☐ Capital Funding ☐ Operations ☐ Event/Program ☒ Other

Funding Request Amount: \$2,000

Have you received funding from the City in the past? ☐ YES ☒ NO ☐ UNSURE

If yes, please provide the time period and allocation for the most recent funding provided:

Amount provided: _____ Fiscal Year: _____

What are the requested funds to be used for? Provide as much detail as possible, including project budget and how this benefits the City. Attach additional sheets as necessary.

The contiguous AHT is complete from its southern terminus at the Elkins Depot to Hendricks. Future development may reach Thomas. The current project is for long-overdue maintenance on the oldest section from Elkins to Parsons. The Highlands Trail Foundation will apply for Transportation Enhancement/Recreational Trail Grant funding to support the Allegheny Highlands Trail Refresh project. This project seeks to improve safety by replacing removable wooden posts with high quality, bright yellow, folding metal posts. It will also bring the trail back up to rail-trail standards with new signs and rehabilitation of trailheads. Any remaining funds will be used for restoration of unpaved trail surface with grading and application of compacted limestone sand. A \$50,000 match is required for the \$200,000 grant award. The HTF has \$25,000, but must raise another \$25,000 to meet this requirement. A contribution from the City of Elkins will help us meet the \$25,000 goal. Benefits to the city include economic development that will increase tourism, and improvement of the quality of life for residents.

Please list any funds that will be used to supplement the requested funds (i.e. grants, other matching funds). Please also list the number of any volunteers involved in the project or any in-kind contributions.

The Highlands Trail Foundation is seeking support from various entities to meet our \$25,000 goal. These include the Randolph County Commission, Tucker County Commission, City of Parsons, Tucker Community Foundation and others.

Will there be ongoing costs associated with this project/request once completed? Please describe any continuation or upkeep needed and discuss how any reoccurring costs will be covered.

There will be no ongoing cost to the City of Elkins.

ADDITIONAL INFORMATION REQUESTED

- A. Attach any additional sheets (as needed) from questions asked in this application.
- B. Provide specific details and documentation related to requested funds such as quotes from vendors, utilities/operating expenses, proposed job descriptions and salaries when applicable.
- C. Organizational budget and sources of general funding (i.e. treasury, fundraising, grants, other income).



Applicants Signature

Karen Carper, President

Printed Name & Title

TO BE COMPLETED BY CITY OF ELKINS

Date Received: _____

Staff Comments:

Finance Committee Action:

Recommended?

☐ YES

☐ NO

Amount Recommended (if applicable): _____

Assigned Account No.: _____

Council Action:

Approved?

☐ YES

☐ NO

Amount Approved (if applicable): _____

Assigned Account No.: _____



Mid-Year City Council Funding Request

If you have questions prior to submitting your request, we are happy to assist. Questions can be addressed to Sutton Stokes, City Clerk, at suttonstokes@cityofelkinswv.com.

Non-Profit Funding Request Application

ORGANIZATION INFORMATION

Organization Name: Highlands Trail Foundation Date of Request: 6/10/2024
Organization Address: P.O. Box 196, Parsons WV 26287
Contact Name: Karen Carper Contact Phone: 304-704-6911
Contact Email: kcarperwv@gmail.com
Annual Operating Budget: \$24,050
Total Capital Project Budget (if applicable): \$250,000

What is the purpose / mission of your organization?

The Highlands Trail Foundation works to create, support, and advance the Allegheny Highlands Trail System in the Potomac Highlands of West Virginia.

USE OF FUNDS

Type of Request

☐ Capital Funding ☐ Operations ☐ Event/Program ☒ Other

Funding Request Amount: \$2,000

Have you received funding from the City in the past? ☐ YES ☒ NO ☐ UNSURE

If yes, please provide the time period and allocation for the most recent funding provided:

Amount provided: _____ Fiscal Year: _____

What are the requested funds to be used for? Provide as much detail as possible, including project budget and how this benefits the City. Attach additional sheets as necessary.

The contiguous AHT is complete from its southern terminus at the Elkins Depot to Hendricks. Future development may reach Thomas. The current project is for long-overdue maintenance on the oldest section from Elkins to Parsons. The Highlands Trail Foundation will apply for Transportation Enhancement/Recreational Trail Grant funding to support the Allegheny Highlands Trail Refresh project. This project seeks to improve safety by replacing removable wooden posts with high quality, bright yellow, folding metal posts. It will also bring the trail back up to rail-trail standards with new signs and rehabilitation of trailheads. Any remaining funds will be used for restoration of unpaved trail surface with grading and application of compacted limestone sand. A \$50,000 match is required for the \$200,000 grant award. The HTF has \$25,000, but must raise another \$25,000 to meet this requirement. A contribution from the City of Elkins will help us meet the \$25,000 goal. Benefits to the city include economic development that will increase tourism, and improvement of the quality of life for residents.

Please list any funds that will be used to supplement the requested funds (i.e. grants, other matching funds). Please also list the number of any volunteers involved in the project or any in-kind contributions.

The Highlands Trail Foundation is seeking support from various entities to meet our \$25,000 goal. These include the Randolph County Commission, Tucker County Commission, City of Parsons, Tucker Community Foundation and others.

Will there be ongoing costs associated with this project/request once completed? Please describe any continuation or upkeep needed and discuss how any reoccurring costs will be covered.

There will be no ongoing cost to the City of Elkins.

ADDITIONAL INFORMATION REQUESTED

- A. Attach any additional sheets (as needed) from questions asked in this application.
- B. Provide specific details and documentation related to requested funds such as quotes from vendors, utilities/operating expenses, proposed job descriptions and salaries when applicable.
- C. Organizational budget and sources of general funding (i.e. treasury, fundraising, grants, other income).



Applicants Signature

Karen Carper, President

Printed Name & Title

TO BE COMPLETED BY CITY OF ELKINS

Date Received: _____

Staff Comments:

Finance Committee Action:

Recommended?

☐ YES

☐ NO

Amount Recommended (if applicable): _____

Assigned Account No.: _____

Council Action:

Approved?

☐ YES

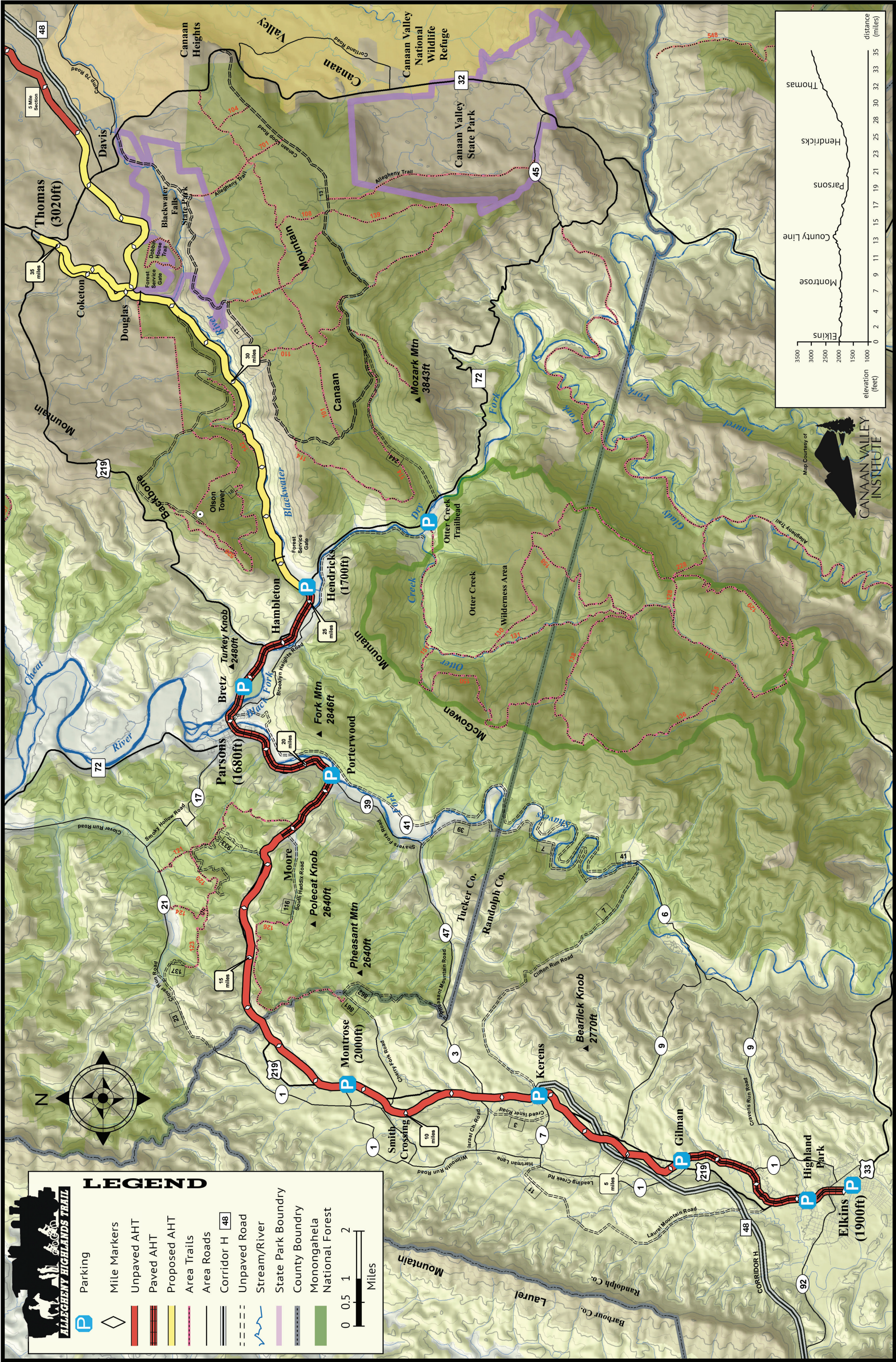
☐ NO

Amount Approved (if applicable): _____

Assigned Account No.: _____

Allegheny Highlands Trail Refresh BUDGET

Materials		\$145,000
	Folding posts	\$71,500
	Paint/Stain	\$6,000
	Lumber	\$6,000
	Supplies	\$1,500
	Limstone sand	\$60,000
Sign design, production, & installation		\$5,000
Labor		\$100,000
TOTAL		\$250,000





CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 24, 2024
Section:	New business
Category:	Resolution
Agenda Item Name:	HVAC project bid and related matters
Recommended By:	City Treasurer
Summary:	This agenda item allows for any additional needed actions related to financing for the HVAC project
Fiscal Impact:	TBD
Recommendation:	Consider matters related to the HVAC project for action as needed
Attachments:	None