



City of Elkins

Special Call Council Meeting

March 14, 2023
7:00 PM
401 Davis Avenue
Council Chamber, 2nd Floor

AGENDA

1. **Invocation and Pledge of Allegiance**
2. **Call to order and roll call**
3. **Minutes**
 - a. Minutes proposed for the regular council meeting of March 2, 2023
4. **Public comment**
5. **New business**
 - a. *Resolution 1621: Sanitation Budget Revision No. 1 for FY 2023*
 - b. *Resolution 1622: General Fund Budget Revision No. 7 for FY 23*
 - c. *Resolution 1623: Fiscal Year 2024 Sanitation Budget*
 - d. *Resolution 1624: Fiscal Year 2024 Landfill Budget*
 - e. *Resolution 1625: Fiscal Year 2024 Coal Severance Budget*
 - f. *Resolution 1626: Fiscal Year 2024 Fire Department Budget*
 - g. *Presentation of Fiscal Year 2024 General Fund Budget*
6. **Adjournment**

Proposed Minutes

ELKINS COMMON COUNCIL REGULAR COUNCIL MEETING MINUTES

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

Elkins Common Council met in regular session in the council chamber of city hall. Present were Mayor Jerry A. Marco; Councilpersons N.E. Bross-Fregonara, R.C. Chenoweth, C.R. Griggs, J.A. Guye, G.M. Hinchman, C.C. Lowther, D.C. Parker, L.S. Severino, and L.H. Vest; City Treasurer T. Judy; Fire Chief S.D. Himes; Police Chief T. Bennett; Operations Manager M. Kesecker; City Attorney G. S. Roberts; and City Clerk J.R. Sutton (acting as recording secretary).

Councilperson M. D. Cuonzo was absent.

MINUTES

Cm. Lowther, **MOVED APPROVAL OF THE MINUTES OF THE FEBRUARY 16, 2023 MEETING.** The motion carried.

CORRESPONDENCE AND NOTIFICATIONS

Council received the following correspondence and notifications:

- Approved minutes of committees, boards, and commissions
- Approved building permits

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

ISSUED BUILDING PERMITS				
Permit	Applicant	Location	Description	Value
230019	Irwin, Mary	1306 S Henry Ave.	Repair Steps	1,700.00
230020	Dolly, Allison	115 Westview Dr	Remodel Kitchen, New Roof, Windows, and Siding	30,000.00
230021	Schroeder, Cheryl	106 Harpertown Rd.	Replace Sewer Pipe& Replace Water lines for upstairs	6,180.00
230022	Smith Backhoe & Dozer	4 Riverbend Rd.	Storage Shed	35,000.00

Proposed Minutes

230023	Griggs, Chad & Jennifer	336 Kerens Hill Rd.	Gas Fireplace	5,000.00
230024	Mastrogisueppe, Amanda	604 1/2 Yokum St	Electrical Service Inspection	100.00
230025	Woodford Oil Co.	1214 S Davis Ave	Fence & Electrical Inspection	20,000.00
230026	Humphrey, Sondra	39 Cherry St	Replace Windows & Remodel Bathroom	15,000.00
230027	Wamsley, Robert	43 Randolph Ave	Replace Three Garage Doors	15,000.00
230028	Zurbuch, Peter	118 Scott Ford Rd	Install Black Vinyl Fence	4,929.00
230029	Morgan, Randy	131 Vector Dr	Build 24' X 24' Addition	28,000.00
230030	Woodford Oil Co.	1214 S Davis Ave	46 Sq Ft Sign	20,000.00

PRESENTATION

Anne Beardslee and Samantha Peet presented on behalf of the Elkins Depot Welcome Center and Elkins-Randolph Tourism CVB. A copy of the 2022 Annual Report was provided to council and an overview of 2022 statistics and accomplishments was provided. Presenters also described goals for 2023.

City Clerk J. Sutton gave a brief overview of the 2023-2028 Strategic Plan as drafted by Terri Reed Cutright and Associates. Council was urged to review the plan and bring and consider amendments and adoption at their next regular meeting.

COMMITTEE REPORTS were provided.

STAFF REPORTS were provided.

APPROVAL OF VENDOR INVOICE PAYMENTS

XYZ 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 February 13 – 24, 2023.

NEW BUSINESS

Cm. Chenoweth, **MOVED APPROVAL OF ORDINANCE 311: AN ORDINANCE TO AMEND THE OFFICIAL ZONING MAP, CHAPTER 152: ZONING, ELKINS CITY CODE – FIRST AMENDMENT (2ND AND FINAL READING.** The motion carried.

Proposed Minutes

Cm. Lowther ,MOVED APPROVAL OF RESOLUTION 1618: APPROVING “FULL-TIME REGULAR EMPLOYEE” STATUS AND CONFIRMING COMPENSATION LEVEL FOR R. DAY. The motion carried.

Cm. Chenoweth, MOVED APPROVAL OF RESOLUTION 1619; ACCEPTING CONDITIONS AND TERMS OF THE WALGREENS/WEST VIRGINIA STATEWIDE SETTLEMENT AGREEMENT AND AUTHORIZING THE EXECUTION OF THE ELECTION AND RELEASE FORM PROVIDED BY THE WEST VIRGINIA ATTORNEY GENERAL. The motion carried.

Cw. Guye, MOVED APPROVAL OF RESOLUTION 1619; ACCEPTING CONDITIONS AND TERMS OF THE FITZSIMMONS’S LAW FIRM/WEST VIRGINIA STATEWIDE SETTLEMENT AGREEMENT AND AUTHORIZING THE EXECUTION OF THE ELECTION AND RELEASE FORM PROVIDED BY THE WEST VIRGINIA ATTORNEY GENERAL. The motion carried.

Cw. Guye, MOVED APPROVAL OF ENDORSEMENT OF A SPECIAL EVENT ABCA LICENSE FOR THE DAVIS HEALTH FOUNDATION DERBY. The motion carried.

Cm. Chenoweth, MOVED APPROVAL OF ENTERING INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING A PROSPECTIVE EMPLOYEE. The motion carried. Council entered executive session at 8:01 p.m. and returned at 8:08 p.m. The Chair announced no action was taken.

Cm. Chenoweth, MOVED APPROVAL OF THE APPOINTMENT OF SUTTON STOKES AS CITY CLERK EFFECTIVE MARCH 11, 2023 AT AN ANNUAL SALARY OF \$58,000 . The motion carried.

MAYOR’S COMMENTS were provided.

Cm. Chenoweth, MOVED ADJOURNMENT. The motion carried.

The meeting adjourned at 8:13 p.m.

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

Jerry A. Marco, Mayor

Attest:

Jessica R. Sutton, City Clerk



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 14, 2023
Section:	New business
Category:	Resolution
Agenda Item Name:	<i>Resolution 1621: Sanitation Budget Revision No. 1 for FY 2023</i>
Recommended By:	Finance Committee
Summary:	Sanitation Budget revision for FY23
Fiscal Impact:	\$43,745.00
Recommendation:	Approval of resolution
Attachments:	1. Resolution 1621 2. Res #1621 attachment

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1621)

March 14, 2023

Sanitation Budget Revision No. 1 for FY23

WHEREAS, the City of Elkins has previously prepared and submitted its Sanitation Budget for the Fiscal Year 2023; and,

WHEREAS, it has become necessary to make revisions to said Budget; and,

WHEREAS, Budget Revision No. 1 for FY2023 (copy attached) transfer funds as shown;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council of the City of Elkins hereby approves Sanitation Budget Revision No. 1 for Fiscal Year 2023.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

Sanitation Budget Revision

Revision Number 1

Revenues

Fund	Department	Transfer From/Description	Amount
404	000-Revenues	350-0001 Special Pick up	\$8,000.00
		399-0000 Miscellaneous Revenues	\$1,000.00
TOTAL			\$9,000.00

Department	Transfer To/Description	Amount
000-Revenues	380-0000 Interest Earned	\$7,470.00
	381-0000 Reimbursements	\$530.00
	382-0000 Refunds & Rebates	\$1,000.00
		\$9,000.00

Expenses

Fund	Department	Transfer From/Description	Amount
404	802-Admin & General	230-0000 Contracted Services	\$34,745.00
TOTAL			\$34,745.00

Department	Transfer To/Description	Amount
802-Admin & General	103-0000 Salary & Wages	\$19,200.00
802-Admin & General	104-0000 FICA Expense	\$1,135.00
802-Admin & General	105-0000 Group Insurance	\$1,600.00
802-Admin & General	106-0000 Retirement	\$1,600.00
802-Admin & General	223-0000 Professional Services	\$2,000.00
802-Admin & General	232-0000 Bank Charges	\$100.00
802-Admin & General	353-0000 Computer Software	\$9,110.00
		\$34,745.00

Admin. Signature: _____

Date: _____

*** Call Treasurer for next budget revision number***



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 14, 2023
Section:	New business
Category:	Resolution
Agenda Item Name:	<i>Resolution 1622: General Fund Budget Revision No. 7 for FY 23</i>
Recommended By:	Finance Committee
Summary:	Budget revision for Street Department for fence for recycling area
Fiscal Impact:	\$8,500
Recommendation:	Approval of resolution
Attachments:	1. Resolution 1622 2. Res 1622 attachments

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1622)

March 14, 2023

General Fund Budget Revision No. 7 for FY23

WHEREAS, the City of Elkins has previously prepared and submitted its General Fund Budget for the Fiscal Year 2023; and,

WHEREAS, it has become necessary to make revisions to said Budget; and,

WHEREAS, Budget Revision No. 7 for FY2023 (copy attached) transfer funds as shown;

NOW, THEREFORE, BE IT RESOLVED, THAT:

The Common Council of the City of Elkins hereby approves General Fund Budget Revision No. 7 for Fiscal Year 2023.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

**001-750 Street Department
Budget Revision #7 FY2023**

TRANSFER FROM		AMOUNT	TRANSFER TO	AMOUNT
001-750-213-0000	Utilities	\$8,500.00	001-750-215-0000 Maint of Buildings and Grounds	\$8,500.00
TOTAL		\$8,500.00		\$8,500.00

PROPOSAL

ALCO FENCE COMPANY of Central WV, Inc.
Your Link to Quality Fencing

* 31 Cory Road * White Hall, WV 26554 * Phone: (304) 366-2826 * Fax: (304) 366-4522 *

Proposal submitted to	Phone	Date
City of Elkins	(304) 636-1414 x 1437	15-Feb-23
Street	Job Name	
1 Baxter Street	Dumpster Gate/Fence	
City, State, and Zip Code	Job Location	
Elkins, WV 26241		
Attention:	Job Phone	
Shanna		

We hereby submit specifications and estimates for:

Installation of Chain link Fence & Gate:

47'	8' 9 Gauge Galv. Chain link K/B
47'	1 5/8" SS40 Top Rail
20'	1 5/8" SS40 Brace Rail
4	2 1/2" x 10' SS40 Line Post
1	3" x 11' SS40 Terminal Post
2	4" x 13' SS40 Gate Post
1	32' Wide x 8' High x 1 5/8" SS40 DD Gate

Price Includes: All Labor, Cement and Fittings.

Note: Please allow 2-3 weeks for installation once approved.
Note: Quotes are good for 5 days from Proposal Date.

This information is for the designated recipient only and may contain privileged, proprietary, or otherwise private information. If you have received it in error, please notify Alco Fence immediately. Any other use of this information is prohibited.

WE PROPOSE hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:
Eight Thousand Four Hundred Ninety Nine Dollars and Zero Cents----- \$8,499.00

Payment to be made as follows:

NET 20

Property owner is solely responsible for locating, staking, clearing fence lines, and making sure that fence meets all development ordinances. Purchaser also agrees that the company will not be held responsible for any damage of any nature to underground obstructions. Property owner is responsible for any and all postings of notices/warnings of any hazards associated with fences and gates, including that gates can close unexpectedly, or climbing gates/fences can result in serious injuries. The purchaser agrees not to hold the company responsible for damages caused by automatic gates that are not the fault of the Alco Fence.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manor according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance. Building permits are the responsibility of the customer. Please check with your local ordinance because some areas require building permits for fencing and some areas do not. All bids are not considered to be prevailing wage or union UNLESS otherwise stated. This bid is presented with the understanding that if a government regulatory agency requires that the wages and benefits comply with prevailing wage laws, the owner or contractor will reimburse Alco Fence Company Of Central West Virginia, Inc. for the difference in the normal wage rate and the prevailing or union wage rate plus benefits.

THERE WILL BE A 20% RESTOCKING FEE ON ANY CANCELLED ORDERS.

A FINANCE CHARGE OF 1 1/2% PER MONTH SHALL BE APPLIED ON ACCOUNTS THAT ARE NOT PAID WITHIN THE STATED TERMS.

Authorized Signature: _____

George Andrews, Vice President

Note: This proposal may be withdrawn by us if not accepted within 7 days.

ACCEPTANCE OF PROPOSAL - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Authorized Signature: _____

Authorized Signature: _____





CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 14, 2023
Section:	New business
Category:	Resolution
Agenda Item Name:	<i>Resolution 1623: Fiscal Year 2024 Sanitation Budget</i>
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. Resolution 1623 2. Res 1623 attachments

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1623)

March 14, 2023

Fiscal Year 2024 Sanitation Budget

WHEREAS, the City of Elkins Common Council has previously adopted a Protocol for the Adoption and Revision of Water, Sanitation, and Landfill Fund Budgets, via Resolution 598, on June 5, 2014; and,

WHEREAS, the Operations Manager and Treasurer have jointly presented a proposed Sanitation Fund Budget for the Fiscal Year 2024 (copy attached and made part of this record); and,

WHEREAS, the Finance Committee of the Elkins Common Council has reviewed and recommends adoption of the same; and,

WHEREAS, the Protocol requires that Council adopts a Sanitation Fund Budget; and,

WHEREAS, Council finds that is in the best interests of the City of Elkins to approve and adopt the Sanitation Fund Budget for the Fiscal Year 2024; now ***therefore be it***

RESOLVED, that the Common Council of the City of Elkins hereby approves and adopts the Sanitation Fund Budget for the Fiscal Year 2024 as presented.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

BUDGET 2-15-23 9:57 AM G/L BUDGET REPORT
: 24-2023-2024 Budget
FUND : 404 SANITATION FUND
ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 1

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
404-000-302-0000	Penalties & Interest	14,000.00CR
404-000-350-0000	Refuse Collection Residential	705,000.00CR
404-000-350-0001	Refuse Coll Special Pick Up	0.00
404-000-350-0002	Refuse Collection Comm	592,305.00CR
404-000-350-0003	Hauling Fees Roll-Off	180,000.00CR
404-000-350-0004	Rental Fees Roll-Off	24,000.00CR
404-000-380-0000	Interest Earned	44,000.00CR
404-000-381-0000	Reimbursements	2,500.00CR
404-000-382-0000	Refunds & Rebates	1,200.00CR
404-000-383-0000	Sale of Fixed Assets	1,500.00CR
404-000-399-0000	Miscellaneous Revenues	1,000.00CR
	PAGE TOTAL:	1,564,505.00CR
	TOTAL:	1,564,505.00CR
	TOTAL REVENUES:	1,564,505.00CR

2-15-23 9:57 AM G/L BUDGET REPORT
 BUDGET : 24-2023-2024 Budget
 FUND : 404 SANITATION FUND
 ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 2

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
DEPT NO: 800	SANITATION	
404-800-103-0000	Salary & Wages	337,800.00
404-800-104-0000	FICA Expense	27,200.00
404-800-105-0000	Group Health Insurance	41,000.00
404-800-106-0000	Retirement	32,000.00
404-800-108-0000	Overtime/Extra Help	17,100.00
404-800-211-0000	Telephone	1,300.00
404-800-213-0000	Utilities	8,000.00
404-800-214-0000	Travel	2,200.00
404-800-215-0000	Maint Bldgs & Grounds	2,000.00
404-800-216-0000	Maint of Equipment	5,000.00
404-800-217-0000	Maint of Autos & Trucks	2,000.00
404-800-217-0001	Maint of Roll-Off	2,000.00
404-800-219-0000	Bldgs, Equipment & Rents	5,400.00
404-800-220-0000	Advertising & Legal Publicatio	500.00
404-800-221-0000	Training & Education	500.00
404-800-222-0000	Dues & Subscriptions	100.00
404-800-230-0000	Contracted Services	610,000.00
404-800-341-0000	Supplies & Materials	8,000.00
404-800-343-0000	Automotive Supplies	72,000.00
404-800-343-0001	Automotive Supplies-Roll-Off	3,000.00
404-800-345-0000	Uniforms	11,000.00
404-800-348-0000	Chrgs By Other Funds	70,500.00
404-800-457-0000	Capital Outlay - Buildings	70,000.00
404-800-459-0000	Capital Outlay - Equipment	100,100.00
404-800-670-0000	Other Interest & Penalties	3,000.00
	PAGE TOTAL:	1,435,700.00
	DEPT TOTAL:	1,435,700.00

2-15-23 9:57 AM G/L BUDGET REPORT
BUDGET : 24-2023-2024 Budget
FUND : 404 SANITATION FUND
ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 3

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
DEPT NO: 801	UTILITY BILLING	
404-801-103-0000	Salaries & Wages	17,500.00
404-801-104-0000	FICA Tax	1,340.00
404-801-105-0000	Group Health Insurance	3,515.00
404-801-106-0000	Retirement	1,600.00
404-801-108-0000	Overtime/Extra Help	400.00
404-801-341-0000	Supplies & Materials	4,000.00
	PAGE TOTAL:	28,355.00
	DEPT TOTAL:	28,355.00

BUDGET 2-15-23 9:57 AM G/L BUDGET REPORT
FUND : 24-2023-2024 Budget
FUND : 404 SANITATION FUND
ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 4

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
DEPT NO: 802	ADMIN & GENERAL	
404-802-103-0000	Salaries & Wages	36,700.00
404-802-104-0000	FICA Expense	1,800.00
404-802-105-0000	Group Health Insurance	1,800.00
404-802-106-0000	Retirement	2,100.00
404-802-108-0000	Overtime/Extra Help	500.00
404-802-218-0000	Postage	7,000.00
404-802-223-0000	Professional Services	4,000.00
404-802-226-0000	Insurance & Bonds	8,000.00
404-802-226-0001	Insurance & Bonds GL	25,000.00
404-802-230-0000	Contracted Services	2,000.00
404-802-232-0000	Bank Charges	50.00
404-802-341-0000	Supplies & Materials	500.00
404-802-353-0000	Computer Software	10,000.00
404-802-460-0000	Sanitation Garage CIP	1,000.00
	PAGE TOTAL:	100,450.00
	DEPT TOTAL:	100,450.00
	TOTAL EXPENDITURES:	1,564,505.00
	NET REVENUES/EXPENDITURES:	0.00



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 14, 2023
Section:	New business
Category:	Resolution
Agenda Item Name:	<i>Resolution 1624: Fiscal Year 2024 Landfill Budget</i>
Recommended By:	Finance Committee
Summary:	Fiscal Year 2024 proposed Landfill Fund budget
Fiscal Impact:	\$6,500
Recommendation:	Approval of budget
Attachments:	1. Resolution 1624 2. Res 1624 attachments

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1624)

March 14, 2023

Fiscal Year 2024 Landfill Budget

WHEREAS, the City of Elkins Common Council has previously adopted a Protocol for the Adoption and Revision of Water, Sanitation, and Landfill Fund Budgets, via Resolution 598, on June 5, 2014; and,

WHEREAS, the Operations Manager and Treasurer have jointly presented a proposed Landfill Fund Budget for the Fiscal Year 2024 (copy attached and made part of this record); and,

WHEREAS, the Finance Committee of the Elkins Common Council has reviewed and recommends adoption of the same; and,

WHEREAS, the Protocol requires that Council adopts a Landfill Fund Budget; and,

WHEREAS, Council finds that is in the best interests of the City of Elkins to approve and adopt the Landfill Fund Budget for the Fiscal Year 2024; now ***therefore be it***

RESOLVED, that the Common Council of the City of Elkins hereby approves and adopts the Landfill Fund Budget for the Fiscal Year 2024 as presented.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

BUDGET 2-17-23 3:12 PM G/L BUDGET REPORT
: 24-2023-2024 Budget
FUND : 684 LANDFILL FUND
ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 1

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
684-000-302-0000	Penalties	0.00
684-000-344-0000	Collection of Delinquent Accts	0.00
684-000-354-0000	Landfill/Incinerator Fees	0.00
684-000-380-0000	Interest Earned On Investments	6,500.00CR
684-000-381-0000	Reimbursements	0.00
684-000-382-0000	Refunds & Rebates	0.00
684-000-383-0000	Sale of Fixed Asset	0.00
684-000-399-0000	Miscellaneous Revenue	0.00
	PAGE TOTAL:	6,500.00CR
	TOTAL REVENUES:	6,500.00CR

BUDGET 2-17-23 3:12 PM G/L BUDGET REPORT
: 24-2023-2024 Budget
FUND : 684 LANDFILL FUND
ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 2

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
684-801-213-0000	Utilities	250.00
684-801-220-0000	Advertising	0.00
684-801-223-0000	Professional Services	250.00
684-801-226-0000	Insurances & Bonds	5,150.00
684-801-230-0000	Contracted Services	850.00
684-801-465-0000	Depreciation Expense	0.00
	PAGE TOTAL:	6,500.00
	TOTAL EXPENDITURES:	6,500.00
	NET REVENUES/EXPENDITURES:	0.00



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 14, 2023
Section:	New business
Category:	Resolution
Agenda Item Name:	<i>Resolution 1625: Fiscal Year 2024 Coal Severance Budget</i>
Recommended By:	Treasurer
Summary:	Proposed Fiscal Year 2024 Coal Severance budget
Fiscal Impact:	\$177,000
Recommendation:	Approval of budget
Attachments:	1. Resolution 1625 2. Res 1625 attachments

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1625)

March 14, 2023

Fiscal Year 2024 Coal Severance Budget

WHEREAS, the City of Elkins Common Council has previously adopted a Protocol for the Adoption and Revision of Budgets, via Resolution 598, on June 5, 2014; and,

WHEREAS, the Treasurer has presented a proposed Coal Severance Fund Budget for the Fiscal Year 2024 (copy attached and made part of this record); and,

WHEREAS, the Finance Committee of the Elkins Common Council has reviewed and recommends adoption of the same; and,

WHEREAS, Council finds that is in the best interests of the City of Elkins to approve and adopt the Coal Severance Fund Budget for the Fiscal Year 2024; now ***therefore be it***

RESOLVED, that the Common Council of the City of Elkins hereby approves and adopts the Coal Severance Fund Budget for the Fiscal Year 2024 as presented.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

2-28-23 8:25 AM G/L BUDGET REPORT
BUDGET : 24-2023-2024 Budget
FUND : 002 COAL SEVERANCE FUND
ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 1

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
002-000-300-0299	Unemcumbered Fund Balance	150,000.00CR
002-000-310-0000	Coal Severance Tax	25,000.00CR
002-000-380-0000	Interest Earned on Investments	2,000.00CR
002-000-382-0000	Refunds & Rebates	0.00

PAGE TOTAL: 177,000.00CR

TOTAL REVENUES: 177,000.00CR

2-28-23 8:25 AM G/L BUDGET REPORT
BUDGET : 24-2023-2024 Budget
FUND : 002 COAL SEVERANCE FUND
ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 2

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
002-440-216-0000	Maint of Equipment	0.00
002-440-230-0000	Contracted Services	0.00
002-440-566-0000	City Hall Contingency	177,000.00
002-700-341-0000	Police Supplies & Materials	0.00
002-706-459-0000	Capital Outlay Fire	0.00
PAGE TOTAL:		177,000.00
TOTAL EXPENDITURES:		177,000.00
NET REVENUES/EXPENDITURES:		0.00



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 14, 2023
Section:	New business
Category:	Resolution
Agenda Item Name:	<i>Resolution 1626: Fiscal Year 2024 Fire Department Budget</i>
Recommended By:	Fire Chief and Treasurer
Summary:	Proposed fiscal year 2024 budget
Fiscal Impact:	\$974,743
Recommendation:	Approval of proposed budget
Attachments:	1. Resolution 1626 2. Res 1626 attachments

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1626)

March 14, 2023

Fiscal Year 2024 Fire Department Budget

WHEREAS, the Common Council of the City of Elkins, per adoption of Resolution #1507, on March 17, 2022, created Fund 036 for the administration of revenues and expenditures of the Elkins Fire Department; and,

WHEREAS, the Fire Chief and Treasurer have jointly presented a proposed Fire Department Fund Budget for the Fiscal Year 2024 (copy attached and made part of this record); and,

WHEREAS, the Finance Committee of the Elkins Common Council has reviewed and recommends adoption of the same; and,

WHEREAS, Council finds that is in the best interests of the City of Elkins to approve and adopt the Fire Department Fund Budget for the Fiscal Year 2024; now ***therefore be it***

RESOLVED, that the Common Council of the City of Elkins hereby approves and adopts the Fire Department Fund Budget for the Fiscal Year 2024 as presented.

Jerry A. Marco, Mayor

Attest:

Sutton R. Stokes, City Clerk

2-02-23 9:54 AM G/L BUDGET REPORT
BUDGET : 24-2023-2024 Budget
FUND : 036 FIRE DEPARTMENT
ITEMS PRINTED: ANNUAL BUDGET AMOUNTS

PAGE: 1

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
036-000-352-0000	Fire Protection Fees	944,218.00CR
036-000-352-0001	Fire Protection Fee Penalty	25,000.00CR
036-000-380-0000	Interest Earned	5,000.00CR
036-000-381-0000	Reimbursements	0.00
036-000-382-0000	Refunds & Rebates	525.00CR

PAGE TOTAL: 974,743.00CR

TOTAL REVENUES: 974,743.00CR

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PAGE: 2

ACCOUNT NO#	===== ACCOUNT NAME =====	ANNUAL BUDGET
036-706-103-0000	Salary & Wages	321,404.00
036-706-103-0001	EVFD Salary & Wages	15,000.00
036-706-104-0000	FICA Expense	9,089.00
036-706-105-0000	Group Health Insurance	80,640.00
036-706-106-0000	Retirement	31,192.00
036-706-107-0000	Pensions Paid	5,000.00
036-706-108-0000	Overtime/Extra Help	241,293.00
036-706-211-0000	Telephone	1,500.00
036-706-212-0000	Printing	600.00
036-706-213-0000	Utilities	20,000.00
036-706-214-0000	Travel	500.00
036-706-215-0000	Maint of Bldgs & Grounds	4,500.00
036-706-216-0000	Maint of Equipment	10,000.00
036-706-217-0000	Maint of Autos & Trucks	10,000.00
036-706-218-0000	Postage	7,000.00
036-706-220-0000	Advertising	0.00
036-706-221-0000	Training & Education	3,000.00
036-706-222-0000	Dues & Subscriptions	5,000.00
036-706-223-0000	Professional Services	2,500.00
036-706-226-0000	Insurance & Bonds	10,000.00
036-706-226-0001	Insurance & Bonds Fleet	18,000.00
036-706-226-0002	Insurance & Bonds GL	12,000.00
036-706-229-0000	Court Costs & Damages	1,000.00
036-706-230-0000	Contracted Services	35,000.00
036-706-232-0000	Bank Charges	25.00
036-706-341-0000	Supplies & Materials	10,000.00
036-706-343-0000	Automobile Supplies	10,000.00
036-706-345-0000	Uniforms	5,500.00
036-706-457-0000	Capital Outlay Buildings	5,000.00
036-706-459-0000	Capital Outlay Equipment	100,000.00
	PAGE TOTAL:	974,743.00
	TOTAL EXPENDITURES:	974,743.00
	NET REVENUES/EXPENDITURES:	0.00

SELECTION CRITERIA

FUND: Include: 036
ACCOUNTS: ALL
DIGIT SELECTION:

PRINT OPTIONS

ITEMS TO PRINT: Annual Budget
BUDGET TO PRINT: 24-2023-2024 Budget
INCLUDE LINE ITEM DETAIL: NO
INCLUDE ACCOUNT BUDGET NOTES: NO
PAGE BREAK BY DEPARTMENT: NO

** END OF REPORT **



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 14, 2023
Section:	New business
Category:	Presentation
Agenda Item Name:	<i>Presentation of Fiscal Year 2024 General Fund Budget</i>
Recommended By:	The Finance Committee recommended the presentation of the proposed budget to council for discussion.
Summary:	Administrative Officers will present their respective proposed budgets
Fiscal Impact:	TBD
Recommendation:	consideration of the proposed FY24 General Fund budget
Attachments:	1. History of Partner Requests and Contributions

Organization	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024-Requested	FY23 approved versus FY24 requested	FY2024- Recommended	FY23 to FY24 changes
Airport Authority	\$25,000.00	\$24,000.00	\$20,000.00	\$19,000.00	\$19,000.00	\$19,000.00	\$19,000.00	\$19,000.00	\$19,000.00	\$19,000.00	\$19,000.00	\$25,000.00	\$6,000.00	\$19,000.00	\$0.00
Animal Control (Co. Commission)	\$14,500.00	\$12,000.00	\$8,000.00	\$7,500.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$0.00	\$7,000.00	\$0.00
Appalachian Forest Heritage	\$6,000.00	\$5,500.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$7,000.00	\$1,000.00	\$6,000.00	\$0.00
Arts Center	\$5,000.00	\$4,500.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$5,000.00	\$0.00
Chamber of Commerce-Events	\$9,500.00	\$4,500.00	\$3,500.00	\$3,000.00	\$2,500.00	\$2,000.00	\$2,000.00	\$3,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$0.00	\$6,000.00	\$0.00
Chamber of Commerce-Fireworks	\$3,500.00	\$3,500.00	\$1,500.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,500.00					\$0.00		
Chamber of Commerce-St. Machines	\$0.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00					\$0.00		
Child Advocacy Center	\$1,500.00	\$1,400.00	\$2,000.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$3,000.00	\$3,000.00	\$3,000.00	\$5,000.00	\$2,000.00	\$3,000.00	\$0.00
Country Roads Transit	\$15,000.00	\$14,000.00	\$11,500.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$15,000.00	\$1,000.00	\$14,000.00	\$0.00
Elkins Main Street	\$8,600.00	\$15,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$25,000.00	\$5,000.00	\$20,000.00	\$0.00
Health Department	\$15,000.00	\$12,000.00	\$5,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$5,000.00	\$1,000.00	\$4,000.00	\$0.00
Historic Landmarks Commission	\$7,000.00	\$6,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$4,000.00	\$4,000.00	\$4,000.00	\$4,200.00	\$200.00	\$4,000.00	\$0.00
Kump House	\$3,000.00	\$2,500.00	\$2,658.00	\$2,658.00	\$3,000.00	\$3,000.00	\$3,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$0.00	-\$6,000.00	\$0.00	-\$6,000.00
Library	\$20,000.00	\$20,000.00	\$16,000.00	\$19,000.00	\$19,000.00	\$19,000.00	\$19,000.00	\$20,000.00	\$22,500.00	\$22,500.00	\$22,500.00	\$22,500.00	\$0.00	\$22,500.00	\$0.00
Rand. Co. Development Authority	\$12,000.00	\$12,000.00	\$5,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$12,000.00	\$13,500.00	\$13,500.00	\$13,500.00	\$13,500.00	\$0.00	\$13,500.00	\$0.00
Tree Board	\$3,000.00	\$2,900.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$5,200.00	\$5,200.00	\$5,200.00	\$5,200.00	\$5,500.00	\$300.00	\$5,200.00	\$0.00
Parks & Recreation	\$125,300.00	\$132,500.00	\$120,000.00	\$127,500.00	\$131,700.00	\$135,000.00	\$155,963.00	\$197,713.00	\$205,546.00	\$235,296.00	\$235,296.00	\$208,296.00	-\$27,000.00	\$208,296.00	-\$27,000.00
Total	\$273,900.00	\$272,800.00	\$220,658.00	\$228,158.00	\$229,200.00	\$232,000.00	\$253,963.00	\$320,413.00	\$340,746.00	\$370,496.00	\$370,496.00	\$353,996.00	-\$16,500.00	\$337,496.00	-\$33,000.00
CVB/Welcome Center (50% H/M Tax)	\$74,700.00	\$67,500.00	\$80,000.00	\$82,500.00	\$93,300.00	\$90,000.00	\$92,750.00	\$96,000.00	\$95,250.00	\$70,500.00	\$70,500.00	\$97,500.00	\$27,000.00	\$97,500.00	\$27,000.00
Parks & Recreation (50% H/M Tax)	\$74,700.00	\$67,500.00	\$80,000.00	\$82,500.00	\$93,300.00	\$90,000.00	\$92,750.00	\$96,000.00	\$95,250.00	\$70,500.00	\$70,500.00	\$97,500.00	\$27,000.00	\$97,500.00	\$27,000.00
Total	\$423,300.00	\$407,800.00	\$380,658.00	\$393,158.00	\$415,800.00	\$412,000.00	\$439,463.00	\$512,413.00	\$531,246.00	\$511,496.00	\$511,496.00	\$548,996.00	\$37,500.00	\$532,496.00	\$21,000.00