



# Welcome to Elkins!

*A guide to living and working in Elkins, West Virginia*



**Elkins City Hall**  
**401 Davis Avenue**  
**Elkins, WV 26241**  
**304-636-1414**  
**[www.cityofelkinswv.com](http://www.cityofelkinswv.com)**

## Notes

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***Front cover: Rotary Amphitheater, Elkins Depot Welcome Center, and Third Street.***

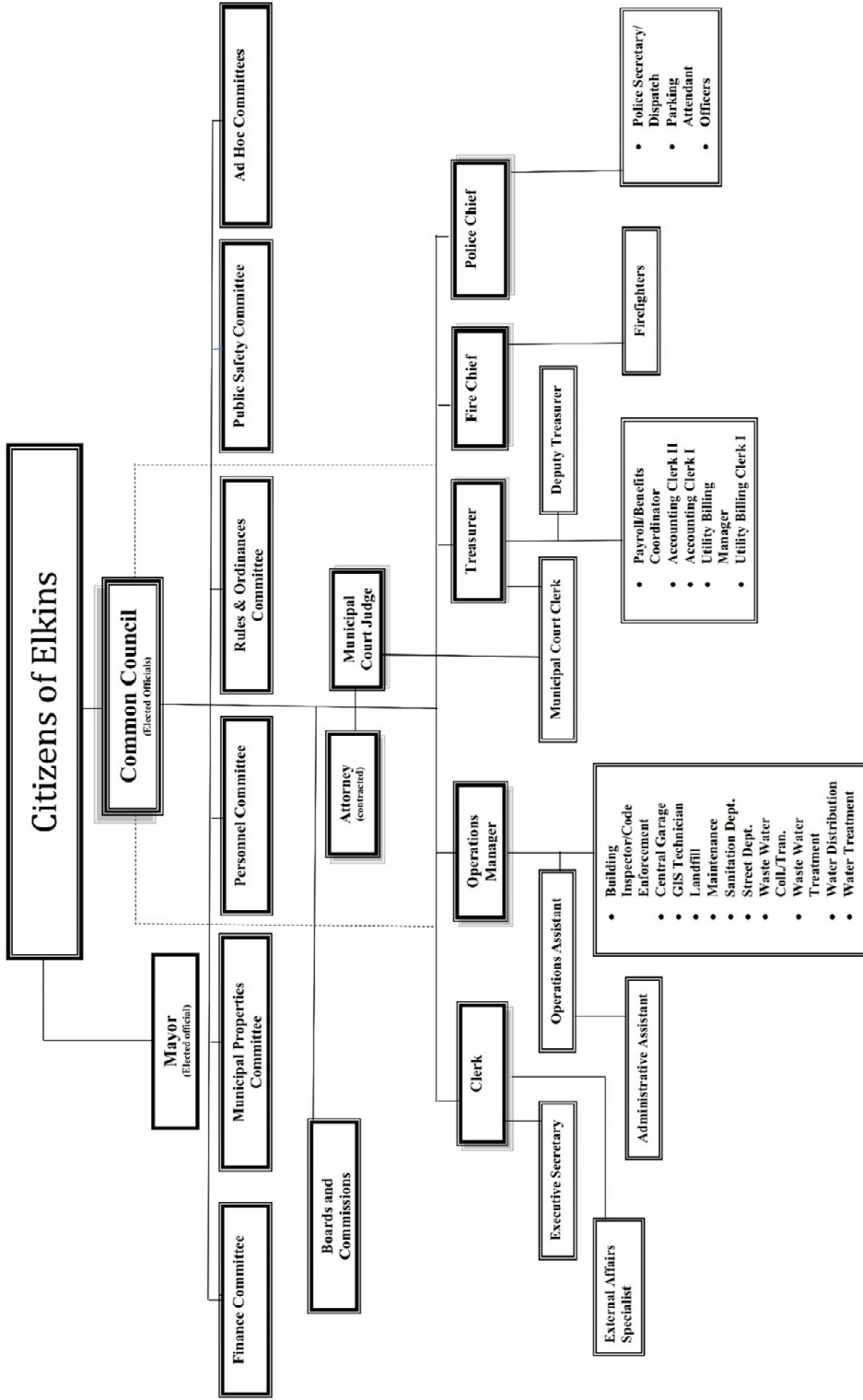
***Back cover: Downtown Elkins during the Mountain State Forest Festival.***

***Photographs courtesy of Robbie Skinner.***

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# City of Elkins Organizational Chart



# 1 Welcome from Mayor Jerry Marco

Thank you for choosing to live, work, learn, and perhaps raise a family in our wonderful community. We take great pride in our city, and we're so glad you're here!

The purpose of this guide is to share information, answer questions, and give you an overview of the services provided by City of Elkins. We hope to familiarize you with our area and make you feel welcome.

The information in this guide is just a small part of what you can learn by exploring our website. On our website, you can subscribe to our email newsletter list to make sure you hear announcements and news as soon as we release them. You can also stay in touch by following our Facebook and Twitter accounts. For your convenience, I'm including links to all our communication channels at the bottom of this page. There is also a directory for frequently contacted city hall departments in the final chapter of this guide.

One of our most important resources is the fantastic people who call Elkins home. Your neighbors can be a great source of information and help, so make sure to introduce yourself. When you do, tell them I sent you!

It is my pleasure to serve as your mayor, and I look forward to the opportunity to meet you. If you should have any questions or concerns, please give me a call: (304) 636-1414, ext. 1110. You can also reach me at [jmarco@cityofelkinswv.com](mailto:jmarco@cityofelkinswv.com).

Sincerely,

*Jerry A. Marco*

Jerry A. Marco

Mayor

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## *City of Elkins Communication Channels*

- City website: [www.cityofelkinswv.com](http://www.cityofelkinswv.com)
- Facebook: [www.facebook.com/ElkinsCityHall](http://www.facebook.com/ElkinsCityHall)
- Twitter: [www.twitter.com/ElkinsCityHall](http://www.twitter.com/ElkinsCityHall)
- Sign up for city text notifications: [www.cityofelkinswv.com/emergency-text-notifications](http://www.cityofelkinswv.com/emergency-text-notifications)
- Sign up for the city newsletter/email alerts: [www.cityofelkinswv.com/newsletter-signup](http://www.cityofelkinswv.com/newsletter-signup)

## 2 Elkins: Yesterday and Today

Located in West Virginia's Allegheny Highlands, Elkins—a community of about 7,000—is the seat of Randolph County.

In addition to serving as a tourism and outdoor-adventure basecamp within easy reach of numerous recreation opportunities and cultural events, the city is home to a regional hospital complex (Davis Medical Center), a small liberal arts college (Davis & Elkins), the headquarters of the Monongahela National Forest, the Jennings Randolph Federal Building, and an excursion train company that hosts about 30,000 visitors a year (the Durbin & Greenbrier Railroad). Each fall, some 75,000 people attend the Mountain State Forest Festival—the state's largest and oldest festival—which features carnival rides on downtown streets, two major parades, and the coronation of Queen Silvia, the queen of the forest.

Elkins, which was incorporated as a city in 1890, was founded by Henry Gassaway Davis (1823-1916) and his son-in-law, Stephen Benton Elkins (1841-1911). These two men, who were also business partners and at different times served as U.S. senators, developed railroad lines, coal mines, and timbering businesses in this area. They brought their West Virginia Central and Pittsburgh Railway into Elkins in 1889, opening a vast territory to industrial development by the late 1890s. In 1901, Elkins merged with what had been the separate town of South Elkins.

For much of the twentieth century, Elkins was a train town. The railroad established by the town's founders merged with the Western Maryland Railway in 1905, and, by 1930, 18 passenger trains were arriving and leaving Elkins daily. Passenger service was discontinued in 1958, but Elkins continued to be a major freight hub, providing a vital transportation link for the area's booming timber industry. Today, the city's once busy railyard is the site of existing and planned commercial development. The West Virginia Railroad Museum, located at the railyard's southeast corner, preserves the history of railroading in Elkins and statewide.

Despite the city's small size, Elkins has an abundance of structures and neighborhoods on the National Register of Historic Places, including the Downtown Elkins Historic District, the Wees District, the Graham-Davis District, and the Davis & Elkins Historic District. The latter comprises the mansions, outbuildings, and grounds of the grand estates once home to the city's founders and later transferred to Davis & Elkins College.

Downtown Elkins is a business and retail district with an eclectic variety of locally owned shops, restaurants, and bars. The Rotary Amphitheater, located in the Elkins Railyard, hosts a farmer's market, festivals, and concerts. Live music can also be found at the Randolph County Community Arts Center and other venues. Elkins Main Street, the Elkins-Randolph County Chamber of Commerce, and a business-owners organization work hard to keep the city's downtown vibrant and attractive to businesses and visitors alike.

Elkins benefits from a strong spirit of community volunteerism. The city is fortunate to have multiple voluntary, fraternal, and service organizations that complete beneficial projects each year (see section 9.2, below), in addition to the many volunteers who help at community events, serve on nonprofit and governmental boards, and assist with other worthy efforts around town.

In 2018, the Elkins council adopted the city government's first strategic plan. (See: [www.bit.ly/Elkins-Strategic-Plan](http://www.bit.ly/Elkins-Strategic-Plan)) The plan expressed goals such as even more walkable city streets; further growth in the tourism, healthcare, and wood-products industries; and a robust community of artists, artisans, and tradespeople who call Elkins home. Accomplishing this plan's goals will take work, but the people of Elkins have achieved big things before. We're glad you're here to help—and to enjoy the community we are all building together.

## 3 City Government

The City of Elkins is chartered under a weak mayor/strong council system of government. The city council exercises ultimate corporate authority over the city government, while the mayor has more limited powers. Day-to-day management of city functions and operations falls to five coequal administrative officers, supervised by council: the city clerk, city treasurer, fire chief, operations manager, and police chief. (See organizational chart near the front of this booklet.)

Elkins mayors and council members serve four-year terms. Elections are held in odd-numbered years on the first Tuesday in June. (For information about voter registration, see section 3.3.)

The mayor and city council work closely with the city clerk. Among other responsibilities, the city clerk serves as a liaison between council and the public.

Council's regular meetings are held at 7 p.m. on the first and third Thursday of each month at city hall (401 Davis Avenue). Other meeting times may be scheduled as circumstances require.

Although Elkins is inside Randolph County, West Virginia counties exercise no authority over the governments of the cities they contain. Local schools are administered by the Randolph County School Board, which operates independently of both the city and county governments.

Elkins participates in the West Virginia Municipal Home Rule Program. For more about home rule in Elkins, see: [www.cityofelkinswv.com/government/home-rule](http://www.cityofelkinswv.com/government/home-rule).

### 3.1 Mayor

The Elkins mayor presides over council meetings but has no vote except in the event of a tie. Other duties include representing the city with outside organizations, attending ceremonial events, serving on boards and commissions, and issuing proclamations. Mayors are elected to a four-year term. (The mayor elected in 2021 is serving the city's final two-year mayoral term, as one result of recent changes to the city charter.)

### 3.2 City Council

Elkins City Council adopts legislation and sets city policy and goals. Council exercises ultimate corporate authority over the Elkins government; members have no individual authority. The council consists of ten members, two from each of the city's five wards. Members are elected to four-year, staggered terms, such that at least one seat from each ward is contested at each of the city's biannual elections. (Find out what ward you're in here: [www.bit.ly/ElkinsWardMap](http://www.bit.ly/ElkinsWardMap).)

Among other things, council has the authority to:

- Determine city laws, rules, and regulations concerning, traffic, law and order, public works, and finance. (See: [www.cityofelkinswv.com/government/elkins-city-code](http://www.cityofelkinswv.com/government/elkins-city-code).)
- Appoint and remove the city's five administrative officers (city clerk, city treasurer, fire chief, operations manager, and police chief), the city attorney, and the municipal judge.
- Adopt and revise annual budgets, levy taxes, issue bonds collect revenues, and make appropriations.
- Appoint members of city boards, commissions, and authorities.
- Inquire into the conduct of any office, department, or agency of the city and make investigations into municipal affairs.

Council relies on a robust, longstanding committee system. Most of council's work on resolutions, ordinances, and city policies occurs in its standing and ad hoc committees, which recommend appropriate actions to the full council. All council members sit on at least one of the city's standing committees and may be asked by the mayor to sit on ad-hoc committees or outside boards from time to time. The standing committees stipulated in the city charter are:

- *Finance Committee:* Recommends an annual budget to council. Supervises budget management and makes reports to council. Reviews and proposes to council municipal debt instruments and grants. Makes fiscal forecasts and reports same to council.
- *Rules & Ordinances Committee:* Considers and proposes to council new and amended ordinances, rules, and policies.
- *Municipal Properties Committee:* Monitors and reports to council on the condition of and proposed plans for city buildings, real estate, and rights-of-way. Reviews and proposes to council capital investment in buildings, real estate, and associated infrastructure.
- *Public Safety Committee:* Monitors and reports to council on the activities of, condition of, and proposed plans for municipal public safety assets, including police, fire, and emergency services. Reviews and proposes to council capital investment in public safety equipment and infrastructure.
- *Personnel Committee:* Reviews and proposes to council employment policies, including employee compensation and benefits and an employee handbook. Reviews applications for primary staff positions recommended by the mayor and makes hiring recommendations to council.

For more information: [www.cityofelkinswv.com/government/mayor-city-council](http://www.cityofelkinswv.com/government/mayor-city-council).

## Your City Councilors

### First Ward

Judy Guye (*term ends 2023*)  
107 Sylvester Drive  
304-636-4763  
jguye@cityofelkinswv.com

Robert Chenoweth (*term ends 2025*)  
208 Bridgewater Dr.  
304-614-2676  
rchenoweth@cityofelkinswv.com

### Second Ward

G. Michael Hinchman (*term ends 2023*)  
116 White Oak Lane  
304-636-7139  
mhinchman@cityofelkinswv.com

Charles Friddle, III (*term ends 2025*)  
119 Mountain View Drive  
681-298-4645  
cfriddle@cityofelkinswv.com

### Third Ward

Christopher C. Lowther (*term ends 2023*)  
135 Heavner Avenue  
304-614-7970  
clowther@cityofelkinswv.com

Clinton J. Higgins (*term ends 2025*)  
639 Capitol Street  
304-614-6022  
chiggins@cityofelkinswv.com

### Fourth Ward

Marilynn Cuonzo (*term ends 2023*)  
160 Guy Street  
304-636-5900  
mcuonzo@cityofelkinswv.com

Nanci Bross-Fregonara (*term ends 2025*)  
210 Boundary Avenue  
304-516-4775  
nbross-fregonara@cityofelkinswv.com

### Fifth Ward

Linda Vest (*term ends 2023*)  
915 S. Henry Avenue  
304-636-1220  
lvest@cityofelkinswv.com

David Parker (*term ends 2025*)  
108 Henry Avenue  
304-614-1669  
dparker@cityofelkinswv.com



### 3.3 Voting and Voter Registration

There are two categories of elections in which Elkins voters may participate. The city runs its own elections for city offices (i.e., mayor and council). City elections, held on the first Tuesday in June of odd-numbered years, are administered by the Elkins city clerk. There are no primaries for city offices. Contact the city clerk with questions: 304-636-1414, ext. 1211.

County, state, and national primaries and elections are administered locally by the Randolph County clerk. The county clerk is also responsible for all voter registration records, even for city elections. To register or change your voter registration, please contact the county clerk: 304-636-0543. Note: County elections and city elections use different polling places.

### 3.4 Boards and Commissions

Many important city policies and projects are designed and managed not by the mayor and council but by the city's boards and commissions. Citizen volunteers who serve on these bodies play a vital role in city governance. Maybe you'd like to get involved!

For more information about a particular board or commission (or to find out if there are any openings), please call the city clerk: 304-636-1414, ext. 1211. You may submit an application to be kept on file at the city clerk's office. Should there be an opening on a board for which you have indicated interest within two years of receipt, you will be contacted.

#### *City authorities, boards, and commissions*

- Board of Appeals (hears appeals of building- and maintenance-code citations)
- Board of Zoning Appeals (hears appeals of zoning decisions)
- Building Commission (acquires, owns, and operates public buildings and facilities)
- Firefighters Civil Service Commission (evaluates and certifies applicants for appointment as firefighters; hears grievances and appeals of certain personnel decisions)
- Fire & Rescue Service Fee Appeals Board (hears appeals of charges and other decisions related to the city's fire & rescue fees)
- Historic Landmarks Commission (education about and advocacy for preservation of historic properties)
- Housing Authority of the City of Elkins (manages Gateway Apartments)
- Parks and Recreation Commission (operates city parks and the Phil Gainer Community Center)
- Planning Commission (land-use planning and zoning)
- Police Civil Service Commission (evaluates and certifies applicants for appointment as police officers; hears grievances and appeals of certain personnel decisions)
- Sanitary Board (manages city's sewer system)
- Tree Board (advisory board concerning trees in Elkins)
- Water Board (manages city's water system)

#### *External authorities, boards, and commissions with city-appointed members*

- Airport Authority (city appoints two members)
- Elkins-Randolph County Public Library Board (city appoints three members)
- Randolph County Board of Health (city appoints two members)

The regular meeting schedules of these authorities, boards, and commissions may be viewed online or at city hall. Some meet irregularly or as needed. For help verifying meeting times, please contact the city clerk.

*For more information: [www.bit.ly/Elkins-Boards-Commissions](http://www.bit.ly/Elkins-Boards-Commissions).*

## 4 Daily Life

Where can I park? Where do I put out my garbage for pickup? Who can I talk to about my utility services? How do I recycle? What taxes do I owe? The following section will help you find answers to these and other questions you may have about the daily essentials of life in Elkins.

### 4.1 Parking

Outside of the Central Business District, parking in Elkins is unrestricted, meaning that no special authorization or sticker is required for most on-street parking. No-parking zones are designated by signs and, in some cases, yellow paint on the curb. City code stipulates that, on two-way streets, vehicles must be parked with their right wheels against the right curb (i.e., facing the same direction as traffic on that side of the street). Vehicles parked in one location for more than 72 hours may be towed.

This section explains downtown parking rules and shares information about city-operated parking lots as well as the rules for parking during operation of our street sweeper.

#### 4.1.1 Downtown Parking

In the city's downtown Central Business District (see map to right), parking is limited to three hours, Monday-Friday, 8 a.m.-5 p.m. There are no meters, but this time limit is enforced by city police. If you need to stay longer than three hours, there is no restriction against moving your car to another parking spot after the conclusion of the first three hours. There is also free parking in the lot behind city hall. If you need to make a quick visit to city hall, you may use the 15-minute parking zone in front of the building, on Davis Avenue.

#### 4.1.2 Parking Lots

In addition to the free parking lot behind city hall, the city operates two parking lots where spaces may be rented for \$15 a month. Parking space rentals are administered by the Treasurer's Department.

One of these paid lots is located at Seneca Mall (near the intersection of Second Street and Kerens Avenue, or "1" on the map at right). The other paid lot is located at the intersection of Third Street and Railroad Avenue, or "2" on the map at right.

#### 4.1.3 Street Sweeper Parking Rules

To reduce strain on our wastewater treatment plant and to maintain a visually attractive streetscape, the City of Elkins operates a street sweeper from late spring through early fall. We always announce the start and end dates of the street sweeper season on our website, via the city's informational email list (subscribe here: [www.cityofelkinswv.com/newsletter-signup](http://www.cityofelkinswv.com/newsletter-signup)), and on the city's Facebook page ([www.facebook.com/ElkinsCityHall](http://www.facebook.com/ElkinsCityHall)).



The street sweeper operates Monday-Friday during the spring, summer, and fall, visiting each street once per week. During the street sweeper's operating season, city police ticket vehicles left parked on streets scheduled for cleaning. Download this year's schedule and learn more here: [www.bit.ly/ElkinsStreetSweeper](http://www.bit.ly/ElkinsStreetSweeper).

## 4.2 Garbage

This section provides information about weekly garbage collection, special pickups for bulk refuse, the annual Spring Cleanup event, the annual leaf pickup event, and recycling in Elkins.

### 4.2.1 Weekly Garbage Collection

The City of Elkins Sanitation Department is responsible for collection of refuse from residences and businesses within the City of Elkins, five days a week.

Garbage service is billed monthly, on the same bill as water, sewer, and Fire & Rescue Service Fees. To stop or start these services, including ordering dumpsters and roll-offs, please contact Utility Billing in the Treasurer's Department. (For more about utility billing, see section 4.3.2, below.)

The Sanitation Department's trash-collection schedule changes from time to time in observance of certain holidays. You can obtain notification of these changes, as well as other city news, by subscribing to the city email newsletter. We also publish this information on the city Facebook page and as a display ad in the *Inter-Mountain* newspaper. (Subscribe to our newsletter here: [www.cityofelkinswv.com/newsletter-signup](http://www.cityofelkinswv.com/newsletter-signup).)

#### *Where Should You Place Garbage for Collection?*

On some streets, the Sanitation Department collects garbage from in front of buildings; on other streets, from alleys behind buildings. It is not possible to provide a list here. The best thing is to ask your neighbors. Keep in mind that in some places the answer might be different across the street, so ask a next-door neighbor to be sure!

#### *What Kind of Garbage Do We Accept?*

The Sanitation Department accepts normal household waste. Please place all refuse in trash bags. To reduce risk of injury, sanitation workers will not dump cans or pull small bags (such as supermarket shopping bags) from the bottom of trash cans.

Here are some items the Sanitation Department cannot accept:

- Appliances
- Batteries
- Building materials
- Free-flowing liquids
- Furniture
- Hazardous materials
- Paint
- Tires
- Yard waste
- Syringes, lancets, and other medical sharps that are not appropriately cased

Please follow these rules to protect our sanitation workers and our environment. (For information about recycling, see section 4.2.5, below.)

#### *How Do I Dispose of Medications?*

If you have old medications you wish to dispose of, there is a secure drop-off box in the lobby of city hall.

#### 4.2.2 Special Bulk Pickups

The City of Elkins also offers special pickups of bulk refuse items. This service is provided by the Street Department, not the Sanitation Department.

To request a bulk pickup, please contact the Operations Department's administrative assistant at 304-636-1414, ext. 1437. The Street Department will schedule the pickup once the request has been submitted. Equipment such as dump trucks and backhoes are available to use on-site. The following charges apply:

- Minimum charge: \$25.00
- Pickup truck load: \$50.00
- Dump truck load: \$90.00
- Backhoe use: \$65.00/hr.
- Tires: \$5.00 each (no min. charge)

*For more information: [www.bit.ly/ElkinsSpecialPickup](http://www.bit.ly/ElkinsSpecialPickup).*

#### 4.2.3 Spring Cleanup

Normally, city residents needing to dispose of bulky trash items must request a special pickup (see section 4.2.2, above).

However, as a courtesy to residents, the City of Elkins collects bulky items at no cost during the annual Spring Cleanup. The dates for this event fluctuate, so keep an eye out for announcements on our website home page, the city's Facebook page, and/or in the Inter-Mountain newspaper. (We also announce this and similar events on our email newsletter. Sign up here: [www.cityofelkinswv.com/newsletter-signup](http://www.cityofelkinswv.com/newsletter-signup).)

This service is only offered to residential properties, not businesses. Each ward is assigned two days during the two-week Spring Cleanup period. To take advantage of this service, please have all items at the curb (even if you normally place garbage out for collection in an alley) no later than 5:30 a.m. on the first assigned day for your ward. Crews might not return to the part of the ward they visited on the first day, so placing your items out on the second day may result in their being left behind.

Crews will only accept one level pickup-truck load from each residence. The following items will not be picked up: appliances, batteries, free-flowing liquids, hazardous materials, tires, and yard waste. (For information about recycling yard waste, see section 4.2.5, below.) Please make all items as easy to collect as possible, such as by bagging or boxing smaller items. Crews will not collect loose trash.

*For more information: [www.bit.ly/Elkins-Spring-Cleanup](http://www.bit.ly/Elkins-Spring-Cleanup).*

#### 4.2.4 Leaf Pickup

Each fall, City of Elkins collects leaves from throughout the city. This service starts around mid-October and continues for the rest of the fall, until either all leaves have been collected or snow has started falling.

##### *What to do with your leaves*

To make use of this service, rake leaves into piles in the grassy area between the curb and the sidewalk or bag leaves for pick up.

Please do not place leaves in the street, as this causes problems with storm drains as well as parking and traffic concerns. City employees will not go into yards to collect leaves.

### *Is There a Schedule?*

In the interest of efficiency, we do not schedule leaf collection by area but instead target the heaviest concentrations of leaves on any given day.

However, we also collect bagged leaves within 48 hours upon notice. Place bagged leaves at the curb and contact the Operations Division at (304)-636-1414, ext. 1437 to report the location of bagged leaves for pick up. Bags must contain *only* leaves, no yard waste or trash.

### *Other Information*

Please remember that this process is weather dependent. For example, we can't effectively pick up leaves in pouring rain.

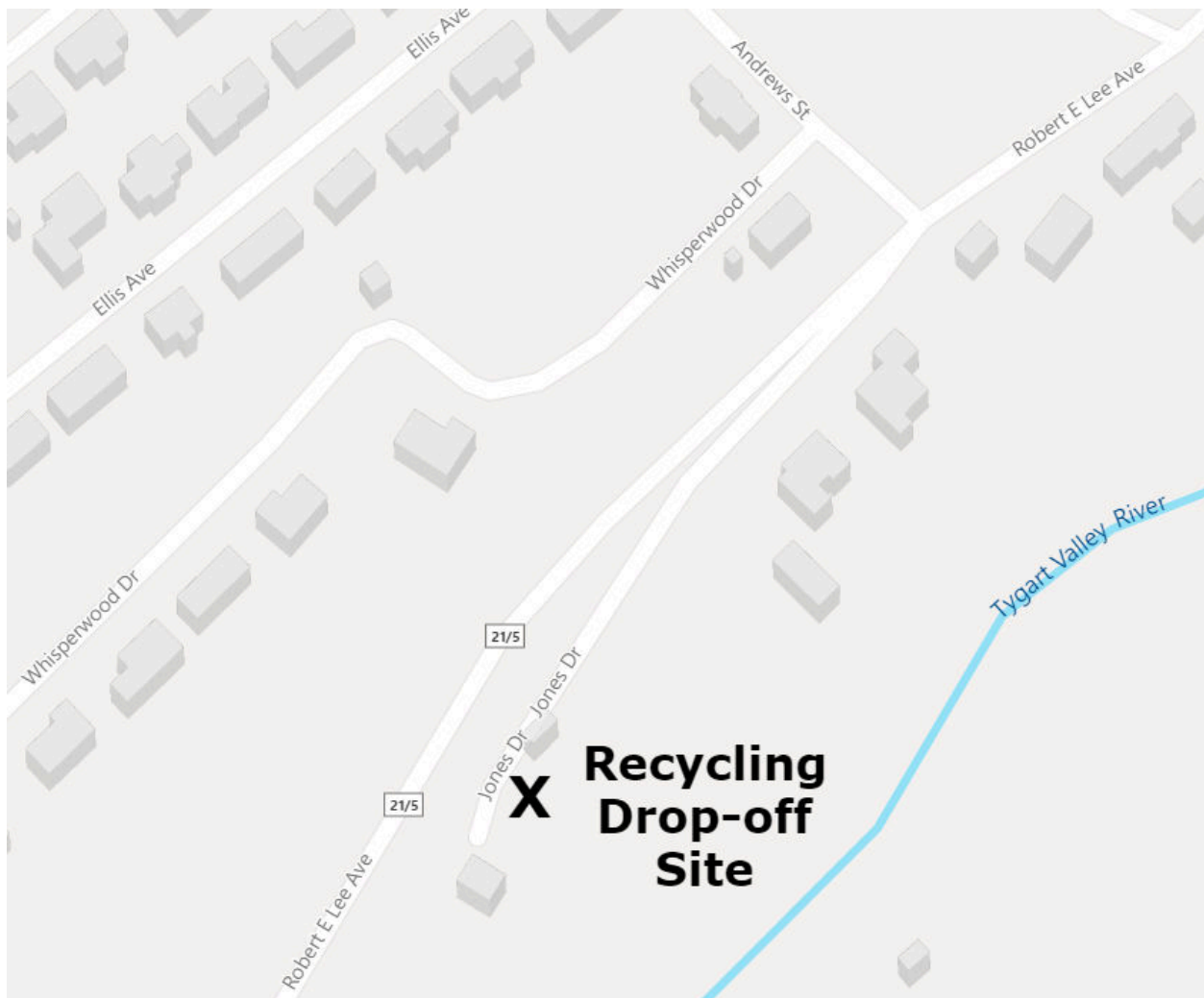
Also, keep in mind that we only have one leaf truck to cover the city. Please be patient—we will get to each property as soon as we can.

### *Yard-waste Drop-off*

At any point, you may bring leaves to the city's yard-waste (and glass recycling) drop-off site. For information about recycling yard waste, see section 4.2.5, below.

### 4.2.5 Recycling in Elkins

City of Elkins does not offer curbside pickup of recyclables. However, the city does operate a drop-off location for glass and yard-waste recycling at 31 Jones Drive, off Robert E. Lee Avenue Extension. (See map, below.)



Only glass and yard waste are accepted at the City of Elkins drop-off location. The Randolph County Recycling Center, a private business, accepts aluminum, steel, white paper, magazines, corrugated cardboard, and #1 and #2 plastic.

To learn how to recycle other materials in the Elkins area, please consult the Randolph County Solid Waste Authority: [www.rcsolidwaste.com](http://www.rcsolidwaste.com).

At the city's drop-off location, we accept clear, brown, and green container glass. Please rinse bottles and remove caps. It is helpful but not necessary to remove all labels.

Because yard waste is composted, we can only accept the following categories of materials:

- Grass, tree, and shrub trimmings
- Vegetative landscaping materials
- Leaves and hay
- Plant debris
- Branches and brush (limits: no thicker than 2 inches; no longer than 8 feet) tied with a string or twine in manageable bundles (no wires or plastic ties)

We cannot accept the following:

- Plastics
- Treated wood
- Construction/demolition debris
- Household trash
- Animal waste
- Non-organic material
- Yard waste containing concrete, rocks, sod, or dirt
- Items over 50 pounds
- Any other items unsuitable for composting

Glass and yard waste may be dropped off during the following hours:

- Monday, Tuesday, Thursday, and Friday: 6:30 a.m.-2:00 p.m.
- Wednesday: 6:30 a.m.-6:00 p.m.
- Saturday: 9:00 a.m. to 12:00 p.m.

*For more information: [www.bit.ly/ElkinsRecycling](http://www.bit.ly/ElkinsRecycling)*

### 4.3 Utility Services & Billing

The City of Elkins operates its own water and sewer utilities and provides sanitation (trash-collection) service. All occupied city buildings must have active water, sewer, and sanitation accounts. Water, sewer, trash, and in-city Fire & Rescue Service Fees are all billed on the same monthly statement.

#### 4.3.1 Utility Services

Utility services in Elkins are provided by our Water Treatment Plant, Water Distribution Department, Wastewater Collection Department, and Wastewater Treatment Plant.

Our drinking source water is the Tygart Valley River. Water from this river is pumped to our water treatment plant, located on Reservoir Hill off High Street, above the Wees District neighborhood. Treated drinking water is then gravity fed through the underground distribution system to your house or business. The water-treatment plant is newly constructed and went into service in 2017.

Wastewater is treated at the plant located next to River Bend Park.

*For more information:*

- *Water Treatment Plant: [www.cityofelkinswv.com/living/public-service-utilities/water-treatment-plant](http://www.cityofelkinswv.com/living/public-service-utilities/water-treatment-plant)*
- *Wastewater Treatment Plant: [www.cityofelkinswv.com/living/public-service-utilities/waterwastewater-department](http://www.cityofelkinswv.com/living/public-service-utilities/waterwastewater-department)*

(For information about trash collection, see section 4.2, above.)

#### 4.3.2 Utility Billing

The Utility Billing office provides customer service to the city's water, sewer, and sanitation customers, including starting and stopping service, ordering roll-off dumpsters, and responding to inquiries about billing.

The Utility Billing office does not handle special bulk trash collection. Instead, contact the Operations Department at 304-636-1414, ext. 1437 for this service. (See section 4.2.2 for more information about this service.)

For questions about Fire & Rescue Service Fees, contact (304) 636-1414, ext. 1721.

##### *Starting and Stopping Service*

New water, sewer, and sanitation service may be arranged in-person at city hall. You will need to fill out an application and provide photo identification. Stopping these services must be requested in writing.

##### *Billing Schedule*

Water, sewer, trash, and in-city Fire & Rescue Service Fees are all billed on the same statement.



Bills are issued monthly on the last business day of the month. Payments are due no later than 19 days after the bill date.

Unpaid accounts will have water shut off 32 days after the bill date.

##### *Bill Payment*

You may pay your bill online, via U.S. mail, by dropping payment in the payment box located behind city hall (see photo at left), or in-person at the front counter on the main floor of city hall.

You may pay your bill by phone by calling 304-636-1414, ext. 1720/1715.

Acceptable forms of payment include cash, money orders, personal checks, and credit cards.

Electronic billing and automatic payments are available.

*For more information: [www.cityofelkinswv.com/living/utility-billing](http://www.cityofelkinswv.com/living/utility-billing).*

##### *Other Local Utilities*

The city does not provide electrical, gas, internet, cable, or satellite TV services. The information below is provided as a courtesy and does not constitute an endorsement.

Locally, electrical service is provided by Mon Power, a First Energy company. To start service with Mon Power, please visit this web page:

[www.firstenergycorp.com/corporate/contact\\_us.html](http://www.firstenergycorp.com/corporate/contact_us.html).

Gas service is provided by the Mountaineer Gas Company. To start service with Mountaineer Gas, please visit this web page: [www.mountaineergasonline.com/new-service-request.php](http://www.mountaineergasonline.com/new-service-request.php).

Area internet providers include Suddenlink, Frontier, Micrologic, and Lynx WV. Suddenlink and Frontier also provide television and landline phone services. There may be other providers as well. Check with neighbors for recommendations, as these companies' service levels vary.

#### 4.3.3 Fire & Rescue Service Fee

The City of Elkins charges a Fire & Rescue Service Fee to all property owners served by the Elkins Fire Department (EFD). This fee, which is charged not only to city property owners but also property owners throughout the EFD's 150-square-mile "first-due area," is billed to in-city property owners on their monthly utility statements.

##### *Fee Structure*

- Owner-occupied homes: \$100 per year.
- One-unit and two-unit rentals: \$100 per unit (charged to owner).
- Rentals with three units or more: \$0.05 per foot (charged to owner).
- Commercial and industrial buildings: \$0.05 per foot (charged to owner).
- Trailer parks: \$100 per trailer.

##### *Why is this fee being collected?*

- To ensure that all property owners protected by the Elkins Fire Department (EFD) help pay for that protection.
- To enable increased staffing and faster emergency-response time. Since the implementation of the fee, in 2015, the department has added six paid, civil service firefighter positions, for a total of nine, in addition to a full-time chief. As a result, the department now has a full shift present and on-duty twenty-four hours a day.

#### 4.4 Building Permits, Signs, and Zoning

The city's building inspector enforces building codes, issues sign and building permits, and performs zoning determinations. (The building inspection department also houses code enforcement. For more about code enforcement, see section 7.1, below.)

##### 4.4.1 Building Permits & Inspections

Elkins City Code requires issuance of a building permit before any work to erect, construct, install, repair, alter, or enlarge any building or structure as well as before any work on electrical, gas, or plumbing systems or fixtures which are or will become part of any structure.

Types of work for which building permits are needed include, but are not limited to, storage buildings, additions, repairs, renovations, and new construction. Items of work include, but are not limited to, electrical, plumbing, carpentry, masonry, concrete, drywall, windows and doors, roofing, and HVAC.

When making an application for a building permit, detailed construction plans must be provided. Your form and accompanying fee may be submitted by mail or in person at city hall. For a comprehensive list of city building codes, schedule of building permit fees, and other information, please visit: [www.bit.ly/ElkinsBuildingPermits](http://www.bit.ly/ElkinsBuildingPermits).

##### 4.4.2 Sign Permits

Legislation adopted in June of 2015 prospectively prohibits certain categories of signs (including billboards) inside Elkins city limits. Some size and placement restrictions apply as well. Please review Chapter 150 of the Elkins City Code to learn more. Sign permits are issued by our



building inspector. (Access city code here: [www.cityofelkinswv.com/government/elkins-city-code](http://www.cityofelkinswv.com/government/elkins-city-code).)

*For more information: [www.bit.ly/Elkins-Sign-Permits](http://www.bit.ly/Elkins-Sign-Permits).*

#### 4.4.3 Zoning Determinations

To obtain a copy of the city's current zoning code or to view the zoning map, please visit the City of Elkins website. Zoning determinations needed for real estate, business, or other official purposes should be obtained from the office of the building inspector. Please contact the building inspector with questions about allowed uses or to appeal a zoning decision.

*For more information: [www.cityofelkinswv.com/living/zoning](http://www.cityofelkinswv.com/living/zoning)*

#### 4.5 Municipal Court

The Elkins Municipal Court hears cases concerning parking and traffic violations as well as other misdemeanor violations of city laws.

Court is in session on Wednesdays and Thursdays, 2:00 p.m.-4:30 pm. Also, for individuals wishing to contest traffic and/or parking citations, the judge is available by appointment on Mondays, Tuesdays, and Fridays, 3:00 p.m.-4:00 p.m. Please contact the municipal court clerk to make an appointment: (304) 635-7142; [mmetheny@cityofelkinswv.com](mailto:mmetheny@cityofelkinswv.com).

##### *Pay a Fine*

The Elkins Municipal Court accepts credit and debit cards, cash, money orders, cashiers' checks, and personal checks (accompanied by a valid legal ID). You may pay either in person, by mail, or online.

##### *Pay In Person*

Bring your payment to the municipal court clerk in city hall at the leftmost walk-up window on the first floor. The court clerk's hours are 8:00 a.m.-4:30 p.m., Monday-Friday. If the court clerk is out of the office, a drop box is provided. Please include your first, middle, and last name; citation or case number; and date of birth.

##### *Pay By Mail*

When paying by mail, do not send cash. Personal checks (including driver's license number or SSN), money orders, and cashier's checks are accepted. Send a copy of any citations (or note the case/citation number) with plea and payment to: Elkins Municipal Court, 401 Davis Avenue, Elkins WV 26241.

##### *Pay Online*

Pleas and payments for non-jailable offenses, such as parking citations, can be entered online. See: [www.municipalonlinepayments.com/elkinswv](http://www.municipalonlinepayments.com/elkinswv).

#### 4.6 Local Tax Structure

Elkins property owners pay real-estate taxes imposed by the state, county, school system, and city. There is a local sales tax, in addition to the state sales tax. There is no local income tax.

Properties in Elkins are subject to real-estate taxes, as follows:

- Owner-occupied residential properties (class II): \$0.9244/\$100 assessed value
  - State property tax: \$0.0050/\$100
  - County property tax: \$0.2814/\$100
  - School property tax: \$0.3880/\$100
  - Municipal property tax: \$0.2500/\$100

- Other properties (class IV): \$1.8488/\$100 assessed value
  - State property tax: \$0.0100/\$100
  - County property tax: \$0.5628/\$100
  - School property tax: \$0.7760/\$100
  - Municipal property tax: \$0.5000/\$100

You can learn the assessed value of your property from the Randolph County Assessor:  
[www.randolphassessorwv.com](http://www.randolphassessorwv.com).

The sales-tax rate in Elkins is 7 percent. This includes:

- State sales tax: 6 percent
- Municipal sales tax: 1 percent

The authority to levy a municipal sales tax has been granted to Elkins under home rule. For more about home rule in Elkins, see: [www.cityofelkinswv.com/government/home-rule](http://www.cityofelkinswv.com/government/home-rule).

## 5 Recreation

Parks and related recreation resources and activities in the City of Elkins are managed by the Elkins Parks and Recreation Commission (EPRC).

Although the EPRC is appointed and funded by city council, it is a legally autonomous governing body with final authority over most parks-related decisions.

### 5.1 Parks

EPRC provides year-round recreation opportunities with programs and facilities on over 70 acres in the city's five parks: Bluegrass Park, Davis Street Park, Elkins City Park, Glendale Park and River Bend Park. The EPRC also operates the Phil Gainer Community Center (see section 5.2, below).

Residents and visitors can use the extensive park system for picnics, walks, fishing, organized athletics, or just a little peace and quiet. The five different parks are visited by over 200,000 people annually. Davis Street Park, Elkins City Park, Glendale Park and River Bend Park all feature children's play equipment. In addition, Glendale Park and River Bend Park have soccer fields, Glendale has a football field, and River Bend has a baseball diamond and two sand volleyball courts. Bluegrass Park also features a baseball diamond. There is a loop walking trail joining Glendale and River Bend Parks.

#### *Park Pavilion Reservations*

- Park pavilions are available to rent from May-October, first-come, first-served.
- Pavilions can be reserved beginning the first working day in January for that year.
- Rental fees must be paid within two weeks of placing the reservation or the date will be reopened. Fourteen days' notice must be given to the EPRC office in the event of a cancellation. Reservation fees will not be returned after this date.
- The pavilion fees cover events with up to 150 people. Prices will be set by the EPRC for any event over 150 people. Special conditions may apply.
- For pavilion reservations, forms, and additional information, please call the EPRC office at 304-636-3960. If no one answers, please leave a message and a staff member will call you back.

*For more information: [www.cityofelkinswv.com/living/parks-recreation](http://www.cityofelkinswv.com/living/parks-recreation).*

### 5.2 Phil Gainer Community Center

The building that is known today as the Phil Gainer Community Center was constructed in the 1960s as the Elkins National Guard Armory. The city purchased the armory in 2016, and the Elkins Parks and Recreation Commission set about renovating and updating the building to make it into the full-featured community resource it is today.

Located at 142 Robert E. Lee Avenue Extension, the Phil Gainer Community Center sits on eight acres near downtown Elkins. The updated facility includes a 10,000-square-foot multipurpose room and a meeting room, both of which are available for event rentals.

The building also houses the Randolph County Family Resource Network and Parents as Teachers. Various clubs and churches use the building on a regular basis.

The facility's kitchen is fully functional, thanks to a generous donation from the Rotary Club of Elkins. Ample parking is available in an adjacent parking lot.

*For more information: [www.philgainercommunitycenter.com](http://www.philgainercommunitycenter.com).*

### 5.3 Other Local Recreation Resources

Other local recreation resources include:

- Allegheny Highlands Trail (trailhead in Elkins Railyard): [www.highlandstrail.org](http://www.highlandstrail.org)
- Davis & Elkins College (tennis courts, Robert E. Urban Nature Trail): [www.dewv.edu](http://www.dewv.edu)
- Elkins Depot Welcome Center (brochures, maps, excursion planning):  
[www.elkinsdepot.com](http://www.elkinsdepot.com) and [www.elkinsrandolphwv.com](http://www.elkinsrandolphwv.com)
- Elkins-Randolph County YMCA: [www.elkinsymca.com](http://www.elkinsymca.com)
- Fox Forest Wildlife Management Area (on southern edge of town, near Scott's Ford Road)
- Mon Forest Towns website: [www.monforesttowns.com](http://www.monforesttowns.com)
- Scott's Ford Fishing Pier and Boat Launch (park here for Fox Forest, above)
- U.S. Forest Service (Monongahela Forest headquarters, on Sycamore Street)

Local sports leagues and clubs:

- Bengals Youth Football (practices at Glendale Park)
- Elkins Little League (practices at River Bend Park)
- Elkins Babe Ruth League (practices at Bluegrass Park)
- Seneca Soccer (practices at Glendale Park and River Bend Park)
- Summer Sand Volleyball League (plays at River Bend Park)
- Ultimate Frisbee (pickup games at River Bend Park on summer Sundays)

## 6 Arts and Culture

Elkins features a rich and varied arts community, with many opportunities to enjoy musical performances, plays, storytelling, clogging and other dancing, art installations, classes and workshops, and festivals.

Following is a list of local arts, educational, and cultural organizations and resources.

- Appalachian Forest Heritage Discovery Center: [www.appalachianforestnha.org/visit](http://www.appalachianforestnha.org/visit).
- Artists at Work (store featuring local arts and crafts):  
[www.facebook.com/ArtistsAtWork.us](https://www.facebook.com/ArtistsAtWork.us).
- Augusta Heritage Center & Festival: [www.augustaartsandculture.org](http://www.augustaartsandculture.org).
- Elkins Depot Welcome Center Calendar: [www.elkinsdepot.com/events/calendar](http://www.elkinsdepot.com/events/calendar).
- Elkins-Randolph County Library: [www.elkinslibrary.com](http://www.elkinslibrary.com).
- Interact Children's Museum: [www.interactchildrensmuseum.org](http://www.interactchildrensmuseum.org).
- Mountain Arts District: [www.madwv.com](http://www.madwv.com).
- Old Brick Playhouse: [www.theoldbrickplayhouse.org](http://www.theoldbrickplayhouse.org).
- Pickin' in the Park: [www.elkinsrandolphwv.com/place/pickin-in-the-park](http://www.elkinsrandolphwv.com/place/pickin-in-the-park).
- Randolph County Community Arts Center (classes, performances, exhibits)  
[www.randolpharts.org](http://www.randolpharts.org).
- Randolph Elkins Area Community Theatre (REACT):  
[www.facebook.com/REACTplayers](https://www.facebook.com/REACTplayers).
- Rotary Amphitheater (behind Elkins Depot Welcome Center, in the railyard)
- Stirrup Gallery at Davis and Elkins College: [www.dewv.edu/about/community-connections/the-stirrup-gallery](http://www.dewv.edu/about/community-connections/the-stirrup-gallery).
- West Virginia Railroad Museum: [www.wvrailmuseum.com](http://www.wvrailmuseum.com).

## 7 Public Safety and Emergency Services

City of Elkins operates a code enforcement department, a fire department, and a police department.

### 7.1 Code Enforcement

Our code enforcement officer strives to preserve the quality and value of public and private property using both education and enforcement tools to maintain a healthy, safe, and clean environment for all Elkins residents, businesses, and visitors. The code enforcement officer also oversees the vacant-property and rental-property registration programs.

For a better understanding of the process of code enforcement, you can review the City of Elkins Code Enforcement Protocol (available on our website). If you have information regarding a potential code enforcement violation, please report this to the city's code enforcement officer on a Request for Investigation form, available online or at the front desk of city hall.

Common code violations:

- Abandoned vehicles
- High grass
- Property maintenance
- Sidewalk obstructions
- Zoning violations related to animals
- Vacant structures
- Backflow prevention

Code enforcement does not enforce the following:

- Unattended and/or unlicensed animals (contact Randolph County Animal Control at 304-636-2521)
- Barking dogs (contact EPD at 304-636-0678)
- Cars parked illegally (contact EPD at 304-636-0678)
- Fire code violations (contact EFD at 304-636-3433)
- Illegal drug sales (contact EPD at 304-636-0678, or if an emergency, 911)

*For more information: [www.bit.ly/Elkins-Code-Enforcement](http://www.bit.ly/Elkins-Code-Enforcement)*

### 7.2 Fire & Rescue

The Elkins Fire Department (EFD) offers fire, EMS, and rescue services throughout its 150-square-mile first-due area, serving over 15,000 residents and businesses. (Rescue services in Elkins are also provided by Randolph County EMS, which is not a city agency.)

Through mutual aid agreements with nine other Randolph County fire departments, EFD may be called even farther afield to protect lives and property, answering an average of 650 calls per year.

EFD staff consists of a fire chief, nine paid fire-fighters, and about two dozen volunteers. The majority of EFD funding comes from the Fire & Rescue Service Fee charged to all property owners served by the department (see section 4.3.3, below).

The fire department's non-emergency number is: 304-636-3433. In an emergency, call 911.

#### *Qualifications*

Department personnel are qualified to provide emergency medical services; vehicular extraction; trench, high-angle, and swift-water rescue; and HAZMAT containment. There are

also ten certified divers. Multiple times per year, EFD visits area schools to instruct students about smoke detectors and fire safety.

#### *Equipment*

EFD operates 4 pump trucks, one heavy rescue truck, and one 100-foot tower truck (you can easily recognize the department's blue trucks). They also operate several auxiliary vehicles, including two rescue boats.

#### *Hiring*

The city operates a civil service fire department. For information about testing to become a paid firefighter in the City of Elkins, please contact the city clerk.

*For more information: [www.cityofelkinswv.com/living/public-safety/fire-department](http://www.cityofelkinswv.com/living/public-safety/fire-department).*

### **7.3 Police**

The Elkins Police Department protects public safety and maintains order while upholding the United States Constitution and the West Virginia Constitution. The department provides full law-enforcement services to the city of Elkins and may respond to surrounding areas under mutual aid agreements with other jurisdictions. (Elkins is also within the jurisdiction of the Randolph County Sheriff's Office and the West Virginia State Police.)

The department consists of a certified police chief, 15 sworn law-enforcement officers, and two non-sworn administrative personnel (a dispatcher and parking enforcement attendant). Officers are responsible for responding to a wide range of calls for service as well as conducting traffic enforcement and investigation.

The police department's non-emergency number is 304-636-0678. In an emergency or for after-hours calls for service (e.g., noise complaints, reporting suspicious activity, etc.), call 911.

#### *Qualifications*

The Elkins Police Department is committed to ongoing training to provide high-quality police services. All officers are required to attend the WV State Police Academy to attain certified officer status and to complete required in-service training on an annual basis. Officers may also be selected to perform specialty assignments including SWAT, K9, bicycle patrol, interagency task forces, and special investigations.

#### *Hiring*

The city operates a civil service police department. For information about testing to join the Elkins Police Department, please contact the city clerk.

*For more information: [www.cityofelkinswv.com/living/public-safety/police-department](http://www.cityofelkinswv.com/living/public-safety/police-department).*

## 8 Business Licensing and Taxes

This section provides information about city business licensing, business taxes, and the city's sales and use tax. (Learn more about the local tax structure in section 4.6, above.)

City of Elkins is committed to welcoming new businesses and supporting existing ones. Read on to learn about business licensing and taxes. Additional information about operating a business in Elkins is available from:

- Elkins-Randolph County Chamber of Commerce: [www.erccc.com](http://www.erccc.com).
- Elkins Main Street: [www.downtownelkins.com](http://www.downtownelkins.com).
- Randolph County Development Authority: [www.randolphwv.com](http://www.randolphwv.com).
- Woodlands Community Lenders: [www.wdgv.org/community-lenders](http://www.wdgv.org/community-lenders).
- West Virginia Small Business Development Center: [www.wvsbdc.com](http://www.wvsbdc.com).

### 8.1 Business Licensing

All businesses located or performing work in Elkins must have and display a city business license, even businesses located in Elkins that transact business outside of Elkins. Business licenses are issued for the duration of the city's fiscal year, i.e., July 1 of one year through June 30 of the following year.

Businesses operating as street vendors must obtain an additional license for this purpose. Vendors participating in approved fairs and festivals within the city will not be required to obtain a separate license for those events.

You must obtain your state business license before applying for a city business license. To register your business with the state, please consult [www.business4.wv.gov](http://www.business4.wv.gov).

*For more information: [www.cityofelkinswv.com/working/business-licensing-taxes](http://www.cityofelkinswv.com/working/business-licensing-taxes).*

### 8.2 Business Taxes

Business and occupation (B&O) taxes are charged against your gross business income, at different rates for different categories of businesses. If you operate a business licensed in Elkins, you must file business tax returns even for quarters in which you had no business income. Revenues from this tax go into the city's general fund.

B&O tax returns may be submitted by mail or in person at City Hall. Acceptable forms of payment include cash, money orders, personal checks, and debit or credit cards.

The city also charges hotel and motel operators a tax on the cost of each occupied room. Hotel/motel tax is due and payable monthly, on or before the fifteenth day of the calendar month next succeeding the month in which the tax accrued.

*For more information: [www.cityofelkinswv.com/working/business-licensing-taxes](http://www.cityofelkinswv.com/working/business-licensing-taxes).*

### 8.3 Sales and Use Tax

Under home rule authority, the City of Elkins started imposing a 1-percent local sales tax in 2018. This is in addition to the statewide 6-percent sales tax. The city collects approximately \$1 million a year via this tax, the proceeds of which are restricted by state law to our general fund (i.e., sales tax proceeds can't be used to support our water or sewer utilities). To date, this in-city sales tax has helped fund the demolition of dilapidated houses, a new police officer position, improvements to the public parking lot behind city hall, renovations of both the police department and the Phil Gainer Community Center, and the creation of our GIS Department.



## 9 Contact Information

This chapter provides contact information for local agencies and organizations and for a selection of City of Elkins departments.

### 9.1 Frequently Contacted Organizations

American Red Cross	877-385-4803
Centers Against Violence	304-636-8433
Children's Advocacy Center	304-630-2214
Country Roads Transit	304-636-6472
Davis & Elkins College	304-637-1900
Davis Medical Center	304-636-3300
Elkins Depot Welcome Center	304-635-7803
Elkins Inter-Mountain	304-636-2121
Elkins Main Street	304-637-4803
Elkins-Randolph County Chamber of Commerce	304-636-2717
Family Resource Network	304-636-4454
Health Department	304-636-0396
Home Ownership Center	304-636-6495
Legal Aid	304-635-7600
Office of Emergency Services	304-636-1945
Randolph County Board of Education	304-636-9150
Randolph County Clerk	304-636-0543
Randolph County Commission	304-636-2057
Randolph County Development Authority	304-637-0803
Randolph County Animal Control	304-630-6191
Randolph County Homeless Shelter	304-636-5193
Randolph County Housing Authority	304-636-6495
Randolph County Humane Society	304-636-7844
Randolph County Senior Center	304-636-4747
Randolph County Sheriff	304-636-2100
Randolph County Tax Assessor	304-636-2114
Tygart Valley United Way	304-636-0516
Women, Infants, & Children (WIC)	304-636-8100
Workforce WV	304-637-0257
WV Department of Health & Human Resources	304-637-5560

### 9.2 Service, Volunteer, and Fraternal Organizations

Elks Lodge 1135	304-591-3791
Independent Order of Odd Fellows – Boone Lodge 170	304-369-5819
Kiwanis Club of Elkins	304-642-7956
Lions Club (club president)	304-704-5725
Mountain State Forest Festival Association	304-636-1824
Our Town (at Delmonte Market)	304-636-4400
Randolph County 4-H (WVU Extension Service)	304-636-2455
Rotary Club of Elkins (club treasurer)	304-636-1156

The following clubs are also active in the Elkins area but do not publish contact information. Most have an active Facebook or other online presence. This is not an all-inclusive list; Elkins is fortunate to have an abundance of such organizations.

- Emma Scott Garden Club
- Junior Women's Club
- Knights Templar
- Grand Knights of Pythias
- Women's Club

### 9.3 City of Elkins Contact Information

Following is contact information for the City of Elkins departments most commonly contacted by the public. All offices are in city hall unless otherwise noted. Additional contact information can be found here: [www.cityofelkinswv.com/government/departments-divisions](http://www.cityofelkinswv.com/government/departments-divisions).

#### **City Clerk**

City Clerk: Jessica R. Sutton  
jsutton@cityofelkinswv.com  
Phone: 304-636-1414, ext. 1211

#### **Code Enforcement/Building Inspections**

Code Enforcement Officer: Phil Isner  
pisner@cityofelkinswv.com  
Phone: 304-636-1414, ext. 1431

#### **Fire Department**

Acting Chief: Steve Himes  
tmeader@cityofelkinswv.com  
Phone: 304-636-3433  
Fax: 304-637-1777  
www.elkinsfdwv.org  
216 Fourth Street, Elkins, WV 26241

#### **Mayor's Office**

Mayor: Jerry Marco  
jmarco@cityofelkinswv.com  
Phone: 304-636-1414, ext. 1110

Secretary: Rachel Wickham  
rwickham@cityofelkinswv.com  
Phone: 304-636-1414, ext. 1110

#### **Municipal Court**

Judge: Robert Jones  
Court Clerk: Michelle Metheny  
mmetheny@cityofelkinswv.com  
Phone: 304-635-7142

#### **Operations Division**

Operations Manager: Robert Pingley  
bpingley@cityofelkinswv.com  
Phone: 304-635-7021

Operations Assistant: Melody Himes  
mhimes@cityofelkinswv.com  
Phone: 304-636-1414, ext. 1433

Operations Admin. Assistant: Shanna Poe  
Phone: 304-636-1414, ext. 1437  
Fax: 304-635-7132  
spoe@cityofelkinswv.com

#### **External Affairs**

External Affairs Specialist: Sutton Stokes  
sstokes@cityofelkinswv.com  
Phone: 304-636-1414, ext. 1212

#### **Parks and Recreation**

Director: Tom Tesar  
Phone: 304-636-3960  
ttesar@cityofelkinswv.com  
142 Robert E Lee Ave Ext., Elkins, WV 26241

PGCC Manager: Chris Lee

Phone: (304) 591-1410  
clee@cityofelkinswv.com  
142 Robert E Lee Ave Ext., Elkins, WV 26241

#### **Police Department**

Chief: Travis Bennett  
tbennett@cityofelkinswv.com  
Phone: 304-636-1414, ext. 1535

Dispatcher/Communications: Steve Poage  
spoage@cityofelkinswv.com  
Phone: 304-636-0678 (8:00 a.m.-4:30 p.m.)  
Fax: 304-636-7866

#### **Treasurer's Department**

Treasurer: Tracy Judy  
tjudy@cityofelkinswv.com  
Phone: 304-636-1414, ext. 1317

Deputy Treasurer: Jennifer Shreve  
jshreve@cityofelkinswv.com  
Phone: (304) 636-1414, ext. 1318

#### **Utility Billing**

Manager: Carolyn Dolly  
cdolly@cityofelkinswv.com  
Phone: 304-636-1414, ext. 1720

Clerk: Dan Stemple, Utility Billing Clerk  
dstemple@cityofelkinswv.com  
Phone: 304-636-1414, ext. 1715



