

STATE OF WEST VIRGINIA

RANDOLPH COUNTY COMMISSION SS:

At a regular session of the County Commission in and for the aforesaid County and State, at the James F. Cain Court House Annex, on the 18th day of July, 2024 at 1:30 p.m.

Present: Randolph County Commission President Chris Siler and Randolph County Commissioners, David Kesling and Chris See

Meeting called to order by Commissioner Siler

PUBLIC COMMENT: None

MINUTES:

Commissioner Kesling moved to approve the minutes from the regular meeting that was held on July 3, 2024, as submitted. All yes – Motion passed unanimously

REPORTS:

911/OEM Director Michael Miller gave a handout to each Commissioner of his report. He reported that the roof is leaking again at the 911 Center, in the same spot, and he is making arrangements to get it repaired. He said the new generator has been installed on Rich Mountain from the lightning strike. He said himself and some staff went around to all the tower sites and cleaned inside of the buildings and cut a tree that was blocking the road to Bickle Knob. He said Tucker County is still using one of our water buffalos because they are having an issue with the water plant in Thomas. He said they are going to take out the pay phone in Bemis. He said he talked to the owner of the store and gave her an option to buy one herself online.

North Central Community Corrections Director, Erin Golden appeared before the Commission. She gave a report on the totals from the last fiscal year. She said they had a total of 261 participants on the program last year and the program saved the County \$1,715,628.19 in regional jail bills. She said they currently have 115 participants on the program.

Commissioner Kesling reported that after the last County Commission meeting when the City of Elkins came and reported about Whitmer Water, the County Commission has sent a letter to the City of Elkins asking for a breakdown of expenses. He said the Commission has not received a response yet. Commissioner Kesling said the Commission wants everyone to know they want to help and they are taking it seriously.

CORRESPONDENCE: None

ANNOUNCEMENTS:

Commissioner Siler announced that the next meeting of the Randolph County Commission will be held on August 1, 2024 at 1:30 pm.

Commissioner Kesling announced that there will be an Opioid Meeting at 3:00 pm today.

ITEMS FOR DISCUSSION/ACTION:

CONSIDER APPROVAL OF CLAYTOR ENTERPRISES, LLC TO PREPARE ANNUAL FINANCIAL STATEMENT FOR FISCAL YEAR ENDING JUNE 30, 2024 (See copy attached)

Randolph County Clerk, Brenda Wiseman presented the Commission with a contract from Claytor Enterprises, LLC. The fee to prepare the financial statement for the County is \$5,000.00. Clerk Wiseman said we have used Claytor Enterprises in the past and they did a good job. Commissioner Kesling moved to approve the contract with Claytor Enterprises, LLC to prepare the annual financial statement, as submitted, and that is to be taken out of Courthouse Contractual funds. All yes – Motion passed unanimously

CONSIDER APPROVAL OF NEW HIRES FOR 911 CENTER

911/OEM Director, Michael Miller appeared before the Commission. He said he is requesting permission to advertise to hire for two full time positions with benefits at the 911 Center. He said he has two openings at the present time and possibly two more in the near future. Commissioner Kesling moved to approve the request from 911 to advertise for two full time positions. All yes – Motion passed unanimously

CONSIDER APPROVAL OF BIPPS GRANT FOR NORTH CENTRAL COMMUNITY CORRECTIONS

Erin Golden, Director of North Central Community Corrections appeared before the Commission. She said during the BIPPS site visit a conversation came up about having a co-facilitator. She said the State has money to get someone certified. She said Sherry Wince is their facilitator now. She said it is a \$995.00 grant. She said this is just the paperwork to approve getting the \$995.00 grant. Commissioner Kesling moved to approve the BIPPS Grant in the amount of \$995.00, as submitted. All yes – Motion passed unanimously

CONSIDER APPROVAL OF PARKING LOT AGREEMENT WITH ELKINS LODGE 108

Commissioner Siler said this item is not ready for approval yet as he needs to talk to them more about it. Commissioner Kesling moved to table item D until a later time. All yes – Motion passed unanimously

CONSIDER APPROVAL OF SETTING DATE FOR RFQ MEETING FOR RCC CAMPUS EXPANSION

Commissioner Kesling said a couple of months ago the Commission sent out a proposal for Randolph County Campus Expansion. He said several people came and looked over the buildings and talked about the plans for future expansion and remodeling. He said they received 3 proposals back and they were from Thrasher, Sillings and Myles Group. He said the Commission would like to meet with them on August 1, 2024 at 10:00 and hear their plans. Commissioner Kesling moved to set date for meeting with Thrasher, Sillings and Myles Group on August 1, 2024 at 10:00 a.m. All yes – Motion passed unanimously

CONSIDER APPROVAL OF CVB BUS TOURISM REQUEST (See copy attached)

Commissioner Kesling said the Commission received a letter from Anne Beardslee, Executive Director of Elkins-Randolph County Tourism, CVB. He said they are working on marketing strategies to try to get more people to come to Randolph County. He said they are targeting the Bus Tours because that has a potential to bring thousands of new individuals into the County. Commissioner Kesling moved to approve the funding request from Elkins-Randolph County CVB in the amount of \$3,000.00 and that is to be taken out of hotel/motel tax funds. All yes – Motion passed unanimously

CONSIDER APPROVAL OF WVU EXTENSION MEMORANDUM OF AGREEMENT

Commissioner Kesling said this is something the Commission does every year when finalizing the budget. Commissioner Kesling moved to approve the WVU Extension Memorandum of Agreement, as submitted. All yes – Motion passed unanimously

FINAL SETTLEMENTS/ANNUAL ACCOUNTINGS:

Commissioner Kesling moved to approve the (2) Final Settlements, as submitted.

Bradley Allen Gum

Artie Jane Shiflett

All yes – Motion passed unanimously

BUDGET REVISIONS:

Commissioner Kesling moved to approve a State Budget Revision for the unassigned fund balance in the amount of \$1,827,344.00. He said this needs adjusted to the budget by the end of the month.

Commissioner Kesling voted yes, Commissioner Siler voted yes, Commissioner See voted yes. Motion passed

DIVISION OF PROPERTY/ERRONEOUS ASSESSMENTS:

Commissioner Kesling moved to approve the erroneous assessments, as submitted. All yes – Motion passed unanimously

DISTRESSED PROPERTIES: None

FIRE FEE ADJUSTMENTS: None

PAYMENT OF BILLS:

Commissioner Kesling moved to pay the bills, as submitted. All yes – Motion passed unanimously

ADJOURN THE MEETING:

Commissioner Kesling moved to adjourn the meeting. All yes – Motion passed unanimously

Attest: \_\_\_\_\_



# Claytor Enterprises, LLC Claytor Enterprises, LLC

June 28, 2024

The Honorable Brenda Wiseman  
Randolph County Clerk  
4 Randolph Avenue, Suite 102  
Elkins, WV 26241

Dear County Clerk:

## **Management Services**

You have requested that I assist in the preparation of the annual financial statement for the fiscal year ended June 30, 2024. I am pleased to confirm our acceptance and our understanding of this engagement to prepare the financial statements of Randolph County, West Virginia by means of this letter.

## **Our Responsibilities**

The objective of our engagement is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARSs) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

## **Your Responsibilities**

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is the preparation of the financial statements in accordance with accounting principles generally accepted in the United States of America. You have the following overall responsibilities that are

TELEPHONE: 304-993-1939 | FAX: 304-721-9093 | EMAIL: MARY.CLAYTOR@claytorenterprisesllc.com

ADDRESS: 224 Oliver Street | St. Albans, WV 25177

# Claytor Enterprises, LLC Claytor Enterprises, LLC

fundamental to our undertaking, in accordance with SSARs, the engagement to prepare your financial statements:

- a. The prevention and detection of fraud
- b. To ensure that the entity complies with the laws and regulations applicable to its activities
- c. To make all financial records and related information available to us
- d. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements

You agree that the financial statement will clearly indicate that the financial statements have not been audited and no CPA provides any assurance on them.

## Other relevant information

We will perform these services for a flat fee of \$5,000 to prepare the financial statements. If onsite visits are necessary, per your request, the additional fee will be negotiated before the commencement of further services. We will be in touch with you to arrange a mutually agreeable time in which the services can be performed.

Thank you for the opportunity to provide this service to your office. If you agree with the terms of the engagement, please sign below and email the original to [Mary.Claytor@claytorenterprisesllc.com](mailto:Mary.Claytor@claytorenterprisesllc.com) or mail to 224 Oliver Street, St. Albans, WV 25177.

Sincerely,

*Mary Ann Claytor*

Mary Ann Claytor  
Claytor Enterprises, LLC

## RESPONSE:

This letter correctly sets forth the understanding of the Randolph County Clerk.

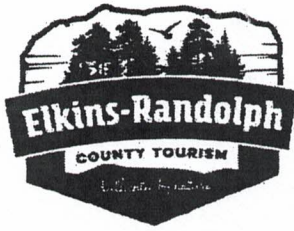
By: Brenda Wiseman

Date: 7-18-2024

Title: Randolph County Clerk

TELEPHONE: 304-993-1939 | FAX: 304-721-9093 | EMAIL: [MARY.CLAYTOR@claytorenterprisesllc.com](mailto:MARY.CLAYTOR@claytorenterprisesllc.com)

ADDRESS: 224 Oliver Street | St. Albans, WV 25177



Elkins-Randolph County Tourism, CVB  
Elkins Depot Welcome Center CVB, Inc.  
315 Railroad Avenue, Elkins | West Virginia  
(304) 635-7803 | elkinswelcomecenter@gmail.com



3,000.00  
H/m

July 15, 2024

President Cris Siler  
Randolph County Commission  
Courthouse Annex  
4 Randolph Avenue, Suite 102  
Elkins, WV 26241

Dear President Siler:

I am writing regarding the Elkins-Randolph County Tourism Convention and Visitor Bureau's marketing budget for the 2024-2025 fiscal year.

As we continue to increase tourism in Randolph County, we recognize the need to target certain tourism entities in our efforts to bring in more visitors in the future. The marketing strategies we have been using for the last two years have been extremely successful in contributing to economic growth and we would like to expand our reach without losing the populations we are currently cultivating.

In pursuit of this goal, I am respectfully requesting an additional \$3,000 in funding for the Convention and Visitors Bureau that will be designated as part of the marketing budget. This small increase will allow for an expanded bus tour target market that has the potential to bring thousands of new individuals into Randolph County over the next three years.

If you have any questions, I would be happy to make myself available at your convenience. I can be reached by cell at 304-642-6904 or at the Welcome Center at 304-635-7803.

Thank you for your consideration.

Sincerely,

Anne F. Beardslee  
Executive Director



**State BUDGET REVISION**      **July 3, 2024**  
 General County Fund Balance Revision

**REVENUES:**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED		INCREASE	DECREASE	REVISED AMOUNT
		AMOUNT	AMOUNT			
001-299	Unassigned Fund Balance	\$2,750,000.00			\$1,827,344.00	\$922,656.00
<b>TOTAL INCREASE / (DECREASE) REVENUES:</b>			\$0.00		0	

\$1,827,344.00

**EXPENDITURES:**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED		INCREASE	DECREASE	REVISED AMOUNT
		AMOUNT	AMOUNT			
401	Co Comm	\$320,501.00			\$20,000.00	\$300,501.00
424	Court House	\$2,979,601.00			\$677,344.00	\$2,302,257.00
425	Other Buildings	\$450,000.00			\$135,000.00	\$315,000.00
428	Computer Equipment	\$50,000.00			\$50,000.00	\$0.00
430	Community Development	\$587,227.00			\$500,000.00	\$87,227.00
699	Contingency	\$45,000.00			\$45,000.00	\$0.00
712	OEM	\$500,000.00			\$400,000.00	\$100,000.00
<b>TOTAL INCREASE / (DECREASE) EXPENDITURES:</b>			\$0.00		\$1,827,344.00	

Reason for Revision:

7-18-2024  
 DK moved  
 DK yes  
 C see yes  
 CSiler yes