



City of Elkins

Municipal Properties Committee Meeting

April 14, 2025

11:00 AM

Phil Gainer Community Center
142 Robert E. Lee Ave. Ext.

Charter Authority of the Municipal Properties Committee: Monitor and report to Council on the condition of and proposed plans for city buildings, real estate, and rights-of-way. Review and propose to Council capital investment in buildings, real estate, and associated infrastructure.

AGENDA

1. **Call to order and roll call**
2. **Public comment**
3. **Minutes**
 - a. Proposed minutes for the meeting of March 10, 2025.
4. **Reports**
 - a. Kump House quarterly report
5. **New business**
 - a. Update on plans for city property at Center and Randolph
 - b. Operations update on City Hall, Diamond Street Project and the Art Center crosswalk
 - c. Downtown Trash Can discussion
 1. Application for DEP REAP grant for cigarette receptacles
6. **Announcements**
7. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

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|--------------------------|---|
| Meeting Date: | April 14, 2025 |
| Section: | Minutes |
| Category: | Action Item |
| Agenda Item Name: | Proposed minutes for the meeting of March 10, 2025. |
| Recommended By: | City Clerk |
| Summary: | Minutes proposed for the committee's meeting of March 10 |
| Fiscal Impact: | n/a |
| Recommendation: | Consider for approval |
| Attachments: | 1. Municipal Properties Committee - 2025_03_10 - minutes_proposed |

MUNICIPAL PROPERTIES COMMITTEE MEETING MINUTES

*Phil Gainer Community Center
142 Robert E. Lee Ave. Ext.
March 10, 2025
11 a.m.*

Present were members: N. Bross-Fregonara, D. Parker.

Councilor C. Kerns was absent.

Also present were: Jerry Marco (mayor), Mike Kesecker (operations manager), Gerry Roberts (city attorney), Tracy Judy (treasurer), Steve Himes (fire chief), Travis Bennett (police chief), Chris Marshall (human resources), J. Deighan (communications), and Sutton Stokes (city clerk).

PUBLIC COMMENT

Christina Thomas, of 106 Hidden Farm Lane (but with family on Diamond Street), shared concerns about stormwater issues in the Diamond Street area.

MINUTES

Bross-Fregonara **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF FEBRUARY 10, 2025.**
The motion carried.

NEW BUSINESS

Kesecker reported that W. VA. DOH now plans to repair a collapsed culvert on the state right-of-way in the Diamond Street area. DOH provided no timeline for this repair.

The meeting adjourned at 11:34 a.m.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

| | |
|--------------------------|--|
| Meeting Date: | April 14, 2025 |
| Section: | New business |
| Category: | Presentation |
| Agenda Item Name: | Update on plans for city property at Center and Randolph |
| Recommended By: | Councilor Parker |
| Summary: | Councilor requests update on city property at corner of Center and Randolph. |
| Fiscal Impact: | TBD |
| Recommendation: | Consider presented information and recommendations for next steps |
| Attachments: | None |



CITY OF ELKINS AGENDA ITEM REPORT

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|--------------------------|---|
| Meeting Date: | April 14, 2025 |
| Section: | New business |
| Category: | Presentation |
| Agenda Item Name: | Operations update on City Hall, Diamond Street Project and the Art Center crosswalk |
| Recommended By: | Councilor Bross-Fregonara |
| Summary: | Councilor requests updates on these projects. |
| Fiscal Impact: | TBD |
| Recommendation: | Consider presented information for recommendations for next step |
| Attachments: | <ol style="list-style-type: none"> 1. R-1795 Authorizing Execution of Right of Way Permit Application to WV DOTDOH for Construction of an on demand pedestrian Signal on Randolph Avenue nea |

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1795)

November 7, 2024

Authorizing Execution of Right-of-Way Permit Application to W. Va. DOT/DOH for Construction of an On-Demand Pedestrian Signal on Randolph Avenue near Fourth Street

WHEREAS, The West Virginia Department of Transportation, Division of Highways (“DOH”) exercises authority over the state right-of-way known as Randolph Avenue, in the City of Elkins, West Virginia; and,

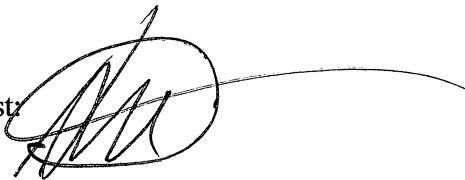
WHEREAS, the Common Council of the City of Elkins, West Virginia (“City”) proposes to install an on-demand pedestrian crossing signal on Randolph Avenue, near Fourth Street (the “Project”); and,

WHEREAS, it appears that authorizing application to DOH for a Right-of-Way Permit for this Project is in the best interests of the citizens of the City of Elkins;

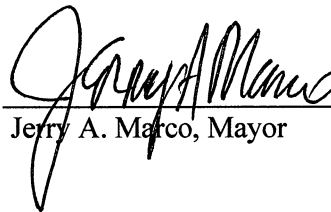
NOW, THEREFORE, BE IT RESOLVED, THAT:

The Elkins Common Council hereby authorizes application to DOH for a Right-of-Way Permit Application for permission to install an on-demand pedestrian crossing signal on Randolph Avenue, near Fourth Street.

Attest:



Sutton R. Stokes, City Clerk



Jerry A. Marco, Mayor



CITY OF ELKINS AGENDA ITEM REPORT

| | |
|--------------------------|---|
| Meeting Date: | April 14, 2025 |
| Section: | New business |
| Category: | Action Item |
| Agenda Item Name: | Downtown Trash Can discussion |
| Recommended By: | Mayor |
| Summary: | The Mayor will present information about proposed improvements to the trash cans provided by the city in the public right-of-way downtown |
| Fiscal Impact: | TBD |
| Recommendation: | Review presented information and consider recommendations for next steps |
| Attachments: | None |



CITY OF ELKINS AGENDA ITEM REPORT

| | |
|--------------------------|---|
| Meeting Date: | April 14, 2025 |
| Section: | New business |
| Category: | Action Item |
| Agenda Item Name: | Application for DEP REAP grant for cigarette receptacles |
| Recommended By: | Committee Chair |
| Summary: | Committee Chair proposes applying to the WV DEP's 2026 Litter Control Grant Program for funds to install cigarette butt receptacles downtown. |
| Fiscal Impact: | The grant requires a 50/50 match. It is believed that labor to install would qualify as the local match. Cost of receptacles varies. |
| Recommendation: | Consider presented information and make recommendations for next steps. |
| Attachments: | None |