



City of Elkins

Municipal Properties Committee Meeting

May 12, 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 April 14, 2025.
4. **Reports**
5. **New business**
 - a. USDA APHIS (pigeon control) contract
 - b. Annexation update
 - c. Update on City Hall Landscaping Contracts
 - d. Update on Diamond Street DOH work
 - e. Discussion about snow removal on Wees/Diamond Street
6. **Announcements**
7. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 12, 2025
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of April 14, 2025.
Recommended By:	City Clerk
Summary:	Minutes proposed for the meeting of April 14
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. Municipal Properties Committee - 2025_04_14 - Minutes_proposed

MUNICIPAL PROPERTIES COMMITTEE MEETING MINUTES

*Phil Gainer Community Center
142 Robert E. Lee Ave. Ext.
April 14, 2025
11 a.m.*

Present were members N. Bross-Fregonara (Chair), C. Kerns, and D. Parker.

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), and Sutton Stokes (city clerk).

PUBLIC COMMENT

There was no public comment.

MINUTES

Kerns **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF MARCH 10, 2025.** The motion carried.

REPORTS

Heather Biola, executive director of the Kump Education Center, presented its quarterly report.

NEW BUSINESS

The Operations Manager provided updates on:

- Plans for city property at Center and Randolph
- City Hall renovations
- Diamond Street stormwater management
- Addition of signal to crosswalk across Randolph Avenue near the Randolph County Community Arts Center

The Mayor and Operations Manager presented information about procuring new trash receptacles for downtown by utilizing the metal shop at the Elkins-Randolph County Vocational-Technical Center. There was discussion of installing cigarette butt containers downtown.

The meeting adjourned at **11:45 a.m.**

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 12, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	USDA APHIS (pigeon control) contract
Recommended By:	Operations Manager
Summary:	The Operations Manager will discuss the nature of the contract, and the involvement of city hall while the construction is taking place, explaining the variables it may cause, and how this could cause a delay in certain aspects of the work being done at city hall.
Fiscal Impact:	TBD
Recommendation:	Consider for recommendation of contract approval to council
Attachments:	1. City of Elkins pigeons FY 25 CSA

WORK PLAN

Wildlife Species: Feral pigeons

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

Location: Elkins, Randolph County, West Virginia

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

FINANCIAL PLAN

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

Financial Point of Contact/Billing Address:

Melody Himes, Operations Assistant

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401 Davis Avenue
Elkins, WV 26505

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Tom S. Elliott, Acting State Director

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730 Yokum St.
Elkins, WV 26241

thomas.s.elliott@usda.gov
(304) 636-1785 ext. 119



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 12, 2025
Section:	New business
Category:	Presentation
Agenda Item Name:	Annexation update
Recommended By:	Councilor Bross-Fregonara
Summary:	None provided.
Fiscal Impact:	TBD
Recommendation:	Discuss and review presented information
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 12, 2025
Section:	New business
Category:	Presentation
Agenda Item Name:	Update on City Hall Landscaping Contracts
Recommended By:	Operations Manager
Summary:	Discussion on whether to continue landscaping at City Hall and parking lot beyond basic weeding and cleanup until CH projects are complete. Two companies have submitted quotes/proposals for the work.
Fiscal Impact:	TBD
Recommendation:	Review presented information and consider next steps and recommendations
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 12, 2025
Section:	New business
Category:	Presentation
Agenda Item Name:	Update on Diamond Street DOH work
Recommended By:	Councilor Bross-Fregonara
Summary:	None provided.
Fiscal Impact:	TBD
Recommendation:	Review presented information and consider next steps and recommendations
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 12, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Discussion about snow removal on Wees/Diamond Street
Recommended By:	Councilor Bross-Fregonara
Summary:	None provided.
Fiscal Impact:	TBD
Recommendation:	Review presented information and consider next steps and recommendations
Attachments:	None