



City of Elkins

Municipal Properties Committee Meeting

June 9, 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 May 12, 2025.
4. **Reports**
5. **New business**
 - a. Update on Four Seasons
 - b. Street Sweeper signs near parks, etc.
 - c. Update City Hall Renovations
 - d. Update Diamond Street Stormwater System
 - e. Update City Hall Landscaping
 - f. Update Butt Bins cigarette receptacles
 - g. Update Ranolph Avenue Pedestrian Crosswalk
6. **Announcements**
7. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 9, 2025
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of May 12, 2025.
Recommended By:	City Clerk
Summary:	Minutes proposed for the committee's meeting of May 12
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. Municipal Properties Committee - 2025_05_12 - Minutes_Proposed

MUNICIPAL PROPERTIES COMMITTEE MEETING MINUTES

*Phil Gainer Community Center
142 Robert E. Lee Ave. Ext.
May 12, 2025
11:00am*

Present were members: N. Bross-Fregonara (Chair), C. Kerns, 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), Leon Kaye (communications specialist), and Mikayla Goins (executive secretary).

MINUTES

Kerns **MOVED APPROVAL OF THE MINUTES OF THE APRIL 14, 2025.** The motion carried.

NEW BUSINESS

Kerns **MOVED RECOMMENDING COUNCIL APPROVAL OF THE USDA APHIS CONTRACT FOR PIGEON CONTROL AS PRESENTED.** The motion carried.

The Committee discussed the ongoing annexation project

Parker **MOVED RECOMMENDING COUNCIL APPROVAL OF THE CONTRACT WITH DELMONTE MARKET FOR 2025 CITY HALL LANDSCAPING AS PRESENTED.** The motion carried

The Committee discussed the ongoing culvert repairs on Diamond Street by the Street Department and WVDOH

The Committee discussed snow removal on Wees/Diamond Street.

The meeting adjourned at 11:51am

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 9, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Street Sweeper signs near parks, etc.
Recommended By:	Mayor Marco
Summary:	Two citizens who do not reside near City Park were visiting the park and received street sweeper tickets. They complain about the lack of signs warning about the restrictions and suggest that the city consider adding signs around parks and other locations that may attract visitors who also aren't familiar with the restrictions. The downside of this would be needing to change the signs to reflect periodic schedule changes.
Fiscal Impact:	Cost of signs
Recommendation:	Consider for recommendations and next steps
Attachments:	<ol style="list-style-type: none"> 1. Street sweeper parking ticket 2. Street Sweeper parking violations

From: [Lori Irons](#)
To: [Jerry Marco](#); [Sutton Stokes](#)
Subject: Street sweeper parking ticket
Date: Thursday, May 22, 2025 11:46:21 AM

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Mayor Marco and Mr. Stokes,

On Tuesday, May 20, my friend and I parked on Buffalo Street to utilize the pickleball courts at City Park. We typically park there when we play pickleball because we can see our children if they need to walk to/from the vehicle, and we prefer to park close to the courts when we are there without our husbands for safety reasons.

Neither of us lives in the downtown area so we were unfamiliar with the streetsweeper schedule and both were issued tickets for parking violations. I am a rule-following citizen; I've never even been pulled over before in over 27 years of driving. I was very dismayed when I saw the ticket, as neither of us had any idea that we would have been in the way of the sweepers. Let me assure you that had either of us known, we would never have parked there out of respect for the law and for the men trying to perform their jobs.

When I got home, I tried to figure out how I could have possibly known. I don't utilize facebook often, but I looked up the city's page and noticed that over a month ago, the schedule was posted. How are people supposed to know about this if they don't catch that post? There are no signs that we noticed. I realize that posting signs all over town isn't necessarily feasible, but issuing a warning to us would have been a nice courtesy as neither of us has ever had any issues with the law or the city before.

We have already paid the fine, which wasn't an issue thankfully. I just wanted to express my frustration over the fact that we were utilizing a public space, parking in an area where we've parked many times before, and never had an issue.

I thank you for listening.

Lori Irons

From: [Lindsey Estep](#)
To: [Sutton Stokes](#); [Jerry Marco](#)
Subject: Street Sweeper parking violations
Date: Tuesday, May 20, 2025 2:18:42 PM

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Good afternoon Mayor Marco and Mr. Stokes,
Earlier this morning, I met my friend at City Park to play pickleball. When we finished, we both discovered our cars had been ticketed for being in the street sweeper zone on Buffalo St. I have already paid my ticket online, but the ticket feels unfair, as there are no signs posted to indicate restricted parking on certain days or hours, so I was unaware that I was in the wrong.

After paying my ticket online, I see that there is a PDF of the schedule posted on the city's website. As someone who does not live in town or on any of the streets affected, I certainly did not think, "Hmm, I should go check the city's website to see if I am allowed to park on the unrestricted streets surrounding City Park before I go." I do not mean to sound facetious, but the PDF contains 8 different days/time slots, with multiple streets listed in each slot. It would be impossible to memorize the schedule, and honestly, I didn't know the name of the street I was even parking on until I received the ticket. Expecting everyone to check the city website ahead of time (what about visitors passing through our town?) seems a bit unreasonable when there are no signs instructing them to do so.

I truly appreciate that Elkins has street sweepers. I enjoy that our town looks nice and neat and I do not want to knowingly interfere with the work needed to keep Elkins nice. But issuing \$15 tickets -- especially right next to City Park -- when there are no signs posted to indicate parking is restricted during certain days and times, seems unwarranted and unfair. Perhaps signs that post the day and time of closure, or a sign with a QR code to view the schedule for a particular street would help citizens be informed so that they can aid in the city's efforts.

I appreciate you considering this issue. Thanks,
Lindsey Estep



Lindsey Estep
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CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 9, 2025
Section:	New business
Category:	Presentation
Agenda Item Name:	Update Ranolph Avenue Pedestrian Crosswalk
Recommended By:	Councilor Bross-Fregonara
Summary:	<p>This agenda item is to enable update and discussion of the project to install a lighted pedestrian signal for crossing Randolph Avenue near Fourth Street.</p> <p>Via Resolution 1795, passed in late 2024, Council authorized execution of a right-of-way permit application to W. Va. DOT/DOH for construction of an on-demand pedestrian signal on Randolph Avenue near Fourth Street.</p>
Fiscal Impact:	TBD
Recommendation:	Review and consider recommendations
Attachments:	None