



City of Elkins

Municipal Properties Committee Meeting

July 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 June 9, 2025
4. **Reports**
5. **New business**
 - a. Davis Avenue Bridge Shuttle Plan
 - b. 2nd Street Parking Rental Request
6. **Announcements**
7. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 14, 2025
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of June 9, 2025
Recommended By:	City Clerk
Summary:	Minutes proposed for the meeting of 6/9/2025
Fiscal Impact:	n/a
Recommendation:	consider for approval
Attachments:	1. Municipal Properties Committee - 2025_06_09 - Minutes_Proposed

MUNICIPAL PROPERTIES COMMITTEE MEETING MINUTES

*Phil Gainer Community Center
142 Robert E. Lee Ave. Ext.
June, 9, 2025
11:00am*

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

C. Kerns was absent.

Also present were: Mike Kesecker (operations manager), Gerry Roberts (city attorney), Tracy Judy (treasurer), Travis Bennett (police chief), Leon Kaye (communications specialist), and Mikayla Goins (executive secretary and recording secretary for this meeting).

MINUTES

Parker **MOVED APPROVAL OF THE MINUTES OF THE MAY 12, 2025.** The motion carried.

NEW BUSINESS

The Committee discussed ongoing actions with the Four Season Property.

The Committee discussed the ongoing process of the Street Department placing Street Sweeping signs in key areas around town.

The Committee discussed the ongoing renovations to City Hall.

The Committee discussed ongoing repairs to the Diamond Street Stormwater System.

The Committee discussed the City Hall Landscaping project.

The Committee discussed the Butt Bins cigarette receptacles project.

The Committee discussed the Pedestrian Crosswalk on Randolph Avenue project.

The meeting adjourned at 11:46am.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 14, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	Davis Avenue Bridge Shuttle Plan
Recommended By:	City Clerk
Summary:	Discussion of potential shuttle options for Davis Avenue Bridge Closure
Fiscal Impact:	see attached
Recommendation:	
Attachments:	1. Copy of Email from Laura Ward - Davis Ave Bridge Shuttle

From: Laura Ward lward@rcscwv.org

Sent: Thursday, June 26, 2025 2:47 PM

To: Sutton Stokes suttonstokes@cityofelkinswv.com

Cc: Sandi Wilmoth swilmoth@rcscwv.org; Danny Wood dwood@rcscwv.org

Subject: Re: idea: shuttle during Davis Avenue bridge closure?

Hi Sutton,

Thanks for the information. We have some ballpark numbers for you.

Option one would be the daytime continuous circuit during our normal operating hours. That would be approximately \$8000 per month.

Option two would be the three circuits a day option. The cost of that would be approximately \$1000 per month. This is assuming all three loops are within our current operating hours. We were thinking maybe 8:30, 11:30 and 3:15/3:30 time frames. If you guys were thinking something later in the day, we can talk about that. It would just be a little wonky to have someone come back in to do just one of those short circuits at say 7:00 in the evening.

We were brainstorming what frequency would be needed. But none of us live near the area or frequently walk that neighborhood. Do you have any data on foot traffic across the bridge that would include numbers and times?

Option two would be easier to manage of course, and we would need less lead time to set that up. Option one requires an additional staff person/van on the road so takes a just a bit longer to get organized.

Also, do you know how long they anticipate the replacement will take? And is it expected to start after the 2025 festival or 2026?

Let me know your thoughts or if we need to run any additional scenarios.

Have a great evening.

Laura



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 14, 2025
Section:	New business
Category:	Action Item
Agenda Item Name:	2nd Street Parking Rental Request
Recommended By:	Mayor
Summary:	Arbogast and Skidmore Barber Shop would like to rent 2 parking spaces in front of their business during business hours.
Fiscal Impact:	n/a
Recommendation:	
Attachments:	1. Arbogast & Skidmore Barbor Shop Parkng Rental Request

Mr. Arbogast has requested to rent 1 – 2 parking spaces in from of his business for his customers to park in.



