



City of Elkins Municipal Properties Committee Meeting

January 12, 2026

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 November 17, 2025
4. **Reports**
5. **New Business**
 - a. Harrison Avenue property planning
 - b. Acceptance of bid to replace PGCC roof
 - c. Downtown sound system
 - d. City Hall IT room
 - e. Fire department wall
 - f. Update on traffic study
 - g. Review committee "job descriptions"
6. **Announcements**
7. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 12, 2026
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of November 17, 2025
Recommended By:	City Clerk
Summary:	Minutes proposed for the referenced meeting
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. Municipal Properties committee - 2025_11_17 - minutes_proposed

MUNICIPAL PROPERTIES COMMITTEE MEETING MINUTES

*Phil Gainer Community Center
142 Robert E. Lee Ave. Ext.
November 17, 2025
11:00 a.m.*

Present were members: C. Lowther (chair), R. Chenoweth, and B. Woods.

Also present were: Jerry Marco (mayor), Mike Kesecker (operations manager), Tracy Judy (treasurer), Travis Bennett (police chief), and Mikayla Goins (executive secretary).

PUBLIC COMMENT

Councilor Nanci Bross-Fregonara, a member of Elkins Tree Board, spoke in favor of planting trees on the city-owned property on Harrison Avenue.

MINUTES

Chenoweth **MOVED APPROVAL OF THE MINUTES OF THE OCTOBER 13, 2025.** The motion carried.

NEW BUSINESS

a. Planning for Harrison Avenue property

The committee discussed future plans for the Harrison Avenue property.

b. Proposal from Mark Doak to install 3-way and 4-way stops throughout the downtown area

Chenoweth **MOVED RECOMMENDING THAT KESECKER OBTAIN A QUOTE TO CONDUCT A TRAFFIC STUDY OF DOWNTOWN.** The motion carried.

The meeting adjourned at 11:30 a.m.

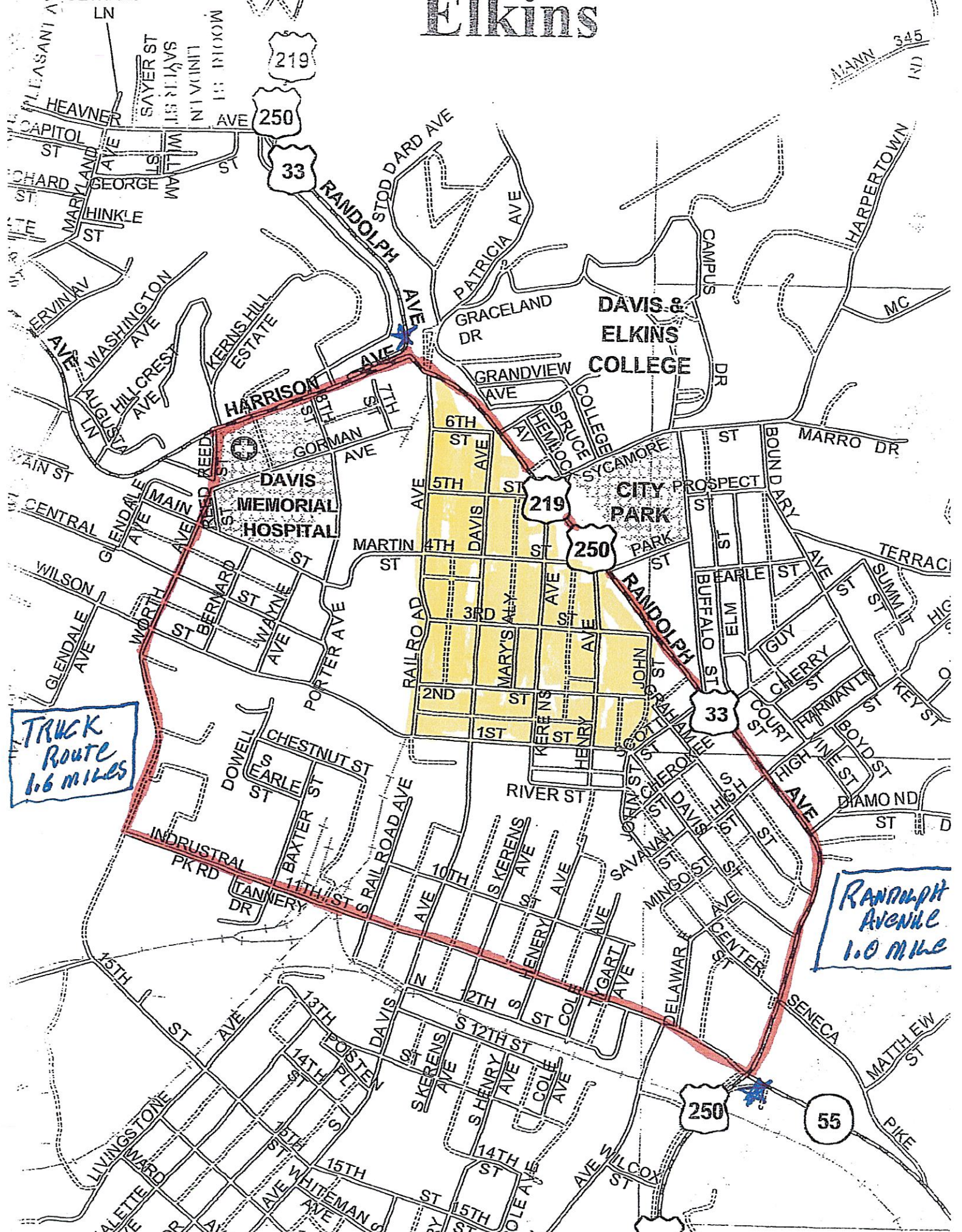
Name & Title

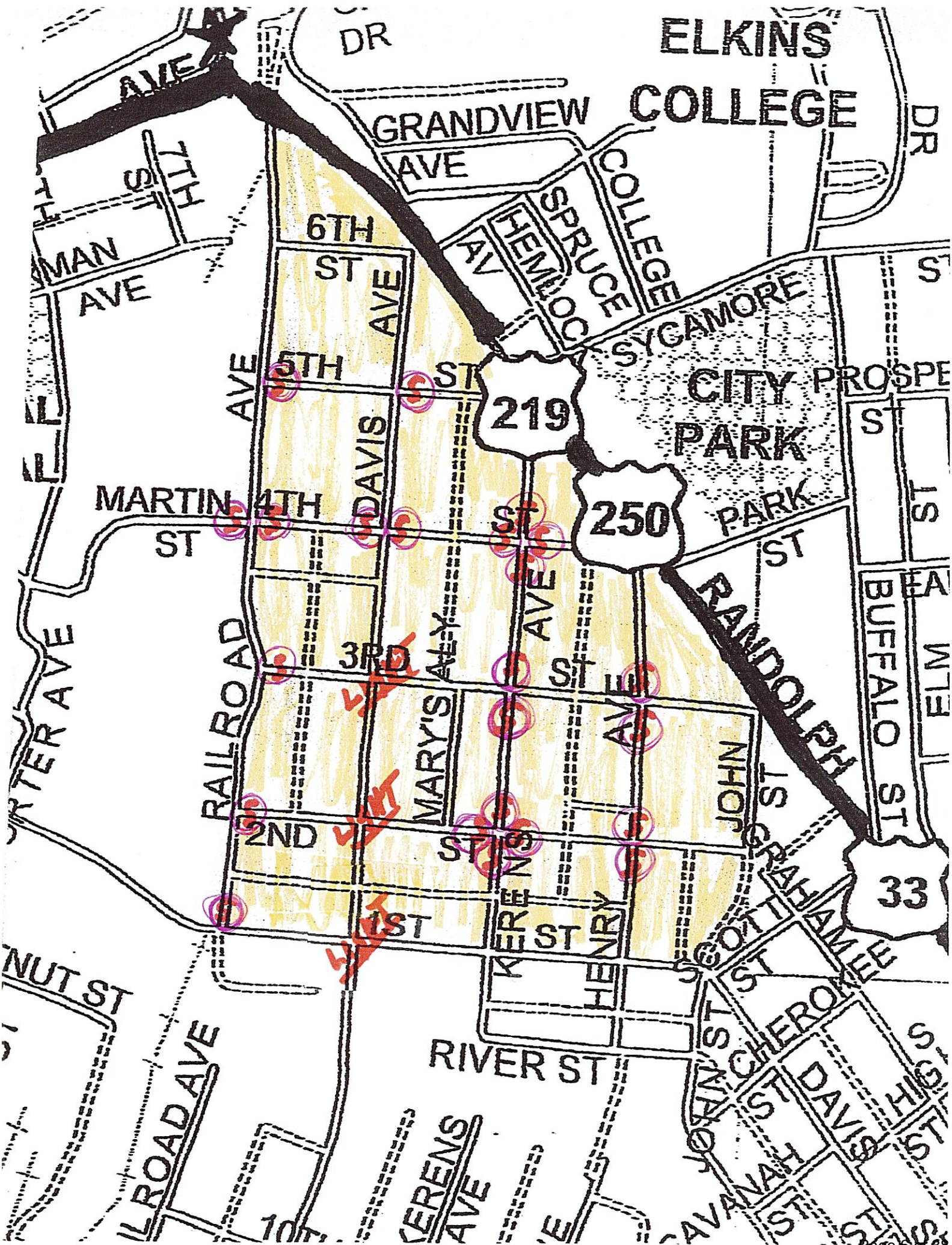
Signature

The **differences between a street and a road** are as follows:

- **Definition:** A **road** is a pathway that connects two points, often found in rural or suburban areas, while a **street** is a public road typically lined with buildings on both sides, found in urban areas.
- **Location:** Roads can exist in the countryside and may traverse fields or forests, whereas streets are usually located within towns or cities.
- **Purpose:** Streets are designed for local traffic and often have residential or commercial buildings, while roads are generally used for longer-distance travel.
- **Types:** All streets are roads, but not all roads are streets; roads can include highways and rural routes, while streets are more specific to urban settings.

Elkins





ELKINS COLLEGE

GRANDVIEW COLLEGE

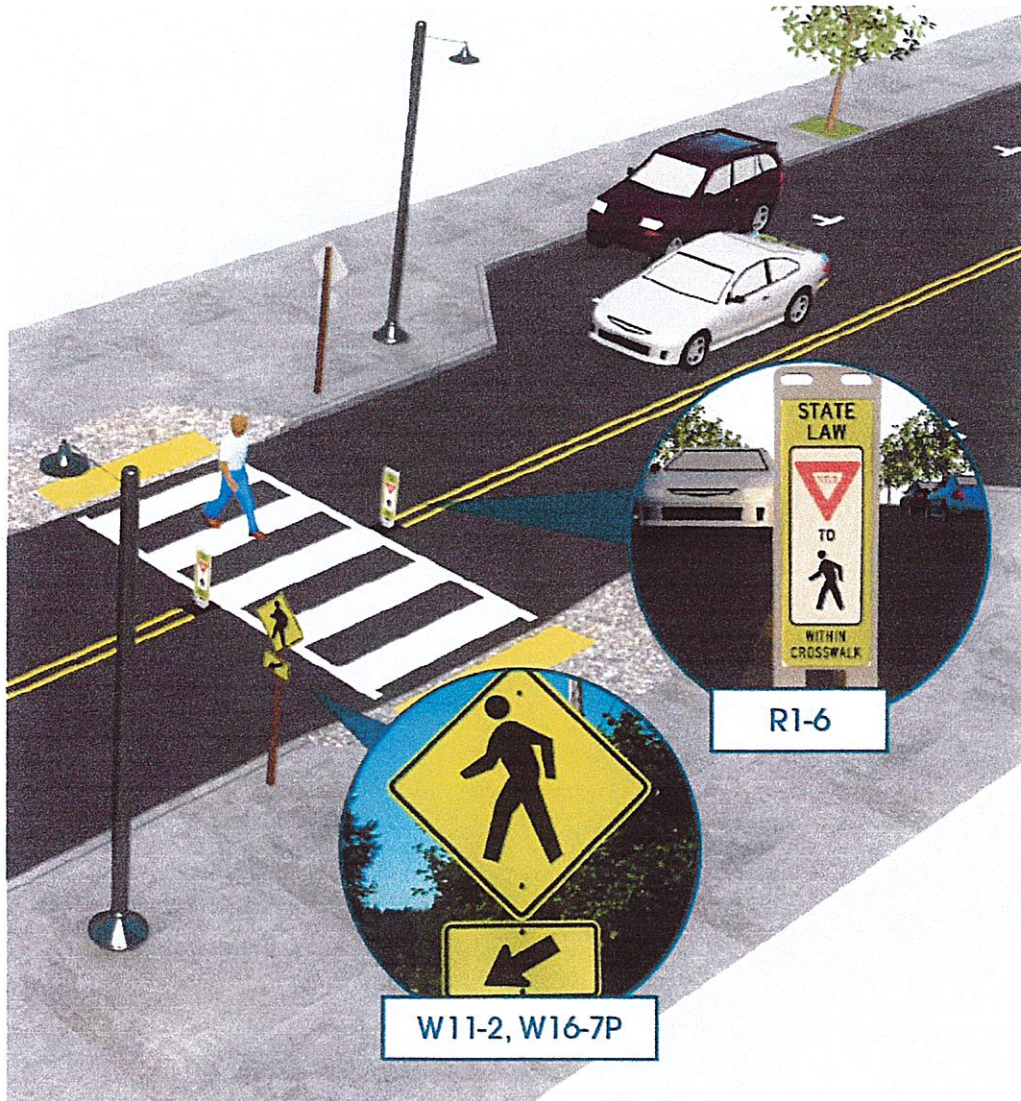
SPRUCE COLLEGE

CITY PARK

219

250

33



Source: FHWA

High-visibility crosswalks

High-visibility crosswalks use patterns (i.e., bar pairs, continental, ladder) that are visible to both the driver and pedestrian from farther away compared to traditional transverse line crosswalks. They should be considered at all midblock pedestrian crossings and uncontrolled intersections. Agencies should use materials such as inlay or thermoplastic tape, instead of paint or brick, for highly reflective crosswalk markings.

Improved Lighting

The goal of crosswalk lighting should be to illuminate with positive contrast to make it easier for a driver to visually identify the pedestrian. This involves carefully placing the luminaires in forward locations to avoid a silhouette effect of the pedestrian.

Enhanced Signing and Pavement Markings

On multilane roadways, agencies can use "YIELD Here to Pedestrians" or "STOP Here for Pedestrians" signs 20 to 50 feet in advance of a marked crosswalk to indicate where a driver should stop or yield to pedestrians, depending on State law. To supplement the signing, agencies can also install a STOP or YIELD bar (commonly referred to as "shark's teeth") pavement markings.

In-street signing, such as "STOP Here for Pedestrians" or "YIELD Here to Pedestrians" may be appropriate on roads with two- or three-lane roads where speed limits are 30 miles per hour or less.

Sources



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 12, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Harrison Avenue property planning
Recommended By:	Councilor Lowther
Summary:	Agenda item to allow for discussion and recommendation to council of next steps for the city-owned property on Harrison Avenue.
Fiscal Impact:	Property was purchased by the City for \$135,000.
Recommendation:	Discuss and provide possible recommendations to Council.
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 12, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Acceptance of bid to replace PGCC roof
Recommended By:	Operations Manager
Summary:	Bids for the project to install a new metal roof have been received. The project architect recommends accepting the bid from APPALACHIAN ROOFING & SHEET METAL, LLC. for the Base Bid amount of Two Hundred Forty Thousand, Five Hundred Dollars (\$240,500.00).
Fiscal Impact:	\$240,500.00
Recommendation:	Consider for recommendation to council
Attachments:	<ol style="list-style-type: none"> 1. 250910_PGCC_Bid_Evaluation 2. PGCC_ROOF_Bid_Tabulation



VANNOSTRAND ARCHITECTS PLLC

29 East Main Street, Ste 4
Buckhannon, West Virginia 26201
304.473.0555

September 10th, 2025

Mr. Mike Kesecker, Operations Manager
City of Elkins
401 Davis Avenue
Elkins, WV 26241

RE: PHIL GAINER COMMUNITY CENTER – NEW METAL ROOF

Dear Mike,

I have reviewed the three Bids received for the project, and recommend that the contract be awarded to the lowest bidder, APPALACHIAN ROOFING & SHEET METAL, LLC. for the Base Bid amount of *Two Hundred Forty Thousand, Five Hundred Dollars* (\$240,500.00).

I have found no evidence that would disqualify APPALACHIAN ROOFING & SHEET METAL, LLC for the project. Further, I have previous experience working with this contractor, and am confident that we have a good company to complete our project.

Please let me know if you have any specific questions or concerns.

Respectfully Submitted,

VanNostrand Architects PLLC

Bryson VanNostrand, AIA
bryson@vnarch.com

BID TABLUATION

September 10th, 2025, 12:00 PM

BIDDER: ACTION CONSTRUCTION
BASE BID: 248,875.00
Addenda Received (Circle Each Acknowledged): 1
BID BOND (Circle One) YES NO

BIDDER: SUTTER ROOFING
BASE BID: 292,000.00
Addenda Received (Circle Each Acknowledged): 1
BID BOND (Circle One) YES NO

BIDDER: APPALACHIAN ROOFING
BASE BID: 240,500.00
Addenda Received (Circle Each Acknowledged): 1
BID BOND (Circle One) YES NO

BIDDER: _____
BASE BID: _____
Addenda Received (Circle Each Acknowledged): 1
BID BOND (Circle One) YES NO

BIDDER: _____
BASE BID: _____
Addenda Received (Circle Each Acknowledged): 1
BID BOND (Circle One) YES NO

Witnessed by: Shanna Poe

Witnessed by: RM



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 12, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Downtown sound system
Recommended By:	Mayor
Summary:	The Mayor will report on the status of the Downtown Sound System and proposed next steps. The current system was installed in 2019 by Electronic Specialty at an approximate cost of \$19486. The system became nonoperational in 2024 due to the failure of its QSC Core 110 processor. Electronic Specialty quoted the cost to repair or replace \$1,397.00 or \$3,300.00, respectively. Because of the project in City Hall, the city did not take either option and elected to have the Core processor returned as is.
Fiscal Impact:	TBD
Recommendation:	Review and discuss next steps
Attachments:	<ol style="list-style-type: none"> 1. Sound System Photos 2. Electronic Specialty Co_outdoor sound system 2019_09_10

ELKENS
SOUND SYSTEM

CAN DROP
OUT OF

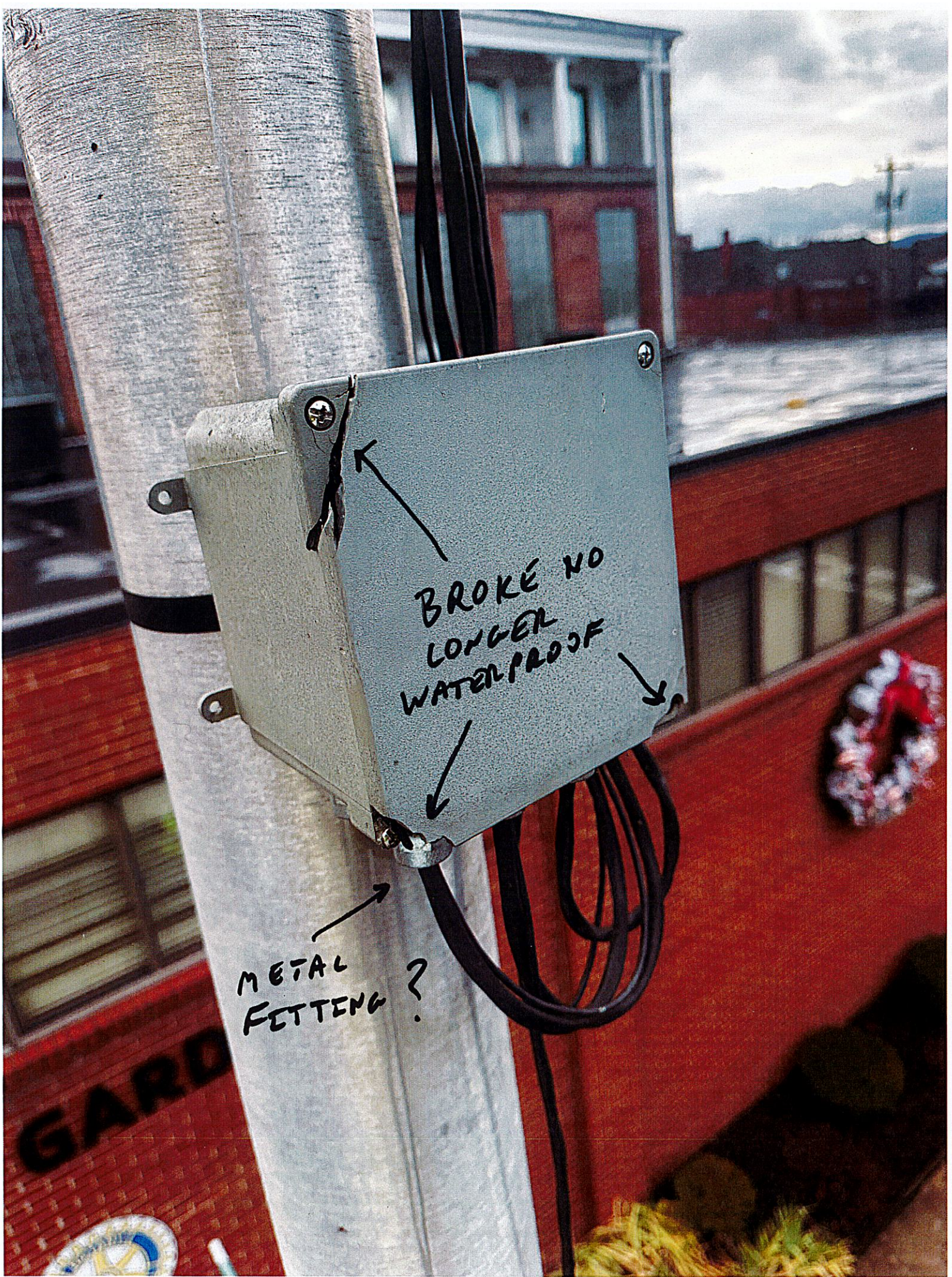
SLOTS

UPSIDE
DOWN!

BRACKET
FROM OLD
GREEN POLES

WHAT IS TRULY
HOLDING BRACKET?

WATER
DROPS!



BROKE NO
LONGER
WATERPROOF

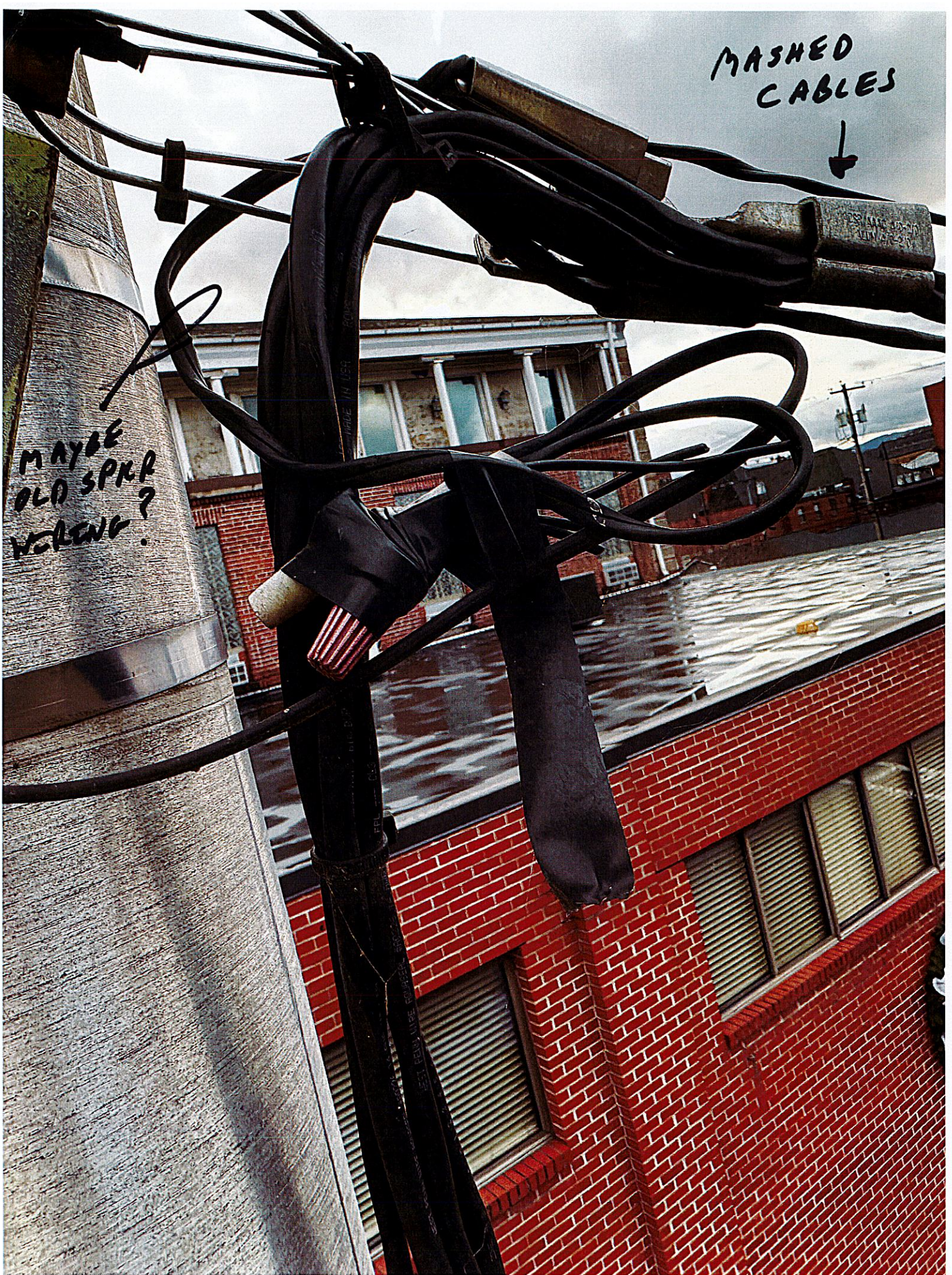
METAL
FETTING ?

GARD

MASHED
CABLES




MAYBE
OLD SPKR
WORKING?





MEMPHIS ROTARY CLUB
MEMBER SINCE 1915

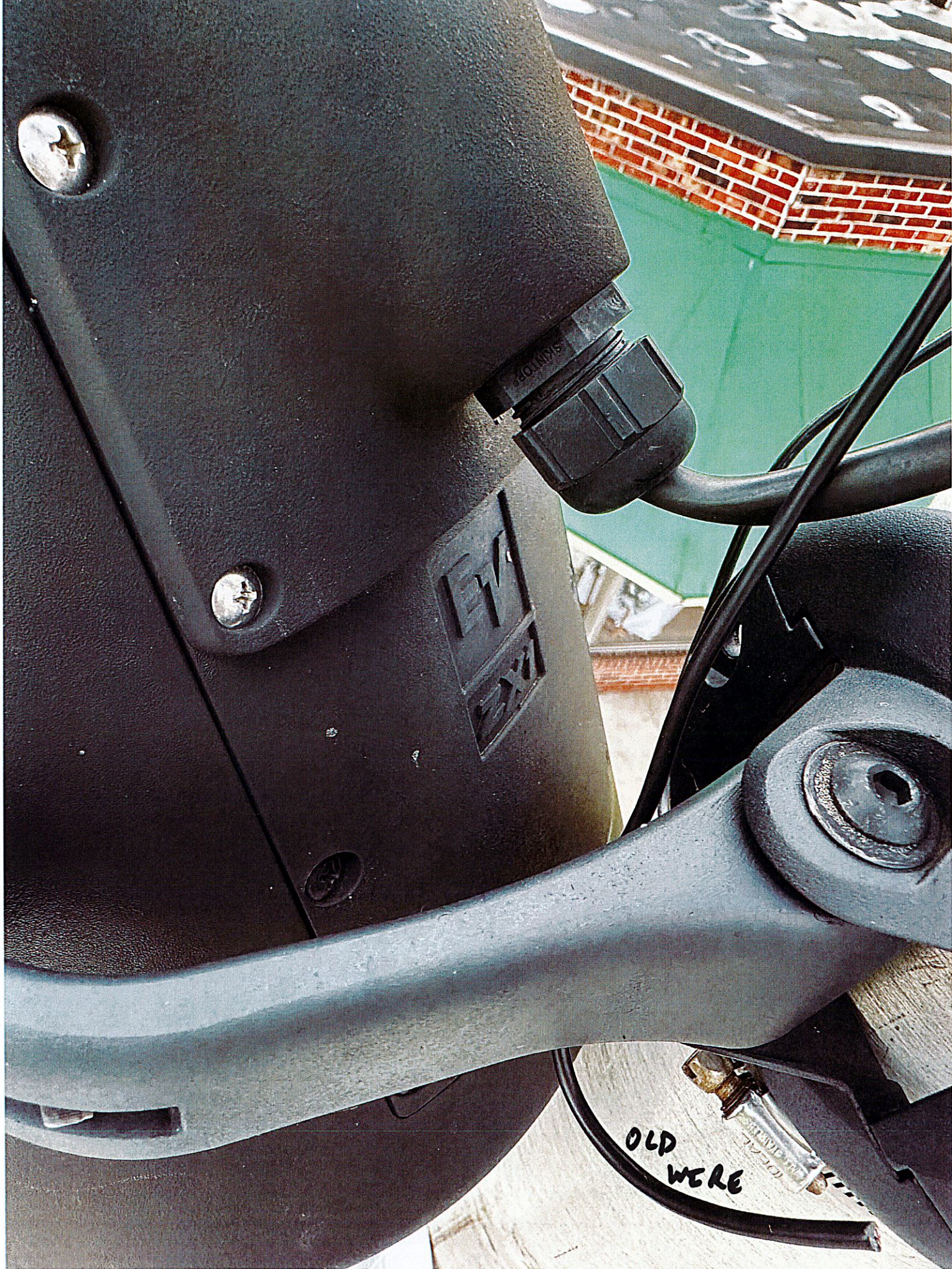
Sentry Building



POSSIBLY
OLD SPKR
WERENG?

1/4" SCREW x (2)

NO SECURITY CABLES!



OLD
WERE

WHO ?
KNOWS .

WHO ?
KNOWS .

OLD
WERENG ?





1325 DUNBAR AVENUE • P.O. BOX 4 • DUNBAR, WV 25064
PHONE 304-766-6277 • 800-642-5500 • FAX 304-766-6270

CITY OF ELKINS

August 23, 2019 (our 72 year)

QUOTATION NO. 190823-MW1Revised

Reference: Outdoor Sound System

WE ARE PLEASED TO SUBMIT OUR QUOTATION FOR THE ABOVE PROJECT.

City of Elkins Outdoor Programmable Sound System

Discounted equipment cost information to furnish sound and technical services:

Summary of Equipment Cost Information

Summary of Equipment and Technical Services.....\$19,846.00

Please add sales and use taxes if applicable

Terms for the above:

- Invoice upon completion of project, net 30 days.
- Above order can be placed using a signed quotation/purchase order from City of Elkins
- Equipment will be ordered to ship to our insured office. This allows for storage, labeling boxes, staging equipment, preliminary testing of equipment before onsite delivery.
- Equipment will be delivered to site per schedule approved in advance by City of Elkins.

Approved By V. T. Brouha PO# _____ Date _____



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 12, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Fire department wall
Recommended By:	Fire Chief
Summary:	<p>This item provides an overview of longstanding exterior wall damage at the Fire Department first identified during the 2016 roof replacement and documented annually since. Multiple masonry contractors have been contacted over several years with limited response; a recent on-site evaluation by a commercial builder is pending an estimate. The Chief is seeking committee guidance on procurement requirements (bidding thresholds, construction vs. repair, and options if multiple bids cannot be obtained). Key objectives are to determine structural safety, repair timing, estimated cost, and financial planning for the repair.</p>
Fiscal Impact:	TBD
Recommendation:	Review, discuss, and consider recommendations
Attachments:	1. EFD Wall Issue Memo - 2026_01_09

January 9, 2026

TO: Municipal Properties Committee

A brief overview of Agenda Item E. for the January 12 meeting. In 2016, when the fire department roof was replaced, it was noted at that time by Fire Chief Meader and the architect of the damage to the exterior wall. It was presumed at that time that the old roof which was foam and the protective membrane that was deteriorating caused water to seep down into the blocks, where it settled, eventually froze, and caused damage. It was decided at that point, that it was not critical and would need attention later.

This issue is something that I have documented in each annual report I have previously provided, after assuming the role of Fire Chief. I have contacted several masonry contractors to evaluate the situation and requested that they offer a solution. For nearly 3 years, some have looked but nothing substantial has been received.

After final inspection of the MegaCorp building, I spoke with the Vice President of Commercial Builders, who on that day, came to the FD and over a few hours, evaluated the situation. We have had some conversations, both with requests for contact from myself and the Operations Manager. We are currently waiting for an estimate.

What I am requesting from the committee is some guidance. What are the thresholds related to bidding of the project. Is it different for construction versus repair? Due to the difficulty of finding contractors to even express interest, what happens when we cannot get a second bid if we get to that point? In very simple terms, I want the following questions answered:

1. Is the wall structurally sound or is it in danger of collapse?
2. If so, when can we start repair?
3. How much is said repair going to cost?
4. Financial planning to pay for said repair.

See the attached photos.













CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 12, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Update on traffic study
Recommended By:	Operations Manager
Summary:	The Operations Manager will present an update on research into a traffic study downtown, in response to Mark Doak's suggestion to install stop signs throughout the downtown.
Fiscal Impact:	TBD
Recommendation:	Review presented information and consider possible next steps
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 12, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Review committee "job descriptions"
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	January 12, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Review of committee "job descriptions"
Recommended By:	City Clerk
Summary:	The attached "Committee job descriptions" are proposed to be included in the updated Council Rules. Each committee is asked to review and provide input.
Fiscal Impact:	n/a
Recommendation:	Review, discuss, and provide feedback
Attachments:	1. Council Rules - Committee Job Descriptions - 2025_12_23

Committee Job Descriptions

Finance Committee

Charter authority: Recommend an annual budget to Council. Supervise budget management and make reports to Council. Review and propose to Council municipal debt instruments and grants. Make fiscal forecasts and report same to Council.

Core Role

Fiscal stewardship of the City. The Finance Committee focuses on **money, funding mechanisms, and financial sustainability**, not programmatic policy except as it affects finances.

Instruments That Should Originate Here

- **Budgets** (annual and amended)
- **Legislative actions** authorizing:
 - Municipal debt (bonds, notes, leases)
 - Grant applications and grant acceptances
 - Interfund transfers
- **Financial policies**, including:
 - Reserve policies
 - Debt management policies
 - Investment policies
- **Reports and forecasts** transmitted to Council (non-legislative but formal)

Examples

- Annual General Fund budget
- Grant acceptance resolutions
- Building Commission financing resolutions
- Multi-year financial forecasts

Rules and Ordinances Committee

Charter authority: Consider and propose to Council new and amended ordinances, rules, and policies.

Core Role

Custodian of the City's **legislative code and governing rules**. This committee focuses on matters that require **formal lawmaking**, Citywide policies, or changes to the legal framework under which the City operates.

Instruments That Should Originate Here

- **Ordinances**, including:
 - New ordinances
 - Amendments to the City Code
 - Repeals or consolidations
- **Resolutions** that:
 - Adopt Citywide policies
 - Establish boards, procedures, or regulatory frameworks
- **Codified policies** intended to have general applicability

Examples

- Zoning ordinance amendments
- Speed limit ordinances
- Traffic regulations codified in City Code
- Ethics policies, procurement policies, fee schedules (if codified)

Important Clarification

Rules & Ordinances is not concerned with *subject matter* (traffic, buildings, safety rules), but about **legal form**. If something requires an ordinance or changes the Code, this committee is responsible for preparing and presented the needed legislative instrument to Council, even if another committee may have subject-matter expertise to contribute.

Municipal Properties Committee

Charter authority: 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.

Core Role

Oversight of the City's **physical assets and public realm**. This committee is strategic and prospective, focusing on **planning, condition, and capital investment**, rather than regulatory rules.

Instruments That Should Originate Here

- **Resolutions** proposing:
 - Capital projects
 - Master plans or studies
 - Use or disposition of City property
- **Policy recommendations** related to:
 - Asset management
 - Facilities planning
 - Utilization of public spaces
- **Requests for studies or professional services** tied to infrastructure or public space

Examples

- Streetscape improvement plans
- Parking or traffic studies
- Sidewalk, road, or right-of-way improvement initiatives
- Building renovation plans
- Long-range facilities planning

Public Safety Committee

Charter authority: Monitor and report to council on the activities of, condition of and proposed plans for municipal public safety assets, including police, fire, and emergency services. Review and propose to Council capital investment in public safety equipment and infrastructure.

Core Role

Oversight of **operational readiness, policy direction, and capital needs** of police, fire, and emergency services.

Instruments That Should Originate Here

- **Resolutions** authorizing:
 - Capital purchases for public safety
 - Mutual aid agreements
 - Public safety grants
- **Policy recommendations** related to:
 - Public safety operations
 - Emergency response frameworks
- **Reports** to Council on departmental condition and needs

Examples

- Police vehicle or equipment purchases
- Fire station or apparatus investments
- Emergency management planning initiatives

Personnel Committee

Charter authority: Review and propose to Council employment policies, including employee compensation and benefits and an employee handbook. Review applications for primary staff positions recommended by the Mayor and make hiring recommendations to Council.

Core Role

Governance of the City as an employer. Focuses on **workforce policy, structure, and senior staffing**.

Instruments That Should Originate Here

- **Resolutions** adopting or amending:
 - Compensation plans
 - Benefits structures
 - Personnel policies
- **Policy documents**, including:
 - Employee handbook
 - HR policies
- **Hiring recommendations** to Council for primary staff positions

Examples

- Classification and compensation plans
- Health insurance plan changes
- HR policy revisions
- Appointment of administrative officers