



# City of Elkins

## Municipal Properties Committee Meeting

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May 18, 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 February 9, 2026
4. **Reports**
  - a. Kump Center Report
5. **New Business**
  - a. Jeff Woods, All Veterans Council
  - b. Right of way access at Ellis Avenue
  - c. TIF report and related matters
  - d. Grant program and other options for improving city sidewalks
6. **Announcements**
7. **Adjournment**



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	May 18, 2026
<b>Section:</b>	Minutes
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Proposed minutes for the meeting of February 9, 2026
<b>Recommended By:</b>	City Clerk
<b>Summary:</b>	Minutes proposed for the referenced meeting
<b>Fiscal Impact:</b>	n/a
<b>Recommendation:</b>	Consider for approval
<b>Attachments:</b>	1. Municipal Properties Committee - 2026_02_09 - minutes_proposed

# MUNICIPAL PROPERTIES COMMITTEE MEETING MINUTES

*Phil Gainer Community Center  
142 Robert E. Lee Ave. Ext.  
February 9, 2026  
11:00 a.m.*

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

Also present were: Jerry Marco (mayor), Tracy Judy (treasurer), Travis Bennett (police chief), Sutton Stokes (city clerk), and Mikayla Goins (executive secretary).

## MINUTES

Woods **MOVED APPROVAL OF THE MINUTES FOR THE MEETING OF JANUARY 12, 2026.** The motion carried.

## REPORTS

Heather Biola provided a report on the Kump House Education center. Written report attached.

## NEW BUSINESS

### **a. Downtown sound system**

The committee discussed the downtown sound system. Stokes will gather information about next steps based on the following goals for a new downtown sound system:

- City has control (no outside inputs)
- Only announcement capability would be from city side (most likely EPD for emergencies and parade route parking announcements)
- Smaller/lower speakers, utilized frequently throughout year
- Mostly app-based music programming (e.g., Soundtrack) but with ability to play other programs (e.g., Augusta curated, etc.)

### **b. City Hall kiosk**

The committee discussed the City Hall kiosk; the current kiosk will be removed as part of the City Hall renovation due to disrepair, with no plans for replacement due to cost and limited utility.

### **c. Traffic control improvements**

The committee discussed traffic control improvements, including:

1. Possibility of city reinstallation of traffic light at Davis and Fourth
2. Possibility of installation of four-way stop at Third and Kerens (currently two-way stop)

Staff will research the following questions:

1. Can the city simply take these actions, or does DOH need to be involved?
2. What other considerations would go into these matters?

**d. Fire Department wall repairs**

There was nothing new to discuss.

The meeting adjourned at 11:49 p.m.

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Name & Title

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Signature



Kump Education Center  
 401 S. Randolph Avenue  
 Post Office Box 1106  
 Elkins, WV 26241

**Schedule for Reporting to Elkins Municipal Properties Committee:**

<b>Reporting Period</b>	<b>Target Sent by Dates Listed Below:</b>
October 1 –December 31, 2025	January 30, 2026
January 1 –March 31, 2026	April 30, 2026
April 1 –June 30, 2026	July 30, 2026
July 1 –September 30, 2026	October 30, 2026

**Fourth Quarter 2025 Report for Kump Education Center**  
 January 12, 2026

**Status of Work on the House:**

**Metal Roof Replacement:** In August Design Roofing completed the \$48,655 roof project to remove and replace two metal roof sections on the back (east elevation of the Kump house) and line gutters with EPRM rubber membrane. This work stopped leaking in two 3rd floor bedrooms and the 2nd floor “Sleeping Porch.” Nearly half of this bill was paid by a grant from the West Virginia Historic Preservation Office, and the remainder was paid by Kump Education fundraising efforts.

**Front Fence Replacement:** Before tutoring began in September, the Middle Fork Builders replaced the old wooden front fence with PVC boards. The same materials were bought to complete the fence to Seneca Road next spring. This fence is necessary to protect the children from harm on busy Randolph Avenue.

**Dead Tree Removal:** We had the dead fir tree near Seneca Road removed in late summer.

**Plans for Improvements and Requests from the City:**

Kump Education Center continues to work with City Tree Board to improve landscaping and make the wetland safer and more attractive. We understand that the City of Elkins has hired a new arborist, and we would like to ask him to look at Kump Center landscape projects and advise us on our plans to plant more trees.

Efforts to Obtain Funding:

Year End Contributions: We sent a letter to donors in the fall of 2025 explaining that we were celebrating the Kump House centennial year. We requested donations for our \$100,000 Centennial Personnel Fund to honor Governor Kump's public school legacy and the generosity of Mary Gamble Kump's gift to the community. We expect to meet our goal because local people support the Kump Education Center, and Elkins citizens recognize the importance of education for creating a brighter future.

Program & Event Planning:

1. Targeted Tutoring
2. Family Fostering
3. Dyslexia Screening
4. House Tours
5. Teatime Events
6. Tree Talks

**Report respectfully submitted from Kump Education Center Board of Directors:**

K. J. Shaffer, President  
Sam Cusimano, Secretary  
Pricilla Gay, Treasurer  
Andrew Carroll, City Council  
Crystal Krause, College Professor  
Laura Santmyer, Events Planner  
Malcolm Long, Retired Contractor  
Sue Russetti, Retired Educator  
Sara Gladwell, Coordinator

Reported by Heather R. Biola, Volunteer Executive Director



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	May 18, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Jeff Woods, All Veterans Council
<b>Recommended By:</b>	City Clerk
<b>Summary:</b>	Jeff Woods, representing the All Veterans Council, will present information and options for further strengthening the relationship between the City and the Council concerning management of the All Veterans Memorial and adjacent land.
<b>Fiscal Impact:</b>	TBD
<b>Recommendation:</b>	Review, consider, and decide next steps
<b>Attachments:</b>	None



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	May 18, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Right of way access at Ellis Avenue
<b>Recommended By:</b>	Operations Manager
<b>Summary:</b>	<p>The Operations Manager will present and explain correspondence and supporting materials from Thrasher Engineering related to the proposed extension of the usable roadway at the current end of Ellis Avenue.</p> <p>The issue is under consideration due to new occupation and construction on parcels adjacent to the platted, but unimproved and unopened, right-of-way at the end of Ellis Avenue. There is no clearly defined right-of-way endpoint in the original subdivision documents, but the City Attorney has suggested that the platted end of the subdivision would be the appropriate endpoint.</p> <p>Based on this direction, preliminary engineering from Thrasher indicates an extension of approximately 285 linear feet of 18-foot-wide roadway, along with potential overlay work to address surface impacts from construction.</p> <p>No action is requested at this time.</p>
<b>Fiscal Impact:</b>	TBD
<b>Recommendation:</b>	Review and discuss
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. 20260302 - EX-ROW - EXISTING RIGHT OF WAY EXHIBIT</li> <li>2. FW_ Ellis Ave Extension</li> <li>3. Oak Grove subdivision plat</li> </ol>



**From:** [Mike Kesecker](#)  
**To:** [Sutton Stokes](#)  
**Cc:** [Melody Himes](#)  
**Subject:** FW: Ellis Ave Extension  
**Date:** Thursday, April 9, 2026 9:01:07 AM  
**Attachments:** [image001.png](#)  
[20260302 - EX-ROW - EXISTING RIGHT OF WAY EXHIBIT.pdf](#)  
[image.png](#)

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Sutton,

Below are the communications and attachments I will be discussing with the MP Committee meeting on Monday.

If you have any questions, please give me a call.

Thanks,

**Mike Kesecker**  
Operations Manager  
304.636.1414 ext.1441



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**From:** Cody Winter <cwinter@thethrashergroup.com>  
**Sent:** Monday, March 2, 2026 9:51 AM  
**To:** Mike Kesecker <mkesecker@cityofelkinswv.gov>; Melody Himes <mhimes@cityofelkinswv.gov>  
**Cc:** Shanna Poe <spoe@cityofelkinswv.gov>; Richard Hovatter <rhovatter@thethrashergroup.com>  
**Subject:** RE: Ellis Ave Extension

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments or reply unless you recognize the sender and know the content is safe. Contact Help Desk for assistance.

Mike,

Please see the attached PDF and photo. The PDF shows where we believe the end of the development was supposed to be. There was no defined end of this street, so we placed the end of the ROW at the furthest parcel along Ellis Ave. I have included a photo of the subdivision plat from the Randolph County Courthouse for your reference. With this location chosen you will be construction approximately 285 LF of full depth pavement that is 18' wide. I would also suggest doing a small overlay section which I have cross hatched and called out. This pavement is probably going to have some surface damage from construction, so doing an overlay would take care of any visual imperfections. If this is the route you would like to go, we can go ahead and get started on the design plans for this extension. Please let me know how you would like to proceed. If you have any questions please feel free to reach out.

**CODY WINTER, EI**

Assistant Project Manager | The Thrasher Group, Inc.

**office:** 304-326-6394 | 800-273-6541

**fax:** 304-624-7831

600 White Oaks Blvd | Bridgeport, WV 26330

[www.thethrashergroup.com](http://www.thethrashergroup.com)

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**From:** Mike Kesecker <[mkesecker@cityofelkinswv.gov](mailto:mkesecker@cityofelkinswv.gov)>

**Sent:** Friday, February 27, 2026 7:53 AM

**To:** Cody Winter <[cwinter@thethrashergroup.com](mailto:cwinter@thethrashergroup.com)>; Melody Himes <[mhimes@cityofelkinswv.gov](mailto:mhimes@cityofelkinswv.gov)>

**Cc:** Shanna Poe <[spoe@cityofelkinswv.gov](mailto:spoe@cityofelkinswv.gov)>; Richard Hovatter <[rhovatter@thethrashergroup.com](mailto:rhovatter@thethrashergroup.com)>

**Subject:** RE: Ellis Ave Extension

**\*\*\* CAUTION: External E-mail !!!**

Cody,

Melody and I had the chance to speak with the city attorney last evening regarding this project and the question as to where to end the ROW at the end of Ellis Avenue. She suggested that the ROW be extended to where the “end of subdivision” is listed on the map and no further than that spot. I hope this helps.

If you have any questions, please give me a call.

Thanks,

**Mike Kesecker**

Operations Manager

304.636.1414 ext.1441



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**From:** Cody Winter <[cwinter@thethrashergroup.com](mailto:cwinter@thethrashergroup.com)>

**Sent:** Friday, February 20, 2026 11:31 AM

**To:** Mike Kesecker <[mkesecker@cityofelkinswv.gov](mailto:mkesecker@cityofelkinswv.gov)>; Melody Himes <[mhimes@cityofelkinswv.gov](mailto:mhimes@cityofelkinswv.gov)>

**Cc:** Shanna Poe <[spoe@cityofelkinswv.gov](mailto:spoe@cityofelkinswv.gov)>; Richard Hovatter <[rhovatter@thethrashergroup.com](mailto:rhovatter@thethrashergroup.com)>

**Subject:** RE: Ellis Ave Extension

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open attachments or reply unless you recognize the sender and know the content is safe. Contact Help Desk for assistance.

Mike and Melody,

Please see the attached invoice. If you have any questions please let me know.

**CODY WINTER, EI**

Assistant Project Manager | The Thrasher Group, Inc.

**office:** 304-326-6394 | 800-273-6541

**fax:** 304-624-7831

600 White Oaks Blvd | Bridgeport, WV 26330

[www.thethrashergroup.com](http://www.thethrashergroup.com)

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**From:** Mike Kesecker <[mkesecker@cityofelkinswv.gov](mailto:mkesecker@cityofelkinswv.gov)>

**Sent:** Friday, February 20, 2026 8:22 AM

**To:** Cody Winter <[cwinter@thethrashergroup.com](mailto:cwinter@thethrashergroup.com)>; Melody Himes <[mhimes@cityofelkinswv.gov](mailto:mhimes@cityofelkinswv.gov)>

**Cc:** Shanna Poe <[spoe@cityofelkinswv.gov](mailto:spoe@cityofelkinswv.gov)>; Richard Hovatter <[rhovatter@thethrashergroup.com](mailto:rhovatter@thethrashergroup.com)>

**Subject:** RE: Ellis Ave Extension

**\*\*\* CAUTION: External E-mail !!!**

Cody,

Please send it to me and Melody, and we will forward it to the appropriate office.

Thanks,

**Mike Kesecker**

Operations Manager

304.636.1414 ext.1441



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**From:** Cody Winter <[cwinter@thethrashergroup.com](mailto:cwinter@thethrashergroup.com)>

**Sent:** Friday, February 20, 2026 8:21 AM

**To:** Mike Kesecker <[mkesecker@cityofelkinswv.gov](mailto:mkesecker@cityofelkinswv.gov)>; Melody Himes <[mhimes@cityofelkinswv.gov](mailto:mhimes@cityofelkinswv.gov)>

**Cc:** Shanna Poe <[spoe@cityofelkinswv.gov](mailto:spoe@cityofelkinswv.gov)>; Richard Hovatter <[rhovatter@thethrashergroup.com](mailto:rhovatter@thethrashergroup.com)>

**Subject:** RE: Ellis Ave Extension

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Appreciate it Mike. Who all needs to be on the email for our January/February invoice for payment?

**CODY WINTER, EI**

Assistant Project Manager | The Thrasher Group, Inc.

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**fax:** 304-624-7831

600 White Oaks Blvd | Bridgeport, WV 26330

[www.thethrashergroup.com](http://www.thethrashergroup.com)

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**From:** Mike Kesecker <[mkesecker@cityofelkinswv.gov](mailto:mkesecker@cityofelkinswv.gov)>

**Sent:** Friday, February 20, 2026 8:17 AM

**To:** Cody Winter <[cwinter@thethrashergroup.com](mailto:cwinter@thethrashergroup.com)>; Melody Himes <[mhimes@cityofelkinswv.gov](mailto:mhimes@cityofelkinswv.gov)>

**Cc:** Shanna Poe <[spoe@cityofelkinswv.gov](mailto:spoe@cityofelkinswv.gov)>; Richard Hovatter <[rhovatter@thethrashergroup.com](mailto:rhovatter@thethrashergroup.com)>

**Subject:** RE: Ellis Ave Extension

**\*\*\* CAUTION: External E-mail !!!**

Cody,

I plan on meeting with our street department supervisor on Monday and discussing this. I hope to have answers for you and get back with you regarding this sometime Monday afternoon.

If you have any questions, please give me a call.

Thanks,

**Mike Kesecker**

Operations Manager

304.636.1414 ext.1441



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**From:** Cody Winter <[cwinter@thethrashergroup.com](mailto:cwinter@thethrashergroup.com)>

**Sent:** Friday, February 20, 2026 8:14 AM

**To:** Melody Himes <[mhimes@cityofelkinswv.gov](mailto:mhimes@cityofelkinswv.gov)>

**Cc:** Mike Kesecker <[mkesecker@cityofelkinswv.gov](mailto:mkesecker@cityofelkinswv.gov)>; Shanna Poe <[spoe@cityofelkinswv.gov](mailto:spoe@cityofelkinswv.gov)>; Richard Hovatter <[rhovatter@thethrashergroup.com](mailto:rhovatter@thethrashergroup.com)>

**Subject:** RE: Ellis Ave Extension

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safe. Contact Help Desk for assistance.

Hello,

I am reaching out again to see if there has been any progress on where to locate the end of the ROW? Again, we are on hold until we have that answer because that will effect the design. I will also be sending out an invoice for the mapping and survey that has been completed to date. Who do I need to send that invoice to?

**CODY WINTER, EI**

Assistant Project Manager | The Thrasher Group, Inc.

**office:** 304-326-6394 | 800-273-6541

**fax:** 304-624-7831

600 White Oaks Blvd | Bridgeport, WV 26330

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**From:** Melody Himes <[mhimes@cityofelkinswv.gov](mailto:mhimes@cityofelkinswv.gov)>

**Sent:** Thursday, February 5, 2026 10:51 AM

**To:** Cody Winter <[cwinter@thethrashergroup.com](mailto:cwinter@thethrashergroup.com)>

**Cc:** Mike Kesecker <[mkesecker@cityofelkinswv.gov](mailto:mkesecker@cityofelkinswv.gov)>; Shanna Poe <[spoe@cityofelkinswv.gov](mailto:spoe@cityofelkinswv.gov)>;  
Richard Hovatter <[rhovatter@thethrashergroup.com](mailto:rhovatter@thethrashergroup.com)>

**Subject:** Re: Ellis Ave Extension

**\*\*\* CAUTION: External E-mail !!!**

Hi Cody,

Mike Kesecker is out of the office until 2/13.

On Feb 5, 2026, at 10:04 AM, Cody Winter  
<[cwinter@thethrashergroup.com](mailto:cwinter@thethrashergroup.com)> wrote:

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All I just wanted to follow up on this to see if you have made any decisions. Just to remind you that we cannot continue the design until we set the location of the end of the right of way. If you have any questions please feel free to reach out.

**CODY WINTER, EI**

Assistant Project Manager | The Thrasher Group, Inc.

**office:** 304-326-6394 | 800-273-6541

**fax:** 304-624-7831

600 White Oaks Blvd | Bridgeport, WV 26330

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**From:** Cody Winter  
**Sent:** Monday, January 26, 2026 4:08 PM  
**To:** 'Mike Kesecker' <[mkesecker@cityofelkinswv.gov](mailto:mkesecker@cityofelkinswv.gov)>; Melody Himes <[mhimes@cityofelkinswv.gov](mailto:mhimes@cityofelkinswv.gov)>; Shanna Poe <[spoe@cityofelkinswv.gov](mailto:spoe@cityofelkinswv.gov)>  
**Cc:** Richard Hovatter <[rhovatter@thethrashergroup.com](mailto:rhovatter@thethrashergroup.com)>  
**Subject:** RE: Ellis Ave Extension

All,

Please see the attached right of way exhibit showing the existing right of way and parcel numbers and owners. There is currently no end to the existing right of way which needs to be set. As you can see parcels 142, 143 and 144 are owner by Scarangelo. Parcels 142.1, and 141 are owned by Armentrout which also still has a couple of buildings in said ROW. What we will need before we can start the design of the road extension is where you would like to set the end of the existing right of way. This decision will set the length of the extension and where the new pavement stops. Where you set the end of the ROW will impact parcel 28-157 which is the large parcel between the end of Ellis Ave and the railroad that scarangelo purchased. I would assume that you may want to talk this location through with scarangelo prior to setting as it since they have raised concerns previously. I'm not sure if there are any legal implications with setting this right of way, but I am sure that Gerry will be able to make us aware of anything that could be an issue. If you have any questions, please let me know.

**CODY WINTER, EI**

Assistant Project Manager | The Thrasher Group, Inc.  
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**fax:** 304-624-7831  
600 White Oaks Blvd | Bridgeport, WV 26330  
[www.thethrashergroup.com](http://www.thethrashergroup.com)

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**From:** Mike Kesecker <[mkesecker@cityofelkinswv.gov](mailto:mkesecker@cityofelkinswv.gov)>  
**Sent:** Friday, January 9, 2026 2:43 PM  
**To:** Cody Winter <[cwinter@thethrashergroup.com](mailto:cwinter@thethrashergroup.com)>; Melody Himes <[mhimes@cityofelkinswv.gov](mailto:mhimes@cityofelkinswv.gov)>; Shanna Poe <[spoe@cityofelkinswv.gov](mailto:spoe@cityofelkinswv.gov)>  
**Cc:** Richard Hovatter <[rhovatter@thethrashergroup.com](mailto:rhovatter@thethrashergroup.com)>  
**Subject:** RE: Ellis Ave Extension

**\*\*\* CAUTION: External E-mail !!!**

Cody,

Thank you for the update.

Thanks,

**Mike Kesecker**  
Operations Manager  
304.636.1414 ext.1441  
<image001.png>

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**From:** Cody Winter <[cwinter@thethrashergroup.com](mailto:cwinter@thethrashergroup.com)>  
**Sent:** Friday, January 9, 2026 2:32 PM  
**To:** Mike Kesecker <[mkesecker@cityofelkinswv.gov](mailto:mkesecker@cityofelkinswv.gov)>; Melody Himes <[mhimes@cityofelkinswv.gov](mailto:mhimes@cityofelkinswv.gov)>; Shanna Poe <[spoe@cityofelkinswv.gov](mailto:spoe@cityofelkinswv.gov)>  
**Cc:** Richard Hovatter <[rhovatter@thethrashergroup.com](mailto:rhovatter@thethrashergroup.com)>  
**Subject:** RE: Ellis Ave Extension

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All,

Just wanted to let you know that our survey department was on site yesterday and has performed the field work for this project. That will get our mapping department started so we can get the base map put together. One thing our survey department did find is that the original subdivision plan does not show where the right of way for Ellis Avenue ends. So once we get the base map put together we will have to work with you all to see where you want the right of way to end which will change how much of an extension you will need to do. I will update you all once we have the information pulled together. If you have any questions please feel free to reach out.

**CODY WINTER, EI**

Assistant Project Manager | The Thrasher Group, Inc.  
**office:** 304-326-6394 | 800-273-6541  
**fax:** 304-624-7831  
600 White Oaks Blvd | Bridgeport, WV 26330  
[www.thethrashergroup.com](http://www.thethrashergroup.com)

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**From:** Cody Winter  
**Sent:** Wednesday, December 17, 2025 8:54 AM  
**To:** Mike Kesecker <[mkesecker@cityofelkinswv.com](mailto:mkesecker@cityofelkinswv.com)>; [mhimes@cityofelkinswv.gov](mailto:mhimes@cityofelkinswv.gov); [spoe@cityofelkinswv.gov](mailto:spoe@cityofelkinswv.gov)  
**Cc:** Richard Hovatter <[rhovatter@thethrashergroup.com](mailto:rhovatter@thethrashergroup.com)>  
**Subject:** Ellis Ave Extension

All,

Due to the weather and scheduling conflicts because of the weather our survey department will not be able to get out to the Ellis Avenue extension project until after the first of the year. I just wanted to update you and let you

know so that you were not expecting anyone out since we originally had planned to be on site the middle of December. We will still be able to make the spring construction season with design plans, so this should not delay the start of construction for spring of this year. Please let me know if this is going to cause any issues, as I will try to accommodate as much as possible. Due to the holiday season and weather conditions, we are somewhat limited until after the first of the year.

**Thanks,**

**CODY WINTER, EI**

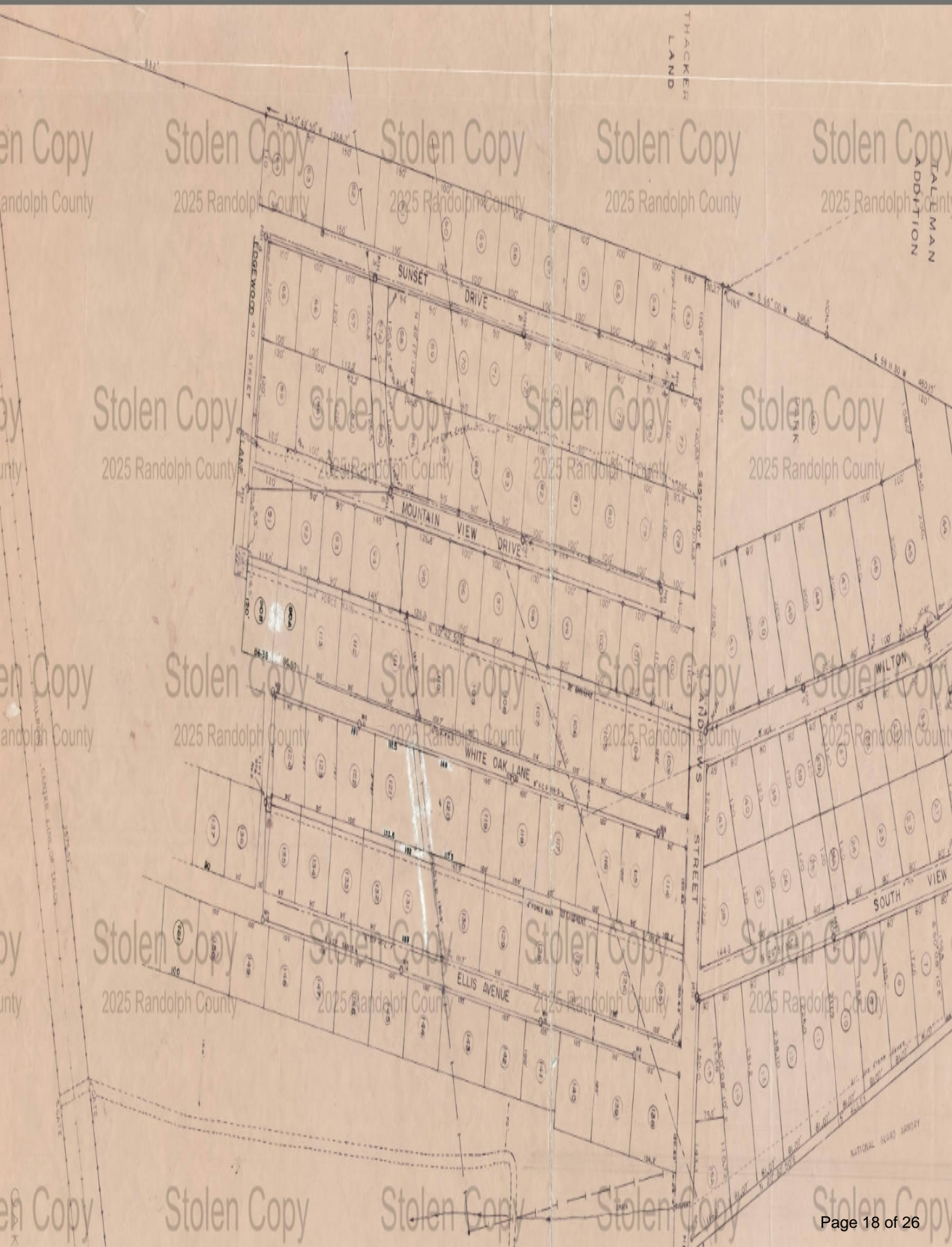
Assistant Project Manager | The Thrasher Group, Inc.

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## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	May 18, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Presentation
<b>Agenda Item Name:</b>	TIF report and related matters
<b>Recommended By:</b>	TIF Advisory Committee
<b>Summary:</b>	<p>Presentation of the April 10, 2026 report and recommendations of the TIF Advisory Committee regarding proposed TIF District #1 projects, including Downtown Streetscape Improvements, Riverfront Development and Beautification, and the Glendale Park Bike Skills Area. The report summarizes the Committee’s findings regarding consistency with the approved TIF Application and Ordinance 327, project readiness, available funding sources, and recommended next steps related to engineering and design procurement, project management coordination, grant match funding, and future TIF bond planning. Presented for information and discussion.</p> <ul style="list-style-type: none"> <li>• Acknowledge and concur with the TIF Advisory Committee’s recommendation to advance the Downtown Streetscape, Riverfront Redevelopment, and Glendale Park Bike Skills Area projects and utilize TIF Fund revenues to support project activities during 2026.</li> <li>• Authorize execution of an MOU with Woodlands Development &amp; Lending for no-cost project management services related to the Downtown Streetscape and Riverfront Redevelopment projects.</li> <li>• Initiate a procurement process pursuant to West Virginia Code §5G for engineering and design services associated with the Streetscape and Riverfront projects.</li> <li>• Designate a 5G Procurement and Coordination Team to manage the procurement process on Council’s behalf.</li> <li>• Authorize the pledge of available TIF revenues on hand to fund up to a \$97,000 local match for the Glendale Park Bike Skills Area Transportation Alternatives/Recreational Trails Program award.</li> </ul>



## CITY OF ELKINS AGENDA ITEM REPORT

	<ul style="list-style-type: none"> <li>• Defer consideration of a TIF bond issuance until late 2026 or early 2027, with timing, scope, and sizing informed by the engineering and design process.</li> </ul>
<b>Fiscal Impact:</b>	n/a
<b>Recommendation:</b>	No action requested
<b>Attachments:</b>	1. TIF Committee - Project Rec Report - 2026_04_09

**TO:** Common Council

**FROM:** TIF Advisory Committee

**DATE:** April 10, 2026

**RE:** TIF District #1 – Project Recommendation Report

### **Overview**

The TIF Advisory Committee reviewed three projects within TIF District #1 (Downtown Streetscape Improvements, Riverfront Development and Beautification, and the Glendale Park Bike Skills Area) and found that (1) each is encompassed in the project descriptions in the City’s approved TIF Application, (2) each meets the requirements of Ordinance 327, and (3) initial funding is available for each. Therefore, all three projects are appropriate for advancement.

The Committee recommends proceeding with engineering and design work during 2026 using available funding sources, including TIF revenues and external grants, with a future TIF bond issuance to be considered following completion of initial phases of that work. Immediate actions recommended include initiating the §5G procurement process, designating a team to manage that process, supporting required grant match funding, and executing a no-cost project management MOU for the Streetscape and Riverfront projects.

### **Purpose**

The TIF Advisory Committee met to review potential projects for advancement within and funding via revenues from TIF District #1, and to determine whether such projects meet the requirements of Ordinance 327 and should be recommended to Council for further action.

### **Projects Considered**

The Committee reviewed the following projects:

- Downtown Streetscape Improvements
- Riverfront Development and Beautification
- Glendale Park Bike Skills Area

All three projects are encompassed within the TIF Projects described in the City’s approved application for TIF District #1.

### **Required Findings (Ordinance 327)**

Pursuant to Ordinance 327, which established the TIF Advisory Committee, the Committee makes the following findings.

First, the Committee finds that all applicable laws, rules, and process requirements have been or will be satisfied in connection with the proposed projects, including compliance with open meetings requirements and applicable procurement laws.

Second, the Committee finds that each proposed project meets at least one of the objectives set forth in Ordinance 327. Specifically, the Streetscape and Riverfront projects provide economic

development benefits and beautification impacts within the TIF District and the City, and the Glendale Park Bike Skills Area provides a community development benefit.

### **Project Readiness**

The Committee finds that the projects are sufficiently developed to proceed to the next phase(s) of work, including engineering, design development, and refinement of scope and cost estimates.

### **Funding Considerations**

The Committee finds that resources appear to be available to support advancement of all three projects. These include current deposits in the TIF Fund (about \$210,000), federal earmark funding designated for Streetscape and Riverfront engineering (about \$500,000), WVDOH Transportation Alternative/Recreational Trails funding awarded for the Bike Skills Area (about \$400,000, with required \$97,000 local match), and proceeds of a potential future TIF bond issuance (about \$1.5 million).

### **Project Prioritization**

At this stage, the Committee does not find it necessary to prioritize or eliminate any of the three projects under consideration in this report. Given the availability of multiple funding sources and the current level of project development, the Committee instead finds it appropriate for all three projects to advance concurrently through the engineering and design phase.

The Committee further finds that prioritization of specific project components, particularly within the Streetscape and Riverfront initiatives, should occur following completion of community input, engineering, and cost analysis, in consultation with the selected engineering firm and other project advisors. Bond issuance is recommended to follow initial engineering work so that appropriate project components may be identified to financing partners for initial phase(s) of work.

### **Recommendation**

Based on the foregoing, the TIF Advisory Committee recommends that Council:

- Acknowledge and concur with the Committee's recommendation to advance the Downtown Streetscape, Riverfront Redevelopment, and Glendale Park Bike Skills Area projects, and to utilize TIF Fund revenues to support project activities during 2026.
- Authorize, as soon as practicable, execution of an MOU with Woodlands Development & Lending to provide project management services, at no cost to the City, for the Downtown Streetscape and Riverfront Redevelopment projects.
- Initiate, as soon as practicable, a procurement process for engineering and design services pursuant to West Virginia Code §5G, with such services intended to be funded using awarded FY 2026 Congressionally Directed Spending funds.
- Designate, as soon as practicable, a 5G Procurement and Coordination Team to manage the procurement process on Council's behalf.

- Authorize, as soon as practicable, the pledge of available TIF revenues on hand to fund up to a \$97,000 local match associated with the West Virginia Division of Highways Transportation Alternatives/Recreational Trails Program award for the Glendale Park Bike Skills Area project.
- Defer consideration of a TIF bond issuance until late 2026 or early 2027, with timing, scope, and sizing to be informed by the results of the engineering and design process.

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## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	May 18, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Grant program and other options for improving city sidewalks
<b>Recommended By:</b>	City Clerk
<b>Summary:</b>	<p>Presentation and discussion of examples of sidewalk repair and replacement assistance programs utilized by other West Virginia municipalities, including reimbursement and matching grant models involving private property owners. The memorandum also outlines potential policy considerations for different areas of the City, including possible interim sidewalk safety measures in downtown areas pending future Streetscape improvements. Provided for general information and discussion regarding potential future program concepts.</p>
<b>Fiscal Impact:</b>	TBD
<b>Recommendation:</b>	Review and consider next steps
<b>Attachments:</b>	1. Memo - MP Committee - sidewalks grant etc - 2026_04_27

**To: Municipal Properties Committee**

**From: City Clerk**

**Re: Sidewalk Improvement Programs in Other West Virginia Municipalities**

**Date: April 27, 2026**

The following is provided for the Committee's general information regarding how other West Virginia municipalities have structured programs related to sidewalk repair and replacement involving private property owners.

The [City of Clarksburg Sidewalk Reimbursement Program](#) utilizes a reimbursement model. Under this approach, property owners arrange and pay for sidewalk work and may receive reimbursement for a portion of the cost after completion, subject to defined percentage limits and dollar caps. The program includes provisions for increased reimbursement where adjacent property owners coordinate improvements. Funding is limited to an annual allocation, and eligibility is based on established criteria rather than a competitive selection process. The program materials reviewed do not appear to distinguish between residential and commercial properties, instead applying generally to eligible sidewalk work.

The structure of this program reflects an underlying framework, similar to our own, in which adjacent property owners are responsible for sidewalk maintenance. Then, under this program, the municipality is providing partial cost-sharing tied to completion of qualifying work. Sidewalks are treated as part of the public right-of-way, and reimbursement is contingent upon verification that work meets applicable standards.

The [City of Charles Town Sidewalk Improvement Program](#) uses a matching grant model. Under this approach, property owners may apply for funding on a 50/50 cost-share basis up to a specified cap. Unlike the Clarksburg model, this program is structured as a competitive application process, meaning that available funds may be allocated among applicants based on program criteria rather than on a first-come basis. This structure also allows the municipality to target funding toward higher-traffic or priority areas where improvements may have greater economic or community impact. As with Clarksburg, available materials do not clearly indicate a distinction between residential and commercial applicants, though the competitive format would allow for such prioritization if desired.

These examples reflect two general approaches currently in use: a reimbursement model based on defined eligibility and available funding, and a competitive matching grant model involving application review and project selection. Each approach incorporates cost-sharing, defined limits on public funding, and administrative procedures to verify completion of eligible work.

As an additional consideration, the Committee may wish to evaluate whether different approaches may be appropriate in different areas of the City. On one hand, the desire to distinguish between business and residential properties is understandable; on the other hand, there would be an argument that there is greater impact in areas where there is more pedestrian traffic, i.e., downtown. Then again, pending Streetscape work may make large-scale changes to sidewalk downtown at some point in the next 2-3 years.

So, in higher-traffic downtown areas where broader streetscape improvements are anticipated in the coming years, it may be worth considering whether the City might directly undertake or fund interim measures such as sidewalk grinding. This could preserve any future grant or reimbursement funds for residential areas while maintaining pedestrian safety and continuity in advance of potential larger capital improvements.

This information is provided for reference as the Committee considers whether to explore any similar or related program concepts. Please let me know if additional detail or examples would be helpful.

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