



# City of Elkins

## Municipal Properties Committee Meeting

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June 8, 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 May 18, 2026
4. **Reports**
5. **New Business**
  - a. Ellis Avenue right-of-way improvements
  - b. Naming and readdressing of "North Lincoln Avenue"
  - c. Mills Group proposal to design wayfinding signs (presented by Chamber/Vibrant Group)
  - d. Update on downtown sound system work
  - e. Standing Item: All Veterans Council MOU and planning for Veterans Park area
  - f. Standing Item: Sidewalk improvement grant program
6. **Announcements**
7. **Adjournment**



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	June 8, 2026
<b>Section:</b>	Minutes
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Proposed minutes for the meeting of May 18, 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 - 2026_05_18 - minutes_proposed

# MUNICIPAL PROPERTIES COMMITTEE MEETING MINUTES

*Phil Gainer Community Center  
142 Robert E. Lee Ave. Ext.  
May 18, 2026  
11:00 a.m.*

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

Also present were: Jerry Marco (mayor), Mike Kesecker (operations manager), Gerry Roberts (city attorney, via Teams), Steve Himes (fire chief), Travis Bennett (police chief), Sutton Stokes (city clerk), and Mikayla Goins (executive secretary).

## MINUTES

Chenoweth **MOVED APPROVAL OF THE MINUTES FOR THE MEETING OF FEBRUARY 9, 2026.** The motion carried.

## REPORTS

Heather Biola provided a written report for the Kump Education Center, attached.

## NEW BUSINESS

### **a. Jeff Woods, All Veterans Council**

Woods requested clarification on the relationship between the City, WV DOH and All Veterans Memorial Council. Would like to complete a development plan for the veterans park; including parking, future memorials, and sidewalks; to bring to the City for approval.

Roberts provided clarification on the agreement between WV DOH and the City.

The committee discussed various aspects needed in a formal agreement between the City of Elkins and the All Veterans Memorial Council for the maintenance and development of the Veterans Park. This agreement will include an overall development plan.

The Committee directed Roberts to draft the agreement by the June meeting of the Municipal Properties Committee.

### **b. Right of way access at Ellis Avenue**

Kesecker and Roberts provided background on request from a property owner for the extension of the Ellis Avenue right of way that was previously unimproved.

Woods MOVED TO RECOMMEND KESECKER SEEK PLANS TO CREATE A GRAVEL ROADWAY ON THE PREVIOUSLY UNIMPROVED SECTION OF THE ELLIS AVENUE RIGHT OF WAY, TO THE BOUNDARY OF THE ORIGINAL SUBDIVISION. The motion carried.

**c. TIF report and related matters**

Stokes presented the report of the April 10 meeting of the TIF Advisory Committee for this Committee’s information and advised that two resolutions stemming from that report’s resolutions would appear on the May 21 Council agenda (approving expenditure of TIF funds, initiating the 5G procurement process for Streetscape and Riverfront engineering, and approving an MOU with Woodlands Development Group for no-cost project management support).

**d. Grant program and other options for improving city sidewalks**

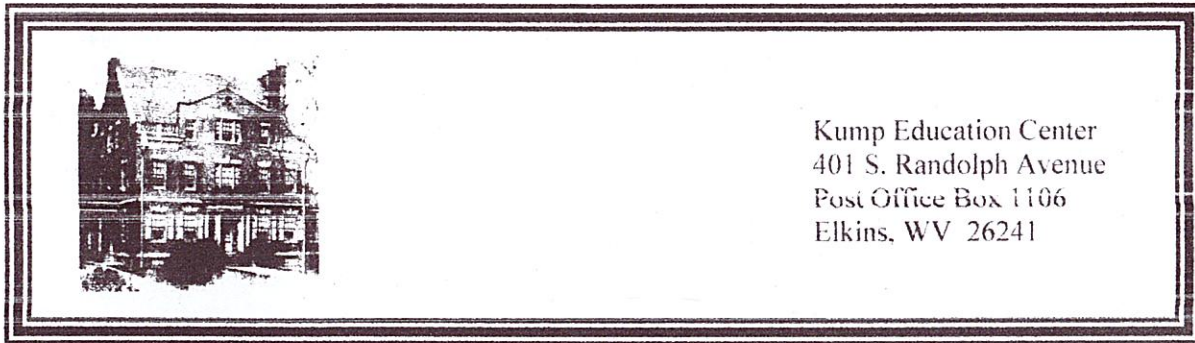
The Committee discussed the possibility of a sidewalk improvement grant to be available to residents for repairs.

The Committee directed Roberts to draft a policy for administering the grant by the June meeting of the Municipal Properties Committee.

The meeting adjourned at 12:12 p.m.

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
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

**First Quarter 2026 Report for Kump Education Center**

May 18, 2026

Status of Work on the House:

No new work was done in the winter months, but there was ice damage to the plaster in the second floor SW bedroom. We are seeking estimates on gutter and roof changes to prevent this ice problem.

Master gardeners and the tree board are helping to remove invasive plants and to plant trees in the Wetland. This work will make the area look better and help to protect the house from water rising in the eroded areas of the Wetland.

More wood-like Vinyl materials are in the barn, and work to finish the front fence will begin as soon as possible.

**Plans for Improvements:**

The City Tree board has been very helpful with improving the Wetland. Thanks to them and their volunteers, it is looking more and more like a Wooded Wetland with appropriate plants.



Kump Education Center  
Post Office Box 1106  
Elkins, WV 26241

### **Big Events Spring & Summer 2026**

✓ **May 9, Saturday 11:00 -2:00\**

**Pepperoni Roll Sale,  
Old IGA Parking Lot on Randolph Ave.**

✓ **May 13, Wednesday, 3:45 pm,**

**Preservation Alliance of WV Seminar  
at Berkley Springs, WV  
“Gov. Kump’s Education Lagacy  
& Kump House Centennial”**

**June 12 – July 15 TBA**

**Elementary Basic Skills Individual Tutoring**

**June 27, Saturday, 12:00 4:00**

**Pies for Preservation with Arts and Craft Fair  
at Kump Education Center in Elkins  
Plus “Gov. Kump’s Education Lagacy  
& Kump House Centennial”**

**July 7 & 9**

**“Wetland Exploration” for YMCA Day Campers**

**July 14-18**

**Spanish Camp *Navida* in Jul**



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	June 8, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Ellis Avenue right-of-way improvements
<b>Recommended By:</b>	Operations Manager
<b>Summary:</b>	The Operations Manager will provide an update on Ellis Avenue right-of-way improvements.
<b>Fiscal Impact:</b>	TBD
<b>Recommendation:</b>	Review and discuss next steps as needed
<b>Attachments:</b>	None



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	June 8, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Naming and readdressing of "North Lincoln Avenue"
<b>Recommended By:</b>	City Clerk
<b>Summary:</b>	Consideration of a recommendation to Council formally designating the street north of Harrison Avenue between Knapp Street and Washington Avenue as "North Lincoln Avenue" and approving associated address renumbering to improve consistency with state addressing standards and reduce confusion among municipal, utility, mapping, postal, and emergency service records. The proposal follows review of conflicting existing references identifying the street as Lincoln Avenue, Lincoln Avenue Extension, and North Lincoln Avenue. Supporting memorandum and map attached.
<b>Fiscal Impact:</b>	n/a
<b>Recommendation:</b>	Consider for recommendation to council
<b>Attachments:</b>	1. Memo - North Lincoln Avenue readdressing - 2026_05_16

**To: Municipal Properties Committee**  
**From: City Clerk**  
**Re: Recommended Clarification of Street Name and Addressing for North Lincoln Avenue**

In response to a recent address inquiry, conflicting records were identified concerning the name of a street lying north of Harrison Avenue, across from Lincoln Avenue and between Knapp Street and Washington Avenue. Review of state, county, municipal addressing, and City utility billing records found this street to be variously identified as:

- Lincoln Avenue
- Lincoln Avenue Extension
- North Lincoln Avenue

After review, the following considerations suggest that “North Lincoln Avenue” would be the least confusing and most logical of the three names currently in use.

The use of “Extension” in street names is generally discouraged in modern addressing practice because it does not clearly communicate geographic orientation or location. At the same time, referring to the street simply as “Lincoln Avenue” creates additional potential for confusion because address numbering on the adjoining section of Lincoln Avenue south of Harrison Avenue increases toward the intersection, reaching addresses in the 600s immediately across Harrison Avenue, while addresses on this block are currently below 100.

By contrast, “North Lincoln Avenue” more clearly identifies the street’s location relative to Harrison Avenue and Lincoln Avenue proper.

Accordingly, I seek this Committee’s recommendation that Council formally designate this street as:

- North Lincoln Avenue

In conjunction with the street naming clarification, I further recommend address renumbering as shown on the attached map. The changes shown would better align with West Virginia addressing standards, which provide that:

- Odd-numbered addresses should appear on the left side of the roadway from its point of origin.
- Even-numbered addresses should appear on the right side of the roadway from its point of origin.

State addressing guidance also recommends the use of frontage interval numbering systems where practical. (This is the distance-based numbering system sometimes inaccurately referred to as “E911 addressing.”) In this system, numbers are assigned every 10.56 feet from a road’s point of origin.

Because Elkins has not adopted frontage interval numbering on a citywide basis, it is **not recommended** that this method be selectively applied here. Doing so would likely produce addresses in the 300, 400, and 500 ranges, creating confusion similar to that which this proposal seeks to reduce. While the City could potentially benefit from citywide frontage interval numbering in the future, applying frontage interval numbering only to isolated blocks while retaining the City’s longstanding block-style numbering elsewhere would likely increase, rather than reduce, overall confusion.

Accordingly, the recommendation is to:

- Formally designate the street as North Lincoln Avenue; and
- Renumber addresses as necessary to align odd/even numbering orientation with state addressing standards while retaining the City’s existing general numbering approach.

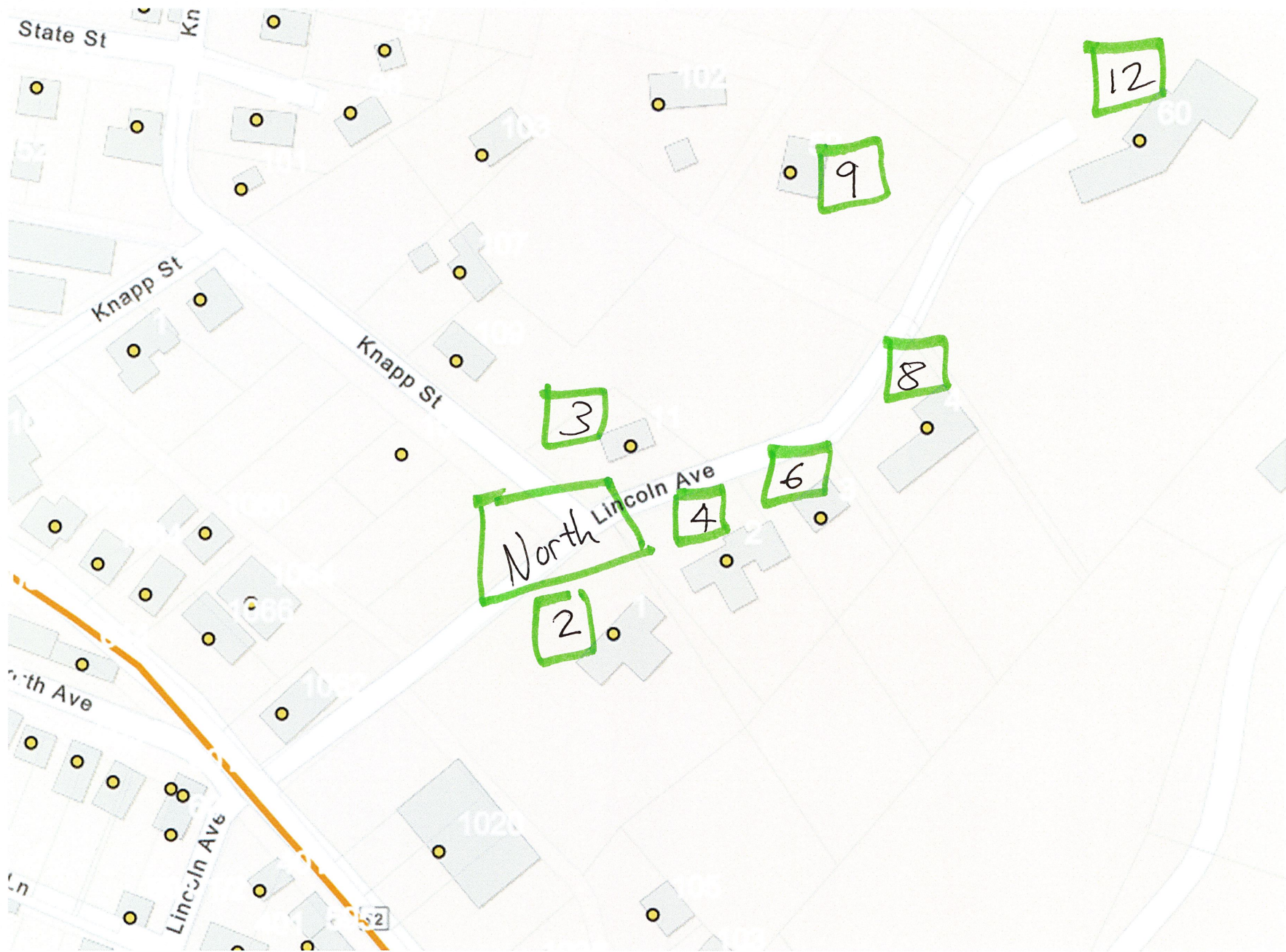
Because this matter involves the formal designation of a street name and associated renumbering affecting multiple properties, and because these changes **have not been requested by the property owners**, it is recommended that the change be authorized by Council rather than handled administratively.

While assigning, administering, and maintaining addresses within the existing system is usually handled administratively under authority created by Ordinance 88 (2008), the formal naming or renaming of streets is a broader policy action appropriately undertaken by Council pursuant to its authority over municipal streets and addressing. Council action will also ensure that the resulting street name and address assignments are clearly established within municipal records so that there is no associated ambiguity for emergency services, postal authorities, utilities, mapping systems, and the public.

**Recommended next steps:**

- Recommend for Council approval on a specific date (e.g., meeting of July 23).
- Notify the property owners of the proposed changes and schedule date of Council action so that they may provide comments if desired.

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## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	June 8, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Presentation
<b>Agenda Item Name:</b>	Mills Group proposal to design wayfinding signs (presented by Chamber/Vibrant Group)
<b>Recommended By:</b>	Elkins-Randolph County Chamber of Commerce Vibrant Community Group
<b>Summary:</b>	Presentation by Mills Group regarding conceptual wayfinding signage designs intended to direct motorists to the Downtown Historic District at four key gateway locations within the City. The proposal includes conceptual graphic design, rendered signage concepts, and photo simulations illustrating potential installation locations. Committee discussion is requested regarding the proposed concepts and potential recommendation to Council for authorization to proceed.
<b>Fiscal Impact:</b>	The proposed professional services cost is \$7,500 plus reimbursable expenses and is identified as an authorized expenditure within the TIF program.
<b>Recommendation:</b>	Consider for recommendation to council
<b>Attachments:</b>	<ol style="list-style-type: none"> <li>1. 2026-05-04_Cover Letter to Vibrant Elkins</li> <li>2. 2026-05-04_Elkins Wayfinding Signage Design</li> </ol>

May 05, 2026

Vibrant Elkins  
c/o Our Town  
316 Railroad Avenue  
Elkins, WV 26241

Subject: Wayfinding Signage Design

Dear Vibrant Elkins,

In response to the discussions on April 7<sup>th</sup>, 2026, regarding the wayfinding signage to direct motorists to Historic Downtown Elkins, Mills Group has prepared a proposal for Elkins City Council's consideration. Please let us know if the attached proposal provides the services discussed and recommended by Vibrant Elkins in order to move this project forward.

Thank you,



Amber Kwasniewski, Project Manager  
Mills Group, LLC.

May 05, 2026

City Council of Elkins, WV  
401 Davis Avenue  
Elkins, WV 26241

**Subject: Wayfinding Signage Design**

Dear City Council,

We are pleased to provide the design and graphics for wayfinding signage at four (4) key locations in Elkins, WV (Randolph County) to direct motorists to the Downtown Historic District. It is the understanding of Mills Group that examples of signage were provided as part of the streetscape design, but no graphics have been developed or signage specified. Mills Group will provide a completed concept design package along with graphics for review by the Client. These designs will be superimposed and "simulated" into existing site photographs (at locations agreed upon by the Client) to show how they might appear once installed.

This letter of agreement defines the responsibilities of the parties bound by this agreement. Mills Group, LLC, is referred to herein as "Design Professional."

City Council is representing the Client, the City of Elkins, for the project and Client of Mills Group; they are referred to herein as "Owner or Client."

**SCOPE OF DESIGN SERVICES**

The project explained here will be completed through three steps:

- 1. Existing Mapping & Cataloging**
- 2. Graphic Design**
- 3. Client Review & Design Alterations (if needed)**

Included in this scope of work are a maximum of three (3) client meetings.

1. The first will be considered "Kick-Off" and will be organized to allow the Client to discuss important information and details of the graphic design to Mills Group. This meeting will occur at the outset of the design process.
2. The second will occur following the completion of the graphic design process. It will be considered "Interim" and will allow the Client to provide feedback on the prepared package

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M I L L S G R O U P O N L I N E . C O M

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88 HIGH STREET  
MORGANTOWN, WV 26505  
304-296-1010

53 14TH STREET, SUITE 607  
WHEELING, WV 26003  
304-233-0048

122 E GERMAN STREET  
SHEPHERDSTOWN, WV 25443  
681-240-1010

102 THIRD STREET  
ELKINS, WV 26241  
681-264-8045

for revisions.

3. The third will be considered "Final" and will consist of the revised package being delivered to the Client. This meeting will also finalize the responsibilities listed herein between the Client and Mills Group.

### **EXISTING MAPPING & CATALOGING**

This phase is the process of coordinating with the Client to create an accurate listing of existing businesses, features, parks, etc. that the Client wants illustrated on their wayfinding signs. This listing of all items shown on the signs are the responsibility of the Client to provide to Mills Group.

There is no site visit or coordination of existing utilities included in this scope. Any utility information pertinent to the planned location of signage shall be provided to Mills Group by the Owner.

At this stage, it is also anticipated that the Client will provide Mills Group with photo-references and/or documentation of preferred design aesthetics, sizes, materials, etc. that may be of assistance in drafting the design. In addition, the Client will provide a cursory review of the WVDOH easements and/or restrictions that could be pertinent to the design and share those with Mills Group.

### **GRAPHIC DESIGN**

This phase is the process of designing four (4) wayfinding signs at key locations in the City of Elkins as outlined by the Client in the "Kick-Off" meeting. The signs are estimated to be approximately 11'-0" high by 4'-0" wide in size with best practice standards of graphic design for site and visibility metrics. The desired text and imagery on the sign will also be discussed between the Client and Mills Group during the initial "Kick-Off" meeting. Mills Group will create a concept of signage graphics and structural layout, but final installation and fabrication details may be created and shared by a third-party sign fabricator, to be determined at a later time (Not in this Scope).

It is understood that the goal of this design is to create a visually appealing and attention-grabbing design layout that can orient motorists to local attractions and other Client-directed points of interest.

#### **\*KEY UNDERSTANDING NOTES:**

- The architect excludes any general or structural engineering of signage at this point.
- Construction Documents, details, and specifications are not included in this scope of work. If more subsidiary work is needed to gather site information outside the data gathering listed here, it will be billed as additional services and/or written as a separate scope. Note: deliverables will not be for permitting or construction.
- Important DOH easements/restrictions will be conveyed to Mills Group by the Client

**DELIVERABLES:**

The deliverable materials to be provided in this scope of work are considered presentation quality “conceptual graphic design” that will consist of, but may not be limited by:

1. 1x – Proportionally scaled, and full-color rendered signage design (content modified per each signage location). This design will include all the necessary text required by the Client and may include graphic design and/or other appropriate text that will help to support the wayfinding and graphic initiative of the Client
2. 4x – Photo-simulations showing the signage design overlaid onto photos of the chosen locations in the proper orientation and scale as desired by the Client. These photo-simulations are intended to give an approximate visual aid as to how the signs may appear if fabricated and installed. They are not meant to be a final construction document.

Task	Description	
<b>Existing Mapping &amp; Cataloging</b>	<ul style="list-style-type: none"><li>• 1x – Coordination with Client on business &amp; attraction listing</li><li>• 1x – Owner Kick-Off Meeting</li></ul>	
<b>Graphic Design</b>	<ul style="list-style-type: none"><li>• 1x – Conceptual Signage Design for Each Location</li><li>• 4x – Photo-simulations</li><li>• 1x – Owner Interim Review</li><li>• 1x – Post-Review design edits (if necessary)</li><li>• 1x – Owner Final Review</li><li>• 1x – Set of final full-color renderings/imagery (11"x17" PDF's)</li></ul>	

**BUDGET AND SCHEDULE:**

The budget and delivery methods have not been determined at this time. The timeline has not been defined for final submission of project package, but the project will progress in a timely manner.

**PROFESSIONAL FEES:**

Design Fees and payments are as follows:

A lump sum contract of **\$7,500** for professional consulting fees with all project expenses such as mileage, postage, and printing billed directly to the owner with a markup of 10% for administrative costs. The project shall be billed on a monthly schedule based upon a percentage complete for this phase. A retainer of 10% of the contract value (**\$750**) is required on the date of signature of this letter agreement.

**Reimbursable Expenses**

<b>Printing/Copying</b>	<b>Style</b>	<b>Format</b>	<b>Price</b>
22 x 34	Color	Plot	<b>\$4.00</b>
22 x 34	Black & White	Plot	<b>\$3.00</b>
11 x 17	Color	Plot	<b>\$2.00</b>
11 x 17	Black & White	Plot	<b>\$0.60</b>
8 ½ x 11	Color	Print	<b>\$1.25</b>
8 ½ x 11	Black & White	Print	<b>\$0.20</b>
<b>Other Costs</b>			
USB Drive			<b>\$5.00</b>
Mileage			<b>\$0.58/mile</b>
Scanner Rental			<b>\$200/Day</b>
Drone Mapping	Color & Model		<b>\$250/Day</b>

**TERMS AND CONDITIONS OF THIS AGREEMENT**

**Standard of Care**

In providing services under this agreement, the Design Professional will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. Design Professional will perform its services as expeditiously as is consistent with professional skill and care and the orderly progress of Design Professional's part of the Project. Regardless of any other term or condition of this Agreement, Design Professional makes no express or implied warranty of any sort. All warranties, including warranty of merchantability or warranty of fitness for a particular purpose, are expressly disclaimed.

**Consequential Damages**

Notwithstanding any other provision to the contrary, and to the fullest extent permitted by law, neither the Client nor the Design Professional shall be liable to the other for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or this Agreement. This mutual waiver of consequential damages shall include, but not be limited to, loss of use, loss of profit, loss of business or income or any other consequential damages that either party may have incurred from any cause of action whatsoever. The limit of the liability shall not exceed the fee paid to the architect as noted in this agreement.

**Hazardous Materials/Mold**

The Design Professional shall have no responsibility for the discovery, presence, handling, removal, disposal or exposure of persons to hazardous materials of any form including mold. The existing or constructed building may, as a result of post-construction, use, maintenance, operation or occupation, contain or be caused to contain mold substances which can present health hazards and result in bodily injury, property damage and/or necessary remedial measures and costs for which the Design Professional shall have no responsibility.

**Risk Allocation**

In recognition of the relative risks and benefits of the project to both the Client and the Design Professional, the Client agrees, to the fullest extent permitted by law, to limit the Design Professional's total liability to the Client or anyone making claims through the client, for any and all damages or claim expenses (including attorney's fees) arising out of this Agreement, from any and all causes, to the total amount of the Design Professional's fee or another amount agreed upon when added under Special Conditions.

**Termination of Services**

This agreement may be terminated upon 10 days written notice by either party should the other fail to perform their obligations hereunder. In the event of termination, the Client shall pay the Design Professional for all services rendered to the date of termination, all reimbursable expenses, and reasonable termination expenses.

**Ownership of Documents**

All documents produced by the Design Professional under this agreement, including electronic files, shall remain the property of the Design Professional and may not be used by this Client for any other purpose without the written consent of the Design Professional. Any such use or reuse shall be at the sole risk of Client who shall defend, indemnify and hold Design Professional and its subconsultants harmless from any and all claims and/or damages arising therefrom. Electronic files are not contract documents and cannot be relied upon as identical to contract documents because of changes or errors induced by translation, transmission, or alterations while under the control of others. Use of information contained in the electronic files is at the user's sole risk and without liability to Design Professional and its consultants.

**Defects in Service**

The Client shall promptly report to the Design Professional any defects or suspected defects in the Consultant's services. The Client further agrees to impose a similar notification requirement on all contractors in its Client/Contractor contract and shall require all subcontracts at any level to contain a like agreement.

**Construction Activities**

The Design Professional shall not be responsible for the acts or omissions of any person performing any of the Work or for instructions given by the Client or its representatives to anyone performing any of the Work, nor for means and methods or job-site safety.

**Dispute Resolution**

The laws of the State of West Virginia shall govern this Agreement for all purposes. The courts of West Virginia shall have exclusive jurisdiction with regard to any disputes in connection herewith.

**Relationship of the Parties**

All services provided by Design Professional are for the sole use and benefit of the Client. Nothing in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or the Design Professional.

If this letter of agreement is acceptable, please sign in the space below and return one fully executed copy to Mills Group.

Sincerely,

A handwritten signature in black ink that reads "Michael Mills". The signature is written in a cursive, slightly slanted style.

Michael J. Mills, Architect, AIA  
Mills Group, LLC

Accepted by: \_\_\_\_\_

(Printed Name) \_\_\_\_\_

Date: \_\_\_\_\_



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	June 8, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Presentation
<b>Agenda Item Name:</b>	Update on downtown sound system work
<b>Recommended By:</b>	City Clerk
<b>Summary:</b>	The City Clerk will provide an update on work toward a new downtown sound system.
<b>Fiscal Impact:</b>	TBD
<b>Recommendation:</b>	Review and discuss presented information
<b>Attachments:</b>	None



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	June 8, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Standing Item: All Veterans Council MOU and planning for Veterans Park area
<b>Recommended By:</b>	Committee
<b>Summary:</b>	For discussion of All Veterans Council MOU and planning for Veterans Park area
<b>Fiscal Impact:</b>	TBD
<b>Recommendation:</b>	Review and plan next steps, as needed
<b>Attachments:</b>	None



## CITY OF ELKINS AGENDA ITEM REPORT

<b>Meeting Date:</b>	June 8, 2026
<b>Section:</b>	New Business
<b>Category:</b>	Action Item
<b>Agenda Item Name:</b>	Standing Item: Sidewalk improvement grant program
<b>Recommended By:</b>	Committee
<b>Summary:</b>	Item to discuss sidewalk improvement grant program.
<b>Fiscal Impact:</b>	TBD
<b>Recommendation:</b>	Review and plan next steps, as needed
<b>Attachments:</b>	None