



City of Elkins

Municipal Properties Committee Meeting

July 13, 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 June 8, 2026.
4. **Reports**
5. **New Business**
 - a. Ellis Avenue Right-of-way improvements
 - b. Sidewalk improvement grant program
 - c. Damaged Lampposts on Davis Avenue and Railroad Avenue
 - d. Parking in front of Barbershop
 - e. Seneca Mall Parking Lot
 - f. City Hall Update
6. **Announcements**
7. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 13, 2026
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of June 8, 2026.
Recommended By:	City Clerk
Summary:	Minutes proposed for the referenced meeting
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. Municipal Properties - 2026_06_08 - minutes_proposed

MUNICIPAL PROPERTIES COMMITTEE MEETING MINUTES

***Phil Gainer Community Center
142 Robert E. Lee Ave. Ext.
June 8, 2026
11:00 a.m.***

Present were members: R. Chenoweth (acting chair) & B. Woods.

C. Lowther was absent.

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

PUBLIC COMMENT

L. Crane (122 Ellis Ave) expressed concern regarding stormwater issues on Ellis Avenue being worsened by the proposed extension of the Ellis Ave right-of-way.

MINUTES

Woods **MOVED APPROVAL OF THE MINUTES FOR THE MEETING OF MAY 18, 2026.** The motion carried.

NEW BUSINESS

By unanimous consent, the Committee reordered the agenda as follows.

a. Ellis Avenue right-of-way improvements

Kesecker provided a report on the research conducted into improving/extending the Ellis Avenue right-of-way. Thrasher Engineering advises that, although gravel would be less expensive than paving in the short term, it would likely be more expensive over time because the location's typically heavy stormwater runoff would repeatedly wash away the gravel, requiring frequent replacement and maintenance. Kesecker will explore the property owner's plans for the site and report back.

Chenoweth requested to have the issue added to next meeting of the Municipal Properties Committee. No action taken.

c. Mills Group proposal to design wayfinding signs (presented by Chamber/Vibrant Group)

A. Kwasniewski presented the Mills Group’s proposal for creating a conceptual design for wayfinding signs. M. Doak (Chamber’s Vibrant Community Group) and A. Beardslee (Elkins Depot Welcome Center) spoke in support of the wayfinding signs.

Stokes reported that wayfinding signs fall under allowed uses of TIF District funds.

Woods **MOVED RECOMMENDING COUNCIL APPROVAL OF THE MILLS GROUP DESIGN PROPOSAL CONTRACT, TO BE PAID OUT OF TIF FUNDS.** The motion carried.

b. Naming and readdressing of “North Lincoln Avenue”

Stokes provided a report on readdressing research conducted on North Lincoln Avenue.

Woods **MOVED RECOMMEND THAT COUNCIL FORMALLY DESIGNATE THE STREET LOCATED NORTH OF HARRISON AVENUE BETWEEN KNAPP STREET AND WASHINGTON AVENUE AS “NORTH LINCOLN AVENUE,” APPROVE ADDRESS RENUMBERING AS SHOWN ON THE ATTACHED MAP, AND DIRECT THAT AFFECTED PROPERTY OWNERS BE NOTIFIED PRIOR TO COUNCIL CONSIDERATION.** The motion carried.

d. Update on downtown sound system work

Stokes provided a status update on the downtown sound system work.

e. Standing Item: All Veterans Council MOU and planning for Veterans Park area

Roberts reported that the MOU is still in progress.

f. Standing Item: Sidewalk improvement grant program

Roberts reported that work on the sidewalk improvement grant program is still in progress.

The meeting adjourned at 12:05 p.m.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 13, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Ellis Avenue Right-of-way improvements
Recommended By:	Operations Manager
Summary:	Ongoing discussion.
Fiscal Impact:	
Recommendation:	
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 13, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Sidewalk improvement grant program
Recommended By:	Councilor Lowther
Summary:	Ongoing discussion
Fiscal Impact:	
Recommendation:	
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 13, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Damaged Lampposts on Davis Avenue and Railroad Avenue
Recommended By:	Mayor and Councilor Lowther
Summary:	Attached image dated October 13, 2025, lightpost on the corner of Davis Ave and 2nd St.
Fiscal Impact:	
Recommendation:	
Attachments:	1. Davis Ave Lamppost





CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 13, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Parking in front of Barbershop
Recommended By:	
Summary:	Ongoing discussion
Fiscal Impact:	
Recommendation:	
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 13, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Seneca Mall Parking Lot
Recommended By:	Operations Manager
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	July 13, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	City Hall Update
Recommended By:	Mayor
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. City Hall Financial & Project Info

HVAC Project/Phase 1	Contractor	Original Contract	Change Order	Total Contract	Date	Invoice	Current Payment Due	Bal to Finish, Plus Retainage	
	CP&H	\$1,388,900.00		\$1,388,900.00		Appl #1	\$33,030.00	\$1,355,870.00	
	CP&H					Appl #2	\$90,450.00	\$1,265,420.00	
	CP&H					Appl #3	\$263,700.00	\$1,001,720.00	
	CP&H					Appl #4	\$101,880.00	\$899,840.00	
	CP&H					Appl #5	\$69,120.00	\$830,720.00	
	CP&H		\$76,845.61	\$1,465,745.61	2/19/2025	Appl #6	\$95,760.00	\$811,805.61	
	CP&H					Appl #7	\$245,295.90	\$566,509.71	
	CP&H					Appl #8	\$91,935.00	\$474,574.71	
	CP&H		\$1,592,781.00	\$3,058,526.61	4/21/2025	Appl #9	\$174,888.00	\$1,892,467.71	
	CP&H					Appl #10	\$218,529.00	\$1,673,938.71	
	CP&H					Appl #11	\$219,609.00	\$1,454,329.71	
	CP&H					Appl #12	\$326,536.55	\$1,127,793.16	
	CP&H		\$32,364.60	\$3,090,891.21	9/30/2025	Appl #13	\$202,008.00	\$958,149.76	
	CP&H					Appl #14	\$201,324.00	\$756,825.76	
	CP&H		\$11,008.15	\$3,101,899.36	11/21/2025	Appl #15	\$153,829.33	\$614,004.58	
	CP&H					Appl #16	\$159,376.75	\$454,627.83	
	CP&H					Appl #17	\$88,449.75	\$366,178.08	
	CP&H					Appl #18	\$79,585.87	\$286,592.21	
	CP&H					Appl #19	\$131,497.24	\$155,094.97	Verified Balance 7/1/2026
Boiler Demolition	Cira & Asso	\$138,010.00		\$138,010.00		Appl #1	\$16,785.00	\$121,225.00	
	Cira & Asso		\$6,446.60	\$144,456.60	5/6/2025	Appl #2	\$1,777.95	\$125,893.65	
	Cira & Asso					Appl #3	\$34,605.00	\$91,288.65	
	Cira & Asso		\$2,647.92	\$147,104.52	6/27/2025	Appl #4	\$79,226.12	\$14,710.45	
	Cira & Asso					Appl #5	\$14,710.45	\$0.00	Verified Balance 7/1/2026
Phase II Renovation	Commercial Bldrs	\$1,679,900.00		\$1,679,900.00		Appl #1	\$123,030.00	\$1,556,870.00	
			\$39,064.00	\$1,718,964.00	3/5/2025	Appl #2	\$163,137.60	\$1,432,796.40	
						Appl #3	\$150,075.00	\$1,282,721.40	
						Appl #4	\$195,930.00	\$1,086,791.40	
			\$3,353.00	\$1,722,317.00	6/4/2026	Appl #5	\$231,065.80	\$859,078.60	Verified Balance 7/1/2026
Elevator	Otis Elevator	\$382,386.00		\$382,386.00		Appl #1	\$172,073.70	\$210,312.30	
						Appl #2	\$86,036.85	\$124,275.45	Verified Balance 7/1/2026
Exterior Masonary Restoration	Keystone Waterproofing	\$304,180.00		\$304,180.00		Appl #1	\$114,978.60	\$189,201.40	
						Appl #2	\$92,430.00	\$96,771.40	Verified Balance 7/1/2026
Security System	Pillar Inovations	\$53,999.00		\$53,999.00		Appl #1	\$24,299.55	\$29,699.45	Verified Balance 7/1/2026
Access Control System	United Sound & Electronic	\$42,298.07		\$42,298.07		Appl #1	\$13,323.89	\$28,974.18	Verified Balance 7/1/2026

Architect Fees

VanNostrand Architects

\$219,004.00

\$219,004.00

22080550-4

\$6,147.65

\$212,856.35

22080550-5

\$127,422.48

\$85,433.87

22080550-6

\$61,434.25

\$23,999.62

Verified Balance 7/1/2026

Construction loan to date is \$2,783,200.73. Balance to finish project is \$1,317,893.67. This brings the total to \$4,101,094.40 of the \$4,108,000.00