



City of Elkins

Municipal Properties Committee Meeting

August 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 July 13, 2026
4. **Reports**
 - a. Kump House Report
5. **New Business**
 - a. MVB lease terms
 - b. Wayfinding signs
 - c. Davis Avenue Bridge closure, communications, and transportation alternatives
 - d. Office hours for treasurer and utility billing offices upon return to city hall
 - e. All Veterans Council MOU and planning for Veterans Park area
 - f. Sidewalk improvement grant program
 - g. Ellis Avenue right-of-way improvements
6. **Announcements**
7. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	August 12, 2026
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of July 13, 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_07_13 - minutes_proposed

MUNICIPAL PROPERTIES COMMITTEE MEETING MINUTES

***Phil Gainer Community Center
142 Robert E. Lee Ave. Ext.
July 13, 2026
11:00 a.m.***

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

R. Chenoweth was absent.

Also present were: Jerry Marco (mayor), Mike Kesecker (operations manager), Gerry Roberts (city attorney), Tracy Judy (treasurer), Steve Himes (fire chief), Jessie Kittle (Code Enforcement) and Mikayla Goins (executive secretary).

PUBLIC COMMENT

Marilyn Cuonzo of High Street: Property on Summit/High Street clean up, requesting aid to remove debris (yard-waste) post clean up.

MINUTES

Woods **MOVED APPROVAL OF THE MINUTES FOR THE MEETING OF JUNE 8, 2026.** The motion carried.

NEW BUSINESS

By unanimous consent of the Committee the agenda was reordered as follows:

e. Seneca Mall Parking Lot

Master Gardeners gave a report on the garden area in the Seneca Mall Parking Lot. The Tree Board reported on efforts within the last month to improve the garden area. Bross-Fregonara representing the Tree Board recommended that the garden be fully mulched and the area be largely a “tree lawn” rather maintain the flower garden. Bross-Fregonara requested the street department fix the existing pavers and assist with the mulching.

The Operations department was established as the point of contact for the Tree Board and Master Gardeners for assistance and reporting on projects in the City.

a. Ellis Avenue Right-of-way improvements

Kittle reported on the flood plane requirements for the area. Lowther proposed putting in a heavy base and gravel to allow construction to proceed then paving following construction completion.

Kesecker and Kittle to meet with engineer on site to asses the area.

b. Sidewalk improvement grant program

Kesecker provided a report on the program progress.

c. Damaged Lampposts on Davis Avenue and Railroad Avenue

Kesecker provided a report on street department efforts to catalog the damaged posts and assess the needs and cost to repair or replace the posts.

d. Parking in front of Barbershop

Marco reported that Mr. Arbogast has requested a load/unloading sign in front of his Barbershop.

Lowther requested Kesecker speak to Mr. Arbogast and place sign as requested.

e. City Hall Update

Kesecker provided a report on the City Hall renovation stating a move in date of September 1, 2026, with some continued construction through September 30, 2026.

Judy reported Mountain Valley Bank (MVB) request to rent office space on the 2nd and 3rd floor of City Hall during the MVB renovation.

Cm. Woods, **MOVED ADJOURNMENT.** The motion carried.

The meeting adjourned at 12:23 p.m.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	August 12, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	MVB lease terms
Recommended By:	City Treasurer
Summary:	Mountain Valley Bank has requested to lease office and storage space in City Hall during an anticipated 18-24 month renovation of its building beginning in February 2027. The Treasurer recommends a rate of \$1.16 per square foot per month, with the bank responsible for its own office cleaning. The Committee is asked to consider the proposed lease terms and whether to recommend preparation of a lease agreement by the City Attorney for consideration by Council.
Fiscal Impact:	TBD
Recommendation:	Consider for recommendation to Council
Attachments:	1. MVB Lease



City of Elkins

Ph. 304-636-1414 ext. 1317 Fax: 304-635-7135

401 Davis Avenue, Elkins, WV 26241

City Treasurer – Tracy R. Judy

MEMO

August 10, 2026

RE: City Hall Office Space Lease

Doug Weese, President of Mountain Valley Bank, has requested to lease office spaces on the second and third floors in addition to storage space. They will be renovating the bank for 18 to 24 months. The renovation is projected to begin February 2027. After contacting realty companies and asking what commercial office space goes for, I am told it is all over the place. Attached is what I found when searching online. I would request that the city lease the city hall office space at \$1.16/SF per month. Dave Clark with Woodlands Development felt this is a suitable number. The bank will provide their own office cleaning.

If approved, my request is to send to council for approval and have the city attorney draw up an agreement.

In Elkins, WV, commercial lease rates typically average around **\$14.00 per square foot per year** for office and flex spaces, with some locations or retail sites averaging closer to **\$5.25 to \$10.00 per square foot** depending on the property, lease term, and condition.  LoopNet +4



Specific commercial properties and rates in the local area illustrate these averages:

- **1200 Harrison Ave:** Features 10,000 to 30,000 square feet of available office and flex space listed at **\$14.00 per square foot annually** (or \$1.16/SF monthly). 
- **700 Beverly Pike (Elkins Plaza):** Offers various spaces between 3,057 and nearly 20,000 square feet. Pricing for this highly-visible retail/office location is available upon request.  CommercialCafe +1
- **694 Beverly Pike:** A 5,000-square-foot standalone office building suitable for dental or medical use, renting for **\$4,200 per month** (approximately \$10.08 per square foot annually). 
- **The Nathan Building (125 3rd St):** Offers coworking spaces with flexible arrangements starting at **\$20 per day**.  CommercialCafe
- **Valley Pointe (51 Valley Pointe Dr):** Features retail/commercial spaces ranging from 1,400 to 4,500 square feet with rates provided upon request.  CommercialCafe



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	August 12, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Wayfinding signs
Recommended By:	City Clerk
Summary:	In June, Council adopted Resolution 1933 approving an agreement with Mills Group for conceptual design of wayfinding signage at four key locations and directing the Municipal Properties Committee to provide input on locations, design, aesthetics, messaging, and related considerations. Overall Goal: Over the course of several meetings this fall, provide Mills Group with enough direction to prepare conceptual designs showing what signs might look like in particular locations. These will not be construction plans but will give the City something concrete to review and respond to before moving toward fabrication or installation. August 12 (This meeting): Mills Group will not be present. The Committee is asked to develop initial thoughts concerning: • the four sign locations; • intended audience at each location (vehicular or pedestrian); • destinations/information to be included; and • branding or other design considerations. Before September 14 Meeting: Staff and Committee members are asked to seek stakeholder input and gather information needed to further develop these questions. September 14 Meeting (Official Mills Group "kickoff"): The Committee and Mills Group will work through this information together and establish sufficient direction for Mills Group to develop initial concepts. Mills Group is scheduled to present those concepts in October.
Fiscal Impact:	n/a



CITY OF ELKINS AGENDA ITEM REPORT

Recommendation:	Begin developing Committee direction on the four sign locations, intended audience at each location (vehicular or pedestrian), destinations/information to be included, and any branding or other design considerations. Plan for seeking additional input.
Attachments:	1. 2026-08-06_Elkins Wayfinding Signage_Memo from Planning Call 2. R-1933 Mills Group Contract for Wayfinding design

MEMORANDUM

FROM: AMBER KWASNIEWSKI, MILLS GROUP
DATE: 08.06.2026
TO: SUTTON STOKES, CITY CLERK
ATTN: ELKINS MUNICIPAL PROPERTIES COMMITTEE

PROJECT: ELKINS WAYFINDING SIGNAGE DESIGN

SCHEDULE:

- **AUGUST 12, 2026 COMMITTEE MEETING:** DISCUSS PROGRAMMING OBJECTIVES FOR THE KICK-OFF MEETING. SEE NOTES BELOW.
- **SEPTEMBER 14, 2026 COMMITTEE MEETING:** PROJECT KICK-OFF WITH MILLS GROUP.
- **OCTOBER (TBD) 2026 COMMITTEE MEETING:** MILLS GROUP TO PRESENT INITIAL CONCEPT DESIGN
- **NOVEMBER 9, 2026 COMMITTEE MEETING:** CONSOLIDATE FEEDBACK COMMENTS ON INITIAL DESIGN FOR MILLS GROUP (MILLS GROUP WILL NOT BE IN ATTENDANCE)
- **DECEMBER 14, 2026 COMMITTEE MEETING:** MILLS GROUP TO PRESENT FINAL CONCEPT

PROGRAMMING OBJECTIVES FOR THE KICK-OFF MEETING

1. LOCATION OF THE (4) WAYFINDING SIGNS PER CONTRACT.
2. AUDIENCE TYPE AT EACH LOCATION (VEHICULAR OR PEDESTRIAN).
3. LIST OF DESTINATIONS TO BE IDENTIFIED ON THE SIGNS (I.E. PUBLIC PARKING, RAILYARD, CITY HALL, HISTORIC DOWNTOWN BUSINESS DISTRICT, PUBLIC LIBRARY, COUNTY COURTHOUSE, HOSPITAL).
*KEEP IN MIND POSSIBLE REDUNDANCIES WITH DOH SIGNAGE.
4. ANY SPECIFIC BRANDING THAT MILLS GROUP SHOULD CONSIDER INCORPORATING IN THE DESIGN.
CITY TAGLINE OR MOTTO?

IN THE COMMON COUNCIL OF THE CITY OF ELKINS, WV

A RESOLUTION OF COMMON COUNCIL

(#1933)

June 11, 2026

***Accepting and Authorizing Execution of an Agreement with Mills Group for
Wayfinding Sign Design Services, Authorizing Expenditure of TIF Funds, and
Directing Participation by the Municipal Properties Committee***

WHEREAS, the Common Council of the City of Elkins has identified downtown wayfinding and gateway signage as an important component of downtown revitalization, visitor orientation, placemaking, and economic development efforts within Tax Increment Financing District No. 1; and,

WHEREAS, Mills Group has submitted a proposal dated May 5, 2026, to provide conceptual graphic design and related professional services for downtown wayfinding signage at four key locations within the City; and,

WHEREAS, the proposal generally includes existing mapping and cataloging coordination, conceptual graphic design, photo simulations, client review meetings, and related deliverables associated with the development of downtown wayfinding sign concepts; and,

WHEREAS, the proposal establishes a lump-sum professional services fee of Seven Thousand Five Hundred Dollars (\$7,500), together with limited reimbursable expenses as described therein; and,

WHEREAS, the Common Council finds that such services are consistent with the purposes of Tax Increment Financing District No. 1 and will assist the City in advancing downtown revitalization, visitor accessibility, and related public improvement planning efforts;

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF ELKINS THAT:

Section 1.

Council hereby accepts and approves the proposal and agreement submitted by Mills Group dated May 5, 2026, substantially in the form presented to

Council, for professional services relating to downtown wayfinding signage design.

Section 2.

The Mayor and City Clerk are hereby authorized and directed to execute the agreement and any related documents necessary to implement the approved services, subject to review by the City Attorney as appropriate.

Section 3.

Council hereby authorizes expenditure of Tax Increment Financing District No. 1 funds for payment of the professional services fees and authorized reimbursable expenses associated with the agreement.

Section 4.

The Municipal Properties Committee is hereby directed to assist with and provide input concerning the project, including review of proposed sign locations, design concepts, aesthetics, messaging, and related wayfinding considerations, in coordination with City staff, Mills Group, and community stakeholders.

Section 5.

The Mayor, City Clerk, Treasurer, Operations Manager, and other appropriate officials and staff are authorized to take such administrative actions as may reasonably be necessary to implement the intent of this resolution and the approved project.

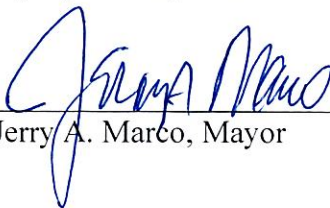
Section 6.

This resolution shall take effect immediately upon adoption.

Attest:

A blue ink signature of Sutton R. Stokes, consisting of a large, stylized 'S' followed by a horizontal line.

Sutton R. Stokes, City Clerk

A blue ink signature of Jerry A. Marco, featuring a large, stylized 'J' and 'M'.

Jerry A. Marco, Mayor

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

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

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	
Existing Mapping & Cataloging	• 1x – Coordination with Client on business & attraction listing • 1x – Owner Kick-Off Meeting	
Graphic Design	• 1x – Conceptual Signage Design for Each Location • 4x – Photo-simulations • 1x – Owner Interim Review • 1x – Post-Review design edits (if necessary) • 1x – Owner Final Review • 1x – Set of final full-color renderings/imagery (11"x17" PDF's)	

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

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

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

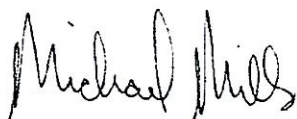
The laws of the State of West Virginia shall govern this Agreement for all purposes. The courts of West Virginia shall have exclusive jurisdiction with regard to any disputes in connection herewith.

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,



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

Accepted by: _____


(Printed Name) Jerry A Manco
Date: 6/12/2026



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	August 12, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Davis Avenue Bridge closure, communications, and transportation alternatives
Recommended By:	City Clerk
Summary:	Update to be provided.
Fiscal Impact:	n/a
Recommendation:	No action requested
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	August 12, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Office hours for treasurer and utility billing offices upon return to city hall
Recommended By:	City Treasurer
Summary:	Utility Billing and the Treasurer's Office are currently open to the public from 8 a.m. to 4 p.m. Staff are proposing a change to 7:30 a.m. to 4 p.m. to better align with departmental work schedules and provide earlier access for customers, particularly on utility shutoff days. Lunch breaks would continue to be staggered so the offices remain open throughout the day. The Committee is asked to consider recommending Council approval of the proposed change in public office hours.
Fiscal Impact:	n/a
Recommendation:	Consider recommending the proposed change for Council approval
Attachments:	1. Office Hours



City of Elkins

Ph. 304-636-1414 ext. 1317 Fax: 304-635-7135

401 Davis Avenue, Elkins, WV 26241

City Treasurer – Tracy R. Judy

MEMO

August 10, 2026

RE: Utility Billing & Treasurer Office Hours

The current office hours of utility billing and the treasurer's office are 8:00 am to 4:00 pm. Our office has been operating these hours since the temporary relocation in September 2024. The staff in these offices have had discussions on what hours would be beneficial to all customers. The unanimous decision is 7:30 am to 4:00 pm as confirmed by all signatures below. Some of the reasons for this decision are due to other department work hours. Since utility billing works closely with the water, sewer, and sanitation departments, their work hours are as follows:

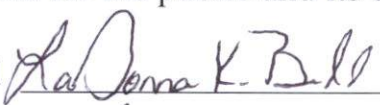
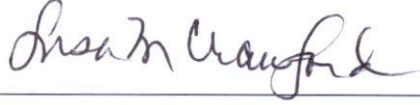
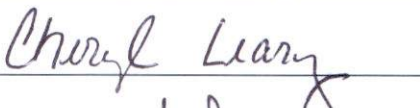
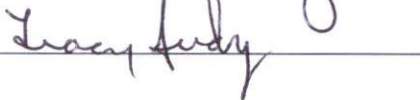
Water: 6:00 am to 4:00 pm for most employees

Sewer: 6:30 am to 2:30 pm for sewer collection employees

Sanitation: 6:00 am to 2:00 pm.

During utility shutoff days, customers try coming in early to pay their past due bill before their water is shutoff.

The office would not close for lunch as employees stagger their lunch breaks, so personnel is always available for the public and its customers.

LaDonna Bell		Lisa Crawford	
Samantha Kyle		Cheryl Leary	
Jennifer Shreve		Tracy Judy	



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	August 12, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	All Veterans Council MOU and planning for Veterans Park area
Recommended By:	Requested standing item
Summary:	This item enables discussion and action concerning an eventual MOU and master plan concerning the administration and future development of the Veterans Park area.
Fiscal Impact:	TBD
Recommendation:	Review presented information and discuss next steps as needed
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	August 12, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Sidewalk improvement grant program
Recommended By:	Requested standing item
Summary:	This item enables discussion and action related to a sidewalk improvement grant program.
Fiscal Impact:	TBD
Recommendation:	Review presented information and discuss next steps as needed
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	August 12, 2026
Section:	New Business
Category:	Action Item
Agenda Item Name:	Ellis Avenue right-of-way improvements
Recommended By:	Requested standing item
Summary:	This item enables discussion and action concerning right-of-way improvements at the end of Ellis Avenue
Fiscal Impact:	TBD
Recommendation:	Review presented information and discuss next steps as needed.
Attachments:	None