



City of Elkins

Municipal Properties Committee Meeting

May 17, 2023
9:00 AM
401 Davis Avenue
Council Chamber, 2nd Floor

AGENDA

- 1. Call to order and roll call**
- 2. Public comment**
- 3. Minutes**
 - a. Proposed minutes for the meeting of April 19, 2023.
- 4. Reports**
 - a. Elkins Main Street
- 5. New business**
 - a. Darden House
 - b. EFD use of city-owned property in Third Ward for a training site.
 - c. Memorandum of understanding between Kump Education Center and City of Elkins
 - d. Maintenance of city hall garden beds
- 6. Announcements**
- 7. Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 17, 2023
Section:	New business
Category:	Presentation
Agenda Item Name:	Darden House
Recommended By:	At chair's request.
Summary:	Discusson of Darden House.
Fiscal Impact:	n/a
Recommendation:	Discussion item
Attachments:	1. Darden House site visit report - 2021

MICHAEL GIOULIS
HISTORIC PRESERVATION CONSULTANT

614 Main Street
Sutton, WV 26601
(304) 765-5716



Site Visit Report

Sept 30, 2021

Project Name: Elkins Main Street

Project #: Darden House

Date: May 3, 2021,

Time: 12:00 noon

Weather: 70*, cloudy/partial drizzle

Present: Maryann Durland, Elkins Historic Landmarks Commission Chair; Dave Cutlip;
Madalyn Higgins; Mike Gioulis

The site visit was conducted as a general walk through of the house to identify issues that may exist in the house; the significant fabric in the house that needs to be preserved and protected; and how to do that were discussed. A maintenance schedule and whether the third floor can be used were also discussed.

The building is owned by the city but managed by the Elkins Historic Landmark Commission. There are limited funds available from the city to maintain the property. Various organizations lease space in the building, but the income is not adequate to cover the maintenance necessary for the building. It does cover the utilities but no maintenance or repairs.

The site visit was conducted to provide a basic overview of the condition of the building. Additional detail and further determination of required remedial work items should be conducted by a suitable professional.

General description and observations

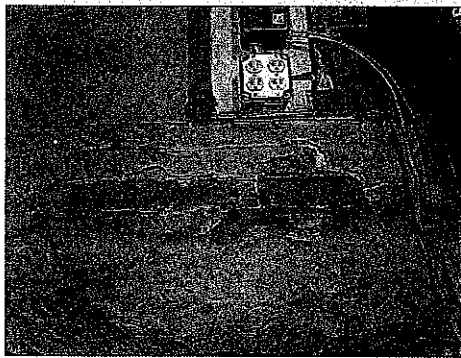
Basement

The basement has a concrete floor and whitewashed and painted stone walls. It has exposed ceiling structure from the first floor which appears to be full 2 X 12s in very good condition.

The landing at the bottom of the exterior stairs should be cleaned and drainage repaired or installed to insure that the drainage is adequate.



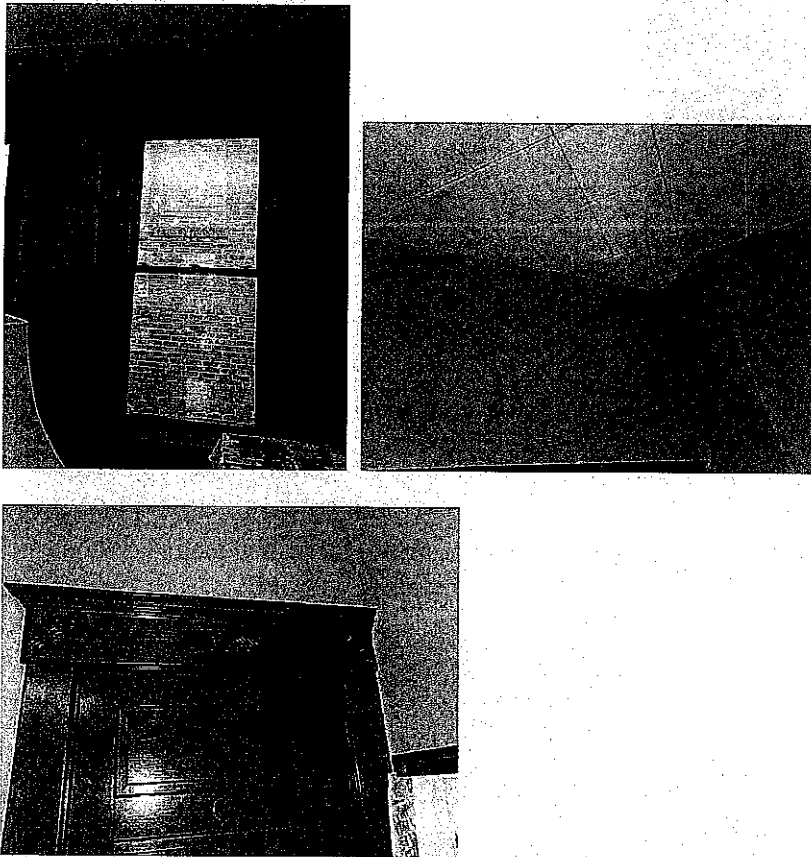
At the stairs the foundation is stone and the walls above the foundation are brick. Adjacent to the stairs the bricks are severely deteriorated and will need to be replaced.



Kitchen

The kitchen has a linoleum floor and painted plaster and indoor drywall. The wing wall next to the sink appears to be added in. The exterior wall along the sink, bathroom and storage room appears to have had a porch which was added in or enclosed. There is much deterioration along the wall near the window and ceiling. There are indications of lintels from previous door and window openings. One wall is painted brick which would have been the exterior wall.

Doors and windows have elaborate heads with a scroll in the center and an eggshell on the exterior.

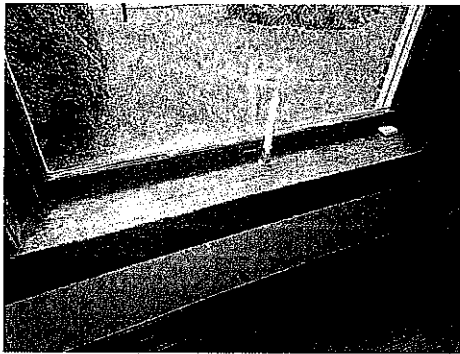


Front Entrance Room

The front entrance room has a tongue and groove wood floor. In front of the front wall and in front of the pocket doors the flooring changes direction perpendicular to the remainder of the floor. It has all the same finishes and same condition as noted above. It is being used as a research library room.

There is a discussion that the header above the stained glass window is sagging in the center. This was observed on the exterior and is addressed in that section.

should be patched or repaired. General plaster repairs also need to be made. There is only one outlet per wall.

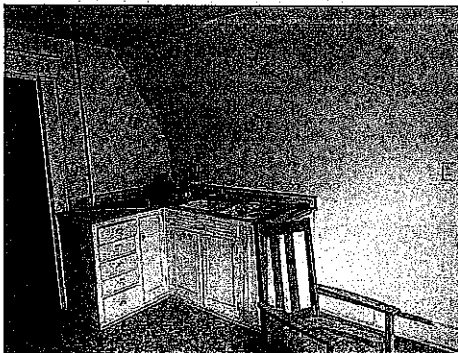


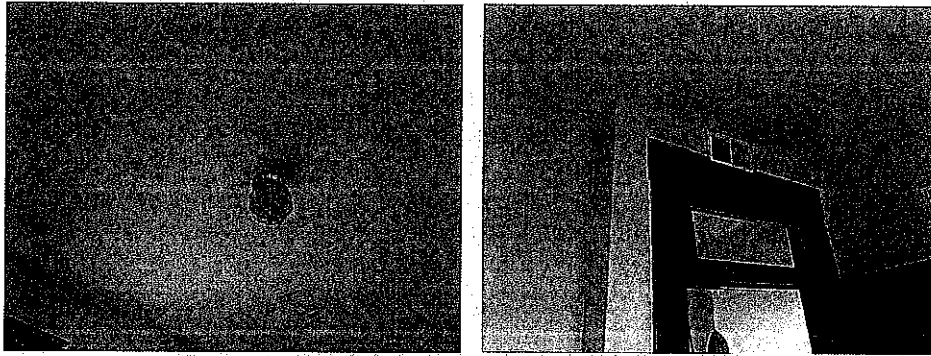
There is a rear room in which you step up into with plumbing. It must have been a bathroom at one time. It has knotty pine paneling from the 1950s and 1960s era. The flooring is eight inch vinyl tile.

This floor was apparently converted to an apartment. Windows in the kitchen area are six over one. It has linoleum and the remainder of the finishes are painted including the woodwork.

The front room has the same windows and same floor finishes. The floors may have been stained or paint stained rather than an oil based stain. The walls and the ceilings are all plaster. The trim here is unpainted. The door frame is racked to the left significantly which is why it is hard to open and close.

In general, if this floor is to be used it will require finish repair, painting etc. It will also require extensive electrical work.





When the corridor ceiling was lowered to accommodate ducts for the HVAC, the door head trim was impacted. If new systems are installed the ceiling should be returned to the original height and the trim repaired.

HVAC

Second floor HVAC consists of heat only and the unit is located adjacent to the stairs coming from the kitchen in a closet area. The duct work was installed in the dropped portion of the ceiling and punched through each of the walls to the offices. This is why there is only a register on the interior of the office. This is less efficient than if there were registers at each window. Alternative means of HVAC, which could include air conditioning, should be investigated for future installation. Discuss more efficient methods of doing the duct work.

A treatment that is often used in historic houses is installing a unit in the attic to distribute to the second floor through the ceiling; and one in the basement distributing to first floor through the floor. This, of course assumes the attic is not a finish occupied space. If it is, it will be more difficult to locate ducts etc to service the second floor.

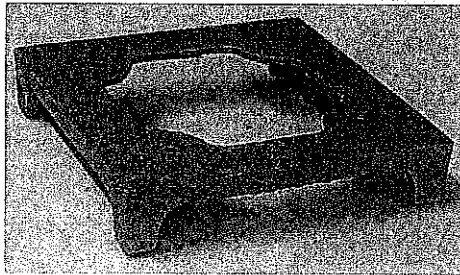
An alternative can be a single unit in the basement or attic. This can be a zoned system with sensors and controls at each functional location. This system can use a vertical trunk line to access each floor, or to access the attic for horizontal distribution to the second floor. This trunk can be concealed in the closet space where the current unit on the second floor is located; if this aligns with a similar chase opportunity on the first floor. Horizontal lines can then be distributed as in the above system discussion. They can also be distributed in bulkheads at the wall/ceiling intersection. Remember to not impact windows or doors with the bulkheads.

Some projects have use mini splits successfully for individual or groupings of rooms, though these may be more costly than other systems.

Exterior

The masonry on the front portion of the building, all three elevations, is stretcher bond and the mortar is a light color. It is relatively soft and does not have large aggregate in it. It appears

Note that the porch columns are resting directly on the porch tongue and groove flooring. The existing bases should be replaced with cast bases that allow air circulation. This will allow the column to breathe if they are hollow. Install vent opening at the top. The existing columns are hollow and they should be able to breathe.



South Elevation

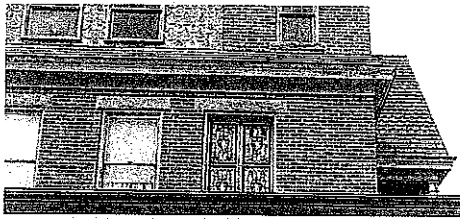
The entire south elevation appears to have been repointed. The basement windows where they exist are probably in swinging awnings. They have a six light pattern.

There is vegetation climbing on the building and too close to the building. This may lead to damage. It should be removed.

The fascia on the rear porch on the south elevation behind the gutter shows some signs of deterioration. It should be repaired. The frieze band, where it meets the west wall of the house, shows deterioration at that location. It may require a new section or may need to be consolidated or epoxied. The frieze board of the west elevation shows much paint delamination and deterioration.



Note at the top of the center of the front portion there is a slate that is misaligned and the starter slate above that is also misaligned. This needs to be inspected to determine why it is misaligned and repaired.



The front porch requires repair and painting.



The downspout on the northwest corner needs to be extended if it can be to insure it definitely drains away from the building.

There needs to be general soffit and fascia repair work done.

The downspout that comes along the east side of the bay dumps onto the ground. It needs to discharge further away from the building or into a storm sewer system.

Insure that the grade slopes away from the building in all locations.

Windows

Windows are one over one wood sash. They may be original but at least old. Windows are in fair condition. They do not need to be replaced just repaired. They have stops that have cup washers and screws and can be repaired if necessary. The windows have ropes and rope pulleys and weights of which some are operational and some not.

Many of the window weights are not connected and the sash cords are broken.

One established technique for repairing wood which is split, checked or shows signs of rot, is to: 1) dry the wood, 2) treat decayed areas with a fungicide, 3) waterproof with two or three applications of boiled linseed oil (applications every 24 hours), 4) fill cracks and holes with putty, and 5) after a "skin" forms on the putty, paint the surface. Care should be taken with the use of fungicide which is toxic. Follow the manufacturers' directions and use only on areas which will be painted. When using any technique of building up or patching a flat surface, the finished surface should be sloped slightly to carry water away from the window and not allow it to puddle. Caulking of the joints between the sill and the jamb will help reduce further water penetration.

When sills or other members exhibit surface weathering they may also be built-up using wood putties or homemade mixtures such as sawdust and resorcinol glue, or whiting and varnish. These mixtures can be built up in successive layers, then sanded, primed, and painted. The same caution about proper slope for flat surfaces applies to this technique.

Wood may also be strengthened and stabilized by consolidation, using semi rigid epoxies which saturate the porous decayed wood and then harden. The surface of the consolidated wood can then be filled with a semi rigid epoxy patching compound, sanded and painted. Epoxy patching compounds can be used to build up missing sections or decayed ends of members. Profiles can be duplicated using hand molds, which are created by pressing a ball of patching compound over a sound section of the profile which has been rubbed with butcher's wax. This can be a very efficient technique where there are many typical repairs to be done. The process has been widely used and proven in marine applications; and proprietary products are available at hardware and marine supply stores. Although epoxy materials may be comparatively expensive, they hold the promise of being among the most durable and long lasting materials available for wood repair. More information on epoxies can be found in the publication "Epoxies for Wood Repairs in Historic Buildings," cited in the bibliography.

For windows that are severely deteriorated:

When parts of the frame or sash are so badly deteriorated that they cannot be stabilized there are methods which permit the retention of some of the existing or original fabric. These methods involve replacing the deteriorated parts with new matching pieces, or splicing new wood into existing members. The techniques require more skill and are more expensive than any of the previously discussed alternatives. It is necessary to remove the sash and/or the affected parts of the frame and have a carpenter or woodworking mill reproduce the damaged or missing parts. Most millwork firms can duplicate parts, such as muntins, bottom rails, or sills, which can then be incorporated into the existing window, but it may be necessary to shop around because there are several factors controlling the practicality of this approach. Some woodworking mills do not like to repair old sash because nails or other foreign objects in the sash can damage expensive knives (which cost far more than their profits on small repair jobs); others do not have cutting knives to duplicate muntin profiles. Some firms prefer to

The storms should be installed at the exterior blind stop if exterior. They should be the same color as the window and have the meeting rail in the same location as the original window meeting rail. The same is true on the interior.

The large front window on the first floor has a bow in the bottom rail of the top sash/transom. It is possible this is too wide a window to support itself with the existing bottom rail.

This should be repaired. It may be possible to install a bronze rod or cable in the center of the rail, supported by the top rail or the window head. It may also be possible to install a channel or angle along the bottom rail that would supplement the wood rail. If this approach is taken, insure that this installation does not trap moisture against the bottom rail and cause deterioration. The upper sash is also supported or blocked by nails at the jambs. These should be replaced with a more permanent block support at the corners of the sash.



Use of Third Floor

Use of the third floor may require that there be a second exit from the floor to comply with fire codes. This should be investigated as there will be significant investment required for this. Other than code and life safety issues, the use of the third floor will require extensive finish repair work and painting etc.

Electrical

The entire building should be inspected and the electrical system brought up to code compliance.

Maintenance

Prepare a maintenance plan for the building which will include period maintenance inspections. This would include inspections on a regular basis to identify and document conditions. Photographs should accompany the inspections. These should be stored in a secure location. This way, the inspections can be compared to see if changes have occurred or deterioration has progressed. The usual time for periodic inspections is at the beginning or changes of seasons, normally semi annually. Some items may require more frequent inspections, such as removing debris from gutters, etc.

See attached sample from Illinois SHPO.

Emergency preparedness

Prepare an emergency or disaster plan for the museum. Include city officials and staff, local fire and other response staff and other county or local persons involved in emergency and disaster response. Include familiarization tours at the facility to insure all persons responding are familiar with collections, significant elements, etc.

It is a good idea to have emergency responders visit the house periodically to familiarize themselves with the layout of the house, location of safety equipment, particular hazardous or significant items to protect in the house, and access locations, etc. If personnel at the fire department are familiar with and "buy-in" to the museum, they will have a vested interest in protecting it. Insure they are familiar with the particular concerns of specific items or displays/exhibits. For example, it may be most important in an event to evacuate a particular item or display before others. This may also be true of any traveling or loaned exhibits. Insure that the personnel are made aware of any changes to the building or its contents.

Sample periodic maintenance schedule and checklist

INSPECTION CHECKLIST¹

1. GENERAL INFORMATION

Building name _____
Address _____
Contact person _____
Other contact _____
Local general contractor _____
Local HVAC contractor _____
Local electrical contractor _____
Inspection date _____

2. STRUCTURE AND SITES

¹ The inspection should proceed from the exterior to the interior in an orderly fashion.



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 17, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	EFD use of city-owned property in Third Ward for a training site.
Recommended By:	Chief Himes, EFD
Summary:	EFD proposes to use a city-owned property in Third Ward as a training site. Plans do not involve erection of permanent structures.
Fiscal Impact:	The city owns this property and so there would be no cost to acquire. The only costs would be for EFD purchase of Conex boxes (shipping containers) for storage and training equipment.
Recommendation:	
Attachments:	1. training center proposal 2. training center



Elkins Fire Department

216 4th Street Elkins, WV 26241



TRAINING CENTER PROPOSAL

PURPOSE: The purpose of the proposed training center is to provide public safety resources with a location and facility to perform skills based and scenario-based training. No such facility exists on the local level.

STATEMENT OF BENEFIT: When firefighters receive their initial training certification, there are several job performance requirements that must be taught and evaluated. Many times, these skills may or may not be utilized ever again. Some examples of these are standpipe operations, forcible entry, victim rescue, downed firefighter removal, and vertical ventilation. For members of the fire department to keep these skills sharp and honed, some type of facility is necessary. This proposed facility can represent a building or structure that can be filled with non-toxic theatrical smoke and include necessary props to simulate these tasks. It can be used for team-based scenario training. Anytime we have a need for this type of facility, it requires members to travel thus removing them from the area and unavailable for emergency responses.

One gap in our last ISO evaluation was the lack of such a facility. With the addition of it, we can gain points in the next evaluation that will surely work toward lowering to the next protection class, saving every single property owner money in insurance premiums, and improve every member's capability in performance of their duties.

Additionally, we can share use of this facility with the police department for simulation of crime scene investigation and documentation, basic SWAT training, entry and room clearing.

The location is of benefit in that members on duty can respond to calls while using the facility, due to its proximity to the city. The implementation of this project can also be performed with a modular approach over time, making additions and improvements as funding is available to do so.

The non-monetary benefit is the creation of a project for the members of both departments to get involved in and provides a teamwork approach to ensure completion.

BUDGET AND COST BENEFIT: This project can be completed at a fraction of the cost of a purchased building. Many companies use these same proposed containers to construct training buildings for fire departments all over the country. We have the resources at the local level to do much of this work ourselves. There is zero cost in property acquisition. We can work with other entities such as the Mountain School, YouthBuild, or the Randolph County Technical Center for assistance with specific components such as interior walls, roof ventilation prop, bailout windows, etc. This will also encourage and create collaboration opportunities within other city departments.



Elkins Fire Department

216 4th Street Elkins, WV 26241



BUDGET AND COST BENEFIT (cont.)

With a theoretical budget of \$50,000, it is our belief that the following can be accomplished.

Site work and stone-\$5,000

3- 40-foot containers- \$12,000 (\$4,000 each)

Forcible entry door-\$12,000

Roof prop-\$4,000

Standpipe riser - \$500

Safety railing - \$2,500

Material cost can affect the budget, but we have a significant buffer to account for inflation, or to add items not yet identified.

Long-term goals could be to add a second floor.

Respectfully submitted,

Stephen Himes, BS, NRP

Fire Chief





CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 17, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Memorandum of understanding between Kump Education Center and City of Elkins
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	1. Proposed new MOU between KC and COE

**Memorandum of Understanding
Between
The City of Elkins
and
The Kump Education Center**

This Memorandum of Understanding (“MOU”) is made and entered into between the City of Elkins, a municipal corporation (“City”) and the Kump Education Center, Inc., a nonprofit corporation (“Center”). City and Center may be collectively referred to herein as the Parties.

RECITALS

Whereas, the City is the owner of the real property and structures known as the historic Kump House, (“Property”) located at 401 South Randolph Avenue, Elkins, W.Va., said property having been gifted to the City by Mary Gamble Kump, daughter of Governor H. G. Kump.

Whereas, the Center is a non-profit 501(c) (3) corporation which was formed to further the purposes of preservation, education and the declared wishes of the endowed trust of Mary Gamble Kump.

Whereas, the Parties enter into this MOU to establish the roles and responsibilities between City and Center, concerning the maintenance, use and operation of the Property.

AGREEMENT

1. The Center will have use of the Property for the stated goals of its organization to further the preservation and education purposes. Any use of the property for any purpose other than by the Center shall be scheduled and coordinated with the Center **and approved by the City.**

2. In consideration of the use of the Property, the Center will make efforts to procure funding for improvements to the Property. The source of the funding may be from grants, donations or other public ~~or~~ **and** private sources. All funding sources ~~requiring matching~~

~~funds~~ shall be presented to the City for its consideration and approval. The City will cooperate with the Center in the procurement of the funding as the owner of the Property.

3. The Center and City agree that all fund-raising efforts shall be under the direction of the Center and that the City shall not have any responsibility for or control over the actions of the Center. The Center agrees to inform the City of all fund-raising efforts.

4. During the term of this MOU, the Center shall maintain its non-profit 501(c) (3) corporation status. If the status of the Center changes for any reason, the Center shall inform the City of such change.

5. The City and the Center agree to consult together to resolve issues of building standards for safety, **maintenance** and historic integrity. Any issues concerning building standards will be in compliance with all Federal and State laws. Any non-emergency capital improvements in an amount above five hundred dollars (\$500.00) done on the Property shall be approved in advance by the City's Operations **Department**.

6. The Center shall make quarterly written reports to the City concerning the Property, including information but not limited to the following: 1) status of work, 2) plans for improvements, 3) efforts to obtain funding ~~and~~ 4) any events or activities planned by the Center, **and 5) financial information ,including the financial status of the Kump House Endowment Trust**. The Center will, upon reasonable notice from the City, make available for inspection its financial records related to the Property.

7. This MOU is neither a fiscal nor a funds obligation document. It is further understood that all work done by the Center on the Property will be done by volunteers or licensed contractors. Any request to have assistance of City employees concerning the Property **shall** be made to the City's Operations **Department**.

8. The partial or total invalidity of one or more parts of this MOU will not affect the intent or validity or remaining parts of this MOU.

9. This Agreement shall be governed by and construed in accordance with the laws of the State of West Virginia.

10. This MOU may be modified or amended, only upon written consent of both Parties. The terms and conditions of this MOU shall remain in effect for a period of one year from the effective date of this MOU, or terminated as mutually agreed, or upon ninety (90) days written notice by either Party. The term will be renewed automatically from year to year at the conclusion of the term, unless otherwise agreed upon by the Parties.

11. To the fullest extent permitted by law, the Center shall defend, indemnify and hold harmless City, its officers, representatives, agents and employees against any and all suits, damages, costs, fees, claims, demands, causes of action, losses, liabilities and expenses, including without limitation attorneys' fees, arising or resulting directly or indirectly from any act or omission of the Center or its assistants, employees or agents, including all claims relating to the injury or death of any person or damage to any property.

12. Throughout the term of this Agreement, the Center shall, at no cost to City, obtain and maintain for a Special Event held on the Property, a Special Events Liability and Property Insurance policy on a per occurrence basis, with a minimum combined single limit coverage of \$1,000,000 per occurrence for all damages due to bodily injury, sickness or disease, or death to any person, and damage to property, including the loss of use thereof. As a condition precedent to City's obligation under this Agreement, the Center shall furnish written evidence of such coverage for each of the Special Events held on the Property, with a Certificate of Insurance, naming City, its officers and employees as additional insureds on the Liability and Property insurance policy.

13. The City shall maintain General Liability and Property Insurance on the Property at its expense. In addition, the City shall maintain insurance coverage for personal property and contents on and contained in the Property.

14. This MOU contains the entire understanding between the Parties with respect to the subject matter herein.

In Witness Whereof, this MOU is executed by the City of Elkins and by the Kump Education Center, Inc. as of the date below.

City of Elkins

Kump Education Center, Inc.

By: _____
Jerry A. Marco, Mayor

By: _____

Its: _____

Date: _____

Date: _____



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	May 17, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Maintenance of city hall garden beds
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	None