



City of Elkins

Municipal Properties Committee Meeting

December 11, 2023
11:00 AM
401 Davis Avenue
Council Chamber, 2nd Floor

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. **Public Hearing**
 - a. Public Hearing on the Petition of Coca Cola Consolidated, Inc. to Abandon a Portion of an Opened Alley Near Eleventh Street
2. **Call to order and roll call**
3. **Public comment**
4. **Minutes**
 - a. Proposed minutes for the meeting of November 13, 2023.
5. **Reports**
6. **New business**
 - a. Petition of Coca Cola Consolidated, Inc. (CCCI) for the city to abandon an opened portion of an alley known as Coke Lane
 - b. Veterans Memorial and Park
Permission to apply to DOH for right-of-way access for Gold Star Memorial
 - c. Sanitation Department garage: new round of public bidding.
 - d. City hall security improvements
 - e. Streetscape planning
 - f. Darden House update
7. **Announcements**
8. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 11, 2023
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of November 13, 2023.
Recommended By:	City Clerk
Summary:	These are the minutes proposed for the committee's November 13 meeting.
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. Municipal Properties - 2023_11_13 - minutes_proposed

MUNICIPAL PROPERTIES COMMITTEE

REGULAR MEETING

MINUTES

401 Davis Avenue
City Hall, Council Chambers
November 13, 2023
11:00 a.m.

Present were Committee Members: N. Bross-Fregonara, D. Parker, C. Kerns.

Also present were: Jerry Marco (mayor), Mike Kesecker (operations manager), Gerry Roberts (city attorney), Tracy Judy (treasurer), Steve Himes (fire chief), Travis Bennett (police chief), and Sutton Stokes (city clerk).

MINUTES

Parker **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF OCTOBER 17, 2023.** The motion carried.

NEW BUSINESS

a. Architect's update concerning Sanitation Garage

Bryson Van Nostrand, the architect and project manager supervising the project to construct a new Sanitation Garage, provided an update concerning the recent public bidding for this project. Because of the state requirement that bids for this kind of project must include performance bonds, only two bids were received. The bids were substantially higher than anticipated (low bid was \$1.63 million, against expected amount of \$1 million or \$1.1 million). Because of the already minimal design, very little in the way of savings is likely to be realized by making design changes.

b. Architect's update on city hall HVAC project

Van Nostrand, also the architect and project manager supervising the project to update HVAC and other systems in city hall, provided an update concerning this project, which has not yet been bid out. Because of the performance bid requirement, and the resulting likelihood that the low bid will be a regional rather than local company, Van Nostrand expressed concern that this project will also cost much more than previously anticipated. As one indication, Van Nostrand reported that asbestos abatement previously expected to cost around \$25,000 was recently estimated at around \$100,000.

c. Briefing on abandonment request

Stokes briefed the committee about an abandonment request docketed for the committee's next meeting.

- d. Request from RCDA for endorsement of additional Industrial Access Road Grant concerning Riverbend Road

Parker **MOVED APPROVAL OF A REQUEST FROM RCDA FOR ENDORSEMENT OF ADDITIONAL INDUSTRIAL ACCESS ROAD GRANT CONCERNING RIVERBEND ROAD.** The motion carried.

- e. Location for recycling site

C. Lee, the manager of the Phil Gainer Community Center, reported on discussions of using the PGCC property as the location for a recycling drop-off site. The Elkins Parks & Recreation Commission has not yet considered this possibility.

- f. Darden House proposal from Woodlands Development & Lending

The committee reviewed an updated proposal from WDL. The update clarified that the carriage house would convey with the property and that WDL would be responsible for grass cutting.

Parker **MOVED TO RECOMMEND APPROVAL OF THE PROPOSAL TO TRANSFER THE DARDEN HOUSE TO WDL BY COUNCIL.** The motion carried.

- g. Governor Kump House

Priscilla Gay, member of the Kump Education Center Board of Directors, relayed that the Kump House Endowment Trust Board of Directors (the body administering the bequest), has recently adopted a motion affirming the trust's responsibility for all maintenance and repairs, including grounds upkeep, etc. "There will be no expectation that the Operations Department is required to do anything," Gay said. "The trust will not look to Operations to provide any services for the Kump House."

The City Attorney will draft an updated MOU.

The meeting adjourned at 12:52 p.m.

The foregoing minutes were approved at the meeting of _____, 2023.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 11, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Petition of Coca Cola Consolidated, Inc. (CCCI) for the city to abandon an opened portion of an alley known as Coke Lane
Recommended By:	Before committee via statutory process
Summary:	Coca Cola Consolidated, Inc. (CCCI) operates the Coca Cola bottling plant located along Eleventh Street, on parcels divided by an open alley known as Coke Alley. CCCI proposes that the city abandon the section of Coke Alley dividing its properties, potentially creating a dead-end alley. Alternatively, CCCI may be willing to cede a piece of its property between the alley and Davis Avenue, such that a new open right-of-way at right angles to the course of the alley might be created. (See attached petition, including maps.) This request is before the committee because of a provision in city code (§ 93.070 et. seq.), Street and Alley Abandonment Procedures. Although the legislative intent section of this law indicates that it was originally intended to apply to unopened alleys, this is a request to close an open alley. However, city law does not create any obstacle to such a request being heard. City Code stipulates the following requirements be met prior to consideration of such a request: • A petition by the requesting party • An engineer's or surveyor's map of such right-of-way together with abutting property owners (there aren't abutting property owners, in this case, since CCCI property lies on both sides of the proposed abandonment) • A Class I legal advertisement announcing today's hearing All of these requirements have been met.



CITY OF ELKINS AGENDA ITEM REPORT

	This is an open alley. It is currently used by the city's Sanitation Department for weekly household trash collection.
Fiscal Impact:	n/a
Recommendation:	Per city code: After considering the evidence presented at the public hearing, as well as any other documented evidence which may come before the Municipal Properties Committee, the Committee shall report its recommendations to Council at the next Council meeting. The recommendations of the Municipal Properties Committee to Council may include a recommendation as to a value to be placed on the right-of-way or portion thereof to be considered for abandonment. Upon receipt of the Municipal Property Committee's recommendations, Council shall direct the preparation of an ordinance in the manner prescribed by law. Council shall then vote on passage or rejection of the ordinance by a simple majority vote of the members present at a regular or special meeting at which a quorum is present. Accordingly, the committee may either recommend or not recommend that council grant this abandonment request. If recommended, council can only approve the recommendation for abandonment via an ordinance following the standard procedure (two readings).
Attachments:	1. AD-75931 2. Committee submission - ELKINS ABANDONMENT PETITIONER DOC- FINAL (002)

The Inter-Mountain Legals Print Ad Proof

ADNo: 75931 Customer Number: L01320

Customer Name: SUTTON STOKES

Company: CITY OF ELKINS

Address: 401 DAVIS AVE

City/St/Zip: ELKINS, WV 26241

Phone: (304) 636-1414 Solicitor: JH

Category: 10 Class: 1000 Rate: LE-0 Start: 11-20-2023 Stop: 11-20-2023

Lines: 34 Inches: 3.31 Words: 161

Credit Card:

Expire:

Order Number:

Cost: 22.01 Extra Charges: 2.00 Adjustments: .00

Payments: .00 Discount: .00

Balance: 24.01

NOTICE OF PUBLIC HEARING

Please take notice that on December 11, at 11:00 a.m. in the Council Chamber of Elkins City Hall in Elkins, West Virginia, the Municipal Properties Committee will hold a public hearing on the petition of Coca Cola Consolidated, Inc. (CCCI) to abandon an opened portion of an alley known as Coke Lane. The portion of Coke Lane proposed to be abandoned passes between two CCCI properties at the south end of the block of Coke Lane between Tenth and Eleventh Streets.

The hearing will be open to the public and any interested parties may appear at the hearing and be heard with respect to the petition.

A copy of the petition and related documents are available for public inspection at the City Clerk's Office located at 401 Davis Avenue, Elkins, West Virginia. This office is open to the public Monday through Friday, 8:00 a.m. to 4:30 p.m.

City of Elkins
Sutton R. Stokes, City Clerk
11/20

City of Elkins, WV
401 Davis Avenue
Elkins, WV 26241
(304) 636-1777
County: Randolph

PETITION FOR PUBLIC THOROUGHFARE DISCONTINUATION

Petitioner's Information:

Coca-Cola Consolidated, Inc. (CCCI)
1030 S Davis Avenue, Elkins, WV 26241
(304) 636-3500/ Ext 4203 / (443) 306-6606 cell

Purpose For Petition

The purpose for this petition is to increase public safety in and around the intersection of 11th Street and Coke Alley, bolster CCCI efforts to make capital improvements to our facility and property that align with the city's redevelopment initiatives, enhance CCCI employee safety during hours of operation, strengthen security measures for CCCI company assets, and reduce crimes of opportunity.

Thoroughfare Discontinuation Location:

Approximately 90 feet of thoroughfare located on the south end of Coke Alley between lot 665 of block 68 (DB 408/774) and lot 654 of block 68 (DB 430/444-TR#2) on the west: And lot 686 of block 69 (DB 430/44-TR#5) and lot 687 of block 69 (DB 430/444-TR#1) on the east.

Portion of the alley between tax map 17, parcels 182 and 192 on the west: tax map 17, parcels 183 and 193 on the east. (Refer to diagram A)

Supporting Signatures

Property owners who abut the portion of right-of-way to be vacated and have property rights on Coke Lane, support this petition agree to the following:

We, the undersigned, hereby petition the Council of the City of Elkins for consideration to quit-claim the portions of right-of-way to be abandoned as described above; and

I do hereby certify that I am the rightful and lawful owner and/or representative of property abutting right-of-way property to be vacated and quit-claimed.

Name (Print): Thomas L. Rexrode
Signature: Thomas L. Rexrode
Date: 4/4/21
Address: 1022 S. Davis Ave
(Map/Parcel): _____

Name (Print): Emily Benigni
Signature: Emily Benigni
Date: 4.4.23
Address: 1002 S. Davis Ave.
(Map/Parcel): _____

Name (Print): Thomas Benigni
Signature: Thomas Benigni
Date: 4.4.23
Address: 1008 S. Davis Ave
(Map/Parcel): _____

Name (Print): Etha Jean Kendall
Signature: Etha Jean Kendall
Date: 4-5-2023
Address: 1004 S. Davis Ave Elkins, WV 26241
(Map/Parcel): _____

Additional information:

This thoroughfare discontinuation would not affect the ingress/egress of property owners north of the petitioned area. Property owners will still be able to enter onto their property from both Coke Alley (south bound) and South Davis Avenue.

This abandonment would facilitate CCCI capital improvement initiatives, specifically, a new fence and gate project, paving, new CCTV system, building maintenance and painting.

Should the council require it, CCCI would be agreeable to work with the city council to utilize a portion CCCI property to create an alleyway to provide two-way ingress and egress onto Coke Lane. This area would be located on the northern portion of lot 686 (DB 05-17,183) between Coke Lane and South Davis Street with approximate dimensions of 20' x 150'. (Refer to diagram B)

Correspondence:

Please provide all mail correspondence to:

Coca-Cola Consolidated, Inc.
Attn: Security Director
1030 S Davis Avenue
Davis, WV 26241

Direct email correspondence to:

Alexandria Gormley, Director Government Relations
alexandria.gormley@cokeconsolidated.com

Sean McCarthy, Corporate Security Director
sean.mccarthy@cokeconsolidated.com

Submitted by: Sean McCarthy Submission date: November 3, 2023

Sean McCarthy for Coca-Cola Consolidated, Inc.

Attachments:

- I. Signature of abutting landowner Thomas L. Rexrode
- II. Additional landowner signatures in support of petition (original copy)
- III. Tax assessor's map with lot/parcel numbers
- IV. Revised plat survey – Leon Mallow Surveying Inc. dated 7/25/23

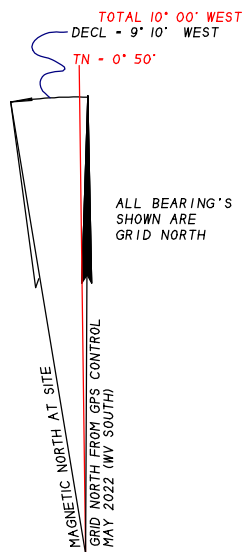
Name (Print): Thomas L. Rexrode
Signature: Thomas L. Rexrode
Date: 4/4/22
Address: 1022 S. Davis Ave
(Map/Parcel): _____

Name (Print): Emily Benigni
Signature: Emily Benigni
Date: 4.4.23
Address: 1002 S. Davis Ave.
(Map/Parcel): _____

Name (Print): Thomas Pessiooglou
Signature: Thomas Pessiooglou
Date: 4.4.23
Address: 1008 S. Davis Ave
(Map/Parcel): _____

Name (Print): Etha Jean Kendall
Signature: Etha Jean Kendall
Date: 4-5-2023
Address: 1004 S Davis Ave Elkinsville 26241
(Map/Parcel): _____





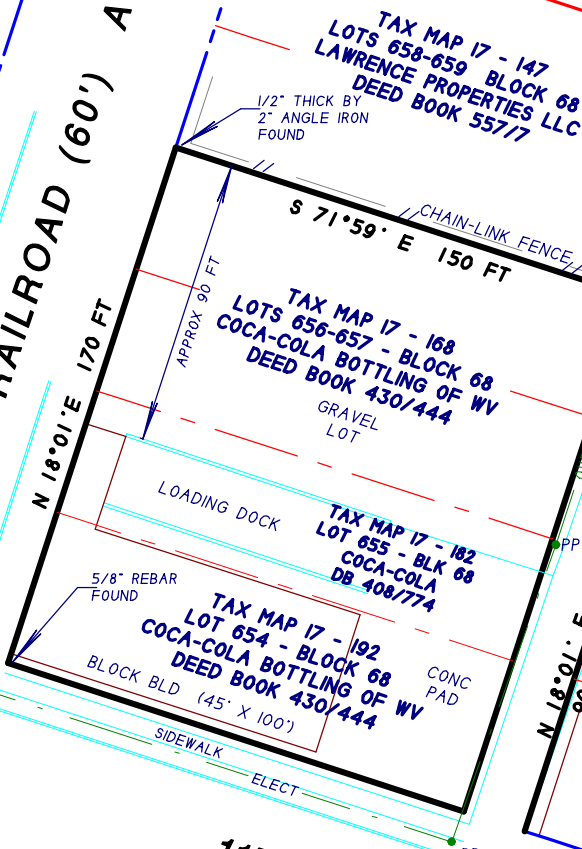
RAILROAD (60') AVENUE

10TH STREET (60')

DRAFT COPY
FOR REVIEW ONLY

SOUTH DAVIS (60') AVENUE

11TH STREET (60')



5/23/2023

Site Location in May 2023
By LEON G. MALLOW
Professional Surveyor No. 567 of
LEON G. MALLOW SURVEYING, INC.
2000 Piercy Rd. Montrose, WV 26283

DISTANCES SHOWN ARE ONLY
APPROXIMATE UNTIL FINAL SURVEY
MEASUREMENTS ARE MADE.

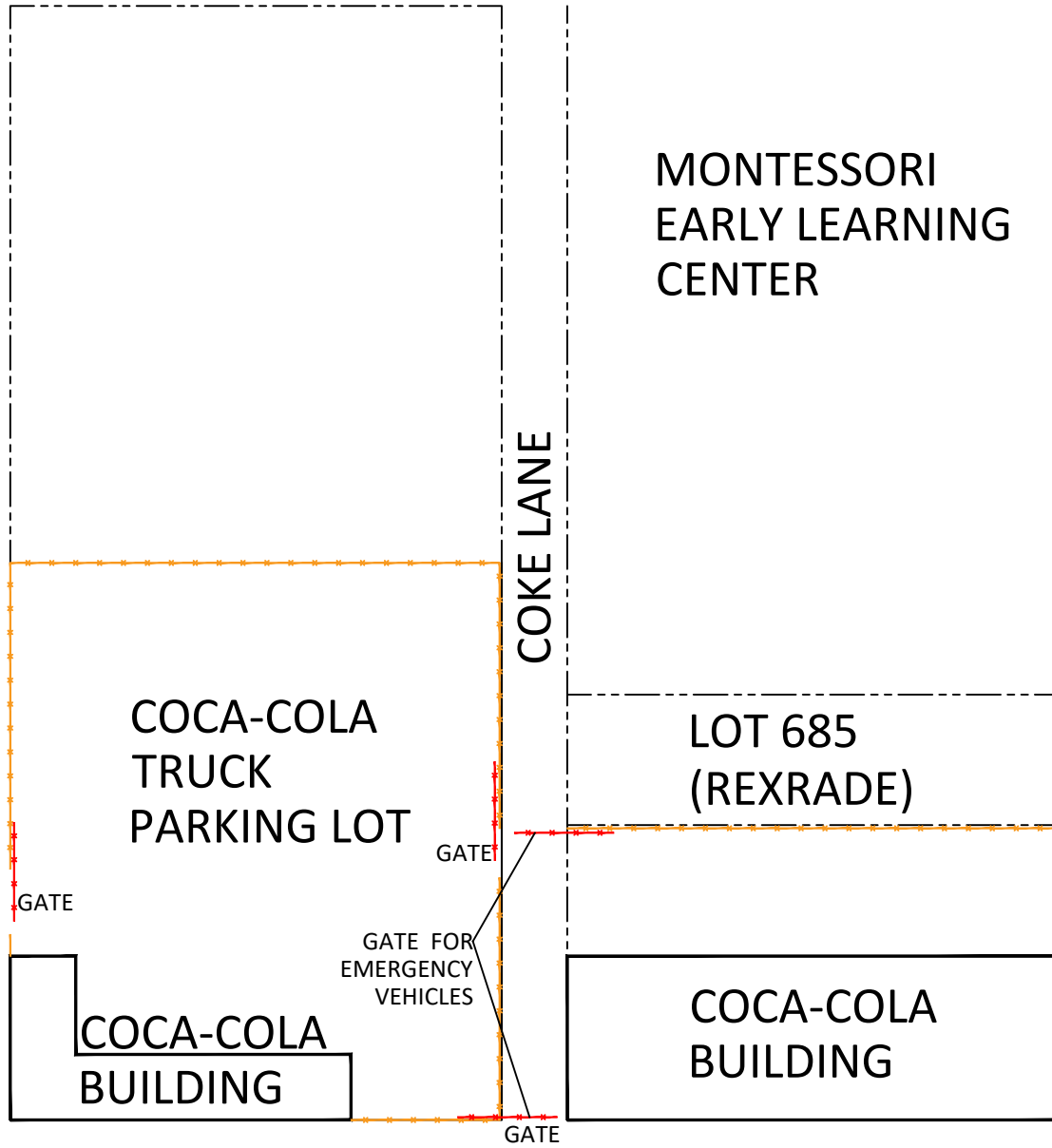
SURVEY WORK DRAWING
FOR
COCA-COLA BOTTLING COMPANY OF WV
SCALE: 1 INCH = 50 FEET



ELKINS CORPORATION RANDOLPH COUNTY, WV
BEING PART OF THE VALLEY IMPROVEMENT CO'S
SOUTH ELKINS ADDITION OF RECORD IN
DEED BOOK 81 AT PAGE 414

COCA-COLA
1030 SOUTH DAVIS AVE.
PROPOSAL FOR NEW ACCESS DRIVE

RAILROAD AVENUE

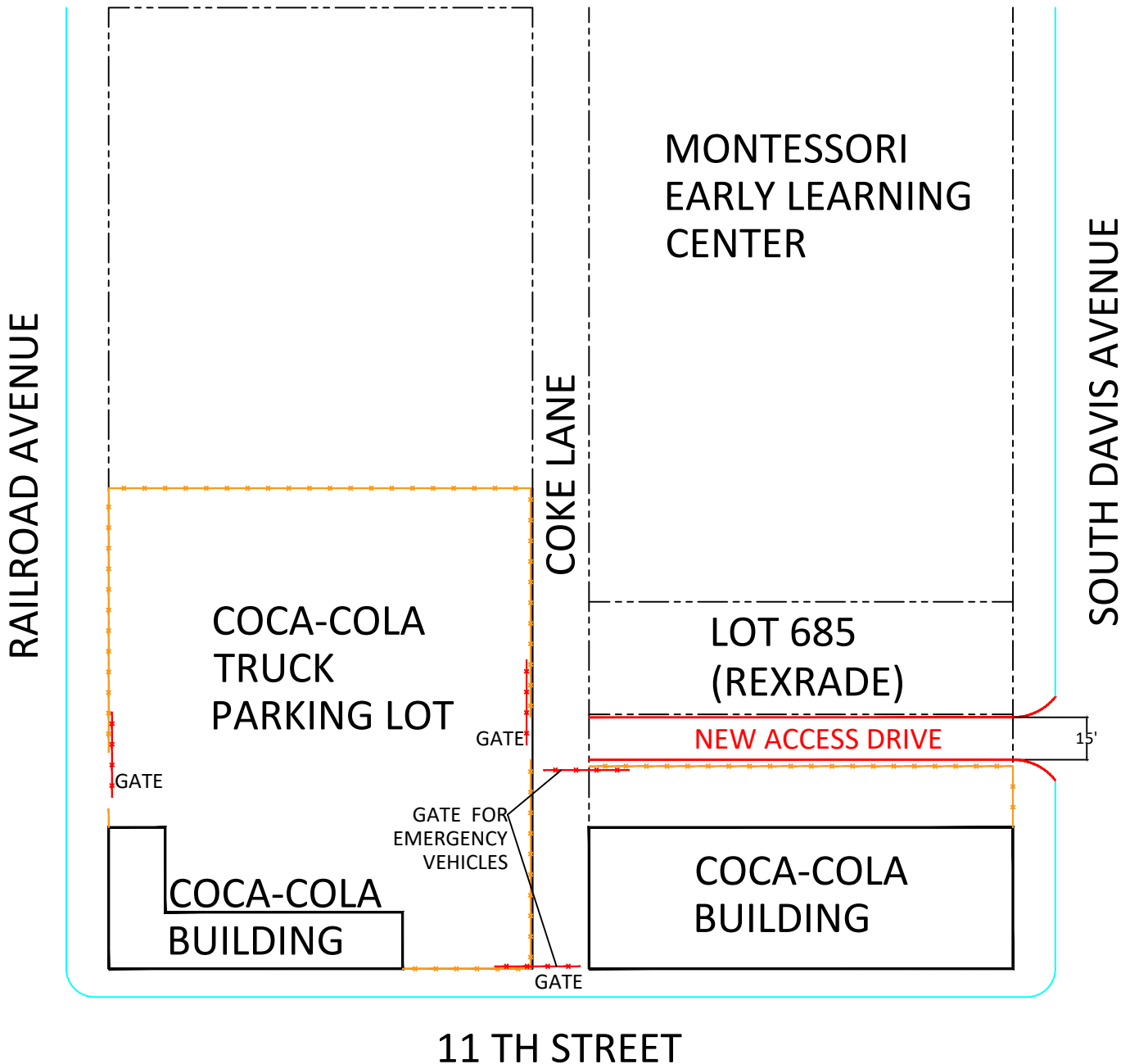


SOUTH DAVIS AVENUE

11 TH STREET

- NEW FENCE
- NEW GATES
- COCA-COLA BUILDING
- PROPERTIES LINES

COCA-COLA
1030 SOUTH DAVIS AVE.
PROPOSAL FOR NEW ACCESS DRIVE



- NEW ACCESS DRIVE
- NEW FENCE
- NEW GATES
- COCA-COLA BUILDING
- PROPERTIES LINES



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 11, 2023
Section:	New business
Category:	Presentation
Agenda Item Name:	Veterans Memorial and Park Permission to apply to DOH for right-of-way access for Gold Star Memorial
Recommended By:	Mayor
Summary:	Rotary Club is fund raising to install a Gold Star Families Memorial adjacent to the current All Veterans Memorial. RC needs council approval to apply to DOH for permission, as this property belongs to DOH but is leased by the city. Jeff Wood, of the All Veterans Memorial Council, reports that his organization currently tends to all landscaping, maintenance, and litter control needs at the memorial (the currently developed area facing North Randolph. However, he advises that AVMC will not be able to provide similar services to the proposed expanded "park" area where the Gold Star Memorial is planned.
Fiscal Impact:	No direct costs to install the memorial. However, questions remain concerning maintenance and upkeep for the expanded "park" area.
Recommendation:	Consider for recommendation to council
Attachments:	1. Elkins Gold Star Family Memorial Background paper 2. Elkins-Gold Star Family Memorial



October 12, 2023

PROJECT TITLE: Gold Star Families Memorial Monument (GSFMM), Elkins WV

PURPOSE: Gold Star Families Memorial Monuments are established for three reasons:

- Provide a space the Gold Star Families can call their own in honor of their Loved Ones and their family.
- Provide a site in which to host Gold Star Family Outreach event programs
- Educate and raise awareness in the American public about Gold Star Families and the sacrifices that have been made for the freedoms we enjoy every day as Americans.

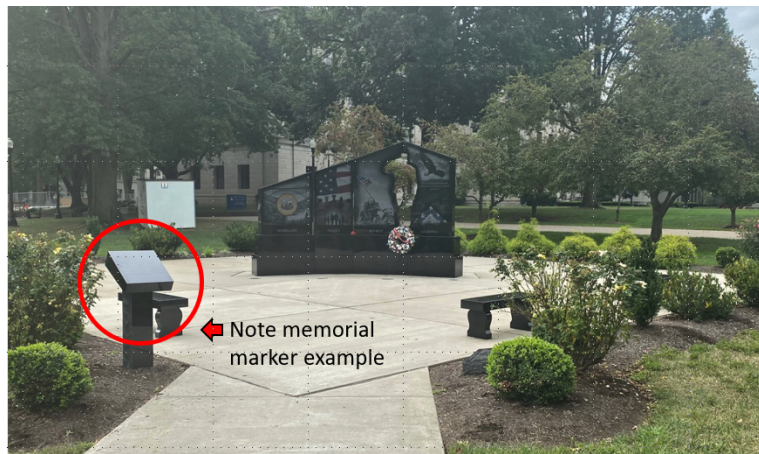
PROJECT PLAN: The project consists of design and construction of the memorial monument and surrounding plaza consistent with the guidelines required by The Woody Williams Foundation. The final monument design will feature components relevant to Elkins and Randolph County and be placed in a landscaped plaza approximately 25' in radius, similar in appearance to that of the monument at the State Capitol shown here.

The plaza will contain marble benches marked to recognize up to three platinum level donors as well as three markers similar to that shown in the photo:

- One will describe the monument itself and its purpose
- One will honor Woody Williams as the nation's last surviving WWI

Medal of Honor recipient as well as of his life of service in support of veterans and Gold Star Families and as a Rotarian of Rotary International District 7545

- One will recognize donors at the Platinum, Gold and Silver level



LEADERSHIP: This project is under the auspices of The Woody Williams Foundation a 501(c)(3)¹ whose mission is: *"to honor, recognize, and serve Gold Star Families and the legacy of their Loved Ones who have paid the ultimate sacrifice."* (see <https://woodywilliams.org/>)

¹ EIN **06-1840409**



The Executive Committee overseeing this project consists primarily of the senior leadership of Rotary International (RI) District 7545 in West Virginia, specifically:

- Justin D. McCarthy, VADM, SC, USN (ret), District Governor, RI District 7545 of Fayetteville, WV
- Jeff Disibbio, District Governor-elect, RI District 7545 of Bluefield, WV
- Richard "Rick" Macak, LtCol, USMC (ret), District Governor-nominee, RI District 7545 of Daniels, WV
- Kristie Vandevander, Immediate Past President, Rotary Club of Elkins, WV
- James G. Peterson, Member, Rotary Club of Milton, WV (Woody's home club)
- SSgt Donald Lambert, WVANG, District Commander, American Legion District 9, of Valley Bend, WV

WHY ELKINS? Four primary reasons:

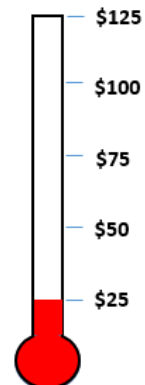
- Woody's wishes to build GSFMM's in locations not within an hour's drive of existing monuments
- A location in his home state of West Virginia and within the boundaries of his home Rotary District (7545)²
- The high concentration of veterans in Randolph County, including 672 known Gold Star Families in the surrounding area
- The historical significance of Elkins to West Virginia and its draw as a tourist destination (Randolph County typically sees ~300,000 visitors annually)



BUDGET:

• Granite monument	\$53,000
• Granite benches	7,000
• Site prep and construction	40,000
• Landscaping and lighting	10,000
• Design and WWF support	8,000
• Special events	7,000
TOTAL EXPENSES	\$125,000

Progress



SCHEDULE:

- | | |
|------------------------------|---------------------|
| • Project registered | FEB 2023 |
| • Local approval received | DEC 2023 |
| • Primary fundraising period | DEC 2023 – APR 2024 |
| • Design finalized | APR 2024 |

² Rotary International District 7545 encompasses all of West Virginia other than the eastern panhandle and includes 53 Rotary Clubs and approximately 2,000 Rotary members



- Construction contract awarded MAY 2024
- Groundbreaking ceremony MAY 2024
- Dedication ceremony SEP-OCT 2024

SPONSORSHIPS: Contributors are being sought at four levels:

- Platinum (up to three): \$10,000 (one sold)
- Gold (up to eight): \$ 5,000 (three sold)
- Silver (up to fourteen): \$ 2,500
- Bronze (unlimited) \$ 1,000

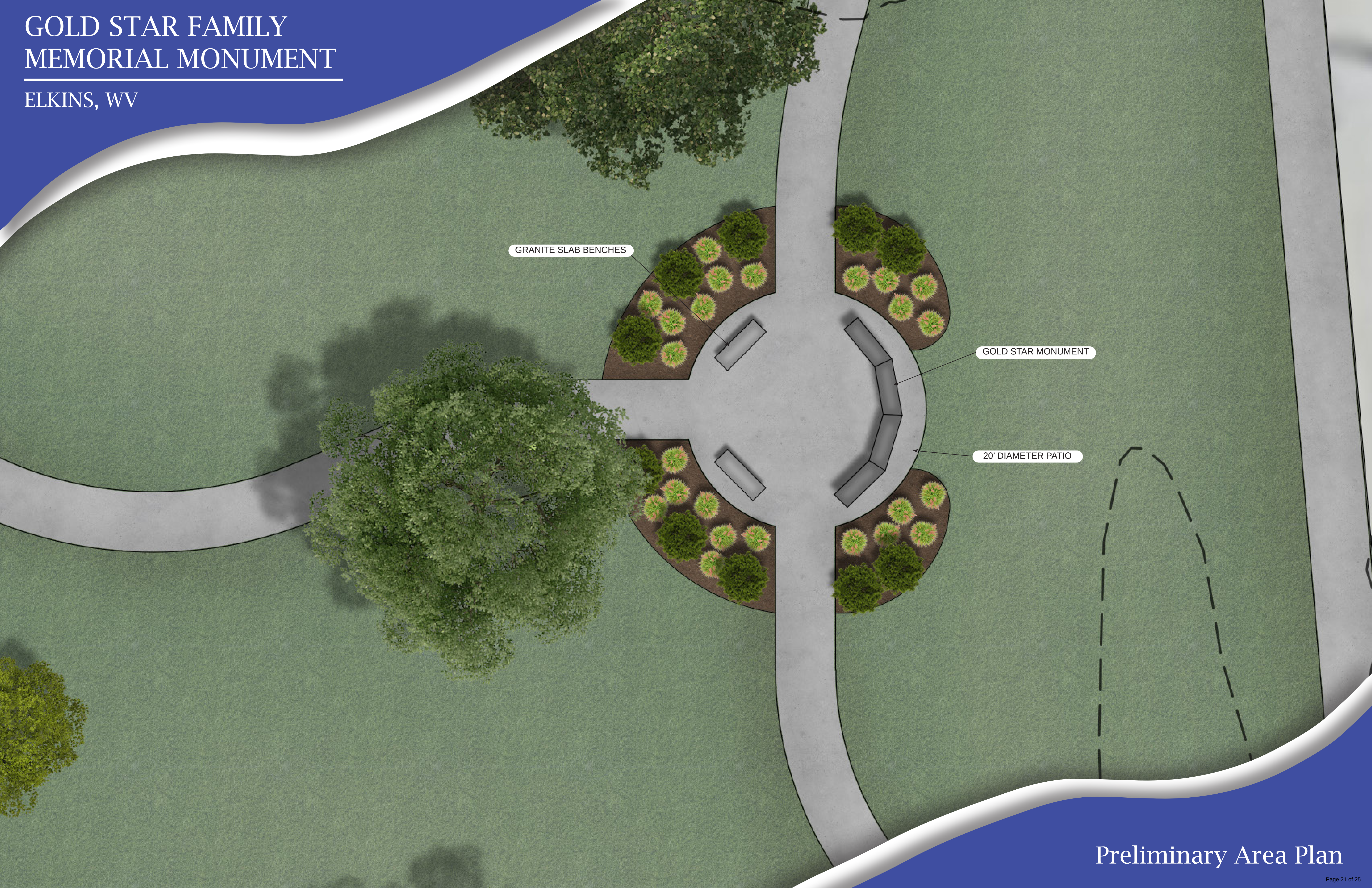
REGISTERED SPONSORS

- Platinum
 - Rotary Club of Milton, WV
- Gold
 - Natural Resource Partners, L.P., Huntington WV
 - Western Pocahontas Properties, L.P., Huntington, WV
 - Pocahontas Royalties, LLC, Huntington WV
- Silver
 - VADM & Mrs. Justin D. McCarthy, SC, USN (ret), Fayetteville WV
- Bronze

GOLD STAR FAMILY
MEMORIAL MONUMENT
ELKINS, WV



GOLD STAR FAMILY
MEMORIAL MONUMENT
ELKINS, WV





CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 11, 2023
Section:	New business
Category:	Presentation
Agenda Item Name:	Sanitation Department garage: new round of public bidding.
Recommended By:	Operations Manager
Summary:	Initial bids to construct a new Sanitation Garage were higher than anticipated and cost prohibitive. A second round of bidding based on updated specifications is now proposed. The Operations Manager will present more information.
Fiscal Impact:	TBD.
Recommendation:	For discussion
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 11, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	City hall security improvements
Recommended By:	Operations Manager
Summary:	Operations Manager will report on plans to increase security at city hall.
Fiscal Impact:	TBD
Recommendation:	For discussion
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 11, 2023
Section:	New business
Category:	Action Item
Agenda Item Name:	Streetscape planning
Recommended By:	Committee Chair
Summary:	Committee Chair requests discussion on the status of the 2023 GAI Consultants Streetscape Master Plan. (Click here to see plan.) • How do previous projects move forward, such as bike bollards/parking meter removals • How can proposed projects move forward, such as cigarette bins • How do agreed-upon streetscape design elements stay enforced, such as the reintroduced wood trash bins • How does the implementation of strategies move forward, such as finding funding sources • Main Street will not be working on streetscape efforts; who will?
Fiscal Impact:	Phase one of the plan (as projected by the consultant) was estimated in early 2023 to cost \$3.5-\$4.6 million.
Recommendation:	For discussion
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	December 11, 2023
Section:	New business
Category:	Presentation
Agenda Item Name:	Darden House update
Recommended By:	Committee Chair
Summary:	Committee Chair requests update on transfer of Darden House and status of that building's internet contract. City Attorney will report.
Fiscal Impact:	Transfer was approved by council as no-cost. Internet contract is \$750/month.
Recommendation:	For discussion
Attachments:	None