



City of Elkins

Municipal Properties Committee Meeting

March 11, 2024
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. **Call to order and roll call**
2. **Public comment**
3. **Minutes**
 - a. Proposed minutes for the meeting of February 12, 2024
4. **Reports**
5. **New business**
 - a. Downtown parking:
 - Proposed elimination of no-parking zone on South Davis Avenue near Riverview Apartments
 - Proposed elimination of no-parking zone in front of the former T-Mart
 - b. Consideration of terms of lease with Tygart Hotel for reserved loading/unloading on Davis Avenue
 - c. Planning for TIF project identification and management
 - d. Kump House grant
 - e. Veterans Park
 - f. Police Department Parking Lot
 - g. Proposal to designate the Police Department Office as the Paige Marsteller / Robert Lilly Memorial Police Station
 - h. City real property and rights of way
6. **Announcements**
7. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 11, 2024
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of February 12, 2024
Recommended By:	City Clerk
Summary:	Minutes proposed for the meeting of February 12
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. Municipal Properties - 2024_02_12 - minutes_proposed

MUNICIPAL PROPERTIES COMMITTEE REGULAR MEETING MINUTES

***401 Davis Avenue
City Hall, Council Chambers
February 12, 2024
11 a.m.***

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

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

PUBLIC COMMENT

There was no public comment.

MINUTES

Parker **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF JANUARY 8, 2024.** The motion carried.

REPORTS

Heather Biola presented the Kump Education Center's *2023 Annual Report*.

NEW BUSINESS

a. *Downtown parking*

No action was taken on this item. The operations manager will research and present initial recommendations at the next meeting.

b. *Request from Tygart Hotel for reserved loading/unloading in front of building*

Parker **MOVED RECOMMENDING COUNCIL APPROVAL OF A REQUEST FROM THE TYGART HOTEL FOR RESERVED LOADING/UNLOADING IN FRONT OF THE BUILDING.** The motion carried.

c. Land swaps from RCDA:

- o *Riverbend Park Road – From City of Elkins to WV Division of Highways*

The City Attorney explained that this transfer is about to be finalized. No action was needed.

- o *Center of Wood Technology Center Building – From City of Elkins to Randolph County Development Authority*

Parker **MOVED RECOMMENDING THAT COUNCIL APPROVE THE FINAL TRANSFER OF LAND NEAR THE WOOD TECHNOLOGY CENTER BUILDING FROM CITY OF ELKINS TO RANDOLPH COUNTY DEVELOPMENT AUTHORITY. The motion carried.**

- o *Strip along Wilson Street – From Randolph County Development Authority to City of Elkins*

The City Attorney explained that the RCDA would be preparing a deed clarifying the transfer of land adjacent to Wilson Street to City of Elkins. A portion of land intended to be transferred previously was not included in the original deed. This was a point of information with no action needed.

- d. *Rosie the Riveter Memorial: Permission to apply to DOH for right-of-way access*

Kerns **MOVED RECOMMENDING COUNCIL APPROVAL OF A W. VA. DOH RIGHT-OF-WAY ACCESS APPLICATION FOR INSTALLATION OF THE ROSIE THE RIVETER MEMORIAL. The motion carried.**

- e. *City real property and rights of way*

The City Attorney updated the committee on the pending transfer of the Darden House to Woodlands Development Group. This transfer is expected to be complete soon.

The City Attorney updated the committee concerning the requested abandonment of an alley near the Coca Cola bottling plant on Eleventh Street. The surveyor is aware of the need for documentation and will work on it as soon as possible.

The Operations Manager updated the committee concerning the city hall key fob system.

The meeting adjourned at 12:01 p.m.

The foregoing minutes were approved at the meeting of _____.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 11, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Downtown parking: • Proposed elimination of no-parking zone on South Davis Avenue near Riverview Apartments • Proposed elimination of no-parking zone in front of the former T-Mart
Recommended By:	Mayor, community requests
Summary:	Ongoing discussion of downtown parking generally. Specifically, nearby business owners have requested elimination of no-parking zones that limit access to their businesses: • In front of the Riverview Apartments building, which has ground level retail space along this block. • In front of the former T-Mart, now owned by Woodford Oil. This used to be a driveway/entrance to the T-Mart parking lot; now there is a fence blocking this entire side of the property.
Fiscal Impact:	n/a
Recommendation:	Consider for recommendation to council
Attachments:	1. Riverview parking 1 2. Riverview parking 2 3. Riverview Parking 3 4. woodford 1 5. woodford 2











WOODFORD
REGULAR 3.88
DIESEL 4.88
DIESEL EXHAUST FLUID
OFF ROAD DIESEL
HEATING OIL
REC-90 ETHANOL FREE
PROPANE
LUBRICANTS



THE CHARM
FARM MARKET
BUTCHER
COME ON DOWN
FRESH
MEAT
TODAY



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 11, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Consideration of terms of lease with Tygart Hotel for reserved loading/unloading on Davis Avenue
Recommended By:	
Summary:	When council approved use of two reserved loading/unloading spaces in front of the Tygart Hotel, staff was directed to research the status of other leased spaces around the city. There are three such accounts, as follows: • Busch, Zurbuch, & Thompson – 3 parking spaces @ \$35.00 each per month (Bill Quarterly \$315.00) • Davis Trust Company – 2 parking spaces @ \$35.00 each per month (Bill Quarterly \$210.00) • Mountain Valley Bank – 4 parking spaces @ \$35.00 each per month (Bill Annually \$1,680.00)
Fiscal Impact:	If a lease is required on similar terms to existing ones, the Tygart would pay \$840/year.
Recommendation:	Consider for recommendation to council
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 11, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Planning for TIF project identification and management
Recommended By:	City Clerk
Summary:	It appears that the city may be able to issue its first TIF bonds by the end of this year, perhaps for \$1-\$2 million, raising the possibility of commencing significant work on identified projects as soon as the 2025 construction season. This raises the following questions: • How will projects and project phases be identified and prioritized? Consistency, synergies with other outside projects, and long-term vision will be crucial to make the most of these funds. • Who will manage procuring project management and construction services (e.g., the "5G process," etc.)? Elkins is one of the smallest jurisdictions ever to implement TIF. While larger cities have planning departments and significant in-house construction project management capacity, Elkins is more limited in its capacity to give these projects the attention they will demand. • How can we find the most value in our community partners for TIF-related work? Various community partners (e.g., Woodlands, EAST, RCDA, etc.) have their own strong interests in the projects identified in the TIF ordinance. They also offer considerable expertise in both funding identification and project management.
Fiscal Impact:	None
Recommendation:	Consider for recommendation to other committees/council as determined through discussion
Attachments:	1. TIF projects desc from application

The TIF Projects

The City proposes to develop certain capital improvements within or which serve the TIF District and include the design, permitting, acquisition, construction and equipping of site, infrastructure and other improvements, both public and private, that will facilitate development within, or for the benefit of, the TIF District (collectively, the “TIF Projects”), including, but not limited to, the following:

- Waterlines, waterworks facilities, sanitary sewer lines, sewerage facilities, stormwater facilities, telecommunications, cable, fiber optic, electric, natural gas and related public infrastructure improvements and relocations;
- Construction of roads, sidewalks, street lighting, traffic signals and other roadway and streetscape improvements and related appurtenances including curbing and gutters;
- Acquisition of land within the TIF District or outside of the TIF District which contains or will contain infrastructure or other facilities which serve the TIF District;
- Demolition, site preparation and excavation and other earthwork necessary for and incidental to the construction and installation of infrastructure and other improvements;
- Other related improvements, extensions, renovations and additions; and
- All professional service fees and consultant fees in connection with the foregoing, including but not limited to engineering and other design fees, legal fees, fees of property tax revenue consultants, property tax consultants, trustees, continuing disclosure agents and all fees and costs incurred in connection with the preparation and approval of the Project Plan.

The TIF Projects are expected to include, but not be limited to, (i) riverfront development and beautification along the Tygart Valley River; (ii) recreational trail system improvements throughout the proposed TIF District; (iii) streetscaping, wayfinding, lighting, and sidewalk improvements in the downtown business district; (iv) improvements to the Elkins Railyard, including the Roundhouse Plaza and construction of a new event center; and (v) improvements to the Randolph County Industrial Park.



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 11, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Kump House grant
Recommended By:	Councilor Bross-Fregonara
Summary:	Councilor Bross-Fregonara will update the committee concerning a grant that the Kump Education Center is applying for
Fiscal Impact:	TBD
Recommendation:	Consider for recommendation or action as needed
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 11, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Veterans Park
Recommended By:	Mayor
Summary:	Update on construction of new monuments/park improvements adjacent to the current All-Veterans Memorial: • This land is owned by W. Va. DOH and leased by City of Elkins. • Council has approved submission of applications for right-of-way access permits from W. Va. DOH for both the Rosie the Riveter and Gold Star Families Memorial installations. This allows construction to proceed once final designs are in hand. • Design work is still needed for both of these monuments and the rest of the park. • The county is funding design work for the Rosie the Riveter statue and is considering funding a parking lot. • Rotary is funding design work around the Gold Star Families Memorial. • No party has yet stepped forward to fund remaining master-plan design work for the whole property, tying the two new memorials together with the current All-Veterans Memorial. • To achieve the overarching design and to have influence over the look of the park, it is proposed that the city fund a contractor to finalize an overarching master plan. This funding request is being referred to the Finance Committee.
Fiscal Impact:	TBD - approximately \$15-20,000
Recommendation:	For information, no action needed
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 11, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Police Department Parking Lot
Recommended By:	Police Chief
Summary:	Chief Bennett will present his proposal to restrict parking in the section of the parking lot adjacent to the police department entrance
Fiscal Impact:	Cost of new signs
Recommendation:	Consider for recommendation to council
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 11, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Proposal to designate the Police Department Office as the Paige Marsteller / Robert Lilly Memorial Police Station
Recommended By:	Police Chief
Summary:	Chief Bennett will present his proposal to designate the Police Department Office as the Paige Marsteller/Robert Lilly Memorial Police Station.
Fiscal Impact:	None
Recommendation:	Consider for recommendation to council
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	March 11, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	City real property and rights of way
Recommended By:	
Summary:	
Fiscal Impact:	
Recommendation:	
Attachments:	None