



City of Elkins

Municipal Properties Committee Meeting

June 10, 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 May 13, 2024
4. **New business**
 - a. Bicycle bollards
 - b. Sidewalks
 - c. City Hall parking lot rules
 - d. HVAC costs and options
5. **Announcements**
6. **Adjournment**



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 10, 2024
Section:	Minutes
Category:	Action Item
Agenda Item Name:	Proposed minutes for the meeting of May 13, 2024
Recommended By:	City Clerk
Summary:	Minutes for the committee's meeting of May 13
Fiscal Impact:	n/a
Recommendation:	Consider for approval
Attachments:	1. municipal properties - 2024_05_13 - minutes_proposed

MUNICIPAL PROPERTIES COMMITTEE

REGULAR MEETING

MINUTES

401 Davis Avenue
City Hall, Council Chambers
May 13,
11 a.m.

Present were members: N. Bross-Fregonara (chair), C. Kerns, D. Parker.

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), J. Deighan (communications), and Sutton Stokes (city clerk).

PUBLIC COMMENT

Aira Burkhart, 915 South Kerens Avenue, spoke in favor of expanding bicycle parking in downtown Elkins.

MINUTES

Kerns **MOVED APPROVAL OF THE MINUTES OF THE MEETING OF MARCH 11, 2024.** The motion carried.

NEW BUSINESS

Parker **MOVED RECOMMENDING COUNCIL APPROVAL OF BIDDING OUT A PROJECT TO RELOCATE A SANITARY SEWER LINE UNDER CITY-OWNED PROPERTY NEAR ELEVENTH STREET.** The motion carried.

The meeting adjourned at 12:35 p.m.

Name & Title

Signature



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 10, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Bicycle bollards
Recommended By:	Councilor Bross-Fregonara
Summary:	See attached recommended locations for bike bollards
Fiscal Impact:	Work hours for installation
Recommendation:	Consider for recommendations or actions as appropriate
Attachments:	1. Proposed Locations for Bike Bollards

Proposed Locations for Bike Bollards 6/2024

Darden House/Darden Gardens (1)

421 Davis Ave.

Owner Woodlands Group

There is a tree lawn in front of the Darden House rather than extended sidewalk, which means the bollard may need to be installed near the gardens. However, at some point an interpretive sign could be installed in this lawn area. Dave Clark has been asked to provide a location preferences.



Jimbo's (2)

303 Davis Ave.

Building Owner: Richard Holland

The business owner expressed interest in having the bollard. However, he preferred it to be down a bit rather than right in front because he has plans to have outdoor seating. While we drew the square in line with the tree, it became apparent that the bollard should be perhaps farther from the curb to allow for the width of a bike. (see link below)



Augusta Building (3)

303 Davis Ave.

Building Owner: Augusta Heritage Center

Augusta would love to have two bollards. One in front near the second opening (not far from CJ Maggies and the second near the offices entrance, below). The Third St. location is their top choice.



The Delmonte (4)

Railroad Ave.

Building Owner: Woodlands Community Development

Delmonte has outdoor seating. Tammy Dolly mentioned she'd love to get the old parking meters removed. It makes it hard to shovel snow in winter. Excited to get one!



Dandelion Candy Store/Mossy Merchant (6)

212 Davis Ave.

Building Owner: Katie Driver

This location would be near both businesses.



Tricketts Hardware (7)

209 Davis Ave.

Building Owner: Colin McFadden

Very happy to get one!



Clementines Cantina/Wyld Lyfe border (8)

122 Davis Ave.

Building Owners: Emily Watson/Colin McFadden

This location would be near both properties. Clementine's wishes to expand its outdoor seating so business owner Zachary Watson said perhaps moving it down between the two properties. Although he thought it would be nice to have the bollard close to the buildings (as shown) that would go against the streetscape recommendations.



Dollar General (9)

107 Third St.

Building Owner: Richard Holland



Tip Top/Common Door (10)

125 Third St.

Building Owner: Mark Doak



Augusta Building (11) Byrd's House of Doughnuts (5)

21 Third St.

Building Owner: Augusta Heritage Center

or

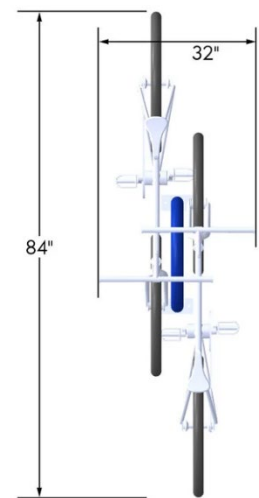
Byrd's House of Doughnuts (5)

224 Davis

Building owner: Thomas Byrd

Although we approached Byrd's House of Doughnuts the co-owner (son Tommy) wasn't sure and said his dad would get back with me. He has not, but I know how busy people get and a business card is easy to misplace. If they are not interested, Augusta would like one on Third Street. One thought would be to remove one of the two bollards in front of city hall. The one on the left is rather close to the landscaping. As seen below. Something to think about.

Both the Augusta (center, unmarked because received recommendation on phone) and Byrd's locations would be good due to closeness to Clementine's Closet Emily Watson may be interested. (Did not mark on sidewalk because he didn't commit. Son was interested but wanted Dad's input.)



All of these locations are simple recommendations from Aira and myself. There are inherent issues that the street department would know about and standard best practices for installation. The link below is excellent!

<https://blog.madrax.com/blog/bike-parking-space-dimensions>



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 10, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	Sidewalks
Recommended By:	Councilor Bross-Fregonara
Summary:	The attached documents shows sections of sidewalks near city-installed tree grates. The attached memo analyzes a possible course of action.
Fiscal Impact:	Cost of sidewalk repairs
Recommendation:	Consider for recommendation to council or other committees as appropriate
Attachments:	1. Sidewalk issues 5-2024 2. Memo - sidewalk repairs - 2024_06_07

SIDEWALK ISSUES: THIRD STREET TREE GRATES*/Bench Moved 5/2024



Left:

1. In front of Dollar General

Right:

2. Near Joey's Bike Shop



Left:

3. Also near Joey's, further up. from Joey's. Near Davis Ave.

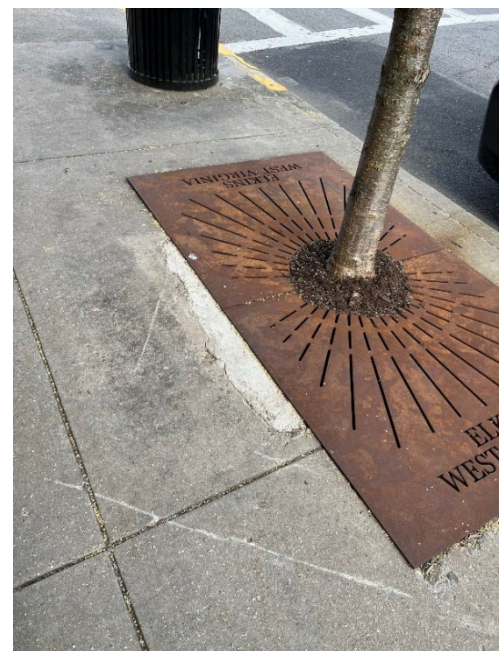
Right:

4. Someone moved the bench on top of the grate by Family Dollar. Not sure why the cone is there. Should have checked!



Left:
5. Grate by Sewing Center

Right:
6. In front of tattoo place



*7. Saw this when doing bollard pix on Davis Ave. not sure what its story is.

AFTER: This grate repair on right, close to Davis Ave. from Joey's on Third Street, shows earlier improvement! Looks good!

Memo

To: Municipal Properties Committee

From: Sutton Stokes, City Clerk

Date: June 7, 2024

Re: Sidewalk repairs

Under state law, the city has [clear authority](#) to “pave or repave, surface or resurface, curb or recurb, streets (which term is used in this article to include avenues and roads), alleys, public ways or easements, or portions thereof, and **to build or renew sidewalks...**” However, this same provision goes to say “AND to assess the costs of any or all of such improvements on abutting property.”

Accordingly, city law [says the following](#):

- The adjacent property owner is [required](#) to install and “keep in good repair a suitable sidewalk” along their entire frontage
- When council feels a sidewalk “needs repair.. it [SHALL](#) be the duty of the Mayor to cause the owner of the land or lot adjacent thereto to be notified in writing of such need of laying or repair of the walk and of the character of repaving needed to be done and, if such repairs are not made by the land or lot owner within ten days after the service of such notice or if such new walk is not laid or repaving done within 30 days after the service of such notice, the Council shall then have the power and authority to repair or repave any such sidewalk or footwalk.” (This section goes to elaborate on Council’s authority to then bill the adjacent property owner for the work.)

In the event that sidewalk repairs are necessitated as a result of city-performed work (e.g., installation of tree grates), it would be unfair to order the adjacent property owner to perform the work.

In such situations, council might enact a policy authorizing city resources to be used to perform repairs in the specific places where the city’s installation of tree grates has resulted in hazardous conditions. The fact that the work is tied to conditions created by the city would answer concerns that requests might come for repairs in other places around the city (where the need for repairs does not arise from city actions).

An additional justification for limiting this work to downtown is that it seems warranted in such a high-traffic area—but again, the strongest justification for deviating from the usual requirements of city law would be that the city is correcting conditions caused by its own work.

As this would probably need to be contracted out, and because it was previously unbudgeted, there might also need to be a budget revision. Please note the following meeting dates for a possible sequence of events. Note also that, if a budget revision is needed, it would need to be added as an adjustment to the agendas of both the Finance and Council meetings of June 24. The adjustment would need to be added no later than June 19.

- 6/10 Municipal Properties meeting (recommendation of policy)
- 6/24 Finance Committee meeting (budget revision for FY 2025)
- 6/24 or 7/11 Council meeting (for council approval of policy and budget revision)

##



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 10, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	City Hall parking lot rules
Recommended By:	Police Chief
Summary:	Ongoing discussion of rules for use of city hall parking lot. Issues include: • If/how to impose restrictions on cars being "stored" (i.e., those restricted from the college campus), even if moved regularly • Time limits and how to define (e.g., in the above circumstance) • Reserving parking close to the building for staff • Restricting access to the police section
Fiscal Impact:	TBD
Recommendation:	Discuss and make recommendations
Attachments:	None



CITY OF ELKINS AGENDA ITEM REPORT

Meeting Date:	June 10, 2024
Section:	New business
Category:	Action Item
Agenda Item Name:	HVAC costs and options
Recommended By:	Operations Manager
Summary:	The Operations Manager will update the committee on costs and options related to the city hall HVAC project
Fiscal Impact:	TBD
Recommendation:	Review presented information and make recommendations as necessary
Attachments:	1. Memo - HVAC financing - 2024_06_05_v2

Memo

To: City Council
From: Sutton Stokes, City Clerk
Date: June 5, 2024
Re: Financing for City Hall HVAC project

Council previously authorized acceptance of the “base bid” from City Plumbing and Heating (via Resolution 1758, on May 16). However, that limited project scope would lead to several undesirable results that would need fixing in the future, including but not limited to:

- Asbestos pipe insulation left in place in the basement, posing continued risk to employee health
- Deactivated furnace and related equipment left in place in the basement, limiting use of the space
- No heating in the basement, further limiting use of the space

After discussion with city staff and the project architect at its meeting Monday, the Finance Committee is recommending that council consider an expanded funding package as follows:

- City Plumbing and Heating base bid: \$1,255,000
- City Plumbing and Heating bid alt #1 basement VRF system: \$133,900
- Cira and Associates base bid for asbestos abatement: \$90,460
- Cira and Associates bid alternate #1 basement and attic demolition: \$47,550
- And an additional project component of finishing the city hall fire alarm system, estimated at a cost of \$50,000.

The new total estimated cost for the project would be \$1,576,910. The Finance Committee recommends a funding package consisting of at least \$309,000 from ARPA funds, \$266,000 from the Financial Stabilization account, and a bond issue of about \$1 million (depending on terms offered). The viability of this expanded project scope will depend on the terms offered by institutions bidding on the bond issue.

To be able to execute a new bid acceptance before expiration of the 90-day hold period, council must take first action on its bond ordinance tonight and final action no later than June 24, hence the need for the special council meeting that date. This bond issue will also require use of the Elkins Building Commission, which is now scheduled to meet the needed three times prior to June 24.

##



VANNOSTRAND ARCHITECTS PLLC

29 East Main Street, Ste 4
Buckhannon, West Virginia 26201
304.473.0555

April 5th, 2024

Mr. Mike Kesecker, Operations Manager
City of Elkins
401 Davis Avenue
Elkins, WV 26241

RE: ELKINS CITY HALL – HVAC & BOILER DEMOLITION PROJECTS

Dear Mike,

Regarding the HVAC PROJECT, we have reviewed the following low bid from CITY PLUMBING & HEATING:

→ Base Bid (HVAC): 1 st , 2 nd , 3 rd Floor VRF Systems	\$1,255,000.00	
→ Bid Alt #1 (Add): Basement VRF System	\$ 133,900.00	
Bid Alt #2 (Add): Jury Room & Penthouse HVAC	\$ 59,100.00	
Total:		\$1,448,000.00

Regarding the BOILER DEMOLITION PROJECT, we have reviewed the following low bid from CIRA AND ASSOCIATES:

→ Base Bid (Asbestos Abatement):	\$ 90,460.00	
→ Bid Alternate #1 (Add): Basement & Attic Demolition	\$ 47,550.00	
Bid Alternate #2 (Add): 1 st , 2 nd , 3 rd , Jury Room, & Penthouse Demolition:	\$ 16,600.00	
Total:		\$ 154,610.00
Total Cost:		\$1,602,610.00

We understand that the established budget for the construction work is \$1,300,000.00, and that the total of the lowest bids exceeds the budget by \$302,610.00. If we were to award only the essential components of the project, we would still be above the established budget by \$93,010.00:

Base Bid (HVAC): (1 st , 2 nd , 3 rd Floor VRF Systems	\$1,255,000.00	
Base Bid (Asbestos Abatement):	\$ 90,460.00	
Bid Alternate #1 (Add) Basement & Attic Demolition	\$ 47,550.00	
Essential Cost:		\$1,393,010.00

Should the City of Elkins be willing and able to secure these additional funds, we would recommend that the contracts be awarded to the lowest bidders, who are noted above. We are very familiar with both company's work, and are confident that they are qualified to complete our project.

If the City of Elkins is not willing or able to secure these additional funds, we are prepared to promptly rebid the project with a smaller scope of work for the Base Bids, and would also endeavor to further reduce the overall scope of work wherever possible.

We await your direction.

Respectfully Submitted,

VanNostrand Architects PLLC

A handwritten signature in black ink, appearing to read "Bryson", with a vertical line extending downwards from the end of the signature.

Bryson VanNostrand, AIA
bryson@vnarch.com