

STATE OF WEST VIRGINIA  
RANDOLPH COUNTY COMMISSION SS:

At a regular session of the County Commission in and for the aforesaid County and State, at the James F. Cain Court House Annex, on the 4<sup>th</sup> day of March, 2021 at 1:30 p.m.

Present: Mark Scott, President of the Randolph County Commission and David Kesling and Chris See, Commissioners thereof.

Meeting called to order by Commissioner Scott

PUBLIC COMMENT:

Jennifer Griggs appeared before the Commission. She said she was there representing the Randolph County Housing Authority. She said the mission of the Randolph County Housing Authority is to promote strong communities and a healthy quality of life in the six rural Counties that they serve. She said she wanted to speak about some of the programs they have going to continue to get the word out. She said they are doing a lot here in Randolph County and surrounding Counties. She said they have a program that ends at the end of March that gives assistance to people in getting a free laptop and installation of internet service at their home. She said they have also partnered with Highland Community Builders for the homelessness prevention and homelessness re-housing grant which is for Randolph, Barbour, Lewis, Tucker, Webster and Upshur Counties. She said they can help with rent arrears as well as moving forward with rent and utilities for people experiencing homelessness or have been affected by COVID. She said last week they did the ribbon cutting and opening of the learning center located at 125 Third Street Elkins, WV. She said it is open to the public and they have a job coach there as well as internet with laptops. She said they can do job searching, resume' building, take work keys tests. She said they have a calendar of events of when they will be teaching things. She said they have three classes coming up with the work program. The first is a construction program which is a 16 week program for six to eight individuals and they will get a stipend and will have hands on construction work Monday thru Thursdays and on Friday they will be in the learning center getting certifications. She said they also have with Eastern Community College classes for medical billing and coding program. She said they can assist them with a laptop and internet to get into that program. She said they are also getting ready to start a new class at the Wood Tech center which is a two week course to learn about wood manufacturing. She said everything she has mentioned here is free of charge. She said she would like everyone to spread the word about all of this. Commissioner Kesling said those are awesome things that they are doing.

MINUTES:

Commissioner See moved to approve the minutes from the regular meeting that was held on February 18, 2021, as submitted.

All yes – Motion passed unanimously

Commissioner Kesling moved to approve the minutes from the special meetings of the Board of Review and Equalization beginning on February 2, 2021 and ending on February 18, 2021, as submitted.

All yes – Motion passed unanimously

#### REPORTS:

Kurt Gainer from the Randolph County Emergency Squad reported that they hired a 15<sup>th</sup> paramedic and are at full staff now with 31 full time staff members. He said all three stations are up and running. He said they have one out of twelve ambulances that is down, due to a crash, and they are trying to get parts for it.

Sheriff Elbon reported that his office is moving forward with getting a K-9 which will be a dual purpose track and drug dog. He said the school starts March 15<sup>th</sup> and he will be sending Deputy T.J. Knotts who will get matched up with a dog and do training. He said hopefully they will be back here and working in April. He said the Randolph County Deputy Sheriff's Association will be paying for it. He said it is just shy of \$18,000.00 and the vehicle will have to be set up for the dog. Sheriff Elbon said he is excited and thinks it will be a great asset to the County.

#### CORRESPONDENCE:

Commissioner Scott said they received some stats from WV211 as to how the program has worked. He said WV211 is basically a clearing house for information for anyone in the State of West Virginia who has a request for any assistance at all. He said 34% of the calls were for utilities assistance, 14% of the calls were about food insecurity, 3% of the calls were about rent and mortgage assistance and 3% of the calls were about COVID information. He said it is actually used more by citizens age 35 to 54 than any other age group. He said if anyone is in need of any assistance at all call 211 on the phone. He said they wanted to make everyone aware of it.

#### ANNOUNCEMENTS:

Commissioner Scott announced that the next meeting of the County Commission will be March 18, 2021 at 1:30 p.m.

#### ITEMS FOR DISCUSSION/ACTION:

(See attached copy)

#### INFORMATIONAL PRESENTATION FROM ELKINS MAIN STREET

Madalyn Humphrey, Executive Director of Elkins Main Street appeared before the Commission. She said she was there to give an update of what they have been doing. She thanked the Commission for their continued support which has benefited our city and county with programs that support our businesses, create a healthy environment, engage our citizens, and encourage tourism year round. She said last year they worked with local businesses to get their Google information updated and they found that much of it was outdated. She said their offices moved to the Wood Technology Center which allows them to connect with the Chamber of Commerce more and work with Lisa Wood, who was present at the meeting. She said they are excited about the GIS development and will be able to get good pictures and capture the old buildings in the area. She said they

are working on street furniture for downtown and are getting new trash bins and benches. Commissioner Scott asked about the first Friday events. Ms. Humphrey said they have been discussing it and are possibly going to do it every Friday instead of just the first Friday of the month. Commissioner Scott said he really liked those events and hopes to see more soon.

#### INFORMATIONAL PRESENTATION FROM NECCO

Commissioner Scott said NECCO is a foster parent organization and they wanted to come and speak to the Commission but unfortunately couldn't make it today.

#### CONSIDER QUOTE FROM DIGITAL SOUP FOR SECURITY CAMERA REPLACEMENT

Commissioner Scott said 6-9 months ago the service to the cameras was lost in the courthouse annex and some in the main courthouse. He said the server died and that is when the service must have been lost. He said digital soup installed them before so they contacted them to repair them. He said they will be able to do an upgrade to the system and integrate them with the other cameras. He said it will be a total of 15 cameras and they will provide two wifi ipads for the court security officers. This will be for a total cost of \$9,951.87. Sheriff Elbon said this needs to be done. He said right now if someone falls no one knows and they can't go back and view the footage. Commissioner See said the wires are already there so that saves some money. Commissioner Kesling moved to accept the quote from Digital Soup in the amount of \$9,951.87 to replace the cameras and for two iPads for the court security officers.

All yes – Motion passed unanimously

#### CONSIDER APPROVAL OF QUOTE FOR UPDATES IN COUNTY CLERK'S OFFICE

Commissioner Scott said they have been doing some upgrades in the County Clerk's Office and have worked on several different rooms so far. He said in the last room that was worked on when they took the drop ceiling down they didn't realize it didn't go all the way up to divide two rooms off. He said they had to purchase dry wall and other material to build the wall all the way back up to the ceiling. The quote from Hopes and Dreams Construction is in the amount of \$2,475.00. Commissioner Kesling moved to approve the quote from Hopes and Dreams Construction in the amount of \$2,475.48 for the updates in the County Clerk's Office.

All yes – Motion passed unanimously

#### CONSIDER SIGNING CONTRACT FOR REMODELING THE OLD 911 CENTER

Commissioner Scott said the old 911 Center has been empty for a while now. He said they have had several discussions about it. He said there is a significant need for the Assessor to have more office space and the Sheriff needs his law enforcement division to move. Commissioner Scott said the County Commission Office will be moving down there and the Sheriff's Law Enforcement division will be moving there. He said that will allow the Assessor to use the County Commission offices. Commissioner See moved to approve the contract with Hopes and Dreams Construction in the amount of \$7,544.00 for the remodeling of the old 911 Center. All yes – Motion passed unanimously

CONSIDER APPROVAL OF LABOR AND MATERIALS FOR RTU IN SHERIFF'S OFFICE

Commissioner Scott said the air conditioning unit on the roof top of the Sheriff's office has been destroyed. He said they are not sure what happened to it. He said Casto Technical Services has looked at the unit and gave a quote of \$7,936.20 to fix it. Commissioner Kesling moved to approve the quote from Casto Technical Services in the amount of \$7,936.20 to repair the RTU for the Sheriff's Office. Discussion: Commissioner Scott said he is extremely pleased with Casto Technical Services. All yes – Motion passed unanimously

CONSIDER PURCHASE OF ONLINE FIRE TAX COLLECTION SOFTWARE

Commissioner See said the fire board has been kicking this around for about a year. He said right now people can't pay their fire fees over the phone with a debit/credit card. He said if they can't do that then they just won't pay. He said they had Letitia check on the software to be able to use debit/credit cards over the phone. Commissioner See moved to approve the purchase of the online fire tax collection software from Software Systems in the amount of \$5,000.00 and that is to be paid out of Fire Fee Funds. All yes – Motion passed unanimously

CONSIDER APPROVAL OF REVISED CONTRACT FOR POOL/SPLASH PAD PROJECT

Commissioner Kesling said they were looking at applying for a grant for \$500,000.00 with the County doing a match of \$500,000.00 for the pool/splash pad at the Elks. He said when they got down to signing all the paperwork they found out in order to do it this way the County had to run it which they do not want to do. He said they are still going to do this, but will have to do it in phases now. He said the first phase will be the Elks pool renovation. Commissioner Kesling said they want to start a fundraising committee and he would like to challenge 100 businesses to donate \$1,000.00 each. He said that would be \$100,000.00 right there. Commissioner Scott said by doing it this way it's about \$44,000.00 less than the initial cost. Commissioner Kesling moved to approve the revised contract with E.L. Robinson for the pool/splash pad project in the amount of \$76,600.00.

All yes – Motion passed unanimously

CONSIDER PURCHASE OF BODY ARMOR FOR SHERIFF'S DEPARTMENT

Commissioner Scott said Sheriff Elbon approached the Commission about outdated body armor. There is only a 5 year lifespan on them. There are some Court Security Officers and Deputies that need new ones. Commissioner Scott said they have two estimates, one from Lawman Supply Company and one from 10.42 Tactical LLC. He said the quote from Lawman Supply Company was cheaper. Commissioner Kesling moved to accept the quote from Lawman Supply Company for the purchase of the body armor for the Sheriff's Department in the amount of \$11,045.00 and that is to be paid for out of COVID funding.

All yes – Motion passed unanimously

CONSIDER APPROVAL OF CDBG GRANT AGREEMENT

Commissioner Scott said the Commission received a grant award letter from the WV Development Office in the amount of \$172,450.00. He said this grant will provide assistance for people directly affected by COVID. Commissioner See moved to approve the signage of the CDBG Grant Agreement in the amount of \$172,450.00. Discussion: Commissioner Scott said this is a non-matching grant and this grant will be administered by the Randolph County Housing Authority.

All yes – Motion passed unanimously

CONSIDER APPROVAL OF RFP FOR COUNTY ROAD SIGN PROJECT

Commissioner Scott said several years ago the 911 mapping and addressing project was completed. He said citizens have been complaining about the road names not being put up on the roads. He said delivery services such as UPS and Fed Ex cannot locate people for deliveries and EMS has a hard time finding people in emergencies with no road names to go by. He said this RFP is for the installation of approximately 1,500 road signs throughout the County. He said this is labor only. The Commission has vendors who will supply the materials and make the signs. He said they are taking bids from anyone that is interested. Commissioner See moved to approve the RFP for the County road sign project.

All yes – Motion passed unanimously

FINAL SETTLEMENTS:

Commissioner Kesling moved to approve the 8 final settlements/annual accountings as submitted on the following estates:

Linney Lee Connolly, Jr.

Eddie Ray Cottle

Nada Opal Evans

Roger Leon Hedrick, Sr.

Christopher Reynolds Sauerwein, II

Harry Ray Scott

Norman Benny Swecker

Donnie Weese

All yes – Motion passed unanimously

BUDGET REVISIONS: None

DIVISION OF PROPERTY /ERRONEOUS ASSESSMENTS:

Commissioner Kesling moved to approve the divisions of property/ erroneous assessments, as submitted.

All yes – Motion passed unanimously

DISTRESSED PROPERTIES: None

FIRE FEE ADJUSTMENTS:

Commissioner See moved to approve the 65 fire fee adjustments, as submitted.

All yes – Motion passed unanimously

PAYMENT OF BILLS:

Commissioner Kesling moved to pay the bills, as submitted.  
All yes - Motion passed unanimously

ADJOURN THE MEETING:

Commissioner Kesling moved to adjourn the meeting.  
All yes -- Motion passed unanimously

Attest: \_\_\_\_\_

County Commissioners  
Randolph County Commission  
4 Randolph Avenue  
Elkins, WV 26241



March 4, 2021

Dear County Commissioners,

The Randolph County Commission has graciously supported Elkins Main Street since its inception as ONTRAC. This collaboration has benefited our city and county with programs that support our businesses, create a healthy environment, engage our citizens, and encourage tourism year round.

Although last year brought many disappointments, Elkins Main Street kept working with our local businesses to keep our community spirits high. Without major events, focus shifted to one-on-one programming, capacity building, and strengthening collaborations. We still stand strong behind our mission to *grow the vibrant downtown experience and environment by leveraging available community assets, promoting public and private partnerships, supporting historic preservation, enhancing the cultural environment, embracing our heritage, and investing in our future.*

As a valued partner to the Randolph County Commission, Elkins Main Street continues to support many city and county initiatives. Our office location move to the Wood Technology Center has strengthened partnerships and collaborative efforts with the Elkins-Randolph County Chamber, Randolph County Development Authority, and Elkins-Randolph County Tourism to make a greater impact as we look to a brighter future for Randolph County. Collaborative projects with our partners include some of the following: Community Christmas Light Display Contest, Roamin' Randolph, downtown commercial property listings on the RCDA new GIS platform, small business support and referrals, creating a marketing package for the area, and other projects that come to light to support our growing and vibrant downtown. We stay visible downtown by physically being downtown for meetings, checking in with businesses and capturing the everyday movement of downtown on social media.

Downtown businesses continue to reference the Elkins Streetscape Vision and Design Guidelines produced by Elkins Main Street **Design** Committee to create a consistent look through the downtown district. The Design Committee continues to be a major supporter in streetscape improvements as we work with the Operations Department to develop plans for furnishing placement, parking plan improvements, and the Davis Avenue and Fourth Street solar power crosswalk.

To support the MonForest Towns initiative, we worked with the WVDOH to identify appropriate sign placement to welcome visitors into Elkins and worked with Elkins-Randolph County Tourism to develop

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the downtown map to direct visitors around town and connect them to the Forest. We hope to see these maps and signs placed this summer.

As a new member of the Elkins Historic Landmarks Commission (EHLC), I am personally excited to see how EMS, EHLC, and the City of Elkins can work to support preservation efforts, historic preservation education, and community engagement opportunities. The collaboration with EMS, EHLC, and the City of Elkins to preserve the Darden Carriage House as a contributing structure of the downtown historic district and we are grateful for your support. Both organizations look forward to programs to sustain our downtown historic district.

**Promotion** efforts moved toward supporting and advancing public art efforts in downtown by working with the HubCAP program to bring together members of the arts community to look at art projects that enhance the environment in the downtown. Committee members and staff also worked to support businesses to have the tools to promote their product and services to customers through social media, google, and websites.

The **Economic Vitality Collaborative (EVC)** with the Elkins-Randolph County Chamber of Commerce continues to prioritize business support as the upmost importance. We coordinate with Woodlands Community Lenders to share small business information among community leaders to streamline referrals to business coaches and access to funding.

Members of EVC are also working as a task force of the HubCAP program to develop Opportunity Tours for our vacant properties in downtown. The Opportunity Tours HubCAP task force is currently working with property owners to increase marketing of their property by assisting them to submit a listing for the Randolph County Development Authority GIS Platform Site Listing and identifying resources for design concepts.

There is still a lot to celebrate in 2020, for our downtown. From our annual report, we captured the following investments in the downtown district in the calendar year 2020.

<b>Building Sales</b>	\$1,228,800
<b>New Construction</b>	\$1,200,000
<b>Building Rehabilitation</b>	\$ 427,778
<b>Public Improvements</b>	\$ 195,573
<b>New Sign Investments</b>	\$ 15,083

We also welcomed many new businesses in our downtown in 2020, including Jimbo's, Bar One, Kate Bright CPA, State Farm, and GPI Plumbing as we fill in available commercial spaces.

Our programs are possible through the support of local organizations, generous volunteers, proactive interns, and the AFNHA AmeriCorps member. Last year, board members and volunteers donated almost 1,400 hours through planning, organizing, and support. Internship positions, filled by Davis & Elkins College and YouthBuild, assisted EMS in updating inventories, sharing stories, and assisting with



administrative tasks. The new collaborative effort with the Elkins Tree Board and Elkins Main Street AmeriCorps member supports the implementation of Streetscape Vision while also supporting public improvements that create an atmosphere for local residents and visitors to enjoy downtown and our City.

In 2021, our committees continue to sustain, celebrate, and enhance our small local businesses, arts community, historic district, and strong partnerships. Some of the projects you will see happening include the following:

**Main Street Design**

- Test Block & Parking Improvement Plan
- Solar Powered Crosswalk Sign, on Davis Avenue & Third Street
- Street Furnishing Placement
- Historic Building Promotions

**Main Street Promotion**

- HubCAP Advancing Public Art Projects
- Themed Downtown Window Displays with Local Partners
- Small Business & Downtown Marketing Campaigns

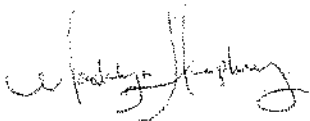
**Main Street & Chamber Economic Vitality Collaborative**

- HubCAP Opportunity Tours and RCDA Commercial Property Listing
- Small Business Referral and Resource Guide
- Marketing material for business recruitment

Elkins Main Street is grateful for the investment provided by the Randolph County Commission to allow us to serve the community. In consideration of the value of the Main Street program to the County, we respectfully request \$25,000 funding for FY2022. Your continued support and partnership is essential to sustaining the program.

It would be a pleasure to answer any questions you may have at 304-940-9498 or [director@elkinsmainstreet.org](mailto:director@elkinsmainstreet.org).

In gratitude,



Madalyn Humphrey  
Executive Director, Elkins Main Street