

## ***Proposed Minutes***

# **ELKINS COMMON COUNCIL SPECIAL COUNCIL MEETING MINUTES**

***401 Davis Avenue  
Council Chamber, 2nd Floor  
March 28, 2018  
4:00 p.m.***

Elkins Common Council met in special session in the council chamber of city hall. Present were Mayor Van T. Broughton; Councilpersons R.C. Chenoweth (arrived late), M. D. Cuonzo, C.H. Friddle, III, M.M. Hazen, C. L. Metheny, E.R. Ochsendorf, D.C. Parker and R. A. Woolwine; City Treasurer T. Judy; Fire Chief T. W. Meader; Operations Manager R.P. Pingley; City Attorney G. S. Roberts; Lucinda Barrick (acting as recording secretary); and Inter-Mountain Reporter B. Johnson.

Councilpersons C.C. Lowther and L.H. Vest, Police Chief G. Galloway and City Clerk J.R. Sutton were absent.

### **OLD BUSINESS**

Cm. Friddle, **MOVED TO POSTPONE DISCUSSION OF THE STRATEGIC PLANNING SESSION DUE TO THE ABSENCE OF THREE COUNCILPERSONS AND TWO ADMINISTRATIVE OFFICERS.** Cw. Hazen, **MOVED TO TABLE THE MOTION TO POSTPONE.** The motion carried.

Council members made the following suggestions:

- Reword the vision statement, particularly the population and income expectations.
- Moving item 1B to be combined with item 5A.
- Strategic focus area #1 – redevelopment and beautification of downtown Elkins.
  - A. Neighborhood Watch – 1 year
  - B. Main Street – City Hall parking lot – 5 years
  - C. Donut Hole properties including Harrison Ave and Wilson Lane
  - D. Misc. – work with D&E, church groups, etc. in clean-up efforts and parking downtown.
- Strategic focus area #2 – execution of master facilities plan for Elkins
  - A. Bond issues for PGCC, City Hall and Sanitation dept. – these repairs and upgrades will likely require bond financing.
- Strategic focus area #3 – improved communications
  - A. Need for a communications committee that will focus on getting the City’s word out, implementing city wide communication standards and create an emergency communication plan.
- Strategic focus area #4 – review and enhancement of governance and process protocols
  - A. Bring a piece of the strategic plan for discussion at each council meeting.
  - B. Create a city administrator position that would be responsible for the strategic plan

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- C. Create policies for processes in Treasurer's office for the auditor.
- Strategic focus area #5 – exploration of city boundary expansion opportunities
  - A. Donut Hole properties could be incorporated by minor boundary adjustments with consent of the County Commission.
  - B. Put together a plan for annexation of five-lane properties and present it to the Commission.
  - C. Continue pursuing vacant and dilapidated properties within city limits.

Cm. Woolwine, **MOVED ADJOURNMENT.** The motion carried.

The meeting adjourned at 6:00 p.m.

*Approved by council at the meeting  
of MONTH DAY, YEAR*

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Van T. Broughton, Mayor

*Attest:*

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Jessica R. Sutton, City Clerk