

STATE OF WEST VIRGINIA, COUNTY OF UPSHUR, CITY OF BUCKHANNON, TO WIT:

A scheduled meeting of the Consolidated Public Works Board was held at Buckhannon City Hall, 70 East Main Street, on Thursday, July 27, 2017 at 4:00 p.m. with the following in attendance:

Mayor	David McCauley	Present
Recorder	Susan Aloï	Present
Board Member	Pamela Cuppari	Present
Board Member	CJ Rylands	Present
Board Member	Mark Waldo	Absent
Board Member	Nancy Shobe	Present
Director of Public Works	Jerry Arnold	Present
Director of Finance/Administration	Amberle Jenkins	Present
City Engineer	Jay Hollen	Present
Street Supervisor	Bradley Hawkins	Present

A tour of the Street Department Garage started at 3:00 p.m. Regular session began at 4:00 p.m.

The following guests were present: Veronica Grant, Anne Chopyak, Sierra Norman, April Keating, Bryson VanNostrand

Meeting Agenda Posted 07-24-17

*City of Buckhannon Consolidated Public Works Board – 3:00 p.m. Walking Tour of the Street Department and at 4:00 p.m. CPWB meeting in Council Chambers
Meeting Agenda for Thursday, July 27, 2017*

- A. Call to Order
 - A.1 Moment of Silence
 - A.2 Pledge to the Flag of the United States of America
- B. Recognized Guest
 - B.1 April Keating -Water Celebration Event
- C. Department Report- Bradley Hawkins
 - C.1 Update- Jawbone Sidewalk and Lights
- D. Financial Report
 - D.1 Financial Statement – Amby Jenkins
- E. Correspondence and Information
 - E.1 Thank you Letter – High Point Construction (Dog Park)
 - E.2 Thank you Letter – Office Staff
 - E.3 City Employee & Family Picnic on August 10th
- F. Consent Agenda
 - F.1 Approval of Minutes-June 22, 2017 CPWB Meeting
 - F.2 Event Request: Relay for Life “Pink Ladies” Car Show at Jawbone and PSC Lot
 - F.3 Event Request: Upshur County Recreation Complex 5K
 - F.4 Event Request: Sprint Under the Stars at (NBRFP)
 - F.5 Event Request: WVWC We Lead 5K
 - F.6 Event Request: Pet Door Rescue 8K
 - F.7 Event Request: Chapel Hill Annual Community Block Party
 - F.8 Event Request: Community Revival at Jawbone Park
 - F.9 Event Request: 2018 WV Hillbilly Celebration at Jawbone Park
 - F.10 Event- Truck Fest & Children’s Fest-September 15th -16th
 - F.11 Event- Fall Fest-September 27th-30th
 - F.12 Festival Fridays Extension to September 29th
- G. Strategic Issues for discussion and vote
 - G.1 Ameriprise Financial Lot Improvement and Solar Panel Installation at Jawbone Park
 - G.2 Buckhannon’s “SunnyBuck Road” – Traders Alley
 - G.3 Discuss Veterans Matters regarding Flag Storage Unit at the Cemetery
 - G.4 Discussion: Parking Ordinance Committee
 - G.5 Memo Gateway North Project
 - G.6 Holiday Banners and Brackets
 - G.7 Request-St. Joseph’s Hospital Alley Exchange
 - G.8 Update Dog Park- Dedication tentatively scheduled for September 1st
 - G.9 Request Live Entertainment-Band, drums, guitars for Wedding & Reception at City Park Pavilion #1 -4-8pm
- H. Board Members Comments and Announcements
- I. Mayor’s Comments and Announcements
 - I.1 Article: How Hiking Could Help Change the Fate of Rural Appalachia https://www.outsideonline.com/2195101/one-mans-fight-change-fate-rural-appalachia?utm_medium=email&utm_campaign
- J. Adjournment
 - Posted 07-24-17

Mayor McCauley called the meeting to order at 4pm with a moment of silence, followed by the Pledge of Allegiance.

Recognized Guests:

- 1. April Keating - Water Celebration Event** – Ms. Keating, with Sierra Norman and Anne Chopyak, as part of a committee that followed up with the stormwater protection meeting to develop a water celebration event. Requested use of Riverwalk on Thursday August 24, 2017 (5:30-7:30p) as the site of the water celebration. **Motion Cuppari/Rylands to approve the use of the Riverwalk on Thursday, August 24 for the Water Celebration; motion passed.**
- 2. Veronica Grant - Pet Door Rescue** – Request to increase their annual 5K run/walk to an 8K run/walk, using the Cleveland Avenue Park (North Buckhannon River Front Park) on Saturday, August 26, 2017. The Mayor explained that the City has been trying to use a consistent route for (5K) runs, in order to minimize use of police and traffic risk to runners. Brad Hawkins explained that there was only one spot where there would be a concern with traffic; he agreed to work with Police Chief Gregory to try to secure VIPs to help monitor the streets. **Motion Shobe/Rylands to approve this request; passed.**
- 3. Bryson VanNostrand - Block party on Traders Alley** – August 5, 2017 5-10pm; request to close the alley to vehicular traffic, and may need an exception to the noise ordinance. This request was not made in time to meet the deadline for this regular CPWB meeting, so a special meeting is scheduled for Monday, July 31, 2017.

Department Reports - Bradley Hawkins

Mr. Hawkins reported that there are just a few more sections until the new sidewalk at Jawbone Park is completed. Cement pads for the benches will be laid. Two drainage holes will be developed in the park. There will be new Jawbone Park signs installed.

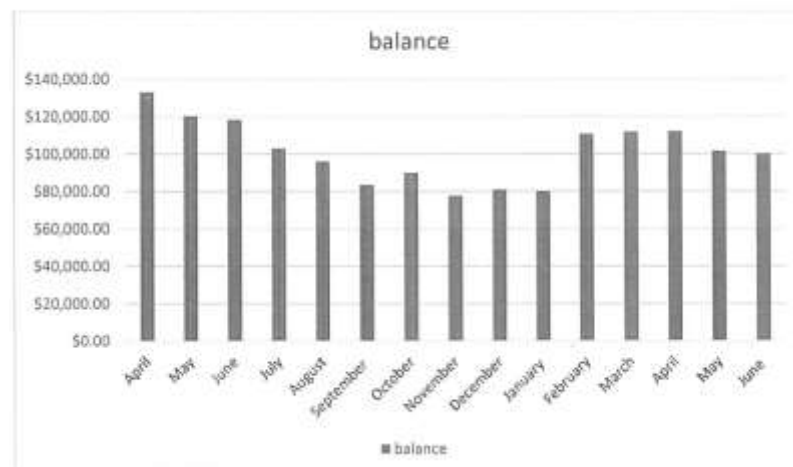
Financial Report - Amby Jenkins shared the financial report for June 2017

Ms. Jenkins noted that revenues continue to decline, due to free parking, and funds will likely be needed from the General Fund at some point.

**CONSOLIDATED PUBLIC WORKS BOARD
CITY OF BUCKHANNON
BALANCE SHEET**

Balance June 30, 2017

Money market & checking	\$ 100,074.24
Cemetery CD and savings	\$ 227,258.90



CPWB	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17
Revenues	\$ 14,989.00	\$ 15,358.00	\$ 21,720.71	\$ 9,903.00	\$ 13,591.00	\$ 9,704.00	\$ 24,705.00	\$ 8,930.00	\$ 14,849.00	\$ 9,425.00	\$ 36,813.00	\$ 19,229.00	\$ 12,513.99	\$ 11,766.84	\$ 17,634.82
Expenditures	\$ 18,817.69	\$ 22,909.00	\$ 29,246.63	\$ 25,173.00	\$ 20,562.00	\$ 22,212.00	\$ 18,339.00	\$ 19,945.00	\$ 12,826.00	\$ 10,657.00	\$ 6,163.00	\$ 9,839.00	\$ 12,320.88	\$ 29,848.77	\$ 21,125.23
Revenue Over/(Under)															
Expenditures	\$ (3,828.69)	\$ (7,551.00)	\$ (7,525.92)	\$ (15,270.00)	\$ (10,971.00)	\$ (12,508.00)	\$ (3,634.00)	\$ (11,015.00)	\$ (2,023.00)	\$ (832.00)	\$ 30,730.00	\$ 1,190.00	\$ 199.11	\$ (18,081.93)	\$ (3,490.41)

- **Motion Rylands/ to accept the June 2017 Financial Report; motion passed unanimously.**

Correspondence and Information

1. Thank you letter – High Point Construction (Dog Park)

July 19, 2017

Mr. Tim Critchfield
c/o High Point Construction
P.O. Box 577
Buckhannon, WV 26201

RE: Buckhannon Dog Park assistance

Dear Tim:

On behalf of everyone associated with our City, and especially the members of our Dog Park Committee, please accept our sincerest thanks for lending your D-9 dozer and operator Luke Brockleman on Monday, July 17 to facilitate the earth removal as the construction phase of our new Park begins down near our River Walk Trail. With our City's equipment limitations, what your help made possible in a day- would have taken us a week to accomplish otherwise.

Your commitment and giving back to our community is very well established, and our residents genuinely appreciate your generosity and kind spirit. Our plan is to dedicate the Dog Park on or about Labor Day, September 4. I hope you may be present then when we cut the ribbon so that I can recognize you and your company. We are planning a permanent sign recognition of our contributors, and most assuredly, you and High Point will be prominently featured upon it. I will keep you posted on the day and time of our ribbon cutting.

If I or anyone associated with Buckhannon may ever be of assistance to you or your company in any way, please don't hesitate to contact me at City Hall at 472-1651 or at home at 472-3028. Again, Tim, we appreciate you more than words can express.

Very truly yours,
David W. McCauley, Mayor

cc: Members of Buckhannon City Council
Members of City's Consolidated Public Works Board
Members of City Dog Park Committee
Jerry Arnold, Public Works Director
Brad Hawkins, City Streets & Parks Superintendent
Amby Jenkins, City Director of Finance & Administration

2. Thank you email from Charles Semrow to Barb Hinkle


Amberle Jenkins <amby.jenkins@buckhannonwv.org>

Kudos for Barb Hinkle
2 messages

Semrow, Charles S <Charles.S.Semrow@hesspartners.com> Fri, Jun 23, 2017 at 3:27 PM
To: 'Amby Jenkins@buckhannonwv.org' <amby.jenkins@buckhannonwv.org>
Cc: 'Barbara Hinkle@buckhannonwv.org' <barbara.hinkle@buckhannonwv.org>

Hello Ms. Jenkins,

I just wanted to say how incredibly impressed I am by the customer service provided by Barb Hinkle today. I called her this morning with questions about Heavener's Cemetery, because my mother, Lois Ann (Thompson) Semrow passed away earlier this week on Monday. We are looking ahead to an in-home next spring/summer and Barb was super patient, friendly and helpful. She epitomizes elite customer service, which, in my profession, I have a keen eye for.

My mom was born in Morgantown and raised in Buckhannon and met Dad at WV Wesleyan. I visited Buckhannon many times in the 1970s to visit my grandfather and aunt and cousins. Barb's spirit of kind helpfulness brought me back to one of the things I remember fondly about my time spent visiting loved ones in your fine city.

Anyway, here's an email with an "Aha gift" for Barb!

Happy weekend!

-Chuck Semrow
P.S. Barb and I don't know each other...in fact we never spoke until my call to City Hall this morning...and she didn't put me up to emailing you...I have a practice of recognizing great service when I encounter it, so I asked for her boss's email address. :)

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Amberle Jenkins <amby.jenkins@buckhannonwv.org> Fri, Jun 23, 2017 at 4:56 PM
DnR To: 'Semrow, Charles S' <Charles.S.Semrow@hesspartners.com>

I am so sorry to hear of the passing of your mom.

Thank you so much for kind comments about Barb. I will be sure to pass this on to our Mayor and Council as well. It gives us all great joy to know that we have served our citizens well. This will make Barb's weekend great.

Thanks again and I hope you can stop by City Hall during your visit next year.

Have a good weekend!
Amby

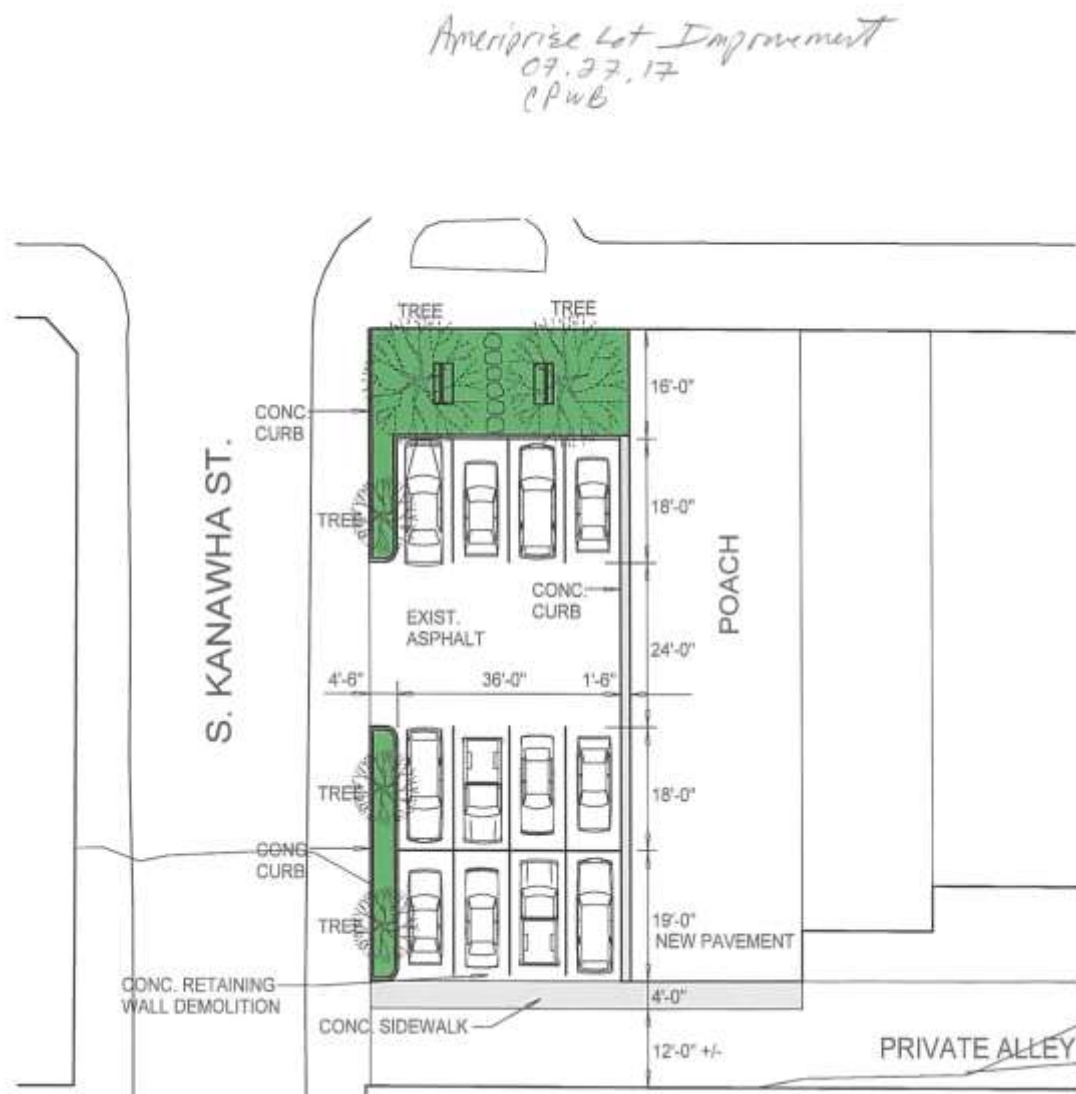
3. City employee & family picnic on August 10

Consent Agenda: Motion Rylands/Cuppari to approve Consent Agenda. Motion passed.

1. Approval of Minutes – June 22, 2017 CPWB Meeting
2. Event Request - Relay for Life “Pink Ladies” - Car Show at Jawbone and PSC lot on October 28, 2017
3. Event Request – Upshur County Recreation Complex - 5K on September 30, 2017
4. Event Request – Sprint – Under the Stars at North Buckhannon River Front Park on September 15, 201-Free movie for the community
5. Event Request – WVWC WE LEAD Animal Welfare Team – 5K on September 8, 2017 with Festival Fridays Event
6. Event Request - Chapel Hill - Annual Community Block Party on August 26, 2017-to barricade the street on Hart Street to Kanawha to Smithfield Street 4:30-8:30pm
7. Event Request – Cornerstone Community Church - Community Revival at Jawbone Park on August 7 thru 9 2017 (5-9pm, each night)
8. Event Request – 2018 Hillbilly Celebration at Jawbone Park – Saturday, April 15, 2018
9. Event – Truck Fest & Children’s Festival is scheduled for September 15-16, 2017
10. Event – Fall Fest is scheduled for September 27-30, 2017
11. Festival Friday at Jawbone Park - extended to September 29, 2017

Strategic Issues for discussion and vote:

1. Ameriprise Financial Lot Improvement – Bryson VanNostrand explained the safety and greenspace improvements planned for the lot next to Ameriprise. This is a \$15,000 private/public project, with only \$5,000 required in City labor. **Motion Rylands/Cuppari to approve the Ameriprise Lot Improvement project; passed.**



2. Solar Panels at Jawbone Park – City Sustainability Committee chair, Susan Aloj, explained that the committee is researching the possibility of solar panels at Jawbone or other City facility to highlight the use of renewable energy. The Committee is also going to research the installation of an electric car charging station at Jawbone.

3. Buckhannon's "SunnyBuck Road" – Traders Alley - Jerry Arnold explained that the alley will be paved and stamped. Mayor McCauley will purchase durable paint to pilot colorful painting of the alley. Bryson VanNostrand is supportive of the project and will develop a design for the paint colours. **Motion Rylands/Cuppari to approve the project.**

BUCKHANNON'S "SUNNYBUCK ROAD" – TRADER'S ALLEY – 7-6-17

1. We have approximately 440 linear feet of Trader's Alley between East Main Street & the pavilion at Jawbone Park. The City is paving, curbing, & stamping a brick imprint into the asphalt. Sidewalk, landscaping, illumination & art has long been planned as elements of this inviting connector between our beautiful Main Street & our amazing Park where renovations & upgrades are nearing completion. I propose we offer private sponsorships in 10 foot increments at \$100 a pop to paint our alley. This requires a special paint suitable for roads, & Jerry Arnold can share the details. In other words, the essential & mostly utilitarian part of the project will be undertaken and paid for by our municipal government, but the more aesthetic element will be paid for by private contributors. The total cost to paint our alley, i.e., the Sunnybuck Road of Trader's Alley is an estimated \$4,400. This will represent yet another public/private collaboration.
2. Rather than paint the road all yellow to mimic the "yellow brick road" in the Wizard of Oz theme, we will opt for a rainbow of color (that Somewhere Over the Rainbow thing was in the Wizard of Oz, too) whereby each sponsor gets to select their color(s) from a provided list. The multi-color approach will be more appealing, unique, & symbolic of our community.
3. Buckhannon's been a blend of many peoples- of color, Yee B. Doo, Ace Mumford, etc., of distant origins, the Sisters of the Pallottine Mission, of religions, although we've been mostly Methodists & Baptists, etc., & I'd propose to mention that in our signage explaining our "Sunnybuck Road."
4. At the top & bottom of our Sunnybuck Road, we'll install signs listing the 44 sponsors who made our alley's colors possible.
5. Our Sunnybuck Road will be our next public arts project that sets Buckhannon apart from any other community.
6. I'm pledging the first five increments of the painted road in tribute to my five grandchildren, & come August 7, a sixth pledge as my next monkey arrives.

I challenge other B-U grandparents to match me & honor their own!

4. Discuss Veterans matters regarding flag storage unit at the Cemetery – Jerry Arnold explained that storage containers are not really necessary because Lowe's has provided a storage building at the Cemetery and this space can be used for storing the flags.

5. Discussion: Parking Ordinance Committee – Amby Jenkins shared the recommendations from the Parking Ordinance Committee's July 21 meeting. Mayor McCauley explained that these issues have been forwarded to City Attorney Tom O'Neill, who will develop an ordinance to be discussion at a later date.

Parking Ordinance 2016-008 "bugs"

- Paid parking –North Spring Street lot #3. Comments were made in meetings prior to the ordinance to keep the North Spring Street lot as paid. That did not follow thru with ordinance, but do you want to have one paid parking lot? Is that fair to businesses in that area?
- Madison Street Lot #6- Mr. Lubin asked for reduced rate for long term parking, per month \$12.50 per space instead of \$25 in Lot 6 only. Currently not collecting anything.
- Section 361.99. Certified return receipt letters are about \$6.50 each. This is too costly to mail a letter after they have already received a warning. Would like to mail regular mail and give them 2 weeks after mailing then issue tickets for future violations.
- Section 361.99-c talks about abandon vehicle penalties and gives authority to imprison & Fine which allows for request of jury trial, which can cost thousands. However, the section under abandon vehicles section 361.07e 2&3 gives penalties ranging \$100 to \$500 at the discretion of the Municipal Judge, which is completely contradictory to each other.
- Also it is unclear if it is a separate warning when a vehicle roles from one space to another.
- Accessible Parking Signs – Ordinance K (b) state an accessible parking space should comply..... State Code 17c-13-6-a-10 All accessible parking spaces must have a signpost in front or adjacent to the accessible parking space

Our parking enforcement officer is willing to occasionally start work early to patrol parking lots at 3AM for vehicles that do not have parking permits. Should we also allow persons to pay the meter/ kiosk if they want to park all night on occasion?

6. Memo: Gateway North project – Seven storm drains were clogged. Jerry Arnold contacted Dept. of Highways; several of the drains have been cleaned and more will be in the near future.

M – E – M – O

TO: Jerry Arnold, Brad Hawkins, Rob Barbor, Amby Jenkins
FROM: Dave McCauley
RE: Gateway North Project
DATE: July 16, 2017

At the outset, I observe that this is really not a new project. This is not like the Gateway East Project, or the fast approaching Gateway West Project both of which were contingent on substantial grant awards. What I am proposing is an embellishment of a primary entrance to our town the infrastructural facets of which largely already exist and a majority of the funds needed to realize the improvements either already have been budgeted or are of a general maintenance nature that we should be undertaking anyway.

WHAT WILL BE INVOLVED OR REQUIRED?

(1) Gateway North will run from Lowes and the northernmost border of our current corporate limits to the City Seal Mural intersection, i.e., West Main & North Locust Streets.

(2) Upon completion, our City will realize ADA compliant sidewalks all the way to Lowes & Northridge Plaza. Additionally, as we construct new sidewalk, we will install the necessary conduit to ultimately realize period lighting along the way. At some point, the banners that adorn Main Street will also be installed along this stretch upon the new period street lights. New style street signs also will go up from Northridge Drive to Senior Lane. Landscape opportunities will be identified as well beyond those already successfully undertaken. We'll also look for potential arts installations along this stretch.

(3) There are seven, storm water drop inlets located between the city seal mural and the underpass just to the south of Lowes on the eastern side of Route 20. These need to be thoroughly cleaned out & then regularly maintained in the future to expedite storm water removal at all times. We will regularly run our street cleaner along this stretch of highway to help keep these inlets open at all times.

(4) We will install new, visible, & illuminated welcome signs identifying entrances to Buckhannon at the off-ramps pouring into Route 20. Additionally, at the northern edge of the Lowes property, we will identify the entry to Buckhannon.

WHY UNDERTAKE THIS PROJECT?

(1) This area has realized substantial development since 2000 with the openings of Walmart, Sheetz, Arbys, Burger King, the relocation of Pizza Hut, Lowes, NAPA, & the numerous businesses comprising the Northridge Plaza development. None of those entities existed prior to August of 2000. A substantial portion of our tax base is situated there, & we need to embellish this area for the benefit of these businesses that contribute mightily to our local economy and municipal tax base. It is only fair that we support this stretch of commercial properties within our corporate limits in the same manner that we do our Main Street enterprises.

(2) In the next few years, Corridor H will be completed, & the increased traffic, the majority of which will travel from east to west, is predicted to increase by more than 300%. We have to be prepared for this tremendous increase in visitors. The more we are seen as inviting along this stretch, the more we can further entice those visitors to our Main Street. Aesthetic appeal is crucial to this draw. This area is our welcome mat.

(3) From a utilitarian perspective, we want this stretch to be well illuminated, & pleasantly inviting. We need to be seen as pedestrian safe. Additionally, surface water along this stretch needs to be removed as quickly as possible eliminating ponding, etc., as we now experience. We absolutely need to immediately get the State & railroad together to improve the crossing on Route 20.

(4) From a community health perspective, & as we become more & more pedestrian friendly, this will be a new & primary walking segment of our community, especially after we complete the Morton Avenue/First Street/Florida Street sidewalk project that will loop into and connect with the Gateway North. I'd very much like to map paths & identify by tenth of mile markers for runners & walkers.

To recap, our City's commitment to this project will make us more inviting to everyone who ventures into Buckhannon while including those situated off of Main Street as part of our sense of being downtown. I'd like to meet to discuss the particulars sometime during the week of July 17.

7. Holiday banners and brackets – Pam Cuppari and Jerry Arnold are working on an estimate to add holiday banners to the new lights in Jawbone and to add more, further down Main Street toward the College.

8. Request – St. Joseph's Hospital alley exchange – Skip Gjolberg, Administrator of St. Joseph's Hospital, send a letter of request to close Bosely Lane and Van Camp Lane. In exchange, St. Joseph's would give the City a section of St. Joseph's property currently adhering to Fink Lane in order to expand that alleyway for two-way traffic. **Motion Shobe/Cuppari to recommend to City Council to effect this exchange through an ordinance, yet to be developed and approved by Council; motion passed.**

 WVU Medicine

ST. JOSEPH'S HOSPITAL 

WVUMedicine.com

One Armata Drive
Buckhannon, WV 26201
Phone / 304-473-2000
www.stj.net

July 18, 2017

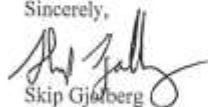
City of Buckhannon
Attention: Jerry Arnold
70 East Main Street
Buckhannon, WV 26201

Dear Mr. Arnold,

Please accept this letter as St. Joseph's Hospital's formal request to close Bosley Lane and Van Camp Lane. As part of this request, St. Joseph's Hospital would exchange a section of its property currently adhering to Fink Lane in order to expand that alleyway for two-way traffic.

If you have any questions or require additional information, please let us know.

Sincerely,



Skip Gjolberg
Administrator
St. Joseph's Hospital of Buckhannon, Inc.

Cc: Director of Engineering
Director of Finance

9. Update – Dog Park dedication tentatively scheduled for Friday, September 1, 2017

10. Request – Live entertainment (band, drums, guitars) for wedding and reception at City Park Pavilion #1 on Saturday, August 19, 2017 from 4-8pm. Motion Rylands/Shobe to approve the request; motion passed. Area residents will be notified of the event.

Notice to Area Residents on Park Street

On Saturday, August 19, 2017, a family will hold a wedding and reception in the City Park on Park Street. CPWB approved the request, but as a courtesy wanted to notify the residents of Park Street that a live band will perform from 4pm-8pm that evening. If you have any questions or concerns please contact City Hall at 304-472-1651.

Board Member Comments and Announcements:

- **Cuppari** - None
- **Rylands** - None
- **Waldo** - Absent
- **Shobe** - None

Mayor's Comments and Announcements:

- **Article - *How Hiking Could Help Change the Fate of Rural Appalachia.***
https://www.outsideonline.com/2195101/one-mans-fight-change-fate-rural-appalachia?utm_medium=email&utm_campaign
- The Mayor also mentioned that the park needs to have better security surveillance, dogs need to be on leash, and littering and smoking is occurring in violation of City ordinance. So, clear (but polite) signs will be prepared for Jawbone Park.

There being no further business to be transacted, **motion to adjourn Rylands/Shobe; passed,** meeting adjourned at 5:40pm.

Mayor David McCauley

Recorder Susan Aloï
