

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, July 28, 2016 at 4:00 p.m. with the following in attendance:

Mayor	David McCauley	Present
City Recorder	Richard Edwards	Present
Acting City Administrator	Amberle Jenkins	Present
Board Member	Pam Cuppari	Present
Board Member	Mark Waldo	Present
Board Member	Don Nestor	Present
Board Member	CJ Rylands	Present
Street Commissioner	Jerry Arnold	Present
City Engineer	Jay Hollen	Present
Assistant Office	Barb Hinkle	Present

Meeting Agenda Posted 07-25-16

*City of Buckhannon Consolidated Public Works Board – 4:00 pm in Council Chambers Meeting
Agenda for Thursday July 28, 2016*

- A. **Call to Order**
 - .Moment of Silence
 - .Pledge to the Flag of the United States of America

- B. **Recognized Guests**

- C. **Department Report- Jerry Arnold**
 - C.1 College Avenue Sidewalk
 - C.2 Public Safety Complex Exterior Improvements Update
 - C.3 Traders Alley Project Update

- D. **Correspondence**
 - D.1 Letter from WV Culture and History
 - D.2 Reply to the WV Culture and History Letter
 - D.3 Letter from Dorinda Grumbine (No Parking Sign)
 - D.4 Letter to Chase Bank
 - D.5 Letter Resignation of Parking Enforcement Emily Neely

- E. **Consent Agenda**
 - E.1 Approval of Minutes – June 23, 2016 Consolidated Public Works Board Meeting
 - E.2 Event Request (Truck Fest 2016)
 - E.3 Speed Limit on Friendly Way
 - E.4 Chapel Hill Request Community Block Party –Block Closure

- F. **Strategic Issues for discussion and vote**
 - F.1 Jawbone Park Complaint
 - F.2 Cemetery Buy Back (John and Lucille Tenney)
 - F.3 Park Pavilion Refund Request
 - F.4 Blessing Boxes
 - F.5 Mike Feola/FCB Day & Stump Lane Dedication August 26
 - F.6 Bob Wallace Day August 27

- G. **Board Members Comments and Announcements**

- H. **Mayor’s Comments and Announcements**

- I. **Adjournment**

POSTED 07-25-2016

Mayor McCauley noting that a quorum was present called the meeting to order at 4:00 p.m.

Mayor recognized Mr. Nestor to lead the Pledge of Allegiance.

City of Buckhannon CPWB Meeting Attendance Record

Name – Please write clearly	Street Address	Do you desire to address Council? Yes or No and if Yes, State Topic
Ron Pugh	102 BARBOUR ST	<input checked="" type="radio"/> Y <input type="radio"/> N Street Closings
Nancy Shobe	105 W. Lincoln St	<input checked="" type="radio"/> Y <input type="radio"/> N Blessing Box
Dorinda Grumbine	495 Liggett Addition	<input type="radio"/> Y <input checked="" type="radio"/> N → Maybe - street signs
Ellen Mueller	21 Crystal Dr	<input checked="" type="radio"/> Y <input type="radio"/> N Grant
Steve Riggs	12 Third Ave	<input type="radio"/> Y <input checked="" type="radio"/> N Sh

Recognized Guests:

- Nancy Shobe -Blessing Boxes:** Mayor recognized Mrs. Nancy Shobe to discuss the “Blessing Boxes” as requested to Mayor. Mrs. Shobe discussed the history of such projects in other communities. She compared the program to that of the “Little Free Libraries” located around town. She anticipated church, community, and other organizations to participate. She is requesting that CPWB allow her to arrange a committee to address this idea and bring it to community members and citizens. Discussion was had about what could or should be allowed in these boxes. Discussion was had about construction and the placement of such boxes. Mrs. Shobe anticipates 3-4 locations to begin the program. Mr. Arnold was asked about material and labor costs for city to help build and facilitate this program. It is suggested that the City Council be advised of this experimental program. With further discussion and upon,

Motion [Rylands/Cuppari] to allow Mr. Arnold to Design Prototype, Construct Boxes, and Placement of the first of such “Buckhannon Blessing Boxes” in Jawbone Park. Motion passed unanimously.

- Ellen Mueller-Poundstone River Walk Expansion Project:** Mayor recognized Mrs. Ellen Mueller to discuss her explorations and findings for the Buckhannon Binky Poundstone Memorial Walk expansion project. Discussion was had about a Grant from the WV Humanities Council. The Grant is a matching grant of \$20,000.00. The City would be expected to fund 75% of grant with in-kind services, and the remainder (5K) in cash. Discussion was had about the past expansion ideas and research. The City has envisioned expanding the river walk trail southerly along the river to the Middle School, and eventually to the High School. Mr. Arnold was asked about the cost estimates as presented. He confirmed approximately amount to be correct. Discussion about City Council consideration. After further discussion and upon,

Motion [Nestor/Waldo] to allow the Mayor to Sign the Grant Spplication from the WV Humanities for the River Walk Trail Expansion. Motion passed unanimously.

From: Ellen Mueller <ellen.m.mueller@gmail.com>
 Date: July 19, 2016 at 3:02:48 PM EDT
 To: Jerry Arnold <jerry.arnold@buckhannonwv.org>
 Subject: budget info

Hi Jerry,

Here is the cost info for the signage:

Severe Weather Pressure Treated Pine Lumber (Common: 4-in x 4-in x 8-ft; Actual: 3.5-in x 3.5-in x 8-ft)
 \$8 each at Lowes (x4) = \$32

Grip-Rite 5-lb Box #9 x 3-in Countersinking-Head Polymer-Coated Star-Drive Deck Screws
 \$30 at Lowes (x1) = \$30

Sakrete 80-lb Gray High Strength Concrete Mix
 \$6 each at Lowes (x4) = \$24

Plastic for CNC routed signs
 \$20 each (x4) + \$40 shipping = \$120

Also, if you want to check out the grant application, here is the link to the online form where I am entering all the info. Your section is "Detailed Budget". Feel free to send me the info and I'll enter it, or if you want to put the info directly into the form, that's also ok (just be sure to click on the "Save for Later" button at the top of the page after you enter any info.

Thanks!
 Ellen

—
ellenmueller.com

Department Report:

Jerry Arnold, Street Commissioner:

- **College Avenue Sidewalk** is ½ completed. WVWC is funding labor and materials for the project. As the project has progressed, a stairway was addressed to repair, due to weathering and a change order was requested to fix. The area is near the entrance to Administration and College Avenue.
- **Public Safety Complex Exterior Improvements** and meetings have proceeded. The concept is to conclude the PSC projects and finish the designed complex. Discussion about funding and budget consideration. Which issues should be addressed first? Meetings will continue to explore and address these concerns.
- **Traders Alley Project** is progressing according to schedule. The Arch that was designed and constructed by Street Department is ready to be installed at Main Street entrance. The utility pole of Mon. Power has been moved. Sidewalks need installed, straightening of alley, lighting, and other considerations were discussed.

Amberle Jenkins, Acting City Administrator:

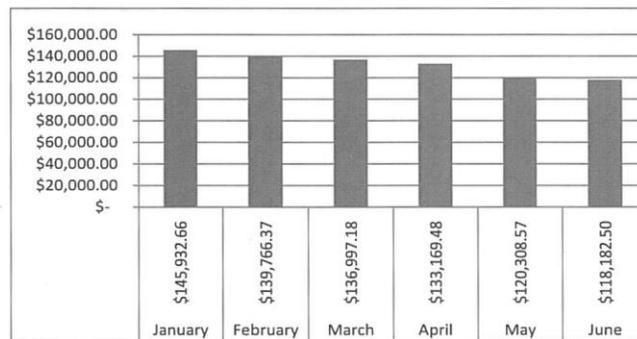
- **Financial Report**

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

Balance June 30, 2016

Money market & checking **\$ 118,182.50**

Cemetery CD and savings **\$ 226,618.68**



Money Market & Checking Six Month Trend

7-28-2016 12:27 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2016

PAGE: 2

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OTHER FEES						
093-342-000-00 PARKING METERS LOT 1	7,500	351.85	6,010.54	0.00	1,489.46	80.14
093-342-000-01 PARK.PEN.LOT 1	1,500	136.00	1,342.19	0.00	157.81	89.48
093-342-000-02 LOT 1 STICKERS	2,000	30.00	3,630.50	0.00	(1,630.50)	181.53
093-343-000-00 PARKING METERS LOT 2	2,000	2,145.10	4,159.72	0.00	(2,159.72)	207.99
093-343-000-01 PARK.PEN.LOT 2	200	19.00	176.05	0.00	23.95	88.03
093-343-000-02 STICKERS LOT 2	0	0.00	160.00	0.00	(160.00)	0.00
093-344-000-00 PARKING METERS LOT 3	500	0.00	269.21	0.00	230.79	53.84
093-344-000-01 PARK.PEN.LOT 3	2,000	106.05	673.05	0.00	1,326.95	33.65
093-344-000-02 STICKERS LOT 3	10,000	80.00	4,317.50	0.00	(5,682.50)	43.18
093-345-000-00 PARKING METERS LOT 4	500	0.00	692.03	0.00	(192.03)	138.41
093-345-000-01 PARK.PEN.LOT 4	150	82.00	192.00	0.00	(42.00)	128.00
093-345-000-02 STICKERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-346-000-00 PARKING METERS ON STREET	6,000	468.12	9,062.48	0.00	(3,062.48)	151.04
093-346-000-01 PARK.PEN.ON STREET	10,000	366.00	8,110.05	0.00	(1,889.95)	81.10
093-347-000-00 OPENING & CLOSING GRAVES	32,000	4,400.00	48,800.00	0.00	(16,800.00)	152.50
093-347-000-01 SALE OF LOTS	12,500	100.00	17,640.00	0.00	(5,140.00)	141.12
093-347-000-03 PLACEMENT OF MARKERS	500	0.00	2,500.00	0.00	(2,000.00)	500.00
093-349-000-01 PARK.PEN.LOT6	0	0.00	40.00	0.00	(40.00)	0.00
093-349-000-02 STICKERS LOT 6	0	0.00	1,363.00	0.00	(1,363.00)	0.00
TOTAL OTHER FEES	87,350	8,284.12	109,138.32	0.00	(21,788.32)	124.94
GRANTS						
093-366-000-00 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
093-367-000-01 HOTEL OCCUPANCY TAX	45,000	10,155.60	55,912.06	0.00	(10,912.06)	124.25
093-368-000-00 RENTAL OF PAVILION	4,275	770.00	6,580.00	0.00	(2,305.00)	153.92
TOTAL GRANTS	49,275	10,925.60	62,492.06	0.00	(13,217.06)	126.82
OTHER REVENUE						
093-380-000-00 INTEREST	250	310.99	327.69	0.00	(77.69)	131.08
093-399-000-00 MISCELLANEOUS	2,000	0.00	2,693.36	0.00	(693.36)	134.67
093-399-000-02 DONATIONS BEAUTY/GARDENS	0	0.00	0.00	0.00	0.00	0.00
093-399-000-03 CONTRIB FROM GENERAL FUND	25,000	0.00	25,000.00	0.00	0.00	100.00
093-399-000-04 COMMUNITY ENHANCE DONATIO	0	2,200.00	2,200.00	0.00	(2,200.00)	0.00
TOTAL OTHER REVENUE	27,250	2,510.99	30,221.05	0.00	(2,971.05)	110.90
TOTAL REVENUE	163,875	21,720.71	201,851.43	0.00	(37,976.43)	123.17

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBT						
=====						
NON-OPERATING EXPENSES						
093-550-676-00 BAD DEBT EXPENSE (return c	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT	0	0.00	0.00	0.00	0.00	0.00
BOARD						
=====						
SALARIES & BENEFITS						
093-700-101-00 BOARD SALARIES	17,200	1,350.00	16,350.00	0.00	850.00	95.06
093-700-103-00 SALARIES	34,000	3,280.00	35,756.99	0.00	1,756.99	105.17
093-700-103-01 FLOWER SALARIES	48,000	4,997.93	40,697.87	0.00	7,302.13	84.79
093-700-104-00 FICA TAX	7,775	736.54	7,088.03	0.00	686.97	91.16
093-700-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
093-700-106-00 GROUP RETIREMENT	3,800	205.20	3,135.77	0.00	664.23	82.52
093-700-106-01 CONSOLIDATED RETFLOWER	4,000	231.16	3,004.28	0.00	995.72	75.11
TOTAL SALARIES & BENEFITS	114,775	10,800.83	106,032.94	0.00	8,742.06	92.38
CONTRACTUAL SERVICES						
093-700-214-00 CPWB UNIFORMS	0	0.00	0.00	0.00	0.00	0.00
093-700-225-00 LOT 4 EXPENSE	0	0.00	0.00	0.00	0.00	0.00
093-700-226-00 INSURANCE & BONDS	11,000	285.08	9,769.83	0.00	1,230.17	88.82
TOTAL CONTRACTUAL SERVICES	11,000	285.08	9,769.83	0.00	1,230.17	88.82
COMMODITIES						
093-700-340-00 MAT & SUPP - STORM DRAIN	2,500	0.00	0.00	0.00	2,500.00	0.00
093-700-341-00 MAT & SUPP - CEMETERY	9,500	5,194.99	14,494.32	0.00	4,994.32	152.57
093-700-342-00 MAT & SUPP - PARKING	25,000	528.21	20,934.45	0.00	4,065.55	83.74
093-700-343-00 MAT & SUPP - PARKS	35,000	1,989.32	25,317.63	0.00	9,682.37	72.34
093-700-344-00 AUTO SUPPLIES	2,500	1,175.75	2,085.93	0.00	414.07	83.44
093-700-345-00 TREE MAINTENANCE	4,100	650.00	4,960.00	0.00	860.00	120.98
093-700-346-00 COMMUNITY ENHANCE DONATIO	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	78,600	9,538.27	67,792.33	0.00	10,807.67	86.25
CAPITAL OUTLAY						
093-700-464-00 HOTEL-MOTEL (FLOWERS)	16,000	581.85	14,681.10	0.00	1,318.90	91.76
093-700-465-00 CONTRACT MOWING CEMETERY	38,500	8,040.00	36,716.00	0.00	1,784.00	95.37
TOTAL CAPITAL OUTLAY	54,500	8,621.85	51,397.10	0.00	3,102.90	94.31
CONTRIBUTIONS						
093-700-500-00 DEPRECIATION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
NON-OPERATING EXPENSES						
093-700-999-00 MISCELLANEOUS	0	0.00	307.90	0.00	(307.90)	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	307.90	0.00	(307.90)	0.00
TOTAL BOARD	258,875	29,246.03	235,300.10	0.00	23,574.90	90.89
TOTAL EXPENDITURES	258,875	29,246.03	235,300.10	0.00	23,574.90	90.89
REVENUE OVER/(UNDER) EXPENDITURES	(95,000)	(7,525.32)	(33,448.67)	0.00	(61,551.33)	35.21

Correspondence:

- **Letter from WV Culture and History regarding removal of trees at the Heavner Cemetery.**
FYI item



The Culture Center
1900 Kanawha Blvd., E.
Charleston, WV 25305-0300
Randall Reid-Smith, Commissioner
Phone 304.558.0220 • www.wvculture.org
Fax 304.558.2779 • TDD 304.558.3562
EEO/AA Employer

July 1, 2016

Jerry Arnold
City of Buckhannon Street Department
70 E. Main Street
Buckhannon WV 26201

RE: Buckhannon Memorial Cemetery

Dear Mr. Arnold,

The West Virginia State Historic Preservation Office has been notified that work is taking place within the Buckhannon Memorial Cemetery, which includes the removal of trees throughout the property. We request that this work be halted until the cemetery can be documented for inclusion in the National Register of Historic Places.

It is believed that the Buckhannon Memorial Cemetery was developed as part of the Rural Cemetery movement, which took place throughout the country beginning in the 1830's. This movement involved creating a park like setting for cemeteries, instead of the city cemeteries that had been common up to this period. The inclusion of trees and shrubbery were a major part of this movement.

While the cemetery in Buckhannon has not been listed in the National Register of Historic Places, it is currently being studied for inclusion. While the listing does not limit changes within the cemetery, the removal of the trees prior to listing will impact the integrity of the space. Therefore, we request that you halt the removal of the trees until the cemetery can be documented. We understand if any trees pose a danger to the public or the cemetery markers themselves, they should be removed immediately.

We appreciate your willingness to cooperate in this matter. If you have any questions, please feel free to contact Jennifer Brennan, Structural Historian at 304-558-0240.

Sincerely,


Susan M. Pierce
Deputy State Historic Preservation Officer

- **Reply to WV Culture and History** about removal of diseased and dying trees in the Heavner Cemetery. FYI item

CITY OF BUCKHANNON
WEST VIRGINIA 26201

70 E. MAIN STREET
BUCKHANNON, WV 26201

TELEPHONE
(304) 472-1651
DD # (304) 472-9550
FAX # (304) 472-4620

July 7, 2016

Susan M. Pierce
Deputy State Historic Preservation Officer
1900 Kanawha Boulevard, East
Charleston, WV 25305-0300

RE: Buckhannon Cemeteries

Ms. Pierce,

I received your letter dated July 1, 2016 in regards to the removal of trees in the Old Heavner Cemetery. The City of Buckhannon realizes the historical significance of our cemeteries. The city has solicited advice in the past from the West Virginia Division of Forestry, City of Buckhannon Horticulturalist, and private tree service professionals to evaluate trees in our park facilities. The trees at the cemetery were evaluated last summer and determined to be in very poor health. We elected to wait until this spring and re-evaluate them to get a better since of potential new growth. We also ask our tree contractor to assess them from the top down to affirm the decision to have them removed. As you can see from the photographs that I have attached these trees were diseased and posed a threat to the safety of visitors as well as some of the oldest markers in the cemetery. The trees removed will be replaced with trees of similar species. Last year the City of Buckhannon planted over 60 trees in our cemeteries. Thank you for your concern, know that I being a life long resident of the community, and the City of Buckhannon will with due diligence everything within our power to protect our history.

Sincerely,



Jerry Arnold
Street Commissioner
City of Buckhannon

CC: CPWB
David McCauley, Mayor



- **Letter from Dorinda Grumbine (No Parking Sign).** Discussion was had about a placement of “No Parking”, and a “Dead End” signs on Third Avenue. By recommendation of Mr. Arnold, and after minimal discussion,

Michael & Josephine Skidmore
586 Brushy Fork Road
Buckhannon, WV 26201

22 July 2016

Dear Mr. Arnold,

We are writing to ask if it is possible to have the "No Parking" sign be put back up across the street from our rental unit located at 16A Third Avenue. We had put in the paperwork last year to have that done. It was put up but then taken down the next day. We are again asking that it be put back up. The reason for this is that our renter in that unit cannot back out of her garage when a car is parked there. It is a bad situation. She is 68 years old and backs out of the garage. If the person that parks there doesn't park on the grass, it does not allow our renter enough space to back out safely.

We are also requesting that there be "Dead End" signs put up on that street as well. There are none at the present time and the traffic down that street is bad. They drive to the end and then turn around in front of our garage apartment all hours of the day and night. This is extremely aggravating to our tenants. We are requesting that one be put at the beginning of the street and another one be put at the alleyway. We actually own three houses on that street, all located at the dead end. All of our tenants have continually complained about this situation.

It is our hope that you can help us with this situation. All help will be greatly appreciated. If you need to ask any further questions, or we can help in any way, please feel free to give one of us a call.

Respectfully,



Dorinda Grumbine, Property Manager (540)290-5897

Michael & Josephine Skidmore, Owners (304)472-3875

Motion [Cuppari/Waldo] to allow “No Parking” and “Dead End” signs be placed by Street Department on Third Avenue. Motion passed unanimously.

- **Letter to Chase Bank:** Property interest fronting Madison Street.

June 28, 2016

Mr. Kyle Wilson, Branch Manager
Chase Bank
32 East Main Street
Buckhannon, WV 26201

RE: City interest in Chase Bank property along Madison Street, Buckhannon

Dear Mr. Wilson:

Thank you for our recent telephone discussions concerning our City's interest in the Chase Bank property fronting along Madison Street here in Buckhannon. As you know, our City presently owns several acres in the vicinity of the Chase property including an immediately adjacent tract of land. In recent years, our community's activities have become more intensely centered within our City's Jawbone Park/Public Safety Complex/Stockert Youth Center properties. Naturally, when I learned about Chase's plan to divest itself of the Bank's drive-thru property, I wanted to express to you our City's interest in acquiring it.

The City of Buckhannon and Chase Bank have partnered in several matters over the years, including property transactions that have permitted our City to develop its public safety complex as well as expanding the area where our annual Strawberry Festival conducts many of its events. I believe these partnerings have resulted in excellent growth for our downtown, and aesthetic improvements to the Buckhannon streetscape. I have no doubt that if our City acquires this additional property from Chase, that further positive development will very soon ensue which benefits our entire community.

Please advance our City's interest in this property with appropriate Bank officials. If I or any other of our City officials may provide any further information about these matters, please contact me at City Hall at 472-1651. I look forward to another excellent partnering with Chase Bank. This letter is hand delivered to you at Chase Bank on Tuesday afternoon, June 28.

Very truly yours,

David W. McCauley, Mayor

cc: Members of City Council
Members of the City's Consolidated Public Works Board
Amby Jenkins, City Administrator
Jerry Arnold, Streets & Parks Superintendent

- **Letter of Resignation Emily Neely**, Parking Enforcement Officer. Discussion was had pertaining to the replacement of Miss Neely. The Board will take under consideration until next meeting such a replacement. It is suggested that until City Council moves on the newly passed Parking Ordinance consideration, so should hiring of a new officer.

Emily Neely
Route 2, Box 56 F
French Creek, WV 26218

July 7, 2016

City of Buckhannon
Attn: Amberle Jenkins
70 E. Main Street
Buckhannon, WV 26201

RE: Two weeks notification

Amby,

Please accept this correspondence as my official two week notice. My last day of employment will be Thursday, July 21, 2016. I would like to thank the City of Buckhannon for the last year of employment and the opportunity to serve as the parking enforcement officer.

Respectfully submitted,


Emily Neely

Consent Agenda:

- **Approval June 23, 2016 CPWB meeting.**
- **Event Request: Truck Fest 2016 on 09-16-2016 with Festival Fridays or on 09-17-2016 with SYC Childrens Festival.**
- **Set Speed Limit on Friendly Way, Stockert & Public Safety Complex to 10MPH**
- **Chapel Hill Community Block Party Request – Block Closure on 08-27-2016, 4:30-8:30 pm**

Motion [Cuppari/Nestor] to approve consent agenda as presented. Motion passed unanimously.

7/25/2016

City of Buckhannon
Consolidated Public Works Board
70 East Main Street
Buckhannon, WV 26201

CPWB Members,

I am writing to you to request consideration from the Consolidated Public Works Board to hold an event called Truck Fest 2016 on September 16, 2016 from 6:00 pm until 8:00 pm at the Public Safety Complex Parking Lot. Anyone who has ever been in the company of an ornery little boy knows that they love big trucks. Truck Fest 2016 is a large vocational truck and equipment display. The event modeled after the "Touch a Truck" events held in Morgantown, will allow children to experience different types of trucks and construction equipment. Children may sit in the trucks and will be able to ask questions of the operators.

I would like to request the following from the City of Buckhannon to assist in the success of our event.

1. The use of the Public Safety Parking Lot.
2. The possible closure of the following streets S. Florida St. from Main to Madison, S. Spring St. From Colerider to Madison, and Madison St. from S. Florida to S. Spring. The streets would only be closed to accommodate additional parking for displaying units or for safety of pedestrians.
3. The possible use of the section of Lot 5 that is not leased.
4. To allow the use of city owned barricades and other necessary traffic control devices.
5. To allow the Street Department to deliver and remove barricades.

The event will be held in conjunction with the last Festival Friday so the restrooms at Jawbone will be opened. Thank you in advance for your consideration.

Sincerely,



Brad Cutright
46 Foster Street
Buckhannon, WV 26201
304-613-1532

**City of Buckhannon
Event Request Form**

All requests to hold events must be submitted at least 30 to 90 days in advance of event date prior to the next Consolidated Public Works Board meeting in order to be considered for approval. CPWB meets the fourth Thursday of each month at 4:00 pm at City Hall.

Name of Event: Truck Fest 2016 "Touch A Truck"
 Type of Event: Truck + Equipment Display
 Date of Event: Sept 16, 2016 w/ Festival Friday Start Time: 6:00 pm End Time: 8:00 pm
 Name of Sponsoring Organization: Sept 17, 2016 - w/ Childrens Festival SYC - during 8am - 4pm
 Address: _____
 City _____ State _____ Zip _____
 Person in Charge of Event: Brad Cutright Phone: 304-472-4855 Cell: 304-613-1532
 Location of Event: Public Safety Complex If event is a SK Include City Approved Map- Circle: City Street or WalkTrail
 (If yes attach list) Circle

1. Will any streets be closed? Yes No
2. Will there be vendors? Yes No
3. Will there be a first-aid station/ medical staff? Yes/No
4. Is there a parking plan? Yes/No
5. Will there be security? Yes No

Please list contact information for any additional key staff members.
Jerry Arnold - 304-677-3862
Brian Williams - 304-476-3440

Office Use

Date Received: 7/15/16 Date Presented to Board/Council: 7/15/16
 Approved by: CPWB 7/28/16 Denied: _____ (attach reason for denial)
 Will pre-event meeting be required? Yes/No
 (circle attendees)
 Police Dept. Fire Dept. Street Dept. Water Dept. Sewer Dept. Waste Dept. Engineering
 Administrator Mayor OEM Director Other: _____

Sept 17 w/ Childrens Festival SYC (or) Sept 16 w/ Festival Fridays 6-8pm



July 12, 2016

To: Mayor David McCauley
City Hall

Dear Mayor McCauley,

This letter serves as a request to barricade the street on Hart Street from Kanawha to Smithfield Street for a Community Block Party being held at Chapel Hill United Methodist Church on August 27, 2016 from 4:30 pm until 8:30 pm. We appreciate your help in keeping all participants safe.

Respectfully,

 Risë Hanifan
 Director of Christian Education
 304.472.6904
 chapelhill@chapelhillum.com

Strategic Issues for Discussion and Vote:

- **Jawbone Park Complaint** about people sleeping in the park overnight. Mayor has contacted the Police Department about more patrols and addressing this concern.

- **Cemetery Buyback (John and Lucille Tunney).** After discussion and upon,

Motion [Waldo/Nestor] to purchase (buyback) Second Addition spaces 1, 2, 3, & 4, Lot 46 Section F for \$800.00. Motion passes unanimously.

THIS DEED, made this 8th day of June, 1989 by and between the City of Buckhannon, a municipal corporation, Grantor and party of the first part, and John D. and Lucille Tenney

of 13 Kepner Street, Buckhannon, W. Va. 26201

Grantee and part ies of the second part.

WITNESSETH: That for and in consideration of the sum of One Dollar (\$1.00), and other good and valuable considerations, the receipt of which is hereby acknowledged, the said party of the first part does hereby grant, sell and convey unto the said Grantee the right to inter human remains in the cemetery owned by the party of the first part, and known as Second Addition Heavner Cemetery

, situate in Buckhannon District, Upshur County, West Virginia, upon the lot or lots hereinafter designated and described:

Spaces 1, 2, 3, & 4 of Lot No. 46 in Section F of said Cemetery.

This conveyance and all rights acquired hereunder by the Grantee are expressly made subject to the rules and regulations of the Cemetery Board of the City of Buckhannon now in existence or which may hereafter be adopted and enacted to the same extent as if said rules and regulations were herein set forth verbatim. The rules and regulations of the Cemetery Board of the City of Buckhannon as are now in existence or as may hereafter be adopted shall be considered as covenants running with the interests herein granted and shall be binding upon the Grantee, their heirs or assigns.

This deed and conveyance are further made and accepted upon the express condition that the Grantee herein, their heirs and assigns, shall not have the right to sell the right to inter human remains on the lot or any of the grave spaces herein specified without first offering the same for sale to the City of Buckhannon at the price which the Grantee paid to the City of Buckhannon.

It is the intentions of the Grantor by this instrument to grant burial rights only and further to make said burial rights expressly subject to all rules and regulations of the Cemetery Board of the City of Buckhannon as now adopted or as may hereafter be adopted by said board.

In the event that more than one party is herein named as Grantee and parties of the second part, then the term Grantee shall be construed to mean all of the parties of the second part.

DECLARATION OF CONSIDERATION

The undersigned Grantor does hereby declare that this conveyance is not subject to the West Virginia excise tax upon the privilege of transferring title to an interest in real estate as this is a conveyance made by a political subdivision of the State of West Virginia.

WITNESS the following signature:

THE CITY OF BUCKHANNON, a municipal corporation
 BY: Anthony Gum
 Its Mayor and chairman of Cemetery Board of the City of Buckhannon

STATE OF WEST VIRGINIA,
 COUNTY OF UPSHUR, to-wit:

I, Elizabeth J. Poundstone, a Notary Public in and for said County and State, do hereby certify that Anthony Gum, who signed the foregoing deed, bearing date the 8th day of June, 1989, as Mayor of the City of Buckhannon and as Chairman of the Cemetery Board of the City of Buckhannon, a municipal corporation, has this day, in my said County and State, before me, acknowledged the said writing to be the act and deed of said corporation.

Given under my hand this 8th day of June, 1989. My commission expires: the 10th day of October, 1994.



Elizabeth J. Poundstone
 Notary Public

Prepared by Robert J. Wallace, City Attorney, City of Buckhannon

City of Buckhannon

Corner Main and Florida Sts.
 Buckhannon, WV 26201

Receipt # 1,883

Time 11:41 AM

Dated 06/08/89

From 532 LUCILLE AND JOHN TENNEY

Cashier AJJ

Comments: LOT 46 SEC.F SPS.
 1,2,3,4

14-4-347-102 SALE OF LOTS

\$800.00

\$800.00

Signed: Amberly Jenkins

26/21/16

Enclosed are the documents for our cemetery lots. We are offering them back to the Cemetery Board for \$800.00 as required.

Lucille and John Tenney
 13 Kepner Street, Buckhannon

Telephone: 304-472-6773

- **Park Pavilion Refund Request.** A reserved space for the date of June 25, 2016 Pavilion 1 at City Park was being used by an un-reserved group. It is suggested that the City have a better means of making reservations easily accessible and noticeable by the users of the pavilions. After further discussion and upon,

Motion [Rylands/Waldo] to allow refund to Rhonda Hollen, and Signage to be placed at each Park Pavilion for reservations. Motion passed unanimously.

- **Blessing Box** – previously discussed item.



- **Mike Feola/First Community Bank Day & Stump Lane Dedication will be held on 08-26-16.** FYI item.
- **Bob Wallace Day is on 08-27-16.** FYI item.

Board Member Comments: None

Mayor Comment/Announcement: None

With no further business the CPWB adjourned at 5:47 p.m.

Mayor David McCauley _____

City Recorder, Richard Edwards _____