

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 September 22, 2016 at 4:00 p.m. with the following in attendance

Mayor	David McCauley	Present
Board Member	Pamela Cuppari	Absent
Board Member	CJ Rylands	Present
Board Member	Mark Waldo	Present
Board Member	Don Nestor	Present
Director of Public Works	Jerry Arnold	Present
Director of Finance/Administration	Amberle Jenkins	Absent
Street Supervisor	Bradley Hawkins	Present
Office Staff	Shayla Gowers	Present
WVWC Intern/ Student Body President	Chad Wall	Present

The following guests were also present:

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	
Hatler Schneider	39 College Ave. Buckhannon	Y (N)	Here if anyone has questions about Really Really Free Market
Kat Harbrouck	27 1/2 Fayette St.	Y (N)	
DAVID WHITMOYER	330 ROUTE 20 S. Rd.	Y (N)	
✓ John Gyax		(Y) N	
Maxie Bray		Y (N)	

Meeting Agenda Posted 09-19-16

**City of Buckhannon Consolidated Public Works Board – 4:00 pm in Council Chambers
Meeting Agenda for Thursday September 22, 2016**

- A. Call to Order
 - A.1 Moment of Silence
 - A.2 Pledge to the Flag of the United States of America
- B. Recognized Guests
- C. Department Report- Bradley Hawkins
 - C.1 College Avenue Sidewalk
 - C.2 Public Safety Complex Exterior Improvements Update
 - C.3 Traders Alley Project Update
 - C.4 Blacktop Street (Cardinal, Shawnee, Academy, and Myrna Streets)
- D. Financial Report
- E. Correspondence
 - E.1 Letter of Understanding-City Seal Mural-Nanners & Willett
 - E.2 Mayor’s Rotary Statement – Bicentennial Celebration
 - E.3 Gary Weaver; DOH Permit Supervisor Parade Route
 - E.4 Thank You Note (Mrs. Kathryn Kohler)
 - E.5 Letter from John Gyax
- F. Consent Agenda
 - F.1 Approval of Minutes – 8/25/16 CPWB Meeting
 - F.2 Event Request Bicentennial Celebration-Parade – Jawbone Park with Festival Fridays
 - F.3 Event Request Bicentennial Celebration-Pageant -Jawbone Park
 - F.4 Event Request Bicentennial Celebration-Talent Show-Jawbone Park
 - F.5 Event Request BAES – Character Day Parade (Street Closures)
 - F.6 Event Request Moose Lodge Halloween Community Event- Jawbone Park (PA System)
 - F.7 Event Request Really Really Free Market-Jawbone Park
 - F.8 Event Request Christmas Parade Route (Fire Dept.)
- G. Strategic Issues for discussion and vote
 - G.1 Yoga at Jawbone

- G.2 Cemetery Previous Interments re: Cremation
- G.3 HLC Street Signs
- G.4 Stop Signs Intersection of College Avenue & Railroad Avenue
- G.5 NBRP Park Complaint
- G.6 City Park Tree Removal
- G.7 Flags for the Fallen Program
- G.8 Flag Pole at Cemetery
- G.9 Request Cemetery Buy-Back 2nd Addition L-57 Sps 5,6,7,8

H. Board Members Comments and Announcements

I. Mayor's Comments and Announcements

J. Adjournment

POSTED 09-19-2016

Mayor McCauley called the meeting to order followed by a moment of silence and the Pledge of Allegiance. Mayor McCauley asked for those in attendance to keep Finance Director, Amberle Jenkins' dad and Council Cuppari's husband, Jim, in their best thoughts and prayers due to health issues.

Mayor McCauley called upon John Gyga for comments and concerns. Mr. Gyga stated his concern regarding water pooling in an area in the college parking lot near the new sidewalk toward the end of College Avenue. Mr. Gyga presented photographs to the board. Mr. Arnold explained that it is designed that, during a significant weather event, for the water to drain into a drop inlet and go to the river. Mayor McCauley commented that the sidewalk was one of the best projects the city has ever done and that he has received a lot of compliments on it.

Mr. Gyga questioned if the sidewalk project was more beneficial to the community than providing additional areas for youth sports. Mayor McCauley listed the current areas provided to youth sports, and stated that the city must first use funding to provide things that are a benefit to the most citizens.

Mayor McCauley called upon Maria Bray to give some highlights of the upcoming Bicentennial Celebration events. Mrs. Bray reported that Friday, September 23, in conjunction with Festival Fridays, they will be hosting a Talent Show and introducing the representatives of the pageant. Mrs. Bray stated that Festival Fridays will be providing entertainment and that Rachael Franks will be performing. The Bicentennial Parade will be held Friday, September 30, and after the parade there will be entertainment at Jawbone Park, including performances from some parade participants, and artwork and video clips from students will be presented. Mayor McCauley commented that on October 9 the time capsule will be buried at Jawbone Park.

Department Report

Bradley Hawkins reported on the following:

- **College Avenue Sidewalk** is complete.
- **Public Safety Complex Exterior Improvements** have just begun. They now have a budget set up and can start planning on what they will be doing. They plan to start on demolition within the next month. Mayor McCauley explained that council just approved the first \$39,000.00 worth of what will be a two phase project. Mayor McCauley explained that the first phase will include creating new parking bays, landscaping, new signage, demolishing the brick wall, and running electric and water to the lot with the period style lighting.
- **Traders Alley Project** has started. Mr. Hawkins stated that they have started the 4 foot walk down through the alley and have one more pour to finish.
- **Blacktop Street (Cardinal, Shawnee, Academy, and Myrna Streets):** contractors have begun blacktopping. Mr. Arnold stated that a majority of the paving is being done with the use of the remaining \$39,000.00 left over from the coal tax last year.

Mr. Arnold reported that next week a portion of Victoria St behind Smoker Friendly is to be paved. Mr. Arnold explained that they offered to the resident living adjacent to the alley to pave their parking area for the cost of labor and materials. Mr. Arnold explained the residents opted out of the offer. Mr. Arnold anticipates they will be well ahead of winter and, weather permitting, should be finished within a week or two. Mr. Arnold stated that the department hopes to have the drives into City Park done by the end of this year.

Board Member Don Nestor stated that he is very pleased with Traders Alley and the downtown areas. Mr. Nestor mentioned the possibility of a fire, originating in one building, spreading and potentially destroying an entire block. Mr. Nestor asked if there is anything the city can do in collaboration with the owners of these buildings to prevent such a situation. Mayor McCauley mentioned that some businesses are adding sprinkler systems to their buildings and that he agrees there is vulnerability. Mayor McCauley asked City Engineer, Jay Hollen, how comprehensive we have been when planning from a safety perspective. Mr. Hollen explained that he and Zoning Officer, Vincent Smith, have been reviewing renovations and new construction projects, and where they feel that there is a questionable situation they have been bringing the fire marshal in. Mayor McCauley asked if there are enough fire hydrants in the area. Mr. Hollen stated that from a hydraulic standpoint and with the flow capacity and pressure available, that he feels the current amount of hydrants is sufficient. Council Rylands explained that with current locations any fire prevention measures would be up to the willingness of the owner, however; we should be able to make new locations have more adequate suppression. Mayor McCauley mentioned that Mr. Smith should come to a board meeting in November or December to weigh in on the issue.

Financial Report

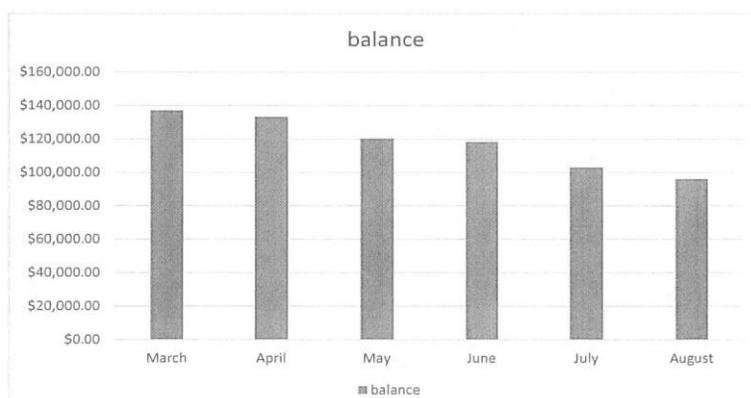
Mayor McCauley presented the financial report to the board. Mayor McCauley explained that the board is in adequate financial shape and that city council approved the \$0.50/ hour pay increase effective October 1 for all full time employees.

CONSOLIDATED PUBLIC WORKS BOARD CITY OF BUCKHANNON BALANCE SHEET

Balance August 31, 2016

Money market & checking \$ 96,001.95

Cemetery CD and savings \$ 226,618.68



FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
BOARD	BUCKHANNON UTIL BOARDS	700-343-00	MAT & SUPP - PARKS	WST CHARGES AUG 2016	91.58
	MON POWER	700-342-00	MAT & SUPP - PARKING	110112520876 PRK LOT 3	31.19
		700-342-00	MAT & SUPP - PARKING	110112520819 PRK LOT 3	19.00
		700-342-00	MAT & SUPP - PARKING	110112520926 PRK LOT 3	6.08
		700-343-00	MAT & SUPP - PARKS	110089164682 JAWBONE PARK	57.55
		700-343-00	MAT & SUPP - PARKS	110088938128 44 6TH ST	12.49
		700-343-00	MAT & SUPP - PARKS	110088938045 61 CLEVELAND	5.76
		700-343-00	MAT & SUPP - PARKS	110088938086 PARK STREET	31.76
		700-343-00	MAT & SUPP - PARKS	110086639413 PARK STREET	31.25
		700-343-00	MAT & SUPP - PARKS	110087901580 FLAG POLE-	10.93
		700-343-00	MAT & SUPP - PARKS	110096146953 J B PAVILION	7.55
	REFUND CEMETERY PAYMENTS	700-341-00	MAT & SUPP - CEMETER	JOHN & LUCILLE TENNEY BUY	800.00
	FISHER AUTO PARTS INC	700-464-00	HOTEL-MOTEL (FLOWERS	REAR BULB	1.34
	FETTY'S REPAIR SERVICE	700-344-00	AUTO SUPPLIES	Starter Switch	23.45
	BRICK STREET MUTUAL	700-226-00	INSURANCE & BONDS	WC 7-5-16 TO 8-1-2016	364.85
	NAPA-AMTOWER AUTO SUPPLY	700-344-00	AUTO SUPPLIES	Oil for Zereturn	132.24
	MTR TREE SERVICE	700-345-00	TREE MAINTENANCE	3 Maple trees	475.00
		700-345-00	TREE MAINTENANCE	3 Maple trees	425.00
	EIGHTY FOUR LUMBER	700-343-00	MAT & SUPP - PARKS	Treated Lumber	30.52
	LOWES BUSINESS ACCOUNTS	700-343-00	MAT & SUPP - PARKS	Treated Lumber	56.64
		700-464-00	HOTEL-MOTEL (FLOWERS	PLASTIC PLANTERS	144.12
	TI SYSTEMS CANADA INC	700-342-00	MAT & SUPP - PARKING	DIGITAL IRIS SERVICES AUG2	25.00
	WINANS	700-343-00	MAT & SUPP - PARKS	Trash bags Toilet paper	70.00
		700-343-00	MAT & SUPP - PARKS	Trash bags Toilet paper	452.00
	CRISS SALES & SERVICE	700-344-00	AUTO SUPPLIES	Chain & Files	28.00
	SEALCOAT CONCEPTS LLC	700-342-00	MAT & SUPP - PARKING	Parking lot Paining	995.40
		700-342-00	MAT & SUPP - PARKING	Parking lot Paining	300.00
		700-342-00	MAT & SUPP - PARKING	Parking lot Paining	438.75
	WV PUBLIC EMPLOYEES RETIREME	700-106-01	CONSOLIDATED RETFLOW	WV RETIREMENT CONTRIBUTION	102.74
		700-106-01	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	24.00
		700-106-01	CONSOLIDATED RETFLOW	WV RETIREMENT CONTRIBUTION	102.74
	HOLLEN:RHONDA	700-343-00	MAT & SUPP - PARKS	REF PAV PER CPWB	15.00
	REFUND OF PARK RESERVATIONS	700-342-00	MAT & SUPP - PARKING	REF PRK RESERV DOROTHY KOE	5.00
	SIGN GUY LLC	700-343-00	MAT & SUPP - PARKS	Bridge Sign	50.00
	INTERNAL REVENUE SERVICE	700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	243.27
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	323.17
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	56.89
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	75.58
	SAM'S LAWN & GARDEN	700-465-00	CONTRACT MOWING CEME	MOW CEMETERY 7/17-30/2016	2,680.00
		700-465-00	CONTRACT MOWING CEME	MOWING CEMETERY 7-31- 8-13	2,680.00

09-22-2016 12:54 AM

DISBURSEMENTS 8-1-16 TO 8-31-16

PAGE: 11

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			8/01/2016 - 8/31/2016	9,136.05
				TOTAL:	20,561.89

Correspondence

- **Letter of Understanding- City Seal Mural- Nanners & Willett**

Mr. Arnold stated that the board has approved the lighting of the mural, the fixtures have been ordered, and explained that the electrician will be looking to see what has to be done in order to get power for the lighting. Mr. Arnold explained that they will need to rent a lift in order to reach the height needed to install the fixtures. The project will include replacing the metal fascia, installing the lighting, and upgrading the walk below the mural. Mr. Arnold stated that the current walk has pavers that were donated by Lowes and that they are deteriorating due to salt used for snow removal. Mr. Arnold mentioned they are looking into some preservative measures and touch-up work to be done to the mural, as well as replacing the plywood covering a window opening with masonry work. Mr. Arnold explained that the first step to the project is installing the lighting. Mayor McCauley mentioned that there will possibly be a re-dedication of the mural in November. Mayor McCauley stated that they are currently looking into a polymer sealant to help make the mural more vandalism proof. Council Rylands mentioned looking into obtaining a weather proof timer to help conserve electricity. Mayor McCauley explained that Bryson VanNostrand estimated the annual bill to be \$50-\$60, which Nanners & Willett have agreed to pay for.

August 31, 2016

Mr. Steve Nanners & Mr. Dennis Willett
Nanners Willett Law Office, LC
45 West Main Street
Buckhannon, WV 26201

RE: Lighting, Touch-up, & Rededication of City Seal Mural

Dear Steve & Dennis:

Greetings from City Hall. Pursuant to my telephone discussion with Steve Nanners on August 30, this letter sets out the general terms of our understanding and agreement permitting the City to continue to feature the City seal mural on the side of your building situated at 45 West Main Street. It's hard to believe that it's now been more than 10 years since the summer 2006 completion of Buckhannon's first mural. Our community continues to appreciate the excellent partnership enjoyed with you respecting this wonderful project during the past decade. While several murals have been installed in recent years, the one that started the "buzz" is the one adorning your building.

As I indicated to Steve, the City will procure eight light fixtures and bulbs matching those recently installed above the Chuck Olson "Evening Star" mural that was dedicated on June 30 at the corner of East Main and Kanawha Streets. All installation and material expenses will be paid for by the City. If feasible, the City will pursue separate metering of the electricity, however, it's estimated that the cost to operate the dusk to dawn L.E.D. lights will be only about \$50 - \$60 a year. Steve kindly offered to absorb that cost if the separate metering is not easily accomplished. These light fixtures will be installed at the top of the mural with the light directed downward upon the mural itself.

I also understand that there may be some touch-up work needed concerning the mural. Any expense associated with the additional art work will be covered by the City.

When all of the above described work is completed, we'd like to have a rededication of the mural as part of the City's bicentennial celebration this autumn. I hope that we may invite artist Deborah Dorland of Richwood back as well as the members of the late Ross Straight's family, who as you know designed the City seal. Naturally, we hope that you both could participate in the rededication ceremony along with representatives of the original sponsoring agencies, i.e., the Chamber of Commerce, Development Authority, Arts Alliance, and West Virginia Wesleyan College.

If I may provide any further information about the plans for our work, please contact me at City Hall at 472-1651 or at home at 472-3028. I look forward to our community's continued partnering with you for many years to come respecting this most excellent project. If the provisions of this letter meet with your approval, please execute your signatures below on both duplicate originals of this letter, returning one to me at City Hall, and retaining the other for your file. This duplicate originals of this letter are hand delivered to you at your law offices at 45 West Main Street.

Very truly yours,

David W. McCauley, Mayor

cc: Members of City Council
Amby Jenkins, Director of Finance & Administration
Jerry Arnold, Director of Public Works
Buckhannon Chamber of Commerce
Upshur County Arts Alliance
Upshur County Development Authority
Art26201
Dr. Pamela Balch, President, West Virginia Wesleyan College

APPROVED:  DATED: September 12, 2016
Steve Nanners

 DATED: September 12, 2016
Dennis Willett

- **Mayor's Rotary Statement- Bicentennial Celebration**

Buckhannon Rotary Presentation – David McCauley – September 13, 2016
Bicentennial Celebration Events

I. Buckhannon's 200th year, technically occurred in January; important to celebrate milestones & appreciate our past as part of promoting our future. It's important to know where you came from, etc. We also know that the Pringle Brothers actually first "settled" here in 1764, or 252 years ago.

II. We started meeting the first of July to begin a dialogue about how we wanted to celebrate our bicentennial- and there was a lot of sharing. Some folks wanted a six-month, multiple events' format while others favored a one big splash celebration. As our meetings have continued, in fact, we held another meeting last evening- we've committed to one big event, but with some other smaller events being integrated into our celebration, too, going all the way through the holidays.

III. So, here's the plan with 17 days to go until the HUGE celebration event on Friday evening, September 30.

(A) Let me first say that there are many folks to thank for organizing these events- Amanda Hayes and Maria Bray have taken the lead on so many facets of this celebration. Also, Charlena Eubanks and Debora Hupp have been huge in organizing the parade, talent show, pageant events. Jack Reger has been our primary point of contact with involving our school system and the student video essays & art work. Dennis Courtice in his kilt, has helped a lot with many components of our celebration. Tammy Reger & Robbie Skinner with the Chamber have helped design our banner and arranged with Ron Hinkle to design the official souvenir, the Buckhannon arrowhead suncatcher. Other regular contributors to our effort include Katrina Duckworth, Jerry Arnold, Amby Jenkins, Teresa Summers, and so many others.

(B) Review timeline- (Maria Bray); ideas for the time capsule? Our Boulder is now in Jawbone Park!

(C) Souvenirs-

- (1) The Ron Hinkle Suncatcher - \$10 with \$5 covering costs of celebration
- (2) Tee-shirts - \$15

(D) Other events to celebrate

- (1) Truckfest + Children's Festival – Sept. 16/17
- (2) Festival Fridays continue through Sept. 30
- (3) Blessing of the Boulder October 9
- (4) Lurch bench dedication on Friday, October 28
- (5) City mural re-dedication + lighting project; Debora Dorland

- **Gary Weaver; DOH Permit Supervisor: Parade Route**

September 9, 2016

Mr. Gary Weaver, Permit Supervisor
WV Department of Transportation
Division of Highways, District
255 Depot Street
Weston, WV 26452-1228
Fax # 304-269-0422

RE: City of Buckhannon upcoming parades

Dear Mr. Weaver:

Thank you for our recent telephone discussions with Jerry Arnold and Laura Meadows concerning our City's upcoming events some of which involve use of Main Street. As I know the DOT will appreciate, our City government is attempting to minimize closures of Main Street to enhance residents and visitors' ability to navigate our downtown while being sensitive to businesses situated along Main Street. Additionally, our municipal police and fire departments support our keeping Main Street open as much as possible for ultimate emergency response.

As I understand Mr. Arnold discussed with you, there was one eight-week period from the middle of May through the middle of July that would have resulted in Main Street being closed for several days over the course of four weekends. Buckhannon has expended a lot of time, energy, and resources to create an excellent space at Jawbone Park just a block from Main Street to conduct events attended by hundreds and sometimes 2,000 or more people as we experienced on July 1 with our Festival Friday that featured fireworks, etc. We want to encourage event sponsors to utilize this wonderful space as much as possible.

Clearly, there are times when the interest of safety will require consideration of Main Street closure. The West Virginia Strawberry Festival brings more than 100,000 people to our town. Buckhannon also loves its parades, and the routes that don't include Main Street are not ideal. The difference between most of these parades from some of the weekend events is the quantity of time for the event. Several of the parades will require perhaps an hour of closure versus a full day or days of closure.

There are three upcoming parades scheduled involving use of Main Street all of which have been approved by the City subject of course to State approval. Buckhannon-Upshur High School has requested the use of Main Street for about a half hour homecoming parade on Wednesday evening, September 14. The bicentennial planning committee has requested to close just the Florida Street intersection for about an hour on Friday evening, September 30. Finally, the Buckhannon Fire Department that primarily sponsors the annual Christmas parade requests the closure of Main Street for about an hour on Friday evening, December 2. There are some variations in the routes, and except for the Christmas parade, not all of Main Street will be closed for these parades. Mr. Arnold will provide to you the precise routes for each parade.

Our City officials look forward to working with your office as we try to make events here as successful as possible while balancing the other needs of our community. 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.

Very truly yours,

David W. McCauley, Mayor

cc: Members of City Council
Members of the City's Consolidated Public Works Board
Amby Jenkins, Director of Finance & Administration
Jerry Arnold, Director of Public Works
Laura Meadows, Upshur County CVB
Matt Gregory, Police Chief
Jim Townshend, Fire Chief
WV Strawberry Festival
Buckhannon Bicentennial Planning Committee
Buckhannon-Upshur High School



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

Earl Ray Tomblin
Governor

Office of the District Engineer/Manager
District Seven

Paul A. Mattox, Jr., P. E.
Secretary of Highways

PO Box 1228 * Weston, WV 26452 * (304) 269-0400
September 13, 2016

UPSHUR COUNTY CVB
PO BOX 817
BUCKHANNON, WV 26201

*Bicentennial
Parade*

Dear Applicant:

Your approved copy of Permit Number 07-2016-0315 for a MS - Miscellaneous

permit type is enclosed. A description of the work is on the permit.

Please contact the District Seven office:

(304)269-8948

at least 48 hours in advance of the date you plan to begin work so arrangements can be made to inspect the work authorized by the permit.

Failure to comply will result in cancellation of your permit.

A copy of this permit is to be available on the job at all times while the work is in progress for inspection by the West Virginia Division of Highways' personnel.

Sincerely,

District Engineer / District Manager

Permit Supervisor

Initials: RH GW tj
Attachments: No
Enclosure: Yes



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

Earl Ray Tomblin
Governor

Office of the District Engineer/Manager
District Seven

Paul A. Mattox, Jr., P. E.
Secretary of Highways

PO Box 1228 * Weston, WV 26452 * (304) 269-0400
September 12, 2016

UPSHUR COUNTY CVB
PO BOX 817
BUCKHANNON, WV 26201

*Children's
Festival
Sept 12-19*

Dear Applicant:

Your approved copy of Permit Number 07-2016-0308 for a MS - Miscellaneous

permit type is enclosed. A description of the work is on the permit.

Please contact the District Seven office:

(304)269-8948

at least 48 hours in advance of the date you plan to begin work so arrangements can be made to inspect the work authorized by the permit.

Failure to comply will result in cancellation of your permit.

A copy of this permit is to be available on the job at all times while the work is in progress for inspection by the West Virginia Division of Highways' personnel.

Sincerely,

District Engineer / District Manager

Permit Supervisor

Initials: RH GW tj
Attachments: No
Enclosure: Yes



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

Earl Ray Tomblin
Governor

Office of the District Engineer/Manager
District Seven

Paul A. Mattox, Jr., P. E.
Secretary of Highways

PO Box 1228 * Weston, WV 26452 * (304) 269-0400
September 13, 2016

UPSHUR COUNTY CVB
PO BOX 817
BUCKHANNON, WV 26201

*Christmas
Parade
2016*

Dear Applicant:

Your approved copy of Permit Number 07-2016-0314 for a MS - Miscellaneous

permit type is enclosed. A description of the work is on the permit.

Please contact the District Seven office:

(304)269-8948

at least 48 hours in advance of the date you plan to begin work so arrangements can be made to inspect the work authorized by the permit.

Failure to comply will result in cancellation of your permit.

A copy of this permit is to be available on the job at all times while the work is in progress for inspection by the West Virginia Division of Highways' personnel.

Sincerely,

District Engineer / District Manager

Permit Supervisor

Initials: RH GW tj
Attachments: No
Enclosure: Yes



WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

Earl Ray Tomblin
Governor

Office of the District Engineer/Manager
District Seven

Paul A. Mattox, Jr., P. E.
Secretary of Highways

PO Box 1228 * Weston, WV 26452 * (304) 269-0400
September 13, 2016

UPSHUR COUNTY CVB
PO BOX 817
BUCKHANNON, WV 26201

*Homecoming
Parade
2016*

Dear Applicant:

Your approved copy of Permit Number 07-2016-0316 for a MS - Miscellaneous

permit type is enclosed. A description of the work is on the permit.

Please contact the District Seven office:

(304)269-8948

at least 48 hours in advance of the date you plan to begin work so arrangements can be made to inspect the work authorized by the permit.

Failure to comply will result in cancellation of your permit.

A copy of this permit is to be available on the job at all times while the work is in progress for inspection by the West Virginia Division of Highways' personnel.

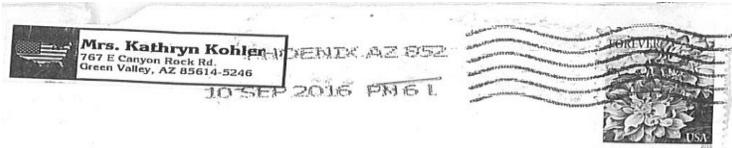
Sincerely,

District Engineer / District Manager

Permit Supervisor

Initials: RH GW tj
Attachments: No
Enclosure: No

- **Thank You Note (Mrs. Kathryn Kohler)**



Theresa
Buckhannon City Hall
70 E. Main Street
Buckhannon WV 26201

Dear Theresa,
I cannot thank you and the gentlemen who escorted us to the Old Heavner Cemetery last Monday enough! It was a thrill to find the grave of my great-grandfather (and his parents!) after having heard so much of the family from my mother. Your help is much appreciated.
Sincerely, Kay Kohler (J. For Heavner)

• Letter from John Gyax

John E. Gyax
131 Barbour Street
Buckhannon, WV 26201
August 20, 2016

Mayor McCauley
City of Buckhannon
70 East Main Street
Buckhannon, WV 26201
304-439-2062

Mayor McCauley:

I received a correspondence on August 13th, which was dated the 8th and sign by Mr. Arnold .

I have made several verbal and written suggestions over the past three years to several Buckhannon employees on how we could improve the appearance of the town. I am, by graduate school studies, what is considered today an environmental planner, therefore my input or constructive criticism should be considered professional not personal. I received input from son and daughter-in-law which are professional licenced (GIS) spatial analytical planners for major corporations.

I have strong family connections to Upshur, Lewis, Barbour Counties and the Buckhannon area. My Grandfather's great-grandfather was Jacob Bush who, with his brother, built Bush's Fort and fought with Samuel Pringle for this land. In Buckhannon I learned to swim, ride a bike, play baseball and my birth certificate address is Meade Street I have reason to believe I was christened at the First Methodist Church and plan to be buried by my parents and grandparents in Heavner Cemetery.

Most of these items or observations were from 2013/2014 and not new to most of the city council or the employees and are not designed or meant to be argumentative.

My daughter-in-law made comment how beautiful the flowers were covering the banners.

The rail fence repair and the "swamps" between the RR have received attention several times in the past three years and seemed to be an ongoing issue. Here is a new suggestion, could the rail plant help on the "swamp?"

My brother-in-law and sister came to visit last fall and the first thing he said was, "you cannot read the street signs." I know this item has been discussed several times and again could a readable vinyl overlay similar to the one at Kanawha and College be made for the artistic signs? The area at the end of Camden, near the athletic venues, has mixture of confusing stop signs, cross walk signs and parking information. All a person has to do is go to one of the river concerts to see what I mean. There should be cross walk signs similar to the ones on Spring Street by the post office and also at the three cross walks at the college. The generally accepted international signs for traffic control are either blue, red or yellow and brown or green for information. The college and the exit from the senior center parking have used a round do not enter signs, which was what I was suggesting for Barbour Street.

Turning from "Gate Way East? or Bobcat Way?" onto College is interesting for a large team bus or a 53' tractor trailer. One of the team buses (Fairmont) got stuck and required an end loader from the rail plant to pull them out. During the regional NCAA II softball play offs a large team bus, I believe from Winston- Salem, was seesawing back and forth trying to make the turn. Over the past couple of years I have attended council and consolidated public works meetings for a variety of reasons. Until May of this year I had never heard of Gateway East or West and Bobcat Way to Wesleyan University!

Wesleyan, during Graduation, the start the Fall Term and Home Coming has had cars parked on

Camden between Meade and the railroad with no major problems. What I was suggesting was (with proper signs) is to allow parking on inside of Camden for athletic events and other special activities. This would be similar to the continuation of the parking on Camden between Marion and Meade.

The trees around Buckhannon need major help and it is my hope we can start to change this situation. Mr. Barber, the Forester for Northern West Virginia and myself drove around the town surveying trees and shrubs condition. We know people from "hack & wack" Mon Power have greatly contributed to the situation. We were informed that since First Energy took over Mon Power any request for replacing trees has been rejected or ignored. However, the Forester was impressed with Mr. Barber's efforts and that Buckhannon had a person working the flowers and trees full time in the summer.

In one of my college environmental lessons, I had the students do a short paper on the expansion of the world's light pollution and suggest ways to curtail this growing issue. Thinking like a conservationist, I suggested removing every other light on East Main and use them on North Spring and Kanawha Streets. I had no idea these were paid for by some grant for Gateway East or Bobcat Way to West Virginia Wesleyan University. However, I would estimate the lumen's produced by each light to be 8,000 + Lumen's which is a lot for a narrow street. I would like to suggest that Mon Power price the cost of street lights being placed on each pole on Florida between Main and College and also on College between Kanawha and Meade. In Belle, WV, they had a deal where the cost of new and better lights was added to the electric bill for each house on the street. I think my father paid \$1.75 monthly.

Mayor, I believe Mr. Arnold and Mr. Holland are amazing and do a remarkable good job with the resources they have available. Supervising a potable water system and a waste and storm water systems is a full time job. With you adding to his duties as the licenced town's water and waste water supervisor, he will be extremely busy.

A full time licenced a GIS spatial analytical planner (which the town cannot afford) could develop plans for increase river use, work out a feasible plan if you closed Main Street there would be access the businesses on Main and etcetera. This could be a part time position similar to the zoning person, town attorney and could be .coupled with grant writing.

Ending on a personal note, not professional, I find your treatment of me and others, when we brought up items,rude. What if, as you rambled on at the Lincoln Day Dinner, somebody kept interrupting you? Then at the end of four minutes you were basically told to shut up and sit down. Who are you listening to? When the 4th July committee was trying to find additional money for extended fire works, I went to more than a half dozen business for financial help. Most of them painted a bleak future for this area and hope the bleeding would stop. What is your comprehensive plan for the area ? Don't you think it should be published. Since, under home rule, you have declared you have control of Main Street not the State, and the only time it will be closed is for Strawberry Festival. Have you told the fire department people they cannot have a Christmas parade? or the high school a homecoming parade?

John E. Gyax
John E. Gyax

cc Mary Allbaugh
Robert Skinner
Dave Thomas
Pam Cuppari
CJ Rylands
WVWC
Jerry Arnold
Bryson Van Nostrun

Consent Agenda

- Approval of Minutes- 8/25/16 CPWB Meeting
- Event Request Bicentennial Celebration- Parade- Jawbone Park w. Festival Fridays

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: Bicentennial Parade
Type of Event: Parade Up
Date of Event: 9/30/16 Start Time: 5:15 PM End Time: 7:30 PM
Name of Sponsoring Organization: Buckhannon Bi-Centennial Celebration Comm.Hoc
Address: City Hall Buckhannon WV 26201
City State Zip
Person in Charge of Event: Charlissa Eubank (304) 203-6268 email charlissa.eubank@ci.buckhannon.wv.us
Debra Hupp Phone: (304) 516-9732 cell: hupp831@gmail.com
Location of Event: Streets + If event is a 5K Include City Approved Map- Circle: City Street or WalkTrail
Jawbone (if yes attach list) Circle

1. Will any streets be closed? College, East Main, Florida, Madison 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.
David McCauley, Amanda Noyce, Maria Bray

Office Use
Date Received _____ Date Presented to Board/Council _____
Approved by: _____ 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: _____



PAVILION USE REQUEST

NBRP City Park Jawbone PAVILION #: 1 2 3
RECEIPT # _____ DATE _____ AMOUNT PAID \$ _____
Name of Group or Individual making request: Bicentennial Celebration Committee
Address: _____ Phone Number: _____
Date of Request: 8/20/16 Date of Event: Friday Sept 30 2016
Type of Event: Bicentennial Day Celebration w/ Festival Fridays
Times of Event: From: _____ To: _____
Special Entertainment? NO YES Type: Parade, Music, Fireworks, Carnival, Puppet Talent Show

❖ **NORTH BUCKHANNON RIVERFRONT PARK**
1. PAVILION #1- Next to playground (Seat Capacity 100)
Whole Day - \$50.00 4 Hours or Less - \$30.00
2. PAVILION #2- Next to restrooms (Seat Capacity 50)
Whole Day - \$35.00 4 Hours or Less - \$20.00
3. PAVILION #3- Old Farmers Mkt (Seat Capacity 100)
Whole Day - \$40.00 4 Hours or Less - \$25.00

❖ **CITY PARK**
1. PAVILION #1- on top of the hill (Seat Capacity 30)
Whole Day - \$25.00 4 Hours or Less - \$15.00
2. PAVILION #2- at bottom of the hill (Seat Capacity 50)
Whole Day - \$35.00 4 Hours or Less - \$20.00
3. PAVILION #3- Rotary Pavilion above Pav 2 (Seat Capacity 50)
Whole Day - \$35.00 4 Hours or Less - \$20.00

❖ **JAWBONE PARK: SEE PARK SCHEDULE BEFORE RESERVING**
1. Will electric be needed? Yes no if yes, there will be a \$5.00 fee required
2. If event is expected to last 4 hours or longer, Restroom is available Yes no
3. No event will be allowed to continue past 9:00 P.M. at Jawbone.

- NOTES PERTAINING TO THE USE OF ALL PAVILION AREAS:
1. Group or individual requesting use of pavilion will be responsible for clean up of grounds when event completed. If City crews perform clean up, there will be an additional charge of \$15.00 per hour per employee.
2. CITY PARK CLOSURES AT 9:00 P.M.
3. Damages to the pavilion will be the responsibility of the group or individual making the request.
4. The City of Buckhannon reserves the right to terminate any event at any time.
5. City Park Facilities (Restroom, Water Fountain) will not be operational until May 1st

EVENT APPROVED: yes no BY: HT City Recorder
FEE REQUIRED: yes no PAID: yes no

*****IMPORTANT INFORMATION BELOW*****

NO REFUNDS will be issued if you are unable to use the pavilion the day of your event.
IF SOMEONE ELSE IS IN YOUR RESERVED PAVILION / IF YOU ENCOUNTER A PROBLEM WITH YOUR RENTED PAVILION -
CONTACT THE CITY POLICE AT 473-2733 OR 473-2658.
City Contact Person: Street Commissioner, Jerry Arnold at 473-2735 or 677-3862.

- **Event Request Bicentennial Celebration- Pageant- Jawbone Park**

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: Buckhannon Bicentennial Pageant
 Type of Event: Pageant (Competition)
 Date of Event: 9/24/16 Start Time: 2:00 pm End Time: 6 pm
 Name of Sponsoring Organization: Buckhannon Bicentennial Celebration Committee
 Address: City Hall Buckhannon WV 26201
City State Zip
 Person in Charge of Event: Charlissa Eubank Phone: 304-203-6268 Cell: _____
 Location of Event: Jawbone Park If event is a 5K 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.

David H'Cauley, Amanda Hayes, Marcia Bray

* We will need access to Rest Rooms, Electricity & Sound System & will contact Stockert to use space for changing outfits.

Office Use

Date Received _____ Date Presented to Board/Council _____
 Approved by: _____ 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: _____

- **Event Request Bicentennial Celebration- Talent Show- Jawbone Park**

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: Talent Show
 Type of Event: Entertainment Competition
 Date of Event: 9/23/16 Start Time: 6 pm End Time: 8:30
 Name of Sponsoring Organization: Buckhannon Bicentennial Celebration Committee
 Address: City Hall Buckhannon WV 26201
City State Zip
 Person in Charge of Event: Charlissa Eubank Phone: 304-203-6268 Cell: _____
Debra Hupp Phone: 304-516-9732
 Location of Event: Jawbone Park If event is a 5K 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.

David H'Cauley, Amanda Hayes, Marcia Bray

* We will need to have access to Restrooms & Electricity & Sound Equipment

Office Use

Date Received _____ Date Presented to Board/Council _____
 Approved by: _____ 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: _____

- **Event Request BAES- Character Day Parade (Street Closures)**

Mr. Arnold explained that the city closes down a block of College Ave and that BAES students, during their Halloween Party, walk down the sidewalk in their costumes. Mr. Arnold stated that the only thing the city provides is a couple of barricades.

City of Buckhannon
Event Request Form 9/8/16

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: Character Day Parade
 Type of Event: Parade of students in grades K-5
 Date of Event: 10/31/16 Start Time: 1:45 End Time: 2:45
 Name of Sponsoring Organization: Buckhannon Academy Elementary School
 Address: 116 College Ave Buckhannon WV 26201
City State Zip

Person in Charge of Event: Leah Moss Phone: 472-3310 Cell: _____
 Location of Event: BAES If event is a 5K Include City Approved Map- Circle City Street or WalkTrail
Down College Ave to Florida Street and loop back to BAES
(If yes attach list) Circle

1. Will any streets be closed? Yes/No 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.

Susanne Spiker 304-844-6548
Nana Hunte 304-642-1180

Office Use

Date Received _____ Date Presented to Board/Council _____
 Approved by: _____ 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: _____

- **Event Request Moose Lodge Halloween Community Event- Jawbone Pk (PA System)**
 Mayor McCauley explained that the event will be held at Jawbone Park immediately following Trick-or-Treat. Mr. Arnold explained that someone will need to set up the PA system and that it is listed because it involves overtime.

Halloween Community Event
 City of Buckhannon

PAVILION USE REQUEST

NBRP City Park **Jawbone** PAVILION #: 1 2 3
 RECEIPT # _____ DATE _____ AMOUNT PAID \$ _____

Name of Group or Individual making request: Moose Lodge #598
 Address: 25 N Kanawha Street Phone Number: 472-4868
472-9848
 Date of Request: 9/1/2016 Date of Event: 10/31/2016
 Type of Event: Halloween Community Event
 Times of Event: From After Trick or Treat 7pm To: 9pm
 Special Entertainment? NO YES Type: Contest
needs PA system

❖ **NORTH BUCKHANNON RIVERFRONT PARK**

1. PAVILION #1- Next to playground (Seat Capacity 100)
 Whole Day - **\$50.00** 4 Hours or Less - **\$30.00**
2. PAVILION #2 -Next to restrooms (Seat Capacity 50)
 Whole Day - **\$35.00** 4 Hours or Less - **\$20.00**
3. PAVILION #3-Old Farmers Mkt (Seat Capacity 100)
 Whole Day - **\$40.00** 4 Hours or Less - **\$25.00**

❖ **CITY PARK**

1. PAVILION #1-on top of the hill (Seat Capacity 30)
 Whole Day - **\$25.00** 4 Hours or Less - **\$15.00**
2. PAVILION #2-at bottom of the hill (Seat Capacity 50)
 Whole Day - **\$35.00** 4 Hours or Less - **\$20.00**
3. PAVILION #3-Rotary Pavilion above Pav 2 (Seat Capacity 50)
 Whole Day - **\$35.00** 4 Hours or Less - **\$20.00**

❖ **JAWBONE PARK: SEE PARK SCHEDULE BEFORE RESERVING**

1. Will electric be needed?: yes no if yes, there will be a **\$5.00 fee** required
2. If event is expected to last 4 hours or longer, Restroom is available yes no
3. No event will be allowed to continue past 9:00 P.M. at Jawbone.

Call Moose Lodge who will be responsible for PA system City? Ask Jerry

NOTES PERTAINING TO THE USE OF ALL PAVILION AREAS:

1. Group or individual requesting use of pavilion will be responsible for clean up of grounds when event completed. If City crews perform clean up, there will be an additional charge of \$15.00 per hour per employee.
2. CITY PARK CLOSURES AT 9:00 P.M.
3. Damages to the pavilion will be the responsibility of the group or individual making the request.
4. The City of Buckhannon reserves the right to terminate any event at any time.
5. City Park Facilities (Restroom/Water Fountain) will not be operational until May 1st

EVENT APPROVED: yes no BY: AJ City Recorder
 FEE REQUIRED: yes no PAID: yes no

****IMPORTANT INFORMATION BELOW****

NO REFUNDS will be issued if you are unable to use the pavilion the day of your event.
 IF SOMEONE ELSE IS IN YOUR RESERVED PAVILION / IF YOU ENCOUNTER A PROBLEM WITH YOUR RENTED PAVILION -
 CONTACT THE CITY POLICE AT 472-5723 OR 472-9550.
 City Contact Person: Street Commissioner, Jerry Arnold at 472-5755 or 677-3862

- Event Request Really Really Free Market- Jawbone Park**

Mayor McCauley called on Heather Schneider for comment. Ms. Schneider stated that the event went really well last year and that there were approximately 100 people there. Ms. Schneider described the event as an outpouring of people in the community connecting.

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: REALLY REALLY FREE MARKET

Type of Event: TRULY FREE MARKET - GIFTING ECONOMY

Date of Event: Sunday OCTOBER 2ND, 2016 Start Time: 10:00 AM End Time: 6:00 PM
(9:00 AM SET-UP)

Name of Sponsoring Organization: N/A

Address: N/A

Person in Charge of Event: ALL PEOPLE PARTICIPATING Phone: SEE ATTACHED Cell: SEE ATTACHED

Location of Event: JAWBONE If event is a 5K Include City Approved Map- Circle: City Street or WalkTrail

Heather Schneider 439-2230

(If yes attach list)

Circle

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

Please list contact information for any additional key staff members.

We will need bathrooms unlocked & electricity. Event goals are to build a community based on sharing resources, caring for one another, and improving the collective lives of all.

Office Use

Date Received _____ Date Presented to Board/Council _____

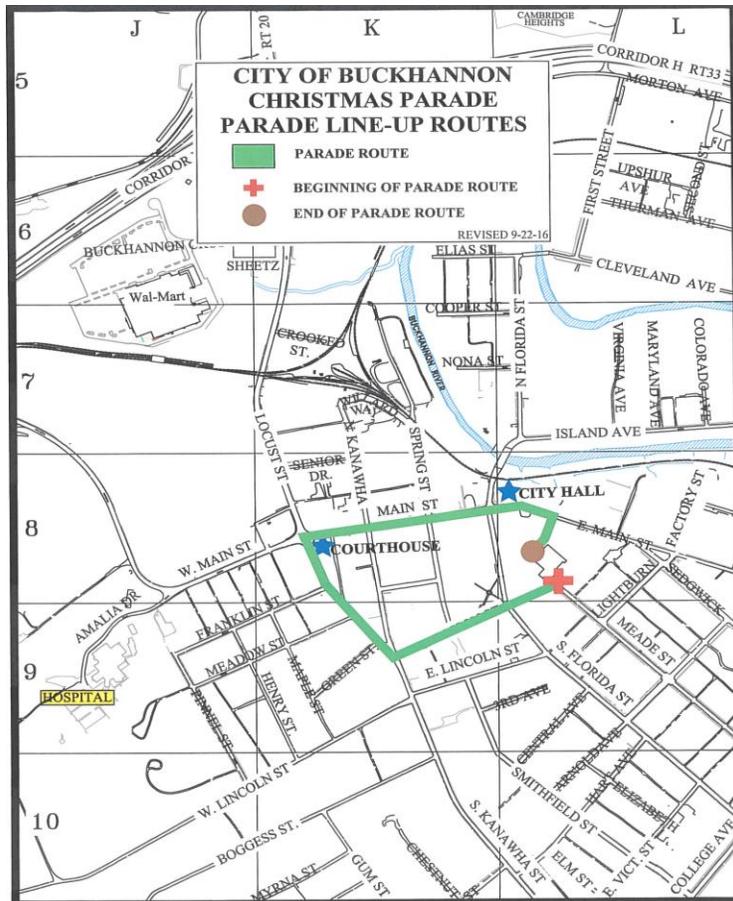
Approved by: _____ Denied: _____ (attach reason for denial)

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: _____

- Event Request Christmas Parade Route (Fire Dept)**



Motion Nestor/ Waldo; To Approve Consent Agenda. Motion carried unanimously.

Strategic Issues for Discussion and Vote

- **Yoga at Jawbone Park**

Yoga at Jawbone Park

Sheray Efaw <wvyogagirl@gmail.com>

Thu, Sep 8, 2016 at 1:54 PM

Hello :)
Just emailing you back with more information.

I would like to start Yoga at Jawbone park on Oct. 5th.
I would like to teach at the park every Wednesday night from 6:30-7:30PM in the month of October. (Per Telephone conversation: Also to teach during winter months, weather permitting)
I also would like to start right back up in the spring when the weather breaks. I have done this for two years in Fairmont and it has been a huge success. It's a donation based community class. People donate what they can when they can. They can also come for free if they don't have the money. It's an all levels yoga class open to anyone over the age of 13. Many families come together to my classes at Palatine Park. It's been a great way to get people outside and active. If it becomes as successful as my Palatine Park class I would also like to duplicate the FREE yoga festival that I put on every summer in Marion County. I offer free classes one day at the park, yoga, meditation, hula hoop, and live music.
I bring yoga mats and everything I need to teach the class. You can visit my website at WVYOGAGIRL.com to find our more information about me and my yoga business. Click on the classes section and go to Yoga at Palatine Park to see some photos! I just moved to Buckhannon and would really appreciate this opportunity to meet new people!

If there's anything else that needs answered please feel free to call me at [304-365-2277](tel:304-365-2277).
Thank you!
Sheray Efaw
WVYOGAGIRL

You can visit my website at
WVYOGAGIRL.com
[304-365-2277](tel:304-365-2277)

Thank you!!



ॐ Namaste,
Sheray Efaw

Motion Waldo/ Rylands; To Approve Yoga at Jawbone Park. Motion carried.

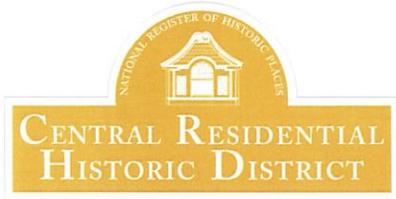
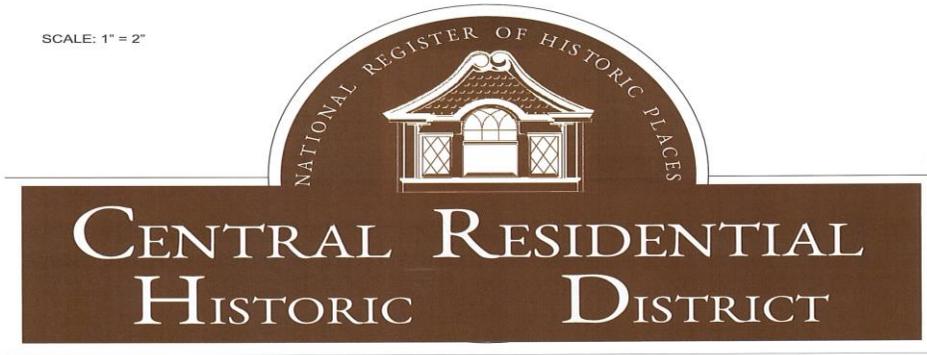
- **Cemetery Previous Interments re: Cremation**

Mr. Arnold explained to the board that currently you can have a burial and a cremation in the same space. Mr. Arnold stated that a new concern has arisen that if someone purchases a space and is buried on it and then 2-3 generations down the line someone is cremated and placed in the space with the original burial, that it will go against the wishes of the original purchaser. Mr. Arnold believes that there will need to be some investigation and legal interpretation to see what can be done in regards to this issue. Council Rylands asked what the current process is for interring remains from a cremation. Mr. Arnold explained that the first step is that you have to show ownership of the space. Council Rylands asked physically how deep you have to bury the remains. Mr. Arnold stated that their standard is to bury them 2'x2'x2', but that the concern is that the original person who purchased the space is not having their wishes fulfilled. Mayor McCauley stated that there are rules and regulations within the deeds for the spaces, and that the issue may require some revisions to our policies.

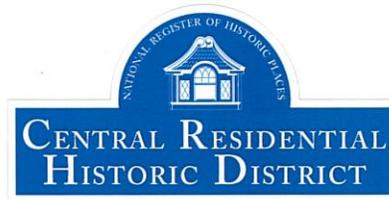
- **Historic Landmarks Commission Street Signage**

Council Rylands stated that he was unsure if the window and archway graphic in the proposed signage is what we are looking for and that he will share whatever Tim Taylor comes up with. Council Rylands hopes that what Mr. Taylor comes up with helps to link all of the city's signage together in an effort to brand the city in a more graphic way. Council Rylands mentioned that when the city seal is shrunk down that you can't really make out what it is, but mentioned possibly doing a silhouette of the seal. Council Rylands also mentioned the possibility of using a red, white, and blue ribbon at the bottom with 1816 and a hand-drawn star.

SCALE: 1" = 2"

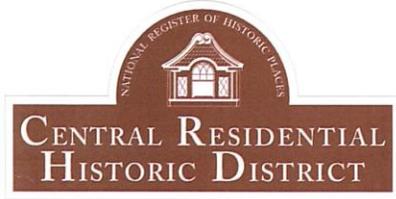


CUSTOM STREET MARKERS 24" X 12"
WHITE LETTERING/BORDER/EMBLEM
GOLD BACKGROUND

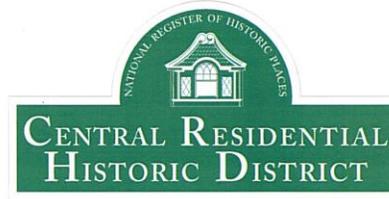


CUSTOM STREET MARKERS 24" X 12"
WHITE LETTERING/BORDER/EMBLEM
BLUE BACKGROUND

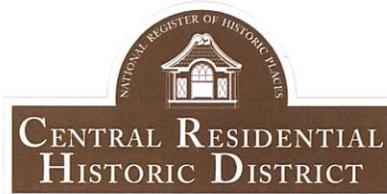
#82-16



CUSTOM STREET MARKERS 24" X 12"
WHITE LETTERING/BORDER/EMBLEM
RED BACKGROUND



CUSTOM STREET MARKERS 24" X 12"
WHITE LETTERING/BORDER/EMBLEM
GREEN BACKGROUND



CUSTOM STREET MARKERS 24" X 12"
WHITE LETTERING/BORDER/EMBLEM
BROWN BACKGROUND



WV CORRECTIONAL INDUSTRIES
WV Division of Corrections
Earl Ray Tomblin, Governor
Jim Rubenstein, Commissioner
Eddie Long, Director of Correctional Industries



One Mountainside Way, Box 11
Mount Olive, WV 25185
E-mail: Tim.A.Taylor@wv.gov Mon. - Fri. 7:30 a.m. - 3:30 p.m.
View Catalog @ www.wvcorrectionalindustries.com
Telephone: 304.442.5958 Fax: 304.442.8909

To: Christina Rieth, Buckhannon Historic Landmarks Commission
Fax: 304.
From: Tim Taylor, Sign Shop Supervisor
Date: September 1, 2016
Re: Price Quotation & Proof(s)

The following page contains the proof(s) for your Sign request. The cost of this potential order will be as follows:

Item	Quantity	Description	Cost	Total
WV-00.5	1	Street Markers (Double Sided) 24" x 12"	37.44	\$ 37.44
<i>Shipping Charges Apply</i>				
CONFIRMATION			TOTAL ORDER	\$ 37.44
PO #	Authorization: Date:			

The above quoted signs will be mounted on .080 gauge aluminum with reflective material.

We have provided several colors on the proof. We can change and modify anything needed and send a new proof.

If you decide to proceed with an order we will need to know the quantity needed.

If this meets with your approval, fax me confirmation, and your purchase order number if available.

Provide us with complete billing and shipping information.

If you have any questions, please do not hesitate to contact me. This quote is valid for thirty days only.

Thank you.

CC: File

- **Stop Signs Intersection of College Ave and Railroad Ave**

Mayor McCauley explained that, during the College Ave sidewalk project, the street department removed a “roll” in the pavement in the street. Mayor McCauley stated that once the roll was removed people were going through the intersection at a high rate of speed. Mayor McCauley explained that he instructed Mr. Arnold to put a stop sign up at that intersection before someone got hurt. Mayor McCauley stated that council approved it after the fact.

- **NBRP Park Complaint**

Mr. Arnold explained that someone was in a pavilion that shouldn't have been and the person who had rented said pavilion went to another pavilion; the next group that rented the other pavilion was unable to use it and wanted to file a complaint. Mr. Arnold stated that they are working on a better system and have purchased plexiglass and wall mounts to house the reservations on both the pavilion and the bulletin board. Council Rylands asked what the course of action is if someone is in the pavilion you've rented and refuses to move. Mr. Arnold explained that both his number and the number for Comm Center are at the bottom of the reservation sheet. Mr. Arnold stated that the best course of action is to call Comm Center and they will have a police officer go out to ask the person to leave the pavilion. Council Rylands stated that it may be a good idea to have a conversation with the police chief and explain that these calls may be coming in. Mr. Arnold stated that he has received these calls in the past and that the police department has gone to solve the issue. Mr. Arnold stated that if the complainant asked for a refund he would bring that to the next meeting.

- **City Park Tree Removal**

Bradley Hawkins reported that there are currently seven trees that need removed. Mr. Hawkins explained that the city horticulturalist, the contractor that does tree removal, and two foresters have looked at the trees in question and all have agreed that they need removed immediately. Mr. Hawkins stated that there are a few other trees in the park that have dead stuff in the tops; the foresters recommended that we have a certified arborist come in and remove the dead tops in order to preserve the trees. Mr. Arnold commented that he will be looking into what it takes to obtain the arborist certification so that we can have someone in-house with that knowledge. Mr. Arnold stated that there is a tree on the corner with Mrs. Black's property and two on the actual playground that need removed immediately. Mr. Arnold stated that he wanted to let people know that they have exhausted all of their resources to make sure that they are doing the right thing in removing these trees. Mayor McCauley commented that we do have a tree replacement plan. Mr. Arnold stated that with the high foot traffic in the parks the water is unable to penetrate the soil to adequately water the roots of the trees, causing the trees to die. Mr. Hawkins stated that the city horticulturalist is getting a list of trees that are more suitable for parks to replace the trees that are being removed. Mayor McCauley mentioned renaming the tree committee to the landscape committee and, to which, he has appointed Kathy Greg and John Gyga. Mayor McCauley mentioned that Robbie Barbour is only one of two full-time municipal horticulturalist in the state and that we can certainly see the results of that. Board Member Nestor expressed his concern of the city's liability with dead trees throughout the community. Mr. Arnold explained that they are constantly looking out for issues and always err on the side of safety with regards to tree removal.

- **Flags for the Fallen Program**

Mr. Arnold stated that the board has to approve the line item on a yearly basis. The line item is \$1,000.00 plus labor which provides for approximately 10- 12 flags. Mr. Arnold stated that he recommended renewing the line item for this program. Mayor McCauley stated that Mrs. Jenkins said funding is available for the program.

Motion Nestor/ Waldo; To Approve Flags for the Fallen Program line item. Motion carried unanimously.

- **Flag Pole at Cemetery**

Mr. Arnold asked the board to allow him to place a flag pole back on “Flag Pole Hill”. Mr. Arnold stated that the concrete is already there and that there would be very minimal expense. Mr. Arnold explained that they already have a flag pole that came from the sanitary department that has been sandblasted and is ready to paint. Mr. Arnold stated that Mary Albaugh will be donating the flag and the only thing that will be needed is a little bit of city labor and a little concrete. Council Rylands asked if the flag pole will lit up. Mr. Arnold stated that they will have a solar powered LED light on the flag.

Motion Waldo/ Rylands; To Approve Placement of Flag Pole at the cemetery on Flag Pole Hill. Motion Carried.

the Public Safety Complex, and Stockert Youth Center to continue the theme through downtown.

- **Board Member CJ Rylands** commented that from North Kanawaha to Main Street there is no upper stop sign, just the smaller sign on the corner. Council Rylands mentioned that he saw people go right through the intersection without stopping. Mr. Hawkins stated that they just received the larger signs today to replace everything that are on the poles down through Main Street. Mr. Arnold brought up that he had spoken with the DOH about putting up pedestrian signage at the crosswalks and was given the same response that was given in the past. Mr. Rylands mentioned that in the past Steve Foster has had some success with speaking with the Director of Signage. Mr. Arnold stated that he will try contacting Cindy Kramer in Charleston to see if they will allow us to put up yield to pedestrian signage on Main Street. Mayor McCauley mentioned that two or three council meetings ago he appointed a pedestrian friendly committee that has not yet met.
- **Mayor McCauley** commented that we have excellent employees and the completion of College Ave turned out to be a super project. Mayor McCauley mentioned that the first part of the Traders Alley project is going smoothly and that he doesn't have any doubt that the other paving/ sidewalk projects that we are doing, in- house, will be just as good as anything. Mayor McCauley mentioned the Blessing Box Project that was started by Nancy Shobe, who is covering the cost of materials, and that a few of those will be put up in the next few weeks. Mr. Arnold stated that depending on the weather he anticipates those will be a quick turn around as far as placement. Mayor McCauley thanked those present for attending and weighing in on things.

Motion to adjourn meeting Nestor/ Rylands; Meeting Adjourned at 5:10 PM.

Mayor David McCauley _____

Assistant Recorder Amberle Jenkins _____