

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

A scheduled meeting of the Stockert Youth Center Board of Directors was held at the Stockert Youth Center, 79 East Main Street on Monday, 7 August, 2017 at 4:30 pm with the following in attendance:

Mayor	David McCauley	Present
City Recorder	Susan Aloï	Present
Board Member	Pam Cuppari	Present
Board Member	Robert Rupp	Present
Board Member	Pam Martin	Present
Board Member	Tammy Samples	Present
Board Member	Troy Brady	Present
Board Member	Nancy Shobe	Absent
Board Member	Don Nestor	Absent
Board Member	Jessica Fabbriatore	Present
SYC Director	Debora Brockleman	Present

Meeting Agenda Posted 08-01-17

*City of Buckhannon Stockert Youth Center
Board of Directors Meeting - 4:30 pm in SYC Conference Room Meeting Agenda for August
7, 2017*

- 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. Financial Report**
- D. Department Report- Debora Brockleman**
 - D1. Upcoming Events and Programs**
 - D2. Children's Festival/Truck Fest Event Sept 15th/16th**
- E. Correspondence**
- F. Consent Agenda**
 - F.1 Approval of Minutes -June 5, 2017**
- G. Strategic Issues for discussion and vote**
 - G.1 Discussion-Update Auditorium/Gym**
 - G.2 Request to purchase new folding tables & chairs with July 4 fundraiser monies**
 - G.3 Discussion Bumper Sticker Contest**
- H. Board Members Comments and Announcements**
- I. Mayor's Comments and Announcements**
 - I.1 City Employee & Family Picnic on August 10th**
 - I.2 Fall Fest Event September 27th-30th**
- J. Adjournment**

Posted 08-01-17

Mayor McCauley called the meeting to order at 4:30 p.m. The meeting began with a moment of silence, followed by the Pledge of Allegiance.

Recognized Guest: none

Financial Report - Motion Rupp/Brady to approve the financial report; motion passed.

As of July 31, 2017
 Syc Capital Campaign 150,516.67

8-07-2017 09:10 AM

CITY OF BUCKHANNON
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JULY 31ST, 2017

001-GENERAL FUND

% OF YEAR COMPLETED: 08.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CHARGES FOR SERVICES						
001-362-000-00 SYC CONTRIB. UCC AND BOB	45,000	0.00	0.00	0.00	45,000.00	0.00
001-362-000-01 SYC UTILITY REVENUE	2,500	208.50	208.50	0.00	2,291.50	8.34
001-362-000-02 SYC CAMP BUCANNER FEES	18,000	14,607.93	14,607.93	0.00	3,392.07	81.16
001-362-000-03 SYC DRILL TEAM FEES	2,500	15.00	15.00	0.00	2,485.00	0.60
001-362-000-04 SYC BASKETBALL FEES	18,000	2,162.00	2,162.00	0.00	15,838.00	12.01
001-362-000-05 SYC ROOM RENTAL FEES	3,500	200.00	200.00	0.00	3,300.00	5.71
001-362-000-06 SYC ART/DRAMA FEES	0	0.00	0.00	0.00	0.00	0.00
001-362-000-07 SYC AFTER SCHOOL FEES	18,000	0.00	0.00	0.00	18,000.00	0.00
001-362-000-08 SYC DRINK/SNACK MACHINE	300	0.00	0.00	0.00	300.00	0.00
001-362-000-09 SYC DONATIONS	2,000	2,279.50	2,279.50	0.00	279.50	113.98
001-362-000-10 SYC KARATE FEES	1,500	98.00	98.00	0.00	1,402.00	6.53
001-362-000-11 RED RIBBON WEEK	0	0.00	0.00	0.00	0.00	0.00
001-362-000-12 SYC GIRLS GO GOLFING	0	0.00	0.00	0.00	0.00	0.00
001-362-000-13 UCARE/SYC	0	0.00	0.00	0.00	0.00	0.00
001-362-000-14 SYC BINGO FUND RAISER	0	0.00	0.00	0.00	0.00	0.00
001-362-000-15 SYC CHILDRENS FESTIVAL DO	1,000	0.00	0.00	0.00	1,000.00	0.00
001-362-000-16 SYC TEEN DANCES	150	0.00	0.00	0.00	150.00	0.00
001-362-000-17 ZUMBA REVENUE	300	0.00	0.00	0.00	300.00	0.00
001-362-000-18 YOGA FITNESS CLASS REVENUE	1,000	85.00	85.00	0.00	915.00	8.50
001-362-000-19 GUITAR LESSONS REVENUE	0	0.00	0.00	0.00	0.00	0.00
001-362-000-20 SYC MISC ACTV REVENUE ITI	500	0.00	0.00	0.00	500.00	0.00
001-362-000-99 SYC REQUEST	0	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES FOR SERVICES	114,250	19,655.93	19,655.93	0.00	94,594.07	17.20

8-07-2017 09:10 AM

CITY OF BUCKHANNON
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: JULY 31ST, 2017

001-GENERAL FUND

% OF YEAR COMPLETED: 08.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
STOCKERT YOUTH CENTER						
SALARIES & BENEFITS						
001-907-101-00 STOCKERT YOUTH CENTER SAL	124,500	15,375.56	15,375.56	0.00	109,124.44	12.35
001-907-103-00 CAMP BUCANNER SALARIES	22,000	6,392.19	6,392.19	0.00	15,607.81	29.06
001-907-103-01 SYC BUS DRIVERS	8,000	236.25	236.25	0.00	7,763.75	2.95
001-907-104-00 FICA TAX	12,100	1,683.02	1,683.02	0.00	10,416.98	13.91
001-907-105-00 GROUP INSURANCE	23,000	1,841.42	1,841.42	0.00	21,158.58	8.01
001-907-106-00 GROUP RETIREMENT	7,500	585.70	585.70	0.00	6,914.30	7.81
001-907-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	197,100	26,114.14	26,114.14	0.00	170,985.86	13.25
CONTRACTUAL SERVICES						
001-907-211-00 TELEPHONES	2,100	0.00	0.00	0.00	2,100.00	0.00
001-907-213-00 UTILITIES	13,500	1,182.90	1,182.90	0.00	12,317.10	8.76
001-907-214-00 TRAVEL EXPENSE	500	0.00	0.00	0.00	500.00	0.00
001-907-216-00 MAINTENANCE	5,500	204.07	204.07	0.00	5,295.93	3.71
001-907-218-00 POSTAGE	250	0.00	0.00	0.00	250.00	0.00
001-907-221-00 TRAINING	250	0.00	0.00	0.00	250.00	0.00
001-907-226-00 INSURANCE & BONDS	13,500	926.91	926.91	0.00	12,573.09	6.87
001-907-230-00 SYC CONTRACTUAL BUS SER	0	0.00	0.00	0.00	0.00	0.00
001-907-230-01 WVWC WORK STUDY	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	35,600	2,313.88	2,313.88	0.00	33,286.12	6.50
COMMODITIES						
001-907-341-00 MATERIALS & SUPPLIES EXPE	5,000	596.04	596.04	291.33	4,112.63	17.75
001-907-341-01 OPERATING EXPENSES	1,500	0.00	0.00	0.00	1,500.00	0.00
001-907-343-00 SYC AUTO SUPPLIES	7,000	0.00	0.00	0.00	7,000.00	0.00
001-907-354-00 DRILL TEAM	3,500	0.00	0.00	0.00	3,500.00	0.00
001-907-355-00 DANCE TEAM	1,000	0.00	0.00	0.00	1,000.00	0.00
001-907-356-00 YOUTH BASKETBALL	18,000	480.00	480.00	0.00	17,520.00	2.67
001-907-357-00 TUTORING	250	0.00	0.00	0.00	250.00	0.00
001-907-358-00 MISC. DANCE/PARTIES	500	0.00	0.00	0.00	500.00	0.00
001-907-359-00 ART/DRAMA PROGRAM	250	0.00	0.00	0.00	250.00	0.00
001-907-360-00 CAMP BUCANNER SUPPLIES	3,000	1,036.00	1,036.00	0.00	1,964.00	34.53
001-907-361-00 AFTER SCHOOL SUPPLIES	3,500	1,000.00	1,000.00	0.00	2,500.00	28.57
001-907-362-00 DRINK/SNACK MACHINE	0	0.00	0.00	0.00	0.00	0.00
001-907-363-00 KARATE CLASS INSTRUCTION	1,500	147.20	147.20	0.00	1,352.80	9.81
001-907-364-00 SKATEPARK	0	0.00	0.00	0.00	0.00	0.00
001-907-365-00 RED RIBBON WEEK EXPENSE	500	0.00	0.00	0.00	500.00	0.00
001-907-366-00 BINGO FUND RAISER	500	0.00	0.00	0.00	500.00	0.00
001-907-367-00 GIRLS GO GOLFING	0	0.00	0.00	0.00	0.00	0.00
001-907-368-00 UCARE/SYC	0	0.00	0.00	0.00	0.00	0.00
001-907-368-01 ZUMBA	300	0.00	0.00	0.00	300.00	0.00
001-907-368-02 YOGA FITNESS CLASS	1,000	100.00	100.00	0.00	900.00	10.00
001-907-368-03 GUITAR LESSONS	500	0.00	0.00	0.00	500.00	0.00
001-907-368-04 MISC ACTIVITIES-ONE TIME	500	0.00	0.00	0.00	500.00	0.00
001-907-368-05 FIVE PROMISES GRNT SYC	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	48,300	3,359.24	3,359.24	291.33	44,649.43	7.56

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CAPITAL OUTLAY						
001-907-458-00 CAPITAL CAMPAIGN (BOB & U	0	0.00	0.00	0.00	0.00	0.00
001-907-458-01 SYC CHILDRENS FESTIVAL	1,000	0.00	0.00	0.00	1,000.00	0.00
001-907-459-00 CAPITAL OUTLAY	5,000	0.00	0.00	0.00	5,000.00	0.00
001-907-477-00 SYC TEEN DANCES	500	0.00	0.00	0.00	500.00	0.00
TOTAL CAPITAL OUTLAY	6,500	0.00	0.00	0.00	6,500.00	0.00
CONTRIBUTIONS						
001-907-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL STOCKERT YOUTH CENTER	287,500	31,787.26	31,787.26	291.33	255,421.41	11.16

Department Report- Debora Brockleman

- Rob Rupp asked about who coordinates the After-School program. Debora Brockleman explained that Katie White, a graduate student at Wesleyan, is doing this. Mr. Rupp asked that Katie prepare a report to share with the Board; Ms. Brockleman agreed.
- Mayor McCauley asked Ms. Brockleman about what would be required to increase the number of after-school students. Ms. Brockleman explained that she would be able to secure sufficient after-school volunteers, and there are plenty of requests from Hodgesville and Washington District. However, there isn't sufficient transportation to get the kids from school to Stockert. Pam Martin asked if the Country Roads Transport Service might be able to pick up children and drop off to Stockert. Mayor McCauley pointed out that Country Roads receives funding from the City, so they might be willing to assist with after-school transportation. Ms. Brockleman agreed to look into this.
- Mayor McCauley asked what it would take to get after-school programs on Fridays. Ms. Brockleman explained that it's difficult to get volunteers for Friday afternoons; College students are typically not interested.
- Debora Brockleman explained that she has contacted the City Dog Park Committee about helping with a pet show during Fall Fest.
- Weyerhaeuser donated Halloween supplies for a haunted house. Ms. Brockleman explained that Stockert will host a haunted house (or playground) as a fundraiser. Pam Cuppari suggested coordinating with City trick-or-treat and the Police Department's trunk-or-treat.
- Ms. Brockleman explained that Mayor McCauley had proposed a bumper sticker contest. Rob Rupp suggested that a logo might be needed. It was agreed that the contest would incorporate both bumper sticker and logo designs. Prizes will be determined.

Correspondence & Information - none

Consent Agenda:

- Approval of Minutes – June 5, 2017. **Motion Samples/Martin to accept minutes of June 5, 2017. Motion passed.**

Strategic Issues for discussion and vote:

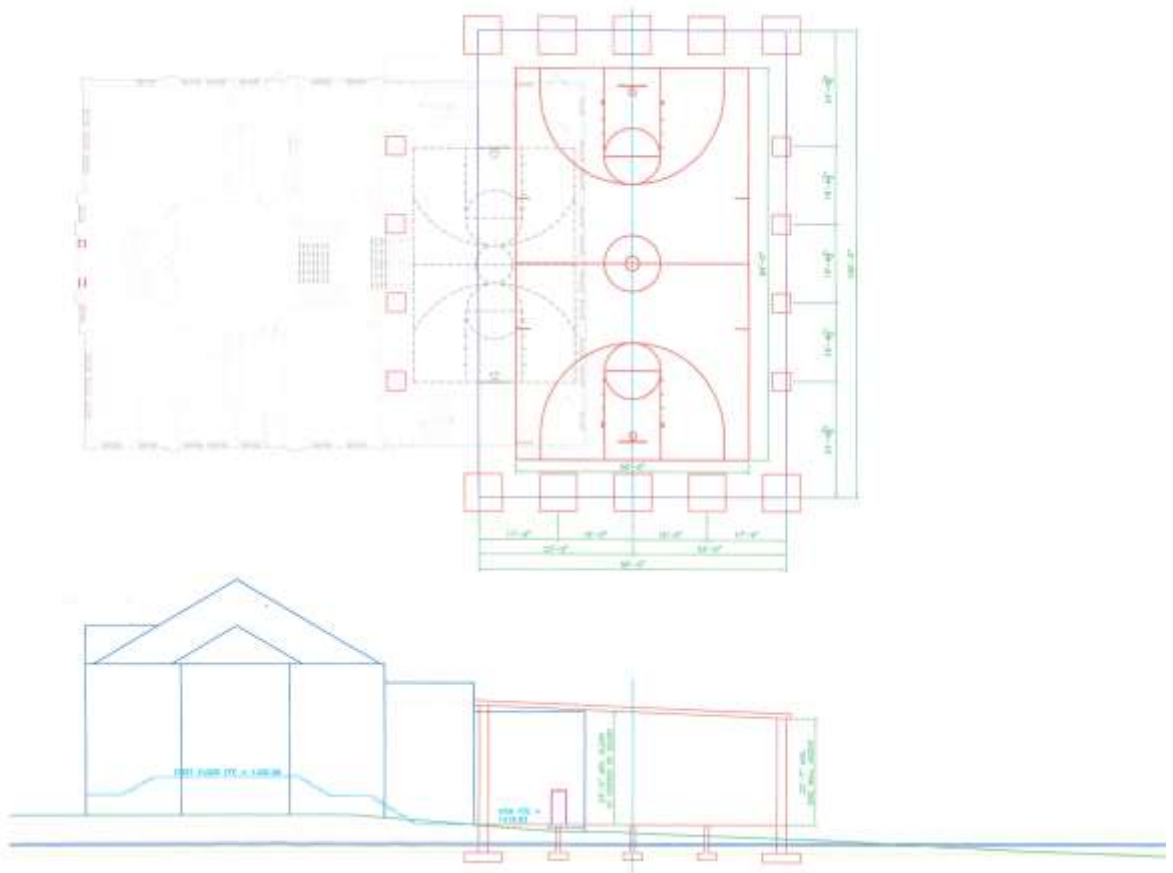
- **Discussion – Update Auditorium/Gym** – Mayor McCauley explained that Jerry Arnold had designed two proposals. One is for an addition to be built on to SYS, estimated at \$355,929; the second proposal is for a stand-alone building, estimated at \$282,600; neither estimate includes wood flooring, likely an additional \$70,000, or bleachers. There was discussion about using reclaimed wooden floors, rubberized floor, etc. Mayor McCauley explained that he would like to have those who prepared the design to attend the next SYC meeting to share information and answer questions. The board discussed possible fundraising options. Susan Alois suggested consulting with a few people who have fundraising experience and developing a fundraising plan. Mayor McCauley agreed to organize a planning meeting and invite SYC Board members to attend, if interested.

We are submitting two budget numbers. One number for a single-slope building addition to the Stockert Youth Center and one number for a stand-alone building structure. In both scenarios the buildings shall be as follows.

- All site preparation, demolition and concrete construction shall be by others.
- Materials, labor, equipment and supervision for the following.
- 66'x105'x24' clear height building is a pre-engineered structure that complies with the latest version on the International Building Code.
- The building structure shall consist of clear-span steel frames on 26'3" centers.
- The walls of the new structure shall be 26 gauge panels with exposed hex-head fasteners. The wall panels shall be furnished pre-finished in a standard color selected by the owner. All trim shall be of the same material. Pre-finished gutter with downspouts terminating in an elbow at grade is included.
- The roof panels shall be 24 gauge standing seam panels furnished in galvalume.
- The roof and walls shall be insulated with fiberglass insulation. This insulation shall be laminated to a reinforced white vinyl facing. This insulation carries a U.L. Class "A" fire rating. 6" roof insulation and 4" wall insulation.
- Two 3'x 7' and one 6'x7' pre-finished, steel doors with hardware.
- An allowance has been made for 400k BTU's heat and 15 tons cooling.
- Any item not specifically addressed above is excluded from this budget.

Building addition to SYC \$355,929.00

Stand-alone building: \$282,600.00



- **Request to purchase new folding tables and chairs with July 4 fundraiser monies** – Approximately \$1,500 was raised for Stockert during the City Independence Day Celebration. Ms. Brockleman requested allocating those funds for folding tables. Buddy Brady suggested checking with Lowe’s, as the County just purchase some at a good price. Mr. McCauley asked that Ms. Brockleman coordinate this with Jerry Arnold and Amby Jenkins. **Motion Cuppari/Martin to appropriate up to \$1,000 for folding tables and chairs. Motion passed.**
- **Discussion – bumper sticker contest** (see above)

Board Members Comments and Announcements

- **J. Fabbricatore** – Pointed out that the SYC website is not easy to locate
- **P. Martin** – Agreed that we need a fundraising plan
- **R. Rupp** – Need a professional-quality logo and branding before starting a capital campaign
- **S. Aloï** - None
- **T. Brady**- Agreed with Rob, as well as for the need for a fundraising plan
- **P. Cuppari** – Next year’s Independence Day celebration will probably be on July 6

Mayor’s Comments & Announcements –

- City employee & family picnic on August 10
- Fall Fest event – September 27th – 30th

Motion Fabbricatore/Rupp to adjourn; motion passed. The meeting adjourned at 5:40p.m.

Mayor David McCauley

Recorder Susan Aloï

The next meeting will be Monday, October 2, 2017 at 4:30 pm