

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

A scheduled meeting of the Consolidated Public Works Board was held at Buckhannon City Hall, 70 East Main Street, on Thursday, February 22, 2018 at 4:00 p.m. with the following in attendance:

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

Also in attendance: Caleb Myers

**Meeting Agenda Posted 02-16-18**

***City of Buckhannon Consolidated Public Works Board – 4:00 pm in Council Chambers  
Meeting Agenda for Thursday, February 22, 2018***

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- A. **Call to Order**
  - A.1 **Moment of Silence**
  - A.2 **Pledge to the Flag of the United States of America**
- B. **Recognized Guest**
- C. **Department Report- Bradley Hawkins**
  - C.1 **Update NBRFP ADA Grant**
  - C.2 **N. Florida Project**
  - C.3 **Colonial Theatre Project**
- D. **Financial Report**
  - D.1 **Financial Statement - Amby Jenkins**
- E. **Correspondence and Information**
  - E.1 **Buckhannon Dog Park – Whisker Wonderland Fundraiser Press Release**
  - E.2 **Buckhannon Dog Park – State Farm Citizenship Proposal Grant - Denied**
  - E.3 **Buckhannon Dog Park Committee Meeting 01/29/18**
  - E.4 **Letter of Intent WV Division of Culture re: Colonial Theatre Project Gant Application FY 2018**
  - E.5 **Letter to UCDA re: UC Innovation & Knowledge Business Center-Design Review**
- F. **Consent Agenda**
  - F.1 **Approval of Minutes – Regular Meeting 1/25/18**
  - F.2 **Event Request – Yoga at Jawbone Park**
  - F.3 **Event Request – Appalachian Impact 5K Run**
  - F.4 **Event Request – WV Classic Wheels Labor Day Car Show at NBRFP**
  - F.5 **Event Request – Family Flashlight Egg Hunt**
- G. **Strategic Issues for discussion and vote**
  - G.1 **Buckhannon Dog Park Bricks**
  - G.2 **Request Cemetery Buy-back-BMP Lot 142 Section B Sp 3-Received Additional Documentation**
- H. **Board Members Comments and Announcements**
- I. **Mayor’s Comments and Announcements**
  - I.1 **Mayor’s Fitness Challenge**
  - I.2 **Mayor’s Statement on Stockert Youth Center**
- J. **Adjournment**

Posted 02-16-2018

Mayor McCauley called the meeting to order with a moment of silence with special thoughts for the folks in Florida, followed by the Pledge of Allegiance.

**Recognized Guest: None**

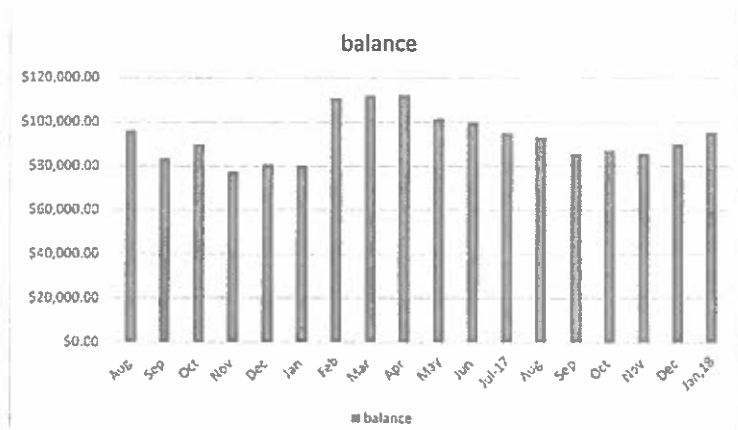
**Department Reports – Jerry Arnold**

- **Update NBRFP ADA Grant:** Finishing up grant work. Mayor McCauley discussed scheduling a celebration of the North Buckhannon Riverfront Park after all work is completed. Mrs. Shobe asked about making repairs to the parking lot. Mayor McCauley stated that they would set a date for the celebration at the March meeting.
- **North Florida Street Project:** We have not been able to do much on the project due to the weather conditions.
- **Colonial Theatre Project:** All of the stage area has been pulled out and supported the roof beam. The next step with interior repairs is replacing the wooden roof beam. Jerry reported that the back corner of the floor will not be completed until they do the basement; there is an open drain in the basement that needs to be fixed. Exterior repairs - The first nice day that is above 60 degrees Tom Davis will start repointing the brick and should take a day or two. Once the brick is completed; they will begin the reinstallation of the marquee. Mr. Rylands asked about the windows and Jerry stated that Bryson’s crew will start working on the windows.

**Financial Report –** Barbara Hinkle presented the following financial report in the absence of Amberle Jenkins.

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

Balance January 31, 2018  
 Money market & checking \$ 95,078.29  
 Cemetery CD and savings \$ 227,505.95



REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>OTHER FEES</b>						
093-340-000-01 DONATION BEAUTIFICATION U	0	5.00	5.00	0.00	5.00)	0.00
093-340-000-02 DONATION DOG PARK UTL BIL	0	10.00	10.00	0.00	10.00)	0.00
093-342-000-00 PARKING METERS LOT 1	0	0.00	7.95	0.00	7.95)	0.00
093-342-000-01 PARK.PEN.LOT 1	0	0.00	10.00	0.00	10.00)	0.00
093-342-000-02 LOT 1 STICKERS	2,000	0.00	25.00	0.00	1,975.00	1.25
093-343-000-00 PARKING METERS LOT 2	0	0.00	0.00	0.00	0.00	0.00
093-343-000-01 PARK.PEN.LOT 2	0	0.00	0.00	0.00	0.00	0.00
093-343-000-02 STICKERS LOT 2	100	0.00	0.00	0.00	100.00	0.00
093-344-000-00 PARKING METERS LOT 3	0	0.00	2.50	0.00	2.50)	0.00
093-344-000-01 PARK.PEN.LOT 3	0	0.00	0.00	0.00	0.00	0.00
093-344-000-02 STICKERS LOT 3	0	100.00	025.00	0.00	025.00)	0.00
093-345-000-00 PARKING METERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-01 PARK.PEN.LOT 4	0	0.00	0.00	0.00	0.00	0.00
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	0	0.00	0.00	0.00	0.00	0.00
093-346-000-01 PARK.PEN.ON STREET	5,000	470.00	5,098.18	0.00	98.18)	101.96
093-347-000-00 OPENING & CLOSING GRAVES	45,000	2,800.00	23,700.00	0.00	21,300.00	52.67
093-347-000-01 SALE OP LOTS	10,000	4,300.00	12,050.00	0.00	2,050.00)	128.50
093-347-000-03 PLACEMENT OP MARKERS	1,500	0.00	1,300.00	0.00	200.00	86.67
093-349-000-01 PARK.PEN.LOT6	0	0.00	0.00	0.00	0.00	0.00
093-349-000-02 STICKERS LOT 6	1,500	250.00	250.00	0.00	1,250.00	16.67
<b>TOTAL OTHER FEES</b>	<b>65,100</b>	<b>7,935.00</b>	<b>44,063.63</b>	<b>0.00</b>	<b>21,016.37</b>	<b>67.72</b>
<b>GRANTS</b>						
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	3,114.08	26,151.55	0.00	18,048.45	58.11
093-368-000-00 RENTAL OF PAVILION	5,000	415.00	3,620.00	0.00	1,380.00	72.40
<b>TOTAL GRANTS</b>	<b>50,000</b>	<b>3,529.08</b>	<b>29,771.55</b>	<b>0.00</b>	<b>20,228.45</b>	<b>59.54</b>
<b>OTHER REVENUE</b>						
093-380-000-00 INTEREST	0	236.87	254.45	0.00	254.45)	0.00
093-399-000-00 MISCELLANEOUS	0	0.00	1,050.77	0.00	1,050.77)	0.00
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	0.00	0.00	25,000.00	0.00
093-399-000-04 COMMUNITY ENHANCE DONATIO	0	200.00	3,300.00	0.00	3,300.00)	0.00
<b>TOTAL OTHER REVENUE</b>	<b>25,000</b>	<b>436.87</b>	<b>4,605.22</b>	<b>0.00</b>	<b>20,394.76</b>	<b>18.42</b>
<b>TOTAL REVENUE</b>	<b>140,100</b>	<b>11,900.95</b>	<b>78,460.40</b>	<b>0.00</b>	<b>61,639.60</b>	<b>56.00</b>

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>BAD DEBT</b>						
<b>NON-OPERATING EXPENSES</b>						
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
<b>BOARD</b>						
<b>SALARIES &amp; BENEFITS</b>						
093-700-101-00 BOARD SALARIES	16,200	1,350.00	9,450.00	0.00	6,750.00	58.33
093-700-103-00 SALARIES	40,000	668.25	12,911.70	0.00	27,088.30	32.28
093-700-103-01 FLOWER SALARIES	45,000	1,878.63	22,076.82	0.00	22,923.18	49.06
093-700-104-00 PICA TAX	7,800	298.14	3,399.66	0.00	4,400.34	43.59
093-700-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
093-700-106-00 GROUP RETIREMENT	4,100	95.51	846.06	0.00	3,253.94	20.64
093-700-106-01 CONSOLIDATED RETFLOWER	0	198.94	1,549.21	0.00	1,549.21	0.00
TOTAL SALARIES & BENEFITS	113,100	4,489.47	50,233.45	0.00	62,866.55	44.42
<b>CONTRACTUAL SERVICES</b>						
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	9,500	171.58	5,339.02	0.00	4,160.98	56.20
TOTAL CONTRACTUAL SERVICES	9,500	171.58	5,339.02	0.00	4,160.98	56.20
<b>COMMODITIES</b>						
093-700-340-00 MAT & SUPP - STORM DRAIN	0	0.00	0.00	0.00	0.00	0.00
093-700-341-00 MAT & SUPP - CEMETERY	15,000	14.99	6,033.39	0.00	8,966.61	40.22
093-700-342-00 MAT & SUPP - PARKING	5,000	458.07	3,242.21	0.00	1,757.79	64.84
093-700-343-00 MAT&SUPP-PARKS	15,000	289.03	6,921.40	0.00	8,078.60	46.14
093-700-344-00 AUTO SUPPLIES	2,500	0.00	4,408.29	0.00	1,908.29	176.33
093-700-345-00 TREE MAINTENANCE	10,000	0.00	2,775.00	0.00	7,225.00	27.75
093-700-346-00 COMMUNITY ENHANCE DONATIO	0	0.00	1,953.30	0.00	1,953.30	0.00
TOTAL COMMODITIES	47,500	762.09	25,333.59	0.00	23,266.41	53.33
<b>CAPITAL OUTLAY</b>						
093-700-464-00 HOTEL-HOTEL (FLOWERS)	16,000	0.00	1,298.98	0.00	14,701.02	8.12
093-700-465-00 CONTRACT MOWING CEMETERY	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	16,000	0.00	1,298.98	0.00	14,701.02	8.12
<b>CONTRIBUTIONS</b>						
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: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>NON-OPERATING EXPENSES</b>						
093-700-999-00 MISCELLANEOUS	0	1,005.77	1,005.77	0.00	1,005.77	0.00
TOTAL NON-OPERATING EXPENSES	0	1,005.77	1,005.77	0.00	1,005.77	0.00
TOTAL BOARD	186,100	6,428.91	83,210.81	0.00	102,889.19	44.71
TOTAL EXPENDITURES	186,100	6,428.91	83,210.81	0.00	102,889.19	44.71
REVENUE OVER/(UNDER) EXPENDITURES	( 46,000)	5,472.04	( 4,750.41)	0.00	( 41,249.59)	10.33

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
BOARD	BUCKHANNON UTIL BOARDS	700-341-00	MAT & SUPP - CEMETER	MISC WASTE CEMETERY	14.99
	MON POWER	700-343-00	MAT&SUPP-PARKS	110089164682 JAMBONE PARK	189.83
		700-343-00	MAT&SUPP-PARKS	110086639413 PARK STREET	23.75
		700-343-00	MAT&SUPP-PARKS	110088938128 44 6TH ST	6.34
		700-343-00	MAT&SUPP-PARKS	110088938045 61 CLEVELAND	10.53
		700-343-00	MAT&SUPP-PARKS	110088938066 PARK STREET	5.31
		700-343-00	MAT&SUPP-PARKS	110086639413 PARK STREET	25.33
		700-343-00	MAT&SUPP-PARKS	110087901580 FLAG POLE-	19.21
		700-343-00	MAT&SUPP-PARKS	110096146953 J B PAVILION	8.73
		700-342-00	MAT & SUPP - PARKING	110112520876 PRK LOT 3	46.10
		700-342-00	MAT & SUPP - PARKING	110112520819 PRK LOT 3	25.85
		700-342-00	MAT & SUPP - PARKING	110112520926 PRK LOT 3	5.25
		700-342-00	MAT & SUPP - PARKING	110116755015 LOT 3 FAIRS &	13.18
	BRICK STREET MUTUAL	700-226-00	INSURANCE & BONDS	WCB1005474 12-4-17 TO 1-1-	171.58
	SUNSET GRAPHICS LLC	700-342-00	MAT & SUPP - PARKING	H315W ROYAL BLUE POLOS	72.00
	WV PUBLIC EMPLOYEES RETIREME	700-106-01	CONSOLIDATED RETFLOW	WV RETIREMENT CONTRIBUTION	99.47
		700-106-01	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	22.00
		700-106-01	CONSOLIDATED RETFLOW	WV RETIREMENT CONTRIBUTION	99.47
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	41.83
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	31.68
	REFUND PARKING TICKETS	700-342-00	MAT & SUPP - PARKING	REF HOWARD CUTRIGHT PRYK	25.00
	THE SALVATION ARMY	700-999-00	MISCELLANEOUS	WAGON RIDE DONATIONS	1,005.77
	INTERNAL REVENUE SERVICE	700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	83.99
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	157.63
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	19.65
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	36.67
	AMAZON.COM	700-342-00	MAT & SUPP - PARKING	PCRD-COAT PRK ENFOR&CHALK	270.69
	**PATROLL EXPENSES			1/01/2018 - 1/31/2018	3,896.88
				TOTAL:	6,428.91

Mr. Rylands questioned if the downward trend has leveled off. Jerry informed him that the expenses will be picking up with the seasonal help of the mowing of the cemetery. Barbara

reminded the board that Amberle stated with the loss of parking revenues the General Fund's contribution of \$25,000.00 may not be enough.

## Correspondence and Information

### 1. Buckhannon Dog Park Whisker Wonderland Fundraiser Press Release -

Together, the Buckhannon Dog Park and LUV 4 Animals hosted A Whisker Wonderland fundraiser to raise money and supplies for the Lewis-Upshur Animal Facility, for the dog park and for the rescue.

A Whisker Wonderland was a first for both organizations, but they agree it turned out well and that future fundraisers together may be possible.

The event included VIP tables, a silent auction, raffles and special a human auction where people auctioned off services such as a day with a fireman, personal training, and handyman work.

The organizations teamed up to make this event memorable and raised a significant amount of money to split between their parties.

The dog park will use the money to complete the details of the park and add the finishing touches as well as upkeep of the park.

LUV 4 Animals will be able to provide veterinarian care, vaccinations, medications and provide transports to rescues for local animals in the shelter.

The Buckhannon Dog Park and LUV 4 Animals would like to thank everyone who was involved and supported their fundraising.

The two organizations have worked together in the past to host car washes and adoption events and plan to continue to support each other. They hope to host an adoption event at the dog park this year.



### - Buckhannon Dog Park Press Release 02/05/18-

The Buckhannon Dog Park committee members, in response to numerous requests, have extended the tribute brick fundraiser until February 28<sup>th</sup>. There has been much discussion about improving access to the park and the volunteers would like to use the bricks in a walkway connecting the parking lot to the park.

Thanks to local volunteers and local donations along with support from "Try This!" Our Dog Park is rapidly becoming a favorite destination. Hundreds of individuals and their dogs use the new park each month and will be walking amongst the many tribute bricks dedicated to loved ones. Honor your furry friends and help us grow by having a tribute brick placed in the Buckhannon Dog Park.

Engraved tribute bricks not only serve as a permanent celebration of love and friendship, but they also provide building blocks for the future, helping to make the Buckhannon Dog Park a better place for the animals and our community. The 4 x 8 bricks are \$35 each and have room for three lines of 18 characters. The 8 x 8 bricks are \$70 each and have room for six lines of 18 characters. If you wish to add a stock logo (i.e. paw print), add \$5 per logo. (Custom logos are more because the company has a setup fee for non-stock images).

Show your love on Valentine's Day with a custom tribute brick. Order forms are available at City Hall (and their website), on the Buckhannon Dog Park Discussion Facebook page, or by sending an email to [BuckhannonDogPark@hotmail.com](mailto:BuckhannonDogPark@hotmail.com) and we will forward a PDF file to you. Please call [304-997-5110](tel:304-997-5110) with any questions.

## 2. Buckhannon Dog Park State Farm Citizenship Proposal Grant Denied –

From: <[jessica.peterson.ql83@statefarm.com](mailto:jessica.peterson.ql83@statefarm.com)>  
Date: Fri, Feb 2, 2018 at 11:30 AM  
Subject: State Farm Good Neighbor Citizenship® Proposal  
To: [mccauley@wwc.edu](mailto:mccauley@wwc.edu)

Dear Dave McCauley:

Thank you for submitting your funding request for the Dog Park. Your organization's mission is certainly commendable. As you might expect, we receive requests for many worthy causes. In fact, funding requests are at an all-time high, which requires us to be very focused with our philanthropic budget.

As one of our focuses is auto safety, we work closely with non-profit organizations in developing programs to improve auto safety, resulting in a decline of automobile crashes - the number one cause of death of our teens. Funds are also provided to educational initiatives focused on helping students and teachers achieve success in the classroom. Additionally, funding is directed toward community development initiatives, including affordable housing, neighborhood revitalization, small business development, first time homeownership, personal financial education and job training.

With increasing demands for our limited charitable resources, we sometimes find it necessary to decline funding requests from very worthwhile organizations. After careful consideration, we regret that we are unable to offer our support. This decision is not a reflection of the importance of your work, but rather one made necessary by the company's current priorities and commitments. Periodically, you may wish to visit [www.statefarm.com](http://www.statefarm.com) for information about our programs and grant opportunities.

In 2017, we launched Neighborhood of Good, an initiative unifying all State Farm community-related programs and philanthropic efforts. Our goal is to be a catalyst to inspire and empower people to get involved in their neighborhoods to create a positive, sustainable, and measurable societal impact. We can help connect volunteers to your local cause by registering your organization's volunteer opportunities at [www.NeighborhoodofGood.com](http://www.NeighborhoodofGood.com).

Again, thank you for thinking of State Farm®. We extend our best wishes for your continued success.

Sincerely,

Dave Phillips  
State Farm Good Neighbor Citizenship®

## 3. Buckhannon Dog Park Committee Minutes 01/29/18 & 02/17/18

### Dog Park Committee Minutes

January 29, 2018 5:30 pm at the 88 Restaurant

I. Call to order – Members present Lisa, Ginny, Brooke, Steve, Maria, Elissa

II. Discussion

- a) There have a number of reports involving the Animal Control Officer's behavior and non-response to circumstances. A compilation is attached to these minutes. Elissa will make arrangements to appear before County Commission with a Dog Park update and a request for intervention.
- b) Maintenance – The Park is due for a clean-up day. We have a couple of people that are not picking up after their dogs and the Randolph street gate has been left wide open on several occasions. We may need to consider springs for the gates.
- c) Grass has not yet been established so mud is an issue. As the temperature begins to rise the committee will organize a "seeding day" with local High School students. Members will solicit for bales of hay and seeds for this project. (Target date: end of February/beginning of March).
- d) Bricks – Back by popular demand! The brick fundraiser has been extended to February 28th. We will contact the media with the details.
- e) Accessibility – There was much discussion about this concern and the committee determined a next step. We will organize a workday to establish a path from the parking lot to the gate using the tribute bricks. (We need to check with City Hall to see if a permit will be required). Target date: March
- f) Next purchases: The city workers offered to fabricate the human/canine drinking fountain. Once this is ready, the committee will need to decide placement which is restricted by the location of the waterline. Ask Brad/Jerry to update group.
- g) Security cameras: Important for safety and accountability. Lisa will explore options and costs.
- h) The Whisker Wonderland was a big hit with members and the community. The food, the staff, the venue were all highly praised. The only negative feedback was that we needed to sell more tickets. The 88 Restaurant (who treated us well) is happy to have us back and December 1, 2018 has been reserved.
- i) Dog Days of Summer Dog Fest – (not the official name but a great start to the discussion). This will be a great opportunity to highlight our local groups, businesses, and the dog park. Events will include workshops, rescues, training, adoptions, animal first aid, etc. A parade is definitely on the menu. We will likely have vendors in Jawbone, on Main Street, and will utilize the Riverwalk. Several dates were examined and September 7, 8 & 9 are

the tentative dates. Since this is the same weekend as the Children's festival, Ginny will check to see if Stockert is amicable to this partnership.

### III. Calendar

- a) Park Clean up – first week in February
- b) Event planning meeting 2/17/18 at the Upshur County Library in Tennerton. The room has been reserved for 10:30 to 1:30.
- c) 2/28/18 – Tribute Bricks are no longer available for purchase
- d) 9/7/18 through 9/9/18 – tentative dates for Dog Fest
- e) 12/1/18 – 2nd Annual Whisker Wonderland

### IV. Adjournment 7 pm after a delicious dinner

#### Attachment:

Animal control complaints as shared with committee members:

A. He (ACO) will go out and just tell people what they need to do (like get straw or get food ) but will not follow up - multiple occasions people that reported the condition have gone where he already was days later and dog is still in same condition.

B. Another woman said she saw him dragging a 10lb dog in across the pavement - it's mouth getting bloody from the incident ( I didn't see it but I did see scared little dog after)

C. Another person called about a dog who never had shelter or food - he went out - asked them - they said they let the dog inside SOMETIMES - he never followed up the dog was never NOT tied up.

## Dog Park Committee Minutes

February 17, 2018 10:30 at the Upshur Public Library

I. Call to order – Members present Lisa, Ginny, Brooke, Maria, Elissa, Kathy, Casey, Terri, Robin

### II. Discussion

a) Elissa will appear before County Commission with a Dog Park update and a request for intervention. Thursday February 22nd at 9:00 for those who can come out in support.

b) Maintenance – Mud is a major problem because Grass has not yet been established.

We discussed different types of grass seed (strongly support Kentucky Blue) and members will check pricing and options. We will have to block off sections of the park as we seed different areas. Check with Brad to see if the city has flexible orange fencing (construction fence) that we can use.

c) Some dog owners are not picking up after their dogs. See if we can move the bag dispenser inside the park and look for sponsor for a second waste station.

d) Bricks – Back by popular demand! The brick fundraiser has been extended to

February 28th. Keep sharing the info.

e) Next purchases: From last month: The city workers offered to fabricate the human/canine drinking fountain. Once this is ready, the committee will need to decide placement, which is restricted by the location of the waterline. Ask Brad/Jerry to update group. No update available.

f) Security cameras: Important for safety and accountability. Looks like the best way to protect the hard drive is to enclose device inside a lamp. This will be the source of power and shielding. Ask Brad/Jerry how much these will cost so we can look for a sponsor.

g) Dog Days of Summer/Dog Fest – Group discussion to solidify activities and dates.

The date of the festival is September 29. We will submit the forms to reserve Jawbone, the Riverwalk and Streets for parade. See end of minutes for proposed activities (subject to change as more groups join in).

h) Fundraising/promotions – We discussed the possibility of having a rescue float entered into the Strawberry Festival parade – Elissa will explore ideas. Sponsorship requests have been on hold since November because of the holidays. These will resume. Discussed possible yard sale at the dog park during the largest yard sale event. Also, need to check with County Commission about Drool in the Pool event.

### III. Calendar

- a) 2/22/18 – Emissary to appear before County Commission
- b) 2/28/18 – Tribute Bricks are no longer available for purchase
- c) Park Clean up – first week in March – check with We Lead Animal advocacy group
- d) March 25th from 2 to 4 pm at the 88 restaurant (pending reservation)
- e) 9/29/18 – tentative date for Dog Fest – rain or shine
- f) 12/1/18 – 2nd Annual Whisker Wonderland

IV. Adjournment – Thanks to all who brought snacks!  
Attachment: Activities and events for Dog Fest  
Pet Parade (Using Christmas Parade route) Obedience Demo  
Dog Show Pools to cool off  
Costume competition before Parade Public speakers  
Vaccination Clinic Rescue Groups  
Chip implants Yappy Hour  
Grooming Demo Dancing with the Dogs  
Vendors Dog Run 1K or 5K  
Blessing of the animals Pet Show (adult/child)

**4. Letter of Intent WV Division of Culture re: Colonial Theatre Project Grant Application  
fy 2018 –**

January 31, 2018

West Virginia Division of Culture & History  
The Culture Center  
1900 Kanawha Blvd. East  
Charleston, WV 25305-0300

Attention: Ms. Deborah R. Haught, Cultural Facilities & Accessibility Coordinator  
& Peer Assistance Network Coordinator

RE: Colonial Theatre Project – Buckhannon, WV – Grant Application FY2018  
Cultural Facilities & Capitol Resources Program

Dear Ms. Haught:

Please accept this letter as the City of Buckhannon's Expression of Intent to submit a grant application for fiscal year 2018 Cultural Facilities & Capitol Resources program. Funding is critical to the ongoing rehabilitation of our historic Colonial Theatre located on Main Street in the heart of our downtown. Our City Council unanimously resolved in late 2016 to acquire the theatre here in hope of continuing to transform our downtown while realizing valuable space for our residents to come together to participate in and enjoy the arts.

Buckhannon was successful last year with its first phase request with the Cultural Facilities and Capitol Resources Program, and the \$102,000 in funding has permitted us to make substantial improvements to our facility. We continue to partner with several local arts organizations in our community. As was represented last year, this project will be a multi-year effort with the costs estimated by our architect to exceed \$400,000. For the current grant cycle, we again anticipate a Level 3 request of between \$70,000 and \$100,000. Presently, our City cannot demonstrate a three-year history of funding by the WVCA, and I hereby respectfully request a waiver from this requirement.

We greatly appreciate this grant opportunity, and continue to be eager to work with your team to bring the Colonial Theatre back into service for our community and region. If you require any further information, please contact me at City Hall at (304) 472-1651.

Very truly yours,

David W. McCauley, Mayor

cc: Members of City Council  
Amby Jenkins, City's Director of Finance & Administration  
Jerry Arnold, City's Director of Public Works  
Bryson VanNostrand, City Architect  
Members of City's Consolidated Public Works Board

**5. Letter to UCDA re: UC Innovation & Knowledge Business Center – Design Review-** Jerry informed the board that he will be having a meeting with the Thrasher team, the City's project team and Rob Hinton with UCDA on Monday February 26th.

City of Buckhannon Phone: 304.472.1651 70 East Main Street Buckhannon, WV 26201  
February 2, 2018

Mr. Robert Hinton Upshur County Development Authority 30 East Main Street Buckhannon, WV 26201  
RE: UPSHUR COUNTY INNOVATION AND KNOWLEDGE BUSINESS CENTER

Dear Mr. Hinton,

The plans for the referenced project have been reviewed with our concerns are listed below. This review procedure does not constitute an approval of the overall design, and does not relieve the owner or Professional of Record from responsibility to comply with all applicable requirements.

#### CIVIL DESIGN

1. Plans shall indicate the size and location of a trash dumpster. The dumpster shall be located inside an enclosure

and positioned on the property to allow adequate access by the City's garbage trucks. (See attached documentation of enclosures and garbage truck dimensions.)

2. The landscape buffer along the West side of Spring Street is to be replaced with concrete sidewalk paving. No

landscaping shall be located in the Public Way.

3. Plans shall indicate all landscape design details, including trees and shrubs, as required by City Code.

4. Plans shall include details for all storm water discharge points at the Public Way.

5. Plans shall include an ADA parking stall and loading zone.

6. Sanitary piping shall connect to the existing tap, not to the manhole.

7. A fire service gate valve and a 2" domestic service meter and vault (31"x40"), will be installed by the City immediately inside your property line, along the edge of Spring Street. Plans shall specify the size of fire service tap needed, and the location of backflow prevention devices for each service.

8. Limits of the construction area within the Public Way of Main Street, for the duration of the project, shall maintain a 4'-0" wide (minimum) unobstructed pedestrian way on the existing sidewalk. The Public Way on the Western side of Spring Street may be closed for the duration of the project, however a 24'-0" wide roadway must be maintained on Spring Street to allow for two-way vehicular traffic. Adequate structural protection of the Public Way shall be provided for the duration of the project, and shall be reviewed by the City prior to commencement of the work. Temporary hourly closings of Spring Street for material deliveries and essential construction operations will be permitted on a case-by-case basis.

#### ARCHITECTURAL DESIGN

1. The front stair shall discharge to the exterior of the building.

2. The West façade, and all its openings therein, shall be 1-hour fire rated.

3. Working clearance between the electrical service and the property line appears to not be adequate, depending on the actual dimensions of the service entrance equipment. Please submit accurate information for determining this clearance, and relocate service entrance if necessary.

4. Fire Department (Siamese) connection of the automatic sprinkler system shall be located on the Spring Street façade of the building.

5. A second exit from the 1st floor electrical room is required.

6. Guards, or a permanent fall arrest/restraint anchorage connector system, are required at the roof perimeter.

7. Emergency lighting on the 1st floor is not complete.

8. All handrails in stairs need to have extensions and returns.

9. Many specification sections in the Project Manual are incomplete (unedited) and shall be resubmitted.

10. Please submit plans and specifications for the automatic fire suppression system.

11. Please submit plans and specifications for the fire alarm system.

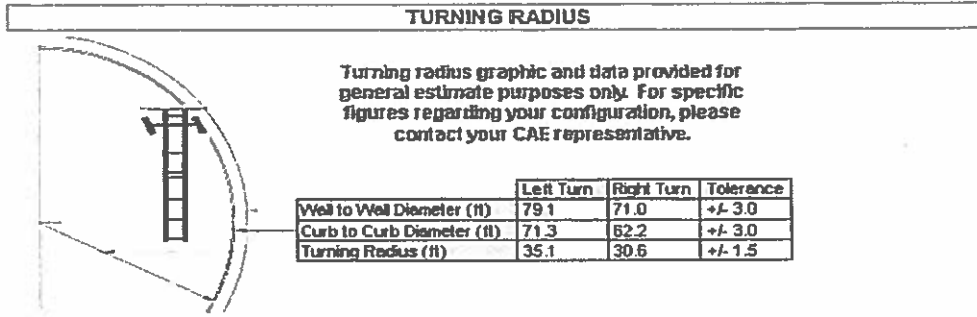
12. Please submit plans and specifications for the elevator assembly.

You may submit revised plans and specifications at your convenience. Once all items of concern have been addressed, a building permit for the project may be issued.

Respectfully,

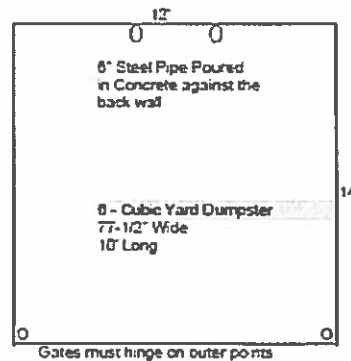
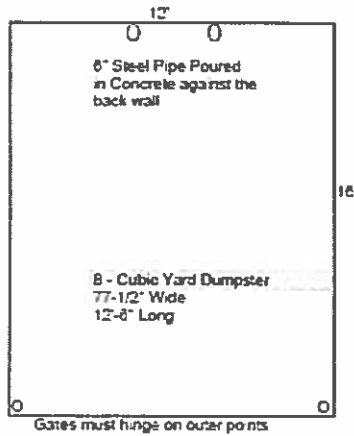
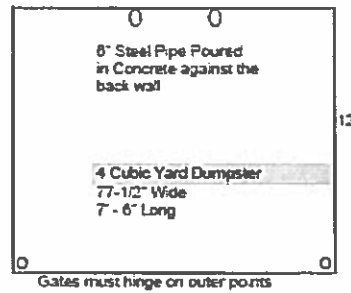
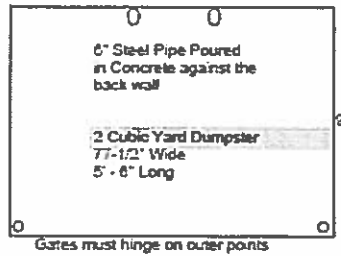
Jerry Arnold, Director of Public Works





VEHICLE SPECIFICATIONS SUMMARY - TURNING RADIUS	
Model	114SD
Cab Size (829)	114 INCH BBC FLAT ROOF ALUMINUM CONVENTIONAL CAB
Wheelbase (545)	6100MM (240 INCH) WHEELBASE
Front Tires (093)	MICHELIN XZL-S2 315/80R22.5 20 PLY RADIAL FRONT TIRES
Width (in)	12.5
Front Axle (400)	DETROIT DA-F-20.0-5 20,000# FL 1 71.0 KPI/3.74 DROP SINGLE FRONT AXLE
Kingpin Intersection (in)	71
Bumper (556)	16.5 INCH PAINTED STEEL STRAIGHT BUMPER
Width (in)	95.8
Bumper Miter to Front Axle (in)	77.492
Primary Steering Location (003)	LH PRIMARY STEERING LOCATION
Steering Gear (536)	TRW THP-60 POWER STEERING WITH RCH45 AUXILIARY GEAR
Dual Steering Gear	RCH45
Ram	NONE
Rear Axle (420)	RT-46-160 46,000# R-SERIES TANDEM REAR AXLE
Axle Spacing (624)	52 INCH AXLE SPACING

City of Buckhannon  
Dumpster Pad Sizes  
9/20/2013



Dumpster Enclosure Materials that must be used

- Wooden Privacy Fence
- Chain Link Fence With Privacy panels
- Concrete or Masonry With Privacy Gates

All dumpster pads must have a drain that empty into the sanitary sewer. Contact the City of Buckhannon Sewer Department for sanitary sewer tap information. 2 yd - 12 cans/ 4 yd - 24 cans/ 6 yd - 40 cans/ 8 yd - 50 cans

**-Response letter from Thrasher: Re: UC Innovation Center Design Review**

February 15, 2018

Jerry Arnold  
Director of Public Works  
City of Buckhannon  
70 East Main Street  
Buckhannon, WV 26201

RE: UPSHUR COUNTY INNOVATION AND KNOWLEDGE BUSINESS CENTER CITY REVIEW

Dear Mr. Arnold,

Please find below, the response to the comments generated February 2, 2018 from your review of the Upshur Innovation Center prepared by The Thrasher Group.

CIVIL DESIGN:

1. COMMENT: Plans shall indicate the size and location of a trash dumpster. The dumpster shall be located inside an enclosure and positioned on the property to allow adequate access by the City's garbage trucks. (See attached documentation of enclosures and garbage truck dimensions.)  
RESPONSE: *Revised drawings have a dumpster pad located in the southwest corner of the property. Dumpster pad will be a 12-FT x 14-FT for a 6 CY dumpster. (See sheet C1.03 for location and dimensions and sheet C5.06 for detail)*
2. COMMENT: The landscape buffer along the West side of Spring Street is to be replaced with concrete sidewalk paving. No landscaping shall be located in the Public Way.  
RESPONSE: *Please see revised drawing sheet number C1.03, which illustrates that there is no landscape buffer along the West side of Spring Street.*
3. COMMENT: Plans shall indicate all landscape design details, including trees and shrubs, as required by City Code.  
RESPONSE: *Please see additional sheet LP1.01 for the finalized landscape plan.*
4. COMMENT: Plans shall include details for all storm water discharge points at the Public Way.  
RESPONSE: *Please see sheet C4.03 for stormwater plan and refer to sheets C5.04 Curb Cut Detail & C5.05 Roof Drain Outlet Through Side Detail for stormwater details of discharges point at "Public Way"*
5. COMMENT: Plans shall include an ADA parking stall and loading zone.  
RESPONSE: *Please see revised sheet C1.03 for the revised parking lot plan showing an ADA parking stall, loading zone and ADA ramps to access the building.*
6. COMMENT: Sanitary piping shall connect to the existing tap, not to the manhole.  
RESPONSE: *Contractor shall coordinate with the City of Buckhannon for tap location of existing sanitary sewer line. (See sheets C4.01 & C4.02 for sanitary sewer)*
7. COMMENT: A fire service gate valve and a 2" domestic service meter and vault (3 1"x40"), will be installed by the City immediately inside your property line, along the edge of Spring Street. Plans shall specify the size of fire service tap needed, and the location of backflow prevention devices for each service.  
RESPONSE: *See sheet C4.01 for vault location, post indicator valve, and water lines to the building. See sheet C5.03 for revised detail for water service entering the building.*
8. COMMENT: Limits of the construction area within the Public Way of Main Street, for the duration of the project, shall maintain a 4'-0" wide (minimum) unobstructed pedestrian way on the existing sidewalk. The Public Way on the Western side of Spring Street may be closed for the duration of the project, however a 24'-0" wide roadway must be maintained on Spring Street to allow for two-way vehicular traffic. Adequate structural protection of the Public Way shall be provided for the duration of the project, and shall be reviewed by the City prior to commencement of the work. Temporary hourly closings of Spring Street for material deliveries and essential construction operations will be permitted on a case-by-case basis.  
RESPONSE: *See sheet C1.04 for revised sidewalk closure on East Main St. and for road closure on South Spring Street.*

ARCHITECTURAL DESIGN:

1. COMMENT: The front stair shall discharge to the exterior of the building.  
RESPONSE: *Please see revised drawing A1.01 which addresses the discharge of the interior exit stairwell. Per IBC Section 1028.1, Exception 1 (NFPA101 Section 7.7.2-Exception 1); All conditions of Exception 1 are met. Additionally, the area of the egress path on the level of discharge will be separated from adjacent areas by a 1 hour fire rated separation.*
2. COMMENT: The West facade and all its openings therein, shall be 1 - hour fire rated.  
RESPONSE: *Per IBC Table 705.8 the allowable area for openings that are unprotected, in a sprinklered building, with a fire separation distance of 5' to less than*

10' is 25%. As designed the percentage of the actual openings are: Floor 1= 4.5%, Floor 2 = 9.5%, Floor 3 = 9.5%, all of which are less than the 25% per floor. Therefore all openings may be unprotected.

3. COMMENT: Working clearance between the electrical service and the property line appears to not be adequate, depending on the actual dimensions of the service entrance equipment. Please submit accurate information for determining this clearance, and relocate service entrance if necessary.  
RESPONSE: *Electrical Service equipment has been relocated to the south side of the building. See Revised Sheet E2.01.*
4. COMMENT: Fire Department (Siamese) connection of the automatic sprinkler system shall be located on the Spring Street facade of the building.  
RESPONSE: *Fire Department Siamese connection for the automatic sprinkler has been relocated to the Spring Street facade. Please see revised sheet P1.01 for revised location of the Siamese connection.*
5. COMMENT: A second exit from the 1st floor electrical room is required.  
RESPONSE: *NEC Paragraph 110.26.C.2 requires a second exit if equipment in room is rated 1200 Amp or larger and over 6 ft wide. Panels in the electrical room are 800 Amp or smaller.*
6. COMMENT: Guards, or a permanent fall arrest restraint anchorage connector system, are required at the roof perimeter.  
RESPONSE: *Please see revised sheet A1.07 for fall arrest restraint layout and revised Sheet S104 and S.505 for detailing.*
7. COMMENT: Emergency lighting on the 1<sup>st</sup> Floor is not complete.  
RESPONSE: *Please see revised Sheet E2.01 for additional emergency lighting.*
8. COMMENT: All handrails in stairs need to have extensions and returns.  
RESPONSE: *Please see Revised Sheet A4.01 which indicates all stair handrails to have 12 inch minimum extensions and to be returned.*
9. COMMENT: Many specification sections in the Project Manual are incomplete (unedited) and shall be resubmitted.  
RESPONSE: *Please see revised Project Manual which has been completed.*
10. COMMENT: Please submit plans and specifications for the automatic fire suppression system.  
RESPONSE: *Please see outlined design standards submitted on Sheet P3.02. Final design and layout will be submitted by the sprinkler contractor prior to beginning construction.*
11. COMMENT: Please submit plans and specifications for the fire alarm system.  
RESPONSE: *Please see outlined design standards submitted on Sheet E3.01 & E3.02. Final design and layout of the fire alarm system will be submitted by the fire alarm contractor prior to the beginning of construction.*
12. COMMENT: Please submit plans and specifications for the elevator assembly.  
RESPONSE: *Please see attached specification for the elevator assembly.*

Sincerely  
THE THRASHER GROUP, INC.



Ashley L. Lyons  
Project Manager

## Consent Agenda:

1. **Approval of Minutes – Regular Meeting 1/25/18**
2. **Event Request – Yoga at Jawbone Park – The Board tabled this request until the March meeting. They are requesting more information, such as a specific start and stop date.**

### Yoga at Jawbone Park

Good morning,  
I spoke with you last year about having yoga at Jawbone Park. I had planned on doing so but then the Park was under renovation throughout the summer. It looks wonderful and the improvements are very nice! I wanted to touch base to get the ball rolling for offering classes there this spring. It would be on Monday or Thursday evening around 5:30 or 6. I know that it had to be presented at a meeting and approved so I wanted to ask for permission now so that I can get approval and start advertising in March. The class would be a donation and open to everyone in the community. I've been teaching this class at Palatine Park in Marion County going on 4 years and last summer I started teaching the same class at Audra State Park. I think offering it downtown would be easier for people to get to. I also allow people to come for free if they can't make a donation. My main goal is to spread awareness of the many benefits of yoga.

Thank you for your time.  
I look forward to hearing from you.

**3. Event Request - Appalachian Impact 5K Run-** The Board wants to make sure that this event will not interfere with the Hillbilly Fest Celebration that was approved at an earlier meeting for the same day. The board needs for the Appalachian Impact to fill out the revised Event Request form.

**City of Buckhannon  
Event Request Form**

*Revised*

All requests to hold events should 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: Appalachian Impact 5K Person in Charge of Event: Sarah Campbell

Type of Event: 5K Fundraiser

Date of Event: 04/14/18 Start Time: 8:00 AM End Time: 11:00 AM

Name of Sponsoring Organization: Appalachian Impact, Inc.

Address: Buckhannon City State WV Zip 26020

Signature of Person in Charge of Event: Sarah Campbell Phone No: 204-771-8305

Location of Event: at Jawbone Park If event is a 5K include City approved route number 1

(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: Carey Gilbert gilbert-cc@wvmar.edu Shauna Claxton 204-1829-18094

**\*\*UNLESS AUTHORIZED BY CITY COUNCIL, MARKING EVENTS COURSES MUST BE MADE WITH REMOVABLE TAPE. IT MUST NOT INTERFERE OR CONFLICT WITH ANY TRAFFIC OR UTILITY SIGNS OR SIGNALS. MARKINGS MUST IMMEDIATELY BE REMOVED AS THE EVENT IS CONCLUDING. PAINT & CHALK ARE PROHIBITED. EVENT SIGNS MUST BE DISTINGUISHABLE FROM TRAFFIC SIGNS AND REQUIRE THE NAME OF THE EVENT SPONSOR ON THE SIGN. MARKINGS & SIGNS THAT ARE NOT PROMPTLY REMOVED AFTER THE EVENT, WILL BE REMOVED BY CITY PERSONNEL AND PERSON(S) MAKING APPLICATION FOR THE EVENT WILL BE BILLED FOR ANY LABOR & MATERIALS.\*\***

Office Use

Date Received \_\_\_\_\_ Date Presented to Board/Council 2/22/18

Approved by: [Signature] Denied: \_\_\_\_\_ (attach reason for denial)

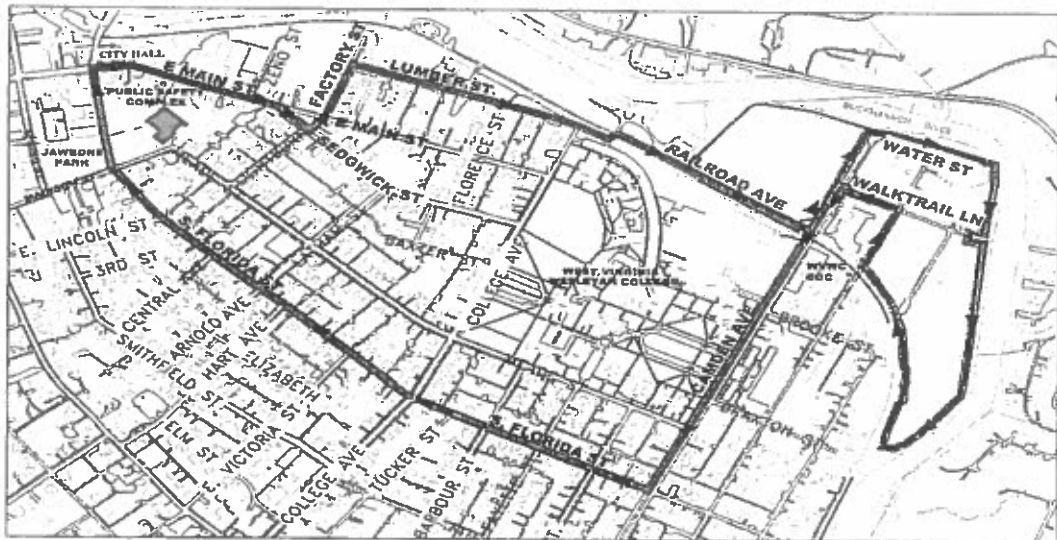
If closing Main Street a WVDOH Permit must be obtained.

WVDOH Permit Approved: Yes No WVDOH Permit No: \_\_\_\_\_

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: \_\_\_\_\_ REV 11-30-17



Map 1

**4. Event Request - WV Classic Wheels Labor Day Car Show at NBRFP**

**City of Buckhannon  
Event Request Form**

All requests to hold events should 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: WVCWC Labor Day Car Show Person in Charge of Event: Jlm Gifford

Type of Event: car show and family fun events

Date of Event: September 3, 2018 Start Time: 7:00 AM End Time: 5:00 PM

Name of Sponsoring Organization: West Virginia Classic Wheels Car Club

Address: Buckhannon, West Virginia 26207

City State Zip

Signature of Person in Charge of Event: [Signature]

Phone No: 304-472-8156

Location of Event: North Buckhannon Riverfront Park If event is a 5K include City approved route number \_\_\_\_\_

(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: \_\_\_\_\_

**\*\*UNLESS AUTHORIZED BY CITY COUNCIL, MARKING EVENTS COURSES MUST BE MADE WITH REMOVABLE TAPE. IT MUST NOT INTERFERE OR CONFLICT WITH ANY TRAFFIC OR UTILITY SIGNS OR SIGNALS. MARKINGS MUST IMMEDIATELY BE REMOVED AS THE EVENT IS CONCLUDING. PAINT & CHALK ARE PROHIBITED. EVENT SIGNS MUST BE DISTINGUISHABLE FROM TRAFFIC SIGNS AND REQUIRE THE NAME OF THE EVENT SPONSOR ON THE SIGN. MARKINGS & SIGNS THAT ARE NOT PROMPTLY REMOVED AFTER THE EVENT, WILL BE REMOVED BY CITY PERSONNEL AND PERSON(S) MAKING APPLICATION FOR THE EVENT WILL BE BILLED FOR ANY LABOR & MATERIALS.\*\***

Office Use

Date Received \_\_\_\_\_ Date Presented to Board/Council \_\_\_\_\_

Approved by: \_\_\_\_\_ Denied: \_\_\_\_\_ (attach reason for denial)

If closing Main Street a WVDOH Permit must be obtained.

WVDOH Permit Approved: Yes No      WVDOH Permit No: \_\_\_\_\_

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: \_\_\_\_\_ REV 11-30-17

**5. Event Request – Family Flashlight Egg Hunt**

**City of Buckhannon  
Event Request Form**

All requests to hold events should 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: Family Flashlight Egg Hunt Person in Charge of Event: Abbie Golden

Type of Event: 5K / Family Event

Date of Event: 3/31/18 Start Time: 5:00pm End Time: 9:00pm

Name of Sponsoring Organization: New Community Church

Address: 13 S. Florida St. Buckhannon WV 26207

City State Zip

Signature of Person in Charge of Event: Abbie Golden Phone No: 304-626-1082

Location of Event: Jaw Bone Park / River Walk If event is a 5K include City approved route number 1

(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: Sarah Campbell  
304-771-8310 Sarah@newcommunitychurch.com

**\*\*UNLESS AUTHORIZED BY CITY COUNCIL, MARKING EVENTS COURSES MUST BE MADE WITH REMOVABLE TAPE. IT MUST NOT INTERFERE OR CONFLICT WITH ANY TRAFFIC OR UTILITY SIGNS OR SIGNALS. MARKINGS MUST IMMEDIATELY BE REMOVED AS THE EVENT IS CONCLUDING. PAINT & CHALK ARE PROHIBITED. EVENT SIGNS MUST BE DISTINGUISHABLE FROM TRAFFIC SIGNS AND REQUIRE THE NAME OF THE EVENT SPONSOR ON THE SIGN. MARKINGS & SIGNS THAT ARE NOT PROMPTLY REMOVED AFTER THE EVENT, WILL BE REMOVED BY CITY PERSONNEL AND PERSON(S) MAKING APPLICATION FOR THE EVENT WILL BE BILLED FOR ANY LABOR & MATERIALS.\*\***

Office Use

Date Received \_\_\_\_\_ Date Presented to Board/Council \_\_\_\_\_

Approved by: \_\_\_\_\_ Denied: \_\_\_\_\_ (attach reason for denial)

If closing Main Street a WVDOH Permit must be obtained.

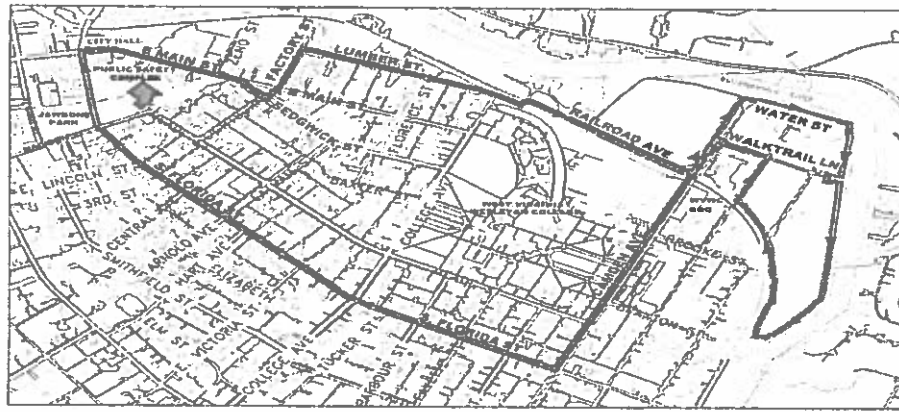
WVDOH Permit Approved: Yes No      WVDOH Permit No: \_\_\_\_\_

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: \_\_\_\_\_ REV 11-30-17



Map 1

### Event Information

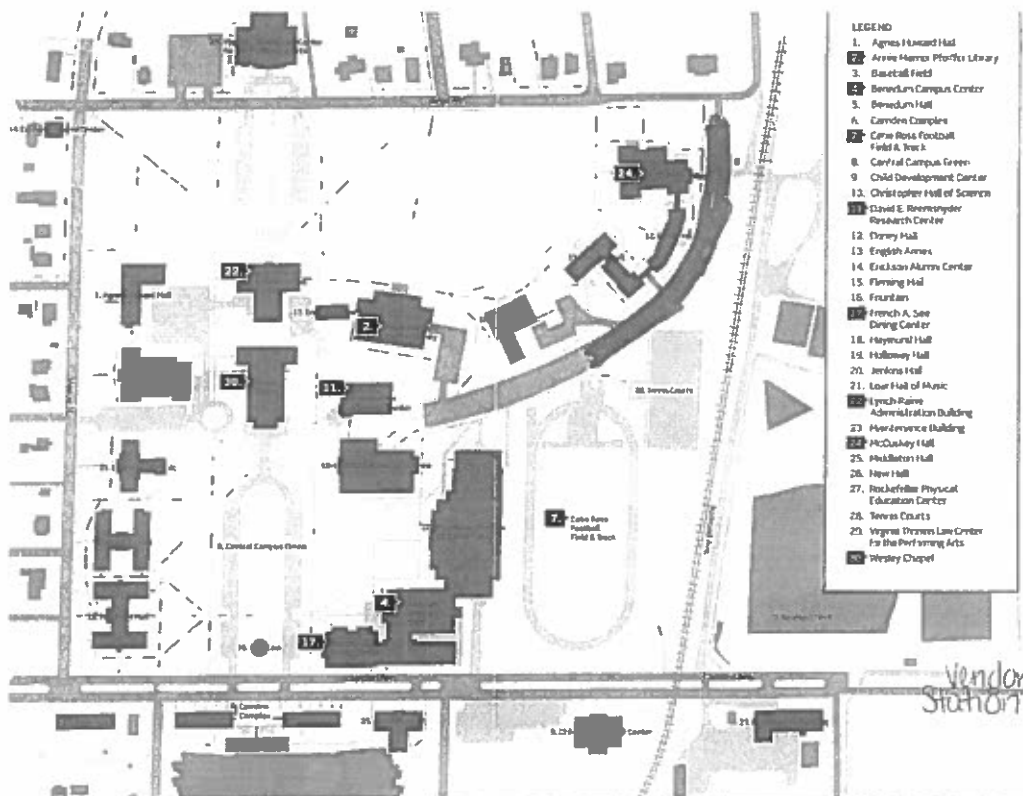
**Parking:** Please find attached a WVWC Campus map. We have highlighted parking in blue. We plan to close the River Walk parking lot near the WVWC Baseball field, as this will be a high traffic area for our event.

**Vendors:** Vendors will be stationed in the closed WVWC Baseball field. The vendors attending our event include:

Jaws BBQ, Gary Connell

RJ Smallridge

Pyles of Pasta, David Pyles



### Motion Shobe/Cuppari to approve Consent Agenda with the following exceptions

- **Tabling of Yoga at Jawbone Park request until the March 22<sup>nd</sup> meeting waiting on additional information**
- **Pending approval of the Appalachian Impact 5K Run request with the submission of the revised event request form and with no interference with the Hillbilly Fest Celebration; motion passed.**

### Strategic Issues for discussion and vote:

1. **Buckhannon Dog Park Bricks - Mayor McCauley informed the board of concerns with placement of the dog park bricks. The dog park committee would like to place them as a pedestrian walkway. Jerry informed the board that they can not be treated and he has concerns of trip hazards. Jerry stated he has told Maria Bray and Lisa Critchfield of the dog**

park committee that he is opposed to the bricks being used in any pedestrian access and that he had also invited them to the board meeting. Jerry recommended to the CPWB that the dog park committee build a wall or put them around the perimeter of the fence, where they will not be walked upon and would keep the dogs from digging out under the fence.

**Motion Cuppari/Waldo to Support the Dog Park Brick Project provided that it is not going to be made a walkway and recognizing that there is no liability in any event for the deterioration of these bricks on the City's part; motion passed.**

**2. Request Cemetery Buy-back-BMP Lot 142 Section B Sp 3 - Received Additional Documentation**

**Motion Rylands/Shobe to purchase back BMP Lot 142 Section B Sp 3; motion passed**

**Note: The deed specifies 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 Purchase price "\$500.00".**

52 Marjories Walk  
Gilford, NH 03249  
January 11, 2015

Consolidated Public Works Board  
70 E. Main St.  
Buckhannon WV 26201

Members - CPW Board:

My older brother, Richard Zebuhr of 107 Barbour Street is foundering from dementia and in August 2017 he granted fiduciary Power of Attorney (copy enclosed) to me in order to manage his financial affairs. His inability to cope has led to disarray of organization, bill paying and debt management.

He owns a plot at Buckhannon Memorial Park, Lot 142, Section B, space 3. Records indicate payment of \$325 for this plot was made December 30, 2016.

At this time we offer this plot back to the City of Buckhannon for its current value should you wish to have it. Remittance should be to Richard H. Zebuhr, mailed % David M. Zebuhr, 52 Marjories Walk, Gilford NH 03249.

Should you meanwhile need to contact me on this matter, my phone # is 603-998-0617. Email dzebuhr@yahoo.com.

Thank you  
David M. Zebuhr  
David M. Zebuhr

Enclosure: POA

CHAPTER 29B. UNIFORM POWER OF ATTORNEY ACT.  
ARTICLE 3. STATUTORY FORMS. §29B-3-91. Statutory form power of attorney

A document substantially in the following form may be used to create a statutory form power of attorney that has the meaning and effect prescribed by this act.

State of West Virginia

STATUTORY FORM POWER OF ATTORNEY

IMPORTANT INFORMATION

The power of attorney authorizes another person (your agent) to make decisions concerning your property for you (the principal). Your agent will be able to make decisions and act with respect to your property (including your money) whether or not you are able to act for yourself. The meaning of authority over subjects listed on this form is explained in the Uniform Power of Attorney Act (print citation).

This power of attorney does not authorize the agent to make health-care decisions for you.

You should select someone you trust to serve as your agent. Unless you specify otherwise, generally the agent's authority will continue until you die or revoke the power of attorney or the agent resigns or is unable to act for you.

Your agent is entitled to reasonable compensation unless you state otherwise in the special instructions. This form provides for designation of one agent. If you wish to name more than one agent you may name a coagent in the Special Instructions. Coagents are not required to act together unless you include that requirement in the Special Instructions. If your agent is unable or unwilling to act for you, your power of attorney will end unless you have named a successor agent. You may also name a second successor agent.

This power of attorney becomes effective immediately unless you state otherwise in the Special Instructions.

If you have questions about the power of attorney or the authority you are granting to your agent, you should seek legal advice before signing this form.

DESIGNATION OF AGENT

I, Richard H. Zebuhr name the following person as my agent:

(Name of Principal)

Name of Agent: David M. Zebuhr

Agent's Address: 52 Margerics Walk, Gifford, NH 03249

Agent's Telephone Number: 603-998-0617

If my agent is unable or unwilling to act for me, I name as my successor agent:

Name of Successor Agent: \_\_\_\_\_

Successor Agent's Address: \_\_\_\_\_

Successor Agent's Telephone Number: \_\_\_\_\_

If my successor agent is unable or unwilling to act for me, I name as my second successor agent:

Name of Second Successor Agent: \_\_\_\_\_

Second Successor Agent's Address: \_\_\_\_\_

Second Successor Agent's Telephone Number: \_\_\_\_\_

GRANT OF GENERAL AUTHORITY

I grant my agent and any successor agent general authority to act for me with respect to the following subjects as defined in the Uniform Power of Attorney Act (print citation):

(INITIAL each subject you want to include in the agent's general authority. If you wish to grant general authority over all of the subjects you may initial "All Preceding Subjects" instead of initialing each subject.)

- Real Property
- Tangible Personal Property
- Stocks and Bonds
- Commodities and Options
- Banks and Other Financial Institutions
- Operation of Entity or Business
- Insurance and Annuities

- Estates, Trusts, and Other Beneficial Interests
- Claims and Litigation
- Personal and Family Maintenance
- Benefits from Governmental Programs of Civil or Military Service
- Retirement Plans
- Taxes
- All Preceding Subjects

GRANT OF SPECIFIC AUTHORITY (OPTIONAL)

My agent MAY NOT (on any of the following specific acts for me UNLESS I have INITIALED the specific authority listed below:

(CAUTION: Granting any of the following will give your agent the authority to take actions that could significantly reduce your property or change how your property is distributed at your death. INITIAL ONLY the specific authority you WANT to give your agent.)

- Create, amend, revoke, or terminate an inter vivos trust
- Make a gift, subject to the limitations of the West Virginia Uniform Power of Attorney Act and any special instructions in this power of attorney
- Create or change rights of survivorship
- Create or change a beneficiary designation
- Authorize another person to exercise the authority granted under this power of attorney
- Waive the principal's right to be a beneficiary of a joint and survivor annuity, including a survivor benefit under a retirement plan
- Exercise fiduciary powers that the principal has authority to exercise
- Donate or make an interest in property (including a power of appointment)

LIMITATION ON AGENT'S AUTHORITY

An agent that is not my executor, spouse or descendant MAY NOT use my property to benefit the agent or a person to whom the agent owes an obligation of support unless I have indicated that authority in the Special Instructions.

SPECIAL INSTRUCTIONS (OPTIONAL)

You may give special instructions on the following lines:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EFFECTIVE DATE

This power of attorney is effective immediately unless I have stated otherwise in the special instructions.

NOTIFICATION OF (CONSERVATOR OR GUARDIAN) (OPTIONAL)

If it becomes necessary for a court to appoint a (conservator or guardian) of my estate or (guardian) of my person, I nominate the following person(s) for appointment:

Name of Nominee for (conservator or guardian) of my estate:

David Michael Zebuhr Nominee's

Address: 52 Margerics Walk, Gifford, NH 03249

Nominee's Telephone Number: 603-998-0617

Name of Nominee for (guardian) of my person: David M. Zebuhr

Nominee's Address: 52 Margerics Walk, Gifford, NH 03249

Nominee's Telephone Number: 603-998-0617

RELiance ON THIS POWER OF ATTORNEY

Any person, including my agent, may rely upon the validity of this power of attorney as a copy of it unless that person knows it has been terminated or a fraud.

SIGNATURE AND ACKNOWLEDGMENT

Your Signature: Richard H. Zebuhr Date: 8/10/17

Your Name Printed: Richard H. Zebuhr

Your Address: 107 Barbours St, Buckhannon, WV 26201

Your Telephone Number: 304-472-2294

State of: West Virginia

(County) of: Upshur

This document was acknowledged before me on 8/10/17

by: Richard H. Zebuhr (Name of Principal)

Thomas K. Davis (Seal, if any)

Signature of Notary

My commission expires: 12/12/2021

(This document prepared by: \_\_\_\_\_)



IMPORTANT INFORMATION FOR AGENT

Agent's Duties

When you accept the authority granted under this power of attorney, a special legal relationship is created between you and the principal. This relationship imposes upon you legal duties that continue until you resign or the power of attorney is terminated or revoked. You must:

- (1) Do what you know the principal reasonably expects you to do with the principal's property or, if you do not know the principal's expectations, act in the principal's best interest; act in good faith;
- (2) Do nothing beyond the authority granted in this power of attorney; and
- (3) Disclose your identity as an agent whenever you act for the principal by writing or printing the name of the principal and signing your own name as "agent" in the following manner:  
Richard H. Zebuhr or David M. Zebuhr

(Principal's Name) (Your Signature) as Agent

Unless the special instructions in this power of attorney state otherwise, you must also:

- (1) Act loyally for the principal's benefit;
- (2) Avoid conflicts that would impair your ability to act in the principal's best interest;
- (3) Act with care, competence and diligence;
- (4) Keep a record of all receipts, disbursements and transactions made on behalf of the principal;
- (5) Cooperate with any person that has authority to make health-care decisions for the principal to do what you know the principal reasonably expects or, if you do not know the principal's expectations, act in the principal's best interest; and attempt to preserve the principal's estate plan if you know the plan and preserving the plan is consistent with the principal's best interest.

Termination of Agent's Authority

You must stop acting on behalf of the principal if you learn of any event that terminates this power of attorney or your authority under this power of attorney. Events that terminate a power of attorney or your authority to act under a power of attorney include:

- (1) Death of the principal;
- (2) The principal's revocation of the power of attorney or your authority;
- (3) The occurrence of a termination event stated in the power of attorney;
- (4) The purpose of the power of attorney is fully accomplished; or
- (5) If you are married to the principal, a legal action is filed with a court to end your marriage or for your legal separation, unless the Special Instructions in this power of attorney state that such an action will not terminate your authority.



## **Board Member Comments and Announcements:**

- **Cuppari** - Asked about when the Hillbilly Fest had been approved and questioned about making Kanawha Street a one way? Mrs. Shobe stated that at the last meeting the board voted against doing that.
- **Rylands** – Had concerns about the storm drain at the end of the Street Department building on Factory Street. Jerry replied that he will have Erasmo Rizo the Sanitary Superintendent take a look at it. Mr. Rylands also discussed about putting a walking & biking trail along the Brushy Fork Road toward the Armory and the Meadowlands Mobile Home Park.
- **Waldo** - Stated that he had received concerns regarding potholes and he had assured them the crews are taking care of issue. Mr. Waldo had concerns regarding pine trees by the river walk trail. Mayor McCauley stated that he had been approached by Randy Tenney WVWC's Athletic Director about getting something done with the pine trees. Mayor McCauley stated the City had entered into an agreement to remove the trees and will work with Robert Barbor the City's horticulturist for the replacement of those trees.
- **Shobe** – Nothing to comment
- **Aloi** - Absent
- **Jerry Arnold** – Informed the board he had been contacted by the UCDA regarding the storing of our organics and composting material and needing to find a new place for storage. Jerry stated that he will have more information for the agenda for the March 22<sup>nd</sup> meeting.
- **Mayor's Comments and Announcements:**

### **1. Mayor's Fitness Challenge**

CITY OF BUCKHANNON – MAYOR'S FITNESS CHALLENGE  
February 13, 2018

Mayor McCauley's put on a good number of pounds during his nearly two years as mayor. In fact, he's packed on about a pound a month. It's time for him to get back in shape. As an incentive to trim the fat, something some office holders aren't always adept at doing- the ole guy looks to improve his waistline while parlaying his impending return to physical fitness into funding for our community's long-planned Stockert Youth Center auditorium/gymnasium.

This Friday, February 16, at 9:00 a.m. at City Hall, the mayor will literally weigh in. On Friday morning, June 29, the day of his 60<sup>th</sup> birthday, McCauley will weigh in again. He's also going to do some other physically fit things, and here's how you can help.

You can pledge a penny, a dime, or a dollar as follows:

- 1) During the 24 hour cycle of June 29, pledge a penny for every step the mayor amasses on his fitbit;
- 2) For every situp the mayor does on Friday afternoon, June 29, pledge a dime;
- 3) For every pound to be lost between February 16 and June 29, pledge a dollar.

All Proceeds will go directly to the capital campaign fund to construct our new auditorium/gymnasium at Stockert Youth Center! To make your pledge, contact City Hall at (304) 472-1651. Here's to improved physical fitness for everyone, while we edge closer to building that new auditorium/gymnasium!

### **2. Mayor's Statement on Stockert Youth Center**

CITY OF BUCKHANNON – MAYOR'S STATEMENT ON STOCKERT YOUTH CENTER February 5, 2018

As we continue our efforts to raise the necessary funds to realize construction of our new auditorium (def. a large building or hall used for public gatherings, typically speeches or stage performances), and no-it's not a gymnasium (def. a room or building equipped for gymnastics, games, and other physical exercise) but it could be an "arena" (def. a level area surrounded by seats for spectators, in which sports, entertainments, and other public events are held) - a number of items come to our forefront.

First, we do not yet have a well-defined plan for this facility. We need to establish community-wide ownership in this multi-use space that will bring in many constituencies that will embrace the funding, use, operation, and future maintenance of this facility. Some of those other constituencies include our senior community, i.e., we are one of a handful of certified, retirement communities in all of West Virginia; arts & entertainment, e.g., Festival Friday inclement weather venues, or expanded weekend arts & activities, development of holistic programs for our youth participants such as music, theatre, dance, vocational

programs, concerts, battles of the bands, etc.; adult leagues, e.g., men's and women's basketball, volleyball, yoga, etc.; car shows, convention space rental, etc. The more people who sense ownership in this facility, the more use it will be put to, and the broader the support for its success. We can establish this broad base of support by conducting a series of very public meetings inviting the many constituencies to participate and be involved.

Second, we do not tell our SYC story very well. We need to get our information out as to the needs we fulfill. We need regular and synchronized social media, videos, story-telling, etc. Next year will mark 25 years of SYC, let's tell a quarter century's worth of successful stories. The parents of many of our current kids were once participants at SYC. Let's plan a year-long celebration in 2019 that will double for fundraising opportunities. Our new information coordinator and grant writer, Callie Cronin-Sams will be a huge help to this effort.

Third, while we are \$25,000 better off with our capital campaign than we were this time in December, we are still a quarter of a million dollars from where we need to get to build the new facility. We need to raise \$25,000 every month for a year to secure enough funding to construct the new multi-use space. With the Tim Critchfield pledge, we have reached the \$175,000 amount in funding for construction, but with more space comes more cost, utilities, insurance, staffing. We need to plan for things after we have the new facility. Let's get this thing built sooner than later, but let's be sure we know more precisely what uses it will be put toward after we have it, and let's also be sure we have a sound financial plan to sustain its operation. We can do this together-

There being no further business to be transacted, **motion to adjourn Rylands/Waldo motion passed**, meeting adjourned at 5:13pm.

**Mayor David McCauley**

\_\_\_\_\_

**Recorder Susan Aloï**

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