

A regular meeting of the Buckhannon City Council was held on Thursday, July 5, 2018 at 7:00pm in City Hall. The following were in attendance:

Mayor	David McCauley	Present
Recorder	Colin Reger	Present
Council Member	Mary Albaugh	Present
Council Member	Pam Cuppari	Present
Council Member	CJ Rylands	Present
Council Member	Robbie Skinner	Present
Council Member	David Thomas	Present
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
City Attorney	Tom O'Neill	Present
Fire Chief	J B Kimble	Present
SYCC Director	Debora Brockleman	Present
City Engineer	Jay Hollen	Present
City Architect	Bryson VanNonstrand	Present
Record Delta	Kuba & Hayes	Present
Channel 3	Dennis Cortes	Present

Also in attendance: Carol Bowman, Heather Ogden, Timothy Reese, Mike McCauley, Evelyn Syski, Vito Syski, Lori Harris, Daisy Hunt, Mike Alkire, Brian Shreves, Richard Skinner, Sherry Skinner, Hudson & Jean McMurtrie.

Meeting Agenda Posted 07/02/18

City Council of Buckhannon – 7:00 pm in Council Chambers

Meeting Agenda for Thursday, July 5, 2018

A. Call to Order

A.1 Moment of Silence

A.2 Pledge to the Flag of the United States of America

A.3 Mayor's Greetings

B. Recognized Guests

B.1 Daisy Hunt- Proclamation Relay For Life

B.2 Sarah Campbell-Buckhannon Volunteer Center Marketing Plan 2018

B.3 Laura Meadows-Executive Director-UCCVB- Annual Report

C. Department & Board Reports

C.1 Information Coordinator/Grant Researcher- Callie Cronin Sams

C.2 SYCC Director- Debora Brockleman

C.3 Public Works Director- Jerry Arnold

. City Engineer Jay Hollen

C.4 Finance Director- Amberle Jenkins

C.5 Fire Chief- J B Kimble

C.6 City Attorney- Tom O'Neill

D. Correspondence & Information

D.1 Town Hall Meeting Notice SYCC BODS to Conduct Public Forum RE: Proposed New Building Use on 07/23/18

D.2 Oath of Office- Council Members Mary Albaugh & David Thomas

D.3 FOIA Request-ACLU of WV Foundation Inc

D.4 Email from WVWC Student RE: WVWC Residential Parking

D.5 WVDEP REAP Litter Control Grant Award

D.6 Thank you note from Mike Sharpolisky RE: Colonial Theatre Restoration

D.7 Proclamation-Gray Barker World UFO Day

D.8 Letters RE: Changes to Buckhannon Planning Commission

E. Consent Agenda

- E.1 Approval of Minutes-Regular meeting 06/21/18
- E.2 Approval of Building and Wiring Permits
- E.3 Approval of Payment of the Bills

F. Strategic Issues for Discussion and/or Vote

- F.1 Resolution 2018-11 Adopting Updated Region VII Multi-Jurisdictional Hazard Mitigation Plan

- F.2 Create Buckhannon-Outside Entity Budget Request

- F.3 Resolution 2018-12 GF Budget Revision FY 2018-19 -Balance on Hand

- F.4 Resolution 2018-13 Coal Tax Budget Revision FY 2018-19 -Balance on Hand

- F.5 Approval COB Board Appointments & Committees FY 2018-19

- F.6 Resolution 2018-14 Reforming Buckhannon Planning Commission

- F.7 Ordinance No. 426 Zoning Change of 1 Armory Road From C2 to Industrial District 1st Reading

- F.8 Draft Ordinance No. 427 Residential Parking only around WWC

- F.9 Recommendation from Planning Commission for Zoning Change of 52, 54 & 56 S. Kanawha St From R2 General

- Residential District to C1 Central Commercial Business District

G. Comments and Announcements

- G.1 Mary Albaugh

- G.2 Pamela Cuppari

- G.3 C J Rylands

- G.4 Robbie Skinner

- G.5 David Thomas

- G.6 Colin Reger

H. Mayor's Comments and Announcements

- H.1 Mayor's Greeting Letter to 2018 Mountain State Forest Festival Attendees

- H.2 Memories of Robert Post of his earlier years of the Colonial Theatre

H.3 Mayor's Remarks at Gray Barker World UFO Day 07/02/18

H.4 Article-Creating A Happy Place-Quality of Life not Economic Development  
<https://www.theatlantic.com/international/>

I. Adjournment

POSTED 07/02/18

Next City Council Meeting Date Thursday, July 19, 2018

Call to Order: The Mayor called the meeting to order at 7:05pm with his opening remarks. Then, a moment of silence, followed by the pledge to the flag.

Mayor's Proclamation-Hudson & Jean McMurtrie -Ambassador's Award

MAYOR'S PROCLAMATION

Whereas, former residents HUDSON & JEAN McMURTRIE now residing in Belle Isle, Florida, have remained very connected to their former home of Buckhannon & with their friends in our B-U community for decades, despite living afar, the McMURTRIES maintaining a summer home here; &

Whereas, HUDSON McMURTRIE is the nephew of the late Garland West who was the longtime owner & operator of the Colonial Theatre now owned & operated by the City of Buckhannon, the City overseeing the restoration of our historical theatre the construction of which began in 1923; &

Whereas, MR. McMURTRIE recently shared his fond memories of working at the Colonial Theatre & for his uncle, Garland West, during his high school & college days in Buckhannon at the special benefit performance of Buckhannon Community Theatre on Saturday, June 23, 2018; &

Whereas, the McMURTRIES recently contributed the generous sum of Fifteen Hundred Dollars (\$1,500) toward our City's Colonial Theatre Capital Campaign to assist in the ongoing restoration of our beloved theatre; &

Whereas, our Buckhannon-Upshur community appreciates & values the efforts, energy, & dedication of two of our finest, former residents & wishes to honor & commend the McMURTRIES in their financial commitment & generous support for our youth & the arts of our community; &

Whereas, our City now desires to recognize HUDSON & JEAN McMURTRIE by bestowing upon them our City's highest honor with the Ambassador's Award.

NOW, THEREFORE, I, DAVID W. McCAULEY, MAYOR OF THE CITY OF BUCKHANNON, pursuant to the power & authority duly vested in me, do hereby proclaim Thursday, July 5, 2018 to be "HUDSON & JEAN McMURTRIE DAY" throughout our City of Buckhannon. To further memorialize the McMURTRIES' devotion to and affinity for their home away from home, their Buckhannon-Upshur community, I further now hereby bestow upon them, the Ambassador Award, joining the very few recipients & honorees of this prestigious award. Appropriately, I direct the installation of a permanent placard upon the "Ambassador's Bench" on East Main Street in front of our City's Stockert Youth & Community Center to permanently honor HUDSON & JEAN McMURTRIE, bearing the inscription-

-- "THE AMBASSADORS' BENCH - HONORING THOSE WHO SELFLESSLY DEDICATED THEIR LIVES TO THE SERVICE, PROMOTION, & ADVANCEMENT OF BUCKHANNON" --

Additionally, HUDSON & JEAN McMURTRIE shall be forever recognized within our Colonial Theatre as substantial contributors to the ongoing restoration of our historical facility. I urge all of our residents to greet our community's most honored former residents & generous benefactors, HUDSON & JEAN McMURTRIE, along with their friends, & our City government family during their special day.

Given under my hand & the official seal of

The City of Buckhannon, this 5th day of July, 2018

David W. McCauley, Mayor

Bryson VanNostrand presented updates on the progress of the Colonial Theatre-

- Letter from WV Division of Culture of History – Grant for \$61,000 FY 2019 Cultural Facility Project

Recognized Guests:

B.1 Daisy Hunt- Proclamation Relay For Life- Ms. Hunt presented the history and work completed by the Relay for Life. The event will be held on July 21, 6-11 PM at Jawbone Park.

#### Relay For Life of Upshur County

WHEREAS, the American Cancer Society Relay For Life movement brings together 4 million people at Relay For Life events worldwide to show their DETERMINATION and COMMITMENT to help free the world from the pain and suffering of cancer;

WHEREAS, the Relay For Life of Upshur County is community-based and driven by volunteers who work together to bring the people and build the fun to fund the mission of the American Cancer Society;

WHEREAS, cancer continues to touch the lives of so many. In 2018, there will be an estimated 1,735,350 new cancer cases diagnosed and 609,640 cancer deaths in the United States.

WHEREAS, thanks to funds raised through the Relay For Life movement, the American Cancer Society is able to invest in cancer research, provide free information and support for people facing the disease today, and educate people about how to reduce their risk for cancer or detect it early when it's the easiest to treat, contributing to a 23 percent decline in cancer death rates since 1991.

WHEREAS, this year will mark 21 years of Relay For Life of Upshur County and over \$2 million has been raised for the American Cancer Society in those 21 years.

NOW, THEREFORE, BE IT RESOLVED, that the City of Buckhannon does hereby proclaim July as Relay For Life Month in Buckhannon and encourage citizens to let their passion inspire them to take the Relay For Life message to more people to raise more dollars to fund our shared determination against cancer by participating in the Relay For Life event at Jawbone Park on July 21, 2018 from 5-11 p.m. This year's theme is Mountaineer: Dream Big! Hope Big! Relay Big!

David McCauley, Mayor of City of Buckhannon

June 28, 2018

B.2 Sarah Campbell-Buckhannon Volunteer Center Marketing Plan 2018- Ms. Campbell has been working for the city for a month now. Has been working on informing the public about what the Buckhannon Volunteer Center is and what they do. She presented the marketing plan and the use of the resources.

Mayor McCauley asked if Ms. Campbell could assist in completing improvements to the Veterans Section of the Heavener Cemetery. Ms. Campbell felt that the Volunteer Center could possibly be able to assist with those efforts, but finding volunteers is currently a difficult issue.

Ms. Albaugh said that the Veterans Committee and the American Legion may be interested in helping with this work. Mr. Rylands said that the Prosecutors office may be able to recommend individuals who need to complete community service.

Buckhannon Volunteer Center

Marketing Plan 2018

Prepared by Sarah Campbell

Volunteer Center Coordinator

May 22, 2018

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#### A.1 Executive Summary

The Buckhannon Volunteer Center (BVC) is one of eight new volunteer centers in the state of West Virginia funded through the CNCS as part of the Volunteer Generation Fund. It is part of a greater #BeKind movement, kicking off a Year of Kindness aiming “to spread kindness and volunteerism across the state” (Volunteer). As such, the Buckhannon Volunteer Center is a brand new idea, with little to no recognition in the community. However, the writers of the grant were prepared for the need to sell the concept of a volunteer coordinating entity within the City of Buckhannon and have designated funds for the marketing of the BVC and its services to potential volunteers and partner organizations.

While the grant did consider the need for marketing, an official marketing plan had not been considered. To help identify the best methods to market the Buckhannon Volunteer Center, a situational analysis was conducted, with a few minor changes to compensate for the nature of the organization. First, an organizational information section was substituted for the company section of the five C’s. Second, collaborators were considered organizations that could benefit from a partnership with the BVC and were ranked according to priority based on specified criteria. From this analysis, target segments of students aged 14-22 and community organizations were selected. While these are not necessarily traditional marketing segments, they do fit within the parameters of the situational analysis.

The second part of this plan is a tactical plan, analyzing the actual marketing to the chosen segments of the BVC’s services. Because the Buckhannon Volunteer Center has two segments it has chosen to market to, two different marketing methods were emphasized: social media marketing and event marketing. These two methods will target different segments and can easily be evaluated through the administration of a brief survey when volunteers sign up online to volunteer. Because the BVC is providing a service to other organizations for free, the marketing plan also suggests inclusion of donation options throughout its website and social media marketing.

#### A.2 Population Demographics

This section represents the Customer section of the Situational Analysis portion of a traditional marketing plan. All statistics were taken from U.S. Census Quickfacts.

- Educational Background
  - 83.9% High School Graduate
  - 18.6% Bachelor's Degree or Higher
  - According to data provided by the Bureau of Labor Statistics, there is a positive correlation between education and volunteerism (Volunteering).
- Geographic Area
  - City of Buckhannon
  - Upshur County
- Income
  - Median Household Income: \$42,240
  - Persons in Poverty: 20.2%
- Age
  - 19.3% of residents are over the age of sixty-five
  - 20.7% of the population is under the age 18
  - Influx of approximately 1,400 residents aged 18-22 for nine months from West Virginia Wesleyan College (Crites, p. 14-6)
- Gender
  - 50.4% female
  - 49.8% male
  - "Across all age groups, educational levels, and other major demographic characteristics, women continued to volunteer at a higher rate than men." (Volunteering)
- Race
  - 97.3% white
  - 1.3% Hispanic or Latino
  - 0.8% African American or Black
  - 0.5% Asian

- 1.2% two or more races
- Psychographics
- From the Buckhannon 2020 Plan, survey results show that residents of Buckhannon are proud of the sense of community and safety of their community, as well as the opportunities brought to the community through West Virginia Wesleyan College. The city's residents expressed a desire to see the City and County government collaborate more and provide more transparent communication to the community (Buckhannon Planning Commission, p. 11-2) . In addition, the results of the community survey showed that residents desired more cultural and recreational activities, as well increased effectiveness in their education systems (particularly at the middle and high school level), (Buckhannon Planning Commission, p. 14). Engaged residents of the Buckhannon Community are interested in the appearance, involvement, and safety of their community.
- According to recent research conducted by Erin Hudnall, Doctoral candidate at West Virginia University, volunteers are motivated by either egoistic or altruistic means. While this research focused on volunteer responses to disaster situations, it also shows a correlation between volunteerism and skills building on behalf of interested parties (Hunall, p. 10).
- In Hudnall's research, 90.68% of volunteers surveyed responded that feeling responsibility towards their community and fellow citizens motivated them to volunteer (p. 25).
- 34.32% of volunteers surveyed during the 1,000 Year Flood said their primary motivation was gaining something from the experience (whether that be skills, experience, etc.) (Hudnall, p. 25).

### A.3 Organizational Information

This section represents the Company part of the situational analysis in a traditional marketing plan.

The Buckhannon Volunteer Center (BVC) is a virtual and physical hub for community volunteerism for the City of Buckhannon. Through the BVC, the City of Buckhannon aims to:

- Capture and capitalize on the giving spirit of the Buckhannon Community.
- Organize volunteer opportunities in four categories: community pride and environmental stewardship, public preparedness, youth development, and healthy lifestyles.
- Collaborate with both city departments/organizations and independent businesses and nonprofits to develop new volunteer opportunities.
- Develop and retain volunteers while providing opportunities for further training and development to volunteers and partner organizations.

In order to achieve these goals, the BVC must develop a strong community presence and support through the effective marketing of its activities and goals.

Unique Selling Point

The Buckhannon Volunteer Center will provide opportunities for the City of Buckhannon to improve the volunteer experience through easier access to volunteer opportunities, training and development opportunities, and clear search parameters. To effectively market the BVC, both individual volunteers and organizations must clearly understand its ability to decrease the amount of time needed to find qualified, interested volunteers. The unique selling point of the BVC is the versatility and thoroughness of its platform for matching to and rewarding volunteers for service.

#### A.4 Context (PEST)

This section covers the environmental scan of the market analysis.

- Political (new businesses/actions of partners/etc.)
  - Oil and Gas Pipeline coming through Upshur County
  - SYCC capital campaign for Sports Complex
  - Buckhannon 2020 plan implementing changes for the City of Buckhannon in areas such as: environmental sustainability, community outreach, and historical landmarks.
- Environmental
  - A large portion of the City of Buckhannon is within a flood zone. (Map)  
[http://buckhannonwv.org/wordpress/wp-content/uploads/2016/10/citymap\\_with\\_flood\\_map\\_annual\\_11x17\\_2016-2.pdf](http://buckhannonwv.org/wordpress/wp-content/uploads/2016/10/citymap_with_flood_map_annual_11x17_2016-2.pdf)
  - Department of Environmental Protection interest in Buckhannon's promotion of environmentally sustainable methods. (source pending publication by WV Public Broadcasting).
- Sociocultural
  - 20.2% of Upshur County population in poverty
  - Same Ten People Principle: volunteerism tends to pull from the same people for a majority of service opportunities
  - Appalachian Culture of 'being a good neighbor'
- Technological
  - 65.8% of Buckhannon residents have access to broadband internet access. ("Internet Access").
  - 2 of 4 major cellular network providers offer 4G service to the Buckhannon area (AT&T and Sprint) (Holmes).

#### A.5 Collaborators

The following are a list of potential departments, organizations, and nonprofits that may be valuable partners within the City of Buckhannon. They have been ranked by priority according to the following criteria:

- Location within city limits
- Priority given to organizations using volunteers in the following categories: community pride and environmental stewardship, healthy lifestyles, youth development, and public preparedness.
- Capable of effective and healthy volunteer management through: communication, time management, appropriate praise, and clear expectations

To clarify, partners would be organizations posting opportunities for volunteers, not simply providing volunteers. While many organizations in our city may have occasion to post volunteer opportunities, partners would regularly have opportunities available. We recognize that not all organizations are represented in this list and will expand upon it as resources and time allow. All partnerships are considered valuable and will be pursued at the earliest effective opportunity.

#### High Priority

- Stockert Youth and Community Center
- Create Buckhannon
- VIPS
- Crosslines Parish House & Clothes Closet
- West Virginia Wesleyan College, Center for Community Engagement
- Upshur County Board of Education
- City Horticulturist and Horticultural Society

#### Intermediate Priority

- Appalachian Impact
- CERT
- Restoring HOPE
- Mountain CAP
- Senior Citizens Center
- Historical Society

#### Priority

- ART 26201
- Habitat for Humanity
- Rotary
- Buckhannon Library
- Lewis-Upshur Animal Control Facility

- Family Resource Network
- Buckhannon VFW

#### A.6 Competitors

Unlike a traditional company, the Buckhannon Volunteer Center will provide a facilitating service to all other organizations needing volunteers. In a broad sense, the Buckhannon Volunteer Center will not have competitors, though some organizations may choose to not use the BVC and thus create competing sources of information for volunteers.

#### A.7 Market Analysis

This portion covers Segmentation, Targeting, and Positioning portion of a traditional marketing plan.

When deciding on how to segment your market, it is important that you consider both the research gathered on your population, as well as the organization's capacity to handle a specific marketing mix. Based on overview of the population demographics of Upshur County, as well as the interests and engagement of our community, it appears that the market segments should include:

- Residents over the age of 65
- Students between the ages of 14 and 22
- Active community members

While these are all segments that should be involved with the Buckhannon Volunteer Center, it is important to recognize that the organization has limited resources and must therefore focus its marketing efforts to a select few target segments, at least at first. In addition, survey data provided by Doctoral candidate Erin Hudnall, referenced in our psychographics section of our demographics, supports a targeting segments in line with benefit segmentation, meaning that these segments would receive the most benefit from the Buckhannon Volunteer Center's offerings. With this in mind, suggested target segments would be:

- Students between the ages of 14 and 22
- Active community members

In addition, it is important that the Buckhannon Volunteer Center also consider how to market its services to partnering organizations, as it will need their cooperation in order to provide volunteer coordination to the City of Buckhannon's residents and visitors.

#### A.8 Tactical Plan

The Buckhannon Volunteer Center has allocated funds for both print and social media marketing. As the Buckhannon Volunteer Center develops its online platform, they should begin to implement social media marketing techniques, followed by print marketing to announce the official 'opening' of the Buckhannon Volunteer Center's virtual hub along with other marketing means presented in the tactical

plan. The tactical plan includes a discussion on the product, place, and promotion of the Buckhannon Volunteer Center. Traditionally, this would also include information on price; however, this has been foregone as the Buckhannon Volunteer Center is providing its services free of charge. However, the Buckhannon Volunteer Center will continue to be supported through grants and donations, and as such should be conscious of marketing for funds. Price here is represented in reference to this need.

## Product

The Buckhannon Volunteer Center is marketing its volunteer coordinating services to the Buckhannon Community. As it markets its service, the BVC should emphasize the benefits partnering organizations and individuals will gain from the partnership, as well as the ease of use of the system. Think about answering the following questions:

- How does this benefit my organization?
- How does this make my service easier or more convenient?
- What impact does this make on our community?
- Will I gain any skills or important experience through this?

Volunteer coordinating services should be marketed to appeal to the desires of both volunteers and organizations, emphasizing the centrality of information and the ease of use for both individuals and organizations. As a brand new initiative, the BVC can push its branding through multiple marketing means into an unsaturated market.

## Price

As a free service provided by the City of Buckhannon through grant funding, the Buckhannon Volunteer Center does not have a 'price' in the same manner as a traditional product or service. However, there is always a cost of providing services. In this manner, the Buckhannon Volunteer Service should continue to make it known that donations are appreciated, marketing this through social media and on the BVC website as an option. As the Buckhannon Volunteer Center is a pilot grant, further fundraising marketing should be considered based on the success of the program within the first six months. This could include:

- donation tiers
- major donor solicitation
- a targeted capital campaign
- a benefit dinner showcasing the work of volunteers in our community, such as:
  - Theatre skit
  - Youth Symphony
  - Recognized volunteers serving

## Place

The Buckhannon Volunteer Center does not have physical products to place throughout the community, so it should focus on placement for advertising and marketing. Through the grant, the BVC has budgeted for marketing materials, such as: a logo embossed table banner, a drop down banner, and newspaper advertising. The BVC should focus on advertising in person through meetings and at community events, such as Festival Fridays, as well as through print materials placed in strategic positions. Suggested areas for placement of print materials include: welcome packets for new community members, the Convention and Visitors Bureau (CVB), and at key businesses in the community (Fish Hawk, Stone Tower, CJ Maggies, Kroger, etc.).

## Promotion

The goal of marketing and advertising is to attract more 'customers' while educating them on the products and services that your business or organization provides. As mentioned above, the Buckhannon Volunteer Center is looking to partner with organizations, businesses, city departments, and nonprofits in the Buckhannon Community to reach its goals:

- Capture and capitalize on the giving spirit of the Buckhannon Community.
- Organize volunteer opportunities in four categories: community pride and environmental stewardship, public preparedness, youth development, and healthy lifestyles.
- Collaborate with both city departments/organizations and independent businesses and nonprofits to develop new volunteer opportunities.
- Develop and retain volunteers while providing opportunities for further training and development to volunteers and partner organizations.

Therefore, the BVC should focus its social media contact on being brief, but informative and provide ample links to a well-designed and organized website platform. Print materials should follow the same trend, catching the attention of potential partners and volunteers through branded infographics and flyers that provide basic information on the Buckhannon Volunteer Center and volunteerism in the Buckhannon Community.

→ **Social Media Marketing:** Social media marketing is not only a cost effective method for marketing, it resonates well with our target audience of students aged 14-22. The BVC should focus primarily on Instagram and Facebook posts, which can easily be managed through a free Hootsuite account. Hootsuite provides a platform to manage up to three social media accounts with one password for free for one account user. This would come with basic analytics for all platforms, which Instagram does not offer through its basic services. Since the BVC is a part of the City of Buckhannon, there is the option of using one Facebook page for both the City of Buckhannon and the Buckhannon Visitor Center, though this is not recommended as it would decrease the accuracy of any analytics. In addition, the BVC should follow Volunteer WV, as well as the other recipients of the Volunteer Generation Fund and other organizations that heavily rely on volunteer management and promotion. It may also be useful to research, use, and follow profiles that use hashtags like #volunteerism, #communitydevelopment, and #volunteering. This will not only allow the BVC to learn from other organizations, but also to better market itself through making itself more searchable. Social media will be a great platform for building knowledge of the organization, its goals, and the work of volunteers even before the website goes live.

→ **Email/Newsletter Marketing:** While not as heavily used as social media marketing, email marketing has become an important tool for nonprofit organizations. The BVC, as a similar organization, should consider the use of a weekly or bi-weekly newsletter email to volunteers, partners, and interested parties to highlight the work of volunteers over the past week or two, number of hours served to date, and potential noteworthy news or upcoming events. In addition, an option to donate should be included. This may be facilitated through either the website platform purchased or through a email marketing system such as MailChimp, which provides a free email service with basic analytics.

→ **Infographics/Flyers:** Infographics and flyers can be used by the BVC to reach its second target segment: community organizations. These groups tend to be made up of demographics that are not as integrated into social media, but are still interested in serving their community. In addition, print materials can be placed in strategic locations so that visitors and new residents will have access to the information early in their stay in Buckhannon.

→ **Event Marketing:** Many nonprofits find marketing through events and meetings to be highly effective means of engaging donors. In this sense, the Buckhannon Volunteer Center may find similar success by being present at community events such as Festival Fridays (sponsored by BVC partner Create Buckhannon) and community organization meetings. In addition, a kick-off meeting of community partner organization representatives would be another event marketing to initiate the conversation on how the BVC can help partner organizations, explain the digital hub for organizations, and answer any questions the community has.

#### A.9 Implementation

The recommended strategies in this plan have been chosen to best utilize the time, effort, and resources of the City of Buckhannon and the BVC. To most effectively reach the community, the Buckhannon Volunteer Center should consider implementing the Social Media portion of this marketing plan immediately, followed shortly by print-materials at local areas. As part of the social media plan, it would be advisable to create coordinating colors and hashtags to be regularly used by the BVC as part of a consistent social media marketing plan. An example of a useful hashtag could be: #BuckhannonVolunteerCenter, #BeKind, or #changestartswithyou. It may be most effective to wait to distribute print materials until after the virtual hub for the Buckhannon Volunteer Center has been created. It is also suggested that the City of Buckhannon use local businesses for the creation of its print materials, such as West Virginia Wesleyan College's Service Center, which provides a variety of print materials at a nominal fee. The Sign Guy could be used to create the logo embossed tablecloth and banner needed for events. Lastly, I would suggest using either a volunteer or intern to help with the integration and coverage of volunteer events throughout the Buckhannon community on social media. This not only decreases costs, but will ensure that more events are covered through the Volunteer Center.

#### A.10 Evaluation

To evaluate the success of the marketing plan, it would benefit the organization to include a brief survey for new users of the virtual hub to complete. See Appendix A for a sample survey. This will allow the BVC to determine which methods of advertising have attracted the most volunteers and better determine where funds should be invested in marketing. In addition, tracking the increase of traffic through each social media platform used will give insight on the effectiveness of social media marketing, helping to

determine where time should be invested to improve our social media campaign, and give insight into the interests of the population.

B.3 Laura Meadows-Executive Director-UCCVB- Annual Report- Ms. Meadows is excited for the new fiscal year to begin. She gave some background on how the CVB works, and how they work with other locations to work together. They are now accredited as well. Accreditation will renew next year.

She stated that the main function of the CVB is to promote Buckhannon/Upshur and WV tourism and has been operating for eight years. New slogan –“ Small Town Getaway – Big Time Charm.” New branding will promote some outdoors activities to visitors. Ms. Meadows walked the board through the information in the packet, and

gave information on the Event Center at Brushy Fork.

#### Department & Board Reports:

C.1 Information Coordinator/Grant Researcher- Callie Cronin Sams- Mayor McCauley talked about the Abandoned Mine grant application. The award date will be around September of 2018.

7\_5\_2018 City Council Meeting – Information Coordinator & Grant Researcher Report – Callie Cronin Sams

Website & Social Media: Smooth transition to WVNet web hosting, not gap in service from the public view.

Website: Google Analytics-1,397 page views since June 28; 4 news posts since 6/21 (fewer than usual because we could not add posts during the website migration to WVNet)

Facebook: 12 posts since 6/21; DEP Video Tour of Buckhannon most viewed—shared by Gov. Justice’s FB page! (7,433 views of the video, available on YouTube Environment Matters Channel); Fireworks ordinance post also widely viewed and shared (1,453 views)

#### Press Releases:

- 6\_21\_18\_Sewer Plant dedicated to Sam Ludlow, City Engineer, and longtime advocate for municipal storm and sanitary sewer system
- 6\_22\_18\_Buckhannon Police Department welcomes two new officers
- 6\_28\_18\_Albaugh, Thomas sworn-in for 2018 – 2022 term on Buckhannon City Council
- 7\_3\_18\_World UFO Day
- 7\_5\_18\_City awarded \$3,500 REAP Litter Control Grant for Good Neighbor Program

#### Grants:

Buckhannon Volunteer Center: Sarah Campbell; Facebook & Instagram created for Buckhannon Volunteer Center, please check them out and follow/like them, share with friends, etc. Links to both at: [www.buckhannonwv.org/residents/volunteer](http://www.buckhannonwv.org/residents/volunteer)

- REAP Litter Control Grant for Good Neighbor Program awarded at \$3,500
- AML Pilot submitted 6/29/18
- REAP Recycling Grant submitted 6/28/18
- Try This grant, Due 7/7, Serving as partner for Wonder & Grow proposal, they will bring greenhouse/parks/healthy habits programming to SYCC if awarded.
- Researching Veterans Honor Guard grants
- Researching Opioid Response Grant
- People for Bikes LOI Due 7/23
- USDA Community Facilities, Rolling, In progress
- 

#### Upcoming Events:

- 7/6/18 – Festival Fridays & Fourth of July Fireworks, Jawbone Park/Main Street
- 7/21/18 – Upshur County Relay for Life Jawbone Park
- 7/23/18 – Stockert Youth & Community Center Town Hall
- 7/27 – 7/28/18 – Blast from the Past Car Show
- 8/15/18 – Buckhannon Volunteer Center Launch & Community Partners Meeting at Public Safety Complex 2 PM
- 8/25/18 – Buckhannon River Fest – Elizabeth J. “Binky” Poundstone Riverwalk Park

#### Wonder & Grow: Mindful Nature Experience

##### After School Program:

- The after-school program would begin at a local elementary school in Randolph County and would be a pilot for regional and statewide work. The afterschool program would be set up similarly to the core program and would run from about 3:30 PM – 5:00 PM through the varying seasons. The program would start as one day a week and eventually, there would be an option to go up to five days a week. This would be a great program to benefit kids in public school who need physical activity after a full day sitting in a classroom. We would like to offer this as a low cost or even free program for all elementary age children.

##### Hard Skills Established through Core Programs:

- Science – Through nature exploration, experimentation, planting, growing, and harvesting, examining ecosystems, etc. – observing and tracking weather and how it affects the plants and animals, Astronomy, lunar cycles (could have special evening events for families to observe stars, full moon hikes – is there another organization that does any of this locally?), fire building (combustion, chemistry, etc)?; cause and effect (add water to dirt = mud); states of matter = ice melts in the sun/heat
- Math – Building structures such as tepees, lean-tos, and examining natural geometry, comparing sizes; sorting and classifying; counting; orienteering?
- English & Writing – Reflective journaling, articulating thoughts and processes for each activity (language development). Nature journaling (sketching, collecting objects, and writing about what plants/animals are seen, etc.), technical writing/observation of plants, animals, weather, greenhouse plants, etc.
- Gross Motor, fine motor – natural movement (i.e. walking, balance/coordination, squatting, hanging, jumping, climbing, kneeling, bending –physical benefits – Katy Bowman at nutritiousmovement.com has lots of research and resources), Stretching/Yoga, Eye movement/muscle development (looking at sky, up in trees, not at a screen!); spatial awareness

- Fine motor – writing/journaling, picking up/observing small nature objects/insects/worms, playing with sticks, manipulating dirt/clay/sand, digging holes with hands or tools, planting seeds, and craft making
- Art/Creativity – nature journaling/sketching, nature crafts, story creation and imaginative play

C.2 SYCC Director- Debora Brockleman-

Stockert Youth & Community Center City Council Meeting Report to Council 7/5/2018

SYCC Board of Directors met July 2. Agenda topics were discussed including our Multi-Purpose building. The need continues to grow for this facility. This week we had to cancel 3 nights of summer basketball due to the weather. Our summer league is scheduled to go through July 27 but teams expect make up games and that will extend our schedule well into August. We also discussed the public forum which we will be having on July 23 at SYCC, the time will be 7:00 pm. The community is encourage to come and participate. Another topic of discussion was the start-up of an Art Program which would include Youth Drama, Dance and Choral groups. This program would go hand in hand with the Colonial Theatre project.

Other activities

We hosted a "Fit-A-Thon" last Friday, with 22 participating. Instructors from our fitness classes lead the groups. We had instructors from Kick Boxing, Karate, Zumba and Yoga Class. We also are selling tickets for a fitness basket to be given away next Tuesday.

We will be at Fourth of July Celebration tomorrow. We will be helping with the Cake Walk, popcorn and water sells, 50/50 tickets, and raffle ticket sells for the Ravens vs Steelers tickets. All proceeds will go to the Capital Campaign.

There will be a UCARE pool party on Saturday, July 7 for Middle School age group, time is 7-10pm and Saturday, July 21 for High School Students time is 8-11 pm.

Camp Buccaneer continues daily through August 3. We are averaging 60 children per day. Also during the last week of camp we plan a talent show with the kids. This year we are hoping to use the Colonial Theatre for the show as we have the parents and grandparents come to watch.

Youth Involvement June 2018

12690

### C.3 Public Works Director- Jerry Arnold-Absent

-City Engineer Jay Hollen see below F1 Strategic Issues

Buckhannon City Council Public Works Director Report Jerry Arnold July 5, 2018

Director:

- I met with AT&T to discuss preliminary request to place booster antennas on city owned facilities. I will be forwarding information to Tom O'Neill as I receive it.
- I will have the paving bid package out for bid next week.
- I have ordered signs for our wildflower program.
- Callie Sams, Brad Hawkins, and myself walked the Arch Coal property with Nathan Fetty and the guys who have been working on the trails at the high school to establish the best route for our walk trail to tie into the high school complex. It was a very good outing and hopefully with a favorable AML Grant application we will see this come to fruition in the next couple years.
- I met with Rob Hinton and the site foreman on the Innovation Center. A portion of sidewalk at the front of the building toward Man St. will be closed so that the building footer can be poured. Once the footer is poured the sidewalk will be repaired and reopened. There will be a temporary ramp and walk around in the parking spaces.

Water Department:

- Inspecting on the WSI project on the old Weston Rd. and Leggit Addition.
- Continue inspection on the third lane project and replaced an 8" valve.
- Repaired a leak at the airport last Saturday
- Working on parts inventory.

Sewer Department:

- Rex Harris signed the Hold Harmless agreement to work within his property.
- Work on Wood St. road repair has started poured 8 yards of concrete on street, drives and sidewalks

- We will land apply approximate 100 tons of sludge. We have taken approximately half of the sludge. (Bill Rohr)
- Tap requested at Goodwill shopping center. (Hinkle)
- Tap requested to house on Cleveland Avenue.
- Anticipate to start storm water project on Henry St. this week (200 L.F. of 12" HPDE line), 1-yard inlet.
- Repaired sink hole at Warfield Way.
- Continue to get ROW to serve homes on Smith Ave. and Brushy Fork Mart. I should have all ROW documents and exhibits complete by end of week. I am still working on Steve Mary Corder's ROW
- Critical to projects is to have boring done by company that will be doing the waterline bores.
- Continue to plan to serve homes on Eagle St. off of Brushy Fork.
- Continue to gather information for our UV-upgrades at the plant. One unit will cost the sewer department \$90,000; Schedule replacement of second unit 2-3 years. Spoke to Tom O'Neill and he mentioned we will have to go through bid process.
- Replace MH behind Lowther Hose and Supply.

#### Waste Department:

- Ron Kidd a 21-year employee retired in June.
- Continue to deliver poly carts.
- We will be soliciting bids for a new road tractor.

#### Street Department:

- The crew continues to work on Traders Alley and N. Florida St. projects.
- Paving on Myrna and Swisher Streets has been completed.
- Raised a drop inlet on the corner of Railroad and Camden Ave.
- Repaired a drop on Walk Trail Ln.
- Cleaned the Wood St. boat launch.
- Completed an updated inventory of missing street signs and started replacing the ones missing around the construction area on S. Kanawha for drivers detouring.

#### Engineering:

- Local Flood Control Project - Jay anticipates resuming work on the dead vegetation and debris removal project specifications and bid package in Summer 2018.
- FEMA Generator Hazard Mitigation Grant Program Applications No. 1 & No. 2 – Approval of the (2) generator applications will be granted once the executed resolution adopting the Region CVII Multi-Jurisdictional Hazard Mitigation Plan is received by the WV Division of Homeland Security and Emergency Management.
- Water Department Early Warning Monitoring System Phase 1 – Equipment has been purchased for EWMS No.1 to satisfy the conditions of the \$50,000.00 WVDHHR grant. The Water Department will begin construction of the building that will house the equipment within the next two to three weeks.
- ACP Water System Improvements Project – Waterline installation activities for Contract No. 1 continue. The contractor is currently working in the Liggett Addition area in front of St. Gobains. Construction activities for Contract No. 1 (Brushy Fork Road) will begin on July 10, 2018.

C.4 Finance Director- Amberle Jenkins- Ms. Jenkins noted that invoices are presented to Council in the form a list, and if the Council Members want to see actual invoice details, they are available.

Ms. Jenkins presented the financial report to the board.

Motion Albaugh/Skinner to accept financial report;

DISCUSSION: Mr. Thomas asked if there were any debt items that could be paid off early. Ms. Jenkins stated that that could be discussed in revenue review committee. Motion Carried Unanimously.

C.5 Fire Chief- J B Kimble- Car wrecks around Marion Streets are close to averaging one per day. Camden and Marion intersections have had the highest rates. This is due to construction of additional lane at McDonalds.

The Mayor reminded the Council that the project is under control of the State of West Virginia.

The Chief reminded everyone to look at the ordinance concerning fireworks and to follow it.

The Chief requested that the council might start requiring new buildings to include Knox Boxes so the fire department has quick access.

C.6 City Attorney- Tom O'Neill- Update on Drug House Ordinance – There are four municipalities that Mr. O'Neill examined – Clarksburg, Martinsburg, Parkersburg and Huntington – who have also adopted an ordinance for known drug houses.

Clarksburg ordinance establishes a rental housing system with inspections and fees.

Martinsburg ordinance creates a self-executing standard for what constitutes a disorderly or gang house or houses, that the property is used for two or more offenses using illegal drugs within a twelve month period, or for an offense punishable as a felony. The City can proceed with an abatement procedure, including removing tenants or owner occupied property.

Mr. Reger asked about “owner abatement” as to whether an owner could be required by the City to leave his or her own private property. He was concerned that the City did not have the right to remove private citizens from their own residence.

Mr. Skinner asked how long Clarksburg and Martinsburg have had their respective ordinances.

O'Neill – Clarksburg, Oct. of 2017, and Martinsburg Fall of 2016, Parkersburg and Huntington during Year of 2017

Mr. Skinner asked if those municipalities were seeing results.

O'Neill – Both municipalities have stated that they've successfully abated properties under their ordinances.

Mr. Thomas asked about what allowances the ordinance would make in the case of the legalization of medical marijuana.

Mr. O'Neill stated that a legal substance wouldn't be considered a "nuisance".

Mr. McCauley asked if Mr. O'Neill was prepared to make a recommendation as to which model to use.

Mr. O'Neill recommends the Martinsburg model.

Mr. Reger stated that it would be better for the development of the City to not institute a model that required fees, inspections and registrations.

Mr. McCauley asked Mr. O'Neill for a draft emulating the Martinsburg model to evaluate for a few months.

Mr. Thomas believes that in cases where a neighborhood is being depreciated by a particular property there should be the ability to remove an owner and declare his property a nuisance.

Correspondence & Information:

D.1 Town Hall Meeting Notice SYCC BODS to Conduct Public Forum RE: Proposed New Building Use on 07/23/18

Town Hall Meeting Notice of the City Council of Buckhannon Sponsored by SYCC Board of Directors for Monday, July 23, 2018 7:00pm- located at the Stockert Youth & Community Center Gym

at 79 East Main Street

**SYCC BOARD OF DIRECTORS TO CONDUCT A PUBLIC FORUM**

**CITIZENS ARE ENCOURAGED TO ATTEND & CONTRIBUTE INPUT REGARDING THE PROPOSED NEW BUILDING USE & OPERATIONAL SUSTAINABILITY**

POSTED 05-14-18

D.2 Oath of Office- Council Members Mary Albaugh & David Thomas

CITY OF BUCKHANNON

OFFICIAL OATH

State of West Virginia,

County of Upshur,

City of Buckhannon,

I, David Thomas do solemnly affirm that I will support the Constitution of the United States, the Constitution of the State of West Virginia, the Charter and Ordinances of the City of Buckhannon, West Virginia, and faithfully discharge my duties as Council Member of the said City to the best of my ability, so help me God.

Signed

Subscribed and sworn to before me this 28th day of June, 2018.

Mayor

CITY OF BUCKHANNON

OFFICIAL OATH

State of West Virginia,

County of Upshur,

City of Buckhannon,

I, Mary Albaugh do solemnly affirm that I will support the Constitution of the United States, the Constitution of the State of West Virginia, the Charter and Ordinances of the City of Buckhannon, West Virginia, and faithfully discharge my duties as Council Member of the said City to the best of my ability, so help me God.

Signed

Subscribed and sworn to before me this 28th day of June, 2018.

Mayor

D.3 FOIA Request-ACLU of WV Foundation Inc

D.4 Email from WVWC Student RE: WVWC Residential Parking

On Thu, Jun 28, 2018 at 2:06 PM, Olivia Insani <insani.og.2016@wvwc.edu> wrote:

Mayor McCauley,

My name is Olivia Insani and I am a junior at WVWC. I recently saw on the Record Delta that you and others are making an effort to prevent students from parking on the streets. I understand that you are a liaison with the administration and therefore I wanted to contribute my concerns and the concerns of my peers.

I have lived in both Dunn and Jenkins hall and I can attest to the fact that parking passes do not guarantee you a spot in either the Camden lot nor the Jenkins/Aggie lot. There have been many a time when I have had to leave campus both during the day and during the night and have come back with no choice but to park on the street, because the campus does not provide enough parking options for its students. Many of these times I have contemplated parking across campus and walking to my dorm, but unfortunately many young women do not feel comfortable walking across a college campus alone.

If this Parking Ordinance were to be fully affective, the students of WVWC will have no where to park. The college would best serve its students by building another parking lot, but their excuse is that we must preserve enough 'green space'. Perhaps they could allow students to park in other lots provided by campus at least overnight, but that puts a bandaid on a deep wound.

I ask as you go about this endeavor that you keep the students in mind, as well as the residents of Buckhannon. My question for you is, "Where will they park?"

Thank you,

Olivia Insani

--

Olivia Insani

Music Education '20

Holloway Hall Resident Assistant 2018-2019

Sigma Alpha Iota | Zeta Eta | Vice President, Ritual & Program Chair

Owner and Operator of Lessons with Liv: Voice Studio

#### D.5 WVDEP REAP Litter Control Grant Award

City awarded \$3,500 REAP Litter Control Grant for Good Neighbor Program July 5, 2018

BUCKHANNON, WV: We all know what a chore keeping up with routine property maintenance can be, and cleaning up littered or dilapidated property can be even more challenging. Recognizing that some residents may face more obstacles in maintaining their homes—whether it be due to income limitations, disability, or age—the City of Buckhannon 2015 and 2020 planning committees proposed the “Good Neighbor” program to assist these residents in meeting code regulations. Last week, the City received

notification of a grant award of \$3,500 to help fund this program, which will coordinate with the zoning officer and the new Buckhannon Volunteer Center.

The City applied for the grant through the West Virginia Department of Environmental Protection's Rehabilitative Action Plan (REAP), which provides Litter Control and Recycling grants to local governments and non-profit organizations. Thanks to the grant award, the Good Neighbor Program will include a "CLEANUP Buckhannon" initiative to create anti-litter educational materials and assist qualified residents with litter cleanup or property upkeep.

Clean community

Litter

Education

And

Nuisance property

Upkeep

Program

Residents meeting the qualification guidelines may apply to the City for up to \$1,000 to fix a problem area identified by the City's Zoning Officer. In some cases, volunteers may be recruited via the Buckhannon Volunteer Center to provide labor or other services as necessary.

The City of Buckhannon is a proud recipient of the 2017 Cabinet Secretary's Award for Environmental Stewardship and the 2017 Clean Community Award, both presented by the West Virginia Department of Environmental Protection. The community thrives through the efforts of volunteers whose assistance will be critical for the success of the Good Neighbor Program and CLEANUP Buckhannon initiative.

To learn more about volunteering in Buckhannon, be sure to watch our News & Announcements for the upcoming launch of the Buckhannon Volunteer Center. For more information about the REAP program, visit the West Virginia Department of Environmental Protection's website.

—

Callie Cronin Sams, [callie.csams@buckhannonwv.org](mailto:callie.csams@buckhannonwv.org)

D.6 Thank you from Mike Sharpolisky RE: Colonial Theatre Restoration

D.7 Proclamation-Gray Barker World UFO Day

## MAYOR'S PROCLAMATION

Whereas, World UFO Day is celebrated all over our globe by throngs of people each July 2; and,

Whereas, one of Buckhannon's former residents & business operators, GRAY BARKER, was one of the most prolific UFOlogy & science fiction writers in literary history having authored the acclaimed Saucerian, & having popularized The Flatwoods Monster that allegedly appeared in MR. BARKER's hometown of Flatwoods on September 12, 1952, & GRAY BARKER having further managed Buckhannon's historical, Colonial Theatre from 1973-80 that our City is currently refurbishing; and,

Whereas, GRAY BARKER's literary contributions concerning UFOs resulted in adaptation of his literary works to several movies including The Philadelphia Experiment, The Men in Black series, & The Mothman Prophecy; and,

Whereas, it is very appropriate & most relevant for our Buckhannon-Upshur citizenry to embrace all of the fun & entertainment associated with World UFO Day & science fiction in general, particularly given the rich legacy of GRAY BARKER in our community.

NOW, THEREFORE, I, DAVID W. McCAULEY, MAYOR OF THE CITY OF BUCKHANNON, pursuant to the power & authority duly vested in me, do hereby proclaim Monday, July 2, 2018 to be "GRAY BARKER WORLD UFO DAY" throughout our City of Buckhannon.

I further urge all of our B-U residents to embrace all of the fun & intrigue associated with UFO lore & science fiction in general & to participate in the planning of events to best celebrate World UFO Day & further to become better aware of the rich legacy & many literary contributions of one of our former own, MR. GRAY BARKER!

Given under my hand & the official seal of

The City of Buckhannon, this 2nd day of July, 2018

David W. McCauley, Mayor

D.8 Letters RE: Changes to Buckhannon Planning Commission

June 29, 2018

Ms. Christine Bennett  
86 South Florida Street  
Buckhannon, WV 26201

RE: Changes to Buckhannon Planning Commission

Dear Ms. Bennett:

On behalf of the City Council, I am writing to you to explain the changes that will be effected soon concerning the Buckhannon Planning Commission. During the July 5 meeting, Council will formally take up reforming the Planning Commission to set the membership at nine members versus the current 15 members. This recommendation came from multiple members of the current Planning Commission as well as from City officials who have been involved with Commission meetings. Historically, the Planning Commission has served as a recommendation body to the City, facilitating planning and considering zoning change requests from residents and businesses as directed to the Commission from the City Council.

Our State Code specifically provides that Planning Commission members “must be ... qualified by knowledge and experience in matters pertaining to the development of the municipality.” First and foremost, the members of the reformed Commission will all meet that criteria with “knowledge and experience” in developing our municipality being our City Council’s paramount goal. Competence is our City administration’s first commitment.

I would be remiss if I failed to observe that during the past four years or so, I and others have noticed a persistent and growing friction among some Commission members and to some extent animosity and hostilities expressed toward other non-Commission, City officials and our City administration in general. I find this animosity and hostilities to be without merit and it has created an unhealthy divisiveness among key players in our City’s planning processes. I daresay that at times the

proceedings of the Planning Commission have been dysfunctional and the minutes to and member recountings about meetings seem to bear out that reality. Substantial changes in the composition of our Planning Commission are necessitated to alleviate negativity and contentiousness, both internally and externally.

The process to realize the revised 2020 comprehensive plan has been going on for years now, and yet a proposal has still not been submitted to City Council. Calendar year 2020 is now only 18 months off and by now we should have been considering a 2025 plan. Several members of the current Commission have voiced criticism about the lack of sharing of the evolving comprehensive plan and have informed me and others about their concerns that they do not have all of the information necessary to discuss and consider that evolving comprehensive plan. There must be broad support for a comprehensive plan, and the only way that broad support evolves is through liberal sharing of the plan's drafts.

The notion that the Commission required the adoption of bylaws seems to have taken up a lot of unnecessary time. The suggestion that our departmental supervisors were somehow directly answerable to the Commission even before being answerable to our City Council and Utility Boards in meeting arbitrary timeframes established by the Planning Commission created an additional source of friction among our supervisors directly and negatively impacting our municipal operations. The suggestion by some members that the Planning Commission could usurp powers and authority specifically granted to the governing body is simply ridiculous. The notion by some members that the Planning Commission could adopt bylaws whereby the Commission would come to appoint its own members is in clear contradiction to our State Code that provides for member appointments by the governing body, i.e., the City Council.

For all of these reasons, the composition of our Planning Commission has to be addressed immediately. With the beginning of our new fiscal year, changes must be made. We simply cannot continue down the current path. Our City Council will promptly put in place a fully functional, collaborative, and thoughtful Commission whose qualified and experienced membership will understand its purposes, and further will execute its functions without the accompanying negativity. While I appreciate your past participation as a member of our Planning Commission, effective July 5, your role as a member is proposed to be at an end. If you choose to be heard about reformation of our Planning Commission or your no longer being a member of it, you may appear at the July 5 City Council meeting and be heard accordingly.

Very truly yours,

David W. McCauley, Mayor

cc: Members of City Council

Amby Jenkins, Director of Finance & Administration

Jerry Arnold, Public Works Director

Tom O'Neill, City Attorney

Vincent Smith, City Zoning & Housing Enforcement Officer

June 29, 2018

Mr. Mike McCauley

46 College Avenue

Buckhannon, WV 26201

RE: Changes to Buckhannon Planning Commission

Dear Mr. McCauley:

On behalf of the City Council, I am writing to you to explain the changes that will be effected soon concerning the Buckhannon Planning Commission. During the July 5 meeting, Council will formally take up reforming the Planning Commission to set the membership at nine members versus the current 15 members. This recommendation came from multiple members of the current Planning Commission as well as from City officials who have been involved with Commission meetings. Historically, the Planning Commission has served as a recommendation body to the City, facilitating planning and considering zoning change requests from residents and businesses as directed to the Commission from the City Council.

Our State Code specifically provides that Planning Commission members "must be ... qualified by knowledge and experience in matters pertaining to the development of the municipality." First and foremost, the members of the reformed Commission will all meet that criteria with "knowledge and experience" in developing our municipality being our City Council's paramount goal. Competence is our City administration's first commitment.

I would be remiss if I failed to observe that during the past four years or so, I and others have noticed a persistent and growing friction among some Commission members and to some extent animosity and hostilities expressed toward other non-Commission, City officials and our City administration in general. I find this animosity and hostilities to be without merit and it has created an unhealthy divisiveness among key players in our City's planning processes. I daresay that at times the proceedings of the Planning Commission have been dysfunctional and the minutes to and member recountings about meetings seem to bear out that reality. Substantial changes in the composition of our Planning Commission are necessitated to alleviate negativity and contentiousness, both internally and externally.

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Very truly yours,

David W. McCauley, Mayor

cc: Members of City Council

Amby Jenkins, Director of Finance & Administration

Jerry Arnold, Public Works Director

Tom O'Neill, City Attorney

Vincent Smith, City Zoning & Housing Enforcement Officer

Consent Agenda-Motion Skinner/Albaugh to approve Consent Agenda-Motion Carried Unanimously

E.1 Approval of Minutes-Regular meeting 06/21/18

E.2 Approval of Building and Wiring Permits

E.3 Approval of Payment of the Bills

Strategic Issues for Discussion and/or Vote

F.1 Resolution 2018-11 Adopting Updated Region VII Multi-Jurisdictional Hazard Mitigation Plan -Mr. Hollen presented information on the resolution and it's requirement to obtain grants for generators.

Motion Rylands/Cuppari to Adopt Resolution 2018-11 –Motion Carried unanimously.

RESOLUTION NO. 2018-11

RESOLUTION NO. 2018-11 OF THE COUNCIL OF THE CITY OF BUCKHANNON FORMALLY ADOPTING,  
RATIFYING AND CONFIRMING THE UPDATED

REGION VII MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN

WHEREAS natural, technological, and man-made hazards can affect the City of Buckhannon;  
and,

WHEREAS significant structural, historical, and economic losses could result from an occurrence of a  
natural, technological, or man-made hazard events; and,

WHEREAS undertaking mitigation projects during pre-disaster periods will decrease the total losses the  
City of Buckhannon incurs as a result of said hazard events; and,

WHEREAS the Council of the City of Buckhannon has partnered with the Region VII Planning &  
Development Council to update the existing Region VII Multi-Jurisdictional Hazard Mitigation Plan in an  
effort to further identify, define, and characterize the hazards affecting the City of Buckhannon, and to  
continue identifying and prioritizing projects that will lessen hazard vulnerability; and,

WHEREAS the Council of the City of Buckhannon has a compelling interest in reducing losses from future  
hazard events; and,

WHEREAS a Hazard Mitigation Plan is a federal and state requirement to maintain eligibility for hazard  
mitigation funding and must be updated a minimum of every five years; and,

WHEREAS a cooperative, joint effort is a proven, efficient way to plan for and reduce hazard  
susceptibility in all government jurisdictions in Upshur County and the surrounding region; and,

WHEREAS, the City of Buckhannon participated in the completion of this regional Hazard Mitigation Plan update.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Buckhannon does, this 5th day of July, 2018, hereby adopt, ratify, and confirm the updated Region VII Multi-Jurisdictional Hazard Mitigation Plan submitted to the Federal Emergency Management Agency.

VOTE ON RESOLUTION

IN FAVOR

OPPOSED

CERTIFICATE OF ADOPTION

I, Colin Reger, City Recorder of the City of Buckhannon, a West Virginia municipal corporation, do hereby verify tha the foregoing Resolution No. 2018-11 was lawfully adopted by the Council of the City of Buckhannon during a regular meeting of the City Council on July 5, 2018.

Colin Reger, City Recorder

F.2 Create Buckhannon-Outside Entity Budget Request-Amy stated the request was submitted after 18/19 Budget.

Motion Skinner/Albaugh to approve-

DISCUSSION: Mayor McCauley would remind the council that revenue review meeting is scheduled for Wednesday July 18 at 3:00 PM, and that recommendations will come to Council for consideration, and if new revenue streams are to be established, it must be done by ordinance.

Mr O'Neill noted that certain revenue streams can only take effect on July 1 or January 1.

Mr Thomas doesn't believe that this request is not the main thrust for the revenue review committee.

Mayor McCauley stated that the 2018-2019 budget does not include \$5,000 for Create Buckhannon, and that other agencies will begin seeking additional funding, and that the General Fund still needs to pay allocated funds to Sanitary Storm and other items that may take precedent.

Mr. Rylands abstains from vote

Roll Call Vote:

Albaugh - Yes

Skinner - Yes

Reger - No

McCauley – No

Rylands – Abstain

Cuppari – Yes

Thomas – Yes

Motion Carried.

F.3 Resolution 2018-12 GF Budget Revision FY 2018/19 -Balance on Hand

Motion Thomas/Albaugh to approve GF Budget Revision –Resolution 2018-12– Carried Unanimously.

F.4 Resolution 2018-13 Coal Tax Budget Revision FY 2018/19 -Balance on Hand

Motion Rylands/Reger to approve Coal Tax Budget Revision-Resolution 2018-13– Carried Unanimously

F.5 Approval COB Board Appointments & Committees FY 2018-19

Mayor McCauley announced the transition of the Veterans Affairs Committee to the Veterans Affairs Council, and that Councilwoman Mary Albaugh will be the chair of that council, subject to Council approval.

The Mayor read the list of new appointees of the COB Boards & Committees FY 2018-19:

CITY OF BUCKHANNON APPOINTMENTS

FISCAL YEAR 2018-2019

Assistant City Recorder	Amberle Jenkins
Director of Finance/Administration	Amberle Jenkins
Director of Public Works	Jerry Arnold
Addressing Officer	Jerry Arnold
Chief of Police	Matthew Gregory
Fire Chief	J B Kimble
City Engineer	Jay Hollen
City Architect	Bryson VanNostrand Architects
Building Code Enforcement Officer	Vincent Smith
City Attorney	Tom O'Neill

Assistant City Attorney & Asst. Municipal Judge	H. Matthew Hymes, II
Municipal Judge	Helen Echard
City Electrical Inspector	Vincent Smith
Section 504 Compliance Officer (ADA)	Brad Hawkins
SYC Director	Debora Brockleman
Flood Plain Manager /CRS Coordinator	Jay Hollen
City Technology Officer	Richard Clemens
Information Coordinator/Grants Reseacher Writer	Callie Cronin Sams

WATER BOARD - 3 YEAR TERM

Don Nestor	2018-2021
Eric Waggoner	2017-2020
Robbie Skinner-Council	Term of Office
Dave Thomas-Council	Term of Office
Mayor	Term of Office
City Recorder	Term of Office-Non Voting

WASTE BOARD – 3 YEAR TERM

Nathan Fetty( C Reger Unexpired Term)	2018-2020
Mary Albaugh-Council	Term of Office
Mayor	Term of Office
City Recorder	Term of Office-Non Voting

SANITARY BOARD - 3 YEAR TERM

Gene Frye	2018-2021
Philip Loftis	2017-2020
Mayor	Term of Office
City Recorder	Term of Office-Non Voting

CONSOLIDATED PUBLIC WORKS BOARD- 2 YEAR TERM

Mayor	Term of Office
City Recorder	Term of Office-Non Voting
Pam Cuppari-Council	Term of Office
C J Rylands-Council	Term of Office
Nancy Shobe	2017-2019
Mark Waldo	2018-2020

POLICE CIVIL SERVICE - 4 YEAR TERM

Alisa Lively -Chamber (D )	2018-2022
Jerry Henderson-FOP (R)	2018-2022
Terry Mills -City (R)	2016-2020
City Recorder	Term of Office –Non Voting

FIRE CIVIL SERVICE - 4 YEAR TERM

Lanora Wentz –Chamber (R)	2018-2022
Robert Parker-Fire Dpt (I)	2015-2019
Abigail Benjamin (R)	2018-2022
City Recorder	Term of Office-Non Voting

ZONING BOARD OF APPEALS - 3 YEAR TERM

Ann Livesay-Clemens Unexpired Term	2016-2019
Timothy Reese	2016-2019
Michael Cowger	2018-2021
Jane Reddecliff	2017-2020
Glendale Mark DeFoe Jr	2016-2019

TELEVISION CABLE BOARD - 2 YEAR TERM

Vacant	2017-2019
Judy Knorr	2018-2020
Tim Smith	2017-2019
City Recorder	Term of Office-Voting
Mayor, Chair	Term of Office
City Attorney	

**BUILDING COMMISSION**

Jeffery Harvey	(D)	2015-2020
Ray Rosencrance II	(R)	2017-2022
Mark Hays	(D)	2018-2023
Lewis Simmons	(D)	2017-2022
Maureen Wilson	(R)	2015-2020

**HOUSING ENFORCEMENT BOARD**

Mayor, Chair	Term of Office -Voting Member
Jay Hollen City Engineer	Voting member
David Thomas-Council	Term of Office (At Large)-Voting Member
Susan McKisic, RN, BSN– Health Officer	Non Voting Member
Vincent Smith- Bld Code Enforcement Officer	Non Voting Member
J B Kimble-Fire Chief	Non Voting Member

**STOCKERT YOUTH CENTER- 2 YEAR TERM**

Mayor, Chair	Term of Office
City Recorder	Term of Office-Voting Member
Pamela Cuppari (Council)	Term of Office
Troy “Buddy” Brady (UCC)	Term of Office
Tammy Samples (Board of ED)	Term of Office
John Waltz (WVWC)*	2018-2020
Nancy Shobe (At Large)	2018-2020

Rob Rupp (At Large)	2018-2020
Don Nestor (At Large)	2017-2019
Pam Martin (At Large)	2018-2020

PLANNING COMMISSION - REFORMED from 15 to 9 members:

Catherine Cuppari	1 Year Term	2018-2019
Dean Everett	1 Year Term	2018-2019
Matt Kerner	2 Year Term	2018-2020
Jack Reger	2 Year Term	2018-2020
Rich Clemens	3 Year Term	2018-2021
Curtis Wilkerson	3 Year Term	2018-2021
Susan Aloï	3 Year Term	2018-2021
Vincent Smith- Zoning Officer		YEAR TO YEAR-Voting Member
CJ Rylands-Council		YEAR TO YEAR-Voting Member
City Recorder		YEAR TO YEAR-Non Voting Member

CHARLES GIBSON PUBLIC LIBRARY

Susan Breathe	1 year term
William L. O'Brien	2 year term
Charlotte Rainey	3 year term
Martha Edgell	4 year term
Jane Skinner	5 year term

REGION VII PLANNING & DEVELOPMENT

Mayor	Term of Office
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RECREATION BOARD – 2 YEAR TERM

Sarah St. Clair (Replaces Callie Cronin-Sams)	2017-2019
Tappan Squires	2017-2019

UPSHUR COUNTY DEVELOPMENT AUTHORITY BOD'S & EXECUTIVE COMMITTEE

C J Rylands, Council Rep	Term of Office
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UPSHUR COUNTY BOARD OF HEALTH - 5 YEAR TERM

Michael Livesay	2018-2023
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Larry Carpenter	2015-2020
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UPSHUR COUNTY CONVENTION & VISITORS BUREAU

Mary Albaugh-Council	City's Representative	Term of Office
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Francisco Figueroa	City's Tourism Rep	2018-2021
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HISTORIC LANDMARK COMMISSION – 2 YEAR TERM

Vincent Smith -Chairman	Building Code Enforcement Officer
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Robbie Skinner (Council)	Term of Office
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Erika Klie Kolenich	2017-2019
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Jamie O'Brien	2018-2020
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Charla Reger	2018-2020
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AIRPORT AUTHORITY - 3 YEAR TERM

Richard Clemens	City Appt	2018-2021
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Bill Thomas	City Appt	2016-2019
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C.J. Rylands	City Appt	2016-2019
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HOUSING AUTHORITY -5 YEAR TERM

Allen Cool	2016-2021
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Rose M. Clutter	2017-2022
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Sarah Carr	2014-2019
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Michael Livesay 2015-2020  
Cathy Frye 2016-2021

ANIMAL CARE AND CONTROL COMMISSION

Mayor-Chairperson	Voting Member
UC Veterinarian – Tonya Pickens	Voting Member
Upshur/Lewis Animal Control Facility Rep- Alison Clausen	Voting Member
UC Resident- Elissa Mills	Voting Member
UC Resident – Robyn Keough	Voting Member
DNR – _____ (Ex-Officio)	Non Voting Member
Upshur County Dog Warden (Resource) Dustin Hollen	Non Voting Member
City Recorder Clerk	Non Voting Member
City Attorney	Non Voting Member
Animal Shelter Janelle Cochran	Non Voting Member

Veterans' Affairs Council (Promotion & Collaboration Committee)

Mary Albaugh, Chair

VFW Post Commander

American Legion Post Commander

Bob Post

Additional VFW/American Legion rep

Jerry Arnold

Brad Hawkins

B.J. Teets, Boy Scout Troop Leader

Loretta Dawson

Delores Wilson

Deborah Brockleman

Georgette Ward

Amby Jenkins

Kathy Stalnaker

Amanda Vizenat

ARMORY MANAGERIAL COMMITTEE

Director of Administration/Finance

Amberle Jenkins

CHAMBER OF COMMERCE REP

Director of Administration/Finance

Amberle Jenkins

COUNCIL COMMITTEES

Finance

All members of Council

Ordinance

All members of Council

Health

Mayor

Mary Albaugh

David Thomas

Fire

All members of Council

Police

All members of Council

Audit Procurement

Amby Jenkins

(Appointed at each audit)

Rich Clemens

Nancy Shobe

Dave Thomas

GENERAL FUND REVENUE REVIEW COMMITTEE

Mayor, Chair

Council CJ Rylands  
Council Dave Thomas  
Amby Jenkins  
Barbara Hinkle

CALEA POLICY REVIEW COMMITTEE

BPD Chief Matt Gregory  
BFD Chief J B Kimble  
Mayor David McCauley  
Council C J Rylands  
Jeff Harvey  
Amby Jenkins  
Tom O'Neill

CFIA POLICY REVIEW COMMITTEE

BPD Chief Matt Gregory  
BFD Chief J B Kimble  
Mayor David McCauley  
Council Robbie Skinner  
Jeff Harvey  
Amby Jenkins  
Tom O'Neill  
Joey Baxa

MUNICIPAL LEAGUE MEETING-PLANNING COMMITTEE

Mayor David McCauley  
Callie Cronin-Sams  
Amby Jenkins  
CJ Rylands

Jerry Arnold

US CENSUS BUREAU-MUNICIPAL COMPLETE COUNTY COMMITTEE Representative from:

WVWC

UC Board of Education

UCDA

Chamber Of Commerce

Upshur County Commission

St. Joseph's Hospital

City Council Member

Building Facade/City Matching Grant Review Committee

David McCauley, Chair

C.J. Rylands, Council

Bryson VanNostrand

Curtis Wilkerson

Gene Wells

Dale Hawkins

Amby Jenkins

Jerry Arnold

City Library Maintenance Committee

Jerry Arnold, Chair

Denise Weese, Librarian

Brad Hawkins

Amby Jenkins

Community Healthcare Initiatives & Drug Combat Committee(Community Health & Wellness)

David McCauley, Chair

Skip Gjolberg, St. Joseph's Hospital

Rick Simon, Community Care

Davis Healthcare Rep

Matt Gregory, Police Chief

Caiden Cowger

Sue McKisic RN, BSN– Health Officer

Matt Kerner

Scott Preston

Mike Kuba

Dr. Joseph Reed

Theresa Poling

Dog Park Committee

Lisa Critchfield, Chair

Maria Bray

Brook Scott

Susan Aloï

Brad Hawkins

Jerry Arnold

Elissa Mills

Robin Keough

Hannah Lively

Josh Hinchman

David McCauley

Ginny Dickson

Alison Clausen

Employee Safety Committee

Jerry Arnold, Chair

Brad Hawkins, Streets & Parks

Kelly Arnold, Water

Jeff Wamsley, Waste

Erasmus Rizo, Sanitary

Gene Wells

Landscape (Tree) Committee

Rob Barbor, Chair

Katharine Gregg, Curator of the Nature Park and Learning Trail

Tim Reese

Juliette Oldaker

Brad Hawkins

Jerry Arnold

Buck Edwards

Millennial Retention & Recruitment Steering Committee

Colin Reger, Chair

Robbie Skinner

Tom O'Neill

Jamie O'Brien

Michael Livesay

Rob Hinton

Laura Meadows

J.R. Tenney

Morganne Tenney

Adam Moyer

Maggie Rylands

Connor McCauley

Hayes Perkins

Rick Miller

Bryce O'Loughlin

#### Municipal Arts & Events Collaboration Committee

C.J. Rylands, Chair

Bryson VanNostrand, ART26201

Buck Edwards

Erika Klie-Kolenich

Lisa Wharton

David McCauley

Gary Connell

Sam Nolte

Buck Edwards

Andy Thorne

Heather McNemar

#### Municipal Program Assessment Committee

Susan Aloï, Chair

Amby Jenkins

Jerry Arnold

Dave Thomas

David McCauley

#### Pedestrian Friendly ADA Compliance Committee

David McCauley, Mayor

CJ Rylands. Council

Jerry Arnold, Director of Public Works

Brad Hawkins

Jerry Henderson

Ron Pugh

Vaughn Hartley, WVWC

Jay Hollen

BJ Samples

Christine Romine

Public Safety Complex Committee

David McCauley, Chair

Matt Gregory, Police Chief

JB Kimble, Fire Chief

Doug Loudin, BPD

Brian Ellmore, BFD

George Stump, BVFD

Bryson VanNostrand, City Architect

Jerry Arnold, Director of Public Works

Amby Jenkins, Director of Finance & Administration

Jay Hollen, City Engineer

C.J. Rylands, Council

Seasonal Downtown Decoration Coordination Committee

Pam Cuppari, Chair

Amanda Hayes

Nancy Shobe

Debra Brockleman

Gary Connell

David McCauley

Jerry Arnold

Senior Advancement Committee

Dave Thomas, Chair

Kathy McMurray

Ron Pugh

Catherine Cuppari

Director of Senior Center

Michael Livesay

Sustainability (Green/Environmental Friendly) Committee

Susan Aloj, Chair

Nathan Fetty

Kim Bjorgo-Thorne

Callie Sams

Jerry Arnold

Buck Edwards

LeeAnn Brown

Abigail Benjamin

Darren Gemoets

Rob Barbor

Stockert Youth & Community Center Capital Campaign Steering Committee

David McCauley, Chair

Dave Thomas, Council

Don Nestor, SYCC Board

Nancy Shobe, SYCC Board

Rob Rupp

Theatre Building Project (48 East Main Street) Steering Committee

David McCauley, Chair

C.J. Rylands, Council

Colin Reger

Pam Cuppari, Council

Jerry Arnold, Public Works Director

Amby Jenkins, Director of Finance & Administration

Bryson VanNostrand, City Architect

Jay Hollen, City Engineer

Tom O'Neill, City Attorney

Chad Corley, Lowes

Erika Kolenich

Lisa Wharton

John Waltz

Gary Connell

Heather McNemar

Judy Knorr

Keith Buchanan

Town & Gown Relations Steering Committee

David McCauley, Chair

Robbie Skinner, Council

Colin Reger, City Recorder

Susan Aloj, WVWC

John Waltz, WVWC

Bob Skinner, WVWC

Student Senate President, WVWC

Student Appointee #1

Student Appointee #2

Alisa Lively, WVWC

Joel Thierstein, WVWC Pres

## CITY OF BUCKHANNON – NEW COMMITTEE CHARGES

Millennial Retention & Recruitment Steering Committee, Colin Reger, Chair

General Charge: Recognition that in order to grow, we need to attract more young people who are engaged in our community. We seek to keep our best & brightest, while determining how to best market our city to those looking to locate to a progressively minded, vibrant place.

Seasonal Downtown Decoration Coordination Committee, Pam Cuppari, Chair

General Charge: To expand the good work of the committee occurring with Christmas & establish tasteful, inviting decorative appeal of our City & especially the downtown for all seasons & holidays. This committee naturally will collaborate with the Strawberry Festival, SYC, WVWC, the school system, arts groups, etc.

Sustainability (Green/Environmental Friendly) Committee, Susan Aloji, Chair

General Charge: To assess our community's current level of commitment to being environmentally friendly, & to challenge & make specific recommendations to the Council & Utility Boards on operating in more Earth-friendly, greener ways.

Senior Advancement Initiatives Committee, Dave Thomas, Chair

General Charge: We seek to make our community's designation as a certified, retirement community really mean something. What specific measures can we undertake to be more accommodating to the seniors already living here in cooperation with area businesses & healthcare providers, & how do we attract others who seek to retire to move to a quality, pro-senior citizen environment of Buckhannon?

Municipal Arts & Events Collaboration Committee, C.J. Rylands, Chair

General Charge: To improve our City's approach to coordinate activities & events with our many outstanding organizations, & to enhance their successes including but not limited to events sponsored by the Strawberry Festival, WVWC, Festival Fridays, HillbillyFest, Vintage Car Shows, Music on the River, Children's Festival, TruckFest, Mural dedications, FallFest, Homecomings, etc.

Veterans' Affairs Council , Mary Albaugh, Chair

General Charge: To coordinate all events & matters involving the honoring & celebrating of our veterans; to work closely with the American Legion & VFW to advance events held on Memorial Day, Flag Day, Veterans' Day, etc., and to expand the Flags for the Fallen Program at Heavner Cemetery; & to make veteran presence more inclusive in various other community events while championing patriotism.

Landscape Committee, Rob Barbor (City Horticulturist), Chair

General Charge: To maximize compliance with current City ordinance requirements concerning landscaping in parking lots, etc.; to coordinate development & recommendation for adoption of a comprehensive plan for tree planting, species determination; oversight of removal of impaired trees; & collaboration with WVWC's landscape committee to ensure a thematic approach to landscaping throughout our City including our college campus.

Municipal Program Assessment Committee, Susan Aloj, Chair

General Charge: Recognizing our commitment to the C-I-T-E approach to all things Buckhannon, i.e., competent, inclusive, transparent, & efficient- this committee will evaluate existing programs & services to recommend processes & activities that may be undertaken in a more cost efficient, improved way; to objectify how well our City conducts its activities & to posture Buckhannon in a way that will maximize our City's success when applying for grants.

Pedestrian Friendly/ADA Compliance Committee, David McCauley, Mayor

General Charge: To identify the best approach to prioritizing pedestrian safety while using City streets; to recommend specific projects that will improve use of the streets by all persons including the handicapped, senior citizens, children, those using baby strollers, cyclists, etc.; & to assess special speed zone implementation on certain streets, ways, & parking lots.

Dog Park Committee, Lisa Critchfield, Chair

General Charge: To assess the need for & if appropriate, determine the best location of a dog park; evaluate cost of realizing such a facility, liability concerns, recommend rules & regulations for participants, etc.;

Employee Safety Committee, Jerry Arnold, Chair

General Charge: To evaluate current safety measures of all City departments, & to make recommendations to maximize the safety, health, & well-being of all City employees & residents & visitors coming into proximity with work of City employees.

Theatre Building Project (48 East Main Street) Steering Committee, David McCauley, Chair

General Charge: To establish methods to assure total community input in the design & consideration of ultimate uses of this new facility while adopting measures to assure memorializing, documentation, & valuation of all improvements undertaken to enhance grant application opportunities; & to coordinate future construction activities with other prospective players including contractors, material providers, Tri-County Vo-Tech, etc.

Building Facade/City Matching Grant Review Committee, David McCauley, Chair

General Charge: Formerly administered by the UCDA, the Council has established a pool of \$10,000 with a cap of \$2,500 matched per applicant for business facade improvement. Applications will be reviewed by this committee with recommendations being made to the City Council.

Town & Gown Relations Steering Committee, David McCauley, Chair

General Charge: To explore ways to better integrate the WVWC campus community in City events, & to investigate ways of drawing the WVWC students & their families to our downtown to shop, dine, etc.; to reach out to WVWC to permit more City resident participation in college sponsored events & activities on the campus; to sensitize both the external & campus communities to the expectations & needs of the other to create a greater harmony in purpose & experience.

Stockert Youth Center Capital Campaign Steering Committee, David McCauley, Chair

General Charge: To conduct a needs assessment concerning a new gymnasium & auditorium at SYC & if appropriate to recommend measures to be considered to launch a comprehensive, capital campaign.

City (Charles W. Gibson Memorial) Library Maintenance Committee, Jerry Arnold, Chair

General Charge: To engage in regular meetings with library staff & Board members to determine physical plant repairs, maintenance needs, etc.

Community Healthcare Initiatives & Drug Combat Committee Community Health & Wellness) , David McCauley, Chair

General Charge: To establish holistic goals for the residents of our community leading to fitness & good health; to promote the existing healthcare facilities, services, & practitioners as part of resident good health; to explore establishment of a comprehensive substance abuse philosophy & program for our community.

Motion to Thomas/Albaugh to approve the COB Board Appointments & Committees FY 2018/19- Carried Unanimously.

F.6 Resolution 2018-14 Reforming Buckhannon Planning Commission- Mr. O'Neill presented to the Council that Code now requires a specified number of members on the Planning Commission, and that the reconstitution of the commission will enable the City to adhere to the Code.

The Code also requires that one member of the commission be a member of the governing body, and one be a member of the administration of the City.

Motion Thomas/Albaugh to Approve Resolution 2018-14-Motion Carried Unanimously.

RESOLUTION NO. 2018-14 OF THE COUNCIL OF THE CITY OF BUCKHANNON

EXPRESSING THE INTENT OF THE CITY OF BUCKHANNON TO RE-FORM THE CITY'S PLANNING COMMISSION, AND GIVING CERTAIN DIRECTION THEREFOR

WHEREAS, the City of Buckhannon, by Ordinance No. 110 enacted March 2, 1961 established the City of Buckhannon Planning Commission (hereafter, "Commission") to act in an advisory capacity to the City Council, to "work towards promoting the orderly development of the City of Buckhannon and its environs"; and,

WHEREAS, said Ordinance No. 110 established the Commission and named certain members thereto together with their respective terms of office, two of which were city officials; particularly, a member of the City Council, and the Treasurer of the City, to serve during their respective terms of office; and,

WHEREAS, Chapter 8A of the West Virginia Code, titled "Land Use Planning" was adopted during the 2004 Regular Session of the West Virginia Legislature; and,

WHEREAS, West Virginia Code §8A-2-2 expressly provided for the continuation of planning commissions established prior to the enactment of said Chapter 8A and ratified all lawful acts taken prior to the effective date of said Chapter, but required that governing bodies which established planning commissions not in compliance with said Chapter make "changes necessary . . . to bring the membership of the existing planning commission into conformity with the provisions of" said Chapter 8A; and,

WHEREAS, West Virginia Code §8A-2-3 requires that "a municipal planning commission in a Class I, II or III city shall have not less than five nor more than fifteen members, the exact number to be specified in the ordinance creating the planning commission;" and,

WHEREAS, the membership of the Commission has, based upon a review of minutes and other extant records, varied at times between twelve and sixteen members, the exact number of members of the Commission not being specified in the ordinance creating the Commission nor in any identified subsequent ordinance; and,

WHEREAS, West Virginia Code §8A-2-3 further requires that among the members of a municipal planning commission, "one member must be a member of the municipal governing body or a designee and one member must be a member of the administrative department of the municipality of a designee. The term of membership for these two members is the same as their term of office;" and,

WHEREAS, the Commission is a statutory creation, at the discretion of the governing body of the municipality, and the governing body has the duty to ensure the Planning Commission's compliance with state law.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BUCKHANNON, AS FOLLOWS:

(1) That, in the interest of maximizing governmental efficiency, responsiveness, and productivity, and in order to comply with state law, the City Council resolves that the Planning Commission of the City of Buckhannon shall consist of exactly nine voting members; that one of those members shall be a member of the City Council of the City of Buckhannon designated by the Council by resolution and that one of those members shall be a member of the administrative department of the City of Buckhannon designated by the Council by resolution;

(2) That the remaining seven (public) members of the Planning Commission shall be residents of the City of Buckhannon, qualified by knowledge and experience in matters pertaining to the development of the City;

(3) That the City Recorder, or his or her designee, shall attend each meeting of the Planning Commission and keep the records thereof, but shall not be a member thereof;

(4) That the public members of the Planning Commission shall be initially appointed by further resolution of the City Council as follows: three members appointed for a term of three years; two members appointed for a term of two years; two members appointed for a term of one year; that terms of appointed members shall expire on June 30 of the year in which the respective term is set to expire, and that the Planning Commission's year shall run concurrently with the City's fiscal year;

(5) That should any member of the Commission resign, be removed, or otherwise vacate his or her office, the Council shall name a new member to serve for the unexpired term;

(6) That upon the expiration of the terms of the initial appointments designated herein, members of the Planning Commission shall serve for a term of three years;

(7) That of the nine members of the Planning Commission, at least six must have been residents of the City for at least three years prior to their appointment as members of the Commission;

(8) That the members of the Planning Commission must fairly represent different areas of interest, knowledge and expertise, including but not limited to business, industry, labor, government, and other relevant disciplines;

(9) That a key function of the Planning Commission is in seeking public input in the development of updates to the City's comprehensive plan, as directed by the City Council;

(10) That the Planning Commission has only the power and authority granted to it under West Virginia Code §8A-2-11, or any additional powers granted to it by the City Council; and,

(11) That this Resolution of the Council of the City of Buckhannon shall be expressed in the form of an ordinance and that the City Attorney is directed to prepare such an ordinance for presentation at the next meeting of the City Council.

VOTE ON RESOLUTION

IN FAVOR

OPPOSED

## CERTIFICATE OF ADOPTION

I, Colin Reger, City Recorder of the City of Buckhannon, a West Virginia, municipal corporation, do hereby certify that the foregoing Resolution 2018-14 was lawfully adopted by the Council of the City of Buckhannon during a regular meeting of the City Council convened at City Hall in Buckhannon, Upshur County, West Virginia, on July 5, 2018.

Colin Reger, City Recorder

F.7 Ordinance No. 426 Zoning Change of 1 Armory Road From C2 to Industrial District 1st Reading-

Mr. O'Neill presented the new ordinance changing zoning for Armory Road. A new map depicting the change will be attached to the ordinance per Code.

Motion Rylands/Albaugh to Approve Ordinance No. 426 on First Reading. Motion Carried Unanimously.

F.8 Draft Ordinance No. 427 Residential Parking only around WVWC- Mr. O'Neill presented the Draft Ordinance for Residential Only parking.

Mr. Thomas said he was concerned about the students not having an opportunity to receive warning before ordinance.

Mr. Rylands was concerned about enforcement, but thought that Mr. Reese's recommendation for Monday through Friday – 8am to 5pm was a good recommendation.

Mr. Skinner received a concern about fellow city residents who pay the same fees but would be unable to park.

DRAFT ORDINANCE NO. 427 OF THE CITY OF BUCKHANNON, PROVIDING FOR RESIDENT-ONLY PARKING ON CERTAIN STREETS IN THE CITY OF BUCKHANNON IN THE VICINITY OF WEST VIRGINIA WESLEYAN COLLEGE, PROVIDING FOR SIGNAGE DESIGNATING "RESIDENTIAL PARKING ONLY", ESTABLISHING PENALTIES, AND PROVIDING FOR ENFORCEMENT DRAFT DRAFT

WHEREAS, pursuant to Chapter 8, Article 12, Section 5 of the West Virginia Code, as amended, municipalities are granted plenary power and authority to regulate streets, avenues, roads, ways, sidewalks, crosswalks and public spaces belonging to the municipality and to regulate the conditions under which they may be made within the corporate limits; and,

WHEREAS, West Virginia Wesleyan College (hereafter, the “College”) is an integral part of the great Buckhannon community’s vibrancy, economic wellbeing, and quality of life; and,

WHEREAS, the College is located within that zone known as “R-2” General Residential District A; and,

WHEREAS, many homes located on streets in the vicinity of the College have limited parking options, which include some necessary on-street parking; and,

WHEREAS, it has become apparent that students or other visitors to the campus of the College have, over time, come to utilize residential streets in certain areas near the College for parking; and,

WHEREAS, many municipal residents who live in proximity to the campus of the College have felt displaced by students and other visitors to campus in that finding regular, long-term parking near their own homes has become difficult; and,

WHEREAS, the Council of the City of Buckhannon has deemed it to be reasonable and appropriate to enact an ordinance regulating parking on residential streets in the vicinity of the College for the benefit of the residents of the municipality;

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF THE CITY OF BUCKHANNON, AS FOLLOWS:

ARTICLE I – DEFINITIONS:

- (1) “Resident” shall mean the owner or owners of any tract of real property fronting on any of the streets designated as “Residential-Only Parking Zones”, or a tenant thereof.
- (2) “Dwelling” shall mean a single-family detached residence, a discrete unit in a multi-family residence, or an apartment within a structure subdivided for occupancy by multiple individuals or families.
- (3) “Residential-Only Parking Zone” shall mean the following portions of the following city streets:
  - a) College Avenue, between South Florida Street and Meade Street
  - b) Barbour Street, between South Florida Street and Meade Street
  - c) Fayette Street, between South Florida Street and Meade Street
  - d) Pocahontas Street, between South Florida Street and Meade Street
  - e) Camden Avenue, between South Florida Street and Meade Street
  - f) Meade Street, between College Avenue and Latham Street
  - g) Baxter Street, between College Avenue and Latham Street

h) Sedgwick Street, between College Avenue and Latham Street

i) East Main Street, between College Avenue and Florence Street

(4) "Residential Parking Permit" or "Permit" shall mean a placard, card, sticker, or such other device as may be issued by the City of Buckhannon, which shall identify the bearer as a Resident or a guest of a Resident, for purposes of this Ordinance. A Residential Parking Permit must be openly displayed on a vehicle as provided in this Ordinance when parked within the Residential-Only Parking Zone.

## ARTICLE II – DESIGNATION

Section 1. The parking of a motor vehicle for any period of time exceeding thirty consecutive minutes, between the hours of 8:00 a.m. and 5:00 p.m., Mondays through Fridays, is prohibited in a Residential-Only Parking Zone, except by a Resident or their guest openly displaying a Residential Parking Permit on the dashboard of the motor vehicle.

Section 2. The Street Department of the City of Buckhannon is directed to erect signage within the Residential-Only Parking Zone identifying the parking restrictions created by this Ordinance.

Section 3. Each Dwelling within the Residential-Only Parking Zone may be issued two Residential Parking Permits for on-street parking. The permits will be issued to a Resident of such Dwelling and shall be valid for one year from the date of issue. There is no cost to Residents for the issuance of Residential Parking Permits; however, Residents must provide proof of their residency within the Residential-Only Parking Zone prior to being issued a Residential Parking Permit. Residents may apply for renewals of their Permit within thirty days of the expiration of any current Permit.

Section 4. The provisions of Section 1 of this Article shall not be in effect on any state or federal holiday, or on any day which the City Council, by motion, may designate.

## ARTICLE III – VIOLATIONS and NOTICE OF VIOLATIONS

Section 1. Any person parking a motor vehicle within the Residential-Only Parking Zone for a period of time longer than thirty consecutive minutes without displaying a Residential Parking Permit on the motor vehicle shall be in violation of this ordinance.

Section 2. Any violations of this Ordinance, or any Ordinance modified hereby, may be served upon violators by United States Mail, first class postage prepaid. A Certificate of Service executed by the Parking Enforcement Officer and included within the citation file shall be sufficient evidence of service upon the violator.

Section 3. Violation of this Ordinance shall be punishable by a fine of twenty-five dollars (\$25.00). No violation of this Ordinance shall be punishable by any term of imprisonment or incarceration.

ARTICLE IV – SEVERABILITY: In the event that any section(s) or provision(s) of this Ordinance is determined to be in violation of state or federal statute or court ruling, unconstitutional, invalid or

otherwise unenforceable by a Court of competent jurisdiction, such determination shall not affect the validity of this Ordinance as a whole or the sections and provisions thereof which are not specifically held to be in violation of state or federal statute or court ruling, unconstitutional, invalid or otherwise unenforceable.

ARTICLE V – EFFECTIVE DATE: This Ordinance shall be deemed effective thirty (30) days following the second (2nd) reading, passage and adoption by the Council of the City of Buckhannon, i.e., September 1, 2018.

FIRST READING: July 19, 2018

SECOND READING, PASSAGE AND ADOPTION: August 2, 2018

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David W. McCauley, Mayor

#### CERTIFICATE OF ENACTMENT

DRAFT I, Colin Reger, City Recorder, do hereby certify that the foregoing Ordinance No. 427 was lawfully ordained and enacted by the Council of the City of Buckhannon at a regular session of the said Council assembled on August 2, 2018.

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Colin Reger, City Recorder

F.9 Recommendation from Planning Commission for Zoning Change of 52, 54 & 56 S. Kanawha St From R2 General Residential District to C1 Central Commercial Business District - Mr. O'Neill said that Planning Commission recommended this change.

Motion Reger/Albaugh to accept recommendation for Zoning Change of 52, 54 & 56 S Kanawha St – Motion Carried Unanimously.

#### Comments and Announcements

- Mary Albaugh-No Comments

- Pamela Cuppari- Would like to invite everybody to the Fourth of July party for the City tomorrow
- C J Rylands- No Comments
- Robbie Skinner- Mr. Skinner delivered a check for \$500 for the Fourth of July fireworks, and also thanked Pam Cuppari for taking leadership for the fireworks and festivities. He is happy that our community has fireworks for everyone to enjoy. Also would like to announce that there is a meeting a week from tonight at 6 pm at the Armory Convention Center hosted by Upshur Buckhannon Health Department regarding needle exchange. It is opened to the public, but the topic of discussion will be the needle exchange. Mr. Skinner is concerned about the program and would like everyone to come out.
- David Thomas- Mr. Thomas will also be at the needle exchange meeting, and would like to get the true perspective on the issue. He would also like to thank Bryson VanNostrand for his efforts on the Colonial Theatre, and for his love for the City of Buckhannon, and in particular the arts and culture.
- Colin Reger- Mr. Reger restated his concern about the forfeiture of private property in the case of drug house abatement ordinance.

#### Mayor's Comments and Announcements

##### H.1 Mayor's Greeting Letter to 2018 Mountain State Forest Festival Attendee

Dear 2018 Mountain State Forest Festival attendees:

On behalf of our entire Buckhannon-Upshur community, I am pleased to bring you greetings and best wishes for a most successful 82nd Mountain State Forest Festival in beautiful Elkins, West Virginia. Your neighbors to your west are thrilled to honor one of our own, Miss Alia Danae Figueroa, as this year's Queen Silvia! Alia is the daughter of Buckhannon's Nicholas and Theresa Raschella. She is attending Davis & Elkins College this fall studying elementary education.

We all know that Alia will wear her Queen Silvia crown proudly following her October 5 coronation. The majestic road truly does lead to royalty! With much pride, we share one of our B-U community's finest young women with this year's Forest Festival. May your 82nd Queen Silvia reign

supremely, and may this year's Festival be your grandest and best attended ever! Congratulations Alia, and best of luck to everyone participating in the many wonderful festivities associated with your 2018 Forest Festival.

Most Sincerely,

David W. McCauley

Mayor of Buckhannon

## H.2 Memories of Robert Post of his earlier years of the Colonial Theatre

### H.3 Mayor's Remarks at Gray Barker World UFO Day 07/02/18

Mayor David McCauley remarks at Gray Barker World UFO Day

July 2, 2018 – Colonial Theatre, Buckhannon

Welcome to this afternoon's remembrance of the great Gray Barker (1925-84), the prolific science fiction writer & arguably the most famous UFOlogist in history who from 1973-80, managed our very own Colonial Theatre. Fourteen months ago today, on what would've been his 92nd birthday, our City celebrated Gray Barker with the dedication of the placard on the facade of our theatre that he once managed. Today is the perfect day to again remember Mr. Barker, because today is recognized as World UFO Day to celebrate the anniversary of the most famous event in UFO history, that is, the Roswell, New Mexico incident occurring on July 2, 1947- 71 years ago today- that spawned the litany of science fiction works about Area 51 as well as the conspiracy theories about government cover-ups over the retrieval & keeping of extraterrestrial bodies recovered from a flying saucer crash site. Mr. Barker wrote the books that led to the movies- The Philadelphia Experiment, Men In Black, & The Mothman Prophecy. The Men in Black brand was all about secret government officials who allegedly coerced witnesses from talking about their sightings of UFOs.

The World UFO website states that the purpose in recognizing today is- “to raise awareness of ‘the undoubted existence of UFOs’ and to encourage governments to declassify their files on UFO sightings.” Our purpose in celebrating today is simply to exploit the connection to one of our celebrated, former own- Gray Barker, to the science fiction & UFO lore that he spent a lifetime writing about. Undeniably, Gray Barker was one of the most colorful characters ever to walk our streets. Mr. Barker wrote the monthly magazine The Saucerian for decades. In 1956, he wrote They Knew Too Much About Flying Saucers, which was published by University Books in 1956.

In the foreword to “They Knew Too Much,” then President & Publisher of the Clarksburg News, Inc., H.G. Rhawn wrote this letter to Mr. Barker’s publisher, University Books- [read letter from book]-

And in case you had any doubts about the extraordinary writing ability of Gray Barker- indulge me for but a couple minutes as I read the first page or so of his celebrated “They Knew Too Much” work- chapter one is entitled- A Hilltop, West Virginia- [read from book] Gray Barker was highly gifted. Today & every July 2 from now on- we’ll remember his extraordinary talents- his writings, his story telling, & his entrepreneurial spirit. Long live Gray Barker!

H.4 Article-Creating A Happy Place-Quality of Life not Economic Development  
<https://www.theatlantic.com/international/>

Community Calendar of Events- The Mayor would like to encourage everyone to read the included article. Also presented the revised community events calendar.

COMMUNITY CALENDAR OF EVENTS (July 5, 2018 version)

THINGS TO LOOK FORWARD TO IN OUR B-U COMMUNITY!

1) FESTIVAL FRIDAYS, JUNE 1 – AUGUST 31

2) FOURTH OF JULY CELEBRATION WITH FESTIVAL FRIDAY – FRIDAY, JULY 6

3) SUNDAY, JULY 8 - J.D. HINKLE’S 96TH BIRTHDAY

4) FRIDAY, JULY 13 – CITIZENS’ BANK OF WV GROUNDBREAKING AT 77 WEST MAIN STREET, FORMER BILL KELLY’S CHEVROLET SITE

5) MONDAY, JULY 23 6-8:00 P.M. – SYCC FORUM TO DISCUSS NEW AUDITORIUM & GYMNASIUM, OPERATIONAL PLAN FOR SYCC @ COMMUNITY & TRAINING ROOM

6) FRIDAY & SATURDAY, JULY 27 & 28 - CLASSIC CARS CRUISE-IN

7) SATURDAY, AUGUST 4 – CHARLEY HARPER’S 96TH BIRTHDAY – CELEBRATION TO BE DETERMINED

8) WEDNESDAY, AUGUST 8 – CITY EMPLOYEE PICNIC AT JAWBONE PARK, 4:30-7:00 P.M.

9) SATURDAY, AUGUST 25 - RIVERFEST

10) TUESDAY, SEPT. 6 – JOYCE STOCKERT’S 104TH BIRTHDAY AT SYCC!

11) FRIDAY & SATURDAY, SEPT. 14 & 15, THIRD ANNUAL TRUCKFEST & BUCKHANNON CHILDREN’S FESTIVAL

12) SATURDAY, SEPT. 22 – TENTATIVE, SECOND ANNUAL HOPE AND HELP ASSEMBLY IN JAWBONE PARK

13) WEDS. – SATURDAY, SEPT. 26-29, SECOND ANNUAL FALL FEST, GAMBILL AMUSEMENTS PLUS CAR & TRACTOR SHOW + JAWBONE & COLONIAL & SYCC ACTIVITIES

1 of 2

14) DIVERSITY DAY OCT 7

15) THURSDAY – SUNDAY, OCT. 25-28 – BUCKHANNON COMMUNITY THEATRE PERFORMS “WAR OF THE WORLDS” AT COLONIAL THEATRE

16) THURSDAY & FRIDAY, OCT. 25 & 26 – BUCKHANNON HOSTS WV MUNICIPAL LEAGUE MEETING

17) END OF OCTOBER - TRUNK OR TREAT, HAUNTED RIVER TRAIL, & HALLOWEEN ACTIVITIES; DOG PARK EVENTS

Motion Rylands/Albaugh to adjourn; motion passed. The meeting adjourned at 9:40pm. The next meeting is scheduled for Thursday, July 19, 2018 at 7pm.

Mayor David McCauley

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Recorder Colin Reger

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