

STATE OF WEST VIRGINIA; COUNTY OF UPSHUR; CITY OF BUCKHANNON: TO-WIT:

A scheduled meeting of the Consolidated Public Works Board was held at Buckhannon City Hall, 70 East Main Street, on Thursday, July 25, 2019 at 4:00 p.m. with the following in attendance:

Mayor	David McCauley	Present
City Recorder	Randy Sanders	Present
Board Member	Pamela Bucklew	Present
Board Member	CJ Rylands	Present
Board Member	Mark Waldo	Present
Board Member	Nancy Shobe	Present
Director of Finance/Admin/Asst Recorder	Amberle Jenkins	Present
Director of Public Works	Jerry Arnold	Absent
City Engineer	Jay Hollen	Absent
Street Superintendent	Bradley Hawkins	Present
Grants & Information Coordinator	Callie Cronin Sams	Absent
City Attorney	Tom O'Neill	Absent

Also, in attendance: Amanda Posey and Donnie Tackett.

Meeting Agenda Posted 07/22/19

*City of Buckhannon Consolidated Public Works Board
Meeting Agenda for Thursday, July 25, 2019 - 4:00 p.m. in Council Chambers*

A. Call to Order

- A.1 Moment of Silence
- A.2 Pledge to the Flag of the United States of America

B. Recognized Guest

- B.1

C. Department Report

- C.1 Bradley Hawkins

D. Financial Report-Amberle Jenkins

- D.1 June 2019

E. Correspondence and Information

- E.1 August 22nd Walking Tour of Street Department at 3pm CPWB Meeting at 4pm
- E.2 Letter of Agreement-COB & Danhill Construction Company RE: S. Spring St. Grading & Resurfacing
- E.3 City PR: City Parks Closed /Reopen following Investigation of Suspicious Object
- E.4 Resignation Robert Barbor City Horticulturist
- E.5 Horticulturist Position-Advertisement- Job
- E.6 City PR: City/ART26201 Collaboration Pays Dividends w/ Another \$67,000 toward Colonial Theatre
- E.7 Colonial Theatre Phase III Grant Award- WV Culture & History

F. Consent Agenda

- F.1 Approval of Minutes- Regular Meeting 06/27/19
- F.2 Event Request- Feed the Hungry Backpack Program 5K Walk/Run at River Walk Trail
- F.3 Event Request- 10th Annual Chapel Hill Community Block Party -Request Street Barricade Hart Ave
- F.4 Event Request- C.O.B. Fall Fest 09/25 to 09/28/19
- F.5 Event Request- C.O.B. Truck Fest 09/13 to 09/14/19
- F.6 Event Request- SYCC Children's Festival 09/14/19
- F.7 Event Request- C.O.B. Zombie Walk down Trader's Alley Tentative Date 10/28 or 10/29/19

G. Strategic Issues for discussion and vote

- G.1 Historic Landmarks Commission Recommendation -Historic Street Signage that need to be placed at the border of Non-Historic Districts to be Combination Signage: Historic (brown) & Regular (green)
- G.2 Request Traffic Pattern WVWC Student Move-in Day
- G.3 Request Refund NBRP Pavilion due to Power Outage

H. Board Members Comments and Announcements

I. Adjournment

POSTED 07/22/19

Next Meeting August 22nd Walking Tour of Street Department at 3pm CPWB Meeting at 4pm

Call to Order: Mayor McCauley called the meeting to order followed by a moment of silence and pledge to the Flag of the United States of America led by Amanda Posey.

Motion to move Item F. Consent Agenda, to the table made by Rylands/Waldo. Motion carried.

F. Consent Agenda

F.1 Approval of Minutes- Regular Meeting 06/27/19

F.2 Event Request- Feed the Hungry Backpack Program 5K Walk/Run at River Walk Trail

City of Buckhannon
Event Request Form

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

Name of Event: 1st Annual Feed the Hungry 5K Run/Walk Person in Charge of Event: Donnie Tackett
Devora Butler

Type of Event: 5K Run/Walk Fundraiser

Date of Event: Oct. 19th Start Time: 8am End Time: noon

Name of Sponsoring Organization: Feed the Hungry Backpack Program

Address: 1608 Gabrielle Drive, Buckhannon, WV 26001

City: _____ State: _____ Zip: _____

Signature of Person in Charge of Event: Devora Butler Phone No: 304-613-1931

Location of Event: Buckhannon Riverwalk If event is a 5K include City approved route number _____

(If yes attach list) Circle

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

Please list contact information for any additional key staff members: Donnie Tackett 304-576-6432 + Amanda Posey 304-613-0455

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

Office Use

Date Received: 7/15/19 Date Presented to Board/Council: CPWB 7/15/19

Approved by: Paul 7/15/19 Denied: _____ (attach reason for denial)

WVDDOT Permit Approved: Yes/No _____ WVDDOT Permit No: _____

Will pre-event meeting be required? Yes/No _____

(circle attendees)

Police Dept. Fire Dept. Street Dept. Water Dept. Sewer Dept. Waste Dept. Engineering
Administrator Mayor OEM Director Other: _____ REV 11-30-17

F.3 Event Request- 10th Annual Chapel Hill Community Block Party -Request Street Barricade Hart Ave

City of Buckhannon
Event Request Form

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

Name of Event: 10th Annual Community Block Party

Type of Event: Free block party

Date of Event: Aug 24, 2019 Start Time: 3pm End Time: 7pm

Name of Sponsoring Organization: Chapel Hill UMC

Address: 88 S Kanawha St Buckhannon WV 26001

City: _____ State: _____ Zip: _____

Person in Charge of Event: Rise Hunifan Phone: 304-613-8999 cell 304-472-6944

Location of Event: Chapel Hill lower parking lot If event is a 5K include City Approved Map- Circle: City Street or Walk/Trail

(If yes attach list) Circle

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

Please list contact information for any additional key staff members:
Jennifer Ammons 304-938-0310

Office Use

Date Received: 7/11/19 Date Presented to Board/Council: CPWB 7/15/19

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

Will pre-event meeting be required? Yes/No _____

(circle attendees)

Police Dept. Fire Dept. Street Dept. Water Dept. Sewer Dept. Waste Dept. Engineering
Administrator Mayor OEM Director Other: _____

F.4 Event Request- C.O.B. Fall Fest 09/25 to 09/28/19

City of Buckhannon Event Request Form

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

Name of Event: C.O.B. Fall Fest 2019 Person in Charge of Event: Jerry Arnold
 Type of Event: Fall Fest Events - Community Event Public Works Director
 Date of Event: 9/25-9/28/19 Start Time: 9am End Time: 9pm TBD
 Name of Sponsoring Organization: C.O.B.
 Address: 70 E Main St Bkn WV 26001
 City State Zip
 Signature of Person in Charge of Event: _____ Phone No: 304 412 1651
 Location of Event: Jawbone Park If event is a 5K include City approved route number _____
PSC/PSYC Lots, Lot 3, Subwalk in front Theatre, Main St -
 (If yes attach list) Circle

- Will any streets be closed? Yes No
- Will there be vendors? Yes No
- Will there be a first-aid station/ medical staff? Yes No
- Is there a parking plan? Yes No
- Will there be security? Yes No

Please list contact information for any additional key staff members: _____

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Office Use
 Date Received: 7/23/19 Date Presented to Board/Council: Aug 21/19
 Approved by: _____ Denied: _____ (attach reason for denial)
 If closing Main Street @ WVDH Permit must be obtained.
 WVDH Permit Approved: Yes No WVDH Permit No: _____
 Will pre-event meeting be required? Yes/No
 (circle attendees)
 Police Dept. Fire Dept. Street Dept. Water Dept. Sewer Dept. Waste Dept. Engineering
 Administrator Mayor OEM Director Other: _____ REV 11-30-17

2019 Buckhannon Fall Fest

September 25th thru 28th

Event	Location	Time
• Welcome Guests (Mayor)	Colonial Theatre	5:00 pm-5:10 pm
• Festival Fridays??	Jawbone Park	5:00 pm-8:00 pm
• Wagon Rides	Colonial Theatre	5:00 pm-8:00 pm
• Battle of the Bands	Colonial Theatre	5:40 pm - ??
• Carnival	Jawbone/PSC Lots	6:00pm-11:00pm

Saturday 28th

Event	Location	Time
• Sk 77	Jawbone Park	8:00 am-11:00 am
• Archery and Pellet Rifles	Jawbone Park	?????-?????
• UCBDE Choirs??	Jawbone Park	?????-?????
• Various vendors	Jawbone Park	11:00 am-??
• Carnival	Jawbone/PSC Lots	1:00 pm-11:00 pm
• Wagon Rides	Colonial Theatre	2:00 pm-8:00 pm
• Car Show/Cruise-in	Lot 3 N. Spring	3:00 pm-7pm
• Petting Zoo	Hinkle Lot	?????-?????
• Various Vendors??	Main Street	?????-?????
• Mayors Welcome & Band Winners	Colonial Theatre	5:00 pm-5:15 pm
• Gene & Sandy Thorn Monologue	Colonial Theatre	5:15 pm-6:00 pm
• Square and Folk Dancing	Colonial Theatre	6:00 pm-????pm

F.5 Event Request- C.O.B. Truck Fest 09/13 to 09/14/19

City of Buckhannon Event Request Form

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

Name of Event: C.O.B. Truck Fest 2019 Person in Charge of Event: Jerry Arnold
 Type of Event: Community Event Truck Fest Events Public Works Director
 Date of Event: 9/13-9/14/19 Start Time: Friday 6-8pm End Time: Saturday 10-2pm
 Name of Sponsoring Organization: C.O.B.
 Address: 70 E Main St Buckhannon WV 26001
 City State Zip
 Signature of Person in Charge of Event: _____ Phone No: 304 412 1651
 Location of Event: Public Safety Complex If event is a 5K include City approved route number _____
 (If yes attach list) Circle

- Will any streets be closed? Yes No
- Will there be vendors? Yes No
- Will there be a first-aid station/ medical staff? Yes No
- Is there a parking plan? Yes No
- Will there be security? Yes No

Please list contact information for any additional key staff members: _____

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Office Use
 Date Received: 7/23/19 Date Presented to Board/Council: 7/25/19 CPWB
 Approved by: _____ Denied: _____ (attach reason for denial)
 If closing Main Street @ WVDH Permit must be obtained.
 WVDH Permit Approved: Yes No WVDH Permit No: _____
 Will pre-event meeting be required? Yes/No
 (circle attendees)
 Police Dept. Fire Dept. Street Dept. Water Dept. Sewer Dept. Waste Dept. Engineering
 Administrator Mayor OEM Director Other: _____ REV 11-30-17



My name is Jerry Arnold and I am soliciting donations for an event we are planning on September 13 & 14, 2019 @ Buckhannon Public Safety Complex. This will be our 3rd year for this magnificent event. The event is for children of all ages and is completely free of charge. On Friday September 13th from 5 pm- 8 pm emergency service vehicles will be featured with all types of fire trucks, police cars, ambulances, and emergency response vehicles on display. On Saturday, September 14th from 9am- 3 pm all types of vocational trucks and construction equipment will be on display. The event is modeled after the "Touch A Truck" events held nationally and encourages children to explore all types of trucks and equipment. They can sit in the seats and experience what it is like to operate these machines. We are encouraging the operators to present to answer questions and give demonstrations. Any donations received will go towards the purchase of more prizes. Vendor space is available upon request. If you wish to sponsor this event we will identify your company as a sponsor on Truck Fest banner. If you wish to donate or wish to rent a truck or equipment in the event please fill out the attached form and return it to me no later than September 3rd. We would also welcome you to attend our planning meeting and help organize this wonderful event. If you are interested in participating in any way, please contact me at the information listed below. Thank you in advance for the investment in our community.

Secretary,

Jerry Arnold
 Director of Public Works
 City of Buckhannon
 jarnold@buckhannonwv.com
 C. 304-677-3852

Please make checks payable to: City of Buckhannon (2019 TRUCKFEST)
 70 East Main St.

F.6 Event Request- SYCC Children's Festival 09/14/19

**City of Buckhannon
Event Request Form**

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

Name of Event: SYCC Children's Festival Person in Charge of Event: Debra SYCC
 Type of Event: Community Event
 Date of Event: Sat 9/14/19 Start Time: 10am End Time: 2pm
 Name of Sponsoring Organization: SYCC
 Address: Buckhannon WV 26001
 City State Zip
 Signature of Person in Charge of Event: _____ Phone No: _____
 Location of Event: SYCC If event is a 5K include City approved route number _____

(If yes attach list)

Circle

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

Please list contact information for any additional key staff members: _____

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Office Use
 Date Received: 7/22/19 Date Presented to Board/Council: 7/25/19 SYCC
 Approved by: _____ Denied: _____ (attach reason for denial)

If closing Main Street a WVDOH Permit must be obtained.

WVDOH Permit Approved: Yes No _____ WVDOH Permit No: _____
 Will pre-event meeting be required? Yes/No _____

(circle attendees)

Police Dept. Fire Dept. Street Dept. Water Dept. Sewer Dept. Waste Dept. Engineering
 Administrator Mayor OEM Director Other: _____ REV 11-30-17

F.7 Event Request- C.O.B. Zombie Walk down Trader's Alley Tentative Date 10/28/19 or 10/29/19

**City of Buckhannon
Event Request Form**

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

Name of Event: Zombie Walk down Trader's Alley Person in Charge of Event: C.O.B.
 Type of Event: Community Event
 Date of Event: 10/28 or 10/29/19 Start Time: TBA End Time: TBA
 Name of Sponsoring Organization: C.O.B.
 Address: 70E Main St Buckhannon WV 26024
 City State Zip
 Signature of Person in Charge of Event: _____ Phone No: 972 1651
 Location of Event: _____ If event is a 5K include City approved route number _____

(If yes attach list)

Circle

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

Please list contact information for any additional key staff members: _____

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Office Use
 Date Received: 7/22/19 Date Presented to Board/Council: 7/25/19 CPWB
 Approved by: _____ Denied: _____ (attach reason for denial)

If closing Main Street a WVDOH Permit must be obtained.

WVDOH Permit Approved: Yes No _____ WVDOH Permit No: _____
 Will pre-event meeting be required? Yes/No _____

(circle attendees)

Police Dept. Fire Dept. Street Dept. Water Dept. Sewer Dept. Waste Dept. Engineering
 Administrator Mayor OEM Director Other: _____ REV 11-30-17

The Mayor reviewed the Consent Agenda with the Board.

Motion to approve the Consent Agenda made by Shobe/Waldo.

Discussion - An overview of F.2- Feed the Hungry Backpack Program 5K Walk/Run at River Walk Trail was given by Amanda Posey.

Call for the Question - Motion carried.

C. Department Report
 C.1 Bradley Hawkins

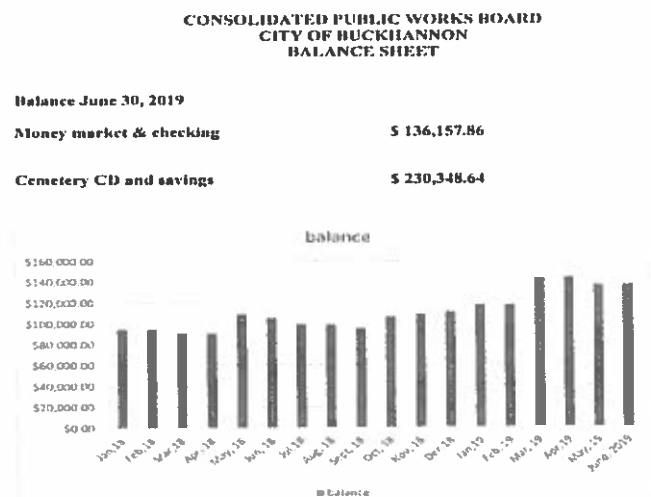
Street Superintendent Bradley Hawkins gave the following report:

- The department blacktopped the basketball court at the North Buckhannon Riverfront Park (NBRFP); all that remains to be done is the painting.
- The blacktopping of Brooke Street, from the College parking lot to Randolph Street, was completed.
- They are working on the Fayette Street sidewalks.
- They hope to finish the LWCF grant work at the NBRFP by the end of August (fence, cameras and removable bollards).

Mr. Hawkins then answered various questions from the Board.

E. Financial Report-Amberle Jenkins

E.1. June 2019 – Amberle presented financial reports with detailed explanations. She also pointed out the Hotel/Motel taxes are what pays for the City’s flower program. These funds must be used for specific endeavors including beautification projects.



Motion to approve the report made by Shobe/Rylands. Motion Carried

E. Correspondence and Information

E.1 August 22nd Walking Tour of Street Department at 3pm CPWB Meeting at 4pm

E.2 Letter of Agreement-COB & Danhill Construction Company RE: S. Spring St. Grading Resurfacing

City of Buckhannon
70 East Main Street
Buckhannon, WV 26201



Phone 304-472-1651
TDD: 304-472-9550
Fax 304-472-0934

July 10, 2019

Danhill Construction Company
9033 Midland Trail
Glen Ferris, WV 25090

RE: Letter Agreement
City of Buckhannon/Danhill Construction Company
South Spring Street Grading and Resurfacing

Dear Mr. Dan Hill

The purpose of this letter is to serve as an Agreement by which Danhill Construction Company ("Danhill") and the City of Buckhannon ("City") agree to certain terms by which South Spring Street in the City of Buckhannon will be milled, graded, and resurfaced as part of the Upshur County Development Authority Innovation Center project (the "Project")

The City agrees that it will undertake necessary design, milling, grading, and resurfacing activities with respect to South Spring Street adjacent to the Project, in order to adjust the profile of South Spring Street to accommodate the elevations of the Project as-built and provide for a profile which meets the requirements of the Americans with Disabilities Act.

Danhill agrees to reimburse the City for the first \$8,100.00 of its costs and expenses related to such activities, with the City responsible for any costs and expenses in excess of \$8,100.00.

The City acknowledges that this will be a reduction of green space as required by zoning as a result of the project.

The City agrees that, as part of its activities on South Spring Street, it will extend the Traders Alley storm sewer line northward to the Project, and provide an intercept point for the Project's roof downspouts to discharge directly into the storm sewer line.

Please indicate your assent to the terms of this Agreement, and intent to be bound thereto, by signing below.

Sincerely yours,

Jerry Amold
Director of Public Works

Agreed to this 11 day of July, 2019

Danhill Construction Company

By: *Chris Dozier*
Chris Dozier
Authorized Representative

E.3 City PR: City Parks Closed /Reopen following Investigation of Suspicious Object

UPDATE: City Parks to Re-Open tomorrow following thorough investigation into report of suspicious object at City Park

UPDATE: 8:30 PM

BUCKHANNON, WV: All City Parks will be open tomorrow, Friday, July 12, following investigations by the Buckhannon Police Department, State Police Bomb Unit and collaborating agencies into the suspicious device reported to be found at City Park.

Statement from Buckhannon Police Chief Matt Gregory, 8:00 p.m.:

The State Police Bomb unit inspected the device and advised that it was a World War II era grenade, but did not feel that it was live. As a precaution, they did recover the grenade and will be disposing of it per their protocols. We also met with an ATF agent who did a follow-up investigation. As for the device itself, there is no indication of criminal intent at this time.

Out of an abundance of caution, the FBI Police responded with a K-9 and they swept through the city parks and cleared each area. The parks have since been reopened.

In addition to the State Police, ATF and FBI Police, we were also assisted by the Buckhannon Fire Dept., VIPS, Street Dept, Comm Center, and Upshur OEM.

E.4 Resignation Robert Barbor City Horticulturist

Robert J Barbor
92 Still Run Rd.
Buckhannon, WV 26201

July 15, 2019

Mayor McCauley and City Council
70 E Main Street
Buckhannon, WV 26201

I have served the City of Buckhannon for seven years in the form of creating beauty through floral displays. This position has provided me the opportunity to utilize my education while earning valuable experience. I feel quite fortunate to have been employed by my hometown and have always expressed this pride through my work.

Recently I have been offered the opportunity to exit the public workforce and enter the private. Upon much thought and consideration, I have decided to accept this offer and switch career paths. This opportunity will provide me with further education, experience, and networking in another horticulture-related field. I look forward to advancing my career and embracing this change.

I have thoroughly enjoyed the responsibility of designing, implementing, and maintaining landscape projects throughout our community. Over the years our small horticulture department has grown not only magnificent floral displays, but also a well designed program that I have no doubt will continue to evolve and yield impressive results. I look forward to seeing my successor's work and openly offer any advice to facilitate a smooth transition. I will remain an employee for the City of Buckhannon until my official last day, July 26, 2019.

Please accept this letter as my official resignation from the position of City Horticulturist.

Sincerely,

Robert J Barbor

E.5 Horticulturist Position-Advertisement- Job Publish dates Aug 2nd & 9th

NOTICE OF POSITION & JOB DESCRIPTION FOR HORTICULTURIST CITY OF BUCKHANNON, WEST VIRGINIA

(1) The City of Buckhannon seeks a trained and experienced individual to oversee the City's expansive horticulture and landscape program. Buckhannon is renowned for its landscape program having been recognized statewide and regionally for both our outstanding flower and sustainability programs. Candidates with a bachelor's degree in horticulture, landscape architecture, biology, botany, environmental science, or a related degree will be given first consideration. This position is a fulltime, competitively salaried one with benefits that include health insurance coverage and state retirement. The successful candidate must possess a valid driver's license. Our horticulturist will be an effective oral and written communicator, and adept with technology.

(2) Buckhannon's horticulturist works closely with and as an employee of our City Streets and Parks Department, and under the supervision of both the Public Works Director and the Streets and Parks superintendent.

The horticulturist supervises and schedules the work for a crew of mostly part-time, seasonal workers whose work is more intense during the spring and summer seasons.

(3) The horticulturist shall be responsible for establishing and maintaining a current, comprehensive map of all flower & landscape installations that will be shared on our City website. The horticulturist will work closely with the City's Information Coordinator to make this map shareable. As our City develops new flower and tree locations, our plan will be updated and shared by the horticulturist.

(4) The horticulturist will assemble and maintain an operational manual that will include such things as to how our City composts and fertilizes; our natural herbicide plan; our watering and weeding schedule; how our programs under the horticulturist's oversight are green and sustainable; touting our wildflower program; identifying the fall and winter greenhouse program, etc.

(5) The horticulturist will attend at a minimum, quarterly, meaning at least four meetings annually, and on an alternating meeting basis, Consolidated Public Works Board meetings which are scheduled for the fourth Thursday of every month at 4:00 p.m., & Council meetings which are scheduled for the first and third Thursdays of every month at 7:00 p.m. to report on the current or previous year's successes, and the plans for the upcoming year. It is anticipated that these meetings would involve January and July presentations to CPWB, and April and October presentations to City Council. The Information Coordinator may help coordinate the preparation of appropriate slide show and powerpoint presentations.

(6) The horticulturist will establish a sub-website as part of our City's main website highlighting the past, current, and future plans for our horticulture and landscape program, essentially a memorializing and celebration of our landscape crew's accomplishments, and particularly touting new tree plantings, flower beds, trail extensions, etc. This website will be interactive with residents being able to share their favorite photos of our many flower and landscape beds and projects.

(7) The horticulturist will work closely with our City Grant Writer to pursue grant opportunities to enhance our horticulture and landscape programs. The horticulturist will work closely with appropriate City budgetary personnel to establish the projected, annual cost to effectively administer our City's horticulture and landscape programs.

(8) The City shall consider all application materials without regard to any applicant's race, national origin, ethnicity, gender, religion, age, handicap, familial status, sexual orientation, or any other protected class status in the appointment of our City horticulturist.

(9) The successful applicant will be subject to a Criminal Identification Bureau (CIB) check, along with a drug test prior to assuming employment, and the horticulturist thereafter will be subject to random drug testing as part of the City's workplace safety and drug-free programs.

(10) Letters of interest and supporting materials shall be submitted by hand delivery to City Hall by Friday, August 23, 2019, or by mail, but postmarked by no later than Saturday, August 24, 2019, addressed to: Mayor of The City of Buckhannon, 70 East Main Street, Buckhannon, WV 26201. The City Council anticipates interviewing select applicants before or during the first week of September 2019. It is anticipated that the appointment of the new City horticulturist will be announced during the regularly scheduled City Council meeting on Thursday, September 5, 2019, with duties of the horticulturist to commence on October 1, 2019. Any requests for further information about this position should be directed either to Mayor David McCauley or Assistant City Recorder and Director of Finance and Administration, Amberle Jenkins via the mail or by phone at Buckhannon City Hall at (304) 472-1651, during regular business hours. Dated July 18, 2019.

E.6 City PR: City/ART26201 Collaboration Pays Dividends w/another \$67,000 toward Colonial Theatre

City/ART26201 collaboration pays dividends with another \$67,000 toward Colonial Theatre renovation

July 10, 2019

BUCKHANNON, WV: Last Friday, the City of Buckhannon received the good news that the Colonial Theatre renovation project will be awarded an additional \$67,000 from the West Virginia Department of Arts, Culture, & History for the coming fiscal year. The collaborative project between ART26201, Buckhannon Community Theatre, and the City of Buckhannon will allow for Stockert Youth & Community Center to expand to include performing arts programming and education, as well as performance space for community arts organizations and touring works.

Mayor David McCauley noted, "Our City team is very pleased to be able to participate in this terrific restoration on a 'pay as we go' basis. There will be no debt looming over our community as we prepare to open the various phases of our theatre. Many of us are beyond excited for Buckhannon Community Theatre's performance of Dracula at the end of October, when we will have fully functioning HVAC, restrooms, a lighting and sound booth, a concession stand, and many other accoutrements on our main, performing arts level."

Built in 1924, the Colonial Theatre sits just across Main Street from Trader's Alley, home to Lascaux MicroTheatre and many outdoor artworks and events. The alley leads to Jawbone Park, which features sculpture and is host to Festival Fridays and other seasonal performing arts. The Colonial Theatre on Main Street, Trader's Alley, and Jawbone Park collectively form the Trader's Alley Arts District, complete with ADA accessible sidewalks, parking, and amenities.

Naming opportunities for gallery and theatre spaces within the Colonial Theatre are still available. Interested businesses and individuals may donate to the Colonial Theatre's fundraising campaign by calling City Hall at (304) 472-1651, or residents may set-up a recurring monthly contribution via their City utility payment. Follow this link for

the automated enrollment form: <http://buckhannonwv.org/wordpress/wp-content/uploads/2018/04/Monthly-Recurring-Gift-Form.pdf>

Patrons interested in presenting large gifts with naming recognition included should contact Mayor David McCauley through Buckhannon City Hall at (304) 472-1651 or kb saine at ART26201, info@ART26201.com.

Media:

ART26201: kb saine, ART26201 Spokesperson, info@ART26201.com

City of Buckhannon: Callie Cronin Sams, Information Coordinator & Grant Writer, callie.csams@buckhannonwv.org, (304) 472-1651

E.7 Colonial Theatre Phase III Grant Award- WV Culture & History



Mr. Randall Reid-Smith
Commissioner, WV Department of Arts, Culture, & History
The Culture Center, 1900 Kanawha Blvd. East
Charleston, WV 25305-0300

RE: City of Buckhannon Colonial Theatre – Grant AH20-8228 - Phase III

Dear Commissioner Reid-Smith

Thank you for Lance Schrader's letter of July 1, 2019, notifying the City of Buckhannon of our phase III grant award for \$67,000 through the Division of Culture and History. Our entire City Council is so very excited to apply these grant funds to the continuing restoration of the historical Colonial Theatre located in the heart of our downtown.


We have made great strides during our first two years of our project, and we all know that soon this rehabilitated structure will be a crown jewel on our beautiful downtown streetscape, due in no small part to the funds received from this and previous Division of Culture and History grant awards. Our Buckhannon Community Theatre members are scheduled to perform "Dracula" in our Colonial at the end of this October. We all are thrilled with the progress realized in our restoration efforts to date. Please convey our sincerest thanks to all of those involved who made this grant award possible.

Please find enclosed our executed agreement setting forth the terms and conditions of the grant award that has been approved for signature by Mayor David McCauley, by our entire City Council.

Very truly yours,


David W. McCauley, Mayor


Robert Skinner III, Council Member


J. David Thomas, Council Member


Randy Sanders, City Recorder


Pamela Bucklew, Council Member


Mary Abaugh, Council Member


Clifford J. Rylands, Council Member

enclosure – executed agreement

cc: Jerry Arnold, City Public Works Director
Amby Jenkins, City Director of Finance & Administration
Bryson VanNostrand, City Architect
ART26201
Buckhannon Community Theatre
Stockert Youth & Community Center Board of Directors

The Mayor reviewed all Correspondence and Information with the Board. No discussion.

F. Consent Agenda - Covered earlier in the meeting

G. Strategic Issues for discussion and vote

G.1 Historic Landmarks Commission Recommendation -Historic Street Signage that needs to be placed at the border of Non-Historic Districts to be Combination Signage: Historic (brown) & Regular (green)

Motion to approve G.1 made by Rylands/Bucklew. Motion carried.

G.2 Request Traffic Pattern WWC Student Move-in Day 2019

2019 request to alter traffic for WWC new student move-in day

Mr. Mayor,

On behalf of the West Virginia Wesleyan College, I would like to formally request to alter traffic for our new student move-in day on August 24th. Below you will see last year's plan that worked well to keep the traffic moving as our fraternity, sorority, and athletic team members assist our new students moving into their dorm room. Last year the city provided VIPs staff to

assist with traffic and that was a huge help to our students trying to guide cars to their final destination. If at all possible, we would like to have them assist us once again.

Respectfully submitted,

John Bohman, 90

Director of Greek Life

West Virginia Wesleyan College

City welcomes West Virginia Wesleyan College students back to town for full semester; traffic flow adjustments planned for Saturday, August 24, 2019

BUCKHANNON, WV: Saturday, August 24, is new student move-in day at West Virginia Wesleyan (WVWC) College. The City is working with the college to reduce traffic congestion on the streets that surround campus. To that end, traffic patterns will be temporarily adjusted as follows:

- Meade Street will be one-way only from College Ave. to Camden Ave.
- WVWC staff greeters will be at the corners of Meade/College, Barbour/Meade, Fayette/Meade and Camden/Meade to control traffic and provide directions to students and parents. Barriers will be in place from 7:00 a.m. to 12:30 p.m. at these intersections.
- Two guides will be available at the corner of Main Street and College Avenue.
- After unloading, students and parent guests will be advised to park behind Camden Apartments for the day.

John Bohman, Director of Greek Life, will be leading 150 fraternity and sorority members as they welcome new students and their families and assist with traffic control with the help of the Buckhannon Volunteers in Police Service (VIPS), the Buckhannon Police Department, and Buckhannon Streets and Parks Department.

For questions, please contact Mr. Bohman at (304) 473-8073 or Jerry Arnold, City of Buckhannon Public Works Director, at (304) 472-1651.

Callie Cronin Sams, (304) 472-1651, callie.esams@buckhannonwv.org

Motion to approve G.2 made by Rylands/Waldo. Motion carried.

G.3 Request Refund NBRP Pavilion #3 due to Power Outage on 07/21/19

Motion to approve G.3 by Rylands/Waldo. Motion carried.

H. Board Members Comments and Announcements

Pam Bucklew – Ask Mr. Hawkins to check on certain trees that need trimmed.

C. J. Rylands – None

Nancy Shobe – Discussed the area in front of the large Mural across from the courthouse as there have been cars parking in front of it. Mr. Hawkins will put the rocks, which block that area, back in place.

Mark Waldo – Extended his thanks to Mr. Barbor for his thoughtful and great work over the years.

Randy Sanders – None

Mayor McCauley – Commended Recorder Sanders on his work to date. Also, he reminded the Board of upcoming events.

Motion to adjourn at 4:48 PM by Rylands/Bucklew. Motion Carried

Mayor David McCauley

City Recorder Randall H. Sanders

