

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

A regular meeting of the Stockert Youth & Community Center Board was held on Monday, July 6, 2020 at 4:30 p.m. in Council Chambers of City Hall. The following were in attendance:

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Assistant Recorder/Finance Director	Amberle Jenkins	Present
Board Member	Pam Bucklew	Present – by phone
Board Member	Sam Nolte	Present – by phone
Board Member	Troy “Buddy” Brady	Absent
Board Member	Tammy Samples	Present – by phone
Board Member	Melissa Franke	Present – by phone
Board Member	Don Nestor	Present – by phone
Board Member	Robert Rupp	Present
Board Member	Nancy C. Shobe	Present
Board Member	Pamela Martin	Present
SYCC Executive Director	Debora Brockleman	Present
City Attorney	Tom O’Neill	Absent
Grants & Information Coordinator	Callie Cronin-Sams	Present – by phone

Guests: None

**City of Buckhannon Stockert Youth & Community Center
Board of Directors Meeting - 4:30 pm in in Council Chambers of City Hall
Meeting Agenda for July 6, 2020**

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- A. Call to Order**
 - A.1 Moment of Silence**
 - A.2 Pledge to the Flag of the United States of America**
 - B. Recognized Guests**
 - B.1 Grants & Information Coordinator Callie Cronin-Sams**
 - C. Financial Report**
 - D. Department Report- Debora Brockleman**
 - D.1 Staff Report: Upcoming Events and Current Programs**
 - E. Correspondence & Information**
 - E.1 Plans for Re-Opening SYCC COVID-19 Measures**
 - E.2 Naming Rights Agreement-COB & Citizens Bank RE: Multi-use Facility-Citizens Bank Arena**
 - E.3 Statements RE: Purchase of Citizens Bank Property & Acceptance of Gift for SYCC**
 - E.4 City PR: SYCC Multi-Purpose Facility Receives \$100,000 from Citizens Bank**
 - E.5 Letter to Governor Justice RE: AML Grant Application**
 - F. Consent Agenda**
 - F.1 Approval of Minutes: 03/02/2020**
 - G. Strategic Issues for Discussion and/or Vote**
 - G.1 Discussion Update- Multi-Purpose Building/Gym**
 - G.2 AML Grant Application 2020 for Building Expansion**
 - H. Board Members Comments and Announcements**
 - I. Mayor’s Comments and Announcements**
 - J. Adjournment**

Posted 07/02/2020

Next SYCC Meeting Date: Monday, August 3, 2020 at 4:30pm

- A. Call to Order** - The meeting was called to order.
 - A.1** The Mayor ask for all to join in a Moment of Silence
 - A.2** The Pledge to the Flag of the United States of America was led by Pamela Martin.

B. Recognized Guests:

B.1 Grants & Information Coordinator - Callie Cronin-Sams – Callie presented an update on the previous AML Grant that was declined and informed the Board that we have a deadline of July 30, 2020 to submit an application for the next round of funding. Callie has spoken to members of the selection committee asking for feedback. The good news is that there were no red flags. The bad news was they had received about one hundred million dollars’

worth of application requests and this year they were able to approve only about twenty-five million of them. The bulk of it went to sewer and water line extensions with the balance going to projects such as ours.

It was determined that Tourism does have a strong connection to these awards and that we have to continue presenting the tourism attractions that we have and tie it all to Stockert Youth & Community Center. A review of those who were funded, outside of the sewer and water projects, were predominately in the southern region of the state and had connections to the Hatfield's & McCoy attraction. Those who received funding in the northern region of the state were connected to the Friends of Cheat and Blackwater Falls State Park. These all have great visibility outside of West Virginia.

Callie noted that it was a lengthy application and perhaps we need to abbreviate it considerably. The Mayor agreed that we follow Callie's recommendation that we tailor the application more to the basics and less towards the arts. He also pointed out that there seems to be a feeling, or bias, that the southern part of the state needs more funding than our region or those north of us. He also agrees that we need to follow up personally with many of those who have input to the selection process to remind them that we are here, and we have "shovel ready" projects.

Board Member Rupp agreed that there tends to be a bias towards the southern region of the state and that brevity may be the way to go. He quoted Frank Lloyd Wright "Less is more only when more is too much."

Board Member and City Recorder Sanders ask who the principles were that we should be reaching out to. Callie felt it was those involved in tourism. Mr. Rupp mentioned that Don Nestor and Mike Ross knew the players very well. Board Member Shobe suggested that we encourage the Governor to visit the area as well.

Board Member Bucklew agreed with Mrs. Shobe's suggestion and that we should move forward. The Mayor stated that he would entertain a motion concerning the grant.

Motion to move G.2 AML Grant Application 2020 for Building Expansion to the table and to approve the application process as discussed was made by Shobe/Rupp. Motion carried unanimously.

C. Financial Report – Amberle Jenkins reported that our income for June was \$5,620.50 and our expenses were \$22,231.98. She also reported on the Capital Campaign, which has a balance of \$425,693.94. When you add the unreceived pledge of \$12,000, the total is \$437,693.84.

02/03/2020 Collett,	699348	\$	1,000.00		
02/21/2020 David McCauley	703367	\$	100.00		
03/03/2020 Citizens Bank donation	705430	\$	243.00		
03/11/2020 Donations to SYCC	707434	\$	100.00		
Community Bank Cap					
04/08/2020 Campaign	712801	\$	200.00		
04/09/2020 David McCauley	713150	\$	100.00		
05/04/2020 David McCauley	717311	\$	100.00		
05/06/2020 Citizens Bank	718324	\$	100,000.00		
06/02/2020 David McCauley	723999	\$	100.00	\$	104,043.00
book interest 3-31-20		\$	25.22	\$	25.22
		\$	273,526.94	\$	273,569.85
capital campaign	\$	425,693.84			
Contributions					
from Utility Bills			needs updated		
				\$12,000.00	D Thomas Pledge not received yet
Total receive	\$	425,693.84			
with pledges	\$	437,693.84		\$12,000.00	

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2020

001-GENERAL FUND

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
STOCKERT YOUTH CENTER						
SALARIES & BENEFITS						
001-907-101-00 STOCKERT YOUTH CENTER SAL	122,300	5,364.20	116,516.59	0.00	3,783.41	95.91
001-907-103-00 CAMP BUCKANNER SALARIES	23,600	142.15	23,657.28	0.00	57.28	100.24
001-907-103-01 SYC BSG DRIVERS	1,000	0.00	330.00	0.00	670.00	33.00
001-907-104-00 FICA TAX	12,100	431.25	10,897.06	0.00	1,202.94	90.06
001-907-105-00 GROUP INSURANCE	28,358	205.20	28,539.30	0.00	161.36	100.64
001-907-106-00 GROUP RETIREMENT	7,500	525.92	7,381.41	0.00	118.59	98.42
001-907-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	194,858	6,658.75	189,321.70	0.00	3,536.30	97.10
TOTAL STOCKERT YOUTH CENTER	308,901	22,231.98	274,879.90	350.00	30,671.20	89.10

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2020

001-GENERAL FUND

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CHARGES FOR SERVICES						
001-362-000-00 SYC CONTRIB. UCC AND BOE	45,000	0.00	45,000.00	0.00	0.00	100.00
001-362-000-01 SYC UTILITY REVENUE	2,500	208.50	2,530.00	0.00	30.00	101.20
001-362-000-02 SYC CAMP BUCKANNER FEES	18,000	0.00	19,371.00	0.00	1,371.00	107.62
001-362-000-03 SYC DRILL TEAM FEES	5,000	0.00	3,857.50	0.00	1,142.50	77.15
001-362-000-04 SYC BASKETBALL FEES	20,000	0.00	17,812.00	0.00	2,388.00	89.06

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2020

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001-GENERAL FUND

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
001-362-000-05 SYC ROOM RENTAL FEES	6,000	0.00	6,370.00	0.00	330.00	106.17
001-362-000-06 SYC ART/DRAMA FEES	500	0.00	875.00	0.00	375.00	175.00
001-362-000-07 SYC AFTER SCHOOL FEES	30,000	4,862.00	42,215.48	0.00	12,215.48	140.72
001-362-000-08 SYC DRINK/SNACK MACHINE	0	0.00	0.00	0.00	0.00	0.00
001-362-000-09 SYC DONATIONS	2,000	100.00	171,370.00	0.00	169,370.00	508.50
001-362-000-10 SYC KARATE FEES	2,000	230.00	1,335.00	0.00	665.00	66.75
001-362-000-11 RED RIBBON WEBS	0	0.00	0.00	0.00	0.00	0.00
001-362-000-12 SYC GIRLS GO GOLFING	0	0.00	0.00	0.00	0.00	0.00
001-362-000-13 UCARE/SYC	0	0.00	0.00	0.00	0.00	0.00
001-362-000-14 SYC BINGO FUND RAISER	0	0.00	0.00	0.00	0.00	0.00
001-362-000-15 SYC CHILDRENS FESTIVAL GO	700	0.00	1,851.00	0.00	1,091.00	265.56
001-362-000-16 SYC TEEN DANCES	0	0.00	0.00	0.00	0.00	0.00
001-362-000-17 BUBBA REVENUE	700	220.00	1,030.00	0.00	330.00	147.14
001-362-000-18 YOGA FITNESS CLASS REVENUE	1,000	0.00	635.00	0.00	365.00	63.50
001-362-000-19 GUITAR LESSONS REVENUE	0	0.00	0.00	0.00	0.00	0.00
001-362-000-20 SYC MISC ACTV REVENUE ITI	500	0.00	195.00	0.00	305.00	39.00
001-362-000-99 SYC BEQUEST	0	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES FOR SERVICES	134,029	5,520.50	314,206.98	0.00	180,177.90	234.43

001-GENERAL FUND

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRACTUAL SERVICES						
001-907-211-00 TELEPHONES	1,500	17.68	2,715.22	0.00	215.22	108.61
001-907-212-00 UTILITIES	15,000	666.43	15,549.83	0.00	944.33	106.23
001-907-214-00 TRAVEL EXPENSE	500	0.00	0.00	0.00	500.00	0.00
001-907-216-00 MAINTENANCE	7,000	62.62	6,797.92	0.00	202.08	97.11
001-907-218-00 POSTAGE	250	0.00	0.00	0.00	250.00	0.00
001-907-221-00 TRAINING	275	0.00	80.00	0.00	195.00	29.09
001-907-222-00 INSURANCE & BONDS	15,500	132.55	8,378.98	0.00	5,121.12	62.07
001-907-230-00 SYC CONTRACTUAL BUS SEM	0	0.00	0.00	0.00	0.00	0.00
001-907-230-01 WORK STUDY/AMERICORP	6,500	0.00	1,000.00	0.00	5,500.00	15.38
TOTAL CONTRACTUAL SERVICES	48,525	899.48	34,921.85	0.00	10,803.15	74.71
COMMODITIES						
001-907-341-00 MATERIALS & SUPPLIES EXPE	6,000	439.51	4,555.63	0.00	1,444.37	75.93
001-907-341-01 OPERATING EXPENSES	2,500	202.19	2,257.49	0.00	242.51	90.30
001-907-343-00 SYC AUTO SUPPLIES	2,500	165.00	959.08	0.00	1,540.92	38.36
001-907-354-00 SPIRIT TEAM	5,000	0.00	3,179.44	0.00	1,820.56	63.59
001-907-355-00 DANCE TEAM	1,000	0.00	0.00	0.00	1,000.00	0.00
001-907-356-00 YOUTH BASKETBALL	18,000	0.00	9,584.27	0.00	8,415.73	53.25
001-907-357-00 TUTORING	250	0.00	0.00	0.00	250.00	0.00
001-907-358-00 MISC. DANCE/PARTIES	500	0.00	52.14	0.00	447.86	10.43
001-907-359-00 ART/DRAMA PROGRAM	819	0.00	819.00	0.00	0.00	100.00
001-907-360-00 CAMP BUCCANEER SUPPLIES	3,500	578.88	1,717.14	0.00	1,782.86	49.06
001-907-361-00 AFTER SCHOOL SUPPLIES	4,200	0.00	2,515.40	0.00	1,684.60	59.50
001-907-362-00 DRINK/SNACK MACHINE	0	0.00	0.00	0.00	0.00	0.00
001-907-363-00 KARATE CLASS INSTRUCTION	2,000	0.00	956.00	0.00	1,044.00	47.80
001-907-364-00 SKATEDARK	0	0.00	0.00	0.00	0.00	0.00
001-907-365-00 RED RIBBON WEEK EXPENSE	0	0.00	0.00	0.00	0.00	0.00
001-907-366-00 FUND RAISER	2,000	0.00	6,315.71	0.00	4,315.71	315.79
001-907-367-00 GIRLS GO GOLFING	0	0.00	0.00	0.00	0.00	0.00
001-907-368-00 UCARE/SYC	0	0.00	0.00	0.00	0.00	0.00
001-907-368-01 ZUMBA	1,100	0.00	792.00	0.00	308.00	72.00
001-907-368-02 YOGA FITNESS CLASS	1,000	0.00	575.00	0.00	425.00	57.50
001-907-368-03 GUITAR LESSONS	0	0.00	0.00	0.00	0.00	0.00
001-907-368-04 MISC ACTIVITIES-ONE TIME	500	0.00	179.50	0.00	320.50	35.90
001-907-368-05 GRANT EXP SYCC	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	50,269	1,385.94	34,454.80	0.00	15,514.20	67.60
CAPITAL OUTLAY						
001-907-450-00 CAPITAL CAMPAIGN (BOE & D	0	0.00	32.70	0.00	32.70	0.00
001-907-450-01 SYC CHILDRENS FESTIVAL	1,260	0.00	1,223.44	0.00	36.56	97.10
001-907-450-02 SYCC BUILDING	0	0.00	0.00	0.00	0.00	0.00
001-907-450-00 CAPITAL OUTLAY	16,289	13,285.19	14,925.31	350.00	1,013.69	93.78
001-907-417-00 SYC TEEN DANCES	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	17,549	13,285.19	16,191.45	350.00	1,017.55	94.20
CONTRIBUTIONS						
001-907-576-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00

Motion to approve the Financial Report was made by Sanders/Bucklew. Motion carried.

D. Department Report- Debora Brockleman

D.1 Staff Report: Upcoming Events and Current Programs – Director Brockleman gave a report on all activities and programs as outlined here:

**Stockert Youth & Community Center
July 6, 2020
Staff Report-Debora Brockleman**

Camp Buccaneer started today with 10 children in the program, down significantly from years past. We have an abbreviated version of previous years due to the Covid-19 guidelines. The staff and campers have their temperature checked at the beginning of shifts and at drop off; and face mask are worn by staff and campers 9 years and up.

The reopening plan for SYCC is in your packet. Custodians Harry Hornbeck and Christina Romine have returned to work last week to ready the building for summer camp and the building has gotten an extra cleaning and we are sanitizing regularly and often.

The fire alarm system install has been completed and we have had all required inspections done by both the Fire Marshal and the Health Inspector.

The new computer software has been installed and I am working with the RecDesk trainer to get the programing customized to our programs and activities. The last part is getting the program set up to be able to accept credit cards online. At this time, they will have to work with Amby to ensure the RecDesk program will work within the City's platform. We are hoping the program will be up and running with the beginning of the After-School Program.

The After-School bus route will be changing a little with the elimination of a school bus route. I have been working with the Board of Education transportation director to make the changes which will let us get the Washington District kids to the SYCC After-School program which has been a concern for the past several years. To make all the changes happen seamlessly we will be using the white bus daily to pick up at Union Elementary as that is the main bus route that is being changed.

As the "Come Back Plan" is very fluid and we continue to follow the state guidelines we will need to make a decision soon as to if we will be having the Children's Festival this year as well as the other events we have had annually in September and October.

The Stockert Youth & Community Center is now licensed as a Critical Child Care Center. Should the school system close during its normal session, we could care for school age children.

The Board had a discussion concerning the September and October events. Mr. Rupp suggested following the saying, "When in doubt; don't." While it was not on the agenda, it was the consensus of the Board to add this to the next agenda so that the Board can take appropriate action on the events.

Members of the Board did recommend that we ask any families who were on vacation to let us know where the family has been before the children join, or rejoin, the group. Debora will make sure that the center does this.

E. Correspondence & Information – The Mayor reviewed the following with the Board:

E.1 Plans for Re-Opening SYCC COVID-19 Measures

Plans For Re-opening SYCC Fitness Classes

Our plan is to follow the plan from the Governor of WV and the CDC. The following plan has been adapted to meet requirements for The Stockert Youth & Community Center.

Date to Re-open- June 1

Classes to Resume- Karate and Kickboxing

OPERATIONAL RESTRICTIONS/REQUIREMENTS:

Plan: Implement appropriate policies, in accordance with federal, state, and local regulations and guidance, and informed by industry best practices:

- Prepare the building for reopening;
- Prepare SYCC employees for their return to work;
- Follow social distancing plan to manage and reduce excessive contact and interaction;
- Use personal protective equipment;
- Reduce touch points to the maximum extent possible;
- Increase cleaning frequency and the availability of hand sanitizer, disinfectant wipes, and other DIY cleaning products to ensure touch points and exercise machines and equipment are properly sanitized between each use by customers;
- Communication with employees regarding safety.
- Communication with fitness class patrons regarding safety.
- **Occupancy:** Restrict facility access to staffed hours only and limit facility occupancy to 40 percent of capacity as dictated by fire code.
- **Social Distancing and Equipment:** Follow strict social distancing guidelines of at least six feet between individuals, follow a modify scheduling to reduce unnecessary interactions, to the greatest extent possible, adjusted equipment layout and close or restrict access to equipment will maintain at least six feet of distance between equipment and where such equipment may not be moved or properly spaced, provide physical barriers between exercise equipment and/or machines to separate patrons (e.g. plastic or plexiglass shields, plastic sheeting, shower curtains, etc.).
- **PPE:** All employees and patrons must wear appropriate personal protective equipment (PPE), including appropriate face coverings to the greatest extent possible.
- **Cleaning:** Ensure that staffing and supplies available for such facilities are sufficient to enable enhanced sanitization and cleaning measures in accordance with appropriate CDC guidelines.
- **Limitations on Facilities:** The following should remain closed:
- Showers, locker rooms, and lockers (**access to restrooms should be provided**).
- Basketball courts, racquetball courts, indoor tennis courts.
- Water fountains, common areas, break rooms, check-in counters, and other areas in which patrons or employees may congregate.

- **Limitations on Group Classes:** Group exercise classes should be conducted outdoors, limited, or canceled to the greatest extent possible. In the event group exercise classes are held, such classes may only be held if they can be completed in accordance with social distancing recommendations (including but not limited to the restriction of 40% capacity, with more than 6 feet of distance maintained between participants at all times; no shared equipment during the class; sufficiently adjusted class schedules to allow for deep cleaning between classes; and martial arts and other contact activities should be completed without any person-to-person contact). To the greatest extent possible, such classes should be held outdoors.
- **SYCC Karate and Kickboxing classes** maybe held in the gym but must adhere to social distancing (the floor is marked according to social distancing guidelines).
- **Touch points:** Point of sale equipment, doorknobs, light switches, buttons, and exercise machines and/or equipment should be cleaned and sanitized between each use or when touch by different staff or patrons.
- **Payments:** Encourage customers to make non-cash payments. At sign in there will be a sign in sheet and a payment box for payment envelopes.
- **Plan:** Plan for potential COVID-19 cases and work with local health department officials when needed (i.e., monitor and trace COVID-19 cases, deep-clean facilities).

Plan for Re-opening SYCC Summer Camp (aka) Camp Buccaneer

Our plan is to follow the plan from the Governor of WV and the CDC. The following plan has been adapted to meet requirements for The Stockert Youth & Community Center.

Date to Re-open- July 6 thru August 7, 2020

Activity to Resume- Camp Buccaneer

As we plan to reopen for summer camp we have revised the way we operate in the new normal. We have planned our daily schedule in a more structured environment. We are still planning fun things for kids to do but in a healthier germ free environment. Attached is a Daily Schedule for Camp Buccaneer including Club options, sample of activities and schedule of a typical day.

We will adhere to the DHHR and CDC guidelines. I have attached a checklist required for being open during the COVID-19 as well as required action plan in the event of an outbreak in our facility.

Our daily procedures with drop off and pick up of children have changed. Parents will now drop off their child just inside of our front doors. We will have a touchless scan in for each child and the same with pick-ups. Each child will have a temperature check with an electronic thermometer. Temperatures over 100 will not be allowed on that day. In addition to the temperature check each parent will need to complete a check list of the child's daily screening form. Each staff member will have a temperature check as well as a daily screening check list.

We will have staggered drop off and pick up times which will be established with parents at the time of application. Children will attend activities within small groups and will move from activity to activity in the same group and will have the same staff person(s) for the entire day. Again this is the new normal. As children arrive to SYCC they will immediately wash their hands. There will be hand sanitizer available throughout the building.

Staff will practice social distancing, frequent hand washing and cleaning and disinfecting of touched surfaces often. Staff will wear mask when indoors and outdoors when social distancing is not optimal. Upon arrival to work each day staff will take their own temperatures and report if above 100 degrees F.

Additionally, the *Guidelines for COVID-19 Outbreaks in Childcare Facilities* is attached along with WV DHHR Check list for re-opening and SYCC Daily Camp Buccaneer schedule and activities.

Prior to re-opening all staff must be tested for COVID-19. Arrangements will be made through Upshur County Health Dept.

Dear Parents,

This year has given us a laundry list of requirements we MUST follow to ensure the safety of staff and campers. Please read carefully the following information before completing the Camp Buccaneer application. These guidelines are set forth by the WVDHHR. If you have any questions about our new guidelines, please feel free to ask for more information.

Completed applications are due back to SYCC by June 18th Any applications submitted after June 18th are subject to placement on a waiting list. The following list are the new protocols we will be following:

- All parents will sign their child/children in with a touchless/scan card.
- Parents will be asked to stay in the entryway of SYCC during this time.
- All parents will answer *Daily Screening* questions regarding their child.
- Each child will have their temperature taken by a thermal scanner before entering SYCC.
- If your child has:
 - o Temperature of 100° or higher,
 - o Cough,
 - o Shortness of breath,
 - o Gastrointestinal upset,
 - o New loss of taste/smell,
 - o Muscle aches,they will not be permitted to attend camp that day.
- IF anyone in your home tests positive for COVID-19, the child will need to be quarantined at home for 14 days.
- Drop offs and pick up times will need to be staggered to alleviate congestion and reduction of social distancing. Please keep as close to your times as possible for the safety of others.
- Camp fees will need to be submitted in an envelope. We will not be handling cash/checks and issuing receipts when payments are made. Receipts will be available the next day.
- Your child will be washing their hands frequently throughout the day. Please explain to them how important it is to follow these new rules. If we have issues with a camper washing/sanitizing their hands, we will contact you
- Social distancing will be implemented as much as possible.
- Small groups of campers will be with ONE counselor throughout the entire day.
- Field trips, using the SYCC, bus will not occur this Camp.
- All staff will wear masks as much as possible, gloves when necessary.
- Staff will sanitize and clean frequently touched surfaces throughout the day.
- All staff will be tested prior to the start of camp on July 6.

If you want your child to attend Camp Buccaneer 2020, please make sure you have paid in full any outstanding balances from Camp 2019 and/or the After-School program.

Indicate your drop off and pick up times as close as possible. It is imperative we can keep social distancing in place and staff adequately for the safety of your child.

We are really excited to get the kids back to SYCC. Please bear with us while we all adjust to a new normal.

Michelle Harter
Camp Buccaneer Coordinator
Michelle.harter@buckhannonwv.org
304-473-0145

E.2 Naming Rights Agreement-COB & Citizens Bank RE: Multi-use Facility-Citizens Bank Arena

Naming Rights Agreement

Between

The City of Buckhannon, West Virginia, a municipal corporation,
and
Citizens Bank of West Virginia, Inc., a West Virginia corporation

This Naming Rights Agreement ("Agreement") is made this 5th day of May, 2020, between Citizens Bank of West Virginia, Inc., a West Virginia corporation and its successors as they may from time to time appear ("Company"), and The City of Buckhannon, West Virginia, a municipal corporation, acting through its City Council, ("City") (together, the "Parties").

RECITALS

The following recitals form the basis for this Agreement and are made a part hereof.

- A. The City intends to design and construct an addition to the physical plant of the Stockert Youth and Community Center ("SYCC") located at 79 East Main Street, Buckhannon, West Virginia. The addition is intended to be an auditorium, gymnasium, or other multi-use space to be used for the benefit of SYCC, its program participants, and other approved parties. For purposes of this agreement, the addition will be referred to as the "Arena."
- B. The Company and the City desire to enter into an agreement whereby the Company will contribute One Hundred Thousand Dollars (\$100,000.00) ("Rights Fee") to the City which is designated for the benefit of the SYCC Capital Campaign ("Campaign"), and as described in this Agreement, the City shall use the designation "CITIZENS BANK OF WEST VIRGINIA ARENA - STOCKERT YOUTH AND COMMUNITY CENTER" exclusively as the name of the Arena, in accordance with the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the forgoing recitals, the mutual promises and considerations, the Parties agree as follows:

1. **Term.** The initial term of this Agreement ("Initial Term") shall be for a period of (20) years and shall commence on the latter of 1) the receipt by the City of Buckhannon of the Rights Fee or 2) the installation of a sign announcing the construction of the facility together with its name. Upon at least ninety (90) days' written notice to the Company prior to the expiration of the Initial Term, the City may offer Company the opportunity to renew this Agreement for an additional (20) years ("Renewal Term") for a payment of an additional Rights Fee. For purposes of this Agreement, the "Term" shall mean the Initial Term or Renewal Term, as applicable.
2. **Placement and Use of Name.** During the Term, City hereby agrees to display the Company logo and/or name in accordance with this Agreement. The City further agrees, without limitation, as follows:
 - a. To cause the Company logo and/or name to be mentioned and displayed in connection with all public service announcements originated by the City with regard to the Arena at the SYCC; and
 - b. To use its best efforts to cause the logo and/or name to appear on all printed and digital

materials to the extent that the preparation of purchase of such materials are originated by the City.

With regard to the foregoing requirements, the Parties agree to act in good faith to agree upon the exact size, location and/or depiction of the Company Logo and/or name to be used by the City, it being agreed that the City shall be responsible for all the costs and expense for installation and maintenance of foregoing signage. All signage provided hereunder shall be maintained in good condition and as reasonably necessary, replaced at the City's cost. The parties acknowledge and agree that the City has the right to use "CITIZENS BANK OF WEST VIRGINIA ARENA - STOCKERT YOUTH AND COMMUNITY CENTER" as the designated name of the Arena. Parties agree that the City may use "Citizens Bank Arena" as an abbreviated form of the name. The Parties acknowledge that the initial beneficial gift founding the Stockert Youth and Community Center, as provided in the Last Will and Testament of Joyce Stockert, requires the center to bear the name "Stockert".

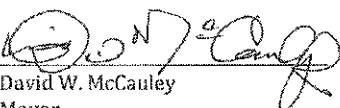
The Company shall have the option and privilege of choosing an alternative name for the Arena provided, that any alternate name shall be subject to the approval of the City, which approval shall not be unreasonably withheld. The Company agrees that any alternative name for the facility will include the name "Stockert Youth and Community Center" therein. The right to name the facility is not assignable or transferrable, except as the Company itself may be purchased by another entity and function under a different name; in that case, the Company assumes any costs associated with replacing signage on the facility to reflect the Company's new name.

3. **Rights Fee.** In consideration for the rights granted under this Agreement, the Company hereby agrees to contribute to the City a Rights Fee in the amount of \$100,000.00. It is further agreed that this Rights Fee will be paid in full on or before May 5, 2020. The Rights Fee will be deposited into the SYCC capital campaign fund, and will be comingled with other donated funds for the City's uses and purposes relating to the Campaign. In the event that the Rights Fee is not used for its intended purpose or if the Arena is not constructed and named by May 1, 2025, then the Rights Fee will be refunded by the City to the Company on demand.
4. **Intent.** It is the agreement of the parties and the intention of the Company that this Rights Fee shall constitute the Company's binding obligation and shall be enforceable at law and equity, including, without limitation, against the Company and the Company's successors and assignees. The Company acknowledges that the City has substantially relied, and shall continue to rely, on the Company's Rights Fee being fully satisfied as set forth herein.
5. **Recognition by the City.** To honor the Company, and to express the appreciation of the City and SYCC, publicity in the form of news announcements, both internal and external, social media posts, publications, pronouncements, and other expressions will be made. A ceremonial "check presentation" will be held and attended by representatives of the Parties upon an agreed-upon date; however, the tender of the Rights Fee provided in this Agreement will take place independently of a presentation event.
6. **Amendment.** By mutual consent of the City and the Company, the Company's legally or duly appointed officer, agent, or attorney-in-fact, any provision of this Agreement may be amended, modified, or deleted. Any such changes, deletions or additions shall be recorded in written signed addenda, which shall form part of this Agreement.
7. **Morality Clause.** If at any time the name of the Company or its corporate officers may compromise the public trust or the reputation of the SYCC, including through the commission of criminal acts or acts of moral turpitude by its corporate officers, the City has the right to remove the Company's name from the facility or return the Rights Fee.
8. **Entire Agreement.** This Agreement contains the entire understanding of the parties with respect to the subject matter of the Agreement and is subject to the laws of the State of West Virginia. This Agreement also supersedes all other agreements and understandings, both oral and written, between the parties relating to the subject matter of the Agreement.

In witness whereof, the Parties have affixed their signatures:

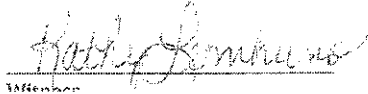
THE CITY OF BUCKHANNON, a
West Virginia municipal corporation

CITIZENS BANK OF WEST VIRGINIA, Inc.,
a West Virginia corporation

By: 
David W. McCauley
Its: Mayor

By: 
Nathaniel Bonnell
Its: Chief Executive Officer


Witness


Witness

E.3 Statements RE: Purchase of Citizens Bank Property & Acceptance of Gift for SYCC

**CITY OF BUCKHANNON – MAYOR’S STATEMENT RE: PURCHASE OF CITIZENS’ BANK PROPERTY ON MADISON STREET & ACCEPTANCE OF GIFT FOR STOCKERT YOUTH & COMMUNITY CENTER
March 5, 2020**

Good evening ladies & gentlemen. As you all know, we re-launched our Stockert capital campaign in December of 2017. At that time, our City had about \$149,000 toward building expansion here. Since jump-starting

that campaign, we have amassed nearly \$340,000, or another \$190,000+. We are thankful for the gifts of the Jenkins family & Jenkins Ford (\$25,000) the Minsker family & Buckhannon Toyota (\$20,000), Weyerhaeuser (\$15,000), Tim Critchfield & High Point Construction (\$11,000), Mike Ross (\$10,000), and a host of other gracious donors including many people in this room. Council member Dave Thomas also has pledged \$12,000 toward our new building.

In April of 2018, the SYCC Board recommended & our Council adopted a donor model that would authorize naming rights of our new building- the fill-in-the-blank Arena at Stockert Youth & Community Center. Acquisition of naming rights required a gift of \$100,000. The largest gift ever received by our City has been the \$25,000 gift of the Jenkins family & Jenkins Ford made just last year toward our Stockert capital campaign. We've been courting several people & enterprises in hopes of selling our naming rights. I am pleased to report this evening, that subject to City Council's formal acceptance & as part of a larger transaction, i.e., the City's purchase of the Citizens' Bank's drive-thru property fronting on Madison Street- Citizens' Bank will gift our SYCC campaign with \$100,000 to take our capital campaign to nearly \$440,000. Citizens' CEO, Nathaniel Bonnell, & the Citizens' board of directors are friends of Buckhannon & support our SYCC programs & facilities.

As we await word nearly any day now on our Abandoned Mine Land (AML) grant application filed last summer seeking \$3.8 million for Stockert & river trail expansion, this gift will only help with that application as Buckhannon further establishes its strong ownership in & support for this facility. Needless to say, this is a monumental moment in the nearly 26 year history of the Stockert programs. I remind you that Mrs. Joyce Stockert died on March 16, 1994, and we can only imagine how very pleased she would be about the work going on within this facility, including our plans to grow this facility & our excellent Stockert programs. We are averaging 13,000+ youth hours monthly, and another 1,000 hours of volunteer service time monthly. This facility enjoys nearly universal support of our B-U community.

As for the property along Madison Street, this real estate, exceeding an acre, is situated immediately across Madison Street from our Jawbone Park. This property if acquired by our City would yield enormous benefits to Park attendees. Dozens of new parking spaces would be realized, additional landscaping, public art, & utilitarian space involving the building located in the middle of this property- would greatly enhance events at Jawbone, our public safety complex, & our Stockert facility. We are reminded that the City owns the large lot located immediately adjacent to & just to the west of this lot. I think Citizens' Arena at SYCC has a really cool ring to it.

I would first call upon Jerry Arnold & Jay Hollen to walk us through some of the particulars regarding the potential development of this exciting opportunity. Jerry & Jay-

Next, I'd call upon Amby Jenkins to discuss models for our City's payment of this property. Amby-

Finally, & before we hear from guests & ultimately from the members of our City Council- I'd ask City Attorney, Tom O'Neill, to help us understand the steps we need to take to be legally compliant with the Citizens' Bank matters. Tom-

Guests-

Council, I'd request a motion to consider the purchase of the Citizens' Bank property on Madison Street-

Council- motion to accept gift-

Council- motion to authorize execution of purchase agreement.

MAYOR McCAULEY REMARKS DURING PRESENTATION OF CHECK BY CITIZENS BANK TOWARD STOCKERT YOUTH & COMMUNITY CENTER CAPITAL CAMPAIGN AT SYCC – TUESDAY, MAY 5, 2020, 2:30 P.M.

Buckhannon's Joyce S. Stockert died on March 16, 1994. Pursuant to her last will & testament Mrs. Stockert bequeathed \$500,000 to the County Commission for the purchase, construction, & operation of a youth center facility to be designated & named "The Stockert Youth Center." Mrs. Stockert specifically provided that "the operation of the youth center shall ... provide for entertainment, instruction, recreational athletics, sport & other wholesome activities for the youth of Upshur County." Until 2004, the County Commission honored the spirit & express purpose of the Stockert bequest. In 2004, the partnering County, City, & Board of Education, recognized & agreed that notwithstanding the previous sustaining of SYC facilities & programs under County ownership & operation, that a different method whereby the City would assume SYC ownership & operation with future financial & other assistance forthcoming from the County Commission & the Upshur County Board of Education, & other in-kind assistance from the College, would best assure SYC's continued, long-term operation together with improvement of SYC facilities, programs, & staffing.

The first program at Stockert was the girls' drill team. Soon after-school tutoring programs were added. Basketball, martial arts, Stock-Art, & other programs later followed to provide fun, safe, after-school & summer experiences for the children of our B-U community. No child has ever been turned away from SYC that was renamed "Stockert Youth & Community Center" in 2018. Now in its 26th year, thousands of kids from our community have benefited from our SYCC programs. For some time we've known that the needs of our kids had outgrown this wonderful, old building. Simply stated, we need more space to accommodate our children. In December of 2017, our City launched its long dormant capital campaign & with the gift we're about to officially receive, our capital campaign will have reached \$440,000. We're so thankful for the gifts of the Jenkins family & Jenkins Ford (\$25,000) the Minsker

family & Buckhannon Toyota (\$20,000), Buckhannon Rotary (\$15,000), Weyerhaeuser (\$15,000), Tim Critchfield & High Point Construction (\$11,000), Mike Ross (\$10,000), & a host of other gracious donors including some here today. Councilor Dave Thomas has pledged \$12,000.

In April of 2018, our Stockert Board & City Council approved a donor model that would authorize naming rights of our new building, the "fill-in-the-blank" Arena- at Stockert Youth & Community Center. Acquisition of naming rights required a gift of \$100,000. The largest gift ever received by our City had been until today- the \$25,000 gift of the Jenkins family & Jenkins Ford made just last year toward our Stockert capital campaign. We've been courting several people & enterprises in hopes of selling our naming rights. I am so pleased to announce that we've now "filled in our blank." Citizens Bank of West Virginia has gifted \$100,000 to take our capital campaign to \$440,000. Citizens' CEO, Nathaniel Bonnell, & the Citizens' board of directors are friends & wonderful partners of our City of Buckhannon & our SYCC programs & facilities.

We're still pursuing additional funding & possible financing before we can break ground on our new building, but we hope that later this year that the long anticipated construction may begin on our Citizens Bank Arena. We remain hopeful & optimistic that our Abandoned Mines Land grant seeking \$3.8 million will prove successful. That matter is on Governor Justice's desk right now. Before I defer to Mr. Bonnell for his remarks, I'd like to thank our entire SYCC Board, a few members being here today, City Recorder Randy Sanders; longtime, stalwart Stockert supporters Rob Rupp & Don Nestor; & former City Recorder & Mayor Nancy Shobe. I also need to thank all of my colleagues on our City Council, & our Director of Finance & Administration, Amby Jenkins, Public Works Director Jerry Arnold, City Engineer Jay Hollen, City Attorney Tom O'Neill, & our grant writer & information officer, Callie Cronin Sams, all of whom have been huge contributors to getting us to this day & beyond with this project. Please join me in giving a warm welcome & ginormous thanks to Nathaniel Bonnell & Citizens Bank of West Virginia- Nathaniel- Citizens Bank Arena indeed! Our floor is yours!

E.4 City PR: SYCC Multi-Purpose Facility Receives \$100,000 from Citizens Bank

Stockert Youth & Community Center's new MultiPurpose Facility receives \$100,000 Gift from Citizen's Bank; SYCC Board aims to begin Construction of the newly minted Citizens Bank Arena later this year

May 5, 2020

BUCKHANNON, WV: While our community may not currently be able to gather at Stockert Youth & Community Center, the center's board of directors continues to work toward the construction of the new multipurpose facility expansion. Tuesday, Citizens Bank presented Mayor McCauley, SYCC Board Chairperson, and Debora Brockleman, SYCC Director, a check of \$100,000 toward the project, which will provide space for additional indoor recreation and special events. The gift brings the capital campaign total to nearly \$440,000 and grants naming rights to Citizens Bank.

Once complete, Citizens Bank Arena will host the hugely successful youth basketball program, an indoor walking/biking track, and a multitude of fitness and recreation activities for people of all ages. The new space may also accommodate Jawbone Park events, such as Festival Fridays and the farmers market, in times of inclement weather.

The Stockert Youth & Community Center Board and the City of Buckhannon thanked Citizens Bank for this incredible contribution to our community, with Mayor McCauley enthusing, "Much of what we do as a City, as an organization- is undertaken for our children. This new building at Stockert is all about our kids. The Colonial Theatre project just one block up the street from Stockert is mostly about our kids. These two facilities in tandem will offer vast opportunities for generations of our children to come. It truly is an exciting time to live in Buckhannon, West Virginia!"

SYCC Director, Debora Brockleman, expressed gratitude to Citizens Bank, saying, "We are very excited knowing we are very close to having a new multi-purpose facility for our kids and community. This means so much to all of us. Thank you Citizens Bank."

During the presentation, Citizens Bank CEO & President, Nathaniel Bonnell, remarked, "On behalf of the board of directors of Citizens Bank, our officers, and all our staff, we are thrilled to be able to do this. Buckhannon has been our home since 2014 where we opened just down the street...We are excited about what this gift can do for the youth in Upshur County and we are thrilled to be a part of this."

Stockert Youth & Community Center, now in its 27th year of serving our community, hosts an afterschool program and summer camp with academic support and recreational activities for local youth. Both programs provide a snack and/or meal for participating children, filling a critical need in an area where food insecurity is a real concern for some families. On average, 13,000 youth hours are realized every month at Stockert.

To donate to the SYCC capital campaign, call City Hall at (304) 472-1651 or go to: www.buckhannonwv.org/about-the-city/donate-sycc/

Volunteers serve 1,000 hours on average each month at SYCC. You may also get involved by volunteering! For SYCC volunteer needs, call the Center at (304) 473-0145 or go to the Buckhannon Volunteer Center website at: www.buckhannonwv.org/volunteerwww.buckhannonwv.org/volunteer

E.5 Letter to Governor Justice RE: AML Grant Application

May 8, 2020

Honorable James C. Justice, II
Office of the Governor
State Capitol
1900 Kanawha Blvd. East
Charleston, WV 25305

RE: Buckhannon's AML grant application

Dear Governor Justice:

On behalf of our entire City, I again thank you for the leadership you have demonstrated during these most challenging days as we together battle the covid-19 virus. I'm reaching out to you this time regarding Buckhannon's Abandoned Mine Land grant application that was filed last summer. I know you have more on your plate right now than any of us could possibly imagine, but I wanted to update you on Buckhannon's efforts to assist in funding part of the project we applied for with the AML funds.

Our proposed project is essentially a two-fold one, first to extend our river walk & bicycle/mountain bike trail to the Sago Mine Memorial to our south, about four miles as the crow flies, and to the Pringle Tree Memorial Park to our north, about two miles north of our City's corporate limits. The second element of our project is to establish a trails-head facility for runners, hikers, bikers, and kayakers, that is, a facility that will serve as a drop-off and pickup point for those utilizing our extended trails here, and a locker room facility for those folks. The perfect place for this facility is to expand our existing Stockert Youth and Community Center in the heart of our town. Our Stockert Center is owned and operated by the City of Buckhannon. Our staffers there are City employees. Our Center is funded by grants, fees, and annual funding contributions from the City, the Upshur County Commission, and the Upshur County Board of Education.

As you know, on January 2, 2006, our community was devastated by the Sago Mine disaster. In 2006, the Sago Mine disaster was the worst to occur in our state in nearly 40 years. The Sago Mine Memorial is a sacred and much visited place here near Buckhannon in Upshur County. The Memorial is located just off of our beautiful Buckhannon River. There were 13 victims of the disaster, and but one survivor of it. I, then serving as City Attorney, and many others of us still working for our City- were parts of the relief team that established our City Hall as a drop-off point for food, water, and supplies that were then transported out to the mine site to accommodate the rescuers and gallant relief efforts to save our miners. When the worst possible news came down in the early hours of January 4 that we had lost 12 of our miners, a make-shift morgue was established here in town at our Central Elementary School building, then and still owned by West Virginia Wesleyan College. Central School, still standing, is situated but four blocks from our Stockert Center.

Those of us in Upshur County sincerely believe that there could not possibly be a more appropriate place to invest AML funds than right here in Buckhannon and by extension to the Sago Mine Memorial. First and foremost, our project will heighten the awareness of the horrible tragedy occurring here now 14 years ago. Second, the extensions of our river trail will be a real economic boom to our region as we feature all of the best things that our beautiful terrain offers- hiking, biking, kayaking, rafting, and canoeing. Third, our Stockert Youth and Community Center that is a primary place for after-school programs for our B-U kids would also double as the trails-head. Our children will come to know all the better about the heroes who were miners, and of the heroes who sought to rescue them. This tragedy is deeply imbedded as part of our community's history and lore. Fourth, our community has seen a constant reduction in coal mining activity virtually ever since the Sago Mine disaster. The Sago Mine is no longer operating.

Many of us have been vigilant in raising seed money for and contributing to this excellent project. Earlier this week we received the largest gift to date taking the building portion of our project campaign to about \$465,000. To do this project right, we really need AML funding assistance. We know that Senators Capito and Manchin, along with U.S. Commerce Secretary Wilbur Ross, all support this project. Former State Senator, Mike Ross, has been one of our biggest financial supporters. I think you will find Buckhannon's AML grant application to be a very thorough and well assembled request for funding. If I or anyone with our City team can answer any questions you may have about our grant request, please contact me at City Hall at (304) 472-1651, or on my City cell phone at (304) 642-1651, or at my home at

(304) 472-3028. All of us in our Buckhannon-Upshur community sincerely appreciate your consideration of our request. We would love to have you here when we break ground on our project!

Very truly yours,

David W. McCauley, Mayor

cc: Members of Buckhannon City Council
Members of Stockert Youth & Community Center's Board of Directors
Upshur County Commission
Upshur County Board of Education
Mike Ross

Jim Justice
Governor of West Virginia

May 11, 2020

The Honorable David McCauley
City of Buckhannon
70 East Main Street
Buckhannon, WV 26201-2274

Dear Mayor McCauley:

Thank you for contacting my office. I appreciate your thoughts and concerns, and particularly the time you took to send them to me.

Your correspondence has been forwarded to the appropriate division in my office for further review.

Please accept my most sincere best wishes for the future.

Sincerely,

Jim Justice
Governor

F. Consent Agenda

F.1 Approval of Minutes: 03/02/2020

Motion to approve minutes made by Shobe/Nolte. Motion carried.

G. Strategic Issues for discussion and vote

G.1 Discussion Update- Multi-Purpose Building/Gym – Mrs. Shobe ask for an update on the Knights of Pythias situation. The Mayor requested a progress report which Don Nestor provided. He gave an overview of the meeting that was held in the Council Chambers and the difference in the value of the property along with various options being discussed. Don suggested that he, along with the Mayor set down and have a discussion with the principles of the Knights of Pythias.

Motion to establish a committee to include Mayor Skinner, Don Nestor, and Debora Brockleman, who will arrange a meeting with the Knights of Pythias to revisit a purchase agreement for the property was made by Rupp/Bucklew. Motion carried.

G.2 AML Grant Application 2020 for Building Expansion – Discussed and action taken earlier in the meeting.

H. Board Members Comments and Announcements –

Franke – She is happy with the progress that we are seeing.

Bucklew – She is happy that we are having our meetings again and that things are going well. The Mayor complimented her on the Fireworks Celebration.

Nolte – Mr. Nolte complemented Pam Bucklew and the City’s Fireworks committee for a great event. He was also happy to hear that we would try to work out the property situation with the Knights of Pythias amicably. Hopes that all will stay safe.

Samples - She really wants us to keep track of where the children, who attend the SYCC, have been regarding travel and vacations.

Nestor – He was happy with the reopening of the SYCC and offered to help in any way possible and cautioned that we stay on top of things. He is optimistic about the next AML Grant application and is anxious to be part of a group to visit the Governor once the application has been submitted.

Martin - She is very hopeful that we can find a way to work with the Knights of Pythias in a peaceful way.

Shobe – She is happy that the SYCC has reopened as it is an important part of the city and she is happy about our plans to work with the Knights of Pythias.

Rupp – Dr. Rupp gave a shoutout to Pam for having an idea and making it successful, and a shoutout to Callie for her great work while being under a tight deadline. He closed by reminding Callie that one half of life is persistence!

Brockleman – Nothing further other than we are glad that we will continue working on the new multipurpose building.

Jenkins – Nothing further.

Sanders – He is very happy that we are back together as a group and is looking forward to us doing some great things for the children.

Cronin-Sams – She mentioned that the Governor hopefully will make the announcement right before the upcoming election. She also mentioned that Tammy had pointed out for those attending the meeting online; they could type responses and/or votes into the comment sections of the GoToMeeting program.

I. Mayor’s Comments and Announcements

Mayor – Mayor Skinner was grateful to this Board and the hard work they have been performing. He noted that while we were a small town without major landmarks, we were a very progressive town with great vision. He is enjoying learning more about the various Boards and efforts of the citizens of the City of Buckhannon. He reminded the Board that our next meeting will be Monday, August 3, 2020 at 4:30pm.

J. Adjournment

Motion to adjourn at 5:35 pm made by Shobe/Sanders. Motion carried.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____