

**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, August 27, 2020 at 4:00 p.m. with the following in attendance:

Mayor	Robbie Skinner	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	Present
City Engineer	Jay Hollen	Present – by phone
Street Superintendent	Bradley Hawkins	Present
Grants & Information Coordinator	Callie Cronin Sams	Present – by phone
City Attorney	Tom O’Neill	Absent
MyBuckhannon	Monica Zalaznik	Present
Inter Mountain	Amanda Hayes	Absent
COB Intern	Joshua Trent	Present

Guests: Ammie Garman, COB; Michelle Jack; Jean Howard; and, Delane J. McDaniel.

*To Participate in a Utility Board meeting during the COVID-19 Safer at Home Order,  
Please contact us at 304-472-1651 for the GoToMeeting link/access*

*City of Buckhannon Consolidated Public Works Board  
4:00 p.m. in Council Chambers  
Meeting Agenda for Thursday, August 27, 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 Guest
  - B.1 Joshua Trent- Presentation on Research & Surveys
- C. Department Report
  - C.1 Jerry Arnold
- D. Financial Report-Amberle Jenkins
  - D.1 July 2020
- E. Correspondence and Information
  - E.1 Information Release BU Academy Elementary School RE: Parking in Prohibited Spaces
  - E.2 Bid Opening Results Concrete Mixer Truck and Silo
  - E.3 Apothecary Way- New Street beside CVS
  - E.4 Upshur County Youth Soccer-Use of North End Fields-Certificate of Liability Insurance
  - E.5 Buckhannon Youth Football -Use of North End Fields-Certificate of Liability Insurance
- F. Consent Agenda
  - F.1 Approval of Minutes- Regular Meeting 07/23/2020
  - F.2 Event Request-Meet & Greet Denise Campbell –Jawbone Park-09/22/2020
  - F.3 Event Request-Ambassador Baptist Church Revival-Jawbone Park-1<sup>st</sup> of Every Month
- G. Strategic Issues for Discussion and/or Vote
  - G.1 Approval Revised Event Request Form
  - G.2 Request Variance to Set Larger Monument or Bench 2<sup>nd</sup> Addition Section B McCauley Lot
  - G.3 Request Placement of Farmers Market Signage at the Buckhannon Entrance near Skateland
  - G.4 Discussion Lighting Upgrade at North Buckhannon Park
  - G.5 Discussion to Add Speed Limit Signage in Residential Areas
  - G.6 Historic District Street Signage Update/Possible Action to Replace Faulty Poles
  - G.7 Discussion to Add/Replace “Stop Here” Painted White Line Bars on Ohio St & Reger Ave at The Hardee’s Light
- H. Board Members Comments and Announcements
- I. Adjournment

Posted 08/24/2020

- A. Call to Order - The meeting was called to order by Mayor Skinner.
  - A.1 Moment of Silence - The Mayor ask for all to join him in a Moment of Silence.

A.2 Pledge to the Flag of the United States of America – The Pledge was led by Jean Howard.

B. Recognized Guests

The Mayor recognized Delane J. McDaniel who has submitted an Event Request to use Jawbone Park on the 1<sup>st</sup> Friday of each month for a revival, singing & preaching event. They will also be working on homeless issues aiding those in need. Board member Rylands ask if another day of the week would be acceptable as the Park is used seasonally for Festival Friday’s. Mr. McDaniel opted for the 1<sup>st</sup> Thursday of each month. Board member Bucklew suggested that we not approve it for a long-term but instead approve it for a couple of months and review it then. Board member Rylands suggested we grant a 3-month commitment provided the organizer understands that if the limits to public gatherings were to change, from the Governors office, the City has the obligation to impose those on this and all other events.

1<sup>st</sup> OF  
EACH OF EVERY MONTH

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: REVIVAL SINGING PREACHING Person in Charge of Event: DELANE J. McDANIEL

Type of Event: PREACHING

Date of Event: 9/1/20 Start Time: 6 PM End Time: 8 PM

Name of Sponsoring Organization: Ambassador Baptist Church Etkins

Address: 120 DAYTON PARK RD City: WV State: WV Zip: 26416

Signature of Person in Charge of Event: DELANE J. McDANIEL Phone No: 304-627-7855

Location of Event: Jawbone Park If Event is a 5K Include City approved route number \_\_\_\_\_

1. Will any streets be closed? (If yes attach list) Circle Yes/No  
Yes ☒ No ☐  
IF YES: Requester requirement for placement & removal of temporary signage regarding No Parking along the event route. See below marking of events rules/regs.

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: DELANE J. McDANIEL

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

I hereby confirm that I am an organizer of this event and understand that I must abide by the rules and guidelines set in place by the WV Governor's office and DHHR at the time the event is held. If guidelines cannot be followed the event will be cancelled or rescheduled.

Delane J. McDaniel 8/17/20  
Name Date

Motion to bring F.3 Event Request-Ambassador Baptist Church Revival-Jawbone Park-1st of Every Month to the table and approve the request for the 1<sup>st</sup> Thursday of each month for 3 months, specifically September 3<sup>rd</sup>, October 1<sup>st</sup>, and, November 5<sup>th</sup>, was made by Rylands/Waldo. Motion carried.

B.1 Joshua Trent- Presentation on Research & Surveys – COB Summer Intern Joshua Trent presented his findings from his research from the surveys that he put together.

The first was on the use of the Riverwalk. His findings follow:

BUCKHANNON, WV: This summer, the City of Buckhannon will benefit from our relationship with West Virginia Wesleyan College, as Josh Trent, a Buckhannon native and fifth-year student in the Master of Business Administration program performs two research projects related to City facilities and operations.

First, Trent will be analyzing Riverwalk usage and conducting a survey to determine who is using the Riverwalk, how often, when, and what they would like to see improved on the trail system.

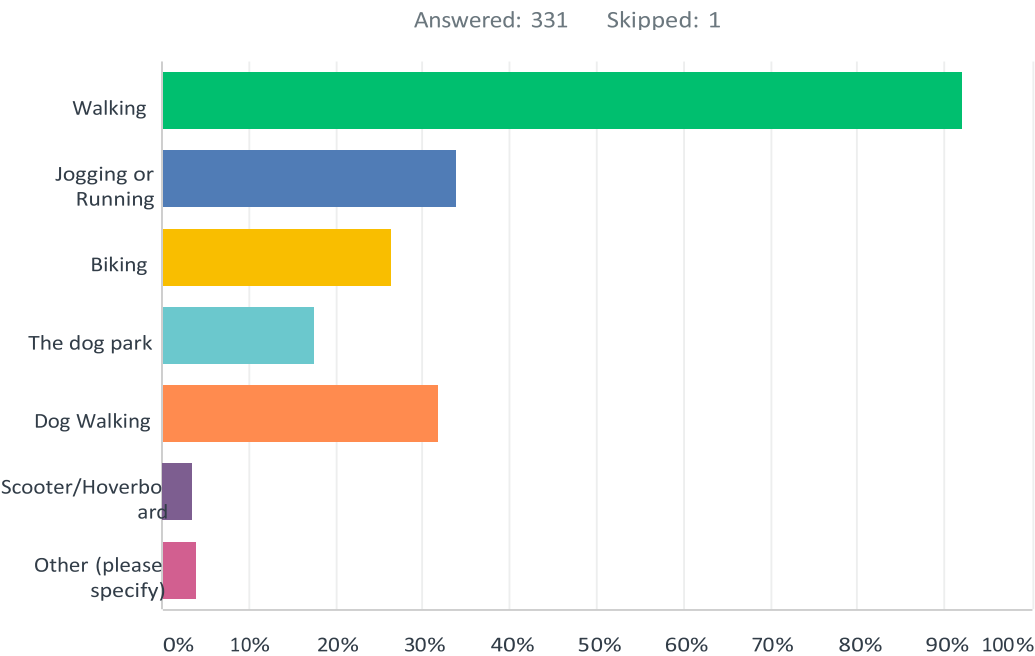
Please take the survey here: <https://www.surveymonkey.com/r/riverwalkinternship>

Following the Riverwalk research, Trent will be looking at how our municipality transitioned to distance operations for City business and City Council & Utility meetings during the CoViD-19 pandemic.

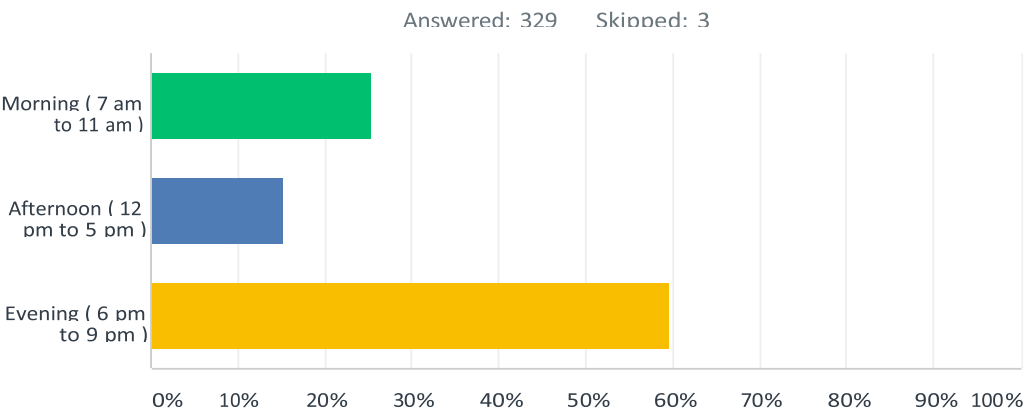
The resulting report will make recommendations for what actions might improve our operations under social distancing guidelines, which in turn may inform purchases of technology and equipment that could be reimbursed with CARES Act funding.

Thank you, Josh Trent, Prof. Kim Conrad, and West Virginia Wesleyan College for partnering with the City of Buckhannon to mutually benefit students and community members!

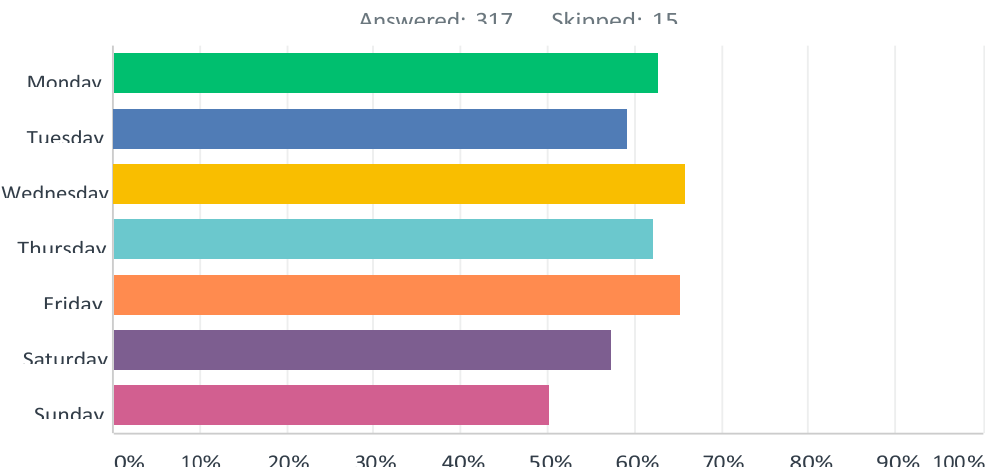
Q1 How do you use the Riverwalk? (select all that apply)



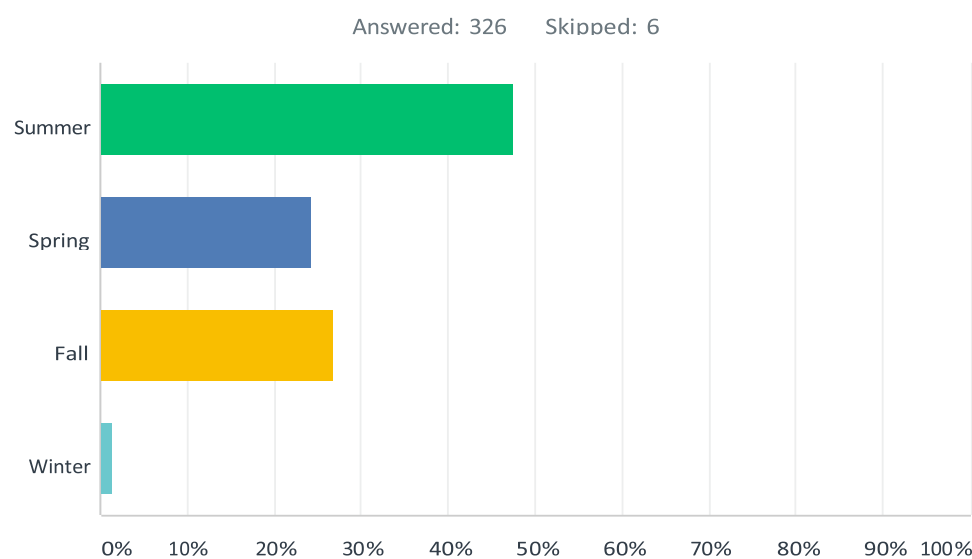
Q2 Which time of day do you usually go to the Riverwalk?



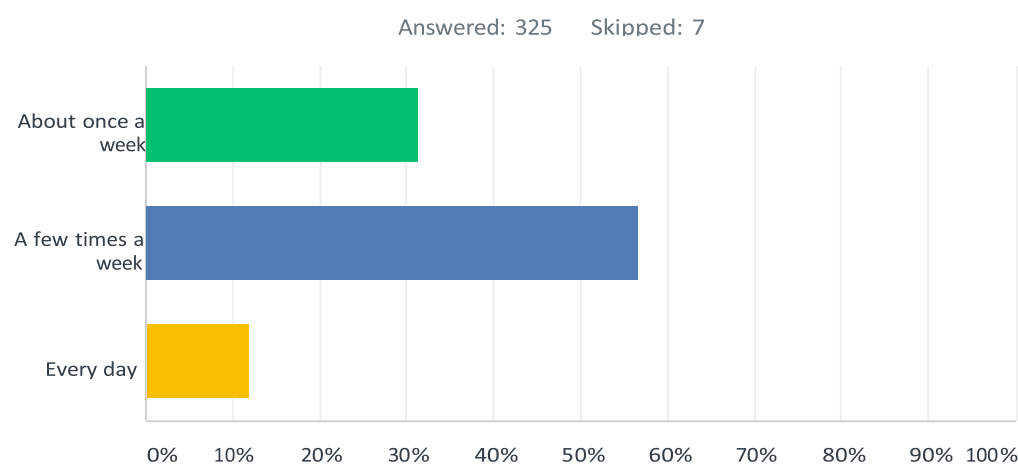
Q3 Which days of the week do you use the Riverwalk the most?  
(select all that apply)



Q4 Which time of year do you use the Riverwalk the most?



Q5 How often do you come to the Riverwalk?

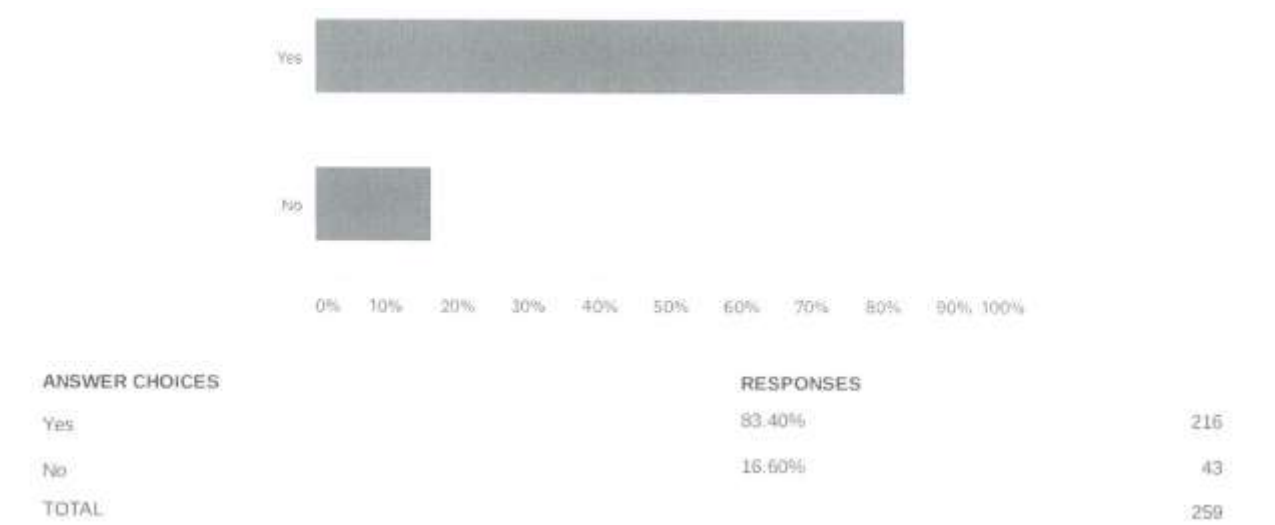


Q6 What do you like about the Riverwalk?

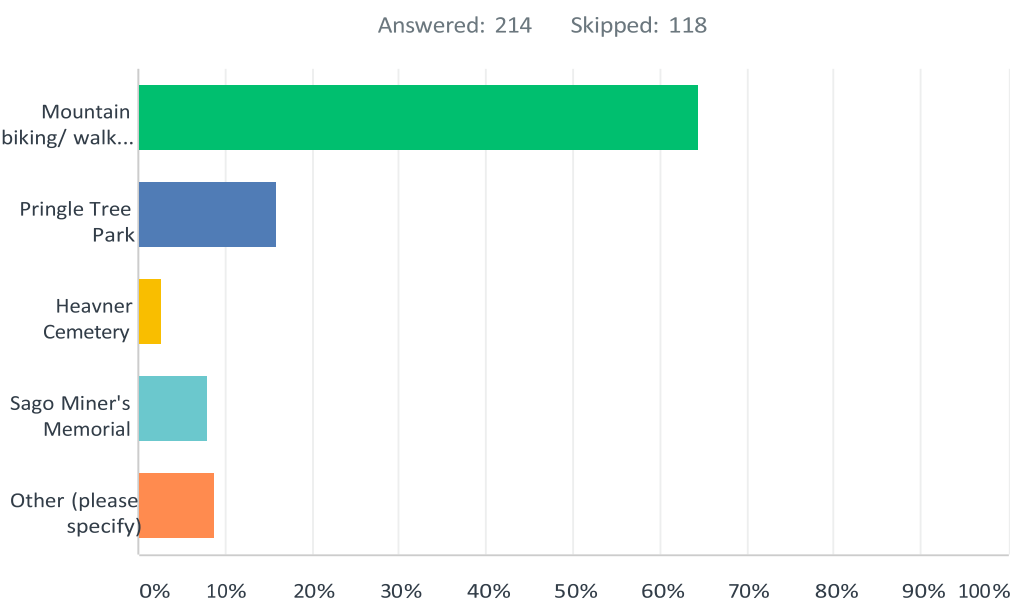
Q7 What do you dislike about the Riverwalk?

Q8 What improvements would you like to see or work done at the Riverwalk?

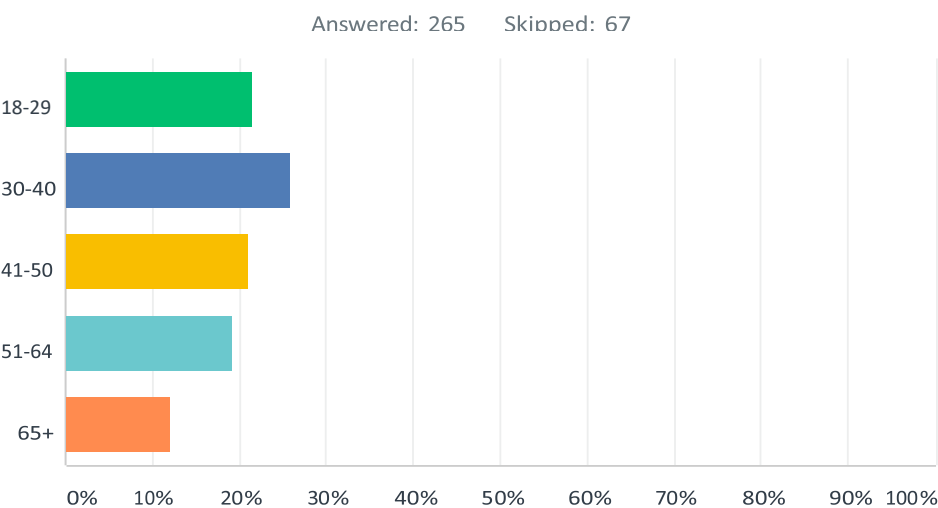
Q9 Would you like to see the Riverwalk trail connected to other trail systems?



Q10 If "yes" on number 9, which trail would you like to see connected to the Riverwalk?



Q11 What is your age range?

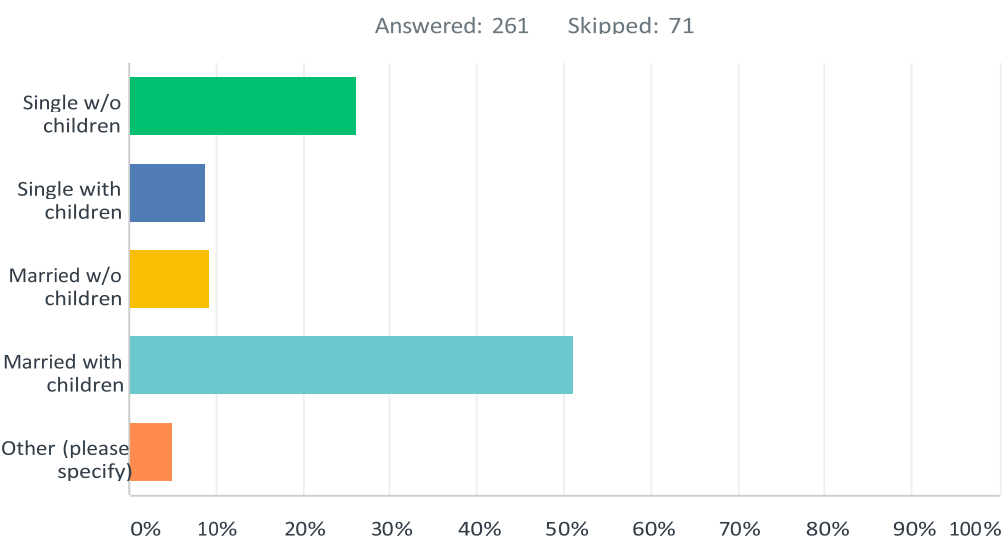


Q12 Gender

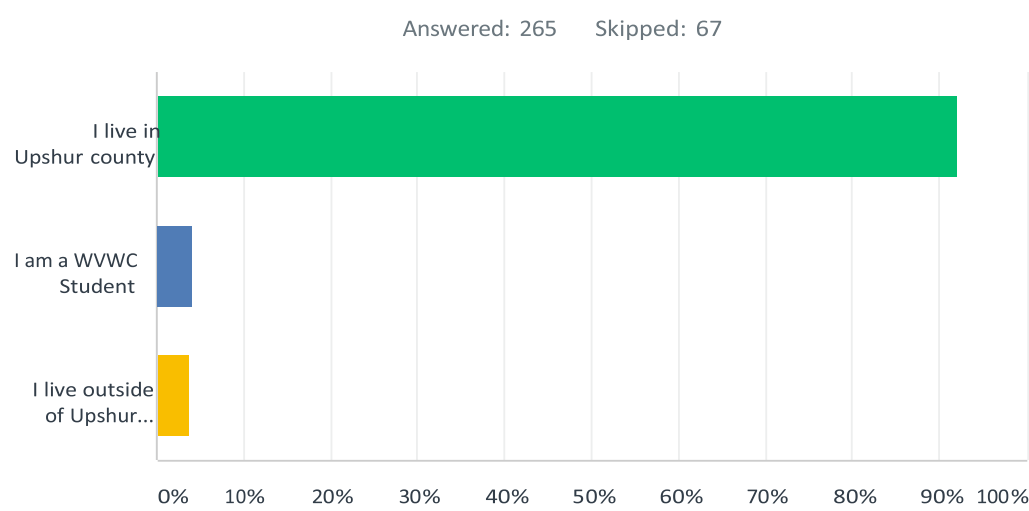
Male   27.38%   72

Female   72.62%   191

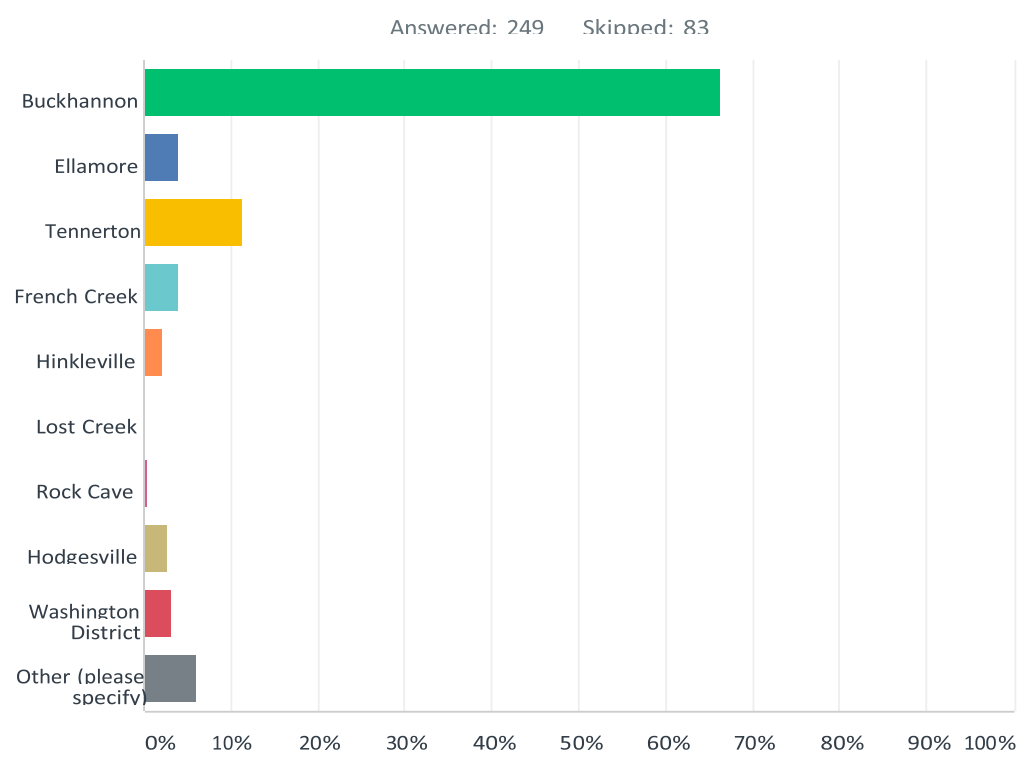
Q13 Family (if more than one, specify in "Other")



Q14 Which of the following best describes your resident status?



Q15 If you live in Upshur County, what area of the county are you from?



The second was on the City of Buckhannon’s Pandemic response. His findings follow:

BUCKHANNON, WV: During the statewide shutdown this spring, Buckhannon City Hall, like all government facilities and many businesses across the state, closed access to the public to reduce the spread of COVID-19. However, our staff continued working, providing essential services to the community through our City Hall and Waste, Water, and Sewer Departments.

Now, we would like our residents’ feedback to learn how easily they were able to conduct business with the City during the shutdown. We are interested in the public’s awareness of the Channel 3 live stream of City Council meetings and residents’ ability to access the meeting online or on television. Additionally, we would like to know if residents and businesses were happy with the variety of methods available to pay utility bills, communicate with the City departments, and obtain zoning or building permits.

The survey is brief and should only take 4 – 5 minutes to complete. We will use the results to improve our readiness in case of a second shutdown, and to improve our efficiency in distance operations in general. Thank you for participating!

Survey Link: <https://www.surveymonkey.com/r/COVIDpandemic>

# CITY PANDEMIC OPERATIONS

SURVEY AND INFORMATION

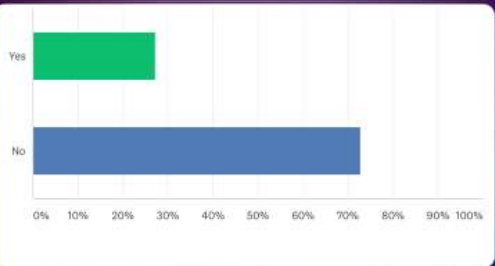
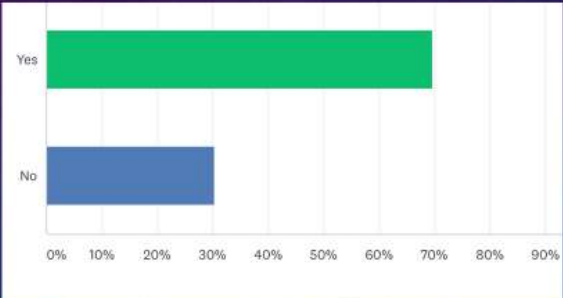
JOSH TRENT

CONRAD BUSI 591

## QUICK FACTS

- 92% completion rate
- 66 Total Responses
- Typical time spent- 2m:46s
- What could the city improve upon during another shutdown? – Most skipped question

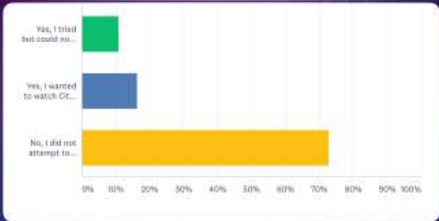
WERE YOU AWARE THAT CITY COUNCIL MEETINGS WERE  
LIVE-STREAMED BY THE LOCAL PUBLIC ACCESS TELEVISION,  
(CHANNEL 3) ON THEIR FACEBOOK PAGE?



DID YOU VIEW OR PARTICIPATE  
IN THE CITY COUNCIL MEETINGS  
THAT CHANNEL 3 LIVE-  
STREAMED?

DID YOU WANT TO WATCH THE CITY COUNCIL MEETING, BUT WERE NOT ABLE TO VIA THE OPTIONS PROVIDED?

- Yes, I tried but could not access the live stream or Channel 3 via the available options
- Yes, I wanted to watch City Council, but I was not aware of the options available
- No, I did not attempt to access the live stream because I did not need/want access to it



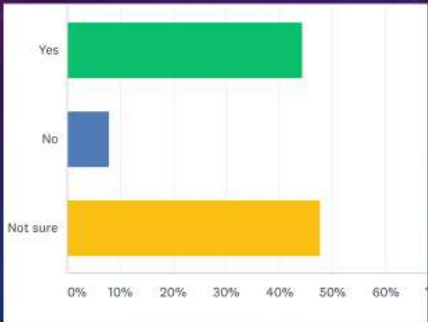
HOW WAS THE QUALITY OF THE AUDIO AND VIDEO?



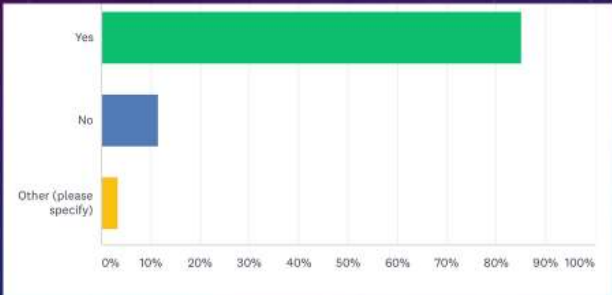
CURRENTLY CHANNEL 3 IS BROADCASTING ON FACEBOOK AND YOUTUBE, WOULD THERE BE ANY OTHER PLATFORMS YOU WOULD LIKE TO SEE USED?

- Zoom?
- Twitter
- Snapchat- Interesting but must be done differently

WOULD A WEBCAM VIDEO STREAM OF THE CITY COUNCIL MEETINGS' AGENDA GUESTS AND REMOTE PARTICIPANTS IMPROVE THE VIRTUAL MEETING FORMAT?

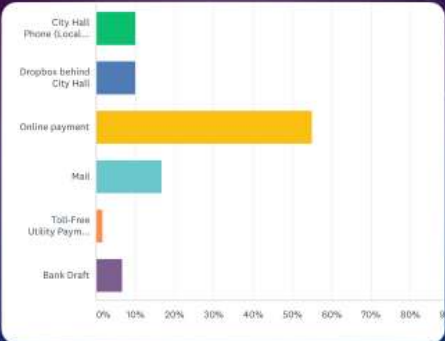


RESIDENTIAL STATUS- ARE YOU FROM BUCKHANNON?

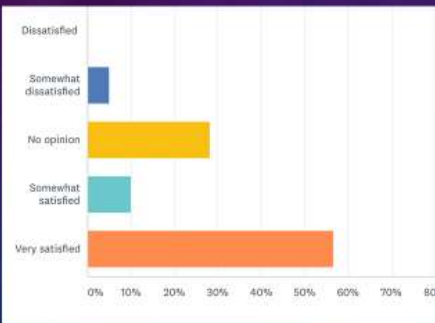


DURING THE SHUTDOWN, HOW DID YOU PAY YOUR CITY UTILITY BILLS?

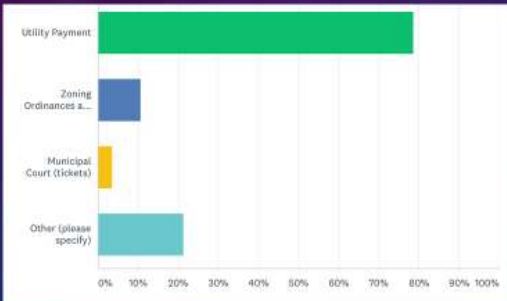
- 6
- 6
- 33
- 10
- 1
- 4

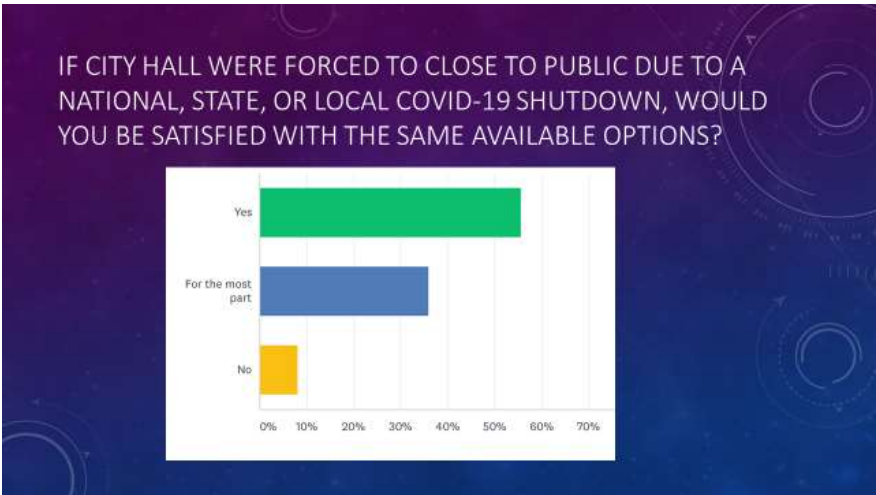


SATISFACTION OF THE PAYMENT OPTIONS



WHAT TYPE OF BUSINESS DO YOU CONDUCT AT CITY HALL?





Callie thanked Josh for his work during this internship. Josh felt that he learned a lot by shadowing the Supervisors and enjoyed the opportunity.

The Mayor recognized Jean Howard who has submitted an Event Request for the use of Jawbone Park on September 22, 2020 for a Meet & Greet with WV Senate candidate Denise Campbell, The event is by invitation only and she has agreed that all COVID-19 protocols that are in place at that time will be observed.

I hereby confirm that I am an organizer of this event and understand that I must abide by the rules and guidelines set in place by the WV Governor's office and DHHR at the time the event is held. If guidelines cannot be followed the event will be cancelled or rescheduled.

Jean Howard                      8/17/20  
Name                                      Date

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Name of Event: Meet + Greet Denise Campbell Person in Charge of Event: Jean Howard

Type of Event: Political candidate for State Senate

Date of Event: Tuesday 9/22/20 Start Time: 4:30 PM End Time: 7 PM

Name of Sponsoring Organization: Jean Howard

Address: 1657 Ivanhoe Rd Buckhannon WV 26201

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Signature of Person in Charge of Event: Jean Howard Phone No: 304-472-6507

Location of Event: Jawbone park or at Park Street City park If event is a SK include City approved route number \_\_\_\_\_

(If yes attach list)

1. Will any streets be closed? Circle Yes/No  
IF YES: Requester requirement for placement & removal of temporary signage regarding No Parking along the event route. See below marking of events rules/regs.

2. Will there be vendors? By invitation only 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: Gary Connell  
Jaws BBQ will cater event

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**Motion to bring F.2 Event Request-Meet & Greet Denise Campbell -Jawbone Park- 09/22/2020 to the table and approve the request was made by Bucklew/Shobe. Motion carried.**

The Mayor recognized Michelle Jack who said that the parking enforcement situation has gotten better and thanked Ammie Garman, COB Parking Enforcement Officer, for her efforts. She also requested that the Board consider adding at least one 10-minute parking space per block, on each side, to help with customers who simply want to stop and quickly pick something up. Michelle also ask who was responsible in enforcing the current 2-hour parking ordinance on the weekends. She reported that she is having a problem with particular people abusing the parking privileges. The Board said it would be the City Police's responsibility to follow-up on the violations of the parking ordinance. The Board had a discussion concerning adding the 10 (or 15) minute parking space request. The Mayor suggested that we have the current parking ordinance sent to all Board Members for review and have a conversation with various Main Street business owners for their opinions and then we can appropriately address the concern at a future meeting.

### C. Department Report

**C.1 Director of Public Works - Jerry Arnold** - Mr. Arnold provided a report on the following:

- The crews are continuing the work on the Gateway West Project.
- The Department is hoping for some good weather to continue painting curbs on the side streets and in residential areas.
- He addressed a problem with City Park restrooms being abused. He suggested that we lock the restrooms at night using panic bars and auto locks on the doors.

### D. Financial Report-Amberle Jenkins

**D.1 July 2020** - Amby presented the July 2020 report:

CONSOLIDATED PUBLIC WORKS BOARD CITY OF BUCKHANNON  
BALANCE SHEET

Balance July 31, 2020

Money market & checking \$ 136,606.55  
Cemetery CD and savings \$ 233,116.09

8-27-2020 12:30 PM		CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: JULY 31ST, 2020				
093-CONSOL PUBLIC WORKS		% OF YEAR COMPLETED: 88.33				
REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OTHER FEES						
093-340-000-01 DONATION BEAUTIFICATION U	60	11.00	11.00	0.00	49.00	18.33
093-340-000-02 DONATION DOG PARK UTL&PAI	60	12.00	12.00	0.00	48.00	20.00
093-342-000-00 PARKING METERS LOT 1	0	0.00	0.00	0.00	0.00	0.00
093-342-000-01 PARK.PEN.LOT 1	0	0.00	0.00	0.00	0.00	0.00
093-342-000-02 LOT 1 STICKERS	0	0.00	0.00	0.00	0.00	0.00
093-343-000-00 PARKING LOT 2 RENTAL	2,000	0.00	0.00	0.00	2,000.00	0.00
093-343-000-01 PARK.PEN.LOT 2	0	0.00	0.00	0.00	0.00	0.00
093-343-000-02 STICKERS LOT 2	0	0.00	0.00	0.00	0.00	0.00
093-344-000-00 PARKING METERS LOT 3	0	0.00	0.00	0.00	0.00	0.00
093-344-000-01 PARK.PEN.LOT 3	100	0.00	0.00	0.00	100.00	0.00
093-344-000-02 STICKERS LOT 3	1,500	575.00	575.00	0.00	925.00	38.33
093-345-000-00 PARKING METERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-01 PARK.PEN.LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-02 STICKERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-346-000-00 PARKING METERS ON STREET	0	0.00	0.00	0.00	0.00	0.00
093-346-000-01 PARK.PEN.ON STREET	3,000	445.00	445.00	0.00	2,555.00	14.83
093-347-000-00 OPENING & CLOSING GRAVES	30,000	5,800.00	5,800.00	0.00	24,200.00	19.33
093-347-000-01 SALE OF LOTS	10,000	0.00	0.00	0.00	10,000.00	0.00
093-347-000-03 PLACEMENT OF MARKERS	1,500	100.00	100.00	0.00	1,400.00	6.67
093-349-000-01 PARK.PEN.LOT 6	0	0.00	0.00	0.00	0.00	0.00
093-349-000-02 STICKERS LOT 6	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER FEES	48,220	6,943.00	6,943.00	0.00	41,277.00	14.40
GRANTS						
093-366-000-00 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
093-367-000-01 HOTEL OCCUPANCY TAX	40,680	4,351.11	4,351.11	0.00	36,328.89	10.70
093-368-000-00 RENTAL OF PAVILION	5,000	325.00	325.00	0.00	4,675.00	6.50
TOTAL GRANTS	45,680	4,676.11	4,676.11	0.00	41,003.89	10.24
OTHER REVENUE						
093-380-000-00 INTEREST	50	0.00	0.00	0.00	50.00	0.00
093-399-000-00 MISCELLANEOUS	0	252.90	252.90	0.00	252.90	0.00
093-399-000-02 DONATIONS BEAUTY/GARDENS	0	0.00	0.00	0.00	0.00	0.00
093-399-000-03 CONTRIB FROM GENERAL FUND	60,000	0.00	0.00	0.00	60,000.00	0.00
093-399-000-04 COMMUNITY ENHANCE DONATIO	100	0.00	0.00	0.00	100.00	0.00
TOTAL OTHER REVENUE	60,150	252.90	252.90	0.00	59,897.10	0.42
TOTAL REVENUE	154,050	11,872.01	11,872.01	0.00	142,177.99	7.71
8-27-2020 12:30 PM		CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: JULY 31ST, 2020				
093-CONSOL PUBLIC WORKS		% OF YEAR COMPLETED: 88.33				
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBT						
NON-OPERATING EXPENSES						
093-550-576-00 BAD DEBT EXPENSE(returns E	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT	0	0.00	0.00	0.00	0.00	0.00
BOARD						
SALARIES & BENEFITS						
093-700-101-00 BOARD SALARIES	16,800	1,400.00	1,400.00	0.00	15,400.00	8.33
093-700-103-00 SALARIES	21,740	880.00	880.00	0.00	20,860.00	4.05
093-700-103-01 FLOWER SALARIES	48,000	4,371.93	4,371.93	0.00	43,628.07	9.11
093-700-104-00 FICA TAX	6,448	508.88	508.88	0.00	5,939.12	7.89
093-700-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
093-700-106-00 GROUP RETIREMENT	1,520	128.00	128.00	0.00	1,392.00	8.42
093-700-106-01 CONSOLIDATED RETFLOWER	2,750	161.56	161.56	0.00	2,588.44	6.87
TOTAL SALARIES & BENEFITS	96,858	7,450.37	7,450.37	0.00	89,407.63	7.69
CONTRACTUAL SERVICES						
093-700-214-00 CPWB UNIFORMS	0	0.00	0.00	0.00	0.00	0.00
093-700-225-00 LOT 4 EXPENSE	0	0.00	0.00	0.00	0.00	0.00
093-700-226-00 INSURANCE & BONDS	10,000	782.41	782.41	0.00	9,217.59	7.82
TOTAL CONTRACTUAL SERVICES	10,000	782.41	782.41	0.00	9,217.59	7.82
COMMODITIES						
093-700-340-00 MAT & SUPP - STORM DRAIN	0	0.00	0.00	0.00	0.00	0.00
093-700-341-00 MAT & SUPP - CEMETERY	15,000	400.24	400.24	0.00	14,599.76	2.67
093-700-342-00 MAT & SUPP - PARKING	5,150	1,655.01	1,655.01	0.00	3,494.99	32.14
093-700-343-00 MAT&SUPP-PARKS	75,000	352.29	352.29	0.00	74,647.71	0.47
093-700-343-01 DOG PARK EXP	500	10.50	10.50	0.00	489.50	2.10
093-700-344-00 AUTO SUPPLIES	5,000	3,852.89	3,852.89	0.00	1,147.11	77.06
093-700-345-00 TREE MAINTENANCE	10,000	0.00	0.00	0.00	10,000.00	0.00
093-700-346-00 COMMUNITY ENHANCE DONATIO	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	110,650	6,270.93	6,270.93	0.00	104,379.07	5.67
CAPITAL OUTLAY						
093-700-464-00 HOTEL-MOTEL (FLOWERS)	14,000	611.50	611.50	0.00	13,388.50	4.37
093-700-465-00 CONTRACT MOWING CEMETERY	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	14,000	611.50	611.50	0.00	13,388.50	4.37
CONTRIBUTIONS						
093-700-500-00 DEPRECIATION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00

8-27-2020 12:30 PM		CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: JULY 31ST, 2020					
093-CONSOL PUBLIC WORKS		% OF YEAR COMPLETED: 08.33					
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET	
NON-OPERATING EXPENSES							
093-700-999-00 MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00	
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00	
TOTAL BOARD	231,508	15,115.21	15,115.21	0.00	216,392.79	6.53	
TOTAL EXPENDITURES	231,508	15,115.21	15,115.21	0.00	216,392.79	6.53	
REVENUE OVER/(UNDER) EXPENDITURES	( 77,458) (	- 3,243.20) (	- 3,243.20)	0.00 (	74,214.80)	4.19	

08-27-2020 12:28 AM		disbursements 07-01-20 TO 07-31-20				
FUND: CONSOL PUBLIC WORKS						
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
BOARD	NON POWER	700-343-00	MAT&SUPP-PARKS	11008914482 JAWHORE PARK	89.19	
		700-343-00	MAT&SUPP-PARKS	110086639413 PARK STREET	23.50	
		700-343-01	DOG PARK EXP	110137251630 WALK TRAIL 120	5.29	
		700-343-00	MAT&SUPP-PARKS	110141766342 13 MARION ST	5.25	
		700-343-00	MAT&SUPP-PARKS	11008914482 JAWHORE PARK	70.96	
		700-343-01	DOG PARK EXP	110086639413 PARK STREET	34.08	
		700-343-00	MAT&SUPP-PARKS	110137251630 WALK TRAIL 120	5.25	
		700-343-00	MAT&SUPP-PARKS	110141766342 13 MARION ST	5.25	
		700-343-00	MAT&SUPP-PARKS	110089330045 41 CLAYLAND	8.48	
		700-343-00	MAT&SUPP-PARKS	110089330045 41 CLAYLAND	12.21	
		700-343-00	MAT&SUPP-PARKS	110089330045 41 CLAYLAND	18.43	
		700-343-00	MAT&SUPP-PARKS	110087901560 FLAG POLE-	7.45	
		700-343-00	MAT&SUPP-PARKS	110086146953 J B EVILION	9.04	
		700-342-00	MAT & SUPP - PARKING	110112510874 PRE LOT 2	38.70	
		700-342-00	MAT & SUPP - PARKING	110112510819 PRE LOT 2	9.28	
		700-342-00	MAT & SUPP - PARKING	110112510824 PRE LOT 3	5.25	
		700-342-00	MAT & SUPP - PARKING	110116755015 LOT 3 FAIRB &	5.99	
	FETTY'S REPAIR SERVICE	700-344-00	AUTO SUPPLIES	Clutch pulley for Symblic	361.10	
		700-344-00	AUTO SUPPLIES	Clutch pulley for Symblic	3,347.35	
	ENOSVA INSURANCE	700-226-00	INSURANCE & BONDS	WCH1005476 11-4-19 12-2-19	209.37	
	HANA-ANTONOW AUTO SUPPLY	700-344-00	AUTO SUPPLIES	Water pump	134.44	
	WESTFIELD INSURANCE	700-226-00	INSURANCE & BONDS	COMMERCIAL POLICY 720	61.04	
	LOWES BUSINESS ACCOUNTS	700-343-00	MAT&SUPP-PARKS	Bolt conduit clamps	37.99	
		700-343-00	MAT&SUPP-PARKS	Bolt conduit clamps	4.90	
		700-343-00	MAT&SUPP-PARKS	SHEARER WALK BATHROOM	9.49	
		700-343-00	MAT&SUPP-PARKS	Bolt conduit clamps	21.92	
	HOTEL-MOTEL (FLOWERS	700-464-00	HOTEL-MOTEL (FLOWERS	BROWN MULCH	27.92	
		700-464-00	HOTEL-MOTEL (FLOWERS	BROWN MULCH	15.28	
		700-464-00	HOTEL-MOTEL (FLOWERS	BROWN MULCH	36.00	
		700-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	20.00	
	WV PUBLIC EMPLOYEES RETIREME	700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	44.00	
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	80.76	
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	64.00	
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	60.78	
	INTERNAL REVENUE SERVICE	700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	162.01	
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	200.83	

\$3,367.35 - Fetty's Repair Service - Clutch Pulley for Simplicity  
\$ 1,599.89 - Tyler Technologies July 2020 - June 2021 yearly service

08-27-2020 12:26 AM		disbursements 07-01-20 TO 07-31-20				
FUND: CONSOL PUBLIC WORKS						
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
	TYLER TECHNOLOGIES INC	700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	37.88	
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	58.56	
		700-342-00	MAT & SUPP - PARKING	YEARLY SERVICE 720 621	1,599.89	
		700-342-00	MAT & SUPP - CEMETER	YEARLY SERVICE 720 621	400.24	
	HUMBERT INTERNATIONAL	700-464-00	HOTEL-MOTEL (FLOWERS	ROSE MOUNT,BLOSSOM BOOSTS	362.40	
		700-464-00	HOTEL-MOTEL (FLOWERS	ROSE MOUNT,BLOSSOM BOOSTS	167.98	
	TRAVELERS INSURANCE	700-226-00	INSURANCE & BONDS	INSURANCE PREM 720	366.77	
		700-226-00	INSURANCE & BONDS	AUG & SEPT INSURANCE PREMI	149.23	
	**PAYROLL EXPENSES				7/01/2020 - 7/31/2020	6,651.93
					TOTAL:	15,115.21

Motion to approve the Financial Report was made by Waldo/Shobe. Motion Carried

### E. Correspondence and Information - The Mayor reviewed the following Correspondence and Information with the Board

#### E.1 Information Release BU Academy Elementary School RE: Parking in Prohibited Spaces

Information Release – REF: Parking in Prohibited Spaces / Speed  
Buckhannon Academy Elementary School

As we embark on a new school year, I’d like to take a few moments to enlighten drivers of prohibited parking areas and school zone speed regulations. Dropping children off at school can be a hectic venture. Nonetheless, there are a number of locations near the school, most notably College Avenue that have been designated prohibited parking areas.

Prohibited parking areas are historically marked with the following (3) three colors. Curbs or spaces marked with blue signify handicap parking, red denotes a fire zone, and yellow implies a prohibited parking area as designated by the City of Buckhannon. Parking in these areas without a placard (handicap parking) may result in a citation issuance.

Attached to this message are photographs providing examples of some locations near the school that have been subject to criticism in the past. Speeding complaints in school zones are also universally shared. We all want our children to be in a safe environment, yet traffic safety is important in achieving that objective.

West Virginia code unambiguously states that school zone speed limits are to be posted at (15) fifteen miles per hour. Over the years I've had many folks ask me when or what times must they drive (15) miles per hour. The statute reflects that drivers must adhere to the school zone speed limit during school recess, or while children are going to or leaving school during opening or closing hours. The vast majority of us live fast paced lives and feel as if we're always rushed, however we must do our small part and obey the speed limit, especially around our schools.

Hopefully this simple reminder will aid in the traveling and/or parking near the Buckhannon Academy School. Let's collectively do our parts to keep all children safe by being cognizant of others and how we ourselves operate our vehicles. Please let me know if ever I may be of any assistance throughout the year.

All the Best,  
Chief Deputy Adam M. Gissy  
Upshur County Sheriff's Office

E.2 Bid Opening Results Concrete Mixer Truck and Silo

The City of Buckhannon will be accepting sealed bids for (1) New 2020 Self-loading Cement Mixer and (1) New 18 ton Horizontal Dry Powered Concrete Silo until Monday, August 3, 2020 at 9:00 am. Bid specifications may be obtained at Buckhannon City Hall or by emailing Director of Public Works, Jerry Arnold at [jarnold.buckhannon@gmail.com](mailto:jarnold.buckhannon@gmail.com). The City of Buckhannon reserves the right to reject any and all bids. Run Record Delta Newspaper 7/23/2020 and 7/30/2020

City of Buckhannon Street Department  
Self-Loading Concrete Mixer/18 ton Horizontal Silo Bid

Bid Opening Sign-in and Results Sheet - August 3, 2020 9:00 AM EST


Name	Company	Email Address	Contact Phone Number	Bid Bond Included (Y/N)	Base Bid Amount
Jerry Arnold	City of Buckhannon, WV	<a href="mailto:jarnold.buckhannon@gmail.com">jarnold.buckhannon@gmail.com</a>	304-677-3862		
Amby Jenkins	City of Buckhannon, WV	<a href="mailto:amby.jenkins@buckhannonwv.org">amby.jenkins@buckhannonwv.org</a>	304-472-1651, x1016		
Barbara Hinkle	City of Buckhannon, WV	<a href="mailto:barbara.hinkle@buckhannonwv.org">barbara.hinkle@buckhannonwv.org</a>	304-472-1651, x1022		
	Dominion Equipment Parts LLC, Flori			N/A	\$134,000.00 Self-Loading Concrete Mixer \$45,000.00 Silo

Note:

Upon review of the one received bid for compliance with the Bid Package, Drawings and Project Specifications, the Apparent Low Bidder is Dominion Equipment Parts LLC/Flori Construction Equipment Self-Loading Concrete Mixer \$134,000.00, Silo \$45,000.00

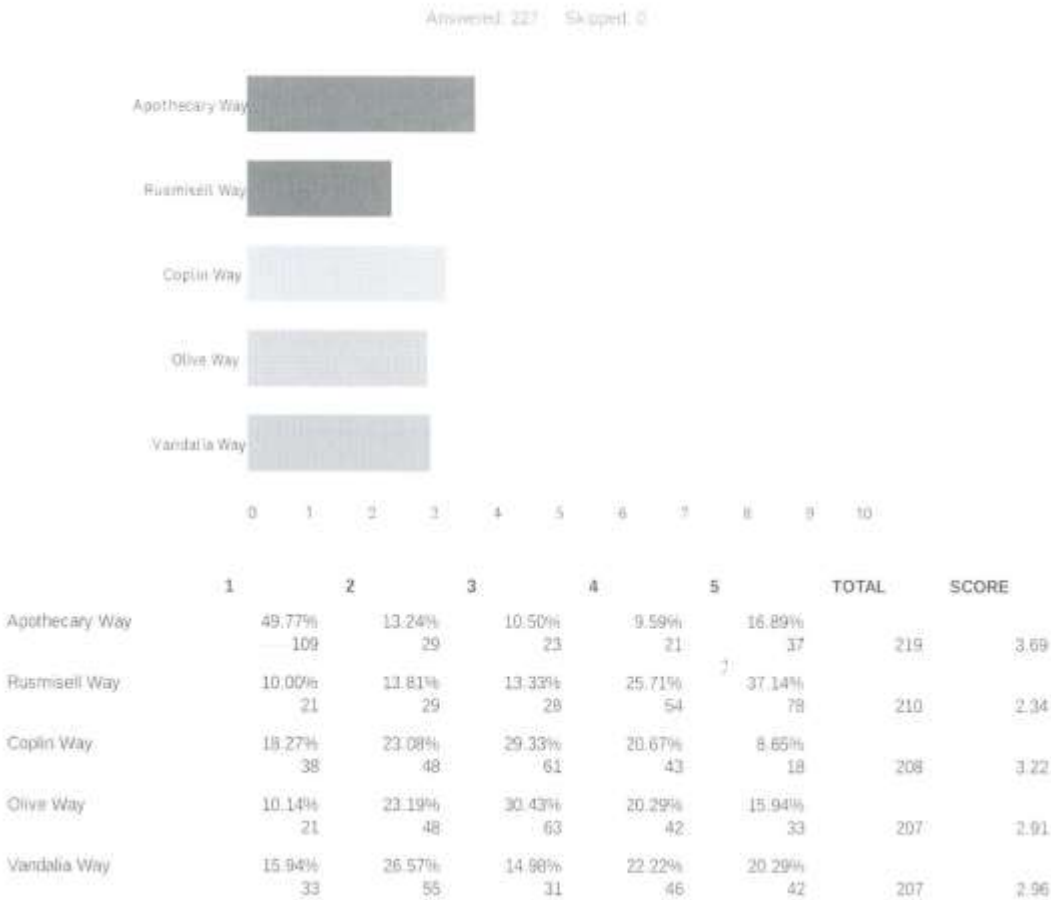
City of Buckhannon

Self-Loading Concrete Mixer/18 ton Horizontal Silo 08/03/2020 Bid Cover Sheet

Company Name: <u>Dominion Equipment Parts, LLC</u>				
Company Address: <u>- FLORI</u>				
<u>11191 Air Park Rd. Ashland, VA 23005</u>				
Street		City	State	Zip
Telephone No: <u>800-365-7260</u>		Fax No. <u>804-752-7523</u>		
Contact Person: <u>Curt Unger</u>		Phone: <u>804-836-8810 (cell)</u>		
Email: <u>cunger@depparts.com</u>				
Concrete Mixer:				
Price per unit: <u>\$134,000.00</u>		Total Price: <u>\$134,000.00</u>		
18T Silo:				
Price per unit: <u>\$45,000.00</u>		Total Price: <u>\$45,000.00</u>		
		<u>7-24-2020</u>		
Authorized Signature		Date		

E.3 Apothecary Way- New Street beside CVS

Q1 Please rank the following from 1-5, with #1 being your favorite and #5 being your least favorite option for the new street name



E.4 Upshur County Youth Soccer-Use of North End Fields-Certificate of Liability Insurance

**ACORD** **CERTIFICATE OF LIABILITY INSURANCE** *scribble* DATE (MM/DD/YYYY) 2/11/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER K&K Insurance Group, Inc. 301 Commerce Street, Suite 2370 Fort Worth, TX 76102	CONTACT NAME: Sports Division PHONE: (800) 441-3994 FAX: (214) 373-5709 E MAIL ADDRESS: k&k.sports@kandkinsurance.com
INSURED West Virginia Soccer Association P. O. Box 3360 Beckley, WV 25801	INSURERS AFFORDING COVERAGE INSURER A: National Casualty Company NNC # 11991 INSURER B: Nationwide Life Insurance Company 66869 INSURER C: INSURER D: INSURER E: INSURER F:

**COVERAGES** **CERTIFICATE NUMBER:** 19008013 **REVISION NUMBER:** 0

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	COVERAGE	POLICY NUMBER	POLICY PERIOD DATE (MM/DD/YYYY)	POLICY PERIOD DATE (MM/DD/YYYY)	LIMITS
<b>A GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> RENTAL AGGREGATE LIMIT APPLIES FOR <input type="checkbox"/> POLICY <input type="checkbox"/> PRODUCT <input type="checkbox"/> LOC	<input checked="" type="checkbox"/>	KKO-81171-00	9/1/2019	9/1/2020	EACH OCCURRENCE DAMAGE TO PROPERTY \$300,000 MED EXP (Any one person) \$5,000 PERSONAL & ADVERTISING \$1,000,000 GENERAL AGGREGATE UNLIMITED PRODUCTS - COMPLETION \$1,000,000 PARTICIPANT LEGAL LIABILITY \$1,000,000 CLAIMED SINGLE LIMIT (See schedule)
<b>A AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> HYBRID AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		KKO-81171-00	9/1/2019	9/1/2020	BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
<b>A UMBRELLA LIMIT</b> <input checked="" type="checkbox"/> EXCESS LIMIT <input type="checkbox"/> EXCESS LIMIT <input type="checkbox"/> RETENTION \$	<input checked="" type="checkbox"/> CLAIMS MADE <input type="checkbox"/>	KKO-81172-00	9/1/2019	9/1/2020	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> Also includes Unemployment Indemnity (If not required, delete this line) If not required, delete	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO				<input type="checkbox"/> TOTAL <input type="checkbox"/> TOTAL B. L. EACH ACCIDENT B. L. DISEASE - EA EMPLOYEE B. L. DISEASE - POLICY LIMIT
<b>B PARTICIPANT ACCIDENT MEDICAL</b>		BAX-109036-00	9/1/2019	9/1/2020	\$50,000

DESCRIPTION OF OPERATIONS (LOCATION): VEHICLE (If not ACORD 101, Additional Remarks/Endorsements, if none apply, is required)  
This certificate is issued on behalf of West Virginia Soccer Association & Upshur County. Certificate Holder is Additional Insured as respects the operations of the Named Insured for sanctioned activities of the state association.

<b>CERTIFICATE HOLDER</b> Upshur County Schools 102 Smithfield Street Buckhannon, WV 26201	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Scott Burdick</i>
---	--

ACORD 25(2009/09) The ACORD name and logo are registered marks of ACORD

ACORD		CERTIFICATE OF LIABILITY INSURANCE		(REV. 05/01)
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p><b>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsements(s).</b></p>				
<b>PRODUCER</b> Gallagher Insurance Services, Inc. 960 S. Beacon Ave. Suite 310 San Jose, CA 95128		<b>CONTACT</b> Name: 202-412-8770 FAX: 202-412-8776 E-Mail: <a href="mailto:info@acordinsurance.com">info@acordinsurance.com</a> Website: <a href="http://www.acordinsurance.com">www.acordinsurance.com</a>		
<b>Insured</b> Mountainview youth football Buckhamen youth football 40 Abundance lane Clarksville, WV 26031		<b>INSURANCE INFORMATION</b> Insurer A: State National Insurance Company 12831 Insurer B: National Security Insurance Company 22608 Insurer C: Insurer D: Insurer E:		
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER</b>		<b>REVISION NUMBER</b>
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REVISED BY END CLAUSE.</p>				
LINE	TYPE OF INSURANCE	INSURANCE NUMBER	POLICY PERIOD	LIMITS
1	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> Liquor Liability <input checked="" type="checkbox"/> Motor <input type="checkbox"/> Abuse & Molestation <input type="checkbox"/> Part Legal Liability Included <input type="checkbox"/> Other coverages (list separately below) <input checked="" type="checkbox"/> POLICY LIMIT \$1,000,000 <input type="checkbox"/> OTHER	GPL2021102498	07/01/2021 - 07/01/2022	Auto occurrence \$1,000,000 Damage to rented \$100,000 Products & completed \$1,000 Hired & non-owned \$1,000 Personal & auto \$1,000,000 Medical payments \$1,000,000 Products & completed \$1,000,000 Sexual Abuse & Molest \$1,000,000 Contractual liability \$1,000,000 Ad & Prom \$1,000,000 Media liability \$1,000,000 Directly related to the insured \$1,000,000 Other \$1,000,000
2	<b>Automobile Liability</b> Auto Auto <input checked="" type="checkbox"/> Bodily Injury & Property Damage <input type="checkbox"/> Medical Payments <input type="checkbox"/> Uninsured Motorist <input type="checkbox"/> Underinsured Motorist <input type="checkbox"/> Other coverages (list separately below) <input checked="" type="checkbox"/> POLICY LIMIT \$1,000,000 <input type="checkbox"/> OTHER	GPL2021102498	07/01/2021 - 07/01/2022	Bodily Injury & Property Damage \$1,000,000 Medical Payments \$1,000,000 Uninsured Motorist \$1,000,000 Underinsured Motorist \$1,000,000 Other \$1,000,000
3	<input checked="" type="checkbox"/> UMBRELLA LIABILITY <input type="checkbox"/> Other coverages (list separately below) <input checked="" type="checkbox"/> POLICY LIMIT \$1,000,000 <input type="checkbox"/> OTHER	GPL2021102498	07/01/2021 - 07/01/2022	Umbrella Liability \$1,000,000 Other \$1,000,000
4	<b>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</b> Compensation, disability benefits, medical benefits, death benefits, and other benefits as required by law. Description of work: Type of business: Location of business: Accidents Medical	QF41101968	07/01/2021 - 07/01/2022	Compensation, disability benefits, medical benefits, death benefits, and other benefits as required by law. Description of work: Type of business: Location of business: Accidents Medical \$100,000 Death \$10,000 Disability \$250
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / OTHERS (if applicable) (include location, map or sketch if more space is required) The Certificate holder is included as an additional insured, but only with respect to the liability arising out of the negligence of the named insured. All policy terms and conditions apply.				
<b>CERTIFICATE HOLDER</b>		<b>CANCELLATION</b>		
City of Buckhamen 70 East main st Buckhamen, WV 26031		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. CANCELLED DATE: 07/01/2022 Signature: <i>Donna Cochran</i> 1989-2025 ACORD CORPORATION. All rights reserved.		

### F.1 Approval of Minutes- Regular Meeting 07/23/2020

**F.2 Event Request-Meet & Greet Denise Campbell –Jawbone Park-09/22/2020 –**  
Action taken earlier in the meeting.

### G. Strategic Issues for discussion and vote

**Motion to approve the Revised Event Request Form was made by Rylands/Bucklew. Motion carried.**

Name of Event: \_\_\_\_\_ Person in Charge of Event: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Name of Sponsoring Organization: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Event Rules:**

1. The City facilities are maintained for use and enjoyment by our citizens. The City does require that all planned events be approved in advance of the gathering (see Event Rule number 2). Commercial events and certain organized gatherings may be required to show evidence of a valid General Liability Insurance with limits not less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate, and \$5,000 medical expense (any one person). If so, a certificate naming the City of Buckhannon, WV as an additional insured must be received before access to the facility is granted.
2. Organizers must submit, within thirty (30) days of the start of the event, a virus mitigation plan, indicating the measures to be taken by the organizers to prevent COVID-19 transmission between individuals within the event venue. Suggested measures include the installation of hand sanitizing stations, the mandated use of masks and social distancing, screening for COVID-19 symptoms, and other measures. Failure to submit this plan in a timely manner will result in revocation of any permissions granted, and the cancellation of any permits issued, related to the event.
3. A hold harmless agreement must be provided.
4. Tobacco, alcoholic beverages and gambling are prohibited.
5. Organizations using city property are responsible for the conduct of participants and spectators and must make adequate provisions to handle anticipated crowds.
6. Permission for use, when granted, is for specific rooms or areas. The remaining areas of a facility are not to be used or entered.
7. The marking of event courses (such as with a 5K) must be made with removable tape. It must not interfere or conflict with any traffic or utility signage or signals. Markings must immediately be removed as the event is concluding. Paint and chalk are prohibited. Event signage must be distinguishable from traffic signs and organizers must have the name of the event on the signage. Markings and signage not removed by the organizer(s) will be removed by City personnel and the organizer(s) and/or Event will be billed for any labor and materials.
8. When city equipment is used, a designated city employee must be present and have general supervision of the equipment.
9. No signs, banners, pennants, etc., are permitted in or on city buildings. All decorations, furnishings and equipment provided by the renter shall be installed and removed under the supervision of city personnel.
10. When, in the opinion of the City, police officers are needed to protect event participants, the public, or City property, police officers will be assigned.
11. The City may cancel any facility use, permit, or previously approved event if it does not comply with the guidelines published by the West Virginia Department of Health and Human Resources or by the Governor related to pandemic safety measures. Events may also be cancelled for any of the following causes: acts of God (including extreme weather), accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, natural catastrophes, governmental acts or omissions, changes in laws or regulations. Changes in published guidelines after request approval and prior to the event may result in cancellation of the event. If guidelines cannot be followed, the event will be cancelled or rescheduled.

**Signature of Person in Charge of Event:** \_\_\_\_\_ Phone No: \_\_\_\_\_

Location of Event: \_\_\_\_\_ If event is a 5K Include City approved route number \_\_\_\_\_.

(If yes attach list)

Circle

1. Will any streets be closed?

Yes/No

IF YES: Requester requirement for placement & removal of temporary signage regarding No Parking along the event route. See the above "marking of events" rules/regulations number 7.

2. What is the anticipated crowd size? \_\_\_\_\_

3. Will there be vendors?

Yes/No

**Vendors are subject to the same Event Rules as the event organizers.**

IF YES,

(a.) What will be

sold? \_\_\_\_\_

(b.) Does the vendor have the necessary City License?

Yes/No

(c.) Does the vendor have Event Insurance?

Yes/No

4. Will there be a first-aid station/medical staff?

Yes/No

5. Is there a parking plan? (If yes, please attach to this application.)

Yes/No

6. Will there be security?

Yes/No

Please list contact information for any additional key staff members:

\_\_\_\_\_

Office Use

Date Received\_\_\_\_\_

Date Presented to

Board/Council\_\_\_\_\_

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

If closing Main Street, a WVDOH Permit must be obtained. WVDOH Permit Approved: Yes/No

WVDOH Permit No: \_\_\_\_\_

Will pre-event meeting be required? Yes/No

(Circle attendees) Police Dept. Fire Dept. Street Dept. Water Dept. Sewer Dept. Waste Dept.

Engineering

Administrator Mayor OEM Director Other: \_\_\_\_\_ REV 08-27-2020

**G.2 Request Variance to Set Larger Monument or Bench 2nd Addition Section B McCauley Lot** – Jerry Arnold explained this consideration and recommended that the Board approve the request.

Upshur Monument Works  
upshurmonuments@hotmail.com

Office/Display - 1245 Rt. 20 South Road, Buckhannon, WV 26201  
Billing Address - 4219 Hall Road, Buckhannon, WV 26201  
Home 1-(304)-472-5638 Cell 1- (304)-642-5647

Office Fax and Phone # 1-(304)-460-7302 Office Hours M-F 9:00 - 4:00

Saturday By Appointment

City of Buckhannon  
Consolidated Public Works Board  
70 East Main Street  
Buckhannon, WV 26201

TO WHOM IT MAY CONCERN:

I am writing to you to formally request your consideration and approval for a monument to be set in section B, second addition of Heavner cemetery. The client ( Marvin & Charlotte McCauley)who owns six (6) grave lots is wanting to put a monument that measures (Die) 60 inches X 34 inches X 8 inches. The base measures 96 Inches X 14 inches X 10 inches in the center of the six lots. If this is not allowed would a bench with a 72 inch base be allowed.

When they bought the six graves she was not advised that her monument could only be (4) foot. The section where they own the lots next to Rohr, which were granted a variance to set the larger monument.

The McCauley family would like the same consideration in being able to place a monument of their choice on their purchased lots. Thank you for your consideration.

Frank White DBA Upshur Monuments

**Motion to approve the requested variance to set a larger monument or bench in the 2nd Addition, Section B - McCauley Lot, of Heavner Cemetery was made by Shobe/Waldo. Motion carried.**

**G.3 Request Placement of Farmers Market Signage at the Buckhannon Entrance near Skateland** – Jerry Arnold explained the request to add a sign at the entrance of Buckhannon, near Skateland, to promote the times and locations of the Farmers Market. He reminded us that we will need to request the same from the WV DOH. Jerry recommended the Board approve it.

**Motion to approve the request to place the Farmers Market Signage at the Buckhannon Entrance near Skateland was made by Rylands/Waldo. Motion carried.**

**G.4 Discussion Lighting Upgrade at North Buckhannon Park** – The Mayor explained the request for motion detected lights to help alleviate undesirable activities during the nighttime. Jerry Arnold explained how it could be done and recommended that we do so.

**Motion to approve the request for lighting upgrade at the North Buckhannon Park was made by Shobe/Waldo. Motion carried.**

**G.5 Discussion to Add Speed Limit Signage in Residential Areas** - The Mayor explained this request has to do with Randolph Street near Monongalia Street. Discussion took place regarding various ways to remind people that the residential speed limit is 25 miles an hour, and the possibility of installing speed bumps (asphalt humps). It was ultimately recommended by Mrs. Shobe to have the speed trailer placed in the area for a while. Mr. Rylands also recommend that we do a traffic study to see how many of the vehicles that are traveling this route are speeding. This will be done ASAP and no further action was taken,

**G.6 Historic District Street Signage Update/Possible Action to Replace Faulty Poles** – The Mayor ask Jerry Arnold for an update. Mr. Arnold provided the update and indicated that within the next couple of weeks we should be making good progress. No action was necessary.

**G.7 Discussion to Add/Replace “Stop Here” Painted White Line Bars on Ohio St & Reger Ave at the Hardee’s Light** – The Mayor explained this need.

**Motion to add “Stop Here” with painted white line bars on Ohio Street & Reger Avenue at the Hardee’s Light was made by Waldo/Shobe. Motion carried.**

## **H. Board Members Comments and Announcements**

**CJ Rylands** – CJ requested that we work toward extending the Riverwalk from Factory Street to City Hall. He also reminded us that several years ago we came up with a plan to have an ADA accessible fishing pier, just off the Riverwalk, that will require a bank stabilization project be completed. Create Buckhannon had a hydraulic study completed for a cost of \$5,600 -\$5,700, which came back with a positive report. Another caveat to the project would be the fishing itself. Right now, the river is dominated by muskies. We will need to work with the DNR to have more desirable fish stocked in the area. It will be a \$45,000 to \$50,000 project that the City should consider moving forward with. He also mentioned that a trailer that is being parked across handicap spots in Jawbone Park, which we need to investigate.

**Mark Waldo** – Nothing further.

**Pamela Bucklew** – She has had some complaints about the weeding of flower beds was not as good this year and that there has been an observation of some employees pulling weeds while others were in the truck on their cell phones.

**Nancy Shobe** – She noted that the sign at Lincoln Way and Eastview still has not been installed. Jerry said it would be soon. She also noted that the North Buckhannon Park sign needs to be updated. Mrs. Shobe suggested that we look at trying to do some kind of improvement in each area (commonly referred to as wards) of the city during our construction season.

**City Recorder Sanders** – He announced that Buckhannon’s host bid has been submitted to the World Association of Marching Show Bands. He explained that it is a 48 page proposal for us to host the 2023 World Championships and that it is being reviewed by the WAMSB Board with members in the USA, Canada, Asia, Europe, Brazil, Thailand, Malaysia, Denmark, and Japan. They will make an announcement in December.

**Mayor Skinner** - The Mayor thanked the Board for a great meeting and reminded us that the next meeting will be Thursday, September 24<sup>th</sup>, at 4:00 PM.

**I. Adjournment: The Chair adjourned the meeting at 6:30 PM.**

**Mayor Robert N. Skinner III** \_\_\_\_\_

**City Recorder Randall H. Sanders** \_\_\_\_\_