

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

A scheduled meeting of the Consolidated Public Works Board was held at Buckhannon City Hall, 70 East Main Street, on Thursday, July 23, 2020 at 4:00 p.m. with the following in attendance:

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Board Member	Pamela Bucklew	Absent
Board Member	CJ Rylands	Present – by phone
Board Member	Mark Waldo	Present
Board Member	Nancy Shobe	Present
Director of Finance/Admin/Asst Recorder	Amberle Jenkins	Present
Director of Public Works	Jerry Arnold	Absent
City Engineer	Jay Hollen	Present
Street Superintendent	Bradley Hawkins	Present
Grants & Information Coordinator	Callie Cronin Sams	Present – by phone
City Attorney	Tom O’Neill	Absent
MyBuckhannon	Monica Zalaznik	Present
COB Intern	Joshua Trent	Present

Guests: None

*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, July 23, 2020**

A. Call to Order

- A.1 Moment of Silence
- A.2 Pledge to the Flag of the United States of America
- A.3 Mayor’s Greetings

B. Recognized Guest

- B.1

C. Department Report

- C.1 Bradley Hawkins

D. Financial Report-Amberle Jenkins

- D.1 June 2020

E. Correspondence and Information

- E.1 Blast from the Past Car Show Event Postponed
- E.2 RiverFest Event Transitioning to Online Only Event
- E.3 City Council Grant Approval WV Department of Arts, Culture, & History- Accessibility Grant for Colonial Theatre
- E.4 New Street Name Contest Survey open until July 31st

F. Consent Agenda

- F.1 Approval of Minutes- Regular Meeting 06/25/2020
- F.2 Event Request Meet the Candidate-Kunkel for Congress at Jawbone Park 08/22/2020

G. Strategic Issues for Discussion and/or Vote

- G.1 Discussion/Possible Action Revised Event Request Form
- G.2 Pay Increase Electrical Certification Connor McCauley
- G.3 Pay Increase Andrew Loudin

H. Board Members Comments and Announcements

I. Adjournment

Posted 07/20/2020

Next Meeting Date: August 22, 2020

A. Call to Order: Mayor Skinner called the meeting to order asking that we join him in a moment of silence. This was followed by the pledge to the Flag of the United States of America led by Nancy Shobe.

B. Recognized Guests

- B.1 None

C. Department Report

C.1 Street Departments Supervisor – Bradley Hawkins – Mr. Hawkins provided a report on the following:

- The City has hired Joshua Bryant and Randall Liggett to fill the two open fulltime positions within the Department.
- The crews have completed about 975 feet of new sidewalk on the Gateway West Project.
- They completed painting the parking hashes and curbs on Main Street and are ready to start on side streets and in residential areas.
- Keith Wolverton will be holding the annual Pee Wee League signups in the corner of the Safety Complex parking lot on August 2nd & 9th.
- Jerry has put out the bid packet for the self-loading cement mixer and 18-ton horizontal dry powder concrete silo.

Approval was made by City Council on 07/02/2020 for Authorization to Solicit Bids for a Concrete Truck and Silo.

July 21, 2020

Record Delta Newspaper
P.O. Box 550
Buckhannon, WV 26201

Dear Sirs:

Please publish the following notice as a Class II legal advertisements on the following dates:

Thursday, July 23, 2020

Thursday, July 30, 2020

Following the publication of the attached legal advertisement, please forward your Publisher's Certificate and Affidavit along with your Publisher's statement to my office at City Hall.

Should you have any questions regarding this notice, please immediately contact my office at City Hall: (304-472-1651). Thank you for your assistance in this matter. This letter and attached legal advertisements have been faxed to your office and sent by US Postal Service.

Thank you,

Amberle Jenkins
Director of Finance and Administration

Enclosure:

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. The City of Buckhannon reserves the right to reject any and all bids.

City of Buckhannon

Specifications for Self-loading Concrete Mixer Truck
Bid Opening August 3, 2020 @ 9:00 am

Engine:	Kohler series KDI 3404 TCRSCR
Type:	Turbo Common Rail
Displacement:	3,400cc- 4 inline + DOC + SCR
Injection:	Mechanical control with direct injection
Cooling:	Air water, dry air filter
Power:	122 Hp.
Electrical System:	12v- 132Ah (600 A)

On board computer that stores up to 20 mix designs with load and moisture sensors in the loading bucket that the computer calculates for the selected mixture. Bluetooth enabled to communicate with the concrete silo.

Drive Train:	Four Wheel Drive with a hydrostatic transmission, variable displacement pump and variable displacement motor with electro-hydraulic control, and reverse gear control on the steering wheel. Electro-hydraulically controlled mechanical gear box for "working speed" and "road transfer speed. 4-forward gears (0-15 mph), 2- reverse gears (0-6 mph)
Axles and Wheels:	Front- oscillating (+/- 6 degrees) and steering with planetary gear reduction hubs, rear steering with planetary gear reduction hubs and flanged gear box.
Brakes:	4-wheel oil-bath service and emergency brakes, activation with mini-servo pump on independent dual circuit.
Steering:	Load-sensing power assist with double displacement on all wheels, steering selection device for 2 or 4 wheel steering.
Water System:	Self-priming volumetric pump with quick-suction 66 gallon/min. Two connected polyethylene tanks positioned opposite each other with a total capacity of 229 gallons. Water fed to drum controlled by an electromagnetic flow meter on the cabin display. Pump activation controlled from the driver's seat and the ground.
Mixing and Unloading:	Double cone drum with double-spiral mixing screws and convex bottom. Geometrical drum volume: 1334 gal. Drum rotation speed: 24 rpm. Counter frame mounted on "heavy-duty" ball fifth wheel, with a 245 degree hydraulic rotation and automatic locking by means of negative brake. Drum rotation by means of a piston pump with variable flow rate and an orbital hydraulic motor in closed circuit positioned in the cabin at the rear of the machine. Drum raising up to the horizontal position by means of 2- double-acting cylinders. Unloading chute with hydraulic tilting by means of a double acting cylinder and 180 degree rotation, independent from the mixing drum inclination. Removable chute, for direct unloading from the hopper. 2- chute extensions provided.
Hydraulic System:	Gear Pump with a flow rate of 11 gpm. @2600 psi , 5- position valve with multi-function joystick. Chute level valve, Aluminum hydraulic oil cooler, external hydraulic filter.
Loader:	Loading arms with self-compensated kinematic mechanism, double-acting loader lifting and return cylinders, electro-hydraulically controlled hatch with standard tip-off function with a capacity of 19 cu.ft.
Cabin:	Closed cabin with heating system, designed in accordance with ROPS and FOPS 1 st level standards. Sliding window on cabin door. 180 degree pivoting driver's seat with flexible suspension and height adjustment, seat belts.
Batching Capacity:	5.23 cu.yd.
Fuel Capacity:	25 gallons
Hydraulic Capacity:	33 gallons
Engine Oil:	8.4 quart
Max Gross Weight:	36376 lbs.
Load Capacity:	20282 lbs.

City of Buckhannon

Specifications for 18 ton Horizontal Silo
Bid Opening August 3, 2020 @ 9:00 am

The purpose of these specification are to identify the acceptable requirements for providing (1) new 18 ton horizontal dry powdered concrete storage silo that communicates by Bluetooth link with the self-loading concrete truck that the City of Buckhannon chooses to purchase. Silo to incorporate load cells for checking the content weight while unloading, unload manually, automatic, and remotely, internal dust filter, plastic water tanks, 190 degree rotatable auger, easily moved without the need for cranes or special trucks.

Silo Storage Capacity:	18 Tons
Unloading Flow Rate:	1300 lbs/min

Diameter of Extracting Horizontal Screw Conveyor:	7.5 in.
Diameter of Inclined Unloading Screw Conveyor:	8.6 in.
Loading System:	Pneumatic
Load Cells:	4-laumas CBL7500
Surface of Dust Filter:	172 sq. ft.
Filtering Element:	2
Fluidization:	6 nozzles
Power Supply:	480v/60Hz
Total Used Power:	11.0 kw
Water Tank Capacity:	317 gallons

Mayor Skinner ask that the Street Department address the streetlight problem from Hunter Law Office to the corner past Fish Hawks Acres as it gets very dark on that block during the evening and night hours.

Board member Rylands ask about the 2-hour parking limit signs for the 18 parking spots on North Spring Street. Brad said he has turned the order in to the Sign Guy and is waiting for those to be completed. The Mayor also ask about the Historic Landmark street signs and Brad updated the problems they have had with them and that they were getting new ones and preparing the surface of the signs so that the adhesives will attach better.

Board member Bucklew ask about a Paper Alley that is between 50 Smithfield Street and 52 Smithfield Street that was to be opened up. Brad reported that it was still on the list of projects to complete. Pam also ask if someone could purchase a paper alley from the City and the answer was no.

D. Financial Report-Amberle Jenkins

D.1 June 2020 - Amby presented the June 2020 report showing income of \$11,895.36 and expenses of \$11,808.45 for the period. She noted that \$305 was refunded in Park Rental Deposits due to COVID-19. She also went over the following:

CONSOLIDATED PUBLIC WORKS BOARD CITY OF BUCKHANNON BALANCE SHEET

Balance June 30, 2020

Money market & checking	\$ 139,854.75
Cemetery CD and savings	\$ 230,384.98

7-02-2020 07:39 AM

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

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OTHER FEES						
093-340-000-01 DONATION BEAUTIFICATION U	00	11.00	132.50	0.00	72.00	220.00
093-340-000-02 DONATION DOG PARK UTILISPHI	00	17.00	7,893.51	0.00	7,787.51	9,472.92
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	50.00	0.00	50.00	0.00
093-342-000-02 LOT 1 STICKERS	0	25.00	50.00	0.00	50.00	0.00
093-343-000-00 PARKING LOT 2 RENTAL	3,000	3.00	0.00	0.00	2,999.00	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	163.05	0.00	163.05	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	1,000	0.00	2,179.54	0.00	1,179.54	217.95
093-345-000-00 PARKING METERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-01 PARK.PEN.LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-02 STICKERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-346-000-00 PARKING METERS ON STREET	0	0.00	0.00	0.00	0.00	0.00
093-346-000-01 PARK.PEN.ON STREET	5,000	245.00	2,620.00	0.00	2,380.00	52.40
093-347-000-00 OPENING & CLOSING GRAVES	50,000	3,750.00	47,560.00	0.00	17,250.00	157.50
093-347-000-01 SALE OF LOTS	10,000	2,750.00	3,200.00	0.00	13,200.00	232.00
093-347-000-02 PLACEMENT OF MARKERS	1,500	900.00	3,200.00	0.00	1,700.00	213.33
093-348-000-01 PARK.PEN.LOTS	0	0.00	0.00	0.00	0.00	0.00
093-348-000-02 STICKERS LOT 6	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER FEES	49,700	11,298.00	89,684.06	0.00	36,944.06	174.34
GRANTS						
093-356-000-00 STATE GRANTS	0	0.00	4,993.20	0.00	4,993.20	0.00
093-367-000-01 HOTEL OCCUPANCY TAX	45,000	0.00	31,652.85	0.00	13,147.15	70.34
093-368-000-00 RENTAL OF PAVILION	5,000	550.00	3,335.00	0.00	3,165.00	75.70
TOTAL GRANTS	50,000	550.00	40,481.05	0.00	9,519.95	86.96
OTHER REVENUE						
093-380-000-00 INTEREST	0	47.36	209.10	0.00	159.16	418.72
093-399-000-00 MISCELLANEOUS	0	0.00	890.00	0.00	990.00	0.00
093-399-000-02 DONATIONS BEAUTY/GARDENS	0	0.00	0.00	0.00	0.00	0.00
093-399-000-03 CONTRIB FROM GENERAL FUND	25,000	0.00	25,000.00	0.00	0.00	100.00
093-399-000-04 COMMUNITY ENHANCE DONATIO	100	0.00	1,600.00	0.00	1,500.00	1,600.00
TOTAL OTHER REVENUE	25,100	47.36	27,699.16	0.00	2,549.16	110.14
TOTAL REVENUE	124,870	11,298.16	154,864.27	0.00	79,994.27	124.00

7-02-2020 07:39 AM

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

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBT						
NON-OPERATING EXPENSES						
093-550-676-00 BAD DEBT EXPENSE (EXCEPT C	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT	0	0.00	0.00	0.00	0.00	0.00
BOARD						
SALARIES & BENEFITS						
093-700-101-00 BOARD SALARIES	16,200	1,350.00	16,200.00	0.00	0.00	100.00
093-700-103-00 SALARIES	21,740	800.00	19,268.67	0.00	2,471.33	88.63
093-700-103-01 FLOWER SALARIES	46,350	4,144.43	44,895.99	0.00	1,454.01	96.78
093-700-104-00 FICA TAX	6,448	487.64	6,161.73	0.00	286.27	95.56
093-700-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
093-700-106-00 GROUP RETIREMENT	1,400	123.00	1,535.07	0.00	135.07	109.65
093-700-106-01 CONSOLIDATED RETFLOWER	2,500	161.56	1,785.78	0.00	714.22	71.43
TOTAL SALARIES & BENEFITS	94,638	7,146.63	89,807.24	0.00	4,830.76	94.90
CONTRACTUAL SERVICES						
093-700-214-00 CPWP 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	267.51	9,089.51	0.00	914.49	90.86
TOTAL CONTRACTUAL SERVICES	10,000	267.51	9,089.51	0.00	914.49	90.86
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 - CEMENTRY	15,000	723.90	5,900.41	0.00	9,099.59	39.34
093-700-342-00 MAT & SUPP - PARKING	5,150	537.38	3,583.32	0.00	1,566.68	69.54
093-700-343-00 MAT&SUPP-PARKS	15,000	1,017.99	15,745.54	0.00	745.54	104.97
093-700-343-01 DOG PARK EXP	500	0.00	3,609.41	0.00	3,109.41	721.88
093-700-344-00 AUTO SUPPLIES	5,000	271.50	5,139.58	0.00	139.58	102.79
093-700-345-00 TREE MAINTENANCE	10,000	789.72	3,170.15	0.00	7,829.85	21.70
093-700-346-00 COMMUNITY ENHANCE DONATIO	0	0.00	1,184.09	0.00	1,184.09	0.00
TOTAL COMMODITIES	50,650	3,340.49	37,332.50	0.00	11,317.56	73.71
CAPITAL OUTLAY						
093-700-464-00 HOTEL-HOTEL (FLOWERS)	16,000	1,053.82	14,629.78	0.00	1,971.21	97.68
093-700-465-00 CONTRACT MOWING CEMETERY	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	16,000	1,053.82	14,629.78	0.00	1,971.21	97.68
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

7-02-2020 07:39 AM

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

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 100.00

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	890.00	0.00	(890.00)	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	890.00	0.00	(890.00)	0.00
TOTAL BOARD	171,388	11,808.45	151,144.04	0.00	20,143.96	88.24
TOTAL EXPENDITURES	171,388	11,808.45	151,144.04	0.00	20,143.96	88.24
REVENUE OVER/(UNDER) EXPENDITURES	(46,116)	56.91	3,720.23	0.00	50,138.23	6.01

07-09 2020 10:05 AM

DISBURSEMENTS 06-01-20 TO 06-30-20

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
BOARD	NON POWER	700-343-00	MAT&SUPP-PARKS	11008330028 84 WTH ST	6.54
		700-343-00	MAT&SUPP-PARKS	11008330045 61 HIGHLAND	5.21
		700-343-00	MAT&SUPP-PARKS	11008330076 PARK STREET	11.11
		700-343-00	MAT&SUPP-PARKS	11008330150 PARK STREE	9.32
		700-343-00	MAT&SUPP-PARKS	11008331253 3 B PARKWAY	8.42
		700-342-00	MAT & SUPP - PARKING	11011752076 PRK LOT 3	37.63
		700-342-00	MAT & SUPP - PARKING	11011752081 PRK LOT 3	10.14
		700-342-00	MAT & SUPP - PARKING	11011752076 PRK LOT 3	5.25
		700-342-00	MAT & SUPP - PARKING	11011752076 PRK LOT 3	11.99
		700-342-00	MAT & SUPP - PARKING	HEB PARKING WAHLEB	472.41
		700-344-00	AUTO SUPPLIES	Delco Bell for Fxctis	49.75
		700-464-00	HOTEL-MOTEL (FLOWERS)	1.56 LOCKE	18.99
		700-345-00	TREE MAINTENANCE	Tree Removal	59.82
		700-464-00	HOTEL-MOTEL (FLOWERS)	POTTING MIX, LINER	78.56
		700-343-00	MAT&SUPP-PARKS	Supplier for parks	80.67
		700-343-00	MAT&SUPP-PARKS	Supplier for parks	100.50
		700-464-00	HOTEL-MOTEL (FLOWERS)	PLANT TABLES	4.14
		700-464-00	HOTEL-MOTEL (FLOWERS)	DIXI GREEN	285.50
		700-464-00	HOTEL-MOTEL (FLOWERS)	DIXI GREEN	27.92
		700-464-00	HOTEL-MOTEL (FLOWERS)	DIXI GREEN	27.92
		700-464-00	HOTEL-MOTEL (FLOWERS)	DIXI GREEN	234.97
		700-464-00	HOTEL-MOTEL (FLOWERS)	DIXI GREEN	17.45
		700-343-00	MAT&SUPP-PARKS	Supplies for parks	178.31
		700-344-00	AUTO SUPPLIES	woodstaxx string and	94.83
		700-344-00	AUTO SUPPLIES	woodstaxx string and	17.84
		700-343-00	TREE MAINTENANCE	2 Chainsaw	276.98
		700-228-00	INSURANCE & BONUS	CIVE AND CTR 2020 EMPLOY	787.51
		700-106-00	GROUP RETIREMENT	BY RETIREMENT CONTRIBUTION	20.00
		700-106-00	GROUP RETIREMENT	BY RETIRE TIER2 CONTRIBUT	46.99
		700-106-00	CONSOLIDATED RETILOW	BY RETIRE TIER2 CONTRIBUT	90.78
		700-106-00	CONSOLIDATED RETILOW	BY RETIRE TIER2 CONTRIBUT	90.00
		700-106-00	CONSOLIDATED RETILOW	BY RETIRE TIER2 CONTRIBUT	80.78
		700-343-00	MAT&SUPP-PARKS	REF SHIRLEY TICKETPHONE MBR	30.00
		700-343-00	MAT&SUPP-PARKS	REF KENNETH PERRY MBR PAY	25.00
		700-343-00	MAT&SUPP-PARKS	REF SUDAN CHENE MBR PAY	20.00

\$ 305⁰⁰ Paid out in Park Rental Refunds due to Covid-19
as of 7-6-2020 a total of 515⁰⁰ has been paid out
in refunds

07-09 2020 10:05 AM

DISBURSEMENTS 06-01-20 TO 06-30-20

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		700-343-00	MAT&SUPP-PARKS	REF RALIE ELSON CITY PRK P	15.00
		700-343-00	MAT&SUPP-PARKS	TENNERTON UMC MBR PV 2 RE	20.00
		700-343-00	MAT&SUPP-PARKS	SCOTT ANDREWS MBR PAY 1 R	50.00
		700-343-00	MAT&SUPP-PARKS	REF BUNS CLASS 79 MBR PAY	40.00
		700-343-00	MAT&SUPP-PARKS	REF CRED FLETCHER MOORE 2	30.00
		700-343-00	MAT&SUPP-PARKS	REF BOB HELMICK MBR PAY 1	50.00
		700-343-00	MAT&SUPP-PARKS	REF JUDY FOSTER MBR PAY 1	30.00
	TRACTOR SUPPLY CREDIT PLAN	700-104-00	AUTO SUPPLIES	PERD:TRUCKER FOR MOWER	100.00
	NICH SOY LLC	700-104-00	MAT&SUPP-PARKS	Social Distance Signs	100.00
	HIGHLAND NURSERY	700-464-00	HOTEL-MOTEL (FLOWERS)	MADISON ELONSP BEH	395.26
	ST JOSEPH HOSPITAL OF BUCKHA	700-464-00	HOTEL-MOTEL (FLOWERS)	LAE TEST DANIEL LAWSON	50.00
	INTERNAL REVENUE SERVICE	700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	191.96
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	243.26
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	35.53
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	56.89
	AMAZON.COM	700-343-00	MAT&SUPP-PARKS	POND: STAIN FOR BENCHES	210.97
		700-343-00	MAT & SUPP - CEMETER	PERD:MIN SET COMPOUND	128.00
	HS FLAG STORE	700-343-00	MAT & SUPP - CEMETER	PERD:150 GEM FLAGS	594.00
	**PATROLL EXPENSES			6/01/2020 - 6/30/2020	6,374.43
				TOTAL:	11,808.45

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

E. Correspondence and Information - The Mayor reviewed the following Correspondence and Information with the Board. No discussion was necessary.

- E.1 Blast from the Past Car Show Event Postponed due to COVID-19 by Council on 07/16/20.**
- E.2 RiverFest Event Transitioning to Online Only Event due to COVID-19.**
- E.3 City Council Grant Approval WV Department of Arts, Culture, & History- Accessibility Grant for Colonial Theatre -Approved by City Council on 07/16/2020 Indexed CityA305.**



West Virginia Department of
**ARTS, CULTURE
AND HISTORY**

July 7, 2020

Mayor David McCauley
City of Buckhannon
70 East Main Street
Buckhannon, WV 26201

Dear Mayor McCauley:

The West Virginia Department of Arts, Culture, and History and the West Virginia Commission on the Arts are pleased to inform you that your application to the FY21 Cultural Facilities Fast Track grant program has been approved. The City of Buckhannon was awarded \$10,000.00 through grant AH21-8382 for the purpose of assisting with a FY21 Cultural Facilities Fast track project.

Enclosed is an agreement (contract) stipulating the terms and conditions of the grant, invoice, and an audit certification form required by the WV State Auditor's office.

To receive this grant money, you must follow program-specific instructions enclosed in this packet. Please contact Jenna Green, Cultural Facilities and Accessibility Coordinator with questions at jenna.j.green@wva.gov.

These grants are made possible through funding provided by the West Virginia Legislature.

If, for any reason, you should decide NOT to accept this grant, please notify us immediately so we can make these funds available to others.

We wish you every success with your project, and if we can be of further assistance, please let us know.

Sincerely,

Lance Scholander
Director of Arts

- (f) That arts program(s) must be executed within the dates projected on grant application.
- (g) That notification will be made to the Director of the Arts Section of any change in the projects or budgets described in the grant application. These changes must be approved in writing from the Director of the Arts Section prior to the change being made.
- (h) That it agrees to publicize the project and credit will be given in any publicity, printed material, programs or press releases as follows: "This program is being presented with financial assistance from the West Virginia Department of Arts, Culture, and History and the National Endowment for the Arts, with approval from the WV Commission on the Arts."
- (i) That it hereby agrees to comply with regulatory guidelines which prohibit any unlawful discrimination and that it will comply with standard policies and procedures which insure that all persons have easy access to the services and program(s) supported with these funds. The regulations governing these responsibilities are: Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and Age Discrimination Act of 1975, and shall insert a similar provision in all subcontract for activities covered by the contract. (Information about these regulations may be obtained by contacting the Department of Arts, Culture, and History.)
3. It is the understanding of all parties to this contract that the Department of Arts, Culture, and History, by joining in this contract, does not pledge or promise to pledge the assets of the State of West Virginia, nor does it promise to pay any part of the contract sum provided for in the agreement from monies of the Treasury of the State of West Virginia except such monies as shall be appropriated by the West Virginia Legislature specifically for this purpose; and except such monies as shall be granted and paid to the State for this project by the National Endowment for the Arts, and such monies as shall be paid to the State by the foundations, individuals, or by any other source.
4. WHEREAS under penalty of law for false swearing (WV Code §61-5-3), applicant certifies that by signing this grant agreement, all related parties have filed all reports for state grants received as required under WV Code §14-4-14 (SAGA)

IN WITNESS WHEREOF, City of Buckhannon and the Department of Arts, Culture, and History have caused this instrument to be executed by their duly authorized representatives.

The Department of Arts, Culture, and History

ORGANIZATION: CITY OF BUCKHANNON

Randall Reid Smith, Curator

STATE OF WEST VIRGINIA	TO-WIT
COUNTY OF _____	
I, _____, a Notary Public in and for said County and State,	
do certify that _____ whose name is signed to the writing hereto	
bearing the date the _____ day of _____, 20____, has this day	
acknowledged the same before me in my said County, to be his act and deed.	
Given under my hand this _____ day of _____, 20____.	
My commission expires _____	
Notary Public	

CONTRACT for Arts Grant Funding

This Agreement made this the _____ day of _____, 20____, by and between City of Buckhannon and the STATE OF WEST VIRGINIA, on behalf of the Department of Arts, Culture, and History.

WITNESSETH THAT, WHEREAS, the State of West Virginia has received funds for the purpose of assisting organizations and individuals in conducting activities for the development of the arts in West Virginia, and

WHEREAS, the Department of Arts, Culture, and History of the State of West Virginia is expressly authorized by Article I, Chapter 29 of the Code of West Virginia, 1931, as amended, to participate in the Federal grant program of the National Endowment Foundation on the Arts and Humanities Act of 1965, and to make grants to organizations and individuals whose objects and purposes are the encouragement and development of the arts, and

WHEREAS, City of Buckhannon made application to the Arts Section, and

WHEREAS, the WV Commission on the Arts, on July 7, 2020, approved Grant AH21-8382 in the amount of \$10,000.00 to City of Buckhannon for the purpose of assisting with a FY21 Cultural Facilities project.

NOW, THEREFORE, in consideration of the foregoing, the parties agree as follows:

1. The Department of Arts, Culture, and History hereby agrees to pay City of Buckhannon the sum of Ten Thousand and 00/100 toward the total cost of 20,000 for said project.

(a) To be eligible for payment of the grant, City of Buckhannon shall submit an invoice describing the project and showing the total amount of the grant.

2. City of Buckhannon agrees to carry out said Arts program(s) as described in application AH21-8382 as follows:

(a) That it will furnish its share of the total cost of the program.

(b) That it will disburse such funds only for an authorized purpose in connection with said Arts program.

(c) That it will maintain accurate records for a period of at least four (4) years in accordance with generally accepted accounting principles and procedures, so as to reflect all receipts and allowable expenditures in connection with said Arts program.

(d) That it will furnish to the Department of Arts, Culture, and History a completed final report no later than thirty (30) days from the completion of the project.

(e) That it will refund to the Department of Arts, Culture, and History of the State of West Virginia any expenditure determined to be made for an ineligible purpose.

(f) That unspent grant funds shall be returned within thirty (30) days after the final report is filed.

(g) That all such receipts and disbursements shall be subject to audit at the expense of City of Buckhannon and such receipts shall be subject to audit by the proper State and Federal authority.

(h) That (1) it will conform to labor standards established by the U.S. Department of Labor if professional performers and related or supporting professional personnel are employed on projects or productions which are financed in whole or in part by grant without subsequent deduction or rebate on any account, and (2) no part of any project or production which is financed in whole or part under Section 5 of the National Endowment Foundation on the Arts and the Humanities Act of 1965 will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of the employees engaged in such project or production, including particularly, no work which is prohibited for safety or sanitary reasons by any of the contracts with labor organizations.

E.4 New Street Name Contest Survey open until July 31st

July 16, 2020

BUCKHANNON, WV: During the open nomination period in May and June, residents submitted over fifty nominations in the Name the New Street Contest! The street, located between West Main Street and Franklin Street, adjacent to CVS Pharmacy, is freshly paved and ready for a name.

Now, our Street Name Committee has whittled that impressive list down to 5 nominations:

Apothecary Way — We received this nomination from a Buckhannon resident, and feel it is a great name that nods to the hospitals (existing and past) and pharmacies in the area near the new street.

Coplin Way — We received numerous nominations related to the Leonard Memorial Hospital, and this name, Coplin Way, recognizes the individual the hospital was named for, Elizabeth Coplin Leonard, while avoiding the potential for confusion with other streets. Buckhannon already has a "Leonard Street", located near Save-A-Lot and Loudin Insurance, and an Elizabeth Street, located near the Board of Education office running parallel to S. Florida and Smithfield Streets. Therefore, we cannot use "Leonard" or "Elizabeth" in the name, as even a variation could potentially cause confusion during an emergency response, and we do not want that. Thus, our committee considered other names that are related to the hospital, but do not include Leonard or Elizabeth.

Olive Way — Olive Leonard, the daughter of Elizabeth Coplin Leonard, donated \$1,000 to go toward a monument to her mother. Following an additional donation of \$25,000 by Olive's cousin, the hospital was given the name Elizabeth Coplin Leonard Memorial Hospital to honor this request. Again, as we cannot use Leonard or Elizabeth in the street name, we suggest Olive Way as another related alternative.

Rusmisell Way — In honor of Dr. James A. Rusmisell who practiced medicine and operated the Buckhannon City Hospital, later named the Elizabeth Coplin Leonard Memorial Hospital. This was a nomination from a resident.

Vandalia Way — We received this nomination to commemorate the proposed idea for a colony that would have included West Virginia, known as the Vandalia Colony.

Have a favorite?

Take this survey and let us know! We will submit the survey results to the Buckhannon City Council for the official street name selection at the regular City Council meeting scheduled for August 6, 2020. This survey will remain open and collecting responses until Friday, July 31, 2020.

Thank you for helping us name the new street!

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

F. Consent Agenda

F.1 Approval of Minutes- Regular Meeting 06/25/2020

Motion to approve the Minutes- Regular Meeting 06/25/2020 was made by Shobe/Waldo. Motion carried.

F.2 Event Request Meet the Candidate-Kunkel for Congress at Jawbone Park 08/22/2020


- Discussion and a review of this event request took place and even though the attendance is noted to be 15 to 20 people, a concern was expressed that 25 or more may end up attending, which would be in violation of the current mandate from the Governor.

A discussion also took place concerning the revised event request form that is listed under the Strategic Issues for Discussion and/or Vote as Item G.1. The revisions include COVID-19 related issues and the possible requirement for Event Insurance for organized activities on or in City Property.

A motion to approve the event request for a Meet the Candidate-Kunkel for Congress at Jawbone Park 08/22/2020 providing the organizers acknowledge, in writing, that the number of attendees cannot exceed the amount mandated by the Governor of the State of West Virginia (currently set at 25) and those attendees must practice appropriate social distancing was made by Rylands/Waldo. Motion carried.

City of Buckhannon
Event Request Form

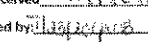
All requests to hold events should be submitted at least 30 to 90 days in advance of event date prior to the next Consolidated Public Works Board meeting in order to be considered for approval. CPWB meets the fourth Thursday of each month at 4:00 pm at City Hall.

Name of Event: Cathy Kunkel Candidate Town Hall Person in Charge of Event: Brittney Barlett/Dan Taylor
 Type of Event: Meet the Candidate Event
 Date of Event: 8/22/2020 Start Time: 6pm End Time: 8pm
 Name of Sponsoring Organization: Kunkel for Congress
 Address: PO Box 3931 Charleston WV 25339
 City State Zip
 Signature of Person in Charge of Event:  Phone No: 304-997-4528
 Location of Event: Jawbone Park Pavilion if event is a 5K 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? 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: Dan Taylor 304-521-9865

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

Office Use

Date Received: 7/29/2020 Date Presented to Board/Council: 6/29/2020
 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
see attached CIVIL 19 01432

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.

 7/29/2020
 Name Date

Hey, Teresa! I was told to direct this form to you for city approval. This small (maybe 15-20 folks) socially-distanced town hall event will provide and require masks for all in attendance.

I hope I filled out this form correctly! Let me know if I need to address anything in the form. Also if you wouldn't mind responding and letting me know you received this I would really appreciate it. Thanks in advance!

Brittney Barlett
 304-9974628

G. Strategic Issues for discussion and vote

G.1 Discussion/Possible Action Revised Event Request Form – This was discussed earlier, and it was determined to continue the discussion at the next meeting. All Board Members were asked to review the proposed revised Event Request Form and have questions or concerns ready for that meeting.

DRAFT City of Buckhannon DRAFT
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 (CPWB) meeting to be considered for approval. CPWB meets the fourth Thursday of each month at 4:00 pm at City Hall.

Name of Event: _____ Person in Charge of Event _____

Type of Event: _____

Date of Event: _____ Start Time: _____ End Time: _____

Name of Sponsoring Organization: _____

Address: _____
City State Zip

Event Rules:

1. Event must 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). 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 immediately be removed must 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 said use.
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, and the additional costs will be included in the charges indicated on the application.
11. The City may cancel any facility use, permit, or 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.

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 6.

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 07-23-20

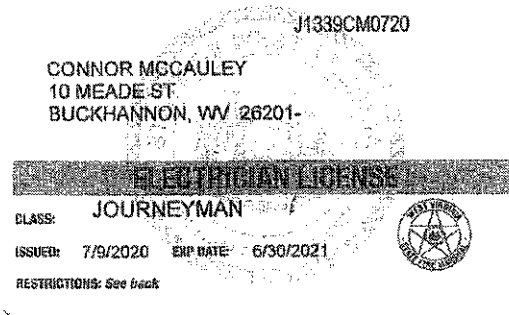
I hereby confirm that I am an organizer of this event and understand that I must abide by the rules and guidelines set in place by the WV Governor's office and DHHR at the time the event is held. If guidelines cannot be followed the event will be cancelled or rescheduled.

Name Date

DRAFT DRAFT-----

G.2 Pay Increase Electrical Certification Connor McCauley - Street Superintendent Hawkins reported that Connor McCauley recently received his electrician's license and it is his recommendation to give him a \$1.00 per hour raise.

CONNOR MCCAULEY
10 MEADE ST
BUCKHANNON, WV 26201-



Motion to approve a \$1.00 per hour raise for Connor McCauley, effective immediately, was made by Waldo/Bucklew. Motion carried.

G.3 Pay Increase Andrew Loudin - Street Superintendent Hawkins reported that a .50 per hour raise was appropriate for Mr. Loudin to bring him in line with other hires, with less experience, that are performing similar work.

Motion to approve a .50 per hour raise for Andrew Loudin, effective immediately, was made by Shobe/Waldo. Motion carried.

I. Board Members Comments and Announcements

Nancy Shobe - She ask about the public meeting that is to be scheduled to receive input concerning the future for the bank drive-thru property that we recently purchased. The Mayor explained that he has an upcoming meeting with the Director of Public Works, Jerry Arnold, to discuss the many projects that are currently underway for the City and to determine a timeline moving forward for large projects such as this. The other reason a public meeting has not yet been scheduled is the restrictions for such gatherings under the COVID-19 mandates.

Pamela Bucklew - She has had some complaints about a problem with rats at 5 Park Street. It was advised that they talk with Vincent Smith.

Mark Waldo - Mr. Waldo ask about the viability of the trees in the City Park. Mr. Hawkins reported that the Department has not yet inspected those this year, but they plan to do so. Mark also complimented the Department for the repainted parking hashes and curbs on Main Street.

CJ Rylands - CJ reminded us that several years ago we came up with a plan to have an ADA accessible fishing pier, just off of the Riverwalk, that will require a bank stabilization project be completed. We had hoped to have a corporate partner but finding one now may prove difficult. It will be a \$45,000 to \$50,000 project that the City should consider moving forward with. 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. Brad Hawkins felt this was a project that we can certainly handle and should be considered.

City Recorder Sanders – He commented on the new parking hashes and painted curbs on Main Street and thanked the Department for those.

COB Intern, Joshua Trent – Josh updated the Board on the surveys that he has been working on, including the “Name the Street” survey.

Mayor Skinner - The Mayor commented on how well the Department has been operating and he thanked Brad Hawkins and his crews for the great work on the Gateway West Project and the Main Street parking hash and curb painting.

The Chair adjourned at 4:53 PM.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
