

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, January 28, 2021 at 4:00 p.m. with the following in attendance (GTM - GoToMeeting):

| | | |
|---|--------------------|--------------------|
| Mayor | Robbie Skinner | Present |
| City Recorder | Randy Sanders | Present |
| Board Member | Pamela Bucklew | Present - by phone |
| Board Member | CJ Rylands | Present |
| Board Member | Mark Waldo | Present - by phone |
| 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 GTM |
| Street Superintendent | Bradley Hawkins | Present |
| Grants & Information Coordinator | Callie Cronin Sams | Present - by GTM |
| City Attorney | Tom O'Neill | Present - by GTM |
| MyBuckhannon | Monica Zalaznik | Present |
| Inter Mountain | Amanda Hayes | Present - by GTM |

Guests: Gary Connell, Shane Jenkins, Alan Mills, WV Strawberry Festival; Dr. Joseph B. Reed, UC Tobacco Prevention Coalition & UC Family Resource Network.

*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, January 28, 2021*

- 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 Gary Connell WVSF Board Member
- C. Department Report
 - C.1 Bradley Hawkins
- D. Financial Report-Amberle Jenkins
 - D.1 December 2020
- E. Correspondence and Information
 - E.1 CityPR: Buckhannon PATH 5K Routes Project
- F. Consent Agenda
 - F.1 Approval of Minutes- Regular Meeting 12/01/2020
- G. Strategic Issues for Discussion and/or Vote
 - G.1 West Virginia Strawberry Festival Events 2021-Continued Updates
 - G.2 Event Request Create Buckhannon Festival Fridays June 4 to August 27, 2021 at Jawbone Park 3pm-9pm
 - G.3 UC Tobacco Prevention Coalition & UC Family Resource Network-Request No Smoking & No Vaping Signage at City's Park System of the New Walk Trail & Bike Trails
 - G.4 Beautification Project-Downtown & Madison Street
 - G.5 World Association of Marching Show Bands RE: 2023 World Championship
- H. Board Members Comments and Announcements
- I. Executive Session Per WV Code § 6-9A-4- Personnel Matters
- J. Adjournment

Posted 01/25/2021

A. Call to Order - The meeting was called to order by Mayor Skinner.

A.1 Moment of Silence - The Mayor asked for all to join him in a Moment of Silence keeping Council members Mary Albaugh and Pam Bucklew in our thoughts, as each recover from health issues.

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

D. Financial Report-Amberle Jenkins – The Mayor moved Item D.1 December 2020 Financial Report-Amberle Jenkins to the table.

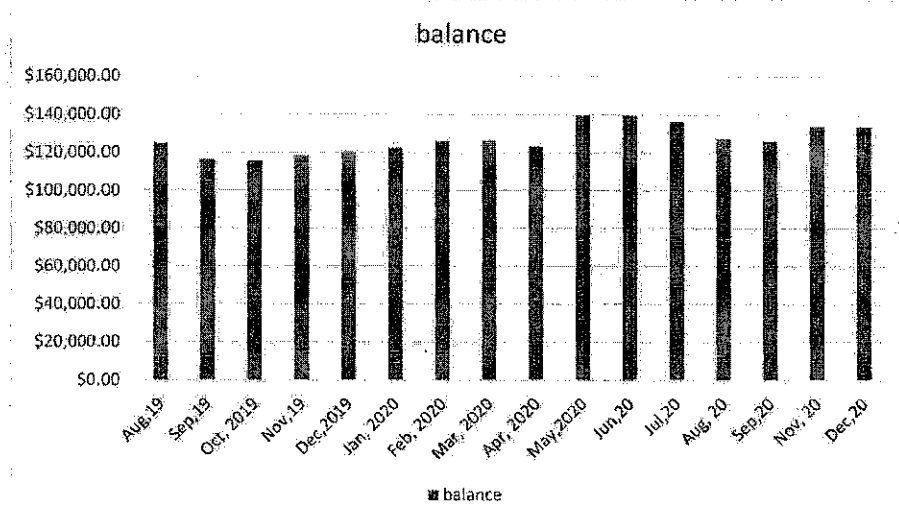
D.1 December 2020 - Amby presented the December 2020 Financial report.

**CONSOLIDATED PUBLIC WORKS BOARD
CITY OF BUCKHANNON
BALANCE SHEET**

Balance December 31, 2020

Money market & checking \$ 134,125.62

Cemetery CD and savings \$ 233,116.09



1-28-2021 02:02 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2020

PAGE: 2

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 90.00

| REVENUES | CURRENT BUDGET | CURRENT PERIOD | YEAR TO DATE ACTUAL | TOTAL ENCUMBERED | BUDGET BALANCE | % YTD BUDGET |
|---|----------------|-----------------|---------------------|------------------|------------------|--------------|
| OTHER FEES | | | | | | |
| 093-340-000-01 DONATION BEAUTIFICATION U | 60 | 6.00 | 61.00 | 0.00 (| 1.00) | 101.67 |
| 093-340-000-02 DONATION DOG PARK UTIL&PNT | 60 | 7.00 | 67.00 | 0.00 (| 7.00) | 111.67 |
| 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 | 25.00 | 0.00 (| 25.00) | 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 | 50.00 | 939.00 | 0.00 | 561.00 | 62.60 |
| 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 | 180.00 | 1,260.00 | 0.00 | 1,740.00 | 42.00 |
| 093-347-000-00 OPENING & CLOSING GRAVES | 30,000 | 4,350.00 | 26,500.00 | 0.00 | 3,500.00 | 88.33 |
| 093-347-000-01 SALE OF LOTS | 10,000 | 0.00 | 7,250.00 | 0.00 | 2,750.00 | 72.50 |
| 093-347-000-03 PLACEMENT OF MARKERS | 1,500 | 100.00 | 1,400.00 | 0.00 | 100.00 | 93.33 |
| 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 | 4,693.00 | 37,502.00 | 0.00 | 10,716.00 | 77.77 |
| GRANTS | | | | | | |
| 093-356-000-00 STATE GRANTS | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 093-367-000-01 HOTEL OCCUPANCY TAX | 40,680 | 2,460.77 | 20,768.46 | 0.00 | 19,911.54 | 51.05 |
| 093-368-000-00 RENTAL OF PAVILION | 5,000 | 0.00 | 1,490.00 | 0.00 | 3,510.00 | 29.80 |
| TOTAL GRANTS | 45,680 | 2,460.77 | 22,258.46 | 0.00 | 23,421.54 | 48.73 |
| OTHER REVENUE | | | | | | |
| 093-380-000-00 INTEREST | 50 | 5.47 | 43.75 | 0.00 | 6.25 | 87.50 |
| 093-399-000-00 MISCELLANEOUS | 0 | 0.00 | 352.90 | 0.00 (| 352.90) | 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 | 5.47 | 396.65 | 0.00 | 59,753.35 | 0.66 |
| TOTAL REVENUE | 154,050 | 7,159.24 | 60,157.11 | 0.00 | 93,892.89 | 39.05 |

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2020

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 50.00

| 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 (return o | 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 | 8,400.00 | 0.00 | 8,400.00 | 50.00 |
| 093-700-103-00 SALARIES | 21,740 | 880.00 | 5,722.75 | 0.00 | 16,017.25 | 26.32 |
| 093-700-103-01 FLOWER SALARIES | 48,000 | 1,624.43 | 20,170.66 | 0.00 | 27,829.34 | 42.02 |
| 093-700-104-00 FICA TAX | 6,448 | 298.69 | 2,623.46 | 0.00 | 3,824.54 | 40.69 |
| 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 | 812.28 | 0.00 | 707.72 | 53.44 |
| 093-700-106-01 CONSOLIDATED RETFLOWER | 2,350 | 161.56 | 1,050.14 | 0.00 | 1,299.86 | 44.69 |
| TOTAL SALARIES & BENEFITS | 96,858 | 4,492.68 | 38,779.29 | 0.00 | 58,078.71 | 40.04 |
| 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 | 1,243.51 | 3,815.25 | 0.00 | 6,184.75 | 38.15 |
| TOTAL CONTRACTUAL SERVICES | 10,000 | 1,243.51 | 3,815.25 | 0.00 | 6,184.75 | 38.15 |
| 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 | 0.00 | 3,115.12 | 0.00 | 11,884.88 | 20.77 |
| 093-700-342-00 MAT & SUPP - PARKING | 5,150 | 0.00 | 1,927.73 | 0.00 | 3,222.27 | 37.43 |
| 093-700-343-00 MAT&SUPP-PARKS | 75,000 | 1,389.66 | 9,295.26 | 0.00 | 65,704.74 | 12.39 |
| 093-700-343-01 DOG PARK EXP | 500 | 5.25 | 416.12 | 0.00 | 83.88 | 83.22 |
| 093-700-344-00 AUTO SUPPLIES | 5,000 | 185.85 | 4,538.02 | 0.00 | 461.98 | 90.76 |
| 093-700-345-00 TREE MAINTENANCE | 10,000 | 220.54 | 1,317.03 | 0.00 | 8,682.97 | 13.17 |
| 093-700-346-00 COMMUNITY ENHANCE DONATIO | 0 | 0.00 | 208.27 | 0.00 | 208.27 | 0.00 |
| TOTAL COMMODITIES | 110,650 | 1,801.30 | 20,817.55 | 0.00 | 89,832.45 | 18.81 |
| CAPITAL OUTLAY | | | | | | |
| 093-700-464-00 HOTEL-MOTEL (FLOWERS) | 14,000 | 0.00 | 2,473.68 | 0.00 | 11,526.32 | 17.67 |
| 093-700-465-00 CONTRACT MOWING CEMETERY | 0 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTAL CAPITAL OUTLAY | 14,000 | 0.00 | 2,473.68 | 0.00 | 11,526.32 | 17.67 |
| 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 |

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: DECEMBER 31ST, 2020

PAGE: 4

093-CONSOL PUBLIC WORKS

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| 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 | 7,537.49 | 65,885.77 | 0.00 | 165,622.23 | 28.46 |
| TOTAL EXPENDITURES | 231,508 | 7,537.49 | 65,885.77 | 0.00 | 165,622.23 | 28.46 |
| REVENUE OVER/(UNDER) EXPENDITURES | (77,458) | (378.25) | (5,728.66) | 0.00 | (71,729.34) | 7.40 |

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AP 12-01-20 TO 12-31-20

FUND: CONSOL PUBLIC WORKS

| DEPARTMENT | VENDOR NAME | GL ACCOUNT | ACCOUNT DESCRIPTION | DESCRIPTION | AMOUNT | |
|------------|-------------|------------------------------|---------------------|---------------------------|----------------------------|----------|
| BOARD | NON POWER | 700-343-00 | MAT&SUPP-PARKS | CONS ELEC 12-30-2020 | 8.71 | |
| | | 700-343-00 | MAT&SUPP-PARKS | 110089164682 JAWBONE PARK | 182.54 | |
| | | 700-343-00 | MAT&SUPP-PARKS | 110086639413 PARK STREET | 26.87 | |
| | | | 700-343-01 | DOG PARK EXP | 110137251630 WALK TRAIL LN | 5.25 |
| | | | 700-343-00 | MAT&SUPP-PARKS | 110141766342 13 MARION ST | 5.25 |
| | | ENCOVA INSURANCE | 700-226-00 | INSURANCE & BONDS | WCB1003474 11-2-20 TO 12- | 104.69 |
| | | NAPA-AMTOWER AUTO SUPPLY | 700-344-00 | AUTO SUPPLIES | HOSE,PUMP PARKING CAR | 67.89 |
| | | | 700-344-00 | AUTO SUPPLIES | HOSE,PUMP PARKING CAR | 52.54 |
| | | | 700-344-00 | AUTO SUPPLIES | Power steering Pres. Swit | 52.17 |
| | | WESTFIELD INSURANCE | 700-226-00 | INSURANCE & BONDS | 4-1-20 TO 4-1-2021 QTRLY P | 975.99 |
| | | LOWES BUSINESS ACCOUNTS | 700-343-00 | MAT&SUPP-PARKS | BOLBS FOR JAWBONE | 34.15 |
| | | | 700-344-00 | AUTO SUPPLIES | PART LEAF BLOWER | 13.25 |
| | | STATE EQUIPMENT INC. | 700-345-00 | TREE MAINTENANCE | CHAIN,NOSPILL | 67.90 |
| | | | 700-345-00 | TREE MAINTENANCE | FILTERS, CARBURETOR | 152.64 |
| | | WV MUNICIPAL LEAGUE | 700-226-00 | INSURANCE & BONDS | CONS 4TH QTR 2020 UNEMPLOY | 32.16 |
| | | WV PUBLIC EMPLOYEES RETIREME | 700-106-00 | GROUP RETIREMENT | WV RETIREMENT CONTRIBUTION | 20.00 |
| | | | 700-106-00 | GROUP RETIREMENT | WV RETIRE TIER2 CONTRIBUTI | 44.00 |
| | | | 700-106-01 | CONSOLIDATED RETFLOW | WV RETIRE TIER2 CONTRIBUTI | 80.78 |
| | | | 700-106-00 | GROUP RETIREMENT | WV RETIRE TIER2 CONTRIBUTI | 64.00 |
| | | | 700-106-01 | CONSOLIDATED RETFLOW | WV RETIRE TIER2 CONTRIBUTI | 80.78 |
| | | SIGN GUY LLC | 700-343-00 | MAT&SUPP-PARKS | PATH ROUTE SIGNS | 635.00 |
| | | WALMART STORES INC -BUCKHAMM | 700-343-00 | MAT&SUPP-PARKS | KEYS FOR CHASEDRIVE | 11.82 |
| | | INTERNAL REVENUE SERVICE | 700-104-00 | FICA TAX | FICA WITHHELD AND MATCHED | 77.37 |
| | | | 700-104-00 | FICA TAX | FICA WITHHELD AND MATCHED | 164.71 |
| | | | 700-104-00 | FICA TAX | MEDICARE WITHHELD & MATCHE | 18.09 |
| | | | 700-104-00 | FICA TAX | MEDICARE WITHHELD & MATCHE | 38.52 |
| | | AMAZON.COM | 700-343-00 | MAT&SUPP-PARKS | PCRD-DOGGY BAGS | 251.82 |
| | | | 700-343-00 | MAT&SUPP-PARKS | PCRD-CAN LINERS FOR PARKS | 233.50 |
| | | TRAVELERS INSURANCE | 700-226-00 | INSURANCE & BONDS | JAN 2021 INS PREMIUM AUTO | 130.67 |
| | | **PAYROLL EXPENSES | | | 12/01/2020 - 12/31/2020 | 3,904.43 |
| | | | | | TOTAL: | 7,537.49 |

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

B. Recognized Guests – The Mayor recognized Shane Jenkins who is the President of the WV Strawberry Festival (WVSF) and Gary Connell, 2nd Vice-President of the same. Mr. Connell reviewed the plans for the vendors moving to Jawbone Park for the upcoming festival. A Q & A with Mr. Connell took place regarding the 2021 Event and specially the vendors situation. All plans are in concert with the City's Street Department. Mr. Connell then turned this part of the meeting over to Shane Jenkins. Mr. Jenkins reviewed the WVSF request that was submitted to the Mayor and Council. The request was like past requests and noted that the WVSF would still like to have Main Street closed for Wednesday, to accommodate the Car Show, and Friday and Saturday nights for Entertainment. The City has recommended that the WVSF move the Entertainment to Jawbone Park and avoid closing Main Street the Friday and Saturday nights of the festival for Entertainment. Discussion between the Mr. Jenkins, Mr. Connell, WVSF representative Alan Mills and members of the Consolidated Public Works Board took place. It was agreed that the WVSF would have another discussion with their Board concerning the City's requests and get back to us with an update.

January 19, 2021

Honorable Mayor Skinner and Buck. City Council
70 East Main St.
Buckhannon, WV 26201

Dear Mayor Skinner and Buckhannon City Council Members,

The West Virginia Strawberry Festival Association, Inc. would like to request funding to cover the Queen's Float \$2000.00, Coronation \$2500.00, Jawbone sound and stage/entertainment \$3000.00= \$7500.00.

Any funding would be greatly appreciated.

The West Virginia Strawberry Festival Association, Inc. would like to make the following requests for the use of city owned property and services during the 79th annual event on 8th-16th, 2021.

1. The use of the parking lot across from the Buckhannon Post Office along with Jawbone Park area for the 2021 addition of vendors, carnival and/or additional spaces for Gambill Amusement from May 11-16 2021.
2. Permission for the five parades to use Strawberry Lane (Marion, Kanawha, & Main Streets) as the parade route.
3. The use of Camden Ave. Pocahontas, Wood, Randolph, Tucker, Marion, College Streets for the purpose of parade line-up for all four parades.
4. Permission to place licensed vendors and marketing booths on various locations throughout the City. (Main, Spring, Madison, etc.)
5. Permission to use Main St. from City Hall to the Courthouse for the Wednesday evening(May12, 2021) Car Show with streets closed from 5:00p.m. till 10:00 p.m. *Also the use of the same area on Friday and Saturday (May 14, 15, 2021) Street Parties. The street will need to be closed following the parades. This time is needed for preparation and setup, along with attractions to keep our festival-goers shopping local. The activities will conclude by 12:00 midnight each evening.
6. Permission to block Friendly Way to Madison Street during Carnival hours
7. The use of the parking lot on Madison Street and all city areas near jawbone for vendors and supply trucks, along with The parking lot at the Buckhannon Fire Dept.
8. The use of the Buckhannon River ramp area for the purpose of a canoe race, May 16, 2021. (Sunday) and May 8, 2021 for parking of horse trailers.
9. The use of city water and dumpsters on the Food Vendor Lot/area. Also dumpster at the Latham House.
10. The complimentary sanitary sewage dumping for visiting buses.
11. The use of the Buckhannon Fire Department's yard hydrant for a water hose for EMS use on Grand Feature Parade Day, May 15, 2021. (at Gibson Library /comfort trailer)
12. Request for any street repair along the parade route to avoid accidents.
13. The use of the city workers to help with street decorations which will be up by May 7, 2021.
14. Placement of Road Closed barricades for parade line-up streets. (list will be given to Street Dept. *copy enclosed*) -May be supplemented with chain and barrel similar to past years.
15. Request for the participation of the City Police Department/VIPS during festival week. We will work with the Chief on special arrangements for the various events.

16. Request for Jaw Bone Park and surrounding city facilities (Madison Parking lot and city grounds) from May 11-16 for a new agreement of vendor/carnival/entertainment as day.
17. Permission for carriage rides the day of the Horse and Carriage Parade along with entertainment on the sidewalks on Main that day. (May 8) Rides Spring Street around block to Main and back to Spring. Block off Main Street from Spring to Kanawha for Square Dance 7:00pm till 10:00pm. Festival will be responsible for clean up if needed.
18. No Parking on Horse and Carriage Parade Route from Courthouse to Gibson Library and Police will direct traffic to continue up the streets. (to make safe for riders and carriages and the public)
19. Use of Stockert Bus on May 8, 2021 to transport persons from College to Moore Ave. and back after the parade for awards.
20. Use of Police/Fire Complex for staging before the Horse Show on Saturday May 8 and Horsemen will clean up with help from Festival.
21. Use of area along poundstone walking trail for camping on May 7, 2021 if needed.
22. Use of Jawbone Park Saturday May 7,2021 for Pet Show and Banjo / Fiddle Contest along with the sound system.
23. Use of Spring Street parking lots for Family Night May 10, 2021. (If no school, planning afternoon of games)
24. Request the use of the Jawbone/Madison st parking lot for Concert and Backyard Cookout on May 8 and 10. (Will need to set stage on Friday May 7.)
25. Use/assistance with Main St sound system for emergency alerts/announcements.
26. Extra trash cans needed around parade route, Main St. and Jawbone Park

In addition to these above requests, we appreciate the normal customary activities that the city performs during the week of festival. (e.g.: additional police protection, waste pick-up, and street cleaning and much more). The Board of Directors would like to thank the City for their contributions, both monetary and otherwise given to the festival and its board each year. Your partnership with the festival ensures its future and current success.

Thank you, Shane Jenkins, President, 2021 WV Strawberry Festival

January 19, 2021

Honorable Mayor Robbie Skinner
70 East Main St.
Buckhannon, WV 26201

Dear Mayor Skinner,

To clarify topics of discussion from the meeting you attended on January 5, 2021, the WVSF Board of Directors has decided by unanimous vote to request the closure of East Main Street from the courthouse to City Hall the evening of May 12, 14, and 15, 2021, as usual.

Please note all requests submitted for city property/personnel use and assistance are subject to change. Given the ever-changing events and guidelines due to the COVID-19 Pandemic, the WVSF Board of Directors has chosen to move forward with planning as if we are operating full-swing.

However, we are considering all factors and the unfortunate reality that the festival may have to be minimized in 2021. As time passes, the board plans to work closely with the city and communicate all minimizations/changes as they are decided upon.

We look forward to yet another year of partnership and success, and are excited to get started.

If you have any questions please call me.

Thank you,

Shane Jenkins, President
2021 WV Strawberry Festival
304.516.5150
Sjenkins71@gmail.com

G.3 UC Tobacco Prevention Coalition & UC Family Resource Network-Request No Smoking & No Vaping Signage at City's Park System of the New Walk Trail & Bike Trails

The Mayor moved G.3 UC Tobacco Prevention Coalition & UC Family Resource Network-Request No Smoking & No Vaping Signage at City's Park System of the New Walk Trail & Bike Trails to the table and recognized Dr. Joseph B. Reed to discuss the request. After Dr. Reed's request was made, City Attorney O'Neill was asked to weigh in regarding the City's ability to entertain the request. After a review of City Ordinance 375, Mr. O'Neill confirmed that the Poundstone River Trail is a part of the parks and covered under the ordinance, but the City's new Buckhannon PATH 5K routes would not be covered under the ordinance. Discussion took place with the Board Members and it was determined that trying to include the Buckhannon PATH 5K routes would be problematic as it includes both residential and public sidewalks. The Mayor recommended that we simply concentrate on better signage in the areas that we can regulate. No further action on G.3 was necessary.

C. Department Report

C.1 Street Superintendent - Bradley Hawkins – Mr. Hawkins provided a report on the following:

- We have poured 400' of sidewalk on the Gateway West project and we now must hold off on that project until the DOH gets the culvert fix going under the road.
- The emergency route for the Hospital coming off Lincoln Way is in and gated off for only emergency use only.
- We been working on moving everything to the new shop, and we started working out of it as of 1/14/21.
- 30 yards of concrete that have been poured by the new concrete truck; the City has saved approximately \$2,180 compared to using an outside vendor for the concrete.

Board Member Shobe asked what the plans were for the old Street Garage Building. Director of Public Works, Jerry Arnold, provided an overview of various options that range from selling the building to using it for storage. Jay Hollen provided answers to several questions regarding the structure(s) and potential use by other parties.

E. Correspondence and Information

E.1 CityPR: Buckhannon PATH 5K Routes Project – The Mayor reviewed E.1 with the Board.

BUCKHANNON, WV: The first of the Buckhannon PATH 5K routes is in place and ready to guide runners, walkers, and rollers from downtown Buckhannon to the Buckhannon Riverwalk Park and back by following the purple PATH markers. Maps, signs, wayfinding markers, and additional routes are on the way soon!

The City of Buckhannon values the physical fitness of our residents and seeks to continually improve our infrastructure to encourage walking, jogging, and cycling. To increase physical activity and improve resident health, we listened to community members at Move 304 and Create Buckhannon for ideas. These conversations resulted in a successful grant application to map four 5K biking, walking, and running routes in the City limits.

Pre-pandemic, the City hosted frequent charity 5K races throughout the year. By creating highly visible routes, more residents will have the opportunity to begin physical training along the routes, possibly leading to participation in 5K races and improved health and wellness.

Host to both an afterschool program and summer camp program, Stockert Youth & Community Center is centrally located on E. Main Street and the hub of the PATH Network. All of the PATH 5K routes will connect to Stockert Youth & Community Center and Jawbone Park, allowing the facility and park to serve as a central trailhead. Once complete, signs with the 5K route maps will be placed at Jawbone, Riverwalk, North Buckhannon Park. Additionally, a map and brochures will be available at Stockert Youth & Community Center, Buckhannon City Hall, and the Charles W. Gibson Library.

According to data found in the *Health Disparities in Appalachia* report produced by the Appalachian Regional Commission, Upshur County residents report feeling physically and/or mentally unhealthy 4.5 – 6.5 days per month on average. This places the county in the worst national quintile for these indicators. Additionally, 36.2% of Upshur County adults are obese (worst national quintile), and nearly 30% (29.3–second worst quintile) report engaging in no physical activity in a typical week. We must do better in promoting physical activity and healthy lifestyles in our community, and these biking, walking, and running routes will help.

Last year, Jena Fealy, a fitness instructor at Move 304, spoke with City officials about the idea to identify and paint fitness routes that connect to Jawbone Park near their gym. Fealy said, "As a fitness and nutrition coach at Move 304, I am beyond excited to see the Buckhannon PATH Project take shape. I believe giving people the opportunity to walk out their doorstep with a route mapped out for them will be a great motivational factor to get them moving more. I love how the PATH routes also encompass all the wonderful areas downtown Buckhannon has to offer. I look forward to using these routes and I hope I see others utilizing such a great community asset as well."

Create Buckhannon, the highly successful volunteer organization dedicated to positive community development and responsible for the popular "Festival Fridays" series, participated in planning the Buckhannon PATH project. Cj Rylands, Create Buckhannon Director, said the group is happy to continue "working together towards successful outcomes that are in the best interests of the community."

The Buckhannon PATH 5K Project will improve upon the sidewalk and trail infrastructure in our community, increasing opportunities for physical activity for residents and visitors. Doing so will improve the quality of life in our community. The Buckhannon PATH Project is funded through a grant from the West Virginia University Take Back Our Health Physical Activity Community Grant Program.

The City of Buckhannon Streets Department maintains 26 miles of streets, 19 miles of sidewalks, seven parking lots, and the River Walk & River View trails, equaling 3,800,000 square feet of paved surface in streets and 400,000 square feet in sidewalks. This considerable infrastructure attracts residents, businesses, and tourists to the City, increasing the quality of life and enhancing the local economic environment.

Media: Callie Cronin Sams, callie.csams@buckhannonwv.org or (304) 472-1651.

F. Consent Agenda

• **F.1 Approval of Minutes- Regular Meeting 12/01/2020**

Motion to approve the Minutes of the Regular meeting of 12/01/2020 was made by Rylands/Shobe. Motion carried

G. Strategic Issues for Discussion and/or Vote

G.1 West Virginia Strawberry Festival Events 2021-Continued Updates – This was discussed earlier in the meeting. No further action necessary.

G.2 Event Request Create Buckhannon Festival Fridays June 4 to August 27, 2021 at Jawbone Park 3pm - 9pm – Board Member CJ Rylands updated the Board on the Create Buckhannon plans for the 2021 Festival Friday Events.

Motion to approve the Event Request Create Buckhannon Festival Fridays June 4 to August 27, 2021 at Jawbone Park 3pm - 9pm was made by Shobe/Bucklew. Motion carried.



8 January 2021

Consolidated Public Works Board
City of Buckhannon
70 E Main St
Buckhannon, WV 26201

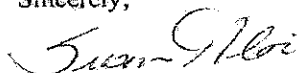
Dear Board Members:

Create Buckhannon is pleased to be planning its tenth season of Festival Fridays. We are requesting usage of the Jawbone Park facility every Friday evening from June 4, 2021 through August 27, 2021 from 3p – 9p.

We greatly appreciate the support and collaboration with the City of Buckhannon for this popular event. Understanding that we may still be under some COVID-19 restrictions during Summer 2021, we agree to abide by the guidelines and restrictions developed by the City.

If you have questions and/or concerns, please contact Executive Director CJ Rylands (cjmbuc@cebridge.net) or me (drsusanaloi@gmail.com; 304.439.4334).

Sincerely,



Susan Aloï
Secretary
Create Buckhannon

G.3 UC Tobacco Prevention Coalition & UC Family Resource Network-Request No Smoking & No Vaping Signage at City's Park System of the New Walk Trail & Bike Trails – This was discussed earlier in the meeting. No further action necessary.

G.4 Beautification Project-Downtown & Madison Street – The Mayor provided an update on the recent meeting on possible beautification projects downtown and for the Madison Street Property. CJ Rylands provided more specifics on the ideas that are being considered. Public input will be sought prior to any final decisions on the beautification projects being made. Discussion with Board members took place. No action was necessary.

G.5 World Association of Marching Show Bands RE: 2023 World Championship – City Recorder and WAMSB 2023 Championships Chair Randy Sanders provided a report on the recruitment efforts for participants and the creation of the WAMSB 2023 local infrastructure. Currently we have interest for over 70 bands from over 20 countries. The goal is to have 30 to 40 highly qualified bands from diverse regions of the World participating in the 2023 Event.

H. Board Members Comments and Announcements

Mark Waldo – Mr. Waldo congratulated Randy Sanders on his vision and work in securing the WAMSB 2023 bid for Buckhannon, WV, USA. Mark also asked for an update on the new street signage. Mr. Arnold and the Mayor provided the update.

Pamela Bucklew – Mrs. Bucklew applauded the work being done on the beautification projects but encouraged us to continue providing upkeep on past projects, pointing out a couple of specific areas needing attention.

Cj Rylands – Mr. Rylands discussed the 5k Path Routes markings that need to be revisited to come up with a more permanent way of providing the markings. A discussion took place on possible ideas.

Nancy Shobe – Mrs. Shobe recommended that the new street next to CVS have the appropriate markings done when the weather breaks. She also commented that the Street Department is doing a wonderful job with the Gateway West project.

I. Executive Session Per WV Code § 6-9A-4- Personnel Matters

Motion to adjourn at 5:45 PM into an Executive Session Per WV Code § 6-9A-4- Personnel Matters was made by Rylands/Shobe. Motion carried.

Motion to enter the Executive Session at 5:50 PM was made by Waldo/Bucklew. Motion carried.

Motion to adjourn from the Executive Session at 6:15 PM was made by Bucklew/Rylands. Motion carried.

J. Adjournment

Motion to adjourn at 6:16 PM was made by Rylands/Shobe. Motion carried.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
