

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

A regular meeting of the Buckhannon City Council was held on Thursday, July 1, 2021, at 7:00pm in City Hall. The following were in attendance (GTM – GoToMeeting):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Council Member	Mary Albaugh	Present
Council Member	Pam Bucklew	Present
Council Member	Jack Reger	Present
Council Member	CJ Rylands	Present
Council Member	David Thomas	Present
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
City Attorney	Tom O'Neill	Present
BFD	Chief JB Kimble	Present
Director of Public Works	Jerry Arnold	Present
Channel 3	Dennis Cortes	Present
Channel 3	Rodney Irvin	Present
MyBuckhannon.com	Katie Kuba	Present
MyBuckhannon.com	Beth Broschart	Present
Record Delta	Macie Queen	Absent

Guests: John Waltz, Keith Buchanan, KB Saine, Alisa Lively, Bryson VanNostrand, Laura Foulks, Colonial Theatre.

To Participate in a City Council meeting participants were invited to contact us at 304-472-1651 for the GoToMeeting link/access.

***City Council of Buckhannon – 7:00 pm in Council Chambers  
Meeting Agenda for Thursday, July 1, 2021***

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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
  - A.3 Mayor’s Greetings
- B. Recognized Guests**
  - B.1 David L. Howell, CPA Audit Exit Conference FY 2019/2020
  - B.2 Colonial Theatre Board Members
  - B.3 Susan Aloï-President of the City of Buckhannon Planning Commission
  - B.4 Dennis Cortes-Upshur County Parks & Recreation Board
- C. Department & Board Reports**
  - C.1 Public Works Director- Jerry Arnold
  - C.2 Finance Director- Amberle Jenkins
  - C.3 Fire Chief- JB Kimble
  - C.4 City Attorney- Tom O'Neill
- D. Correspondence & Information**
  - D.1 City PR: Fireworks Display to be held on July 2, 2021, in conjunction with Festival Fridays Event
  - D.2 Notice of Advertisement & Request for SOQ –On Call Engineering Services
  - D.3 Notice of Police Civil Service Commission Accepting Applications for Position of Full-Time Entry-Level Police Officer
  - D.4 WVPSC Water Rate Ordinance Filing & Tariff Form No. 12 Public Notice of Change in Water Rates
  - D.5 Binding Commitment Letter from WV Infrastructure & Jobs Development Council RE: FEMA Generator Project
  - D.6 Letter to UCC RE: Joint Collaboration Request for the Rehabilitation of the Existing Tennerton Water Storage Tank
  - D.7 Draft Unapproved Special Planning Commission Minutes 06/15/2021 RE: Possible Uses for the Madison St Property
  - D.8 Findings Report from the Planning Commission Minutes 06/15/2021 RE: Possible Uses for the Madison St Property
- E. Consent Agenda**
  - E.1 Approval of Minutes -Regular Meeting 06/17/2021
  - E.2 Approval of Building and Wiring Permits
  - E.3 Approval of Payment of the Bills
- F. Strategic Issues for Discussion and/or Vote**
  - F.1 Recommendation from the Colonial Theatre Board to Amend Ordinance #450-Renaming the Facility to “Colonial Arts Center (CAC)”
  - F.2 Approval of the Colonial Theatre Board Programming Policy & Adoption of Mission Statement
  - F.3 Approval to Submit NEA Grant Application for the WAMSB Event deadline 07/20/2021
  - F.4 Approval City of Buckhannon Appointments FY 2021/2022
  - F.5 Event Request Create Buckhannon-Shakespeare in the Park- July 10, 2021, at 7PM in Jawbone Park
  - F.6 Reschedule City Council Meeting date of August 5, 2021, to August 3, 2021, due to participation in the WVML Conference
  - F.7 Approval Resolution 2021-07 Budget Revision #1 Coal Tax FY 2021/22
  - F.8 Approval Resolution 2021-08 Budget Revision #1 General Fund FY 2021/22
- G. Comments and Announcements**
  - G.1 Mary Albaugh
  - G.2 Pamela Bucklew
  - G.3 C J Rylands
  - G.4 David Thomas
  - G.5 Jack Reger
  - G.6 Randall Sanders
- H. Mayor’s Comments and Announcements**

## **I. Adjournment**

Posted 06/28/2021

Next Regular Scheduled City Council Meeting Thursday, July 15, 2021

**A. Call to Order** - Mayor Robbie Skinner called the regular meeting of the Buckhannon City Council for Thursday, July 1, 2021, to order and welcomed our FULL City Council with a special welcome to Council Member Jack Reger.

**A.1 Moment of Silence** – Mayor Skinner asked all present 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 Mayor Skinner.

## **B. Recognized Guests**

**B.2 Colonial Theatre Board Members** - Mayor Skinner first recognized the members of the Colonial Theatre Board and called upon the President of that Board, John Waltz for the presentation. Mr. Waltz reported on the progress that the new Board has made and introduced not only the Board Members but also those who have been generous with their time and talents in moving the success of the theatre project forward including KB Saine, Bryson VanNostrand, and Laura Foulks. He invited the public to join them for the regular meetings that will be on the first Tuesday of every month at 5:00PM in the Council Chambers at City Hall. The Board has been working on the naming of the facility, a Mission Statement, a programing policy, and staffing of the facility. In Council's packet are material referencing the naming of the facility, the Mission Statement, and the programing policy. Mr. Waltz provided reasoning for the proposed name of the "Colonial Arts Center (CAC)". He also presented the Mission Statement and draft programing. Mr. Waltz recognizes that the programing policy will be a living document that will change over time, but it does provide a guide for the priority of use.

Mr. Waltz then introduced Byson VanNostrand who announced that ART26201 made a \$5,000 donation to the City of Buckhannon earlier in the day to be used for the façade of the building and the City of Buckhannon also learned today that it will receive grant number 5 for the theatre project in the amount of \$39,000. Mr. VanNostrand was pleased that we received this one considering the number of grants that had preceded it. He announced as well that we are focused on mid-October as a move in date for the theatre.

Mr. Waltz provided a wrap up of what has been accomplished and the goals that the Board has for the immediate future, including a job description for a Managing Director.

Council Member Bucklew had a concern with the name Colonial being used as it is a form of the word colonization and, by definition, colonization means in control of another. She suggested the Board consider naming it the Upshur Art Center or the Buckhannon Upshur Arts Center because of these concerns. Mr. Waltz will take the concern back to the Board.

Council Member Thomas suggested Mr. Waltz reach out to the Upshur Arts Alliance to invite them to be involved as they have also raised a lot of money and enjoyed much success over the years. Mr. Waltz will take this suggestion back to the Board.

Mayor Skinner and the Council thanked John Waltz, the Colonial Theatre Board Members, KB Saine, Bryson VanNostrand, Laura Foulks and ART26201 for their continued hard work and financial support as evidenced by the \$5,000 donation earlier today.

**Motion to move *F.1 Recommendation from the Colonial Theatre Board to Amend Ordinance #450-Renaming the Facility to "Colonial Arts Center (CAC)" and F.2 Approval of the Colonial Theatre Board Programming Policy & Adoption of Mission Statement* to the table was made by Thomas/Albaugh. Motion carried.**

**Motion to approve the recommendation from the Colonial Theatre Board to amend Ordinance #450-renaming the facility to "Colonial Arts Center (CAC)" was made by Albaugh/Rylands. Motion carried unanimously.**

**Motion to approve the Colonial Theatre Board programming policy & the adoption of its Mission Statement was made by Rylands/Albaugh. Motion carried unanimously.**

## Colonial Arts Center Programming Policy

*Draft Updated 6-17-21*

### A. Purpose

To establish policy and programming guidelines for the use of the Colonial Arts Center in Buckhannon, WV with the understanding that the City of Buckhannon has committed to the West Virginia Commission on the Arts to utilize the Colonial Theatre first and foremost for the promotion of the arts.

### B. Scope

Applies to all organizations and individuals requesting the use of the Colonial Arts Center, including the Main Stage Great Hall, the Balcony Theatre, the M.I.B. Art Gallery, and all Studios and Classrooms on the basement level. The Lobby, Box Office, Marquee, and all support spaces will remain in the control of the Colonial Theatre management.

### C. Policy

#### 1. General Statement

The City of Buckhannon owns and maintains the Colonial Arts Center for the artistic, educational, and cultural benefit of the greater Buckhannon-Upshur community. The Colonial Arts Center is managed and administered by the Colonial Theatre Board (also known as *The Colonial Arts Center Board*). The Colonial Theatre Board, appointed by Buckhannon City Council, meets monthly and reports regularly to City Council.

#### 2. Rental Review

- a. Rental review will be conducted by the Colonial Theatre Board.
- b. There shall be no fewer than three members engaged in each decision.
- c. The Colonial Theatre Board will meet monthly and on an as-needed basis (either in person, electronically, or viaphone or video conference) to review requests.

#### 3. Determination of use for the Main Stage, Great Hall, the Balcony Theatre, the M.I.B. Art Gallery, Studios, and Classrooms:

- a. Application Process: electronic applications will be made available on the Colonial Arts Center website and at Buckhannon City Hall. Applications must be submitted no less than forty-five (45) days before the scheduled event.
- b. Review Procedure: All applications will be reviewed by the Colonial Theatre Board. Responses will be issued to all Applicants within Thirty (30) days of receipt.
- c. Standards for Review/Rental Approval: Appropriate rental requests will include
  - i. Plans for programming that is in line with the mission of the Colonial Arts Center and with the cultural and artistic values of the Colonial Theatre Board
  - ii. Where appropriate, proof of artist contract/verification of royalties paid/letter of agreement from cooperating artists (Producers with mission or genre-specific programs may provide proof of services in the form of brochures, websites, etc.)

#### 3. Priority of Use

- a. City arts educational programming has first priority of performance, cinema, and gallery spaces. All City arts educational programs exempt from rental fees.
- b. The Colonial Arts Center's fiduciary partners (including ART26201 and Buckhannon Community Theatre) arts educational programming will receive priority consideration, with fees to be determined by majority agreement from the Colonial Theatre Board on a case-by-case basis.
- c. Arts-focused entities will be considered first for all possible rental dates after calendar arrangements for (a) and (b) above.
- d. General (non-art-specific) non-profit, city, and non-arts-based educational rental requests will also be considered.
- e. Civic and religious groups, business, and individual rental requests will be considered on a case-by-case basis.

#### 4. Rental Agreement

- a. Rental Contracts will be maintained, updated, and issued by the Colonial Theatre Board, with input and oversight of the City Treasurer and the City Attorney.
- b. Upon approval of dates and programming, and submission of all requested documentation, the Colonial Theatre Board will issue a rental contract to the Renter.
- c. Renter will execute contract and return to the Colonial Theatre Board with a \$100 deposit to secure their requested date. This deposit will be deducted from the total rental fees incurred by the conclusion of the event.
- d. Rental Rate Schedule:  
Basic Rental Rates: (based on four-hour standard rentals)

room	rental rate	technical fee	house management fee (optional)	cleaning fee (flat fee)
Main Stage Great Hall	\$200/hr	\$25/hr	\$30/hr	\$40
Balcony Theater	\$100/hr	\$25/hr	\$20/hr	\$25
M.I.B. Gallery	TBD	n/a	TBD	TBD
Studio	\$25/hr	n/a	n/a	\$10
Classroom	TBD	TBD	TBD	TBD

Additional expenses may be levied as needed, specific to the proposed programming. A waiver of selected fees may be determined at the discretion of the Colonial Theatre Board. The scheduled of fees and requirements will be affirmed or revised on a yearly basis by the Colonial Theatre Board.

#### **D. Operating Guidelines**

Operating guidelines for the use of the Colonial Arts Center will be provided to all organizations and individuals requesting facility rental. By signing a rental contract, the Renter agrees to abide by all guidelines and procedures established for the Colonial Arts Center. The Guidelines provide the minimum policies and procedures to be followed whenever the Colonial Arts Center, in part or in whole, is in use and may be amended by the Colonial Theatre Board on a case-by-case basis.

#### **The Mission Statement of the Colonial Theatre Board:**

***The Colonial Arts Center will serve as a community arts hub, facilitating and providing venues for creative and educational opportunities for students, artists, and audience members through diverse programming.***

Council Member Thomas spoke about the West family and its influence through their ownership of the theatre and hopes that they will continue to be honored. Mr. VanNostrand assured him that their legacy will continue to be a part of the theatre and building in some form moving forward.



**B.1 David L. Howell, CPA Audit Exit Conference FY 2019/2020** – Mr. Howell was recognized, and he explained the scope of his involvement and the involvement of his firm in conducting the FY 2019/2020 audit for the City of Buckhannon and what this audit Exit entails. He then introduced his associate Terry Henderson who provided an overview of the report that was provided to the Mayor, Recorder, and all Members of Council. There was one exception noted in the audit as: **Basis for Qualified Opinion on the Business-Type Activities and Water Fund Due to Scope Limitation** – *We were unable to observe a physical inventory count for the Water Fund at June 30, 2020 because we were not under contract as auditors at that date; nor were we able to satisfy ourselves as to the carrying value of inventory by other auditing procedures.*

Following this exception, the audit noted: **Qualified Opinion** *In our opinion, except for the possible effects of the matter discussed in the "Basis for Qualified Opinion on the Business-Type Activities and Water Fund Due to Scope Limitation" paragraph, the financial statements referred to above present fairly, in all material respects, the financial position of the business type activities and water fund of the City, as of June 30, 2020, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.*

Also noted was: **Unmodified Opinions:** *In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, discretely presented component unit, General Fund, Coal Severance Tax Fund, Sales Tax Fund, Sanitary Fund, Waste Collection Fund, Consolidated Public Works Fund and the aggregate remaining fund information of the City, as of June 30, 2020, and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.*

Other statements and all relative financial information and spreadsheets appear in the Audit which was (as previously mentioned) presented to the Mayor, Recorder and all Members of Council and is on record at City Hall.

**Motion to accept the FY 2019/2020 as presented by David L. Howell, CPA was made by Reger/Albaugh. Motion carried unanimously.**

**B.3 Susan Aloï-President of the City of Buckhannon Planning Commission** – President Aloï's appearance has been tabled until the next Council meeting.

**B.4 Dennis Cortes-Upshur County Parks & Recreation Board** – Mr. Cortes presented to following report:

**REPORT FROM UPSHUR COUNTY PARKS & RECREATION ADVISORY BOARD**  
28 JUNE 2021

The board welcomed a new member, Mr. Donato, who is the new pool director.

Election of new officers resulted in Josh Hinchman will be returning to be chairman, with Julia Kastner as Vice Chair and Rachel Weber as the secretary. The term of office is for one year.

Trails reported that they had a day when they weeded and trimmed the trails. This was called "Trail Day" and there were refreshments. Rachel Weber also reported that they had a great time riding after the work. She also reported that the financing for Trails Gift Purchases has been approved. They will have engraved pint glasses for sale.

More stain was provided for the kiosks and JJ Ford and his son will do some along with Josh Hinchman.

At this point we heard from The Youth Environmental Club and their ideas for the abandoned concrete pad behind the Fred Crites Memorial Football Field. They requested funding and the authorization to get started. They presented a short plan and this plan is attached to the end of this report. In discussion some of their ideas were to have some fencing around bad areas and leveling the area. They noted that this YEC club in outside of the high school.

Sam Walker attended by phone and announced that since he has moved to Clarksburg he will not seek to renew his seat on this board. Dennis P. Cortes however did send in his written request to renew his seat.

And finally; the poles for the disc golf are ready to be cemented in their holes.

After the meeting there was a tour of the pool and the improvements. The new "little library" is installed.

Respectfully submitted by Dennis P. Cortes

## **C. Department & Board Reports**

**C.1 Public Works Director- Jerry Arnold** – Mr. Arnold was recognized by Mayor Skinner, and he presented the following report:

**Buckhannon City Council**  
**Public Works Director Report**  
July 1, 2021  
Jerry Arnold

**Director:**

- I am looking at some assets tracking software that can be used across all departments.

**Street:**

- Continue to work on the installation of sidewalks on Smithfield St.
- We continue working on the N. Kanawha St. sidewalks.

**Sewer:**

- Continue to work on the N. Spring Street project the sanitary sewer portion will be complete in a couple weeks and then we will begin the storm sewer.

**Water:**

- Nothing new to report.

**Waste:**

- Nothing new to report.

**Engineer:**

- US EPA Risk Assessment and Emergency Response Plan – J H Consulting to begin work on the EPA-required Emergency Response Plan (ERP) this month. The ERP is due before December 10, 2021.
- Gateway West Phase II Construction – Received the WVDOH’s punch list of remediation / repair work that needs to be completed and approved before the WVDOH will “sign off” on the project.
- City Hall Roof Replacement – I have begun working on the specifications and drawings required for the. I hope to have the Bid Package ready for advertisement & bidding within the next four weeks.

**C.2 Finance Director- Amberle Jenkins** – Amby Jenkins provided the following report:

Amby Council report 6-3-21

Balances May 31, 2021

General Fund mm checking	\$1,306,045	CD \$86,093
Historic Landmark savings	\$3,026	
Fire truck savings	\$38,424	
Stockert Youth Center Capitol Campaign	\$428,352 + 12,000 pledge =\$440,352	
Coal Tax	\$49,206	
Municipal Stabilization Fund	\$814,736	
Flood Control Acct	\$9,392	
Consolidated Public Works Board	\$161,270	Cem CD \$234,182
Sales Tax	\$876,266	

The ARPA account has been open and the Mayor signed the documents that need submitted through the portal to request the funds.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TAXES						
001-301-000-01 AD VALOREM TAXES	887,802	9,433.55	892,548.73	0.00 (	4,746.73)	100.53
001-301-000-02 PRIOR YEAR TAXES	25,000	448.84	64,670.97	0.00 (	39,670.97)	258.68
001-303-000-00 GAS & OIL SEVERANCE TAX	10,000	0.00	9,001.98	0.00	998.02	90.02
001-304-000-00 2% UTILITY TAX	240,000	17,180.36	224,051.04	0.00	15,948.96	93.35
001-305-000-00 B & O TAX	1,285,220	58,075.53	1,414,404.06	0.00 (	129,184.06)	110.05
001-305-000-01 B&O CONTRACTORS	95,000	0.00	51,955.58	0.00	43,044.42	54.69
001-306-000-00 LIQUOR TAX	75,000	0.00	95,809.99	0.00 (	20,809.99)	127.75
001-307-000-00 ANIMAL CONTROL TAXES	1,100	0.00	988.20	0.00	111.80	89.84
001-308-000-00 HOTEL MOTEL TAX	135,600	13,031.18	102,938.03	0.00	32,661.97	75.91
001-310-000-00 Auditor Taxes Accrued	0	0.00	0.00	0.00	0.00	0.00
TOTAL TAXES	2,754,722	98,169.46	2,856,368.58	0.00 (	101,646.58)	103.69
FINES AND FEES						
001-320-000-00 COURT COSTS, FEES & CHARG	25,000	389.00	20,222.00	0.00	4,778.00	80.89
001-320-000-01 BASIC FEE (POLICE DEPT.)	500	0.00	1,200.00	0.00 (	700.00)	240.00
001-320-000-02 POLICE FEE -CITATION	6,000	120.00	7,060.00	0.00 (	1,060.00)	117.67
001-320-000-03 POLICE/FINGERPRINT REVENU	100	10.00	55.00	0.00	45.00	55.00
001-320-000-04 SUMMONS FEE FOR PARKING T	0	40.00	60.00	0.00 (	60.00)	0.00
001-321-000-00 LOT 5 (OLD D&L/CVB PROPER	0	0.00	0.00	0.00	0.00	0.00
TOTAL FINES AND FEES	31,600	559.00	28,597.00	0.00	3,003.00	90.50
LIC PERMITS & FRANCHISE						
001-325-000-00 CITY BUSINESS LICENSE	17,000	900.00	19,387.00	0.00 (	2,387.00)	114.04
001-326-000-00 BUILDING PERMIT FEES	35,000	12,039.62	64,106.62	0.00 (	29,106.62)	183.16
001-326-000-10 PROPERTY REGIST -VACANT	0	0.00	2,000.00	0.00 (	2,000.00)	0.00
001-328-000-00 FRANCHISE FEES	69,000	0.00	54,930.62	0.00	14,069.38	79.61
001-330-000-00 IRP TRUCK FEE	40,000	12,303.09	63,035.92	0.00 (	23,035.92)	157.59
TOTAL LIC PERMITS & FRANCHISE	161,000	25,242.71	203,460.16	0.00 (	42,460.16)	126.37
OTHER FEES						
001-340-000-00 DONATION THEATRE UTLBILL	9,600	10.00	5,285.00	0.00	4,315.00	55.05
001-341-000-00 PSC MUNICIPAL SURCHARGE	0	0.00 (	238.93)	0.00	238.93	0.00
001-341-000-01 PSC MUN SURCHARGE OLD ACC	0	0.00	0.00	0.00	0.00	0.00
001-345-000-00 RENTS	30,000	0.00	30,000.00	0.00	0.00	100.00
TOTAL OTHER FEES	39,600	10.00	35,046.07	0.00	4,553.93	88.50
HEALTH AND SAFETY						
001-351-000-00 POLICE PROTECTION FEES	75,000	6,215.63	74,435.97	0.00	564.03	99.25
001-352-000-00 FIRE PROTECTION FEES	152,000	12,663.49	151,231.11	0.00	768.89	99.49
TOTAL HEALTH AND SAFETY	227,000	18,879.12	225,667.08	0.00	1,332.92	99.41
CHARGES FOR SERVICES						
001-362-000-00 SYC CONTRIB. UCC AND BOE	45,000	0.00	25,000.00	0.00	20,000.00	55.56
001-362-000-01 SYC UTILITY REVENUE	2,500	211.00	2,538.50	0.00 (	38.50)	101.54
001-362-000-02 SYC CAMP BUCANNEER FEES	18,200	2,092.50	7,672.50	0.00	10,527.50	42.16
001-362-000-03 SYC DRILL TEAM FEES	5,000	0.00	3,350.84	0.00	1,649.16	67.02
001-362-000-04 SYC BASKETBALL FEES	20,000	875.00	2,809.00	0.00	17,191.00	14.05

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
001-362-000-05 SYC ROOM RENTAL FEES	6,000	60.00	510.00	0.00	5,490.00	8.50
001-362-000-06 SYC ART/DRAMA FEES	0	0.00	0.00	0.00	0.00	0.00
001-362-000-07 SYC AFTER SCHOOL FEES	124,900	12,322.16	139,315.78	0.00 (	14,415.78)	111.54
001-362-000-08 SYC DRINK/SNACK MACHINE	0	0.00	0.00	0.00	0.00	0.00
001-362-000-09 SYC DONATIONS	2,000	110.00	11,017.80	0.00 (	9,017.80)	550.89
001-362-000-10 SYC KARATE FEES	1,000	345.00	2,620.00	0.00 (	1,620.00)	262.00
001-362-000-11 RED RIBBON WEEK	0	0.00	0.00	0.00	0.00	0.00
001-362-000-12 SYC GIRLS GO GOLFING	0	0.00	0.00	0.00	0.00	0.00
001-362-000-13 UCARE/SYC	0	0.00	0.00	0.00	0.00	0.00
001-362-000-14 SYC BINGO FUND RAISER	0	0.00	260.00	0.00 (	260.00)	0.00
001-362-000-15 SYC CHILDRENS FESTIVAL DO	500	0.00	0.00	0.00	500.00	0.00
001-362-000-16 SYC TEEN DANCES	0	0.00	0.00	0.00	0.00	0.00
001-362-000-17 ZUMBA REVENUE	2,000	285.00	1,825.00	0.00	175.00	91.25
001-362-000-18 YOGA FITNESS CLASS REVENU	0	0.00	15.00	0.00 (	15.00)	0.00
001-362-000-19 GUITAR LESSONS REVENUE	0	0.00	0.00	0.00	0.00	0.00
001-362-000-20 SYC MISC ACTV REVENUE ITI	100	0.00	0.00	0.00	100.00	0.00
001-362-000-99 SYC BEQUEST	0	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES FOR SERVICES	227,200	16,300.66	196,934.42	0.00	30,265.58	86.68
GRANTS						
001-365-000-00 POLICE DEPT.- RECOVERY GR	0	0.00	0.00	0.00	0.00	0.00
001-365-000-01 USDA GRANT-FARMERS MARKET	0	0.00	0.00	0.00	0.00	0.00
001-365-000-02 LWCF GRANT/ NB PARK	0	0.00	0.00	0.00	0.00	0.00
001-365-000-35 FEMA GRANT #2 GENERATOR	857,389	291.47	16,885.99	0.00	840,503.01	1.97
001-365-000-36 FEMA GRANT #1 GENERATOR	1,070,661	3,632.95	8,752.47	0.00	1,061,908.53	0.82
001-366-000-00 POLICE DEPT. - GRANTS	23,000	0.00	12,352.59	0.00	10,647.41	53.71
001-366-000-01 SYCC FAMILIES LEAD CHNG G	0	0.00	0.00	0.00	0.00	0.00
001-366-000-02 RIVER WALK TRAIL GRANT	0	0.00	0.00	0.00	0.00	0.00
001-366-000-04 SAFE WAYS TO SCHOOL GRANT	0	0.00	0.00	0.00	0.00	0.00
001-366-000-05 HISTORIC LAND MARK GRANT	0	0.00	0.00	0.00	0.00	0.00
001-366-000-06 STREET DEPT. GRANTS	0	0.00	0.00	0.00	0.00	0.00
001-366-000-07 POLICE HMLAND GRANT TRAIN	0	0.00	0.00	0.00	0.00	0.00
001-366-000-08 SAFE ROUTES POLICE GRANT	0	0.00	0.00	0.00	0.00	0.00
001-366-000-09 VOLUNTEER COORDINATOR GRA	10,000	0.00	12,389.76	0.00 (	2,389.76)	123.90
001-366-000-10 Reclassify grant/donation	0	0.00	0.00	0.00	0.00	0.00
001-366-000-11 Reclassify grant/donation	0	0.00	0.00	0.00	0.00	0.00
001-366-000-12 GATEWAY WEST GRANT REV	165,774	48,816.51	179,966.24	0.00 (	14,192.24)	108.56
001-366-000-13 LAND WATR CONS GRT(LWCF)F	0	0.00	0.00	0.00	0.00	0.00
001-366-000-14 CULTURE ARTS GRNT (THEATR	67,000	0.00	67,000.00	0.00	0.00	100.00
001-366-000-15 REAP-CLEAN UP GRANT	0	0.00	0.00	0.00	0.00	0.00
001-366-000-16 CULTURE ARTS GRNT(ADA THE	10,000	0.00	0.00	0.00	10,000.00	0.00
001-366-000-99 FIRE TRUCK GRANT/LOAN	0	0.00	0.00	0.00	0.00	0.00
001-368-000-01 CONTRIBUTION VOL. FIRE DE	0	0.00	0.00	0.00	0.00	0.00
001-368-000-02 2010 BOND ISSUE	0	0.00	0.00	0.00	0.00	0.00
001-368-000-03 CONTRIBUTIONS BOE-PRO OFF	0	0.00	0.00	0.00	0.00	0.00
001-368-000-04 SANITARY REPAY LOAN	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANTS	2,203,824	52,740.93	297,347.05	0.00	1,906,476.95	13.49



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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2021

001-GENERAL FUND

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
INTRAFUND CONTR/CHARGES						
001-369-000-00 CONTRIBUTION FUNDS-BRUSHY	8,000	3,879.88	7,843.71	0.00	156.29	98.05
001-369-000-01 CONTRIBUTION FRM MUN STAB	0	0.00	0.00	0.00	0.00	0.00
001-369-000-02 CONTRIB FROM SALESTAX FU	954,440	804,440.00	954,440.00	0.00	0.00	100.00
001-370-000-00 LATE CHARGES - GEN FUND	200	52.43	277.12	0.00	( 77.12)	138.56
TOTAL INTRAFUND CONTR/CHARGES	962,640	808,372.31	962,560.83	0.00	79.17	99.99
OTHER REVENUE						
001-376-000-00 GAMING TAX INCOME	11,200	912.00	8,429.24	0.00	2,770.76	75.26
001-377-000-00 RECRD CAPITAL TRNS FRM CS	0	0.00	0.00	0.00	0.00	0.00
001-379-000-00 GAIN/LOSS SALE OF FIXED A	0	0.00	0.00	0.00	0.00	0.00
001-380-000-00 GENERAL FUND INTEREST	400	7.51	891.63	0.00	( 491.63)	222.91
001-381-000-00 STREET DEPT. BILLING/PCAR	4,000	0.00	11,505.36	0.00	( 7,505.36)	287.63
001-382-000-00 REBATES-REFUNDS PCARD	3,500	0.00	5,007.82	0.00	( 1,507.82)	143.08
001-394-000-00 POLICE FORFEITURE CONFISC	0	0.00	480.55	0.00	( 480.55)	0.00
001-397-000-00 VIDEO LOTTERY	17,000	2,368.89	23,819.33	0.00	( 6,819.33)	140.11
001-399-000-00 MISCELLANEOUS REVENUE	604,782	304.45	943,077.67	0.00	( 338,295.67)	155.94
001-399-000-01 CAT TAG REGISTRATION	0	0.00	0.00	0.00	0.00	0.00
001-399-000-02 HISTORIC LANDMARKS REV	0	0.00	0.00	0.00	0.00	0.00
001-399-000-05 EVENT/FIREWORK REVENUE	2,000	0.00	0.00	0.00	2,000.00	0.00
TOTAL OTHER REVENUE	642,882	3,592.85	993,211.60	0.00	( 350,329.60)	154.49
TOTAL REVENUE	7,250,468	1,023,867.04	5,799,192.79	0.00	1,451,275.21	79.98

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2021

001-GENERAL FUND

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
ECONOMIC DEVELOPMENT =====						
CONTRIBUTIONS						
001-402-567-00 ECONOMIC DEVELOPMENT	30,000	0.00	30,000.00	0.00	0.00	100.00
TOTAL CONTRIBUTIONS	30,000	0.00	30,000.00	0.00	0.00	100.00
TOTAL ECONOMIC DEVELOPMENT	30,000	0.00	30,000.00	0.00	0.00	100.00
MAYOR'S OFFICE =====						
SALARIES & BENEFITS						
001-409-101-00 MAYOR'S ELECTED SALARY	3,000	250.00	3,000.00	0.00	0.00	100.00
001-409-103-00 MAYOR'S ASSISTANT SALARY	38,000	1,542.21	20,070.15	0.00	17,929.85	52.82
001-409-104-00 MAYOR'S F.I.C.A.	3,200	136.22	1,754.39	0.00	1,445.61	54.82
001-409-105-00 MAYOR'S INSURANCE	33,100	1,137.30	19,799.52	0.00	13,300.48	59.82
001-409-106-00 MAYOR'S RETIREMENT	2,400	112.15	1,716.45	0.00	683.55	71.52
001-409-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	79,700	3,177.88	46,340.51	0.00	33,359.49	58.14
CONTRACTUAL SERVICES						
001-409-211-00 MAYOR'S TELEPHONE	3,000	51.22	2,352.07	0.00	647.93	78.40
001-409-214-00 MAYOR'S TRAVEL	0	0.00	0.00	0.00	0.00	0.00
001-409-218-00 MAYOR'S POSTAGE	12,600	1,042.08	10,672.55	0.00	1,927.45	84.70
001-409-220-00 MAYOR'S LEGAL PUBLICATION	5,000	203.04	2,698.99	0.00	2,301.01	53.98
001-409-222-00 MAYOR'S DUES	1,500	0.00	3,115.02	0.00	( 1,615.02)	207.67
001-409-223-00 PROFESSIONAL SERVICES	6,000	1,215.00	6,000.00	0.00	0.00	100.00
001-409-223-01 PROFESSIONAL (ARCHITECT)	0	0.00	0.00	0.00	0.00	0.00
001-409-226-00 MAYOR'S INSURANCE & BONDS	1,500	55.57	1,033.87	0.00	466.13	68.92
TOTAL CONTRACTUAL SERVICES	29,600	2,566.91	25,872.50	0.00	3,727.50	87.41
COMMODITIES						
001-409-341-00 MAYOR'S SUPPLIES & MATERI	57,300	2,965.92	56,889.11	0.00	410.89	99.28
001-409-341-05 EVENT/FIREWORK EXPENSE	118,500	104,000.00	116,500.00	0.00	2,000.00	98.31
001-409-341-06 VOLUNTEER COORDINATOR EXP	10,000	0.00	8,025.00	0.00	1,975.00	80.25
TOTAL COMMODITIES	185,800	106,965.92	181,414.11	0.00	4,385.89	97.64
CAPITAL OUTLAY						
001-409-457-00 MAYOR'S CAPITAL OUTLAY MI	0	0.00	0.00	0.00	0.00	0.00
001-409-458-00 MAYOR'S REPAY SANITARY/WA	0	0.00	0.00	0.00	0.00	0.00
001-409-458-01 TRANSFER TO SANITARY FUND	0	0.00	0.00	0.00	0.00	0.00
001-409-460-00 SANITARY BD (BRUSHY FOR)L	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00

6-30-2021 08:14 PM		CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: JUNE 30TH, 2021				
001-GENERAL FUND		% OF YEAR COMPLETED: 100.00				
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS						
001-409-568-00 CONTRIBUIONS	30,000	0.00	30,000.00	0.00	0.00	100.00
TOTAL CONTRIBUTIONS	30,000	0.00	30,000.00	0.00	0.00	100.00
NON-OPERATING EXPENSES						
001-409-670-00 PROG BNK NOTE PAYABLE INT	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 MAYOR'S OFFICE	325,100	112,710.71	283,627.12	0.00	41,472.88	87.24
COUNCIL =====						
SALARIES & BENEFITS						
001-410-101-00 COUNCIL'S ELECTED SALARIE	12,000	1,000.00	12,000.00	0.00	0.00	100.00
001-410-103-00 CAT CONTROL SALARY	1,000	0.00	260.00	0.00	740.00	26.00
001-410-104-00 COUNCIL'S F.I.C.A.	1,000	76.50	938.15	0.00	61.85	93.82
001-410-106-00 COUNCIL'S RETIREMENT	340	20.00	264.14	0.00	75.86	77.69
TOTAL SALARIES & BENEFITS	14,340	1,096.50	13,462.29	0.00	877.71	93.88
CONTRACTUAL SERVICES						
001-410-211-00 CLOSE CAP OUTLAY EXP	0	0.00	0.00	0.00	0.00	0.00
001-410-214-00 COUNCIL TRAVEL	0	0.00	0.00	0.00	0.00	0.00
001-410-223-00 PROFESSIONAL (LEGAL)	0	0.00	0.00	0.00	0.00	0.00
001-410-226-00 COUNCIL INSURANCE (PROPER	9,100	0.00	8,996.41	0.00	103.59	98.86
TOTAL CONTRACTUAL SERVICES	9,100	0.00	8,996.41	0.00	103.59	98.86
COMMODITIES						
001-410-341-00 CLOSE CAP OUTLAY EXP	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY						
001-410-450-01 THEATRE BUILDING	10,000	1,438.50	8,078.06	0.00	1,921.94	80.78
001-410-450-02 THEATRE CAPITAL	74,865	0.00	75,525.72	0.00	( 660.72)	100.88
001-410-450-03 THEATRE ADA GRANT EXP	20,000	0.00	0.00	0.00	20,000.00	0.00
001-410-457-00 CAP PUBLIC SAFETY COMP RE	0	0.00	0.00	0.00	0.00	0.00
001-410-459-00 COUNCIL CAPITAL OUTLAY	2,750	2,360.97	2,360.97	0.00	389.03	85.85
001-410-459-01 PROPERTY PURCHASE 48EMAIN	0	0.00	0.00	0.00	0.00	0.00
001-410-459-02 PROPERTY PURCHASE MADISON	0	0.00	0.00	0.00	0.00	0.00
001-410-460-00 CAT CONTROL EXPENSE	500	50.00	260.00	0.00	240.00	52.00
TOTAL CAPITAL OUTLAY	108,115	3,849.47	86,224.75	0.00	21,890.25	79.75
CONTRIBUTIONS						
001-410-568-00 CONTRIBUTIONS (facade)	10,000	0.00	0.00	0.00	10,000.00	0.00
TOTAL CONTRIBUTIONS	10,000	0.00	0.00	0.00	10,000.00	0.00

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2021

001-GENERAL FUND

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
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NON-OPERATING EXPENSES						
001-410-999-00 Reclassify SanNote Ord 36	0	0.00	0.00	0.00	0.00	0.00
001-410-999-50 RecordCapPavCostPdByCoalT	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 COUNCIL	141,555	4,945.97	108,683.45	0.00	32,871.55	76.78
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RECORDER  
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SALARIES & BENEFITS						
001-411-101-00 RECORDER'S ELECTED SALARY	6,000	500.00	6,000.00	0.00	0.00	100.00
001-411-104-00 RECORDER'S F.I.C.A.	460	38.25	459.00	0.00	1.00	99.78
001-411-106-00 RECORDER'S RETIREMENT	600	19.21	507.63	0.00	92.37	84.61
TOTAL SALARIES & BENEFITS	7,060	557.46	6,966.63	0.00	93.37	98.68

CONTRACTUAL SERVICES						
001-411-214-00 RECORDER TRAVEL	600	308.80	308.80	0.00	291.20	51.47
001-411-222-00 RECORDER DUES	50	0.00	35.00	0.00	15.00	70.00
001-411-226-00 INSURANCE/COMPENSATION/bo	1,000	0.00	615.41	0.00	384.59	61.54
TOTAL CONTRACTUAL SERVICES	1,650	308.80	959.21	0.00	690.79	58.13

TOTAL RECORDER	8,710	866.26	7,925.84	0.00	784.16	91.00
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TREASURER  
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SALARIES & BENEFITS						
001-413-101-00 TREASURER'S SALARY	8,100	621.50	8,079.83	0.00	20.17	99.75
001-413-103-00 TREASURER'S ASSISTANT SAL	0	0.00	0.00	0.00	0.00	0.00
001-413-104-00 TREASURER'S F.I.C.A.	620	47.56	618.28	0.00	1.72	99.72
001-413-105-00 TREASURER'S GROUP INSURAN	2,106	165.65	2,049.80	0.00	56.20	97.33
001-413-106-00 TREASURER'S RETIREMENT	810	62.14	807.98	0.00	2.02	99.75
001-413-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	11,636	896.85	11,555.89	0.00	80.11	99.31

CONTRACTUAL SERVICES						
001-413-214-00 TREASURER'S TRAVEL	0	0.00	0.00	0.00	0.00	0.00
001-413-224-00 AUDIT	3,500	704.43	2,783.48	0.00	716.52	79.53
001-413-226-00 TREASURER'S INSURANCE & B	1,000	0.00	219.81	0.00	780.19	21.98
TOTAL CONTRACTUAL SERVICES	4,500	704.43	3,003.29	0.00	1,496.71	66.74

TOTAL TREASURER	16,136	1,601.28	14,559.18	0.00	1,576.82	90.23
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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2021

001-GENERAL FUND

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
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COURT  
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SALARIES & BENEFITS						
001-416-103-00 POLICE JUDGE SALARY	7,500	625.00	7,500.00	0.00	0.00	100.00
001-416-104-00 POLICE JUDGE FICA	575	47.81	573.72	0.00	1.28	99.78
001-416-105-00 POLICE JUDGE INSURANCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	8,075	672.81	8,073.72	0.00	1.28	99.98

CONTRACTUAL SERVICES						
001-416-221-00 POLICE JUDGE TRAINING	150	0.00	150.00	0.00	0.00	100.00
001-416-226-00 POLICE JUDGE INS BONDS	300	32.81	137.33	0.00	162.67	45.78
TOTAL CONTRACTUAL SERVICES	450	32.81	287.33	0.00	162.67	63.85

TOTAL COURT	8,525	705.62	8,361.05	0.00	163.95	98.08
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CITY ATTORNEY  
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SALARIES & BENEFITS						
001-417-101-00 CITY ATTORNEY	13,100	1,369.23	13,369.08	0.00 (	269.08)	102.05
001-417-103-00 CITY ATTORNEY (ASSISTANT)	0	0.00	0.00	0.00	0.00	0.00
001-417-104-00 CITY ATTORNEY FICA	1,005	104.74	1,022.74	0.00 (	17.74)	101.77
001-417-105-00 CITY ATTORNEY INSURANCE	4,200	0.00	1,322.59	0.00	2,877.41	31.49
001-417-106-00 CITY ATTORNEY RETIREMENT	1,310	136.92	1,336.92	0.00 (	26.92)	102.05
001-417-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	19,615	1,610.89	17,051.33	0.00	2,563.67	86.93

CONTRACTUAL SERVICES						
001-417-221-00 CITY ATTORNEY TRAINING	500	450.00	450.00	0.00	50.00	90.00
001-417-222-00 CITY ATTORNEY DUES	0	0.00	0.00	0.00	0.00	0.00
001-417-226-00 CITY ATTORNEY INS UNEMPL	325	0.00	220.41	0.00	104.59	67.82
TOTAL CONTRACTUAL SERVICES	825	450.00	670.41	0.00	154.59	81.26

TOTAL CITY ATTORNEY	20,440	2,060.89	17,721.74	0.00	2,718.26	86.70
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CITY ENGINEER  
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SALARIES & BENEFITS						
001-420-103-00 CITY ENGINEER SALARY	0	0.00	0.00	0.00	0.00	0.00
001-420-104-00 CITY ENGINEER FICA TAX	0	0.00	0.00	0.00	0.00	0.00
001-420-106-00 CITY ENGINEER RETIREMENT	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRACTUAL SERVICES						
001-420-221-00 ENGINEER TRAINING	0	0.00	0.00	0.00	0.00	0.00
001-420-223-00 CITY ARCHITECT	6,000	0.00	6,000.00	0.00	0.00	100.00
001-420-226-00 CITY ENGINEER INS & BONDS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	6,000	0.00	6,000.00	0.00	0.00	100.00
TOTAL CITY ENGINEER	6,000	0.00	6,000.00	0.00	0.00	100.00
REGIONAL DUES						
=====						
CONTRACTUAL SERVICES						
001-435-222-00 REGIONAL DUES	6,485	0.00	6,485.00	0.00	0.00	100.00
TOTAL CONTRACTUAL SERVICES	6,485	0.00	6,485.00	0.00	0.00	100.00
TOTAL REGIONAL DUES	6,485	0.00	6,485.00	0.00	0.00	100.00
HOUSING						
=====						
COMMODITIES						
001-436-341-99 CLEAN UP ASSISTANCE EXP	5,000	0.00	144.02	0.00	4,855.98	2.88
001-436-354-00 HOUSING ENFORCEMENT	30,000	3,990.00	5,050.02	0.00	24,949.98	16.83
TOTAL COMMODITIES	35,000	3,990.00	5,194.04	0.00	29,805.96	14.84
TOTAL HOUSING	35,000	3,990.00	5,194.04	0.00	29,805.96	14.84
ZONING						
=====						
SALARIES & BENEFITS						
001-437-103-00 ZONING SALARY	36,570	2,812.30	36,559.90	0.00	10.10	99.97
001-437-104-00 ZONING F.I.C.A.	2,798	215.14	2,796.82	0.00	1.18	99.96
001-437-105-00 ZONING HEALTH INS	14,682	479.65	5,315.26	0.00	9,366.74	36.20
001-437-106-00 ZONING RETIREMENT	3,657	281.24	3,656.12	0.00	0.88	99.98
001-437-109-00 COMPENSATED ABSENCE ZONIN	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	57,707	3,788.33	48,328.10	0.00	9,378.90	83.75
CONTRACTUAL SERVICES						
001-437-214-00 TRAVEL EXPENSE	1,450	110.32	1,362.44	0.00	87.56	93.96
001-437-221-00 ZONING TRAINING	1,000	0.00	20.00	0.00	980.00	2.00
001-437-226-00 ZONING INSURANCE & BONDS	1,750	62.35	902.79	0.00	847.21	51.59
TOTAL CONTRACTUAL SERVICES	4,200	172.67	2,285.23	0.00	1,914.77	54.41

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
001-437-341-00 ZONING SUPPLIES	1,500	147.89	495.07	0.00	1,004.93	33.00
TOTAL COMMODITIES	1,500	147.89	495.07	0.00	1,004.93	33.00
TOTAL ZONING	63,407	4,108.89	51,108.40	0.00	12,298.60	80.60
ELECTION						
=====						
SALARIES & BENEFITS						
001-438-103-00 ELECTION SALARIES	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES						
001-438-230-00 ELECTION	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL ELECTION	0	0.00	0.00	0.00	0.00	0.00
DATA PROCESSING						
=====						
CONTRACTUAL SERVICES						
001-439-230-00 DATA PROCESSING	23,000	1,292.85	19,957.12	0.00	3,042.88	86.77
TOTAL CONTRACTUAL SERVICES	23,000	1,292.85	19,957.12	0.00	3,042.88	86.77
CAPITAL OUTLAY						
001-439-459-00 DATA PROCESSING CAPITAL O	9,000	0.00	5,180.08	0.00	3,819.92	57.56
TOTAL CAPITAL OUTLAY	9,000	0.00	5,180.08	0.00	3,819.92	57.56
NON-OPERATING EXPENSES						
001-439-670-00 RDT SERVER ACCRD INT	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 DATA PROCESSING	32,000	1,292.85	25,137.20	0.00	6,862.80	78.55
CITY HALL						
=====						
SALARIES & BENEFITS						
001-440-103-00 CITY HALL JANITOR SALARY	35,500	2,441.74	32,364.29	0.00	3,135.71	91.17
001-440-104-00 CITY HALL FICA	2,716	184.54	2,448.83	0.00	267.17	90.16
001-440-105-00 CITY HALL JANITOR INSURAN	2,920	286.40	2,803.55	0.00	116.45	96.01
001-440-106-00 GROUP RETIREMENT	3,550	244.18	3,236.44	0.00	313.56	91.17
001-440-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	44,686	3,156.86	40,853.11	0.00	3,832.89	91.42



6-30-2021 08:14 PM		CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: JUNE 30TH, 2021				
001-GENERAL FUND		% OF YEAR COMPLETED: 100.00				
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
001-437-341-00 ZONING SUPPLIES	1,500	147.89	495.07	0.00	1,004.93	33.00
TOTAL COMMODITIES	1,500	147.89	495.07	0.00	1,004.93	33.00
TOTAL ZONING	63,407	4,108.89	51,108.40	0.00	12,298.60	80.60
ELECTION =====						
SALARIES & BENEFITS						
001-438-103-00 ELECTION SALARIES	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES						
001-438-230-00 ELECTION	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL ELECTION	0	0.00	0.00	0.00	0.00	0.00
DATA PROCESSING =====						
CONTRACTUAL SERVICES						
001-439-230-00 DATA PROCESSING	23,000	1,292.85	19,957.12	0.00	3,042.88	86.77
TOTAL CONTRACTUAL SERVICES	23,000	1,292.85	19,957.12	0.00	3,042.88	86.77
CAPITAL OUTLAY						
001-439-459-00 DATA PROCESSING CAPITAL O	9,000	0.00	5,180.08	0.00	3,819.92	57.56
TOTAL CAPITAL OUTLAY	9,000	0.00	5,180.08	0.00	3,819.92	57.56
NON-OPERATING EXPENSES						
001-439-670-00 RDT SERVER ACCRD INT	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 DATA PROCESSING	32,000	1,292.85	25,137.20	0.00	6,862.80	78.55
CITY HALL =====						
SALARIES & BENEFITS						
001-440-103-00 CITY HALL JANITOR SALARY	35,500	2,441.74	32,364.29	0.00	3,135.71	91.17
001-440-104-00 CITY HALL FICA	2,716	184.54	2,448.83	0.00	267.17	90.16
001-440-105-00 CITY HALL JANITOR INSURAN	2,920	286.40	2,803.55	0.00	116.45	96.01
001-440-106-00 GROUP RETIREMENT	3,550	244.18	3,236.44	0.00	313.56	91.17
001-440-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	44,686	3,156.86	40,853.11	0.00	3,832.89	91.42

6-30-2021 08:14 PM		CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: JUNE 30TH, 2021				
001-GENERAL FUND		% OF YEAR COMPLETED: 100.00				
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRACTUAL SERVICES						
001-565-230-00 ELECTRICIAN - CONTRACTED	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL ELECTRICIAN - CONTRACTED	0	0.00	0.00	0.00	0.00	0.00
CONTINGENCY =====						
CONTRIBUTIONS						
001-699-568-00 CONTINGENCY COUNCIL DETER	7,128	0.00	1,000.00	0.00	6,128.00	14.03
TOTAL CONTRIBUTIONS	7,128	0.00	1,000.00	0.00	6,128.00	14.03
TOTAL CONTINGENCY	7,128	0.00	1,000.00	0.00	6,128.00	14.03
POLICE =====						
SALARIES & BENEFITS						
001-700-000-00 AUDITOR OPEB	0	0.00	0.00	0.00	0.00	0.00
001-700-103-00 POLICE DEPT. SALARIES	725,959	52,279.54	629,034.40	0.00	96,924.60	86.65
001-700-103-25 POLICE DEPT PRO	0	0.00	0.00	0.00	0.00	0.00
001-700-104-00 POLICE DEPT. FICA TAX	55,540	3,966.50	47,373.83	0.00	8,166.17	85.30
001-700-105-00 POLICE DEPT. GROUP INSURA	184,000	5,865.50	98,630.23	0.00	85,369.77	53.60
001-700-106-00 POLICE DEPT. RETIREMENT	72,000	4,993.45	60,128.30	0.00	11,871.70	83.51
001-700-106-25 POLICE RET PRO	0	0.00	0.00	0.00	0.00	0.00
001-700-108-00 RECOVERY GRANT OVERTIME E	0	0.00	0.00	0.00	0.00	0.00
001-700-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	1,037,499	67,104.99	835,166.76	0.00	202,332.24	80.50
CONTRACTUAL SERVICES						
001-700-211-00 POLICE DEPT. TELEPHONES	11,200	916.04	11,070.26	0.00	129.74	98.84
001-700-213-00 POLICE DEPT UTILITIES	0	0.00	0.00	0.00	0.00	0.00
001-700-214-00 POLICE DEPT. TRAVEL EXPEN	3,000	631.53	735.90	0.00	2,264.10	24.53
001-700-221-00 POLICE DEPT. TRAINING	15,500	4,301.19	8,537.22	0.00	6,962.78	55.08
001-700-221-01 POLICE HMLAND GRANT TRAIN	0	0.00	0.00	0.00	0.00	0.00
001-700-225-00 POLICE DEPT. UNIFORM MAIN	500	0.00	0.00	0.00	500.00	0.00
001-700-226-00 POLICE DEPT. INSURANCE &	40,000	4,270.02	39,411.79	0.00	588.21	98.53
001-700-233-00 POLICE DEPT. CRIMINAL INV	2,000	1,612.50	1,612.50	0.00	387.50	80.63
TOTAL CONTRACTUAL SERVICES	72,200	11,731.28	61,367.67	0.00	10,832.33	85.00
COMMODITIES						
001-700-341-00 POLICE DEPT. MAT & SUPPLI	28,000	5,080.74	25,528.15 (	399.89)	2,871.74	89.74
001-700-341-01 POLICE HMLAND GRANT RADIO	0	0.00	0.00	0.00	0.00	0.00
001-700-341-02 POLICE GRANT-(AUDIO SURVE	0	0.00	0.00	0.00	0.00	0.00
001-700-341-03 POLICE GRANTS	0	0.00	0.00	0.00	0.00	0.00
001-700-341-04 CVR-LET-RJ FEES EXPENSED	10,000	342.00	7,234.00	0.00	2,766.00	72.34

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
001-700-341-05 POLICE VIPS EXPENSES	0	0.00	0.00	0.00	0.00	0.00
001-700-341-06 POLICE FORFEITURE EXPENSE	0	0.00	38.19	0.00 (	38.19)	0.00
001-700-343-00 POLICE DEPT. AUTO SUPPLIE	32,000	2,880.21	30,629.08	0.00	1,370.92	95.72
001-700-344-00 POLICE DEPT. FEEDING PRIS	0	0.00	0.00	0.00	0.00	0.00
001-700-345-00 POLICE DEPT. UNIFORMS	10,000	5,059.80	7,539.40	0.00	2,460.60	75.39
001-700-353-00 RECOVERY GRANT SOFT/HARDW	0	0.00	0.00	0.00	0.00	0.00
001-700-379-00 DISPOSAL/SALE ASSETS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	80,000	13,362.75	70,968.82 (	399.89)	9,431.07	88.21
CAPITAL OUTLAY						
001-700-459-00 POLICE DEPT. NEW EQUIP.	141,445	14,926.17	126,302.30 (	176.31)	15,319.01	89.17
TOTAL CAPITAL OUTLAY	141,445	14,926.17	126,302.30 (	176.31)	15,319.01	89.17
CONTRIBUTIONS						
001-700-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
NON-OPERATING EXPENSES						
001-700-670-00 FORD NOTE PAYABLE INT EXP	0	0.00	0.00	0.00	0.00	0.00
001-700-670-01 LEASE PYMNT CRUISER RDT	0	0.00	0.00	0.00	0.00	0.00
001-700-670-02 RDT LEASE CRUISER EXP	0	0.00	0.00	0.00	0.00	0.00
001-700-672-00 BOND PAYABLE INT EXP	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 POLICE						
	1,331,144	107,125.19	1,093,805.55 (	576.20)	237,914.65	82.13
FIRE						
=====						
SALARIES & BENEFITS						
001-706-103-00 FIRE DEPT. SALARIES	412,000	30,462.23	400,390.87	0.00	11,609.13	97.18
001-706-104-00 FIRE DEPT. FICA TAX	31,200	2,363.85	30,746.56	0.00	453.44	98.55
001-706-105-00 FIRE DEPT. GROUP INSURANC	119,000	3,615.36	55,847.00	0.00	63,153.00	46.93
001-706-106-00 FIRE DEPT. GROUP RETIREME	40,700	2,818.96	37,013.71	0.00	3,686.29	90.94
001-706-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	602,900	39,260.40	523,998.14	0.00	78,901.86	86.91
CONTRACTUAL SERVICES						
001-706-211-00 FIRE DEPT. TELEPHONES	2,000	482.50	1,998.98	0.00	1.02	99.95
001-706-213-00 FIRE DEPT. UTILITIES	0	0.00	0.00	0.00	0.00	0.00
001-706-214-00 FIRE DEPT. TRAVEL EXPENSE	2,000	0.00	0.00	0.00	2,000.00	0.00
001-706-216-00 FIRE DEPT. MAINTENANCE	5,500	0.00	5,155.88 (	310.00)	654.12	88.11
001-706-221-00 FIRE DEPT. TRAINING	10,000	1,237.60	9,471.04 (	1,600.00)	2,128.96	78.71
001-706-226-00 FIRE DEPT. INSURANCE & BO	38,000	4,965.00	43,404.54	0.00 (	5,404.54)	114.22
TOTAL CONTRACTUAL SERVICES	57,500	6,685.10	60,030.44 (	1,910.00) (	620.44)	101.08
COMMODITIES						
001-706-341-00 FIRE DEPT. MATERIAL & SUP	13,100	3,941.55	12,489.54	0.00	610.46	95.34
001-706-343-00 FIRE DEPT. AUTO SUPPLIES	25,000	975.85	23,137.97 (	1,075.00)	2,937.03	88.25

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
001-706-345-00 FIRE DEPT. UNIFORMS	3,500	878.11	3,515.91	0.00 (	15.91)	100.45
001-706-348-00 FIRE DEPT HAZARDOUS MAT R	500	460.00	460.00	0.00	40.00	92.00
TOTAL COMMODITIES	42,100	6,255.51	39,603.42 (	1,075.00)	3,571.58	91.52
CAPITAL OUTLAY						
001-706-459-00 FIRE DEPT. CAPITAL OUTLAY	98,300	0.00	86,380.14 (	462.00)	12,381.86	87.40
001-706-461-00 NEW FIRE STATION PAYMENT	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	98,300	0.00	86,380.14 (	462.00)	12,381.86	87.40
CONTRIBUTIONS						
001-706-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
NON-OPERATING EXPENSES						
001-706-670-00 FIRE TRK NOTE PAYABLE INT	0	0.00	0.00	0.00	0.00	0.00
001-706-672-00 BOND PAYABLE INT EXP	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 FIRE						
	800,800	52,201.01	710,012.14 (	3,447.00)	94,234.86	88.23
DOG WARDEN - CONTRACTED						
=====						
CONTRACTUAL SERVICES						
001-707-230-00 DOG WARDEN CONTRACTED SER	1,100	0.00	1,100.00	0.00	0.00	100.00
TOTAL CONTRACTUAL SERVICES	1,100	0.00	1,100.00	0.00	0.00	100.00
TOTAL DOG WARDEN - CONTRACTED						
	1,100	0.00	1,100.00	0.00	0.00	100.00
FLOOD CONTROL						
=====						
CONTRACTUAL SERVICES						
001-714-230-00 FLOOD CONTROL-RIVER CLEAN	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL FLOOD CONTROL						
	0	0.00	0.00	0.00	0.00	0.00
FIRE - CONTRACTED						
=====						
CONTRACTUAL SERVICES						
001-715-230-00 FIRE DEP CONTRACTED/HYDRA	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL FIRE - CONTRACTED						
	0	0.00	0.00	0.00	0.00	0.00



DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
STREET =====						
SALARIES & BENEFITS						
001-750-000-00 AUDITOR OPEB	0	0.00	0.00	0.00	0.00	0.00
001-750-103-00 STREET DEPT. SALARIES	456,500	37,325.76	394,866.81	0.00	61,633.19	86.50
001-750-104-00 STREET DEPT. FICA TAX	34,925	2,843.56	30,090.80	0.00	4,834.20	86.16
001-750-105-00 STREET DEPT. GROUP INSURA	154,526	4,580.50	136,074.42	0.00	18,451.58	88.06
001-750-106-00 STREET DEPT. GROUP RETIRE	42,724	3,358.59	37,247.45	0.00	5,476.55	87.18
001-750-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	688,675	48,108.41	598,279.48	0.00	90,395.52	86.87
CONTRACTUAL SERVICES						
001-750-211-00 STREET DEPT. TELEPHONES	7,100	478.60	6,732.34	0.00	367.66	94.82
001-750-213-00 STREET DEPT. UTILITIES	23,800	41.97	23,635.19	0.00	164.81	99.31
001-750-215-00 CONTRIBUTION TO FLOWER CP	60,000	0.00	60,000.00	0.00	0.00	100.00
001-750-226-00 STREET DEPT. INSURANCE &	47,000	889.68	41,699.90	0.00	5,300.10	88.72
TOTAL CONTRACTUAL SERVICES	137,900	1,326.31	132,067.43	0.00	5,832.57	95.77
COMMODITIES						
001-750-341-00 STREET DEPT. MAT & SUPPLI	94,948	9,058.57	73,481.84	0.00	21,466.16	77.39
001-750-343-00 STREET DEPT. AUTO SUPPLIE	40,000	3,760.62	38,925.73	0.00	1,074.27	97.31
001-750-345-00 STREET DEPT. UNIFORMS	6,500	1,230.12	6,754.58	0.00	254.58	103.92
001-750-379-00 DISPOSAL/SALE ASSETS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	141,448	14,049.31	119,162.15	0.00	22,285.85	84.24
CAPITAL OUTLAY						
001-750-458-00 WALK TRAIL	0	0.00	0.00	0.00	0.00	0.00
001-750-458-01 SAFE WAYS TO SCHOOL GRANT	0	0.00	0.00	0.00	0.00	0.00
001-750-458-02 STORM SEWER PROJECTS	0	0.00	0.00	0.00	0.00	0.00
001-750-458-03 DOG PARK	0	0.00	0.00	0.00	0.00	0.00
001-750-458-04 TRANSPORTATION ENHANCE GR	0	0.00	0.00	0.00	0.00	0.00
001-750-458-05 STREET DEPT PROJECTS	234,775	38,888.64	170,729.01	40,005.75	104,051.74	55.68
001-750-458-06 PROJECT?	0	0.00	0.00	0.00	0.00	0.00
001-750-458-07 LWCF/ NORTH BUCK. PARK	0	0.00	0.00	0.00	0.00	0.00
001-750-458-08 GATEWAY WEST GRANT EXPENS	164,913	263.50	161,127.33	1,706.65	5,492.32	96.67
001-750-459-00 STREET DEPT. CAPITAL OUTL	156,500	10,170.49	87,361.51	0.00	69,138.49	55.82
001-750-459-22 PROPERY PAYMENT MUDLICK	58,650	9,744.80	58,618.80	0.00	31.20	99.95
001-750-459-99 STREET PV JE-RDT	0	0.00	0.00	0.00	0.00	0.00
001-750-461-00 STREET PAVING	135,000	59,369.07	61,899.18	0.00	73,100.82	45.85
TOTAL CAPITAL OUTLAY	749,838	118,436.50	539,735.83	41,712.40	251,814.57	66.42
CONTRIBUTIONS						
001-750-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
NON-OPERATING EXPENSES						
001-750-670-00 NOTE PAYABLE INT EXP	0	0.00	0.00	0.00	0.00	0.00
001-750-670-03 RDT LEASE RAM TRK	0	0.00	0.00	0.00	0.00	0.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
001-750-670-04 RDT RECORD LEASE PMNT RAM	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 STREET	1,717,861	181,920.53	1,389,244.89	41,712.40	370,328.51	78.44
STREET LIGHTS =====						
CONTRACTUAL SERVICES						
001-751-213-00 STREET LIGHTS	70,000	5,175.06	65,329.86	0.00	4,670.14	93.33
TOTAL CONTRACTUAL SERVICES	70,000	5,175.06	65,329.86	0.00	4,670.14	93.33
TOTAL STREET LIGHTS	70,000	5,175.06	65,329.86	0.00	4,670.14	93.33
TRAFFIC SIGNALS & SIGNS =====						
CONTRACTUAL SERVICES						
001-752-213-00 TRAFFIC SIGNALS POWER	3,500	229.33	2,937.08	0.00	562.92	83.92
001-752-230-00 SIGNS & SIGNALS	16,000	65.98	2,822.16	0.00	13,177.84	17.64
TOTAL CONTRACTUAL SERVICES	19,500	295.31	5,759.24	0.00	13,740.76	29.53
TOTAL TRAFFIC SIGNALS & SIGNS	19,500	295.31	5,759.24	0.00	13,740.76	29.53
SNOW REMOVAL =====						
COMMODITIES						
001-753-341-00 SNOW REMOVAL	4,000	0.00	3,741.88	0.00	258.12	93.55
TOTAL COMMODITIES	4,000	0.00	3,741.88	0.00	258.12	93.55
TOTAL SNOW REMOVAL	4,000	0.00	3,741.88	0.00	258.12	93.55
AIRPORT =====						
CONTRIBUTIONS						
001-758-567-00 AIRPORT	35,000	0.00	35,000.00	0.00	0.00	100.00
TOTAL CONTRIBUTIONS	35,000	0.00	35,000.00	0.00	0.00	100.00
TOTAL AIRPORT	35,000	0.00	35,000.00	0.00	0.00	100.00

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2021

001-GENERAL FUND

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>CONTRIBUTIONS</u>						
001-759-568-00 PUBLIC TRANSIT	10,000	0.00	10,000.00	0.00	0.00	100.00
TOTAL CONTRIBUTIONS	10,000	0.00	10,000.00	0.00	0.00	100.00
TOTAL PUBLIC TRANSIT	10,000	0.00	10,000.00	0.00	0.00	100.00
<u>HEALTH DEPT</u> =====						
<u>CONTRIBUTIONS</u>						
001-803-568-00 BUCKHANNON-UPSHUR HEALTH	5,000	0.00	5,000.00	0.00	0.00	100.00
TOTAL CONTRIBUTIONS	5,000	0.00	5,000.00	0.00	0.00	100.00
TOTAL HEALTH DEPT	5,000	0.00	5,000.00	0.00	0.00	100.00
<u>STORM WATER</u> =====						
<u>COMMODITIES</u>						
001-805-348-00 STORM WATER TO SANITARY	150,000	0.00	150,000.00	0.00	0.00	100.00
TOTAL COMMODITIES	150,000	0.00	150,000.00	0.00	0.00	100.00
TOTAL STORM WATER	150,000	0.00	150,000.00	0.00	0.00	100.00
<u>PARK 25% TO CPWB</u> =====						
<u>SALARIES &amp; BENEFITS</u>						
001-900-000-00 AUDITOR OPEB	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
<u>COMMODITIES</u>						
001-900-341-00 PARK-30% HOT/MOT PD TO CP	40,680	6,721.18	30,881.47	0.00	9,798.53	75.91
TOTAL COMMODITIES	40,680	6,721.18	30,881.47	0.00	9,798.53	75.91
<u>CONTRIBUTIONS</u>						
001-900-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL PARK 25% TO CPWB	40,680	6,721.18	30,881.47	0.00	9,798.53	75.91
<u>CVB 75% TO CVB</u> =====						

6-30-2021 08:14 PM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: JUNE 30TH, 2021

001-GENERAL FUND

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>CONTRACTUAL SERVICES</u>						
001-901-235-00 HOTEL/MOTEL 70% PAID TO C	94,920	15,682.72	72,056.56	0.00	22,863.44	75.91
TOTAL CONTRACTUAL SERVICES	94,920	15,682.72	72,056.56	0.00	22,863.44	75.91
TOTAL CVB 75% TO CVB	94,920	15,682.72	72,056.56	0.00	22,863.44	75.91
<u>ARTS &amp; HUMANITIES</u> =====						
<u>CONTRACTUAL SERVICES</u>						
001-906-216-00 THEATRE MAINTENANCE/UTILI	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
<u>CAPITAL OUTLAY</u>						
001-906-450-01 THEATRE BUILDING	50,000	6,208.20	50,327.97	0.00 (	327.97)	100.66
001-906-459-00 THEATRE CAPITAL	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	50,000	6,208.20	50,327.97	0.00 (	327.97)	100.66
TOTAL ARTS & HUMANITIES	50,000	6,208.20	50,327.97	0.00 (	327.97)	100.66
<u>STOCKERT YOUTH CENTER</u> =====						
<u>SALARIES &amp; BENEFITS</u>						
001-907-101-00 STOCKERT YOUTH CENTER SAL	158,340	12,547.67	132,622.99	0.00	25,717.01	83.76
001-907-103-00 CAMP BUCANNEER SALARIES	24,000	4,627.52	16,745.66	0.00	7,254.34	69.77
001-907-103-01 SYC BUS DRIVERS	1,000	0.00	127.50	0.00	872.50	12.75
001-907-104-00 FICA TAX	14,070	1,313.98	11,434.56	0.00	2,635.44	81.27
001-907-105-00 GROUP INSURANCE	20,000	1,118.30	17,236.16	0.00	2,763.84	86.18
001-907-106-00 GROUP RETIREMENT	9,984	795.68	7,321.65	0.00	2,662.35	73.33
001-907-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	227,394	20,403.15	185,488.52	0.00	41,905.48	81.57
<u>CONTRACTUAL SERVICES</u>						
001-907-211-00 TELEPHONES	3,600	69.59	3,065.95	0.00	534.05	85.17
001-907-213-00 UTILITIES	17,000	101.93	14,945.46	0.00	2,054.54	87.91
001-907-214-00 TRAVEL EXPENSE	500	0.00	0.00	0.00	500.00	0.00
001-907-216-00 MAINTENANCE	7,000	922.66	5,393.18	0.00	1,606.82	77.05
001-907-218-00 POSTAGE	250	0.00	0.00	0.00	250.00	0.00
001-907-221-00 TRAINING	275	0.00	200.00	0.00	75.00	72.73
001-907-226-00 INSURANCE & BONDS	13,000	549.03	8,311.28	0.00	4,688.72	63.93
001-907-230-00 SYC CONTRACTUAL BUS SER	0	0.00	0.00	0.00	0.00	0.00
001-907-230-01 WORK STUDY/AMERICORP	3,000	0.00	0.00	0.00	3,000.00	0.00
TOTAL CONTRACTUAL SERVICES	44,625	1,643.21	31,915.87	0.00	12,709.13	71.52

6-30-2021 08:14 PM		CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: JUNE 30TH, 2021				
001-GENERAL FUND		% OF YEAR COMPLETED: 100.00				
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
001-907-341-00 MATERIALS & SUPPLIES EXPE	6,000	461.89	6,302.07	0.00 (	302.07)	105.03
001-907-341-01 OPERATING EXPENSES	2,500	243.70	2,029.07	0.00	470.93	81.16
001-907-343-00 SYC AUTO SUPPLIES	2,500	0.00	1,024.82	0.00	1,475.18	40.99
001-907-354-00 DRILL TEAM	5,000	0.00	1,553.15	0.00	3,446.85	31.06
001-907-355-00 DANCE TEAM	0	0.00	0.00	0.00	0.00	0.00
001-907-356-00 YOUTH BASKETBALL	3,000	515.12	1,343.94	0.00	1,656.06	44.80
001-907-357-00 TUTORING	250	0.00	0.00	0.00	250.00	0.00
001-907-358-00 MISC. DANCE/PARTIES	500	0.00	0.00	0.00	500.00	0.00
001-907-359-00 ART/DRAMA PROGRAM	1,000	0.00	0.00	0.00	1,000.00	0.00
001-907-360-00 CAMP BUCANNEER SUPPLIES	4,500	1,819.95	2,705.44	0.00	1,794.56	60.12
001-907-361-00 AFTER SCHOOL SUPPLIES	5,000	0.00	4,179.63	0.00	820.37	83.59
001-907-362-00 DRINK/SNACK MACHINE	0	0.00	0.00	0.00	0.00	0.00
001-907-363-00 KARATE CLASS INSTRUCTION	1,500	0.00	1,936.00	0.00 (	436.00)	129.07
001-907-364-00 SKATEPARK	0	0.00	0.00	0.00	0.00	0.00
001-907-365-00 RED RIBBON WEEK EXPENSE	0	0.00	0.00	0.00	0.00	0.00
001-907-366-00 FUND RAISER	0	0.00	0.00	0.00	0.00	0.00
001-907-367-00 GIRLS GO GOLFING	0	0.00	0.00	0.00	0.00	0.00
001-907-368-00 UCARE/SYC	0	0.00	0.00	0.00	0.00	0.00
001-907-368-01 ZUMBA	1,500	0.00	1,420.00	0.00	80.00	94.67
001-907-368-02 YOGA FITNESS CLASS	0	0.00	0.00	0.00	0.00	0.00
001-907-368-03 GUITAR LESSONS	0	0.00	0.00	0.00	0.00	0.00
001-907-368-04 MISC ACTIVITIES-ONE TIME	2,000	0.00	37.58	0.00	1,962.42	1.88
001-907-368-05 GRANT EXP SYCC	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	35,250	3,040.66	22,531.70	0.00	12,718.30	63.92
CAPITAL OUTLAY						
001-907-458-00 CAPITAL CAMPAIGN (BOE & U	0	0.00	0.00	0.00	0.00	0.00
001-907-458-01 SYC CHILDRENS FESTIVAL	1,250	0.00	0.00	0.00	1,250.00	0.00
001-907-458-02 SYCC BUILDING	38,400	0.00	0.00	0.00	38,400.00	0.00
001-907-459-00 CAPITAL OUTLAY	164,000	399.00	160,098.48	0.00	3,901.52	97.62
001-907-477-00 SYC TEEN DANCES	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	203,650	399.00	160,098.48	0.00	43,551.52	78.61
CONTRIBUTIONS						
001-907-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL STOCKERT YOUTH CENTER	510,919	25,486.02	400,034.57	0.00	110,884.43	78.30
CONVENTION CENTER =====						
CAPITAL OUTLAY						
001-910-457-00 CONFERENCE CENTER PAYMENT	40,250	3,351.00	40,212.00	0.00	38.00	99.91
TOTAL CAPITAL OUTLAY	40,250	3,351.00	40,212.00	0.00	38.00	99.91
TOTAL CONVENTION CENTER	40,250	3,351.00	40,212.00	0.00	38.00	99.91
6-30-2021 08:14 PM		CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: JUNE 30TH, 2021				
001-GENERAL FUND		% OF YEAR COMPLETED: 100.00				
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
HISTORIC LANDMARKS =====						
CONTRACTUAL SERVICES						
001-911-223-00 HISTORIC LAND MARK EXPENS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL HISTORIC LANDMARKS	0	0.00	0.00	0.00	0.00	0.00
PUBLIC SAFETY =====						
CONTRACTUAL SERVICES						
001-976-213-00 SAFETY COMPLEX UTILITIES	24,000	1,594.76	17,031.22	0.00	6,968.78	70.96
001-976-216-00 SAFETY COMPLEX MAINT	7,000	191.75	3,940.38	0.00	3,059.62	56.29
001-976-226-00 SAFETY COMPLEX INSURANCE	9,000	0.00	3,995.38	0.00	5,004.62	44.39
TOTAL CONTRACTUAL SERVICES	40,000	1,786.51	24,966.98	0.00	15,033.02	62.42
CAPITAL OUTLAY						
001-976-459-35 FEMA GRANT#2 GENERATOR EX	1,070,661	27,472.50	28,444.90	0.00	1,042,216.10	2.66
001-976-459-36 FEMA GRANT#1 GENERATOR EX	857,389	0.00	629.68	0.00	856,759.32	0.07
001-976-461-00 SAFETY COMPLEX POLICE DEP	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	1,928,050	27,472.50	29,074.58	0.00	1,898,975.42	1.51
TOTAL PUBLIC SAFETY	1,968,050	29,259.01	54,041.56	0.00	1,914,008.44	2.75
TOTAL EXPENDITURES	7,945,416	570,015.27	5,060,560.68 (	45,735.60)	2,930,590.92	63.12
REVENUE OVER/(UNDER) EXPENDITURES	( 694,948)	453,851.77	738,632.11	45,735.60 (	1,479,315.71)	112.87-

- C.3 Fire Chief- JB Kimble - Chief Kimble provided the following department report including:
- Monthly Activity (May)
    - YTD Activity (Through May)
    - New lights in the bay, would like to thank Robert Lowther and his Fred Eberle class for all the work encourage other City departments to utilize this service
    - Members are completing a FF2 course and an Aerial operations class
    - Accreditation meeting are going well



- Continue to have training with mutual aid departments
- Truck seems to continue to be on time looking like Sept. or Oct
- Fireworks safety

Recorder Sanders relayed a Thank You message from Chief Roby of the Banks District Fire Department for the City of Buckhannon Fire Department backing them up when they had an engine down.

**C.4 City Attorney - Tom O'Neill** – Mr. O'Neill deferred his comment until the Strategic Issues for Discussion and/or Vote section of the meeting.

**D. Correspondence & Information** – The Mayor reviewed the following with Council:

**D.1 City PR: Fireworks Display to be held on July 2, 2021, in conjunction with Festival Fridays Event**

June 17, 2021, BUCKHANNON, WV: Buckhannon Mayor Robbie Skinner announced that the Fireworks Celebration is planned, in conjunction with Create Buckhannon's Festival Fridays Event, for Friday, July 2, 2021! The Mayor has been in contact with Council Member Pam Bucklew, who chairs these types of special events for the City, and Amberle Jenkins, the City's Finance Director, to make sure that this year's event goes off without a hitch.

He has also directed the City to work with Create Buckhannon, the organizers of Festival Fridays, who will be presenting the Top 40 & Variety Group **Stonestreet** as the headliners in Jawbone Park for the evening festivities that will include the popular Farmers Market and a wide array of local vendors.

The public is invited to attend this free event and enjoy all that Festival Fridays has to offer and we encourage them to make their way up onto Main Street at dusk to have a great view of the fireworks display that will be staged behind Walgreens and Premier Bank. Great viewing will be available from many areas of the downtown, particularly around the Upshur County Courthouse, Community Bank, Walgreens, CVS, etc.

For Media, contact:  
Randy Sanders  
City of Buckhannon, WV  
City Recorder & Information Coordinator  
Chairman of WAMSB 2023 Organizing Committee  
City Hall - 304/472-1651 Ext: 1052  
Cell - 304/472-4026

**D.2 Notice of Advertisement & Request for SOQ –On Call Engineering Services**

**ADVERTISEMENT AND REQUEST  
FOR STATEMENT OF QUALIFICATIONS**

Pursuant to West Virginia Code 5G-1-3, the City of Buckhannon, West Virginia (City) is seeking Expressions of Interest and Statements of Qualifications (SOQ) from consulting engineering firms to provide professional engineering services on an "as necessary on-call" basis for the various departments of the City. The consulting engineering firm's information to be provided shall include: 1.) The firm's location (including the main office and any satellite offices), 2.) Staffing, 3.) Technical expertise, 4.) Related prior experience, 5.) Management & staffing capabilities, 6.) References, 7.) An hourly fee schedule for all members of the firm (it should be noted that the hourly rates shall include fringe benefits, indirect costs and profits) and 8.) The rates for all applicable reimbursable expenses.

The following list includes, but is not limited to, the professional engineering services that the City is interested in the selected consulting engineering firm being able to provide:

- Engineering studies.
- Preliminary design.
- Final design.
- Preparation of detailed Engineer's Opinion of Probable Project Costs.
- Preparation of all necessary Project documents, including specifications and drawings.
- Preparing and acquiring of all necessary permits.
- Procurement of necessary Project funds from various funding sources.
- Bidding and Awarding services for all Projects.
- Construction support.
- Resident Project Representative and Project Monitoring services.
- Geotechnical capabilities.
- Surveying services.
- Material testing services.

All interested firms shall submit an original, eight (8) copies and a PDF file (via email) of the SOQ to the following address no later than the close of business on July 20, 2021:

Jerry L. Arnold, Director of Public Works  
City of Buckhannon  
70 East Main Street  
Buckhannon, WV 26201

Reference: Statement of Qualifications from “*Name of Consulting Engineering Firm*”

Any questions about the SOQ shall be directed to Jerry Arnold at (304) 472-1651, extension 1000 or [jerry.arnold@buckhannonwv.org](mailto:jerry.arnold@buckhannonwv.org).

Attention is directed to the fact that the proposed project(s) may be undertaken with a variety of Federal, State and Local funds, and that all work will be performed in accordance with the regulations issued by such agencies, the State of West Virginia and the City of Buckhannon pertaining thereto.

The City shall evaluate the received SOQs’ performance data and other material submitted by interested firms (including, but not limited to, technical expertise, project management, staffing capabilities, references and related prior experience) and select a minimum of three (3) firms which, in the City’s opinion, are best qualified to perform the desired services at a realistic price. Interviews with each firm selected shall be conducted, which may include discussions regarding anticipated concepts and proposed methods of approach. The City shall rank, in order of preference, these (3) professional firms deemed to be the most highly qualified to provide the services required, and shall commence Scope of Services and price negotiations with the highest-qualified consulting engineering firm.

Should the City be unable to negotiate a satisfactory contract with the consulting engineering firm considered to be the most qualified, at a fee determined to be fair & reasonable, price negotiations with the firm of second choice shall commence. Failing accord with the second most qualified consulting engineering firm, the committee shall undertake price negotiations with the third most qualified consulting engineering firm. Should the City be unable to negotiate a satisfactory contract with any of the selected professional firms, it shall select additional professional firms in order of their competence and qualifications and it shall continue negotiations in accordance with these procedures until an agreement is reached.

The City will afford full opportunity to women-owned, minority business enterprises and small businesses to submit a show of interest in response to this request and will not discriminate against any interested firm or individual on the grounds of race, creed, color, sex, age, handicap or national origin in the awarding of the professional engineering services work.

The City reserves the right to accept or reject any and/or all Statement of Qualifications and to waive any minor informalities in the submission and selection processes.

*Publish date-06/29/21 & 07/06/21 Record Delta & Charleston Gazette*

### **D.3 Notice of Police Civil Service Commission Accepting Applications for Position of Full-Time Entry-Level Police Officer**

#### **NOTICE THE POLICE CIVIL SERVICE COMMISSION CITY OF BUCKHANNON, WEST VIRGINIA**

Notice is hereby given that the Police Civil Service Commission of the City of Buckhannon will receive applications for competitive examination for the eligibility list for entry-level police officer in the Police Department of the City of Buckhannon, subject to the following requirements.

1. Applicants must at least 18 years of age and no older than 45 at time of application.
2. Must have High School diploma or GED equivalent. (All transcripts required)
3. Applicants will be subject to background check.
4. Applicants must have a Valid West Virginia Driver’s License.
5. Applicants must comply with all other laws, rules and regulations as prescribed in writing by the Code of the State of West Virginia and the Police Civil Service Commission of Buckhannon, West Virginia.  
Copies of the current written rules and regulations of said Commission are available for inspection by any member of the public at City Hall, 70 East Main Street, Buckhannon, WV during regular business hours.

A required physical agility test and written examination will be administered as part of the application process. The top three scores will be sent to city council for interview where a hiring decision may be made.

Candidates that are successfully hired will be subject to residency requirements, drug test, physical, psychological and polygraph examination.

All applications must be received by the Commission no later than July 23, 2021 at City Hall or postmarked by midnight, addressed to the:

Police Civil Service Commission  
70 E Main Street  
Buckhannon, WV 26201

Application forms may be obtained from City Hall, 70 E Main St or Buckhannon Police Department, Buckhannon WV 26201, or by calling 304-472-5723.

Randall Sanders, Clerk  
Police Civil Service Commission

*Publish Record Delta 06/29/21 & 07/06/21*

#### **D.4 WVPSC Water Rate Ordinance Filing & Tariff Form No. 12 Public Notice of Change in Water Rates**

City of Buckhannon  
70 East Main Street  
Buckhannon, WV 26201



Phone: 304.472.1651  
TDD# 304.472.9550  
Fax# 304.472.0934

June 18, 2021

Connie Graley, Director  
Executive Secretary Division  
West Virginia Public Service Commission  
201 Brooks Street  
P.O. Box 812  
Charleston, WV 25323

RE: City of Buckhannon - Water Rate Ordinance Filing

Dear Ms. Graley:

On behalf of the City of Buckhannon, please find copies of all of documents that are required pursuant to PSC procedural rules, or recommended by PSC staff, all respecting the City's proposed increase in rates and charges for providing water service here in Buckhannon, Upshur County, West Virginia.

Buckhannon last sought a water rate increase in 2015. Our City has very effectively managed its resources insofar as our water operations are concerned, as supported by this being only the fourth rate increase proposed by Buckhannon since 1984. Every time our City embarks upon this process, the guidance and cooperation of your staff is always critical to Buckhannon's compliance with PSC rules and regulations. Our officials appreciate your staff's input and guidance.

Please find enclosed copies of the following documents:

(1) a certified copy of Ordinance No. 451 of the City of Buckhannon which was passed and adopted on third reading at the regularly scheduled City Council meeting of June 17, 2021;

(2) the rate analysis report prepared by independent accountants, Smith, Cochran & Hicks, PLLC, that includes Buckhannon's current pro forma financial information. This report fully sets forth Buckhannon's current cost of providing service along with projected revenues to be generated by the new rates and charges, and which information also provides general justification for the City's passage of the ordinance proposing the increased water rates and charges;

(3) a copy of the pre-adoption legal notices for the third reading of Ordinance 451, as required pursuant to Chapter 8, Article 11, Section 4(a)(2) of the West Virginia Code;

(4) a copy of the post-adoption legal notice, i.e., the PSC tariff form 12 notice, that will be published as a Class II legal advertisement in the Inter-Mountain Newspaper newspapers on June 21 and 28, 2021; and, the Record Delta newspapers on June 22 and 29, 2021

(5) a sample Pre-adoption bill notice "Notice to Customers of the Water Board-City of Buckhannon" mailed by US Mail to all Buckhannon Water customers on June 4, 2021, at least 5 days prior to the third reading, pursuant to WV Code 24-2-4b

(6) Verification of Pre-Adoption Bill Notice

(7) Affidavit of Public Notice Posting and picture of utility lobby taken 6/18/21

The City understands the Commission requirement that upon actual publication of the foregoing post-adoption notice described in paragraph (4) above, that the City shall provide to you the affidavit of publication respecting the post-adoption legal notice. I also will provide to the Commission with our final filing letter, an affidavit from Assistant City Recorder Amberle Jenkins, memorializing the City's various measures of notifying our water customers of the proposed increase in water rates.

I further observe that a copy of Ordinance No. 451 will be prominently posted in the front foyer of Buckhannon's City Hall at all times beginning June 18, 2021, and shall continue to be posted there during the PSC's review of Buckhannon's ordinance, and in any event at least until after July 30, 2021. The scheduled effectuation date of Buckhannon's new rates is August 1, 2021.

Finally, and as required pursuant to the Commission's rules, the number of customer bills rendered by the City in the billing cycles last completed before the adoption of Ordinance No. 451 on July 17, 2021, was 3,979.

If you have any questions or comments whatsoever about any of the enclosed documents, or any of the other information now filed with the Commission, please contact me at (304 )472-1651.

Very truly yours,



Amberle Jenkins, Assistant Recorder  
City of Buckhannon

Encl

cc: Members of the City Council  
Members of the City's Water Board  
City Attorney-Thomas O'Neill

Tariff Form No. 12

(Tariff Rule 44)

#### PUBLIC NOTICE OF CHANGE IN WATER RATES BY MUNICIPALITY

NOTICE is hereby given that the City of Buckhannon, on behalf of the City of Buckhannon Water Board, has adopted by ordinance on June 17, 2021 (Ordinance No. 451) a tariff containing increased rates, tolls, and charges for furnishing water service to 3,979 customers in the City of Buckhannon and in unincorporated areas of Upshur County in the State of West Virginia.

The proposed increased rates and charges will become effective August 1, 2021 unless otherwise ordered by the Public Service Commission and will produce approximately \$641,402.00 annually in additional revenue, an increase of approximately 28.73%. The monthly bill for the various classes of customers will be changed as follows:

	(\$ ) Increase	Percentage Increase
Residential (3,500 gallons)	\$5.61	25.00%
Commercial (10,000 gallons)	\$15.82	25.00%
Public Authority (14,000 gallons)	\$22.10	25.00%
Sales for Resale (per 1,000 gallons)	\$0.74	42.05%

Resale customers of the City of Buckhannon Water Board include the Adrian Public Service District, Elkins Road Public Service District, Hodgesville Public Service District, and Mount Hope Water Association.

The increases shown are based on averages of all customers in the indicated class. Individual customers may receive increases that are greater or less than average. Furthermore, the requested rates and charges are only a proposal and are subject to change (increases or decreases) by the Public Service Commission in its review of this filing. The Commission shall review and approve or modify the increased rates only upon the filing of a petition within thirty (30) days of the adoption of the ordinance changing said rates or charges, by:



- (1) Any customer aggrieved by the changed rates or charges who presents to the Commission a petition signed by not less than twenty-five percent of the customers served by such municipally operated public utility; or
- (2) Any customer who is served by a municipally operated public utility and who resides outside the corporate limits and who is affected by the change in said rates or charges and who presents to the Commission a petition alleging discrimination between customers within and without the municipal boundaries. Said petition shall be accompanied by evidence of discrimination; or
- (3) Any customer or group of customers who are affected by said change in rates who reside within the municipal boundaries and who present a petition to the Commission alleging discrimination between said customer or group of customers and other customers of the municipal utility. Said petition shall be accompanied by evidence of discrimination.

All petitions should be addressed to the Executive Secretary, Public Service Commission of West Virginia, 201 Brooks Street, P. O. Box 812, Charleston, West Virginia 25323.

A complete copy of the proposed rates, as well as a representative of the utility to provide any information requested concerning it, is available to all customers, prospective customers, or their agents at any of the following offices of the utility.

Buckhannon City Hall  
70 East Main Street  
Buckhannon, West Virginia 26201

A copy of the proposed rates is available for public inspection at the office of the Executive Secretary of the Public Service Commission at 201 Brooks Street, P. O. Box 812, Charleston, West Virginia 25323.

Publish 06/22/21 & 06/29/21 Record Delta & Intermountain 06/21/21 & 06/28/21

**D.5 Binding Commitment Letter from WV Infrastructure & Jobs Development Council  
RE: FEMA Generator Project**



June 2, 2021

Robbie Skinner, Mayor  
City of Buckhannon  
70 East Main Street  
Buckhannon, WV 26201


Re: City of Buckhannon  
FEMA Project 2021F-108  
Binding Commitment Letter  
Action Required by June 2, 2022

Dear Mayor Skinner:

At its June 2, 2021 meeting, the West Virginia Infrastructure and Jobs Development Council (Council) voted to provide this binding offer of up to \$156,649 coordinated match (Match) for the above-named project (Project). The Council will set aside a portion of the Infrastructure Fund to make the Match upon the Sponsor's compliance with the program requirements. Please know that your project cannot proceed until you return a signed copy of this letter to our office.

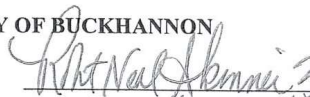
This binding commitment shall expire on June 2, 2022. Please acknowledge receipt by completing and returning the attached form. If the Sponsor has any questions regarding this commitment, please contact Wayne Morgan, Executive Director, at (304) 414-6501 (X106).

Sincerely,

  
Wayne D. Morgan  
Executive Director

**NOTE:** Please acknowledge receipt below, keep one original, and immediately return one copy to the Infrastructure Council.

CITY OF BUCKHANNON

By:   
Its: Mayor, Chair of the Board  
Date: June 14 2021



D.6 Letter to UCC RE: Joint Collaboration Request for the Rehabilitation of the Existing Tennerton Water Storage Tank

City of Buckhannon  
70 East Main Street  
Buckhannon, WV 26201



Phone: 304.472.1651  
TDD: 304.472.9550  
Fax: 304.472.0934

June 15, 2021

Mrs. Kristie G. Tenney – President  
Upshur County Commission  
Upshur County Administrative Annex  
91 West Main Street, Suite 101  
Buckhannon, West Virginia 26201

Upshur County Commission and City of Buckhannon  
Joint Collaboration Request for the Rehabilitation of the  
Existing Tennerton Water Storage Tank

Dear President Tenney,

Thank you for the opportunity to appear before the Upshur County Commission (UCC) on June 17, 2021, at 9:45 AM, on behalf of the City of Buckhannon (City). The reason for my appearance will be to request the UCC join the City in a collaborative venture to rehabilitate the existing 700,000-gallon Tennerton Water Storage Tank, which includes the necessary rental of pressurized tanker trucks, during the 2022 summer construction season, using funding from the American Recovery Plan. The City’s proposal is that both the UCC and the City will collaborate and equally share the cost of the water storage tank’s rehabilitation. At this time, it is estimated that the total cost of the water storage tank rehabilitation, the rental of the pressurized tanker trucks and the necessary appurtenances will total \$716,125.00. Therefore, the estimated cost to both the UCC and the City would be \$358,062.50. It should be noted that the existing Tennerton Water Storage Tank supplies not only the Buckhannon-Upshur High School, the West Virginia State Police Detachment and the City’s customers at the southern end of the existing water distribution system, but that it also supplies all of the potable water used by the Adrian Public Service District on a daily basis.

Included with this letter are detailed breakdowns of the sanitary, storm and water projects recently approved by the Buckhannon City Council, including the above-referenced project. Without assistance from the UCC, the total of these approved projects is estimated to be \$2,698,412.54, which results in an overrun of \$315,507.27, which will have to come from the City’s general fund and will prohibit us from investing in other needed infrastructure updates. If the UCC were to join the City in the Tennerton Water Storage Tank Rehabilitation Project, the approved projects would come in under budget by \$78,361.48, which, as previously mentioned, would allow the City to invest those dollars towards other infrastructure needs. By equally sharing the cost of the Tennerton Water Storage Tank’s rehabilitation, both the UCC and the City could leverage the money saved and allocate the money saved towards other infrastructure projects needed throughout Upshur County and Buckhannon.

Both the City of Buckhannon’s Sanitary and Water Departments carefully examined the opportunity the American Recovery Plan will provide the residents of the City and selected the nine projects accordingly.

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Page 1 of 2

We all know how important each dollar spent on this type of projects is to our community and are dedicated to either rebuilding, rehabilitating or maintaining the existing infrastructure necessary so that Upshur County’s public service districts & water associations and the City’s utility departments can continue to deliver the utility services necessary that enable all County and City residents to maintain the highest quality of life.

City Engineer Jay Hollen will accompany me to the June 17, 2021 meeting and will be able to answer any technical questions regarding the proposed project.

If any of you have any comments or questions regarding this letter, please feel free to email me at your convenience at [randy.sanders@buckhannonwv.org](mailto:randy.sanders@buckhannonwv.org).

Sincerely,

Randal H. Sanders  
City Recorder and Information Coordinator

Attachments: City of Buckhannon – American Recovery Plan – Infrastructure Expenditure Projects, dated May 26, 2021

- c: Terry B. Cutright – Commissioner  
Samuel R. Nolte - Commissioner  
Robert N. Skinner, III – Mayor  
Members of City Council  
Members of the Sanitary Board  
Members of the Water Board  
Jerry Arnold – Director of Public Works  
Jay Hollen – City Engineer  
Buck Samples – Sanitary Department Superintendent  
Kelly Arnold – Water Department Superintendent

City of Buckhannon  
American Recovery Plan  
Infrastructure Expenditure Projects - May 26, 2021

Allocated Money: \$2,382,905.27

Project	Sanitary Sewer	Number of Customers Served by Proposed Improvement	COB Cost	Contractor Multiplier	Estimated Cost	Improvement Cost Per Customer
1	Taylor Street Upgrade	8,365	\$212,500.00	2.125	\$451,562.50	\$53.98
2	North Locust Street Upgrade	50	\$83,600.00	2.125	\$177,650.00	\$3,553.00

a.) Sanitary Sewer Subtotal: \$629,212.50

Project	Storm Sewer	Number of Customers Served by Proposed Improvement	COB Cost	Contractor Multiplier	Estimated Cost	Improvement Cost Per Customer
3	Taylor Street Upgrade	311	\$256,000.00	2.125	\$544,000.00	\$1,749.20

b.) Storm Sewer Subtotal: \$544,000.00

c.) Sewer Projects Subtotal: \$1,173,212.50

d.) Sewer Consultant Engineering Fees (@ 8.5%): \$99,723.06

e.) Sewer Projects Total (c. + d.): \$1,272,935.56

Project	Water	Number of Customers Served by Proposed Improvement	COB Cost	Contractor Multiplier	Estimated Cost	Improvement Cost Per Customer
4	Tennerton WST Rehabilitation	5,544	\$297,000.00	2.125	\$631,125.00	\$113.84
5	Pressurized Tanker Truck Rental	5,544	\$85,000.00	1	\$85,000.00	\$15.33
6	Tennerton BS Building	5,544	\$50,000.00	2.125	\$106,250.00	\$19.16
7	Chemical Feeders at WTP	22,241	\$150,000.00	1	\$150,000.00	\$6.74
8	Filter Media at WTP	22,241	\$12,000.00	2.125	\$25,500.00	\$1.15
9	Chlorine Alarm at WTP	4,000	\$15,000.00	2.125	\$31,875.00	\$7.97
10	Replace Filter, Raw and Settled NTU	22,241	\$50,000.00	1	\$50,000.00	\$2.25

f.) Water Subtotal: \$1,079,750.00

g.) Water Consultant Engineering Fees (@ 9.3%): \$100,416.75

h.) Water Projects Total (f. + g.): \$1,180,166.75

COB Projects Improvements (e. + h.): \$2,453,102.31

Contingency (@ 10%): \$245,310.23

Total COB Project Improvements: \$2,698,412.54

Overrun / Underrun: -\$315,507.27

Allocated Money: \$2,382,905.27

Project	Sanitary Sewer	Number of Customers Served by Proposed Improvement	COB Cost	Contractor Multiplier	Estimated Cost	Improvement Cost Per Customer
1	Taylor Street Upgrade	8,365	\$212,500.00	2.125	\$451,562.50	\$53.98
2	North Locust Street Upgrade	50	\$83,600.00	2.125	\$177,650.00	\$3,553.00

a.) Sanitary Sewer Subtotal: \$629,212.50

Project	Storm Sewer	Number of Customers Served by Proposed Improvement	COB Cost	Contractor Multiplier	Estimated Cost	Improvement Cost Per Customer
3	Taylor Street Upgrade	311	\$256,000.00	2.125	\$544,000.00	\$1,749.20

b.) Storm Sewer Subtotal: \$544,000.00

c.) Sewer Projects Subtotal: \$1,173,212.50

d.) Sewer Consultant Engineering Fees (@ 8.5%): \$99,723.06

e.) Sewer Projects Total (c. + d.): \$1,272,935.56

Project	Water	Number of Customers Served by Proposed Improvement	COB Cost	Contractor Multiplier	Estimated Cost	Improvement Cost Per Customer
4	Tennerton WST Rehabilitation	5,544	\$297,000.00	2.125	\$315,562.50	\$56.92
5	Pressurized Tanker Truck Rental	5,544	\$85,000.00	1	\$42,500.00	\$7.67
6	Tennerton BS Building	5,544	\$50,000.00	2.125	\$106,250.00	\$19.16
7	Chemical Feeders at WTP	22,241	\$150,000.00	1	\$150,000.00	\$6.74
8	Filter Media at WTP	22,241	\$12,000.00	2.125	\$25,500.00	\$1.15
9	Chlorine Alarm at WTP	4,000	\$15,000.00	2.125	\$31,875.00	\$7.97
10	Replace Filter, Raw and Settled NTU	22,241	\$50,000.00	1	\$50,000.00	\$2.25

f.) Water Subtotal: \$721,687.50

g.) Water Consultant Engineering Fees: \$100,416.75

h.) Water Projects Total (f. + g.): \$822,104.25

COB Projects Improvements (e. + h.): \$2,095,039.81

Contingency (@ 10%): \$209,503.98

Total COB Project Improvements: \$2,304,543.79

Overrun / Underrun: \$78,361.48

D.7 Draft Unapproved Special Planning Commission Minutes 06/15/2021 RE: Possible Uses for the Madison St Property (was not included in the packet)

D.8 Findings Report from the Planning Commission Minutes 06/15/2021 RE: Possible Uses for the Madison St Property (was not included in the packet)

E. Consent Agenda

E.1 Approval of Minutes -Regular Meeting 06/17/2021 (were not available at this time)

E.2 Approval of Building and Wiring Permits

Permit Number	Submitted By and Location	Contractor	Description of Work to be Performed	Building Value	Electrical Code	Total Electrical Fees Paid	Total Building Fees Paid	Zoning	Asbestos	Flood Zone	Elev. Certificate	Non Conversion Use	Historic District
75143	Bob Waggy 9 Meadow St	Self	Flooring & Bathroom Remodel	\$4,000.00			\$38.00						
75144	William Mowery 10 Franklin St	Self	Bathroom Remodel	\$1,000.00			\$11.00						
75145	Bruce Wireman 136 Camden Ave	North Central Building Solutions	Re-Roof	\$3,800.00			\$41.80	X					
75146	Michael Ball Triple K Kustomz Triple K Preowned Auto 106 Island Ave	Self	Signage	\$600.00			\$15.00	X					
75147	Fiestas WVA Taco Bell 72 W Main St	Appalachian Air LLC	Replacement Rooftop HVAC Unit	\$10,590.00			\$90.02						X
75148	Gateway West Phase II W Main St	City of Buckhannon	29 Light Poles & Globes Lighting Project	\$137,444.60	A	N/C	N/C						X
75149	Scott Thrain 167 Pocahontas St	Self	Rolled Roofing on Storage Building	\$200.00			\$10.00						
75150	Mary Miller 9 Park St	Let There Be Light	Electrical Upgrade	\$1,500.00	B2	\$100.00							
75151	Eric Page 11 Academy St	Self	Re-Roof Metal over Shingle	\$2,700.00			\$29.70						
75152	Travis Abel 20 1/2 Meade St	Self	Window Replacement & Bathroom Remodel	\$5,000.00			\$47.50						X
75153	Best Western SureStay 2 North Ridge Dr	Sign Arc of Beckley	Refacing Existing Signage	\$5,875.00			\$55.82	X					
TOTAL				\$172,709.60		\$100.00	\$338.84						

E.3 Approval of Payment of the Bills

## Payment of Bills

**\$4,000.00 – LARRY T GREGORY- 1<sup>ST</sup> HALF PAYMENT FIREWORKS**

**\$1,590.00 - SUPERIOR ENVIROMENTAL – ASBESTOS INSPECTION 65 E. MAIN ST**

**\$1,500.00 - DIVISION OF JUSTICE – POLICE ACADEMY TUTION**

**\$5,167.49 – INTACT U.S. HOLDINGS INC – BRICE BRAXTON CLAIM**

**\$1,300.00 – POPS FURNITURE – RECLINER FIRE DEPT**

**\$10,104.76 – CAPITAL ELECTRIC – STREET LIGHTS N. SPRING STREET**

**\$4,623.46 – EMSER TILE – TILE FOR THEATRE**

**\$2,575.45 – WORLD BLOCK – BIN BLOCK FORMS**

07-01-2021 10:38 AM disbursements 06-17-2021- 06-30-2021

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
MAYOR'S OFFICE	RECORD-DELTA NEWSPAPER	409-220-00	MAYOR'S LEGAL PUBLIC	PLANNING COMM MEETING NOTI	36.42
		409-220-00	MAYOR'S LEGAL PUBLIC	PUBLIC HEARING NOTICE ORD4	82.31
		409-220-00	MAYOR'S LEGAL PUBLIC	PLANNING COMMISSION MEETIN	36.42
		409-220-00	MAYOR'S LEGAL PUBLIC	NOTICE PUBLIC HEARING WATE	47.89
	PITNEY BOWES INC	409-218-00	MAYOR'S POSTAGE	JUN 2021 PERMIT POSTAGE	1,042.08
	WV MUNICIPAL LEAGUE	409-226-00	MAYOR'S INSURANCE &	GF 2NDQ 2021 UNEMPLOYMENT	55.57
	WV PUBLIC EMPLOYEES RETIREME	409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	47.86
		409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	44.28
		409-106-00	MAYOR'S RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	20.01
	PAYROLL ACCOUNT (ALL DEPTS)	409-341-00	MAYOR'S SUPPLIES & M	MAY 2021 AA FEES	188.44

07-01-2021 10:38 AM                      disbursements 06-17-2021- 06-30-2021

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
ZONING	RECORD-DELTA NEWSPAPER	437-341-00	ZONING SUPPLIES	ZONING BOARD OF APPEALS AD	47.89
	VINCENT SMITH	437-214-00	TRAVEL EXPENSE	CODE ENF MAY 21 MILEAGE	110.32
	WV MUNICIPAL LEAGUE	437-226-00	ZONING INSURANCE & B	GF 2NDQ 2021 UNEMPLOYMENT	62.35
	WV PUBLIC EMPLOYEES RETIREME	437-106-00	ZONING RETIREMENT	WV RETIREMENT CONTRIBUTION	140.62
		437-106-00	ZONING RETIREMENT	WV RETIREMENT CONTRIBUTION	140.62
	INTERNAL REVENUE SERVICE	437-104-00	ZONING F.I.C.A.	FICA WITHHELD AND MATCHED	87.18
		437-104-00	ZONING F.I.C.A.	MEDICARE WITHHELD & MATCHE	20.39
	PAYFLEX	437-105-00	ZONING HEALTH INS	GF JUN 2021 HSA FEES	3.25
	**PAYROLL EXPENSES			6/17/2021 - 6/30/2021	1,406.15
				TOTAL:	2,018.77
DATA PROCESSING	JERRY HEARD ASSC.	439-230-00	DATA PROCESSING	COPIER PAPER	21.50
	AMAZON.COM	439-230-00	DATA PROCESSING	PCRD-DELL WD15 MONITOR DOC	183.25
				TOTAL:	204.75
CITY HALL	UNIFIRST CORP.	440-216-00	CITY HALL MAINTENANC	ALL DEPT JUNE 2021 UNIFORM	137.00
	DODSON BROS EXTERMINATING CO	440-216-00	CITY HALL MAINTENANC	CITY HALL MNTHLY PEST INSP	31.00
	WV MUNICIPAL LEAGUE	440-226-00	CITY HALL INSURANCE	GF 2NDQ 2021 UNEMPLOYMENT	84.17
	WV PUBLIC EMPLOYEES RETIREME	440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	122.09
		440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	122.09
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	74.78
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	17.49
	PAYFLEX	440-105-00	CITY HALL JANITOR IN	GF JUN 2021 HSA FEES	3.25
	**PAYROLL EXPENSES			6/17/2021 - 6/30/2021	1,220.87
				TOTAL:	1,812.74
POLICE	RECORD-DELTA NEWSPAPER	700-341-00	POLICE DEPT. MAT & S	POLICE OFFICER AD	80.00
		700-341-00	POLICE DEPT. MAT & S	POLICE CIVIL SERV AD	116.71
		700-341-00	POLICE DEPT. MAT & S	POLICE OFFICER AD	80.00
		700-341-00	POLICE DEPT. MAT & S	POLICE OFFICER AD	80.00
	HAMPTON INN	700-214-00	POLICE DEPT. TRAVEL	PCRD-RESERVATION OCONNOR T	203.52
	GALLS LLC	700-345-00	POLICE DEPT. UNIFORM	PANTS	70.93
		700-345-00	POLICE DEPT. UNIFORM	PANTS	80.93
		700-345-00	POLICE DEPT. UNIFORM	BAR	15.63
		700-345-00	POLICE DEPT. UNIFORM	ROCKY BOOTS	252.83
		700-345-00	POLICE DEPT. UNIFORM	ROCKY BOOTS,PANTS, BAR	3.68
		700-345-00	POLICE DEPT. UNIFORM	BOOTS - COURTNEY	202.95
	MATTHEW GREGORY	700-214-00	POLICE DEPT. TRAVEL	MEALS TRAINING IN PARKERSB	51.11
	DIVISION OF JUSTICE AND COMM	700-221-00	POLICE DEPT. TRAININ	ACADEMY TRAINING	1,500.00
	WV MUNICIPAL LEAGUE	700-226-00	POLICE DEPT. INSURAN	GF 2NDQ 2021 UNEMPLOYMENT	317.53
	WV PUBLIC EMPLOYEES RETIREME	700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUTION	1,829.01
		700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUTION	1,835.47
	STATE TREASURER CVR LET RJ	700-341-04	CVR-LET-RJ FEES EXPE	JUNE 2021 CVG LET RJ-COURT	120.00
	WV CONSOLIDATED PUBLIC RETIR	700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPFRS CONTRIBUTI	625.52
		700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPFRS CONTRIBUTI	703.45
	US CELLULAR	700-211-00	POLICE DEPT. TELEPHO	940-1797 642-5723	374.25
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,590.38
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	371.94
	BLANNERHASSETT HOTEL	700-214-00	POLICE DEPT. TRAVEL	PCRD-ROOM CHGS GREGORY LOU	123.46
		700-214-00	POLICE DEPT. TRAVEL	PCRD-ROOM CHARGES GREGORY	108.48
	AMAZON.COM	700-341-00	POLICE DEPT. MAT & S	PCRD-SEARCH GLOVES TINT ME	209.52
		700-459-00	POLICE DEPT. NEW EQU	PCRD-MEDICAL BACKPACK K9 U	94.86
	PAYFLEX	700-105-00	POLICE DEPT. GROUP I	GF JUN 2021 HSA FEES	32.50
	RAY ALLEN MANUFACTURERS	700-459-00	POLICE DEPT. NEW EQU	PCRD-K9 SCENT TRAINING AID	815.27



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disbursements 06-17-2021- 06-30-2021

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	LARRY T GREGORY	409-341-05	EVENT/FIREWORK EXPEN	FIREWORKS HALF DOWN 2021	4,000.00
	COLLECTION ACCOUNT	409-341-00	MAYOR'S SUPPLIES & M	CC FEES JULY-OCT 2020	45.06
	TOSHIBA FINANCIAL SERVICES	409-341-00	MAYOR'S SUPPLIES & M	CITY HALL COPIER LEASE	139.03
	US CELLULAR	409-211-00	MAYOR'S TELEPHONE	642-1651 613-0113 0002	51.22
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	83.31
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	19.48
	LOG ME IN - GOTOMEETING	409-341-00	MAYOR'S SUPPLIES & M	PCRD-LOGMENINJUNE21	19.00
	MATTHEW BENDER & CO., INC	409-341-00	MAYOR'S SUPPLIES & M	WV CODE 2021 CITATOR	214.10
		409-341-00	MAYOR'S SUPPLIES & M	WV LEGISLATIVE REVIEW 2021	153.43
	PAYFLEX	409-105-00	MAYOR'S INSURANCE	GF JUN 2021 HSA FEES	6.50
	INTACT U.S. HOLDINGS INC	409-223-00	PROFESSIONAL SERVICE	BRICE BRAXTON CLAIM	1,215.00
	AMERICAN RESCUE PLAN ACCOUNT	409-341-00	MAYOR'S SUPPLIES & M	TO OPEN ARP ACCOUNT	500.00
		409-341-00	MAYOR'S SUPPLIES & M	TO OPEN ARP ACCT PER BANK	500.00
	**PAYROLL EXPENSES			6/17/2021 - 6/30/2021	1,349.42
				TOTAL:	9,896.83
COUNCIL	WV PUBLIC EMPLOYEES RETIREME	410-106-00	COUNCIL'S RETIREMENT	WV RETIREMENT CONTRIBUTION	20.00
	INTERNAL REVENUE SERVICE	410-104-00	COUNCIL'S F.I.C.A.	FICA WITHHELD AND MATCHED	62.00
		410-104-00	COUNCIL'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	14.50
	**PAYROLL EXPENSES			6/17/2021 - 6/30/2021	1,000.00
				TOTAL:	1,096.50
RECORDER	WV PUBLIC EMPLOYEES RETIREME	411-106-00	RECORDER'S RETIREMEN	WV RETIRE TIER2 CONTRIBUTI	19.21
	INTERNAL REVENUE SERVICE	411-104-00	RECORDER'S F.I.C.A.	FICA WITHHELD AND MATCHED	31.00
		411-104-00	RECORDER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	7.25
	OGLEBAY RESORT & CONFERENCE	411-214-00	RECORDER TRAVEL	WVML21 SKINNER RESERVATION	154.40
		411-214-00	RECORDER TRAVEL	WVML21 SANDERS RESERVATION	154.40
	**PAYROLL EXPENSES			6/17/2021 - 6/30/2021	500.00
				TOTAL:	866.26
TREASURER	WV PUBLIC EMPLOYEES RETIREME	413-106-00	TREASURER'S RETIREME	WV RETIREMENT CONTRIBUTION	31.07
		413-106-00	TREASURER'S RETIREME	WV RETIREMENT CONTRIBUTION	31.07
	INTERNAL REVENUE SERVICE	413-104-00	TREASURER'S F.I.C.A.	FICA WITHHELD AND MATCHED	19.27
		413-104-00	TREASURER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	4.51
	PAYFLEX	413-105-00	TREASURER'S GROUP IN	GF JUN 2021 HSA FEES	3.25
	**PAYROLL EXPENSES			6/17/2021 - 6/30/2021	310.75
				TOTAL:	399.92
COURT	WV MUNICIPAL LEAGUE	416-226-00	POLICE JUDGE INS BON	GF 2NDQ 2021 UNEMPLOYMENT	32.81
	INTERNAL REVENUE SERVICE	416-104-00	POLICE JUDGE FICA	FICA WITHHELD AND MATCHED	38.75
		416-104-00	POLICE JUDGE FICA	MEDICARE WITHHELD & MATCHE	9.06
	**PAYROLL EXPENSES			6/17/2021 - 6/30/2021	625.00
				TOTAL:	705.62
CITY ATTORNEY	WV PUBLIC EMPLOYEES RETIREME	417-106-00	CITY ATTORNEY RETIRE	WV RETIREMENT CONTRIBUTION	50.00
		417-106-00	CITY ATTORNEY RETIRE	WV RETIREMENT CONTRIBUTION	86.92
	INTERNAL REVENUE SERVICE	417-104-00	CITY ATTORNEY FICA	FICA WITHHELD AND MATCHED	31.00
		417-104-00	CITY ATTORNEY FICA	MEDICARE WITHHELD & MATCHE	7.25
	**PAYROLL EXPENSES			6/17/2021 - 6/30/2021	500.00
				TOTAL:	675.17
HOUSING	SUPERIOR ENVIRONMENTAL SERVI	436-354-00	HOUSING ENFORCEMENT	ASBESTOS INSPEC 65 E MAIN	1,590.00
				TOTAL:	1,590.00

07-01-2021 10:38 AM

disbursements 06-17-2021- 06-30-2021

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	DONALD KRAEMER	700-214-00	POLICE DEPT. TRAVEL	REIMB MEALS TRNING IN PENN	59.02
	SYMBOL ARTS	700-341-00	POLICE DEPT. MAT & S	PCRD-BPD CHALLENGE COINS	875.50
	COMBAT	700-459-00	POLICE DEPT. NEW EQU	PCRD-MILITARY APPRECIATION	205.00
	INTACT U.S. HOLDINGS INC	700-226-00	POLICE DEPT. INSURAN	BRICE BRAXTON CLAIM	3,952.49
	KAR PRO TINT SHOP LLC	700-343-00	POLICE DEPT. AUTO SU	PCRD-WINDOW TINT TASK FORC	312.70
	**PAYROLL EXPENSES			6/17/2021 - 6/30/2021	25,648.96
				TOTAL:	42,943.60
FIRE	WV MUNICIPAL LEAGUE	706-105-00	FIRE DEPT. GROUP INS	GF 2NDQ 2021 UNEMPLOYMENT	52.81
	WV PUBLIC EMPLOYEES RETIREME	706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	740.46
		706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	790.59
	WV CONSOLIDATED PUBLIC RETIR	706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTI	662.95
		706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTI	624.96
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	973.49
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	227.68
	PAYFLEX	706-105-00	FIRE DEPT. GROUP INS	GF JUN 2021 HSA FEES	22.75
	POPS FURNITURE	706-341-00	FIRE DEPT. MATERIAL	PCRD-RECLINER	1,300.00
	FIRE DEPARTMENT TRAINING NET	706-211-00	FIRE DEPT. TELEPHONE	PCRD-ANNUAL MEMBERSHIP	431.95
	FIRE FIGHTERS BOOKSTORE	706-221-00	FIRE DEPT. TRAINING	PCRD-SUBURBAN FIRE TACTICS	273.00
	SIMS SHARE	706-221-00	FIRE DEPT. TRAINING	PCRD-SIMSUSHARE CTC STARTE	179.95
	**PAYROLL EXPENSES			6/17/2021 - 6/30/2021	15,203.93
				TOTAL:	21,484.52
STREET	BUCKHANNON UTIL BOARDS	750-341-00	STREET DEPT. MAT & S	MISC GARBAGE STREET DEPT	13.32
	RECORD-DELTA NEWSPAPER	750-341-00	STREET DEPT. MAT & S	AD-BIDS HOT MIX ASPHALT	36.42
	A F WENDLING INC	750-341-00	STREET DEPT. MAT & S	Bottled water	211.68
	FISHER AUTO PARTS INC	750-343-00	STREET DEPT. AUTO SU	Powersteering fluid	23.65
	UNIFIRST CORP.	750-345-00	STREET DEPT. UNIFORM	ALL DEPT JUNE 2021 UNIFORM	556.62
	CAPITAL ELECTRIC	750-458-05	STREET DEPT PROJECTS	ST LGHTS N SPRING	10,104.76
	SCOTT ELECTRIC CORP	750-458-05	STREET DEPT PROJECTS	50&30Arecept&plugs-JAWBON	115.27
		750-458-05	STREET DEPT PROJECTS	50 & 30A Recept & plugs	32.91
		750-458-05	STREET DEPT PROJECTS	50&30Arecept&plugs-JAWBON	95.47
		750-458-05	STREET DEPT PROJECTS	Wire and materials	888.60
		750-458-05	STREET DEPT PROJECTS	Materials for service	252.90
		750-458-08	GATEWAY WEST GRANT E	Breakers for GWW	252.08
		750-458-05	STREET DEPT PROJECTS	12x12 pull boxes	700.78
	J F ALLEN CO	750-461-00	STREET PAVING	10.5 tons of blacktop	724.50
	LOWES BUSINESS ACCOUNTS	750-341-00	STREET DEPT. MAT & S	2x4's for shop door	157.78
		750-341-00	STREET DEPT. MAT & S	Lag screws for shop door	5.46
		750-341-00	STREET DEPT. MAT & S	PVC ball valve	8.21
		750-341-00	STREET DEPT. MAT & S	PVC ball valve	27.02
		750-341-00	STREET DEPT. MAT & S	LATE FEE & INT	7.28
	WV MUNICIPAL LEAGUE	750-226-00	STREET DEPT. INSURAN	GF 2NDQ 2021 UNEMPLOYMENT	889.68
	WV PUBLIC EMPLOYEES RETIREME	750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,306.80
		750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,162.32
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	424.02
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	465.45
	JOHN BOGGESS dba VJG ASSOCIA	750-341-00	STREET DEPT. MAT & S	Gloves	588.72
	TRACTOR SUPPLY CREDIT PLAN	750-341-00	STREET DEPT. MAT & S	PCRD-BOOTS TRAILER TIRE	264.98
		750-341-00	STREET DEPT. MAT & S	PCRD-BOOTS DANNY B RAYMOND	429.97
	US CELLULAR	750-211-00	STREET DEPT. TELEPHO	642-1601940-2024 642-4948	240.00
	THE SIGN GUY LLC	750-458-05	STREET DEPT PROJECTS	Path Route sign's	250.00
		750-341-00	STREET DEPT. MAT & S	Flag's banner	420.00
	CRITES ELECTRICAL SUPPLY INC	750-458-08	GATEWAY WEST GRANT E	Materials for service	11.42

07-01-2021 10:38 AM		disbursements 06-17-2021- 06-30-2021			
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	WALMART STORES INC -BUCKHANN	750-341-00	STREET DEPT. MAT & S	PCRD-PAPER TOWELS FILE FOL	147.47
		750-341-00	STREET DEPT. MAT & S	PCRD-APPLE CHARGE CORDS	48.72
	MOUNTAIN STATE PEST GUARD	750-341-00	STREET DEPT. MAT & S	STREET DEPT JUNE PEST INSP	31.50
	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,235.08
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	288.85
	AMAZON.COM	750-341-00	STREET DEPT. MAT & S	PCRD-FLAGS	109.00
		750-341-00	STREET DEPT. MAT & S	PCRD- 2FT BY 3FT FLAGS	114.77
		750-341-00	STREET DEPT. MAT & S	PCRD-ARCHITECTURAL SCALE R	18.94
		750-341-00	STREET DEPT. MAT & S	PCRD-ASSORTED SIZED FLAGS	342.21
		750-341-00	STREET DEPT. MAT & S	PCRD-DIGITAL PLAN MEASURE	54.95
		750-341-00	STREET DEPT. MAT & S	PCRD-CONCRETE STAKE PULLER	124.99
	PAYFLEX	750-105-00	STREET DEPT. GROUP I	GF JUN 2021 HSA FEES	32.50
	EMSER TILE	750-459-00	STREET DEPT. CAPITAL	PCRD-THEATRE TILE	4,623.46
	WORLD BLOCK	750-459-00	STREET DEPT. CAPITAL	PCRD-BIN BLOCK FORMS	2,575.45
	**PAYROLL EXPENSES			6/17/2021 - 6/30/2021	19,998.14
				TOTAL:	50,414.10
TRAFFIC SIGNALS & SIGN MON POWER		752-213-00	TRAFFIC SIGNALS POWE	110087174485 S. KANAWHA ST	26.10
		752-213-00	TRAFFIC SIGNALS POWE	110088235830 REGER ST RT 2	50.39
				TOTAL:	76.49
PARK 40% TO CPWB	CONSOLIDATED PUBLIC WORKS BD	900-341-00	PARK-30% HOT/MOT PD	MAY 2021 HOTEL-MOTEL TAX	3,909.36
				TOTAL:	3,909.36
CVB 60% TO CVB	UPSHUR COUNTY CVB	901-235-00	HOTEL/MOTEL 70% PAID	MAY 2021 HOTEL-MOTEL TAX	9,121.82
				TOTAL:	9,121.82
STOCKERT YOUTH CENTER	RECORD-DELTA NEWSPAPER	907-341-00	MATERIALS & SUPPLIES	STOCKERT YOUTH HELP WANTED	60.00
		907-341-00	MATERIALS & SUPPLIES	STOCKERT YOUTH HELP WANTED	60.00
	UNIFIRST CORP.	907-216-00	MAINTENANCE	ALL DEPT JUNE 2021 UNIFORM	85.48
	MOUNTAINEER GAS COMPANY	907-213-00	UTILITIES	383925-483167 70 E MAIN ST	101.93
	LOWES BUSINESS ACCOUNTS	907-216-00	MAINTENANCE	PCRD-CLEANING SUPPLIES BAT	275.10
	WV MUNICIPAL LEAGUE	907-226-00	INSURANCE & BONDS	GF 2NDQ 2021 UNEMPLOYMENT	549.03
	WV PUBLIC EMPLOYEES RETIREME	907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	304.16
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	283.52
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	114.40
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	93.60
	DHHR	907-360-00	CAMP BUCANNEER SUPPL	PCRD-BACKGRND CHECK SINEAD	20.00
	US CELLULAR	907-211-00	TELEPHONES	613-9068	14.53
	WALMART STORES INC -BUCKHANN	907-216-00	MAINTENANCE	PCRD-C CLAMPS HOOKS	24.22
		907-360-00	CAMP BUCANNEER SUPPL	BUBBLES	3.76
	MOUNTAIN STATE PEST GUARD	907-216-00	MAINTENANCE	SYC MNTHLY PEST INSPECTION	36.50
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	669.85
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	156.67
	AMAZON.COM	907-360-00	CAMP BUCANNEER SUPPL	PCRD-SIGN LANGUAGE POSTER	6.97
		907-360-00	CAMP BUCANNEER SUPPL	PCRD-SIGN LANGUAGE POSTERS	60.19
		907-360-00	CAMP BUCANNEER SUPPL	PCRD-RIBBON FOR CALCULATOR	17.58
	CAMDEN CREEK CREATIONS	907-356-00	YOUTH BASKETBALL	PCRD-PONY BBALL CLINIC	144.00
		907-360-00	CAMP BUCANNEER SUPPL	PCARD-CAMP BUC TEE SHIRTS	228.00
	PAYFLEX	907-105-00	GROUP INSURANCE	GF JUN 2021 HSA FEES	6.50

07-01-2021 10:38 AM		disbursements 06-17-2021- 06-30-2021			
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			6/17/2021 - 6/30/2021	10,803.42
				TOTAL:	14,119.41
PUBLIC SAFETY	UNIFIRST CORP.	976-216-00	SAFETY COMPLEX MAINT	ALL DEPT JUNE 2021 UNIFORM	43.43
	MOUNTAINEER GAS COMPANY	976-213-00	SAFETY COMPLEX UTILI	383931-483167 20 S FLORIDA	81.26
	DODSON BROS EXTERMINATING CO	976-216-00	SAFETY COMPLEX MAINT	POLICE DEPT MNTHLY PEST IN	45.00
		976-216-00	SAFETY COMPLEX MAINT	FIRE DEPT MNTHLY PEST INSP	42.00
	LYNX WV INC	976-213-00	SAFETY COMPLEX UTILI	JUN 2021 PSC INTERNET	150.00
				TOTAL:	361.69

Motion to approve Consent Agenda items E.2 and E.3 only was made by Albaugh/Reger.  
Motion carried.

F. Strategic Issues for Discussion and/or Vote:

F.1 Recommendation from the Colonial Theatre Board to Amend Ordinance #450-  
Renaming the Facility to “Colonial Arts Center (CAC)” – Action taken earlier in the meeting.

F.2 Approval of the Colonial Theatre Board Programming Policy & Adoption of Mission  
Statement – Action taken earlier in the meeting.

F.3 Approval to Submit NEA Grant Application for the WAMSB Event deadline  
07/20/2021 – Mayor Skinner deferred to Recorder Sanders who explained the work that has been  
taking place concerning the process of the NEA Grant Application for the WAMSB Event.

Motion to submit the NEA Grant Application for the WAMSB 2023 Event was made by  
Albaugh/Rylands. Motion carried with Recorder Sanders abstaining as he is the Chairman of  
the WAMSB 2023 Organizing Committee.

F.4 Approval City of Buckhannon Appointments FY 2021/2022 – Mayor Skinner  
presented a list of proposed City of Buckhannon appointments for FY 2021/2022 that he would like  
Council to consider at this meeting.

The Mayor presented the following for consideration:

CITY OF BUCKHANNON ADMINISTRATORS  
Assistant City Recorder: Amberle Jenkins  
Director of Finance/Administration: Amberle Jenkins

Director of Public Works: Jerry Arnold  
Addressing Officer: Jerry Arnold  
Chief of Police: Matthew Gregory  
Fire Chief: J B Kimble  
City Engineer: Jay Hollen  
City Architect: Bryson VanNostrand Architects  
Building Code Enforcement Officer: Vincent Smith  
City Attorney: Tom O'Neill  
City Horticulturist: Dixie Green  
Municipal Court Judge: Helen Echard  
City Electrical Inspector: Vincent Smith  
Section 504 Compliance Officer (ADA): Brad Hawkins  
SYCC Director: Debora Brockleman  
Flood Plain Manager /CRS Coordinator: Jay Hollen  
City Technology Officer: Richard Clemens  
Information Coordinator: Randy Sanders  
Grant Writer: Region VII  
City HRM: Amberle Jenkins  
Water Department Superintendent: Kelly Arnold  
Waste Department Superintendent: Jerry Arnold  
Sanitary Department Superintendent: Bryan "Buck" Samples  
Street Department & Parks Superintendent: Brad Hawkins

**Motion to approve the proposed list of City Administrators was made by Thomas/Albaugh. Motion carried with Recorder Sanders abstaining as he also the Information Coordinator.**

The Mayor recommended that we accept the Water Board as:

**WATER BOARD - 3 YEAR TERM**

Mayor, Chair - Term of Office  
Erasmo Rizo – Term of 2020 to 2023  
Don Nestor –Term of 2021 to 2024  
Jack Reger, Council - Term of Office  
Dave Thomas, Council - Term of Office  
City Recorder - Term of Office, Non-Voting Member

**Motion to accept the Water Board as presented was made by Rylands/Bucklew. Motion carried with Reger and Thomas abstaining.**

The Mayor recommended that we accept the Waste Board as:

**WASTE BOARD -3 YEAR TERM**

Mayor, Chair - Term of Office  
Scott Randall – Term of 2020 to 2023  
Mary Albaugh, Council - Term of Office  
City Recorder - Term of Office, Non-Voting Member

**Motion to accept the Waste Board as presented was made by Bucklew/Rylands. Motion carried.**

The Mayor recommended that we accept the Sanitary Board as:

**SANITARY BOARD - 3 YEAR TERM**

Mayor, Chair - Term of Office  
Gene Frye – Term of 2021 to 2024  
Philip Loftis – Term of 2020 to 2023  
City Recorder - Term of Office, Non-Voting Member

**Motion to accept the Sanitary Board as presented was made by Thomas/Albaugh. Motion carried.**

The Mayor recommended that we accept the Police Civil Service Commission as:

**POLICE CIVIL SERVICE COMMISSION- 4 YEAR TERM**

Sean Harris, Chamber (D) - Term of 2018 to 2022 (Unexpired Term of Alisa Lively)

Jerry Henderson, FOP (R) - Term of 2018 to 2022  
Mark Spencer, City (R) – Term of 2020 to 2024  
City Recorder - Term of Office, Non-Voting Member

The Mayor recommended that we accept the Fire Civil Service Commission as

**FIRE CIVIL SERVICE COMMISSION - 4 YEAR TERM**

Lanora Wentz (R), Chamber - Term of 2018 to 2022  
Robert Parker (I), Fire Department - Term of 2019 to 2023  
Abigail Benjamin (R), City - Term of 2018 to 2022  
City Recorder - Term of Office, Non-Voting Member

**Motion to accept both the Police Civil Service Commission and the Fire Civil Service Commission as presented was made by Rylands/Albaugh. Motion carried.**

The Mayor recommended that we accept the Zoning Board of Appeals as:

**ZONING BOARD OF APPEALS - 3 YEAR TERM**

Ann Livesay – Term of 2019 to 2022  
Timothy Reese - Term of 2019 to 2022  
Virginia "Gini" Jeran - Term of 2020 to 2023  
Corey Rozelle - Term of 2019 to 2022  
Dean Everett - Term of 2021 to 2024

**Motion to accept the Zoning Board of Appeals as presented was made by Sanders/Albaugh. Motion carried.**

The Mayor recommended that we accept the Housing Enforcement Board as:

**HOUSING ENFORCEMENT BOARD**

Mayor, Chair - Term of Office, Voting Member  
Jay Hollen, City Engineer – Voting Member  
David Thomas, Council – Term of Office, Voting Member  
Susan McKisic, RN, BSN, Health Officer, Non-Voting Member  
Vincent Smith, Bld code Enforcement Officer, Non-Voting Member  
JB Kimble, Fire Chief, Non-Voting Member  
City Recorder - Term of Office, Non-Voting Member

**Motion to accept the Housing Enforcement Board as presented was made by Reger/Albaugh. Motion carried with Thomas abstaining.**

The Mayor recommended that we accept the Stockert Youth & Community Center Board as:

**STOCKERT YOUTH CENTER- 2 YEAR TERM**

Mayor, Chair - Term of Office  
City Recorder - Term of Office, Voting Member  
Pamela Bucklew (Council) - Term of Office  
Tammy Samples (Board of ED) - Term of Office  
Sam Nolte (UCC) - Term of Office  
Melissa Franke (WVWC) – Term of 2020 to 2022  
Nancy Shobe (At Large) – Term of 2020 to 2022  
Rob Rupp (At Large) – Term of 2020 to 2022  
Don Nestor (At Large) – Term of 2021 to 2023  
Pam Martin (At Large) - Term of 2020 to 2022  
Troy “Buddy” Brady (At Large) – Term of 2021 to 2023

**Motion to accept the Stockert Youth & Community Center Board as presented was made by Reger/Albaugh. Motion carried with Thomas abstaining.**

The Mayor recommended that we accept the Planning Commission as:

**PLANNING COMMISSION 3 YEAR TERM**

Sara Alyestock Gaither – Term of 2019 to 2022 (Unexpired Term of Sean Harris)  
Sarah StClair – Term of 2019 to 2022 (Unexpired Term of Dean Everett)  
Mike Sharpolisky - Term of 2020-2023



Kelley Tierney - Term of 2020-2023  
Rich Clemens - Term of 2021-2024  
Curtis Wilkerson - Term of 2021-2024  
Susan Aloï - Term of 2021-2024  
Vincent Smith, Zoning Officer - Voting Member  
CJ Rylands, Council -Term of Office - Voting Member  
City Recorder - Term of Office - Non-Voting Member

**Motion to accept the Planning Commission as presented was made by Thomas/Albaugh. Motion carried.**

The Mayor recommended that we accept the Housing Authority as:

**HOUSING AUTHORITY -5 YEAR TERM**

Jerry Wilfong – Term of 2018 to 2023  
Rose M. Clutter – Term of 2017 to 2022  
Kitten Lee – Term of 2019 to 2024 (Unexpired Term of Helen Shields)  
Michael Livesay – Term of 2020 to 2025  
Catherine Frye – Term of 2021 to 2026

**Motion to accept the Housing Authority as presented was made by Albaugh/Thomas. Motion carried.**

The Mayor recommended that we accept the Animal Care and Control Commission as:

**ANIMAL CARE AND CONTROL COMMISSION**

Mayor-Chair - Voting Member  
Upshur/Lewis Animal Control Facility Rep, Elissa Linger - Voting Member  
UC Resident, Alison Clausen Whitehair - Voting Member  
UC Resident, Robyn Keough - Voting Member  
UC Resident, Lisa Critchfield - Voting Member  
UC Veterinarian-Tonya Pickens – Non-Voting Member  
DNR (Ex-officio) – Non-Voting Member  
Upshur County Dog Warden (Resource) – Non-Voting Member  
City Recorder – Non-Voting Member  
City Attorney – Non-Voting Member  
Animal Shelter – Non-Voting Member

**Motion to accept the Animal Care and Control Commission as presented was made by Thomas/Sanders. Motion carried.**

**F.5 Event Request Create Buckhannon-Shakespeare in the Park- July 10, 2021, at 7PM in Jawbone Park** – CJ Rylands explained an opportunity for Create Buckhannon to sponsor Shakespeare in the Park had come along late in the calendar, so they were unable to get the request on the Consolidated Public Works Agenda for the last meeting. Create Buckhannon feels that it will offer a wonderful opportunity for those interested in this form of the Arts. The request, as outlined in the Request Form, which is part of our packet, is to hold the event in Jawbone Park on July 10, 2021, at 7PM.

**Motion to approve the Event Request Create Buckhannon-Shakespeare in the Park- July 10, 2021, at 7PM in Jawbone Park was made by Albaugh/Thomas. Motion carried.**

**F.6 Reschedule City Council Meeting date of August 5, 2021, to August 3, 2021, due to participation in the WVML Conference** – Mayor Skinner requested that we reschedule the City Council Meeting from the date of August 5, 2021, to August 3, 2021, due to the City's participation in the WVML Conference.

**Motion to reschedule the City Council Meeting from the date of August 5, 2021 to August 3, 2021, due to the City's participation in the WVML Conference was made by Thomas/Rylands. Motion carried.**



**F.7 Approval Resolution 2021-07 Budget Revision #1 Coal Tax FY 2021/22** – Mayor Skinner recognized Amby Jenkins to explain Resolution 2021-07 Budget Revision #1 Coal Tax FY 2021/22. The Assigned Fund Balance estimate was \$1,000 and the final balance was \$49,206 so we had an increase of \$48,206 in Revenues. As for expenses, we estimated Streets and Highways expenses of \$9,400 and had an increase of 48,206 for a final total of \$57,606. Therefore, Resolution 2021-07 Budget Revision #1 Coal Tax FY 2021/22 is offered to the Council for consideration.

**Motion to approve Resolution 2021-07 Budget Revision #1 Coal Tax FY 2021/22 was made by Albaugh/Thomas. Roll was taken by City Recorder Sanders:**

Albaugh – Yes

Bucklew – Yes

Reger – Yes

Rylands – Yes

Thomas - Yes

Sanders - Yes

Skinner - Yes

Motion carried unanimously.

RESOLUTION 2021-07

At a regular session of the municipal council, held July 1, 2021 the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (COAL TAX) of the City of Buckhannon. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices the municipal council does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number #1, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by Mary Albaugh, and duly seconded by J. David Thomas the vote thereon was as follows:

MARY ALBAUGH	<u>Mary Albaugh</u>	<input checked="" type="radio"/> Yes or No
PAMELA BUCKLEW	<u>Pamela Bucklew</u>	<input checked="" type="radio"/> Yes or No
JACK REGER	<u>Jack Reger</u>	<input checked="" type="radio"/> Yes or No
C J RYLANDS	<u>C J Rylands</u>	<input checked="" type="radio"/> Yes or No
J DAVID THOMAS	<u>J David Thomas</u>	<input checked="" type="radio"/> Yes or No
RANDALL SANDERS	<u>Randall Sanders</u>	<input checked="" type="radio"/> Yes or No
ROBBIE SKINNER	<u>Robbie Skinner</u>	<input checked="" type="radio"/> Yes or No

WHEREUPON, RECORDER-RANDALL SANDERS, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the RECORDER is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

Ora Ash, Deputy State Auditor  
West Virginia State Auditor's Office  
200 West Main Street  
Clarksburg, WV 26301  
Phone: 627-2415 ext. 5114  
Fax: 304-340-5090  
Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists. (§ 11-8-26a)

CONTROL NUMBER  
Fiscal Year Ending 06/30/2021  
Fund: 2  
Revision Number: 1  
Pages: 1 of 1

Person To Contact Regarding Request:

Name: Amberle Jenkins  
Phone: 304-472-1651  
Fax: 304-472-0934  
Email: ambyjenkins@buckhannonwv.org

City of Buckhannon  
GOVERNMENT ENTITY

70 E Main St  
STREET OR PO BOX

Buckhannon 26201  
CITY ZIP CODE

Municipality  
Government Type

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
298	Assigned Fund Balance	1,000	48,206		49,206
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)

48,206

Explanation for Account # 378, Municipal Specific:

Explanation for Account # 369, Contributions from Other Funds:

EXPENDITURES: (net each account category)

(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
750	Streets and Highways	9,400	48,206		57,606
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures

48,206

APPROVED BY THE STATE AUDITOR

BY: Deputy State Auditor, Local Government Services Division Date

AUTHORIZED SIGNATURE OF ENTITY

APPROVAL DATE

**F.8 Approval Resolution 2021-08 Budget Revision #1 General Fund FY 2021/22 –**  
Amby Jenkins explained the Resolution 2021-08 Budget Revision #1 General Fund FY 2021/22 that includes an increase in revenues of \$600,135 and an increase in expenses of \$600,135. Amby went through the list of possible projects and additional funding opportunities that are covered in this budget revision based on discussions that Council has had over the past FY year. These are listed in the Budget Revisions #1 attachment that was part of the Council’s meeting packet. When Amby got to the section that covered the funds necessary to hiring three additional Fire Fighters, Council Members Rylands and Thomas asked for an explanation as to why it was in the budget revision as the Council had never taken formal action in the form of a vote to hire the three fire fighters nor how to fund their salaries and benefits. A robust discussion took place and Mayor Skinner ultimately directed Amby to remove the amount from this budget revision. Amby continued with an overview of the remaining items in the revision. Amby will make the changes and have a new Resolution 2021-08 Budget Revision #1 General Fund FY 2021/22 for Council’s consideration for the next meeting.

**G. Comments and Announcements**

- **Council Member Albaugh** – Nothing further.
- **Council Member Bucklew** – Nothing further.
- **Council Member Rylands** - Nothing further.

- **Council Member Thomas** - Mr. Thomas thanked everyone who works for the city and the other Council Members for their work.
- **Council Member Reger** – Mr. Reger stated that he was happy to be back to the meetings in person
- **City Recorder Sanders** - Mr. Sanders noted that in his “day job” he produces pageants for the Miss USA Organization and that on July 9, 10 & 11 he will be producing the Miss West Virginia USA and Miss West Virginia Teen USA Pageants in Buckhannon. They will be utilizing most of the hotels and restaurants. The pageant will be held at the Virginia Thomas Law Center of Performing Arts with a Red-Carpet Reception at the Opera House. Mr. Sanders thanked all the area businesses, the media, and West Virginia Wesleyan College for all their support.

**H. Mayor’s Comments and Announcements** – The Mayor thanked Mr. Sanders for bringing the Miss West Virginia USA and Miss West Virginia Teen USA Pageant to Buckhannon.

**I. Adjournment**

**Motion to adjourn at 9:00PM was made by Sanders/Albaugh. Motion carried.**

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

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