

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

A scheduled meeting of the Consolidated Public Works Board was held at Buckhannon City Hall, 70 East Main Street, on Thursday, June 24, 2021, at 7:30 a.m. with the following in attendance (GTM – GoToMeeting):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Board Member	Pamela Bucklew	Present
Board Member	CJ Rylands	Present
Board Member	Mark Waldo	Absent
Board Member	Nancy Shobe	Absent
Director of Finance & Admin/Asst Recorder	Amberle Jenkins	Present
Director of Public Works	Jerry Arnold	Present
City Engineer	Jay Hollen	Present – by GTM
Street Superintendent	Bradley Hawkins	Present
City Attorney	Tom O’Neill	Absent
MyBuckhannon	Monica Zalaznik	Absent
Record Delta	Macie Queen	Absent

Guests: Amanda Hayes - Fourth of July Committee Member; Andrew Phipps, Really Really Free Market.

*City of Buckhannon Consolidated Public Works Board
7:30 a.m. in Council Chambers
Meeting Agenda for Thursday, June 24, 2021*

- A. Call to Order**
 - A.1 Moment of Silence
 - A.2 Pledge to the Flag of the United States of America
- B. Recognized Guest**
 - B.1 Janet Lonas, Owner, The Tanning Hut
 - B.2 Amanda Hayes, Fourth of July Committee Member
 - B.3 Andrew Phipps, Really Really Free Market Member
- C. Department Report**
 - C.1 Bradley Hawkins
- D. Financial Report-Amberle Jenkins**
 - D.1 May 2021
- E. Correspondence and Information**
 - E.1 Street Paving Bid Opening Results –Approved at City Council on 06/03/2021
 - E.2 Notice Adv. for Bids-Request Professional Surveying Services for City’s Surveying Services Project
 - E.3 CityPR: Memorial Day Service Held at Heavner Cemetery on May 31, 2021
 - E.4 CityPR: North Kanawha Street Sidewalks Getting a Makeover
 - E.5 CityPR: Fireworks Celebration on July 2, 2021
- F. Consent Agenda**
 - F.1 Approval of Minutes- Regular Meeting 05/27/2021
- G. Strategic Issues for Discussion and/or Vote**
 - G.1 Event Request-Faith Tabernacle Youth Rally at Jawbone Park on 07/17/2021 & Use of Sound System
 - G.2 Event Request-Really Really Free Market at Jawbone Park on 08/07/2021
 - G.3 Event Request-Buckhannon Fourth of July Committee-Street Closure on 07/02/2021- SYCC Drill Team & Elite Twirlers to perform at Festival Friday & Fireworks Event
 - G.4 Request Placement of Signage on City’s R.O.W. Corner of Sedgwick & Bobcat Lane –Directional Signage for The Tanning Hut
 - G.5 Storage of Non-City Property
 - G.6 Approval CPWB Budget Revision
 - G.7 Employee Transfer & Pay Increase
- H. Board Members Comments and Announcements**
- I. Adjournment**

Posted 06/18/2021

- A. Call to Order** - The meeting was called to order by Mayor Skinner.
 - A.1 Moment of Silence** - The Mayor asked all to join him in a Moment of Silence.
 - A.2 Pledge to the Flag of the United States of America** – The Pledge was led by the Mayor.

B. Recognized Guest

B.1 - Janet Lonas, Owner, The Tanning Hut - Carry forward to July meeting.

B.2 Amanda Hayes, Fourth of July Committee Member - The Mayor recognized Amanda Hayes of the Buckhannon Fourth of July Committee who presented the committee’s request (see G.3 the Event Request Form that is in the packet) for the Board’s consideration. Amby Jenkins reminded both the Board and the Buckhannon Fourth of July Committee that the City will need a Certificate of Insurance from the Cartoon Headquarters before they can set up the inflatables for the event.

Motion to move G.3 Event Request-Buckhannon Fourth of July Committee-Street Closure on 07/02/2021- SYCC Drill Team & Elite Twirlers to perform at Festival Friday & Fireworks Event to the table and that we approve the request of activities and street closures as outlined in the Event Request Form, so long as the Certificate of Insurance from the Cartoon Headquarters is presented to the City was made by Rylands/Bucklew. Motion carried.

B.3 Andrew Phipps, Really Really Free Market Member - The Mayor recognized Andrew Phipps, of the Really Really Free Market Member who presented his request, (see G.2 the Event Request Form that is in the packet) for the Board’s consideration.

Motion to move G.2 Andrew Phipps, Really Really Free Market Member to the table and that we approve the request of activities as outlined in the Event Request Form was made by Rylands/Bucklew. Motion carried.

C. Department Report

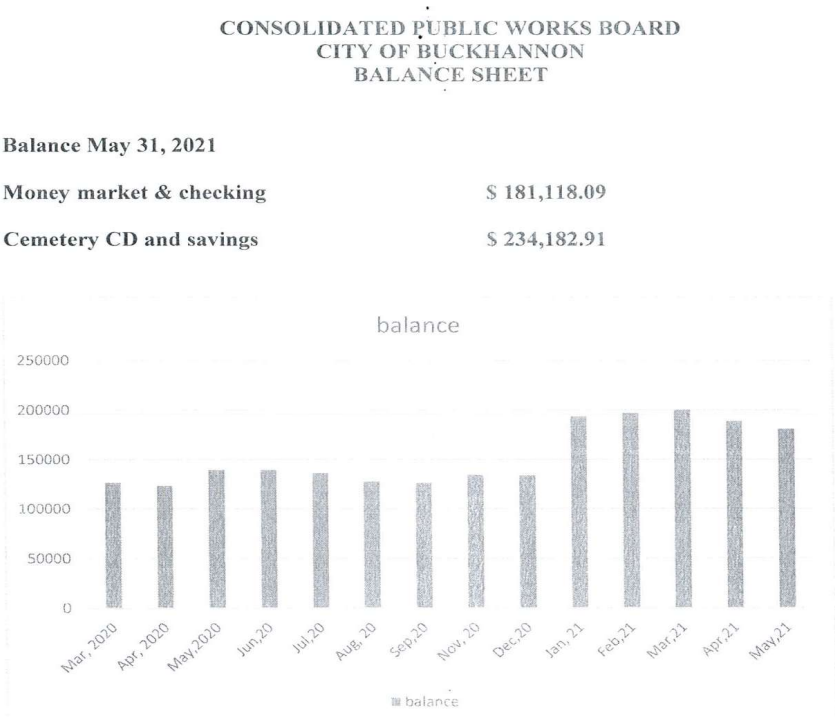
C.1 Bradley Hawkins - Brad provided the following report:

- The Gateway West service is complete. It just needs inspected and the power company to hook it up.
- The “Take Back Our Health” project is complete.
- We have been working on sidewalks on Smithfield Street, and they have 120’ and 3 driveways to finish, and it will be complete from Victoria to Hart Ave., and we will do the rest of Smithfield from Hart to Central in the fall.

Mayor Skinner mentioned potholes on Camden Avenue and on Park Street and asked that they be checked out. He also inquired when the lights on the Gateway West project will have power and Brad reported that we are waiting for the power company. CJ Rylands asked about the cuts that were made in Smithfield Street and it was reported that it was from a water line repair and that it was scheduled to be repaired.

D. Financial Report-Amberle Jenkins

D.1 May 2021 - Amby presented the May 2021 Financial report.



6-23-2021 10:32 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2021

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 91.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OTHER FEES						
093-340-000-01 DONATION BEAUTIFICATION U	60	6.00	91.00	0.00 (31.00)	151.67
093-340-000-02 DONATION DOG PARK UTL&PRI	60	7.00	102.00	0.00 (42.00)	170.00
093-342-000-00 PARKING METERS LOT 1	0	0.00	0.00	0.00	0.00	0.00
093-342-000-01 PARK.PEN.LOT 1	0	0.00	25.00	0.00 (25.00)	0.00
093-342-000-02 LOT 1 STICKERS	0	0.00	0.00	0.00	0.00	0.00
093-343-000-00 PARKING LOT 2 RENTAL	2,000	0.00	0.00	0.00	2,000.00	0.00
093-343-000-01 PARK.PEN.LOT 2	0	0.00	40.00	0.00 (40.00)	0.00
093-343-000-02 STICKERS LOT 2	0	0.00	25.00	0.00 (25.00)	0.00
093-344-000-00 PARKING METERS LOT 3	0	0.00	0.00	0.00	0.00	0.00
093-344-000-01 PARK.PEN.LOT 3	100	0.00	0.00	0.00	100.00	0.00
093-344-000-02 STICKERS LOT 3	1,500	0.00	1,164.00	0.00	336.00	77.60
093-345-000-00 PARKING METERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-01 PARK.PEN.LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-02 STICKERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-346-000-00 PARKING METERS ON STREET	0	0.00	0.00	0.00	0.00	0.00
093-346-000-01 PARK.PEN.ON STREET	3,000	430.00	3,730.00	0.00 (730.00)	124.33
093-347-000-00 OPENING & CLOSING GRAVES	30,000	2,350.00	43,450.00	0.00 (13,450.00)	144.83
093-347-000-01 SALE OF LOTS	10,000	4,800.00	19,300.00	0.00 (9,300.00)	193.00
093-347-000-03 PLACEMENT OF MARKERS	1,500	1,800.00	3,200.00	0.00 (1,700.00)	213.33
093-349-000-01 PARK.PEN.LOT6	0	0.00	0.00	0.00	0.00	0.00
093-349-000-02 STICKERS LOT 6	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER FEES	48,220	9,393.00	71,127.00	0.00 (22,907.00)	147.51
GRANTS						
093-366-000-00 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
093-367-000-01 HOTEL OCCUPANCY TAX	40,680	2,104.69	30,733.69	0.00	9,946.31	75.55
093-368-000-00 RENTAL OF PAVILION	5,000	870.00	3,705.00	0.00	1,295.00	74.10
TOTAL GRANTS	45,680	2,974.69	34,438.69	0.00	11,241.31	75.39
OTHER REVENUE						
093-380-000-00 INTEREST	50	1,071.33	1,136.72	0.00 (1,086.72)	2,273.44
093-399-000-00 MISCELLANEOUS	0	25.00	377.90	0.00 (377.90)	0.00
093-399-000-02 DONATIONS BEAUTY/GARDENS	0	0.00	0.00	0.00	0.00	0.00
093-399-000-03 CONTRIB FROM GENERAL FUND	60,000	0.00	60,000.00	0.00	0.00	100.00
093-399-000-04 COMMUNITY ENHANCE DONATIO	100	0.00	500.00	0.00 (400.00)	500.00
TOTAL OTHER REVENUE	60,150	1,096.33	62,014.62	0.00 (1,864.62)	103.10
TOTAL REVENUE	154,050	13,464.02	167,580.31	0.00 (13,530.31)	108.78

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2021

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 91.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBT =====						
NON-OPERATING EXPENSES						
093-550-676-00 BAD DEBT EXPENSE(return c	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT	0	0.00	0.00	0.00	0.00	0.00
BOARD =====						
SALARIES & BENEFITS						
093-700-101-00 BOARD SALARIES	16,800	1,400.00	15,400.00	0.00	1,400.00	91.67
093-700-103-00 SALARIES	21,740	2,483.00	12,165.75	0.00	9,574.25	55.96
093-700-103-01 FLOWER SALARIES	48,000	4,013.19	31,454.42	0.00	16,545.58	65.53
093-700-104-00 PICA TAX	6,448	604.06	4,515.06	0.00	1,932.94	70.02
093-700-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
093-700-106-00 GROUP RETIREMENT	1,520	115.68	1,471.64	0.00	48.36	96.82
093-700-106-01 CONSOLIDATED RETFLOWER	2,350	161.56	1,938.73	0.00	411.27	82.50
TOTAL SALARIES & BENEFITS	96,858	8,777.49	66,945.60	0.00	29,912.40	69.12
CONTRACTUAL SERVICES						
093-700-214-00 CPWB UNIFORMS	0	0.00	0.00	0.00	0.00	0.00
093-700-225-00 LOT 4 EXPENSE	0	0.00	0.00	0.00	0.00	0.00
093-700-226-00 INSURANCE & BONDS	10,000	668.25	5,833.33	0.00	4,166.67	58.33
TOTAL CONTRACTUAL SERVICES	10,000	668.25	5,833.33	0.00	4,166.67	58.33
COMMODITIES						
093-700-340-00 MAT & SUPP - STORM DRAIN	0	0.00	0.00	0.00	0.00	0.00
093-700-341-00 MAT & SUPP - CEMETERY	15,000	50.78	4,449.99	0.00	10,550.01	29.67
093-700-342-00 MAT & SUPP - PARKING	5,150	49.98	2,296.05	0.00	2,853.95	44.58
093-700-343-00 MAT&SUPP-PARKS	75,000	3,516.97	17,959.81	0.00	57,040.19	23.95
093-700-343-01 DOG PARK EXP	500	5.25	485.13	0.00	14.87	97.03
093-700-344-00 AUTO SUPPLIES	5,000	128.56	4,871.35	0.00	128.65	97.43
093-700-345-00 TREE MAINTENANCE	10,000	1,158.00	2,603.85	0.00	7,396.15	26.04
093-700-346-00 COMMUNITY ENHANCE DONATIO	0	0.00	208.27	0.00 (208.27)	0.00
TOTAL COMMODITIES	110,650	4,909.54	32,874.45	0.00	77,775.55	29.71
CAPITAL OUTLAY						
093-700-464-00 HOTEL-MOTEL (FLOWERS)	14,000	543.55	11,511.77	0.00	2,488.23	82.23
093-700-465-00 CONTRACT MOWING CEMETERY	0	5,400.00	8,100.00	0.00 (8,100.00)	0.00
TOTAL CAPITAL OUTLAY	14,000	5,943.55	19,611.77	0.00 (5,611.77)	140.08
CONTRIBUTIONS						
093-700-500-00 DEPRECIATION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
093-700-568-00 CONTINGENCY-CPWB	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MAY 31ST, 2021

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 91.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
NON-OPERATING EXPENSES						
093-700-999-00 MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BOARD	231,508	20,298.83	125,265.15	0.00	106,242.85	54.11
TOTAL EXPENDITURES	231,508	20,298.83	125,265.15	0.00	106,242.85	54.11
REVENUE OVER/(UNDER) EXPENDITURES	(77,458)	(6,834.81)	42,315.16	0.00	(119,773.16)	54.63-

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disbursements 05-01-2021- 05-31-2021

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
BOARD	BUCKHANNON UTIL BOARDS	700-341-00	MAT & SUPP - CEMETER	MISC WASTE CEMETERY	50.78
	MON POWER	700-343-00	MAT&SUPP-PARKS	110088938128 44 6TH ST	23.58
		700-343-00	MAT&SUPP-PARKS	110088938045 61 CLEVELAND	5.85
		700-343-00	MAT&SUPP-PARKS	110088938086 PARK STREET	12.69
		700-343-00	MAT&SUPP-PARKS	110096146953 J B PAVILION	8.26
		700-342-00	MAT & SUPP - PARKING	110112520876 PRK LOT 3	33.49
		700-342-00	MAT & SUPP - PARKING	110112520819 PRK LOT 3	5.25
		700-342-00	MAT & SUPP - PARKING	110112520926 PRK LOT 3	5.25
		700-342-00	MAT & SUPP - PARKING	110116755015 LOT 3 FAIRS &	5.99
		700-343-00	MAT&SUPP-PARKS	110089164682 JAWBONE PARK	110.86
		700-343-00	MAT&SUPP-PARKS	110086639413 PARK STREET	28.15
		700-343-00	MAT&SUPP-PARKS	110087901580 FLAG POLE-	7.40
		700-343-01	DOG PARK EXP	110137251630 WALK TRAIL LN	5.25
		700-343-00	MAT&SUPP-PARKS	110141766342 13 MARION ST	5.25
		700-343-00	MAT&SUPP-PARKS	110149193085 JAWBONE PRK 1	180.16
		700-343-00	MAT&SUPP-PARKS	110149192194 JAWBONE PARK	1.75
	RECORD-DELTA NEWSPAPER	700-343-00	MAT&SUPP-PARKS	PARK ATTENDANT AD	80.00
		700-343-00	MAT&SUPP-PARKS	PARK ATTENDANT AD	80.00
		700-343-00	MAT&SUPP-PARKS	PARK ATTENDANT AD	80.00
		700-343-00	MAT&SUPP-PARKS	PARK ATTENDANT AD	80.00
	FETTY'S REPAIR SERVICE	700-344-00	AUTO SUPPLIES	Wheel bearing kits	128.56
	NAPA-AMTOWER AUTO SUPPLY	700-464-00	HOTEL-MOTEL (FLOWERS	Fuses & Switches for S-7	27.16
		700-343-00	MAT&SUPP-PARKS	Paint for kiosk	38.98
	LOWES BUSINESS ACCOUNTS	700-464-00	HOTEL-MOTEL (FLOWERS	Fittings for water trk.	247.48
		700-343-00	MAT&SUPP-PARKS	Batteries for parks	88.02
		700-464-00	HOTEL-MOTEL (FLOWERS	Wire & PEX fittings	39.87
		700-464-00	HOTEL-MOTEL (FLOWERS	Fittings for water trk.	79.20
		700-343-00	MAT&SUPP-PARKS	Cleaning and paint supply	33.16
		700-464-00	HOTEL-MOTEL (FLOWERS	Wire & PEX fittings	29.40
		700-343-00	MAT&SUPP-PARKS	Cleaning and paint supply	179.31
	GEORGE L. WILSON INC.	700-343-00	MAT&SUPP-PARKS	Doors for Walktrail	1,830.00
	WV PUBLIC EMPLOYEES RETIREME	700-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	20.00
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	44.00
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	80.78
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	51.68
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	80.78

\$1,830.00 - George L Wilson - Doors for WalkTrail Restrooms
\$ 5,400.00 - Everson-Carr Farms - Cemetery Mowing

06-01-2021 12:35 AM

disbursements 05-01-2021- 05-31-2021

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	TRACTOR SUPPLY CREDIT PLAN	700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-FITTINGS FOR WATER TN	70.44
	TOOLS ETC	700-345-00	TREE MAINTENANCE	2 Battery powerd chainsaw	1,158.00
	ST JOSEPH HOSPITAL OF BUCKHA	700-464-00	HOTEL-MOTEL (FLOWERS	EMPLOYMENT LAB TEST LAUR F	50.00
		700-343-00	MAT&SUPP-PARKS	LAB TEST CARL WEAVER	50.00
	INTERNAL REVENUE SERVICE	700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	113.39
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	376.18
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	26.52
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	87.97
	AMAZON.COM	700-343-00	MAT&SUPP-PARKS	PCRD-TOILET PAPER FOR PARK	227.60
		700-343-00	MAT&SUPP-PARKS	PCRD-LITERATURE HOLDER NAT	71.98
		700-343-00	MAT&SUPP-PARKS	PCRD- BROCHURE BOX HOLDER	43.98
		700-343-00	MAT&SUPP-PARKS	PCRD-SEALER FOR TABLES AND	249.99
	EVERSON-CARR FARMS LLC	700-465-00	CONTRACT MOWING CEME	Mowing of Cemetery	1,350.00
		700-465-00	CONTRACT MOWING CEME	Mowing of Cemetery	1,350.00
		700-465-00	CONTRACT MOWING CEME	Mowing cemetery	1,350.00
		700-465-00	CONTRACT MOWING CEME	Mowing cemetery	1,350.00
	TRAVELERS INSURANCE	700-226-00	INSURANCE & BONDS	MAY 2021 INS PREMIUM	668.25
	**PAYROLL EXPENSES			5/01/2021 - 5/31/2021	7,896.19
				TOTAL:	20,298.83

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

Without Objection, G.6 Approval CPWB Budget Revision was moved to the table for consideration. Amby explained the necessary Budget Revisions.

Consolidated				
Budget Revision				
06/24/2021				
acct number	acct description	original budget	adjustment	revised budget
093-700-341-00	Mat & Supp Cemetery	15000	-7000	8000
093-700-343-00	Mat & Supp Parks	75000	-8059	66941
093-700-346-00	Community Enhance Donat	0	209	209 Bench materials
093-700-465-00	Contract Mowing Cemetery	0	14850	14850 new
			0	

Motion to approve the CPWB Budget Revision as presented by Amby Jenkins was made by Bucklew/Rylands. Motion carried.

E. Correspondence and Information

E.1 Street Paving Bid Opening Results –Approved at City Council on 06/03/2021

The City of Buckhannon will be accepting bids for the purchase and placing of Hot Mix Asphalt (HMA) and associated services in various locations within the corporation.

Bids will be received until Thursday, June 03, 2021 by 4:00 pm, at which time the bids will be opened and read aloud.

A complete bid packet may be obtained at Buckhannon City Hall, 70 East Main Street, Buckhannon, WV 26201 from 8:30 am to 4:30 pm, Monday –Friday.

Please direct all questions to the Jerry Arnold, Director of Public Works, at (304) 472-4443, ext. 1401

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

[May 10, 2021](#)

**Re: City of Buckhannon
Street Department
Street Paving 06/03/2021
Invitation to Bid Letter**

To all Bidders,

The City of Buckhannon (City) would like to invite your company to submit a bid for the paving of various street surface areas.

The City is requesting that your company prepare sealed bid(s) to provide all labor & materials required for the tasks identified in the attached bid specifications.

Bidders must adhere to the following requirements:

1. Follow all listed specifications and ensure materials meet WVDOH Standards.
2. Provide all necessary documents (general liability insurance coverage, workers compensation coverage, and WV contractor's license).
3. Provide a bid bond in the amount of 10% of the total bid.
4. Bids must contain the attached Bid Cover Sheet, Bid Checklist, and be in a price per unit format.
5. Payment will be on a verified unit basis with documentation.
6. Ensure that all work will be completed by June 30, 2022.
7. All questions or comments will be addressed to Jerry Arnold, the Director of Public Works, at 304-472-1651 ext. 1401 or Brad Hawkins, Street Department Supervisor, at 304-642-1601 or Jay Hollen, City Engineer, at 304-472-1651 ext. 1006.

All bids for the above referenced equipment must be clearly marked on the outside of a sealed envelope as **"Sealed Bid for Paving Services"**.

Bids may be hand delivered to: Buckhannon City Hall at 70 East Main St. Buckhannon, WV or mailed to:

Attention: Jerry Arnold
City of Buckhannon
70 E. Main St.
Buckhannon, WV 26201

All sealed bids must be received by 4:00 PM EST on June 3, 2021, at which time they will be publicly opened and read aloud.

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



(304) 338-4444

PO. Box 2049
Buckhannon, WV

June 3, 2021

City of Buckhannon
Street Department
Attention: Jerry Arnold
70 E. Main Street
Buckhannon, WV 26201

**RE: Cooper Asphalt – Bid for City Street Work for 2021-2022
Material Certification**

To Whom It May Concern:

For the paving on Buckhannon City Streets, Cooper Asphalt will utilize hot mix asphalt material which is in accordance with West Virginia Division of Highways standards. This includes Base I and Wearing I mixes.

The asphalt is planned to be purchased from J.F. Allen Company at either the Lorentz Asphalt Plant or the Elkins Asphalt Plant which have mix designs approved by the West Virginia Division of Highways.

If there are any questions or of additional information is needed, please feel free to contact me at 304-931-8881.

Very Respectfully,

COOPER ASPHALT

ERIC S. SHERRARD
President

City of Buckhannon

Paving Bid 06/03/2021

Bid Cover Sheet

Company Name: <u>SHERARD, LLC DBA COOPER ASPHALT</u>			
Company Address: <u>2133 OLD WESTON ROAD</u>	<u>BUCKHANNON</u>	<u>WV</u>	<u>26201</u>
Street	City	State	Zip
Telephone No: <u>304 931 8881</u>	Fax No. _____		
Contact Person: <u>ERIC SHERRARD, PRESIDENT</u>	Phone: <u>304 931 8881</u>		
Email: <u>esherrard@cooper-asphalt.com</u>			

Tasks

	Unit	Price
1. Material, delivery, installation of tack coat.	Gallons	<u>\$3.00</u>
2. Material, delivery, installation of HMA base course.	Tons	<u>\$122.00</u>
3. Material, delivery, installation of HMA wearing course.	Tons	<u>\$129.00</u>
4. Mobilization	Lump Sum	<u>\$1,500.00</u>
5. Surface Milling	Sq. Ft.	<u>\$0.50</u>

E.2 Notice Adv. for Bids-Request Professional Surveying Services for City's Surveying Services Project

ADVERTISEMENT FOR BIDS

CITY OF BUCKHANNON REQUEST FOR PROFESSIONAL SURVEYING SERVICES FOR MULTIPLE FEMA SITES AND THE ESTABLISHMENT OF HORIZONTAL & VERTICAL CONTROL BENCHMARKS

The City of Buckhannon (City) will accept sealed bids for the City's Surveying Services Project, hereinafter referred to as the Project, which includes providing professional surveying services, the physical surveying of fifteen (15) properties, the setting of iron pins at each property corner (where applicable), the preparation and execution of all survey plats, the establishment of three (3) horizontal & vertical control benchmarks and all other tasks identified in the Request for Professional Surveying Services Letter necessary for the completion of the Project, until 1:30 PM EST on July 1, 2021 at City Hall, at which time all received bids will be opened and publicly read aloud.

At a minimum, the Project shall consist of the following:

1. The successful Bidder shall ensure that all horizontal data shall be provided in NAD83 WV South State Plane Coordinates and the vertical datum, where applicable, shall be provided in NAVD 88, Geoid 12B or the latest Geoid format.
2. The successful Bidder shall prepare, execute and stamp (by a Professional Surveyor) all site surveys plats, which shall include all metes & bounds, that shall be submitted to the City in a format that will allow the City to record the executed & stamped site survey plats at the Upshur County Courthouse.
3. The successful Bidder shall submit all site surveys to the City in an AutoCAD .dwg file format, or other CADD-based file formats acceptable to the City Engineer, for use by the City as detailed in Item No. 4 below. The site surveys of each survey site shall contain the following:
 - a. GPS coordinates of each property corner,
 - b. Northing and Easting coordinates of each property corner,
 - c. The elevation at each property corner.
4. The successful Bidder shall submit the electronic site surveys in a format so that each respective site survey is "situated" in the West Virginia South State Plane Coordinates System so that it can be directly inserted into the City's existing electronic mapping without additional data manipulation by the City.
5. It is understood that the City hereby grants, or shall obtain written authorization (if the site is not owned by the City) that permission has been duly granted for a Right-of-Entry by the successful Bidder, agents, staff, consultants and subcontractors for the purpose of conducting the field surveying services phase to the Project.
6. The successful Bidder shall provide the necessary office services and Court House research of each property to be surveyed.
7. The successful Bidder shall provide the necessary field services of the property be surveyed.
8. The successful Bidder shall be responsible for the setting of iron pins, to be set in concrete, at all property corners where no iron pins exist.
9. The successful Bidder shall be responsible for the preparation of a Description of Survey for all surveyed sites, complete with metes & bounds.

It should be noted that all fees, including but not limited to hotel costs (upon written approval from the City), mileage, administration fees, equipment fees, per diem and/or any other miscellaneous charges shall be included in the Base Bid (Items A. through Q.).

The Request for Professional Surveying Services Letter may be obtained from the City Engineer for the City of Buckhannon, located at 70 East Main Street, Buckhannon, West Virginia 26201 upon request and shall be provided in electronic PDF format. The Request for Professional Surveying Services Letter shall be available on June 10, 2021.

All clarifications, questions or comments regarding the contents of the Request for Professional Surveying Services Letter shall be submitted in writing and either mailed or faxed to the address below or emailed to jay.hollen@buckhannonwv.org. No clarifications and questions will be accepted after 4:00 PM EST on June 21, 2021.

For the purpose of this Project, the Official Bid Form shall be used when submitting a bid. In addition, the Prospective Bidder's Professional Surveyor license (and/or certification) shall be submitted with the Official Bid Form. Failure to

use the Official Bid Form or failure to provide the Professional Surveyor License may result in the bid being considered non-responsive and rejected.

Submitted bids received by the City may not be withdrawn for a period of (60) days.

All sealed bids shall have the following information in the lower-left corner for the bid:

Contract No. 1 – Professional Surveying Services Bid

“Name and Address of Bidder”

Each sealed bid shall may either be hand delivered or mailed to the following address:

Mr. James S. Hollen, III, PE - City Engineer
City of Buckhannon
70 East Main Street
Buckhannon, WV 26201

The Director of Public Works and the City Engineer shall evaluate all bids received based upon price, conformance to the Request for Professional Surveying Services Letter, customer satisfaction, service availability and general suitability for the intended use.

The City reserves the right to reject any and all bids, to award the Project to a Bidder other than the Apparent Low Bidder and to waive any informality in bidding. The City also reserves the right to reject any and all bids that are not in the best interest of the City. In addition, the City reserves the right to terminate the Contracts at any time due to noncompliance with the Request for Professional Surveying Services Letter.

Honorable Robert N. Skinner, III, Mayor
City of Buckhannon

Record Delta Publish Dates 6/10/21 & 6/17/21

E.3 CityPR: Memorial Day Service Held at Heavner Cemetery on May 31, 2021

<https://buckhannonwv.org/memorial-day-service-held-at-heavner-cemetery/>

Monday, May 31, 2021, BUCKHANNON, WV: The annual Memorial Day Service was held Sunday afternoon, May 30, 2021, at the Heavner Cemetery conducted by Honor Guard Commander, Larry Brown, and members of the Combined Honor Guard. The City of Buckhannon wishes to thank Commander Brown, the Honor Guard members, and all our Veterans for their service to our Country!



For media inquiries, 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

E.4 CityPR: North Kanawha Street Sidewalks Getting a Makeover

<https://buckhannonwv.org/north-kanawha-street-sidewalks-getting-a-makeover/>

May 27, 2021, BUCKHANNON, WV: Crews from the Buckhannon Street Department are well underway to providing a better walking experience for pedestrians and business owners of North Kanawha Street with the demo of the sidewalk from Main Street heading north on the east side of the street progressing at a steady pace. The project comes as the Street Department is also putting the finishing touches on the Gateway West Project and a pour over on the Smithfield Street sidewalks to re-establish the curb lines. Street Commissioner Brad Hawkins is confident that his crews can successfully manage the many projects on the construction schedule this summer.

Jerry Arnold, Director of Public Works for Buckhannon, is pleased with the performance of all departments as they finish up the Gateway West Project and tackle the major upgrades to the underground infrastructure on North Spring Street and the rehabilitation of the sidewalks on North Kanawha Street as the two most notable projects with several more in the planning stages. "Mayor Skinner and City Council have asked that we take an aggressive approach to our City's infrastructure needs," said Arnold. "We appreciate everyone's patience and understanding as we work to upgrade parts of our water, sewer and stormwater management systems and rebuild portions of our streets and sidewalks."



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E.5 CityPR: Fireworks Celebration on July 2, 2021

Fireworks Are Planned for Downtown Buckhannon, July 2nd!

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 inquiries, contact:

Randy Sanders
City of Buckhannon, WV
City Recorder & Information Coordinator
Chairman of WAMSB 2023 Organizing Committee
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F. Consent Agenda

F.1 Approval of Minutes- Regular Meeting 05/27/2021

Motion to approve the Minutes of the Regular meeting of 05/27/2021 was made by Bucklew/Rylands. Motion carried

G. Strategic Issues for Discussion and/or Vote

G.1 Event Request-Faith Tabernacle Youth Rally at Jawbone Park on 07/17/2021 & Use of Sound System - A discussion took place regarding the use of the sound system and it was the consensus of the Board that we not allow anyone but a City approved sound engineer to operate our sound system.

Motion to approve Faith Tabernacle Youth Rally at Jawbone Park on 07/17/2021 & the use of the Sound System only if it is to be operated by a City approved Sound Engineer was made by Bucklew/Rylands. Motion carried.

City of Buckhannon
Event Request Form

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

Name of Event: Youth Rally Faith Tabernacle Person in Charge of Event: Crystal Russell

Type of Event: Church Name of Sponsoring Organization: Faith Tabernacle

Date of Event: July 17, 2021 Start Time: 6:00pm End Time: 9:00pm

Address: PO Box 74 French Creek, WV 26218 Phone: 304-516-8218 Email: _____

Event Rules:

1. The City facilities are maintained for use and enjoyment by our citizens. The City does require that all planned events be approved in advance of the gathering (see Event Rule number 2). Commercial events and certain organized gatherings may be required to show evidence of a valid General Liability Insurance with limits not less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate, and \$5,000 medical expense (any one person). If so, a certificate naming the City of Buckhannon, WV as an additional insured must be received before access to the facility is granted.

2. Organizers must submit, within thirty (30) days of the start of the event, a virus mitigation plan, indicating the measures to be taken by the organizers to prevent COVID-19 transmission between individuals within the event venue. Suggested measures include the installation of hand sanitizing stations, the mandated use of masks and social distancing, screening for COVID-19 symptoms, and other measures. Failure to submit this plan in a timely manner will result in revocation of any permissions granted, and the cancellation of any permits issued, related to the event.

3. A hold harmless agreement must be provided.

4. Tobacco, alcoholic beverages and gambling are prohibited.

5. Organizations using city property are responsible for the conduct of participants and spectators and must make adequate provisions to handle anticipated crowds.

6. Permission for use, when granted, is for specific rooms or areas. The remaining areas of a facility are not to be used or entered.

7. The marking of event courses (such as with a 5K) must be made with removable tape. It must not interfere or conflict with any traffic or utility signage or signals. Markings must immediately be removed as the event is concluding. Paint and chalk are prohibited. Event signage must be distinguishable from traffic signs and organizers must have the name of the event on the signage. Markings and signage not removed by the organizer(s) will be removed by City personnel and the organizer(s) and/or Event will be billed for any labor and materials.

8. When city equipment is used, a designated city employee must be present and have general supervision of the equipment.

9. No signs, banners, pennants, etc., are permitted in or on city buildings. All decorations, furnishings and equipment provided by the renter shall be installed and removed under the supervision of city personnel.

10. When, in the opinion of the City, police officers are needed to protect event participants, the public, or City property, police officers will be assigned.

11. The City may cancel any facility use, permit, or previously approved event if it does not comply with the guidelines published by the West Virginia Department of Health and Human Resources or by the Governor related to pandemic safety measures. Events may also be cancelled for any of the following causes: acts of God (including extreme weather), accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, natural catastrophes, governmental acts or omissions, changes in laws or regulations. Changes in published guidelines after request approval and prior to the event may result in cancellation of the event. If guidelines cannot be followed, the event will be cancelled or rescheduled.

Signature of Person in Charge of Event: Crystal Russell Phone No: 304-516-8218

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

(If yes attach list) **Circle**

1. Will any streets be closed? **Yes/No**

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

2. What is the anticipated crowd size? 75

3. Will there be vendors? **Yes/No**

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

IF YES,

(a.) What will be sold? _____

(b.) Does the vendor have the necessary City License? **Yes/No**

(c.) Does the vendor have Event Insurance? **Yes/No**

4. Will there be a first-aid station/medical staff? **Yes/No**

5. Is there a parking plan? (If yes, please attach to this application.) **Yes/No**

6. Will there be security? **Yes/No**

Please list contact information for any additional key staff members: _____

7. Requesting Jawbone sound system.

G.2 Event Request-Really Really Free Market at Jawbone Park on 08/07/2021 - Action taken earlier in the meeting.

City of Buckhannon

Event Request Form

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

Name of Event: Really Really Free Market Person in Charge of Event: Heather Schneider
 Type of Event: community building Name of Sponsoring Organization: Really Really Free Market
 Date of Event: Saturday August 7th 2021 Start Time: 1pm End Time: 7pm
 Address: 320 West Victoria St. Phone: 304-997-5105 Email: cryptobilly@protonmail.com
 (Andrew)

Event Rules:

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

Signature of Person in Charge of Event: [Signature] Phone No: 304 997 5105 (Andrew)

Location of Event: Jawbone park If event is a 5K Include City approved route number n/a

1. Will any streets be closed?

(If yes attach list)

Circle Yes/No
☒ No

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

2. What is the anticipated crowd size?

75 ppl

3. Will there be vendors?

Yes/No
☒ No

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

IF YES,

(a.) What will be sold? nothing, everything is freely given

(b.) Does the vendor have the necessary City License? n/a Yes/No

(c.) Does the vendor have Event Insurance? n/a Yes/No

4. Will there be a first-aid station/medical staff? first aid kit & table Yes/No

5. Is there a parking plan? (If yes, please attach to this application.) Yes/No

6. Will there be security? Yes/No

Please list contact information for any additional key staff members: no formal security staff. we keep us safe and though nothing unsafe has ever happened, we have people participating who have experience in mediation & deescalation.

G.3 Event Request-Buckhannon Fourth of July Committee-Street Closure on 07/02/2021- SYCC Drill Team & Elite Twirlers to perform at Festival Friday & Fireworks Event - Action taken earlier in the meeting.

City of Buckhannon
Event Request Form

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

Name of Event: Buckhannon Fourth of July Celebration Person in Charge of Event: Amanda Hayes, committee member

Type of Event: Celebration Name of Sponsoring Organization: City of Buckhannon/Create Buckhannon

Date of Event: 07/02/2021 Start Time: 4 p.m. End Time: 10 p.m.

Address: P.O. Box 991 Buckhannon, WV 26201 Phone: 304-642-9603 Email: amandahayeswv@gmail.com.

Event Rules:

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

Signature of Person in Charge of Event: [Signature] Phone No: 304-642-9603

Location of Event: Jawbone Park If event is a 5K Include City approved route number_____.

- 1. Will any streets be closed? YES - I am requesting the closure of South Florida Street from Main Street to Madison Street from 5:30-6 p.m. and from 8:30 to 9 p.m. to accommodate twirl performances. Due to limited space in Jawbone Park, these need to happen out of the park.

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

- 2. What is the anticipated crowd size? 1,000
- 3. Will there be vendors? Yes Vendors are subject to the same Event Rules as the event organizers.

IF YES, (a.) What will be sold? Cartoon Headquarters will have inflatables and be charging a \$10 fee for a wristband. As in the past, they would like to donate a percentage of their sales to SYCC. They would also like permission to sell cotton candy, popcorn and snow cones.

- (b.) Does the vendor have the necessary City License? No, they have not been asked to get one in previous years.
- (c.) Does the vendor have Event Insurance? Yes and state licensed and inspected through the Department of Labor
- 4. Will there be a first-aid station/medical staff? VIPS will be on hand and we have the BPD and BFD across the street.
- 5. Is there a parking plan? (If yes, please attach to this application.)People park in various lots around Jawbone Park.
- 6. Will there be security? Volunteers in Police Service
- 7.

Please list contact information for any additional key staff members: For the purpose of the Fourth of July Committee, Amanda Hayes 304-642-9603

G.4 Request Placement of Signage on City's R.O.W. Corner of Sedgwick & Bobcat Lane – Directional Signage or The Tanning Hut - Carried forward to next meeting.

G.5 Storage of Non-City Property - Jerry Arnold explained that we have been storing banners for outside organizations and it is becoming a problem. Mr. Arnold is recommending that we no longer store banners for non-city events or organizations.

Motion to no longer store banners for outside organizations, requiring the organizers to drop off the banner prior to installation and pick it up following the removal by Rylands/Bucklew. Motion carried.

G.6 Approval CPWB Budget Revision - Action taken earlier in the meeting.

G.7 Employee Transfer & Pay Increase - The Mayor recognized Brad Hawkins who informed the Board about a recent transfer of Danny Bailey from the Waste Department to the Street Department. Mr. Hawkins is requesting approval of the transfer and a pay increase from \$15.51 to \$17.00 per hour.

Motion to approve the transfer of Danny Bailey from the Waste Department to the Street Department and provide Mr. Bailey a pay increase from \$15.51 to \$17.00 per hour was made by Rylands/Bucklew. Motion carried.

H. Board Members Comments and Announcements

Pamela Bucklew – Mrs. Bucklew asked about the City's new Park Attendant. Mr. Arnold reported that so far so good. No complaints on the upkeep of the parks.

CJ Rylands – CJ reported on a Shakespeare in the Park that Create Buckhannon would like to bring to Jawbone Park and he gave a brief report on the Madison Street property design input from the community.

Recorder Randy Sanders - Nothing further.

Mark Waldo – Absent

Nancy Shobe – Absent

I. Adjournment

Motion to adjourn at 8:24 AM was made by Rylands/Bucklew. Motion carried.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
