# 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, September 23, 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	Present – by GTM
Board Member	Nancy Shobe	Present
Director of Finance & Admin/Asst Recorder	Amberle Jenkins	Present
Director of Public Works	Jerry Arnold	Present
City Engineer	Jay Hollen	Present – by GTM
Street Superintendent	Bradley Hawkins	Present
City Attorney	Tom O'Neill	Absent
MyBuckhannon	Monica Zalaznik	Present
Record Delta	Macie Queen	Absent

Guests: Ed Smith, American Legion, Kathy Stalnaker, VFW; Lacy Ramsey, Upshur County Recreational Complex; Judith Utley, Community Care of WV

> City of Buckhannon Consolidated Public Works Board 7:30 a.m. in Council Chambers Meeting Agenda for Thursday, September 23, 2021

#### A. Call to Order

- A.1 Moment of Silence
  - A.2 Pledge to the Flag of the United States of America

#### **B. Recognized Guests**

- B.1 Ed Smith, Post Adjutant, American Legion Post 7
- B.2 Lacy Ramsey, Upshur County Recreational Complex
- B.3 Judith Utley, Community Care of WV
- B.4 Seasonal Downtown Decoration Committee

#### C. Department Report

- C.1 Bradley Hawkins
- D. Financial Report-Amberle Jenkins

D.1 August 2021

#### E. Correspondence and Information

- E.1 CityPR: Buckhannon's Floral Season Draws To A Close for 2021
- E.2 Addressing/Mapping Renumbering of Beech Street Approved by Council on 09/02/21
- E.3 Letter of Verification to Buckhannon Housing Authority RE: Kelson Drive & Hinkle Drive are in the City
  - Limits for their Federal Inspection Requirements
- E.4 DOH Permit Request & Approval-BUHS Homecoming Parade
- E.5 Bid Opening Results for One (1) New Articulating Wheel Loader (Street Dpt) Council Approval on 09/16/21
- E.6 Results of the On-Call Professional Engineering Firm -Council Approval on 09/16/21

#### F. Consent Agenda

F.1 Approval of Minutes- Regular Meeting 08/26/2021

#### G. Strategic Issues for Discussion and/or Vote

- G.1 Approval Event Request-Veteran's Day Parade & Use of Jawbone Park on 11/11/2021
- G.2 Approval Event Request-UCRC Turkey Trot 5K & Use of Jawbone Park on 11/25/2021
- G.3 Approval Event Request-Community Care of WV- 2021 Recovery & Mental Health Awareness Event Use of Jawbone Park 10/14/2021
- G.4 Approval MTR Tree Service Estimate for Tree Removal at City Park
- G.5 Request Cemetery Buy Back-BMP Lot 106 Section A Space 2-Geraldine Conrad
- G.6 Revisit Smithfield Street Paper Alley-City Survey Discussion
- G.7 Review/Possible Vote Prototype of Directional Signage for Business added to Street Signs
- G.8 Request Holiday Decoration Funding

#### H. Board Members Comments and Announcements

#### I. Adjournment

#### Posted 09/17/2021

**A. Call to Order -** The meeting was called to order by Mayor Skinner. The Mayor asked all to join him in a Moment of Silence and then led the group in the pledge to the flag of the United States of America

## **B. Recognized Guests**

**B.1 Ed Smith, Post Adjutant, American Legion Post 7** - Mayor Skinner recognized Ed Smith, Post Adjutant, of the American Legion Post 7, and Kathy Stalnaker of the VFW who appeared to request approval for the 2021 Veterans Day Parade/Celebration scheduled for Thursday, November 11, 2021 with the parade line-up at 8:30 a.m., at Sedgewick Street & Gibson Library; Parade begins at 9:00 a.m., and a Veterans Day Program at Jawbone Park at "The Walk Of Valor" beginning at 10:00 a.m.

Without objection *G.1* Approval Event Request-Veterans Day Parade & Use of Jawbone Park on 11/11/2021 was moved to the table for discussion and/or vote.

# Motion to approve the Event Request for the Veteran's Day Parade & use of Jawbone Park on 11/11/2021 was made by Shobe/Bucklew. Motion carried.

**B.3 Judith Utley, Community Care of WV -** Judith Utley of Community Care of WV was recognized who then presented a request for the 2021 Recovery & Mental Health Awareness event to be held at Jawbone Park on 10/14/2021-4pm-6pm.

Without objection G.3 Approval Event Request-Community Care of WV- 2021 Recovery & Mental Health Awareness Event Use of Jawbone Park 10/14/2021 was moved to the table for discussion and/or vote.



34 N. Kanawha Street · Buckhannon, WV 26201 · (304) 473-2250 · www.CCWV.org

# 2021 Recovery & Mental Health Awareness Day Jawbone Park · October 14, 2021 · 4pm-6pm

Mental Health and Substance Use Disorder affects every community nationwide. With commitment and support, those impacted can embark on a journey to improve health and overall wellness. The focus in the months of September and October are to celebrate every person helping to make the journey possible by embracing "RECOVERY IS FOR EVERYONE: EVERY PERSON, EVERY FAMILY, EVERY COMMUNITY". This outreach is to spread the message that people CAN and DO RECOVER.

The impact of mental health and substance use disorder is apparent in our local community and an estimated 300+ people in our town of Buckhannon, WV are affected by these conditions. Through this outreach, we hope to help people recognize the signs of mental health and substance use disorder by raising awareness and encouraging people in need of services to seek help.

By observing a "Recovery & Mental Health Awareness Day", we hope to raise awareness and educate the community to the effective services available. For this reason, we are asking the citizens of Buckhannon, WV to join us in celebrating "Recovery & Mental Health Awareness Day" on October 14, 2021.



34 North Kanawha St. Buckhannon, WV 26201 Phone (304) 473-2250 Ext. 2126 Fax (304) 472-1208 Cell (304) 642-4229

Motion to approve the Event Request for the Community Care of WV's 2021 Recovery & Mental Health Awareness Event Use of Jawbone Park 10/14/2021 was made by Rylands/Bucklew. Motion carried.

**B.2 Lacy Ramsey, Upshur County Recreational Complex -** Lacy Ramsey of the Upshur County Recreational Complex was recognized to present an Event Request of the UCRC Turkey Trot 5K & use of Jawbone Park on 11/25/2021 -8:00am-1:00pm and to use the approved route Map #1.

# 2021 UCRC TURKEY TROT 5K

We request S. Florida street between Main Street and Madison street be closed for start and finish of race, approximately 0800-1300 on 11/25/2021.

Without objection *G.2 Approval Event Request-UCRC Turkey Trot 5K & Use of Jawbone Park on 11/25/2021* was moved to the table for discussion and/or vote.

# Motion to approve the Event Request for the UCRC Turkey Trot 5K & use of Jawbone Park on 11/25/2021 was made by Shobe/Rylands. Motion carried.

**B.4 Seasonal Downtown Decoration Committee -** Pam Bucklew was recognized who presented the Seasonal Downtown Decoration Committee's idea of having a Red, White and Blue "Hero's Christmas" Theme honoring the many heroes of the community who have worked through the COVID-19 Pandemic. She also requested a budget of \$5,000 for resupplying the Christmas decorations, adding more to the stock and to use on the newly added light poles. From the Board's discussion, it was recommended that an audit of what we have that is still usable be done and that we use local vendors for all purchases of additional items when possible. The Mayor expressed concern about drastically changing the scope of the theme but does support a budget recommendation of up to \$5,000 for adding to our decorations.

Without objection *G.8 Request Holiday Decoration Funding* was moved to the table for discussion and/or vote.

Motion to recommend to City Council a budget of up to \$5,000 be approved for the Seasonal Downtown Decoration Committee to use for new Christmas decorations was made by Rylands/Waldo. Motion carried.

## C. Department Report

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

• The crews are working on N. Spring St. sidewalks and have poured 10 yards of concrete already.

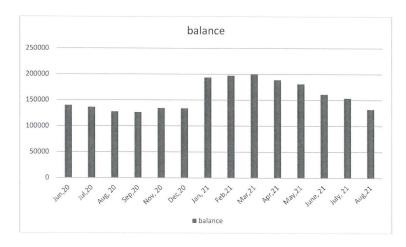
A Q&A with the Board took place.

# **D. Financial Report-Amberle Jenkins**

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

CONSOLIDATED PUBLIC WORKS BOARD CITY OF BUCKHANNON BALANCE SHEET Balance August 31, 2021

Money market & checking\$ 132,429.82Cemetery CD and savings\$ 234,185.64



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

093-CONSOL PUBLIC WORKS		AS OF: AU	GUST 31ST, 2021	% OF	YEAR COMPLETED:	16.67
REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OTHER         FEES           093-340-000-01         DONATION BEAUTIFICATION U           093-342-000-02         DONATION DOG PARK UTL&PRI           093-342-000-02         PARKING METERS LOT 1           093-342-000-02         LONATION DOG PARK UTL&PRI           093-342-000-02         LOT 1 STICKERS           093-343-000-00         PARKING LOT 2 RENTAL           093-343-000-01         PARK.PEN.LOT 2           093-343-000-02         STICKERS LOT 2           093-344-000-00         PARKING METERS LOT 3           093-344-000-01         PARK.PEN.LOT 3           093-345-000-02         STICKERS LOT 4           093-345-000-02         STICKERS LOT 4           093-345-000-02         STICKERS LOT 4           093-345-000-01         PARK.PEN.LOT 4           093-345-000-02         STICKERS LOT 4           093-345-000-01         PARKNG METERS ON STREET           093-345-000-02         STICKERS LOT 4           093-345-000-01         PARK.PEN.ON STREET           093-347-000-03         PLACEMENT OF MARKERS           093-347-000-03         PLACEMENT OF MARKERS           093-349-000-01         PARK.PEN.LOT6           093-349-000-02         STICKERS LOT 6           093-349-000-02         STICKERS LOT 6 </td <td><math display="block">\begin{array}{c} 60\\ 60\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0</math></td> <td><math display="block">\begin{array}{c} 6.00\\ 7.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 400.00\\ 0.0</math></td> <td><math display="block">\begin{array}{c} 12.00\\ 14.00\\ 0.00\\ 4,050.00\\ 4,050.00\\ 4,050.00\\ 0.0</math></td> <td><math display="block">\begin{array}{c} 0.00\\</math></td> <td><math display="block">\begin{array}{c} 48.00\\ 46.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 1,000.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 1,155.00\\ 1,155.00\\ 1,155.00\\ 1,155.00\\ 1,100.00\\ 0.0</math></td> <td><math display="block">\begin{array}{c} 20.00\\ 23.33\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 22.25\\ 41.67\\ 40.50\\ 26.67\\ 0.00\\ 0.00\\ 0.00\\ 40.61\\ \end{array}</math></td>	$\begin{array}{c} 60\\ 60\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0\\ 0$	$\begin{array}{c} 6.00\\ 7.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 400.00\\ 0.0$	$\begin{array}{c} 12.00\\ 14.00\\ 0.00\\ 4,050.00\\ 4,050.00\\ 4,050.00\\ 0.0$	$\begin{array}{c} 0.00\\$	$\begin{array}{c} 48.00\\ 46.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 1,000.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 1,155.00\\ 1,155.00\\ 1,155.00\\ 1,155.00\\ 1,100.00\\ 0.0$	$\begin{array}{c} 20.00\\ 23.33\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 0.00\\ 22.25\\ 41.67\\ 40.50\\ 26.67\\ 0.00\\ 0.00\\ 0.00\\ 40.61\\ \end{array}$
GRANTS 093-366-000-00 STATE GRANTS 093-367-000-01 HOTEL OCCUPANCY TAX 093-368-000-00 RENTAL OF PAVILION TOTAL GRANTS	0 34,500 3,000 37,500	0.00 0.00 <u>360.00</u> 360.00	0.00 3,909.36 705.00 4,614.36	0.00 0.00 0.00 0.00	0.00 30,590.64 2,295.00 32,885.64	$0.00 \\ 11.33 \\ 23.50 \\ 12.30$
OTHER REVENUE 093-380-000-00 INTEREST 093-399-000-00 MISCELLANEOUS 093-399-000-02 DONATIONS BEAUTY/GARDENS 093-399-000-03 CONTRIB FROM GENERAL FUND 093-399-000-04 COMMUNITY ENHANCE DONATIO TOTAL OTHER REVENUE	50 0 135,000 0 135,050	$ \begin{array}{r}     4.30 \\     264.60 \\     0.00 \\     0.00 \\     \underline{0.00} \\     268.90 \\ \end{array} $	7.86 264.60 0.00 0.00 0.00 272.46	0.00 0.00 0.00 0.00 0.00 0.00	42.14 264.60) 0.00 135,000.00 0.00 134,777.54	15.72 0.00 0.00 0.00 0.00 0.20
TOTAL REVENUE	217,670	7,736.90	23,207.82	0.00	194,462.18	10.66
9-22-2021 04:27 PM		REVENUE & EXPENS	r BUCKHANNON BE REPORT (UNAUDI) JGUST 31ST, 2021	FED)		
093-CONSOL PUBLIC WORKS		AS OF. AU	3031 5151, 2021	% OF	YEAR COMPLETED	: 16.67
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBT						
BAD DEBT ======= NON-OPERATING EXPENSES 093-550-676-00 BAD DEBT EXPENSE(return <u>c</u>	BUDGET	PERIOD	ACTUAL	ENCUMBERED	BALANCE	BUDGET
BAD DEBT  NON-OPERATING EXPENSES 093-550-676-00 BAD DEBT EXPENSE(return <u>c</u> TOTAL NON-OPERATING EXPENSES TOTAL BAD DEBT BOARD 	BUDGET 0 0	0.00 0.00	ACTUAL	ENCUMBERED 0.00 0.00	BALANCE	BUDGET
BAD DEBT  <u>NON-OPERATING EXPENSES</u> 093-550-676-00 BAD DEBT EXPENSE(return <u>c</u> TOTAL NON-OPERATING EXPENSES 	BUDGET 0 0	0.00 0.00	ACTUAL	ENCUMBERED 0.00 0.00	BALANCE	BUDGET
BAD DEBT ======= <u>NON-OPERATING EXPENSES</u> 093-550-676-00 BAD DEBT EXPENSE(return <u>c</u> TOTAL NON-OPERATING EXPENSES TOTAL BAD DEBT BOARD ===== <u>SALARIES &amp; BENEFITS</u> 093-700-101-00 BOARD SALARIES 093-700-103-00 SALARIES 093-700-103-00 FICA TAX 093-700-106-00 GROUP RETIREMENT 093-700-106-00 CONSOLIDATED RETFLOWER	BUDGET 0 0 16,800 33,600 70,600 9,260 0 2,000 3,700	PERIOD 0.00 0.00 0.00 0.00 0.00 1,400.00 3,144.00 5,993.47 806.13 0.00 118.08 325.47	ACTUAL 0.00 0.00 2,800.00 6,288.00 13,355.46 1,716.96 0.00 236.16 715.61	ENCUMBERED 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 14,000.00 27,312.00 57,244.54 7,543.04 0.00 1,763.84 2,984.39	0.00 0.00 0.00 0.00 16.67 18.71 18.92 18.54 0.00 11.81 19.34
BAD DEBT 	BUDGET 0 0 16,800 33,600 70,600 9,260 0 0 2,000 3,700 135,960 0 0 0 10,000	PERIOD 0.00 0.00 0.00 0.00 0.00 1,400.00 3,144.00 5,993.47 806.13 0.00 118.08 325.47 11,787.15 0.00 0.00 77.87	ACTUAL 0.00 0.00 0.00 2,800.00 6,288.00 13,355.46 1,716.96 0.00 236.16 715.61 25,112.19 0.00 0.00 1,468.16	ENCUMBERED 0.00	BALANCE 0.00 0.00 0.00 14,000.00 27,312.00 57,244.54 7,543.04 0.00 1,763.84 2,984.39 110,847.81 0.00 0.00 8,531.84	BUDGET 0.00 0.00 0.00 16.67 18.71 18.92 18.54 0.00 11.81 19.34 18.47 0.00 0.00 14.68
BAD DEBT 	BUDGET 0 0 16,800 33,600 70,600 9,260 2,000 3,700 135,960 0 0 10,000 10,000 5,000 10,000 5,000 10,000 0 0 0 0 0 0 0 0 0 0 0 0	PERIOD 0.00 0.00 0.00 0.00 0.00 1,400.00 3,144.00 5,993.47 806.13 0.00 118.08 325.47 11,787.15 0.00 0.00 77.87 77.87 0.00 413.10 51.29 2,506.55 5.73 93.44 0.00 0.00	ACTUAL 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.355.46 1,716.96 0.00 0.36.16 715.61 25,112.19 0.00 0.00 1,468.16 1,468.16 1,468.16 1,468.16 0.00 1,213.34 2,446.39 4,583.94 1.11 157.24 3,000 0.00 0.00	ENCUMBERED 0.00	BALANCE 0.00 0.00 0.00 0.00 14,000.00 27,312.00 57,244.54 7,543.04 0.00 1,763.84 2,984.39 110,847.81 0.00 0.000 0.000 8,531.84 8,531.84 0.000 5,786.66 2,553.61 30,196.07 9,988.89 4,710.39 7,000.00 0.00	BUDGET 0.00 0.00 0.00 0.00 16.67 18.71 18.92 18.54 0.00 11.81 19.34 18.47 0.00 0.00 14.68 14.68 14.68 0.00 17.33 48.93 13.73 0.11 5.79 30.00 0.00

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

AND CONCOL DURI TO MODIA			AS OF: AU	JGUST 315T, 2021			
093-CONSOL PUBLIC WORKS					% OF '	YEAR COMPLETED:	16.67
DEPARTMENTAL EXPENDITURES		CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
NON-OPERATING EXPENSES 093-700-999-00 MISCELLANEOUS TOTAL NON-OPERATING EXPENSES		0	0.00	0.00	0.00	0.00	0.00
TOTAL BOARD		327,670	28,908.12	52,061.25	352.37	275,256.38	16.00
TOTAL EXPENDITURES		327,670	28,908.12	52,061.25	352.37	275,256.38	16.00
REVENUE OVER/(UNDER) EXPENDITURES	(	110,000)(	21,171.22)(	28,853.43)(	352.37)(	80,794.20)	26.55

#### CPWB August 2021 Payment of Bills

#### \$11,100.00 - EVERSON-CARR FARMS LLC - MOWING OF CEMETERY & EXTRA WEEDEATING OF THE CEMETERY

#### \$1,557.20 - HUMMERT INTERNATIONAL - ASSORTED FLOWERS

09-13-2021 02:07					
FUND: CONSOL PUE	BLIC WORKS				
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUI
	BUCKHANNON UTIL BOARDS	700-341-00	MAT & SUPP - CEMETER	R HEAVNER CEMETERY WASTE AUG	110.0
BOARD	MON POWER	700-343-00	MAT&SUPP-PARKS	110088938128 44 6TH ST	37.3
	MON POWER	700-343-00	MAT&SUPP-PARKS	110088938045 61 CLEVELAND	13.
		700-343-00	MAT&SUPP-PARKS	110088938086 PARK STREET	18.
		700-343-00	MAT&SUPP-PARKS	110087901580 FLAG POLE- ,	5.
		700-342-00	MAT & SUPP - PARKING	G 110112520876 PRK LOT 3	34.
		700-342-00	MAT & SUPP - PARKING	G 110112520819 PRK LOT 3	5.
		700-342-00	MAT & SUPP - PARKING	G 110112520926 PRK LOT 3	5.
		700-342-00	MAT & SUPP - PARKING	G 110116755015 LOT 3 FAIRS &	5.
		700-343-00	MAT&SUPP-PARKS	110089164682 JAWBONE PARK	70.
		700-343-00	MAT&SUPP-PARKS	110086639413 PARK STREET	28.
		700-343-01	DOG PARK EXP	110137251630 WALK TRAIL LN	5.
2		700-343-00	MAT&SUPP-PARKS	110141766342 13 MARION ST	5.
	REGION VII PLANNING PDC	700-341-00	MAT & SUPP - CEMETER	R GIS SVC CMTRY PROJ	302.
	ENCOVA INSURANCE	700-226-00	INSURANCE & BONDS	WCB1005474 7-2-21 TO 8-1-2	77.
	LOWES BUSINESS ACCOUNTS	700-464-00	HOTEL-MOTEL (FLOWERS	5 HOSTA & HYDRANGEA	42.
	HOWES BOOTNEDD HOUSEGUILE	700-464-00	HOTEL-MOTEL (FLOWERS	S CRAFTSMAN HEDGE TRIMMER	189.
	STATE EQUIPMENT INC.	700-344-00	AUTO SUPPLIES	BELTS FOR CHOP SAW	85.
	STATE EQUITIENT INC.	700-344-00	AUTO SUPPLIES	NUTS FOR WEEDEATER	7.
	WV PUBLIC EMPLOYEES RETIREM		GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	20.
	WV FODDIO BARBOTEBO FEETE	700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	52.
		700-106-01	CONSOLIDATED RETFLO	W WV RETIRE TIER2 CONTRIBUTI	188.
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	45.
		700-106-01	CONSOLIDATED RETFLO	W WV RETIRE TIER2 CONTRIBUTI	137.
	REFUND OF PARK RESERVATIONS	700-343-00	MAT&SUPP-PARKS	REF KAREN WENDLING PARK RE	50.
	RELIABLE TIRE COMPANY	700-464-00	HOTEL-MOTEL (FLOWERS		558.
	THE SIGN GUY LLC	700-343-00	MAT&SUPP-PARKS	NATURETRAIL SIGNS	165.
	CREED PLETCHER	700-343-00	MAT&SUPP-PARKS	REF NBRP PAV#2 RENTAL FEE	20.
	MCCARTY'S SEPTIC SERVICE	700-343-00	MAT&SUPP-PARKS	2 TOILETS FOR JAWBONE	220.
	INTERNAL REVENUE SERVICE	700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	376.
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	276. 88.
4		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	64.
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	144.
	AMAZON.COM	700-464-00	HOTEL-MOTEL (FLOWER:		800.
		700-343-00	MAT&SUPP-PARKS	PCRD-HAND DRYER	8.
		700-464-00	HOTEL-MOTEL (FLOWER:	S PCRD-HOSE FITTING	ο.
-13-2021 02:07 PM	M disbur	sements 08/01/2	2021- 08/31/21		
ND: CONSOL PUBL	IC WORKS				
PARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION I	DESCRIPTION	AMOUNT
		700-464-00	HOTEL-MOTEL (FLOWERS I		372.16
		700-343-00		PCRD-DOG WASTE BAGS	419.70
		700-343-00		PCRD-CORELESS TP DISPENSER	112.98 298.85
		700-343-00 700-343-00		PCRD-TP FOR PARKS PCRD-TRSHBAGS	298.85
		700-343-00 700-465-00		YORD-TRSHBAGS NOWING CEMETERY WK END 06/	1,350.00
		700-465-00		10WING CEMETERY WK END 7/0	1,350.00
		700-465-00		NOWING CEMETERY WK END 7/1	1,350.00
		700-465-00		YOWING CEMETERY WK END 7/1	1,350.00
		700-465-00		CEMETERY TRIMMING 2021 1ST	5,700.00
		700-343-00		REFUND NBRP PAV #1 RENTAL	50.00
		700-464-00	HOTEL-MOTEL (FLOWERS H		1,557.20
	**PAYROLL EXPENSES			8/01/2021 - 8/31/2021	10,537.47 28,908.12

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

#### E. Correspondence and Information

# E.1 CityPR: Buckhannon's Floral Season Draws To A Close for 2021 https://buckhannonwv.org/buckhannons-floral-season-draws-to-a-close-for-2021/

September 8, 2021, BUCKHANNON, WV: City Horticulturist, Dixie (Green) Dawson, is the person we look to for the annual additions of flowers to our parks, streets, light poles, bridges, planters, and pretty much anywhere she can find healthy soil or hang a basket! But, as is said, "to every thing there is a season.'

This week, Dixie has been working to remove the failing flowers and greenery, much of it stifled by a much hotter and dryer August. She and her crew are preparing the flower beds for the Fall and Winter seasons. All of the vegetation removed is taken to a compost pile that is tended to throughout the year, and it is repurposed as a fertilizer for future beds. Soon the larger planters will be removed from the street corners, sanitized and the process will begin to prepare for Spring of 2022. She noted that there is no specific date to begin the removals as it depends on the weather patterns and, as we all know, this summer has been a hot one!

One of the disappointments of this season was an isolated incident of vandalism to a few of the flower settings, specifically on the bridge at City Hall leading over to North Buckhannon. Not to be discouraged, Dixie was out immediately with replacements.

Being known as the "City of Flowers" garners a great deal of pressure to make sure our displays are always well-maintained. To help Dixie throughout the summer season, were three seasonal workers assisting including Laura Foulks, who is still working on the final cleanup this week. Laura has studied horticulture and has had experience working with plants in greenhouses.

Mayor Robbie Skinner, who is also a local landscape photographer, reflected on the floral arrangements this year, deeming them as some of the best we have displayed. "I want to sincerely thank Dixie, Laura, Garrett, and everyone who had a hand in making our City so colorful and beautiful this Summer. People travel from across the region just to enjoy the flowers, and our residents beam with pride each year when they're at their peak," concluded the Mayor.

For media inquiries, contact:

Randy Sanders City of Buckhannon, WV City Recorder & Information Coordinator City Hall - 304/472-1651 Ext: 1052

#### E.2 Addressing/Mapping Renumbering of Beech Street -Approved by Council on 09/02/21

9-2-21 City Council:

Approval Addressing/Mapping Renumbering of Beech Street -Director Arnold recommends that Beech Street addresses be re-numbered as follows

OWNER NAME	CURRENT ADDRESS	PROPOSED ADDRESS
BETIGLU ESHETE JIMMA & MEHRET		
WOLDETSADIK SOMENO	7 BEECH STREET	<b>37 BEECH STREET</b>
TERRENCE A BRANDT	9 BEECH STREET	77 BEECH STREET
DONALD J & KIMBERLY A NARKEVIC	17 BEECH ST	194 BEECH STREET
EDWARD M JR & DIANE M POACH	14 BEECH ST	203 BEECH STREET
CITY OF BUCKHANNON	WATER TANK	279 BEECH STREET
KAREN G & KARLA D NINE	CABIN	377 BEECH STREET
KAREN G & KARLA D NINE	22 BEECH STREET	382 BEECH STREET

Resident # Beech Street Buckhannon, WV 26201

Re: Proposed Address Change

To Whom It May Concern,

The purpose of this letter is to inform you of a proposed address change for your property currently addressed as  $\underline{\#}$ <u>Beech Street</u>. The City of Buckhannon Addressing Department wishes to change the addresses on Beech Street in order to make all properties easier to identify for first responders and mailing purposes. The address currently being proposed for your property is # Beech Street.

The proposed address changes will be presented at the City Council meeting scheduled for <u>September 2, 2021</u> at  $\underline{7pm}$  in the Council Chambers located at City Hall. If you have any questions or concerns regarding the proposed address changes you are welcome to virtually attend the council meeting (information on this is attached) or you can call our office at (304) 472-1651.

Sincerely, Jerry Arnold Director of Public Works

#### E.3 Letter of Verification to Buckhannon Housing Authority RE: Kelson Drive & Hinkle Drive are in the City Limits for their Federal Inspection Requirements

October 28, 2021

To Whom It May Concern:

The City of Buckhannon Public Works Department maintains Hinkle Dr. and Kelson Ln. as part of its street network. This maintenance includes the street surface, sweeping, snow plowing, signage, storm sewer and parking enforcement. If you have any questions, feel free to contact me.

Sincerely, Jerry Arnold City of Buckhannon **Director of Public Works** 70 E. Main Street Buckhannon, WV 26201 P: (304) 472-1651, ext. 1000 C: (304) 677-3862

# E.4 DOH Permit Request & Approval-BUHS Homecoming Parade

	Form MM-109 Rev <sub>2</sub> 05-19-05 PERMIT NO. 07210336
WEST VIRGINIA DEPARTMENT OF TRANSPORTATION	PÊRMÎ TO ENTER UPON, UNDER, OVER OR ACROSS THE STATE ROADS OF THE STATE OF VEST VIRGINIA, AS PROVIDED FOR IN SECTION 6, ARTICLE 16, CHAPTER 17, SECTION 9, ASTÎCLE 16, CHAPTER 17, SECTION 8, ARTICLE 4, CHAPTER 17, VESTVIRGINA (ODE, PI31, AS
Division of Highways	AGINED TO CHAPTER IT, SECTION 6, ARTICLE 4, CHAPTER IT, WEST VIRGINIA CODE, 1931, AS AGINDED. J THIS PERMIT, Made this <u>7</u> day of <u>September</u> 20 <u>21</u> , between the WEST VIRGINIA DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS, a statutory corporation hereinafter called DIVISION and the City of Buckhannon
DIVISION OF HIGHWAYS Office of the District Engineer/Manager District Seven	THIS PERMIT, Made this day ofSeptember_20 _ 21 _ , between the WEST VIRGINIA
Office of the District Engineer/Manager Byrd E. White, III	DEPARTMENT OF TRANSPORTATION, DIVISION OF HIGHWAYS, a statutory corporation hereinafter
District Seven Secretary of Transportation	
1900 Kanawha Bivd. E * Charleston, WV 25305 * September 15, 2021	Address: <u>70 E. Main St., Buckhannon, WV 26201</u> Phone No: (304) 472-1651 hereinafter called APPLICANT.
BUCKHANNON, CITY OF	WITNESSETH
70 EAST MAIN STREET	In consideration of the hereinafter set out covenants and in accordance with Section 6, Article 16, Chapter 17; or Section 9, Article 16, Chapter 17; or Section 8, Article 4, Chapter 17, of the Official Code of West Virginia, 1931, as amended, and the rules and regulations promulgated thereunder, APPLICANT does hereby apply to enter
BUCKHANNON, WV 26201	Route Type & No. WV 20 & CR 15dOH Project No. (if applicable);
	at RT 20 and Florida Street Mile Post
	in Upshur County, for the purposes hereinafter set forth and in accordance with the
Dear Applicant:	plans and specifications which are attached hereto and made a part hereof: Close Main Street from Locust St.
	to Florida St. for the Buckhannon Upshur High School's Homecomming Parade. The street would be
Your approved copy of Permit NumberO7-2021-0336 for aMS - Miscellaneous	closed Wednesday, September 29, 2021 from 5:00 pm until 7:00 pm. The City of Buckhannon will provide all traffic control for the event. Close WV 20 from Madison St to Locust St
permit type is enclosed. A description of the work is on the permit.	APPLICANT further agrees to accept the conditions hereinafter set forth: 1. APPLICANT shall deposit with DIVISION the sum of \$in the form of an official, certified or cashier's check, or executed bond with surety suisifactory to DIVISION to cover any damage
Please contact the District <u>Seven</u> office:	exciting as a structure a structure in the structure of the structure and the structure of the structure of the structure and the structure of the structure of the structure and the structure of the structure of the structure and
304-517-1787	
at least 48 hours in advance of the date you plan to begin work so arrangements can be made to inspect the work authorized	A. For any inspection costs incurred under this permit.     A. For any inspection costs incurred under this permit.     B. At \$per linear foot forfeet of water line installed under this permit     C. At \$per linear foot forfeet of sewer line installed under this permit
by the permit.	<ol> <li>APPLICANT shall notify DIVISION at least 48 hours in advance of the date the work will begin. Failure to comply will be cause for cancellation of this permit.</li> </ol>
Failure to comply will result in cancellation of your permit.	4. APPLICANT agrees to protect its employees, equipment and users of the highway at all times in
A copy of this permit is to be available on the job at all times while the work is in progress for inspection by the	accordance with the current Division of Highways manual "Traffic Control For Street and Highway Construction and Maintenance Operations".
West Virginia Division of Highways' personnel.	<ol><li>APPLICANT agrees to comply with all applicable state and federal laws in the performance of work under this permit.</li></ol>
Sincerely,	<ol> <li>Supplementary conditions cited on the reverse side of this permit are understood and agreed to be a part hereof.</li> </ol>
	7. The work authorized under this permit shall be completed on or before (Date): Sept 29, 2021
District Engineer / District Mangger	Applican's signature on this permit affirms that all test herein is a verbatim reproduction of The West Virginia Division of Highways Encroachment Permit Permit Million, revision date May 19, 2005. All attachments are inclusive to this permit.           RECOMMENDED:
Initials: Attachments: No Enclosure: No	BOND REQUIEMENT: BOND NO DATE APPROVED: BOND NO DATE APPROVED: BOND REQUIEMENT: AND REAL ADDREED TO A THE OTAPPICATION NO: BOND REQUIEMENT: BOND REQUIEMENT:

# E.5 Bid Opening Results for One (1) New Articulating Wheel Loader (Street Dpt) Council Approval on 09/16/21

The City of Buckhannon will be accepting bids for One (1) New Articulating Wheel Loader until Tuesday, September 14, 2021, at 1:00 pm. Bid specifications may be obtained at Buckhannon City Hall from 8:30 am to 4:30 pm Monday thru Friday or by contacting Jerry Arnold at <u>jarnold.buckhannon@gmail.com</u>. The City of Buckhannon reserves the right to reject any and all bids.

Publish Record Delta 08/19/21, 08/26/21

City of Buckhannon Street Department 32000 lb. Class Articulating Wheel Loader

The City of Buckhannon will be accepting sealed bids for 1- new 32000 lb. Class Articulating Wheel Loader. Bids will be received until Tuesday, September 14, 2021, 1:00 pm at which time the bids will be opened. All bids must be clearly marked "Sealed Bid for Wheel Loader" and be hand delivered or mailed to:

City of Buckhannon "Sealed Bid Enclosed" 70 East Main Street Buckhannon, WV 26201

The specifications listed will be the minimum accepted standard for each component. All bids must meet or exceed these specifications. All bids must include delivery to the City of Buckhannon. The City of Buckhannon reserves the right to reject any and all bids.

**General Specifications** 

Engine: Transmission: Diesel 160+ h.p. 800+ ft lb. torque Automatic, Manual, Kick Down Max Forward Speed 20 +MPH Max Reverse Speed 16+ MPH

**Operating:** Bucket Capacity

3.0 cu yd

Breakout Force	27000 + lbs.
Tipping Load Straight	19000 + lbs.
Tipping Load @ Full Term	17000 + lbs.
Clearance (full lift 45° dump)	8′ 10″
Reach (full length 45° dump)	3′3″
icach (ian icigur 43 adinp)	5.5
Weight:	
Operating Weight	32000 lbs.
Hydraulic System:	
Max Flow	58 GPM
Max Pressure	3900 PSI
Under die Orale Tarres	
Hydraulic Cycle Times: Raise	5.2 sec
Dump	1.3 sec
Float Down	3.0 sec
Total Cycle Time	9.5 sec
Service Capacities:	
Fuel Tank	60 gal
Cooling System	8.7 gal
Engine Crankcase	4.1 gal
Transmission	10.6 gal
Front Axle	9.2 gal
Rear Axle	-
	9.2 gal
Hydraulic Tank	34 gal
DEF Tank	2.6 gal
Power Train:	
Front Axle	Fixed
Traction Aid	Manual Differential Lock
Rear Axle	Oscillating
Traction Aid	Open Differential
Service Brakes	Wet Disk
Parking Brake	Disk Brake
5	
Overall Dimensions:	
Height to Top of Cab	12'or less
Wheelbase	9'10" Max
Total Length with Bucket	25' or less
Hinge Pin Height	12' 7"+
Articulation Angle	+/- 40°
Operator Environment	
Operator Environment: Cab	Fully Enclosed Operator Cab with Heat and A/C
	Fully Enclosed Operator Cab with Heat and A/C
Seat	Adjustable Height and Weight Comfort Seat
Instrumentation	Standard System Gauge Package
Lighting	Standard Work Lighting

If you have question or comments please direct them to Jerry Arnold at 304-472-4443 ext. 1000 or by email at jarnold.buckhannon@gmail.com

#### City of Buckhannon Street Department Wheel Loader

#### Bid Opening Sign-In and Results Sheet - September 14, 2021 1:00 PM

Name	Company	Email Address	Contact Phone Number	Bid Bond Included (Y/N)	Base Bid Amount
Jerry Arnold	City of Buckhannon, WV	jarnold.buckhannon@gmail.com	304-677-3862		
Bradley Hawkins	City of Buckhannon, WV	streetdept@gmail.com	304-642-1601		
Shayla Gowers	City of Buckhannon, WV	shayla.gowers@buckhannonwv.org	304-472-1651, ext 1015		
Justin Phillips	Appalachian Equipment Solutions			N/A	\$121,699 with 72" forks option availal
	Cleveland Brothers			N/A	\$169,000.00

Note:

Upon review of the two received bids for compliance with the Bid Package, Drawings and Project Specifications, the Apparent Low Bidder Is Appalachian Equipment Solutions Sany SW305K Wheel Loader \$121,699.00; with option for 72" forks



istin Phillips	Quote 8/30/2021 Due on receipt	
OTY -	INI.	R PRICE
1	Sany, SW305K, Wheel loader, bucket, Jrb coupler, Radio, lights	121,699.00
	5 yr/5000 hour warranty	
1	Forks 72" carriage with 60" long tines	7200.00

# E.6 Results of the On-Call Professional Engineering Firm -Council Approval on 09/16/21

City of Buckhannon 70 East Main Street Buckhannon, WV 26201



September 9, 2021

Phone: 304.472.1651 TDD: 304.472.9550 Fax: 304.472.0934

Steven A. Cain, PE Civil & Environmental C 120 Genesis Boulevard Bridgeport, WV 26330 To:

ntal Consultants, Inc.

Clay P. Riley, PE The Thrasher Group, Inc. 600 White Oaks Boulevard Bridgeport, WV 26330

David B. Sharp, PE Potesta & Associates, Inc. 125 Lakeview Drive Morgantown, WV 26508

# Subject: City of Buckhannon On-Call Professional Engineering Services Selection of Consulting Engineering Firm

After evaluating the technical proposals submitted for this project and interviewing with each of you and your firms, the City of Buckhannon (City) has ranked the engineering firms in the following order:

- Potesta & Associates, Inc.
   Civil & Environmental Consultants, Inc.
- Civil & Environmental C
   The Thrasher Group, Inc

Throughout this process, it has been the City's objective to select the firm most qualified to provide the services we require for this phase of the project. Accordingly, the City will be entering into contract negotiations with Potesta & Associates, Inc. to provide On-Call Professional Engineering Services.

Please accept our most sincere thanks for the time and effort you have expended on our behalf. Perhaps we will have the opportunity to work together on another project in the near future.

If you have any questions or comments regarding the information contained in this letter, please contact me at your convenience at (304) 472-1651, extension 1006 or via email at jay.hollen@buckhannonwv.org.

James & Hollen, III, PE, CFM City Engineer Sincerely,

Mayor Robert N. Skinner, III Members of City Council Members of the Consolidated Public Works, Sanitary, Waste and Water Boards Jerry Arnold – Director of Public Works Buck Samples – Sewer Department Superintendent Bradley Hawkins – Street Department Superintendent Kelly Arnold – Water Department Superintendent Vincent Smith – Building & Code Enforcement Officer Engineering Files

# F. Consent Agenda

F.1 Approval of Minutes - Regular Meeting 08/26/2021

Motion to approve the Minutes of the Regular meeting of 08/26/2021 was made by Rylands/Bucklew. Motion carried

# G. Strategic Issues for Discussion and/or Vote

**G.1** Approval Event Request-Veteran's Day Parade & Use of Jawbone Park on 11/11/2021 - Action taken earlier in the meeting.

**G.2** Approval Event Request-UCRC Turkey Trot 5K & Use of Jawbone Park on 11/25/2021 - Action taken earlier in the meeting.

G.3 Approval Event Request-Community Care of WV- 2021 Recovery & Mental Health Awareness Event Use of Jawbone Park 10/14/2021 - Action taken earlier in the meeting.

**G.4 Approval MTR Tree Service Estimate for Tree Removal at City Park** - The Board reviewed the MTR Tree Service estimate for the removal of trees and deadwood at the City Park for \$3,800.

Motion to approve the MTR Tree Service Estimate #2348 of \$3,800 for tree removal at the City Park was made by Rylands/Shobe. Motion carried.

**G.5 Request Cemetery Buy Back-BMP Lot 106 Section A Space 2-Geraldine Conrad** - The Board reviewed the Cemetery Buyback Proposal of BMP Lot 106 Section A Space 2 presented by Geraldine Conrad, for a buyback total of \$800.

Motion to approve the Cemetery Buyback Proposal of BMP Lot 106 Section A Space 2 presented by Geraldine Conrad, for a buyback total of \$800 was made by Bucklew/Waldo. Motion carried.

50249-2021	
	THIS DEED, made this 2nd day of January 2018 by and between THE CITY OF BUCKHANNON, a municipal corporation, Grantor and party of the first part, and, GERALDINE CONRAD of 10 NONA STREET APT 413, BUCKHANNON WY 26201, Grantee and party of the second part.
A Leraldine (emrad,	WITNESSETH: That for and in consideration of the sum of One Dollar (\$1.00), and other good and valuable
	considerations, the receipt of which is hereby acknowledged, the said party of the first part does hereby grant, sell and convey unto the said Grantee the right to intern human remains in the cemetery owned by the party of the first part, and
Would like to sale Back my	known as BUCKHANNON MEMORIAL PARK situated in Buckhannon District, Upshur County, West Virginia, upon the lot or lots hereinafter designated and
	stuated in blecknamon District, Opsini County, west virginia, upon ne tot or tors retennated designated and described: Lot 106 Section A Space 2 of said Cemetery.
Competery plot that I gurchased	This conveyance and all rights acquired hereunder by the Grantee are expressly made subject to the rules and
	regulations of the City of Buckhannon now in existence or which may hereafter be adopted and enacted to the same extent as if said rules and regulations were herein set forth verbatim. The rules and regulations of the City of
On 11-15-2017 at Buchtannon	Buckhannon as are now in existence or as may hereafter be adopted shall be considered as covenants running with the interests herein granted and shall be binding upon the Grantee, their heirs or assigns.
at a contract of sole a	This deed and conveyance are further made and accepted upon the express condition that the Grantee herein, their heirs and assigns, shall not have the right to sell the right to inter human remains on the lot or any of the grave
Memorial Park > Lot 106 Lotion A	spaces herein specified without first offering the same for sale to the City of Buckhannon at the price which the Grantee paid to the City of Buckhannon.
	Purchase price: \$ 800.00 for one grave space.
- 3paces 2 for \$ 210.00	It is the intentions of the Grantor by this instrument to grant burial rights only and further to make said burial rights expressly subject to all rules and regulations of the City of Buckhannon as now adopted or as may hereafter be adopted by said City.
Thanks	In the event that more than one party is herein named as Grantee and parties of the second part, then the term Grantee shall be construed to mean all of the parties of the second part.
1	DECLARATION OF CONSIDERATION
Geraldine Conrod	The undersigned Grantor does hereby declare that this conveyance is not subject to the West Virginia excise tax upon the privilege of transferring tilt to an interest in real estate as this is a conveyance made by a political subdivision of the State of West Virginia.
"Nemo: due to the fact al have chosen	WITNESS the following signature:
- Marile . Com from a criter of a	THE CITY OF BUCKHANNON, a municipal corporation BY:
to be creamated	Mayor of the City of Buckhannon
	STATE OF WEST VIRGINIA COUNTY OF UPSHUR, to-wit:
A gra latino Connad	I. Barbare L. Hinkle, a Notary Public in and for said County and State, do hereby certify that David W.
e paulipere and	McCauley, who signed the foregoing deed, bearing date the 2nd day of January, 2018, as Mayor of the City of Buckhannon, a municipal corporation, has this day, in my said County and State, before me, acknowledged the said
	writing to be the act and deed of said corporation.
yny addess is > 10 nona st Apt # 413	Given under my hand this 2nd day of January, 2018. My commission expires: the 25th day of September 2020.
yny addess is > 10 nona st Apt # 413 Buckhonnen WV 26201	OFFICIAL SEAL Notary Public, State of West Virginia Brazina & Himble
	BARBARA L HINKLE Sali Glady Fork Rd. Buckhannon, WV 26201
My phone #> 304-472-0957	With an and the second state of the secon

**G.6 Revisit Smithfield Street Paper Alley-City Survey Discussion** - It was reported that the surveying cost would be \$2,500. The principal property owner involved with the discussion is no longer pursuing the matter so the issue is tabled indefinitely.

**G.7 Review/Possible Vote Prototype of Directional Signage for Business added to Street Signs -** Jerry Arnold presented the prototype of the Directional Signage for Businesses to be added to Street Signs. The Board discussed the matter.

Motion to approve the prototype of the directional signage for businesses to be added to Street Signs was made by Shobe/Rylands. Motion carried.



**G.8 Request Holiday Decoration Funding** - Action taken earlier in the meeting.

# H. Board Members Comments and Announcements

**Mark Waldo** – Mr. Waldo mentioned that Gum Street paving looks very nice. Park Street does have some potholes, which Brad Hawkins reported would be fixed by Cooper Asphalt.

Nancy Shobe – Nothing further.

**Pamela Bucklew** – Mrs. Bucklew reported that she had received some complaints about the Walk Trail and the public restrooms.

**CJ Rylands** – Mr. Rylands raised concerns over certain trees in Jawbone Park and requested that they be inspected. He asked about the specialized flower buckets that were designed to hold water longer that had been donated by Create Buckhannon, and how many were still being used; and, he wants to continue the discussion concerning the City hiring an Assistant Director of Public Works for Jerry Arnold.

It was suggested that Dixie Green be added to the agenda for the November or December meeting of the CPWB.

**Mayor Skinner** - Mayor Skinner reported that his Jawbone Park wishlist includes more trees; better lighting; an updated Master Plan; installation of the turf stabilizers; and more upgrades to the electrical infrastructure.

# I. Adjournment

Motion to adjourn the meeting at 8:48 AM was made by Shobe/Rylands. Motion carried

Mayor Robert N. Skinner III

**City Recorder Randall H. Sanders**