

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

A regular meeting of the Stockert Youth & Community Center Board was held on Monday, December 6, 2021, at 4:30 p.m., in City Hall Council Chambers with the following in attendance (GTM – GoToMeeting):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present - by GTM
Assistant Recorder/Finance Director	Amberle Jenkins	Present
Board Member	Pam Bucklew	Present
Board Member	Sam Nolte	Present
Board Member	Troy “Buddy” Brady	Present
Board Member	Tammy Samples	Absent
Board Member	Melissa Franke	Present - by GTM
Board Member	Don Nestor	Absent
Board Member	Robert Rupp	Absent
Board Member	Nancy C. Shobe	Present
Board Member	Pamela Martin	Present
SYCC Executive Director	Debora Brockleman	Present
City Attorney	Tom O’Neill	Absent
MyBuckhannon	Monica Zalaznik	Present

Guests: None

*City of Buckhannon Stockert Youth & Community Center
Board of Directors Meeting – 4:30 pm in City Hall Council Chambers
Meeting Agenda for Monday, December 6, 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 Potesta & Associates, Inc.-David B. Sharp, P.E.
- C. **Financial Report**
- D. **Department Report- Debora Brockleman**
 - D.1 Staff Report: Upcoming Events and Current Programs
- E. **Correspondence & Information**
 - E.1 Agreement between Owner and Engineer for Professional Services-On Call Engineering Services - City Council Approval 11/18/21
- F. **Consent Agenda**
 - F.1 Approval of Minutes: 11/01/2021
- G. **Strategic Issues for discussion and vote**
 - G.1 Continued Discussion Multi-Purpose Building/Gym-Building Options/Cost/Envision
- H. **Board Members Comments and Announcements**
- I. **Adjournment**

Posted 12/01/2021

- A. Call to Order** - The meeting was called to order by Mayor Skinner followed by a moment of silence and pledge to the flag.
- B. Recognized Guests:** Mayor Skinner noted that Michael Mills, Mills Group LLC, will be available at the January meeting.
- C. Financial Report:** Amberle Jenkins presented and explained the following financial information:

Law, Roy donation						
08/31/2020	memorial	742288	\$	175.00		
09/02/2020	Donations to SYCC	742983	\$	25.00		
Law, Roy donation						
09/10/2020	memorial	744856	\$	300.00	DayaWright50;alexRoss\$100,BillThurman\$100,Bhunter\$50	
Law, Roy donation						
09/23/2020	memorial	747516	\$	225.00	BurtonNancyHunter\$100,KellyCunningham\$50,GaryHess\$75	put in SYCC Savings 10-5-20
09/30/2020	book int 9-30-20		\$	21.75		\$ 21.75
Law, Roy donation						
10/07/2020	memorial	750505	\$	100.00	joyce harris-thacker	
McCauley in honor Law,						
10/14/2020	Roy	751807	\$	200.00	david mccauley	
11/16/2020	Kwanis Club Captcam	758877	\$	1,042.80		
McCauley, David New Yr						
12/30/2020	gift	767225	\$	200.00		put in SYCC savings 1-7-21
12/30/2020	book int 12-30-20		\$	20.69		\$ 20.69
McCauley, David in						
02/16/2021	honor Toots Bennett	777625	\$	200.00		put in SYCC savings 5-26-21
03/31/2021	book interest 3/31/21		\$	20.40		\$ 20.40
06/30/2021	book interest 6/30/21		\$	20.65		\$ 20.65
\$ 276,108.30						
09/27/2021	Tolliver, Melissa		\$	60.00		
10/19/2021	McCauley, David		\$	100.00		\$ 160.00
capital campaign \$ 428,547.16						
Contributions						
from Utility Bills needs updated						
D Thomas Pledge not						
\$12,000.00 received yet						
Total receive	\$	428,547.16				
with pledges	\$	440,547.16			\$12,000.00	

12-06-2021 12:17 PM		CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: NOVEMBER 30TH, 2021					
001-GENERAL FUND		% OF YEAR COMPLETED: 41.67					
REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET	
CHARGES FOR SERVICES							
001-362-000-00	SYC CONTRIB. UCC AND BOE	45,000	0.00	20,000.00	0.00	25,000.00	44.44
001-362-000-01	SYC UTILITY REVENUE	2,500	181.00	925.00	0.00	1,575.00	37.00
001-362-000-02	SYC CAMP BUCANNEER FEES	18,200	0.00	8,584.50	0.00	9,615.50	47.17
001-362-000-03	SYC DRILL TEAM FEES	4,500	0.00	5.01	0.00	4,494.99	0.11
001-362-000-04	SYC BASKETBALL FEES	20,000	3,040.00	8,500.00	0.00	11,500.00	42.50
001-362-000-05	SYC ROOM RENTAL FEES	6,000	520.00	1,360.00	0.00	4,640.00	22.67
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	35,000	34,017.00	120,172.39	0.00	85,172.39	343.35
001-362-000-08	SYC DRINK/SNACK MACHINE	0	0.00	511.85	0.00	511.85	0.00
001-362-000-09	SYC DONATIONS	14,000	100.00	12,260.00	0.00	1,740.00	87.57
001-362-000-10	SYC KARATE FEES	1,000	130.00	800.00	0.00	200.00	80.00
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	0.00	0.00	0.00	0.00
001-362-000-15	SYC CHILDRENS FESTIVAL DO	0	0.00	350.00	0.00	350.00	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	80.00	665.00	0.00	1,335.00	33.25
001-362-000-18	YOGA FITNESS CLASS REVENUE	0	0.00	0.00	0.00	0.00	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 1TI	0	0.00	0.00	0.00	0.00	0.00
001-362-000-99	SYC BEQUEST	0	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES FOR SERVICES		148,200	38,068.00	174,133.75	0.00	25,933.75	117.50

001-GENERAL FUND		% OF YEAR COMPLETED: 41.67					
DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET	
STOCKERT YOUTH CENTER							
=====							
SALARIES & BENEFITS							
001-907-101-00	STOCKERT YOUTH CENTER SAL	150,000	11,707.86	67,684.01	0.00	82,315.99	45.12
001-907-103-00	CAMP BUCANNEER SALARIES	24,000	822.06	12,078.19	0.00	11,921.81	50.33
001-907-103-01	SYC BUS DRIVERS	1,000	0.00	375.00	0.00	625.00	37.50
001-907-104-00	FICA TAX	13,500	958.56	6,130.19	0.00	7,369.81	45.41
001-907-105-00	GROUP INSURANCE	27,950	1,869.00	11,652.30	0.00	16,297.70	41.69
001-907-106-00	GROUP RETIREMENT	10,600	838.05	4,443.52	0.00	6,156.48	41.92
001-907-109-00	COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS		227,050	16,195.53	102,363.21	0.00	124,686.79	45.08

001-GENERAL FUND

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRACTUAL SERVICES						
001-907-211-00 TELEPHONES	3,600	248.74	1,464.17	0.00	2,135.83	40.67
001-907-213-00 UTILITIES	17,000	843.29	6,893.59	0.00	10,106.41	40.55
001-907-214-00 TRAVEL EXPENSE	500	0.00	0.00	0.00	500.00	0.00
001-907-216-00 MAINTENANCE	7,000	974.95	3,746.19	0.00	3,253.81	53.52
001-907-218-00 POSTAGE	250	0.00	0.00	0.00	250.00	0.00
001-907-221-00 TRAINING	275	0.00	0.00	0.00	275.00	0.00
001-907-226-00 INSURANCE & BONDS	13,000	383.15	4,156.13	0.00	8,843.87	31.97
001-907-230-00 SYC CONTRACTURAL 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	2,450.13	16,260.08	0.00	28,364.92	36.44
COMMODITIES						
001-907-341-00 MATERIALS & SUPPLIES EXPE	6,000	530.25	2,182.94	0.00	3,817.06	36.38
001-907-341-01 OPERATING EXPENSES	2,500	191.30	1,003.99	0.00	1,496.01	40.16
001-907-343-00 SYC AUTO SUPPLIES	2,500	2,411.67	3,154.13	0.00	654.13	126.17
001-907-354-00 DRILL TEAM	5,000	0.00	0.00	0.00	5,000.00	0.00
001-907-355-00 DANCE TEAM	0	0.00	0.00	0.00	0.00	0.00
001-907-356-00 YOUTH BASKETBALL	18,000	45.00	645.00	0.00	17,355.00	3.58
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	0.00	739.59	0.00	3,760.41	16.44
001-907-361-00 AFTER SCHOOL SUPPLIES	5,000	428.30	1,629.98	186.99	3,183.03	36.34
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	88.00	812.00	0.00	688.00	54.13
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	5,000	0.00	0.00	0.00	5,000.00	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	80.00	696.00	0.00	804.00	46.40
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	0.00	0.00	2,000.00	0.00
001-907-368-05 GRANT EXP SYCC	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	55,250	3,774.52	10,863.63	186.99	44,199.38	20.00
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	619.12	0.00	630.88	49.53
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	59,500	3,706.02	47,105.02	0.00	12,394.98	79.17
001-907-477-00 SYC TEEN DANCES	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	99,150	3,706.02	47,724.14	0.00	51,425.86	48.13
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

001-GENERAL FUND

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TOTAL STOCKERT YOUTH CENTER	426,075	26,126.20	177,211.06	186.99	248,676.95	41.64

Motion to approve the Financial Report was made by Shobe/Bucklew. Motion carried.

D. Department Report-Debora Brockleman:

D.1 Staff Report-Upcoming Events and Current Programs - Director Debora Brockleman provided an overview on the following report:

December 6, 2021

Stockert Youth & Community Center

Board of Directors Meeting

Staff Report

Programs -

Programs are going well. After School is going well and we are at maximum capacity which is 60 students per day. The Drill Team has participated in several parades and has several more before Christmas. Tutoring is going well with 13 students being tutored.

SYCC Basketball -

Basketball practices have begun. Games will start in January, but Gym time will be a struggle as there are Saturday games scheduled this year at the High School level. We are trying to get schedule times at the Middle School but there are other things scheduled there as well.

Building Use -

Our building continues to be used frequently by outside organizations. We have birthday parties scheduled every weekend. The Pals Program had a Thanksgiving dinner for their students from the

county; the foster care groups and DHHR continue to have meetings and visitations; the Girls Scouts are meeting in the building weekly and this past Saturday we hosted the Elks Hoop Shoot. We have also had several cheerleading groups and football banquets held in our gym. On nice days our playground continues to get a lot of use. We have also had an open gym during the school breaks and will over Christmas break as well. The open gym and game rooms have been well attended.

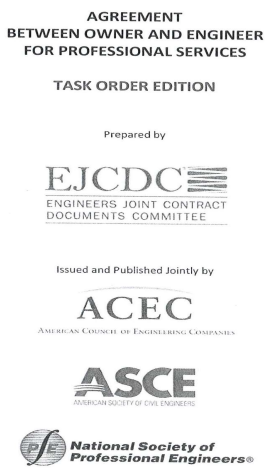
Fulltime position -

I have interviewed two candidates for the position and have tentatively hired someone pending background check and drug test. We should have results soon.

Respectfully Submitted,
Debora Brockleman

E. Correspondence and Information: The Mayor reviewed the following items with the Board:

E.1 Agreement between Owner and Engineer for Professional Services-On Call Engineering Services - City Council Approval 11/18/21- On file at City Hall indexed as City A319.



F. Consent Agenda:

F.1 Approval of minutes: 11/01/21

Board member & City Recorder Sanders noted that the minutes were not available and would be added to the January agenda for approval.

G. Strategic Issues for discussion and vote:

G.1 Continued Discussion Multi-Purpose Building/Gym-Building Options/Cost/Envision:
Mayor Skinner reported that the City Council had approved the purchase of the property fronting E Main St Parcel 3-4-361 & fronting S Florida St Parcel 3-4-363 (referred to as the Cuppari property) and that will help us position the building out of the floodplain area. Some of the Board expressed concern that while the two additional properties had been purchased, we are still awaiting the plans for the new building and approval from the City Council to move forward with the building project itself. It was noted again that we will have an update from the architect at the January 2022 meeting. Mayor Skinner also noted that it will be important to use the new visuals of the proposed building to rekindle the support of our residents for the project as the capital (fundraising) campaign has been all but dormant during the COVID-19 pandemic time period.

H. Board member comments and announcements:

Nothing further from Board members and attendees.

I. Adjournment

Motion to adjourn at 5:11 PM was made by Shobe/Bucklew. Motion carried.

Mayor Robert N. Skinner III _____
Recorder Randall H. Sanders _____