

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

A Special Working Session of the Stockert Youth & Community Center Board was held on Thursday, October 14, 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
Assistant Recorder/Finance Director	Amberle Jenkins	Present
Board Member	Pam Bucklew	Absent
Board Member	Sam Nolte	Present
Board Member	Troy “Buddy” Brady	Present
Board Member	Tammy Samples	Absent
Board Member	Melissa Franke	Absent
Board Member	Don Nestor	Present
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: Michael Mills, Mills Group; Tim Rice, Potesta & Associates; C.J. Rylands, Susan Aloji, and Dale Shannon of Create Buckhannon; David McCauley; Jay Hollen, COB Engineer.

*City of Buckhannon Stockert Youth & Community Center  
Board of Directors Special Meeting - 4:30 pm in City Hall Council Chambers  
Meeting Agenda for Thursday, October 14, 2021*

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- A. **Call to Order**
  - A.1 **Moment of Silence**
  - A.2 **Pledge to the Flag of the United States of America**
- B. **Working Session**
  - B.1 **Discussion Multi-Purpose Building/Gym: Building Options/Cost/Envision**
- C. **Adjournment**

Posted 10/06/2021

**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. Working Session**

**B.1 Discussion Multi-Purpose Building/Gym: Building Options/Cost/Envision** - The singular item for discussion was the Building Options/Cost/Envision of the Multi-Purpose Building/Gym under the SYCC Capital Campaign.

Mayor Skinner recognized Mr. Mills who reviewed the questionnaire that was sent out and the response received back regarding the SYCC Capital Campaign Building Project.

**MEMORANDUM**

FROM: MICHAEL MILLS, AIA  
DATE: 10.05.21  
TO: **MAYOR SKINNER**  
CC: **DAVE SHARP( POTESTA)**  
PROJECT: **STOCKERT YOUTH CENTER**

Dear Mayor Skinner:

As a follow up to our phone call of introductions, our team has developed the quick questionnaire to help facilitate your next meeting.

**Stockert Youth Center Programming Questionnaire**

1. What is the target number of youths this facility shall accommodate at any one time?
2. What is the range of age that this facility shall accommodate?
3. Will this facility need to connect with the existing building?
4. Will there be any outdoor fields, courts, or play structures associated with the new facility?
5. What is the parking demand for the facility?
6. How many and what type of indoor courts (and at what specifications/size) are desired?
7. How many staff persons will be running the facility and what space will they require for administration?
8. What are the spatial requirements for the new facility (number and types of courts, class rooms, concessions area, meeting rooms, admin/office space, and storage)?

M I L L S G R O U P O N L I N E . C O M

88 HIGH STREET  
MORGANTOWN, WV 26505  
304-296-1010

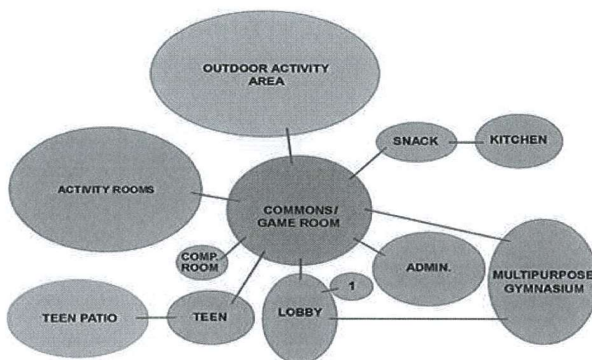
53 14TH STREET, SUITE 607  
WHEELING, WV 26003  
304-233-0048

122 E GERMAN STREET  
SHEPHERDSTOWN, WV 25443  
681-240-1010

This web site is a great resource for planning:

<https://www.wbdg.org/building-types/community-services/youth-centers>

The diagrams and bullet points below come from this site.



Typical Youth Center activity spaces include the following:

- Control desk/check-in
- Commons/game room
- Snack bar
- Activity rooms/classrooms
- Multipurpose room/gymnasium
- Computer room
- Teen room and
- Outdoor activity areas.

Typical Youth Center support spaces include the following:

- Administrative office space
- Toilets and janitor facilities
- Kitchen and

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- Mechanical/electrical/communications space.

Please let me know if you have any questions or further thoughts. We are looking forward to collaborating with you team on this exciting community facility.

Sincerely,



Michael Mills  
Managing Principal  
Mills Group, LLC

Discussion began based on the questionnaire along with the answers to the questionnaire provided by Debora Brockleman. CJ Rylands introduced the idea of acquiring one more piece of property that adjoins the property currently owned for the project. This would allow the new building to be larger and built parallel to Main Street, out of the flood zone. Other elements discussed were having a causeway connecting the new building to the current building; designing entrances sensitive to security; maximizing a multi-purpose aspect of the building so that having more than one activity going on at one time would be easy; having a diversity of programming available; snack bar location, etc. Sam Nolte brought back to the table defining vision of the SYCC Board; is it going to be strictly for the youth or will it include adults as well? The consensus of the group was that it is to be a community center, similar to a YMCA, welcoming to all ages. Other items discussed included parking.

Mr. Mills felt that we had given him enough to provide an initial architectural concept of the building.

### **C. Adjournment**

**Without objection, the Mayor adjourned the meeting at 5:42 PM**

**Mayor Robert N. Skinner III**

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**Recorder Randall H. Sanders**

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