

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

A regular meeting of the Buckhannon City Council was held on Thursday, September 16, 2021, at 7:00pm in City Hall. The following were in attendance (GTM – GoToMeeting):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Council Member	Pam Bucklew	Present
Council Member	Shelia Lewis-Sines	Present
Council Member	Jack Reger	Present - by Phone
Council Member	CJ Rylands	Present
Council Member	David Thomas	Present
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
City Attorney	Tom O'Neill	Present - by GTM
BPD	Lt. Doug Loudin	Present
Director of Public Works	Jerry Arnold	Present
SYCC Executive Director	Debora Brockleman	Present
City Engineer	Jay Hollen	Present
Sanitary Dept Superintendent	Ethan Crosten	Present
Channel 3	Dennis Cortes	Absent
Channel 3	Rodney Irvin	Present
MyBuckhannon.com	Katie Kuba	Present - by GTM
MyBuckhannon.com	Beth Broschart	Absent
Record Delta	Macie Queen	Present

Guests: From the Upshur County Board of Education - Dr. Sara Lewis-Stankus, Dr. Debra Harrison, and Jeff Perkins; Jody Light; Helen (Sue) Boring; Bonnie & David Krum; Georgette Ward; Bill Breathe; Mike & Rose Whitehair.

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

***City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, September 16, 2021***

- A. Call to Order**
 - A.1 Moment of Silence
 - A.2 Pledge to the Flag of the United States of America
 - A.3 Mayor’s Greetings
- B. Recognized Guests**
 - B.1 Georgette Ward-Elizabeth Zane Daughters of the American Revolution Chapter-Presentation-Women in American History and Constitution Week Proclamation
 - B.2 Dr. Sara Lewis-Stankus, Superintendent Upshur County Schools-Presentation-Vision of the Future-Proposed New High School & Updated Middle School
 - B.3 Myrna Street Residents –Jawbone Run Storm Sewer Issues
 - B.4 Jody Light-Almost Heaven Spooktacular Backyard BBQ
- C. Department & Board Reports**
 - C.1 Public Works Director- Jerry Arnold
 - C.2 Finance Director- Amberle Jenkins
 - C.3 Police Chief- Matthew Gregory
 - C.4 City Attorney- Tom O'Neill
- D. Correspondence & Information**
 - D.1 Letter Agreement Use of Space at 16 Factory Street by WVWC
 - D.2 CityPR: Buckhannon’s Floral Season Draws To A Close for 2021
 - D.3 Buffalo Wild Wings- Temporary Extension of the ABCA Licensed Floor Plan through August 2022 -Outdoor Dining Option due to COVID
 - D.4 City Plans Building Demolitions: 31 Upper Dr, 16 Factory St Office Building, 39 Sedgwick Street Garage, 65 E Main St & Madison St Old Bank Drive Thru
- E. Consent Agenda**
 - E.1 Approval of Minutes- Regular Meeting 08/19/21 & 09/02/21
 - E.2 Approval of Building and Wiring Permits
 - E.3 Approval of Payment of the Bills
- F. Strategic Issues for Discussion and/or Vote**
 - F.1 Approval to Accept the Results of the On-Call Engineering Firm
 - F.2 Approval to Accept Bid Opening Results for One (1) New Articulating Wheel Loader (Street Department)
 - F.3 Approval to Hire Part-Time Technology Internship from Fred W. Eberle Technical Center for SYCC
 - F.4 Approval Event Request-Children’s Festival Family Road Trip-Use of Jawbone Park-Modifications due to COVID
 - F.5 Discussion/Possible Vote Waste Collection Board Rental Fee for Use of Space at 395 Mudlick Road
 - F.6 Approval Appointments FY 2021/22 for Television Cable Board 2 Vacant Seats
 - F.7 Discussion/Possible Vote Set Date and Time Trick-or-Treat in City Limits
 - F.8 Approval Financial Statement 06/30/2021
 - F.9 Approval iWorQ Systems Inc. Software Upgrade
- G. Comments and Announcements**
 - G.2 Pamela Bucklew
 - G.3 C J Rylands
 - G.4 David Thomas

G.5 Jack Reger
G.5 Shelia Lewis-Sines
G.6 Randall Sanders

H. Mayor’s Comments and Announcements

I. Adjournment

Posted 09/13/2021 - REVISED 09/14/21 Next Regular Scheduled City Council Meeting Thursday, October 7, 2021

A. Call to Order - Mayor Robbie Skinner called the regular meeting of the Buckhannon City Council, for Thursday, September 16, 2021, to order and asked all present to join him in a Moment of Silence. He then led all those in attendance in the Pledge to the Flag of the United States of America.

B. Recognized Guests

B.1 Georgette Ward-Elizabeth Zane Daughters of the American Revolution Chapter-Presentation-Women in American History and Constitution Week Proclamation - Mayor Skinner recognized Georgette Ward, along with members of the Elizabeth Zane Daughters of the American Revolution Chapter and presented them with the following proclamation:

**PROCLAMATION
CONSTITUTION WEEK 2021**

WHEREAS, September 17, 2021 marks the two hundred and thirty-fourth anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and,

WHEREAS, It is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and,

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as **CONSTITUTION WEEK**.

NOW, THEREFORE, I, Robert N. Skinner, III, Mayor of the City of Buckhannon, pursuant to the power & authority duly vested in me, do hereby proclaim the week of September 17 through 23, 2021 as

CONSTITUTION WEEK

AND ask our citizens to reaffirm the ideals of the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guardian of our liberties, remembering that lost rights may never be regained.

Given under my hand & the official seal of The City of Buckhannon,
this 16th day of September, 2021

Robert N. Skinner, III, Mayor

Georgette Ward then presented Mayor Skinner with a Proclamation honoring Elizabeth “Binky” Poundstone for her many contributions to the City including being the first female Mayor of Buckhannon. The proclamation recognized Elizabeth “Binky” Poundstone as a “Woman of the Year” with the Elizabeth Zane Daughters of the American Revolution Chapter American History Award.



Daughters of the American Revolution

*Certificate of Award
for
Women in American History*

Presented to

Elizabeth J. "Binky" Poundstone
by

Elizabeth Zane Chapter *16 Sept 2021* *Georgette Ward*
Chapter / Site Date Regent

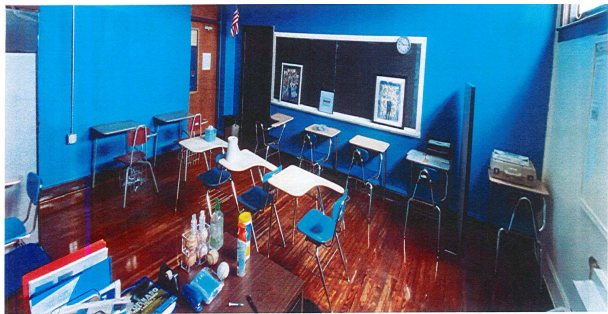
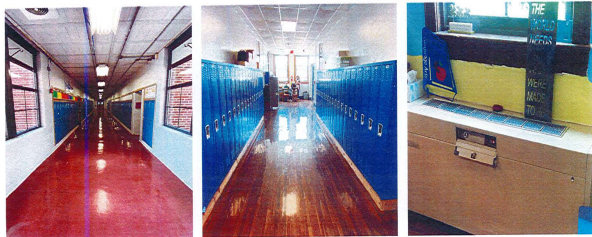
B.2 Dr. Sara Lewis-Stankus, Superintendent Upshur County Schools-Presentation-Vision of the Future-Proposed New High School & Updated Middle School - The Mayor recognized Dr. Sarah Lewis-Stankus who provided an introduction of the Board of Education’s Vision of the Future proposed a new High School and updated Middle School for Upshur County. She was joined by Dr. Deb Harrison and Jeffrey Perkins who together provided the complete presentation of the new Comprehensive Career-Technical High School and a new reimagined location for the Buckhannon-Upshur Middle School. A Q& A with citizens in attendance and Council Members took place. Council Members each expressed their support for the vision and encouraged the community to support the initiative as well.



Buckhannon Upshur
Middle School



Buckhannon Upshur
Middle School
Built in 1925



Buckhannon-Upshur
High School

Opened in 1977



Building the Future...Now!

*Making the Case for a New Comprehensive Career-Technical High School in Upshur County,
West Virginia*

What makes a student succeed?

An obvious reply is to ask for a definition of “success.” Today, *success* means different things to different people. For some, it simply equates to employability after high school. For others, it is entry into a prestigious field of choice. Still others chase a more spiritual path and define success by the presence of strong, potentially lifelong relationships. The world is changing quickly. We want to be sure that Upshur county students are ready for the future. The knowledge and skills needed to succeed 20 years ago are different from those needed today.

Upshur county convened a group of educators, businesspeople, parents, and students to examine the today’s job environment and create a portrait of a well-prepared, life-ready, Upshur County High School Graduate. Stakeholders shared their desire for our graduates too be ready with world class knowledge, including reading and math, essential knowledge of the arts, social studies, stem, and world languages. They also want students to have a deep understanding of career awareness and financial literacy. Desirable skills also include life characteristics such as ready to learn, fail and improve. Being flexible and adaptable, self-aware and confident are important skills as well.

The potential employer requires our graduates to be inclusive and have an open- minded attitude. They are looking for a strong work ethic, perseverance and grit. They want their employees to be civically engaged and practice habits of wellness. And finally, the college and career skills necessary to create a path of success for our Upshur County students will include verbal and nonverbal communication, teamwork and collaboration, innovative problem solving and creativity, organization and self-direction.

The job of the educator is to impart wisdom and to nurture success, and to do that, connect with students at unique points on the spectrum of their definitions of success.

Career and Technical Education

“Career and technical education (CTE) provides an opportunity pathway to success for high school students and offers each student opportunities to personalize his or her education based on their interests and unique learning needs” (USDE, 2019). As new technologies birth new careers and a relentless pursuit of innovation sets new workforce expectations, the demand for new skills opens doors to new definitions of success. Further, today’s children have grown up with choices, from entertainment to the modes of delivery for their education. Thus, they expect to have options available that align with their budding career interests. Educators and education districts, therefore, must be ready with as many pathways as possible.

Rural education faces a dilemma: where is the balance between traditional, college-bound programs and CTE programs?

Employment requiring only a high school diploma remains, as do positions that require an undergraduate degree or higher. Education pathways toward those opportunities are important and necessary. As the U.S. Department of Education notes, however, there is a workforce skills gap for positions requiring “middle skills,” those that require *either* a diploma, post-secondary certificate, or associate degree. In 2019, there were 30 million jobs in the United States with a median pay of \$55,000+ that *did not* require a bachelor’s degree. There were not enough qualified (per education) candidates to fill those positions. CTE opportunities at the high school level, that either lead to additional study, apprenticeships, certificates, or employment can be a way to bridge that gap.

Anecdotally, then, one would expect to see an increase in CTE course credits earned by high school students. Available data tells a different story. “The percentage of graduates earning CTE credits declined from 95 percent in 1992 to 88 percent in 2013” (Liu & Burns, 2020, p. 4). The Liu and Burns study found no statistically significant differences in gender or other personal characteristics between, nor did their study find measurable differences in achievement between those that pursue CTE credits and those that do not. The study noted changes in the number of credits public school graduates receive in various subjects. For instance, average credits in enrichment, mathematics, and science areas have increased, while English and fine arts have remained largely the same.

Liu and Burns’ study also reported the change in the average number of CTE credits obtained. Traditional trades, like construction, mechanical, and business/marketing have declined, while public services, healthcare, agricultural (and natural resources), and computer and information science have increased (2020, p. 7). The authors’ study utilized 2013 data, and the trades showing the gains loosely correspond to more recent, sustained gains in similar sectors across the nation’s economy.

Trends related to subject matter within CTE aligning with economic trends is not surprising. Reconciling decreases in CTE enrollment against what appear to be higher demands for the skills imparted by CTE education requires more recent data (what are the trends from 2013 through 2020, for instance), data on access to CTE programs, and data regarding interest in CTE graduates. The U.S. Department of education reported that 98% of public-school districts offered CTE options to students, with varied access to the programs, ranging from options in regular high schools in the same district (when districts offered programs) (83%), part-time CTE centers (43%), at a community or four-year college (35%), online (30%), at a CTE-focused high school (12%), and at regular high schools in a different district (11%). Thus, a lack of access does not appear to be the major problem.

Employer interest in CTE graduates appears to be increasing. Applied Education Systems (AES) reports that 11 of the 20 fastest-growing jobs are in the healthcare field. Healthcare careers will grow 18% between 2016 and 2026. Further, AES (2019) projects 194,500 new jobs in STEM areas, 634,400 in transportation and logistics, and 773,800 in business between 2016 and 2026. Flexibility appears to be key; trends within CTE education suggest alignment with economic trends (and opportunities), and anecdotal data suggests that with an increased pace of innovation, the nation may be in need of more capable, technically savvy, and adaptable graduates.

Gen Z and Beyond

Generation Z, those born between 1996 and 2010 (McNeil, 2018), are the first true “digital natives” (Francis & Hoefel, 2018). McKinsey & Company studied their preferences and influence on consumer industries and identified four core behaviors: (a) valuing individual expression and avoiding labels, (b) mobilization for a variety of causes, (c) belief in the efficacy of dialog as a component of conflict resolution, and (d) analytic and pragmatic decision-making (Francis & Hoefel, 2018). The article’s primary take-away was that “Businesses must rethink how they delivery value to the consumer,” (para. 4).

Other researchers have studied Gen Z’s learning preferences. Nicholas (2020) found a preference for digital resources in education as well as in-class, hands-on work. The Association for Career & Technical Education (2020) says that “Experiential learning is key.” Gen Z students look for the connections between their class activities and the real world. These students seek out collaborative, social learning opportunities (Panopto, 2020). Further, early research on Gen Z suggests that it could be the best-educated generation the U.S. has yet seen (Parker & Igielnik, 2020).

Though it is difficult to predict how one generation will differ from the next, Gen Z carries forward values-based trends from the Millennial generation. As Millennials and Gen Z ages with families, they may impart these values on their children, thus strengthening the focus for future generations. Thanks to digital marketing and other technological evolutions, members of Generation Z had even more customized options at their disposal than the Millennials (who, in turn, had more customization available than previous generations). These trends may continue. Further, employment will likely become more specialized, thus creating the need for more technical and flexible options as the rate of technological innovation remains the same or increases.

The Case of Upshur County, West Virginia

Community Background

Within this changing landscape, Upshur County, West Virginia sits at an interesting crossroads. The needs of the workforce are changing, and that applies to every community in the United States. Yet West Virginia has recorded the largest out-migration (by percentage) of any state according to initial Census 2020 estimates (Raby, 2021). Decisions made about education and opportunities are important and have everyone’s attention.

Upshur County consists of one city and several smaller communities. Buckhannon, the county seat, is located on the north end of the county while Rock Cave is at the south end of the county. The community of Tallmansville is located near the center of the county. Thanks to US Route 33 (Corridor H) and Interstate 79, Upshur County is a short drive from all the amenities offered in nearby Clarksburg, Bridgeport and Morgantown, WV, as well as Pittsburgh or Charleston.

Though there has been fluctuation in Upshur County’s population, it has remained largely consistent since 2010. Upshur County’s population has remained between 22,000 and 25,000 for several Census cycles; local leaders anticipate that the population will remain steady (in the 2020 Census) despite state trends based on historical and observational data. Development in Upshur

County may support a steady population, though a project resulting in a population “boom” is unanticipated.

Population change often relates to economic drivers, both in the county and the region. Locally, oil and gas production and pipeline construction have slowed as compared to estimates from previous years. West Virginia Wesleyan College in Buckhannon has largely avoided the sustainability issues that many small, private colleges face, though its personnel roster is also slightly down.

As noted above, the Millennial and Gen Z generations have different outlooks on employment than previous generations. Younger members of the workforce often look for a variety of opportunities. They appear eager to experience life in several positions and communities before settling down, whereas previous generations looked for places to remain long-term earlier in their careers. Further, younger workers will often accept less pay in exchange for non-traditional benefits packages like flexible schedules. For employers, it is as much about offering an experience as it is a job. Fortunately, diversity appears to be on the rise in Upshur County, and this diversity has had impacts on the services offered in Upshur County’s schools. Community officials noted an increase in the number of English as a second language (ESL) residents. Census data, though, still notes low percentages of minority populations. School officials also noted an increase in home schooling throughout Upshur County. The community has also seen a new range of functional and access needs somewhat attributable to the opioid epidemic. For instance, variation in social factors such as children living with grandparents or in foster care has led to a need to understand a wider range of psychological issues. School officials continue to look at expansion of its PALS program (at all levels: elementary, middle, and high) and the associated facilities needs that accompany that expansion. Upshur County experiences a great economic diversity, which includes a mindset of generational poverty in some communities (Upshur County Schools, 2020).

Various community groups in Upshur County work well together, and they often employ a problem-solving approach. In other words, immigration, migration, and travel offer two-way benefits. They do not represent downward population trends. The Clarksburg-Bridgeport area approximately 30 minutes to the north of the Buckhannon area are growing economically. Portions of Upshur County could take advantage of residential development as people move into the wider region to work in Harrison County and points north. Should this development occur, census trends in Upshur County’s schools would change.

Fostering Innovation

Upshur County Schools made a bold commitment to elevate and diversify its educational approach and prepare students differently for the workforce they will enter by placing greater emphasis on innovation, critical thinking skills, and advanced career-based programs. To achieve this feat, the district partnered with the West Virginia Department of Education and local business and industry to become a “Dreamer District.”

Upshur County Schools supports innovation throughout all grade levels of its schools, starting with a new approach to learning. Schools across the county are using a focus on enhanced career-based programs for students to explore, experiment, and celebrate pathways of learning in

preparation for college and career. Ninth through 12th grades have programs at Buckhannon-Upshur High School that delve into career development such as business/marketing, culinary/hospitality, and teacher preparation. But our community demands and deserves more opportunities for our students and preparation of our graduates to be fully employable upon graduation, and increased opportunities for adult learners to improve their employment and economic standing, as well. These additional program strands will not only complement and but also extend current CTE programs within the existing Fred Eberle Technical Center, which is a tri-county facility serving Upshur, Lewis, and Barbour Counties.

Building the Future...Now

Today’s students need hands-on learning opportunities in a simulated workplace environment that allow them to develop critical thinking and problem-solving skills which they will use in future careers. Our plan is to develop a campus with a new, 120,000 square-foot comprehensive career-technical facility that expands college and career preparatory opportunities currently available to 11th and 12th grade students and places greater emphasis on science, technology, engineering, the arts and mathematics (STEAM).

This innovative campus will support learners at all levels. Students who plan to attend college can take dual enrollment courses to earn credit toward their college degree, with the goal of those college bound students attaining an associate degree upon graduation. This will be a facility that will inspire learning and prepare graduates for vocations yet to be identified and build capacity in entrepreneurial skills.

Graduates who prefer to enter the workforce or military immediately can learn skills or trades that help prepare them for their careers. Students who have not decided on a career path, meanwhile, can further explore interests and build skill sets that will give them a competitive advantage as they enter the workforce. Students will have opportunities for off-site internships and apprenticeships for hands-on experience in a variety of potential career fields. We have come to understand a critical tenet in education is that there is no longer one path to success; there are now multiple pathways that enable students to evolve into the entrepreneurs of tomorrow.

Our proposed school will provide a flexible and adaptable environment that will evolve as future careers and the demands of the West Virginia workforce evolves.

The proposed facility will create various learning environments and social spaces, moving away from traditional classrooms for instruction to lab environments that provide science, technology, engineering, the arts, and mathematics (STEAM) opportunities and hands-on areas for project-based curricula. By collaborating with industry partners, the district and designers will be able to better understand the goals and needs of each career pathway and ensure critical design parameters such as special space requirements with access, loading on the floor, furniture and fixtures, and equipment needs were appropriately defined. Industry-specific spaces support real-world training or trade certification programs and learning studios/laboratories will provide flexible learning spaces for experimentation and exploration, with some with direct access to sheltered outdoor work areas. A large commons area in the center of the school will be the highlight of the facility. This will serve as the heart of the campus and will be a place for

intentional synergy between interdisciplinary interactions, industry partners, and specific programs. Additionally, the facility will contain flex spaces to promote strategic interaction and encourage collaboration.

Through Upshur County’s Comprehensive Educational Facilities Plan (CEFP), which is completed every ten years, district officials collected information from our community. Upshur County citizens reported that they want to build a new high school rather than a new middle school. To support this vision, Upshur County Schools will move the middle school students to its current high school facility and improve the space by adding up-to-date career technical programming. The new CTE high school will offer a new hope and future for our community as we focus on programming that will provide stackable credentials, internships, apprenticeships and career training to our high school students and adult learners. This high school will offer programs to students during the day and adult programming and certifications during the night. It could serve the entire North Central West Virginia area.

The Request

The economy is changing, and workers need to be adaptable. This school, from its design to the curricula it delivers, must be equally adaptable. Yet, this vision does not come without a price tag. Upshur County Schools seeks support from a variety of sources, including those at local, state, and national levels; those in the public and private sector; to generate \$64 million to make this dream a reality.

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VISION OF THE FUTURE

UPSHUR COUNTY SCHOOLS

- \$49 million over 15 years
- Will cost the average taxpayer \$70/year, or \$6/month
- If approved locally, the School Building Authority is expected to provide an additional \$21 million in funding

THE BOND WILL PROVIDE:



A NEW COMPREHENSIVE CAREER TECHNICAL HIGH SCHOOL AND A NEW "REIMAGINED" LOCATION FOR BUCKHANNON-UPSHUR MIDDLE SCHOOL

- New construction of a Comprehensive Career Technical High School
- Complete renovation of current Buckhannon- Upshur High School to reimagine Buckhannon- Upshur Middle School.
- Great schools are good for business and our community.
- Our community cares about the future and has been involved in all areas of the planning.



BENEFITS FOR ALL UPSHUR COUNTY STUDENTS

- Larger Classroom Spaces
- Hands-On Learning
- Science, Technology, Engineering, Art, Math (STEAM)



UPDATED SAFETY AND SECURITY MEASURES

- Shared campus will provide new and increased security.
- Secure entrances



INNOVATIVE LEARNING SPACES

- Career Technical Education (CTE) programs
- Associate Degree Programs
- Performing and Fine Arts Program




SCHOOLS

our children

DESERVE!

For more information, visit: upshurschools.com or on Facebook Upshur Next-Vision of the Future



Vision of the Future

New High School - Reimagined Middle School

Public Meetings

5:00 pm-6:00 pm

August 30	Buckhannon-Upshur High School 6:00-7:00 PM
September 14	Rock Cave Elementary School
September 28	Hodgesville Elementary School
October 12	French Creek Elementary School
October 26	Washington District Elementary School
November 16	Buckhannon-Upshur High School
November 30	Buckhannon Academy Elementary School
December 14	Union Elementary School

Want to help more? Join us for a Committee Meeting at Buckhannon-Upshur Middle School on September 1, 2021 beginning at 6:30PM.

For More Information visit www.upshurschools.com!

B.4 Jody Light-Almost Heaven Spooktacular Backyard BBQ - Jody Light was recognized and presented her plans for the upcoming Almost Heaven Spooktacular Backyard BBQ scheduled for October 30, 2021. Council Member Reger asked if the event needed financial support and if so, how much? Ms. Light noted that the event expenses are between \$3,000 and \$3,500, and of that \$2,000 will be needed for awards. Other requests from the City include use of the Bay area of the BFD along with some tables and chairs as well as promotional support through the City's website and marketing efforts. Mayor Skinner also asked that Buckhannon be considered for the main Almost Heaven BBQ Bash. Ms. Light said she was willing to consider the opportunity. The Mayor recommended that we have the event added to our next City Council agenda for consideration for financial support. No further action was taken.



Almost Heaven BBQ Bash

PO Box 2054
Buckhannon, WV 26201

E-mail: almostheavenbbqbash@gmail.com
Website: www.almostheavenbbqbash.com



2021 Almost Heaven Spooktacular Backyard BBQ

*** Although our initial plans included lots of Halloween-themed games & activities for kids and families, the recent surge in Covid cases in Upshur and surrounding counties has forced us to reconsider public participation. Unless restricted by the CDC / Governor, we plan to host the Backyard BBQ Contest "only" since the Hinkle lot offers adequate space for teams, and the judging area in the Fire Dept. bays also provides plenty of space for the estimated 15-20 judges. The contest, however, will attract teams and judges from other areas who'll stay overnight in hotels, eat in local restaurants, etc. to provide another boost to the local economy. We also plan to pre-sell BBQ chicken and Rib dinners with a drive-thru / pick-up option only as we did in the spring.

DATE: Saturday, October 30, 2021 (BBQ Teams / some judges arrive Fri., Oct. 29th)

LOCATION: Bicentennial Inn (and Hinkle lot across the street – permission acquired)

EVENT INFO: KCBS Sanctioned Backyard BBQ Contest

~ BBQ Chicken and Rib Meals available by pre-order for drive-thru / pick-up

NOTE: We already have verbal commitments from teams travelling from WV, VA, and NC

CONTEST: KCBS Sanctioned Backyard BBQ Contest (Chicken & Ribs) - \$200 entry per team

PROJECTED EVENT COSTS: estimated \$3,000 - \$3,500

~ Covers cash prizes, trophies, sanctioning & team fees, fees & expenses for KCBS representatives who coordinate the judging process, porta johns, event insurance, signage, contest supplies, etc.)

~ Estimate 12-15, possibly 20, teams

WISH LIST:

** Use of bay area of the Fire Dept. for judging (with some tables & chairs) – endorsed by Chief Kimble

** Promotional support thru the City's website and marketing efforts

** Any financial support the City would like to provide to assist with event costs

** Almost Heaven BBQ Bash, Inc. is a registered 501c3 non-profit organization **

B.3 Myrna Street Residents –Jawbone Run Storm Sewer Issues - Mayor Skinner recognized the residents from Myrna and Boggess streets to speak about flooding issues having to do with the Jawbone Run area. Bonnie Krum started off the discussion and was joined by David Krum, Helen (Sue) Boring, Bill Beathe, and Mike & Rose Whitehair, who have all had issues with flooding. Representatives from the City who were on hand to discuss the engineering aspects of the situation were the Director of Public Works Jerry Arnold, City Engineer Jay Hollen, and Sanitary Department Superintendent Ethan Crosten. Mr. Arnold reported that they have inspected the area and found no blockages in our storm water drains. What they did find were property maintenance issues in areas where the City has no right of ways and areas where equipment could not be used. Jay Hollen provided specifics on four locations of debris fill that is collecting and potentially creating issues with the main area seeming to be at the 18 Myrna Street property. Discussion on the various reasons for flooding in this area of town as well as other areas of the City took place. It was explained that property owners have the responsibility to maintain the riverbanks and river beds that are a part of their property, to assure the water flow is consistent. The Mayor wants our current ordinances explored to see if there is any language that could help enforce this or if a new ordinance needs to be created. The City cannot do the maintenance on any of the properties as they are privately owned. Mayor Skinner will see if a volunteer group can be assembled to do some of the cleanup necessary in the interim.

F.1 Approval to Accept the Results of the On-Call Engineering Firm - Without objection, the Mayor brought *F.1 Approval to Accept the Results of the On-Call Engineering Firm* to the table for discussion and possible vote. Jerry Arnold and Jay Hollen together explained and discussed the

manner in which the On-Call Engineering Firm selection process was handled. Once all applications were received it was narrowed to the final three firms who were then interviewed by a panel that included the Mayor, City Engineer, Director of Public Works and City Zoning and Code Enforcement Officer. The firm that was selected and is being recommended to Council is Potesta & Associates, Inc.

Motion to approve the recommendation of Potesta & Associates, Inc., as our On-Call Engineering Firm was made by Rylands/Thomas. Motion carried.

City of Buckhannon
70 East Main Street
Buckhannon, WV 26201



Phone: 304.472.1651
TDD: 304.472.9550
Fax: 304.472.0934

September 9, 2021

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

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:

1. Potesta & Associates, Inc.
2. Civil & Environmental Consultants, Inc.
3. 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.

Sincerely,

James S. Hollen, III, PE, CFM
City Engineer

c: 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

**ADVERTISEMENT AND REQUEST
FOR STATEMENT OF QUALIFICATIONS**

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

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

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

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

Jerry L. Arnold, Director of Public Works
City of Buckhannon
70 East Main Street
Buckhannon, WV 26201
Reference: Statement of Qualifications from “Name of Consulting Engineering Firm”

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

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

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

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

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

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

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

The City Engineer also gave an update on the City Hall roof project as there is a delay on materials.

C. Department & Board Reports

C.1 Director of Public Works - Jerry Arnold - Mr. Arnold reported that all departments are continuing the work on previously reported projects. He provided an update on the North Spring project noting that Mountaineer Gas was about 70% finished with their work. He also reported on the North Kanawha Street sidewalk project stating that it was moving along well

F.2 Approval to Accept Bid Opening Results for One (1) New Articulating Wheel Loader (Street Department) - Without objection, the Mayor moved *F.2 Approval to Accept Bid Opening Results for One (1) New Articulating Wheel Loader (Street Department)* to the table for discussion and possible vote. Jerry Arnold explained that we had received two bids on the equipment with the low bid being from Appalachian Equipment Solutions for a total of \$121,699. The other bid was from Cleveland Brothers and was for \$169,000.

Motion to approve the low bid of \$121,699 from Appalachian Equipment Solutions was made by Thomas/Bucklew. Motion carried.

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 jarnold.buckhannon@gmail.com. The City of Buckhannon reserves the right to reject any and all bids.

Publish date-08/19/21 & 08/26/21 Record Delta

**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:	Diesel 160+ h.p. 800+ ft lb. torque
Transmission:	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”
Weight:	
Operating Weight	32000 lbs.
Hydraulic System:	
Max Flow	58 GPM
Max Pressure	3900 PSI
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
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:

Cab	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 available
	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

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

Amby report 08-19-21

Balances in the Enterprise Funds August 31, 2021

Waste Collection Board	mm/cking	\$927,146	cd/sav \$58,536.
			Plus a letter of credit for \$64,000
Water Board	mm/cking	\$588,051	work/capital \$616,016
Sanitary Board	mm/cking	\$500,614	work/capital \$457,076
Storm water Fund	mm/cking	\$117,677	

The delivery of the Waste Collection new garbage truck is delayed until March.
Because of equipment failures, the Waste Collection Board authorized purchases of a used garbage truck for \$17,000 and two road tractors for \$21,356.

F.3 Approval to Hire Part-Time Technology Internship from Fred W. Eberle Technical Center for SYCC - Without objection, the Mayor moved *F.3 Approval to Hire Part-Time Technology Internship from Fred W. Eberle Technical Center for SYCC* to the table for discussion and possible vote. Amby Jenkins and Debra Brockleman together explained the request and that while we will be paying this person, the Upshur County Board of Education will be reimbursing us for the payroll cost.

Motion to approve hiring a part-time Technology Internship from Fred W. Eberle Technical Center for SYCC was made by Reger/Thomas. Motion carried.

Help Desk Support Specialist: Job Description

Help desk support specialist will provide technical assistance and support related to computer systems, hardware, and software. The specialist will be responsible for answering queries and addressing system and user issues in a timely and professional manner. The specialist will work with the IT team, and will regularly interact with system and computer users. The specialist will train users on basic system and computer functions. Understanding and proactively maintaining daily system performance, having the ability to troubleshoot customer problems, and innate follow-up and follow-through skills are all essential aspects of the help desk support's day-to-day role.

○ Typical Help Desk Support Responsibilities

The day-to-day tasks of a help desk support team vary depending on the needs of the users or systems on a given day. Help desk support personnel can plan for upgrades, updates, and maintenance tasks, but there will always be unexpected issues that arise in a given day. That being said, many in help desk support find themselves acting as the first point of contact when a user is facing hardware, software, or system issues. Many teams work within a ticketing system, so that each member of the help desk team will have a variety of tickets to address and close out each day in addition to their maintenance tasks. While the nature of their role is more technically based, it is important for help desk support specialists to have a tolerant and patient disposition, with strong communication skills to put frustrated users at ease. With many tasks to oversee, in general help desk support will be responsible to:

- Monitor and respond quickly to incoming requests relate to IT issues.
- Maintain computer systems and act as support if any system goes down.
- Responsible for PC's, Printers, Servers and related equipment (monitor, keyboard, mouse, hard drive, etc).
- Maintain user PCs, including upgrades and configuration as needed.
- Assist with onboarding of new users.
- Keep inventory of all equipment, software, and license users.
- Install, configure, and upgrade PC software.

○ Skills of a Help Desk Support Specialist

Help desk support teams are patient task managers who know how to find or create solutions to unexpected problems. They often work with multiple teams and departments, and need to be able to communicate and take ownership to ensure tasks are completed appropriately and on time. There are some essential skills that everyone in a help desk support role should have:

- General awareness of computer systems, PC repair, and network management
- Resourcefulness and quick-thinking nature to troubleshoot new and critical technical issues as they arise.
- Ability to deploy, configure, and support operating systems on desktop and mobile
- Understanding and appreciation for information security within systems and user devices.
- Strong drive to provide excellent customer service and experience, with an awareness of prioritization of tasks, stakeholders, budget, and time.

Source: <https://www.collabera.com/find-a-job/career-resources/help-desk-support-job-description/>

F.4 Approval Event Request-Children's Festival Family Road Trip-Use of Jawbone Park-Modifications due to COVID - Without objection, the Mayor moved *F.4 Approval Event Request-Children's Festival Family Road Trip-Use of Jawbone Park-Modifications due to COVID* to the table for discussion and possible vote. Debra Brockleman explained the proposed procedure and the Event

Request that has been submitted.

Motion to approve the Event Request-Children’s Festival Family Road Trip-Use of Jawbone Park-Modifications due to COVID was made by Rylands/Sines. Motion carried.

C.3 Police Chief- Matthew Gregory - On behalf of Chief Gregory, Lt. Doug Loudin presented the following report to Council:



City Council Report
9/16/21

- 1. James Fisher has finished field training and has been cleared to work on his own. Jacob Garrison continues with his field training which should conclude in late October.
- 2. The police department and VIPS will be assisting with the drive through Children’s Festival this weekend at Jawbone Park.
- 3. Steve Wykoff, the VIPS Coordinator, has recently began the implementation of the Rhodium Incident Management Software for the Buckhannon Police Department and VIPS. This software will be utilized for the development of plans for the police department’s response to both critical incidents as well as pre-planned events.
- 4. The CALEA policy review committee is scheduled to meet next week to conduct an annual review of the police department policy and procedure manual as well as amend a couple policies pursuant to recent statutory and standards manual changes.

POLICE ACTIVITIES

MONTH: August
YEAR: 2021

ACTIVITIES:

Parking Tickets Issued:	
By Parking Enforcement Officer:	48
By Officers:	0
TOTAL ISSUED:	48
Citations Issued:	21
Misdemeanor Arrests:	33
Felony Arrests:	5
Calls Answered:	511
Complaint Reports:	54
Accidents Investigated:	12
Community Policing Hours:	20
Patrol Mileage:	7,536

MISDEMEANOR ARRESTS - August 2021

	TOTAL
BATTERY	1
CAPIAS ARREST	2
DESTRUCTION OF PROPERTY	2
DOMESTIC BATTERY	2
DUI	1
FLEEING	2
OBTAINING FALSE PRETENSE	1
PETIT LARCENY	12
POSSESSION OF CONTROLL. SUB.	3
POSSESSION OF MARIJUANA	4
RECEIVING / TRANSFERRING STOLEN PROP.	1
SHOPLIFTING	2
TOTAL MISDEMEANORS	33

FELONY ARRESTS - August 2021

	TOTAL
BURGLARY	2
CONSPIRACY	1
DRIVING REV./SUSP. DUI 3RD	1
RECEIVING/TRANSFERRING STOLEN PROPERTY	1
TOTAL FELONIES	5

TRAFFIC CITATIONS - August 2021

	Gregory	Loudin	Posey	Stewart	Courtney	Hissam	O'Connor	McCauley	Kraemer	Fisher	Garrison	TOTAL
CELL PHONE										2		2
DRIVING REVOK/SUSP					1			1		1	3	6
EXPIRED MVI STICKER										1		1
NO INSURANCE CARRIED										1		1
NO OPERATORS									1			1
SPEEDING										9	1	10
TOTAL TRAFFIC CITATIONS	0	0	0	0	1	0	0	1	1	14	4	21

C.4 City Attorney - Tom O'Neill – Mr. O'Neill did not have a formal report for Council.

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

D.1 Letter Agreement Use of Space at 16 Factory Street by WVWC

City of Buckhannon
70 East Main Street
Buckhannon, WV 26201



Phone: 304.472.1651
TDD# 304.472.9550
Fax# 304.472.0934

2 September 2021

Mr. Vaughn Hartley
Director of Physical Plant
West Virginia Wesleyan College

Buckhannon, West Virginia 26201

RE: Letter Agreement
Use of Space at 16 Factory Street, Buckhannon, by WVWC

Dear Mr. Hartley,

The purpose of this letter agreement ("Agreement") is to memorialize the terms by which West Virginia Wesleyan College ("WVWC") will lease space from the City of Buckhannon ("City") at the City's former public works facility located at 16 Factory Street, Buckhannon, West Virginia ("Facility"). The City of Buckhannon is pleased to be able to offer the use of some of its space at the Factory Street facility to West Virginia Wesleyan College to assist the college in its loss of physical plant space located on College Avenue, Buckhannon. The terms of this Agreement, which may be modified upon further agreement of the parties, are:

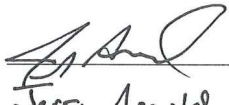
- 1) The Agreement will be deemed effective September 1, 2021 and will expire at the close of business on March 31, 2022 unless extended in writing by the parties jointly. This Agreement shall not be construed to permit occupancy of the Facility past August 31, 2022 absent further written agreement of the parties.
- 2) WVWC will pay to the City the sum of One Thousand Dollars (\$1,000.00) per month, on the first day of each month (beginning on or about September 1, 2021) during the initial or extended term of this Agreement.
- 3) WVWC will limit its use the Facility to the operations of its Physical Plant staff and equipment; Jerry Arnold, City of Buckhannon Director of Public Works, will serve as the City's representative in the execution of this Agreement.
- 4) WVWC will provide access as required by the City's Director of Public Works or his designee upon demand. The City and its representatives shall maintain the confidentiality and security of WVWC's space and any records or other property located therein or thereupon.

- 5) WVWC shall indemnify and hold harmless the City of Buckhannon for any damage, loss, or liability of any kind whatsoever accruing upon the Facility caused or proximately caused by WVWC, its employees, officers, agents, or invitees. WVWC shall maintain its own policies of insurance upon the Facility, and shall name the City of Buckhannon and the as an additional insured. WVWC shall tender to the City a Certificate of Insurance demonstrating compliance with this section prior to its occupancy of the Facility.
- 6) WVWC agrees to comply with all applicable licensing, zoning, or other ordinances or policies of the City of Buckhannon as an express condition of its occupancy of the Facility.

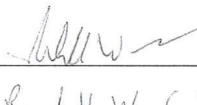
Agreed to on the date first above written by the parties.

CITY OF BUCKHANNON

WEST VIRGINIA WESLEYAN COLLEGE

By: 

Jerry Arnold
[Printed]

By: 

Randall W. Crites
[Printed]

Its: _____

Its: Controller

[End of document]

D.2 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
Chairman of WAMSB 2023 Organizing Committee
City Hall - 304/472-1651 Ext: 1052
Cell - 304/472-4026

D.3 Buffalo Wild Wings- Temporary Extension of the ABCA Licensed Floor Plan through August 2022 -Outdoor Dining Options due to COVID

CITY OF BUCKHANNON
WEST VIRGINIA 26201

70 E. MAIN STREET
BUCKHANNON, WV 26201

TELEPHONE
(304) 472-1651
DD # (304) 472-9550
FAX # (304) 472-4620

West Virginia Alcohol and Beverage Commission
900 Pennsylvania Avenue
Charleston, WV 25302

Wednesday, September 01, 2021

To Whom It May Concern:

I am writing this on behalf of Buckhannon Wing Company LLC; dba Buffalo Wild Wings.
The City of Buckhannon approves the temporary extension of the licensed floor plan of the
above-mentioned Lounge for outdoor dining:

- Beginning September 1, 2021 through August 31, 2022.

The City of Buckhannon finds no violation of any local ordinance for this use. Should you
have questions or need additional information, please contact my office at 304-472-1651.

Sincerely yours,



Thomas J. O'Neill
City Attorney
City of Buckhannon, West Virginia

**D.4 City Plans Building Demolitions: 31 Upper Dr, 16 Factory St Office Building, 39
Sedgwick Street Garage, 65 E Main St & Madison St Old Bank Drive Thru**

E. Consent Agenda

E.1 Approval of Minutes- Regular Meeting 08/19/21 & 09/02/21

E.2 Approval of Building and Wiring Permits

Permit Number	Submitted By and Location	Contractor	Description of Work to be Performed	Building Value	Electrical Code	Total Electrical Fees Paid	Total Building Fees Paid	Zoning	Asbestos	Flood Zone	Elev. Certificate	Non Conversion Use	Historic District
75231	Emmy Msaitif 4 Lincoln Heights	Crites Electric Inc	Generator Install on 34"x53" Concrete Pad	\$7,645.00	B2	\$100.00	\$84.10	X					
75232	Kevin Snyder 7 Gum St	Crites Electric Inc	Generator Install on 34"x53" Concrete Pad	\$7,483.00	B2	\$100.00	\$82.32	X					
75233	Elizabeth Brown 124 Railroad Ave	Self	Bathroom Remodel	\$500.00			\$10.00						
75234	Craig Hyre 160 Pocahontas St	Self	Window Replacement	\$950.00			\$10.00						
75235	Rosemary Queen 184 Randolph St	DAC Construction	Addition 12'x36'	\$18,000.00	B2	\$100.00	\$198.00	X					
75236	Danny McCray 220 Pocahontas St	Self	Fence 6' Hgt	\$2,000.00			\$22.00	X					
75237	Sandra Kesling 180 Randolph St	Victor McVay	Electrical Inspection for Reconnect		A	\$100.00							
75238	BIL Holdings LLC 11 S Spring St	Reliable Roofing & Sheet Metal	Re-Roof	\$22,234.62			\$189.00	X					X
75239	James Duncan 164 Fayette St	Reliable Roofing & Sheet Metal	Re-Roof	\$10,934.25			\$120.28	X					
75240	Colin Reger 55 Boggess St	Self	Fence 6' Hgt	\$2,200.00			\$24.20	X					
75241	Kroshus Management 7 Lightburn St	Ware's Glass	Window Replacement	\$9,000.00			\$85.50						X
75242	Kroshus Management 3 Lightburn St	Self	Inside Remodel & Exterior Painting	\$3,000.00			\$28.50						X
75243	Kroshus Management 3 1/2 A Lightburn St	Self	Inside Remodel	\$1,000.00			\$15.00						X
75244	Kroshus Management 3 1/2 Lightburn St	Self	Siding	\$1,000.00			\$15.00						X
75245	Russell Parke 31 Central Ave	Self	Stone Fascade on front porch	\$999.00			\$10.00						X
75246	Shawn Halle 36 N Spring St	Self	Re-Roof & Foundation Repair	\$2,500.00			\$23.75	X					X
75247	Seth Hoffman 111 Randolph St	Self	Inside Remodel	\$15,000.00			\$165.00						
75248	Gary Harman 12 Island Ave Lot 5	Gary Harman	New Service		A	\$100.00							X
75249	COB Water Department Clarksburg Road	Self	New Service-SCADA Hodgesville Meter Pit		A	\$n/c							
75250	COB Theatre Building 48 E Main St	David Davis Heating/Electrical	Upgrade Service, Moved Meter, New Grounding System	\$11,220.00	A	\$n/c							X
75251	COB Theatre Building 48 E Main St	Commercial Builders	Main Floor Interior Buildout	\$25,000.00			\$n/c						X
75252	First United Methodist 52 S Florida St	Self	Façade Repairs to Masonary, Mortar Joints & Gutter Repairs	\$20,000.00			\$170.00						X
75253	Dan Car Inc 120 Railroad Ave	Self	Concrete Existing Sidewalk	\$540.00			\$15.00						
75254	Robbie Messenger 214 Camden Ave	Tri County Construction	Re-Roof Metal over Shingle	\$8,000.00			\$88.00						
75255	Kenneth Shreves 11 Kepner St	Jimbo's Hands On	Re-Roof Metal over Shingle & Concrete Sidewalk	\$21,000.00			\$189.00						
75256	Cecil Latham 30 Boggess St	Streamline Seamless Gutter	Gutterwork	\$1,500.00			\$16.50						
75257	Baxter LLC 300 Morton Ave	Michael Skidmore	Razing House				\$20.00	X					
75258	Valerie Snow 76 Smithfield St	Gary Woody Construction	Roof over Existing Concrete Pad 16'x32'	\$6,400.00			\$70.40	X					X
75259	Buddy Zickefoose 86 W Lincoln St	Powers Construction	Re-Roof Metal over Shingle	\$8,000.00			\$88.00						
75260	Randy Tenney 92 Camden Ave	Powers Construction	Re-Roof Metal over Shingle	\$6,000.00			\$57.00						
75261	Terrasana Cannabis Co 46 Raella Lane	Rough Brothers Inc	Temporary Grow Pod Shipping Container, Portable Office Trailer, Fence	\$80,000.00	A	\$100.00	\$520.00	X					
75262	Jeff Coffman 14 N Spring St	Self	Flat Roof Repairs & Gutterwork	\$700.00			\$15.00						X
75263	Delmer Simmons 30 N Florida St	Self	Existing Porch Floor & Header Repair, Inside Remodel	\$5,000.00			\$55.00						
TOTAL				\$297,805.87		\$600.00	\$2,386.55						

E.3 Approval of Payment of the Bills

SEPTEMBER 16, 2021 GENERAL FUND PAYMENT OF BILLS

\$25,000.00 – UPSHUR COUNTY CVB – CVB 2021 BUDGET REQUEST

\$4,961.00 - LOUDIN INSURANCE – 4TH QUARTER INSTALLMENT BVFD

FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
MAYOR'S OFFICE	UPSHUR COUNTY CVB	409-568-00	CONTRIBUTIONS	CVB BUDGET REQUEST 2021	25,000.00
	CASTO AND HARRIS	409-341-00	MAYOR'S SUPPLIES & M	MINUTES CITY COUNCIL 2021	213.76
	ENCOVA INSURANCE	409-226-00	MAYOR'S INSURANCE &	WCB1005474 8/2/21 TO 9/1/2	4.84
	WV PUBLIC EMPLOYEES INSURANC	409-105-00	MAYOR'S INSURANCE	GF SEPT 2021 HEALTH INS	1,058.00
		409-105-00	MAYOR'S INSURANCE	GF SEPT 2021 RETIREE'S INS	232.00
	COLLECTION ACCOUNT	409-341-00	MAYOR'S SUPPLIES & M	AUGUST 2021 CC FEES	1,005.53
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	43.82
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	10.25
	JPMORGAN CHASE BANK, N.A.	409-341-00	MAYOR'S SUPPLIES & M	ACCOUNT ANALYSIS AUG 21	5.00
	**PAYROLL EXPENSES			9/02/2021 - 9/15/2021	718.36
				TOTAL:	28,291.56
COUNCIL	ENCOVA INSURANCE	410-226-00	COUNCIL INSURANCE (P	WCB1005474 8/2/21 TO 9/1/2	0.27
	INTERNAL REVENUE SERVICE	410-104-00	COUNCIL'S F.I.C.A.	FICA WITHHELD AND MATCHED	2.49
		410-104-00	COUNCIL'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	0.58
	**PAYROLL EXPENSES			9/02/2021 - 9/15/2021	40.00
				TOTAL:	43.34
RECORDER	ENCOVA INSURANCE	411-226-00	INSURANCE/COMPENSATI	WCB1005474 8/2/21 TO 9/1/2	0.27
				TOTAL:	0.27
TREASURER	ENCOVA INSURANCE	413-226-00	TREASURER'S INSURANC	WCB1005474 8/2/21 TO 9/1/2	1.00
	WV PUBLIC EMPLOYEES INSURANC	413-105-00	TREASURER'S GROUP IN	GF SEPT 2021 HEALTH INS	2.00
		413-105-00	TREASURER'S GROUP IN	GF SEPT 2021 RETIREE'S INS	116.00
	INTERNAL REVENUE SERVICE	413-104-00	TREASURER'S F.I.C.A.	FICA WITHHELD AND MATCHED	19.42
		413-104-00	TREASURER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	4.54
	**PAYROLL EXPENSES			9/02/2021 - 9/15/2021	313.18
				TOTAL:	456.14
COURT	ENCOVA INSURANCE	416-226-00	POLICE JUDGE INS BON	WCB1005474 8/2/21 TO 9/1/2	0.61
				TOTAL:	0.61
CITY ATTORNEY	ENCOVA INSURANCE	417-226-00	CITY ATTORNEY INS UN	WCB1005474 8/2/21 TO 9/1/2	1.06
	INTERNAL REVENUE SERVICE	417-104-00	CITY ATTORNEY FICA	FICA WITHHELD AND MATCHED	173.18
		417-104-00	CITY ATTORNEY FICA	MEDICARE WITHHELD & MATCHE	40.50
	**PAYROLL EXPENSES			9/02/2021 - 9/15/2021	2,793.23
				TOTAL:	3,007.97
CITY ENGINEER	INTERNAL REVENUE SERVICE	420-104-00	CITY ENGINEER FICA T	FICA WITHHELD AND MATCHED	48.53
		420-104-00	CITY ENGINEER FICA T	MEDICARE WITHHELD & MATCHE	11.35
09-16-2021 12:35 AM disbursements 09/02/2021- 09/15/21					
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			9/02/2021 - 9/15/2021	775.23
				TOTAL:	835.11
ZONING	ENCOVA INSURANCE	437-226-00	ZONING INSURANCE & B	WCB1005474 8/2/21 TO 9/1/2	70.14
	WV PUBLIC EMPLOYEES INSURANC	437-105-00	ZONING HEALTH INS	GF SEPT 2021 HEALTH INS	203.00
		437-105-00	ZONING HEALTH INS	GF SEPT 2021 RETIREE'S INS	116.00
	INTERNAL REVENUE SERVICE	437-104-00	ZONING F.I.C.A.	FICA WITHHELD AND MATCHED	88.67
		437-104-00	ZONING F.I.C.A.	MEDICARE WITHHELD & MATCHE	20.74
	**PAYROLL EXPENSES			9/02/2021 - 9/15/2021	1,430.15
				TOTAL:	1,928.70
DATA PROCESSING	RAVEN ROCK NETWORKS INC	439-230-00	DATA PROCESSING	IT SERVICE CONTRACT AUG 20	212.50
		439-459-00	DATA PROCESSING CAPI	SOPHOS IT SECURITY ANNUAL	374.75
	TYLER TECHNOLOGIES INC	439-459-00	DATA PROCESSING CAPI	PROJECT ACCTING INCODE	2,041.25
	SUDDENLINK	439-230-00	DATA PROCESSING	CITY HALL INTERNET SEP 202	32.12
				TOTAL:	2,660.62
CITY HALL	UNIFIRST CORP.	440-216-00	CITY HALL MAINTENANC	ALL DEPT AUG 21 UNIFORMS	130.65
	ENCOVA INSURANCE	440-226-00	CITY HALL INSURANCE	WCB1005474 8/2/21 TO 9/1/2	66.11
	WV PUBLIC EMPLOYEES INSURANC	440-105-00	CITY HALL JANITOR IN	GF SEPT 2021 HEALTH INS	133.75
		440-105-00	CITY HALL JANITOR IN	GF SEPT 2021 RETIREE'S INS	116.00
	MOUNTAINEER GAS COMPANY	440-213-00	CITY HALL UTILITIES	269245-314199 1 S-FLORIDA	33.70
	WALMART STORES INC -BUCKHANN	440-341-00	CITY HALL SUPPLIES	CLEANING SUPP CITY HALL	38.07
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	75.59
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	17.68
	COMFORTECH LLC	440-216-00	CITY HALL MAINTENANC	REPAIR A/C CITY HALL	752.82
	**PAYROLL EXPENSES			9/02/2021 - 9/15/2021	1,233.86
				TOTAL:	2,598.23
POLICE	BISER'S RADIO SERVICE	700-341-05	POLICE VIPS EXPENSES	RADIO BATTERIES	750.00
	LYKINS OIL COMPANY	700-343-00	POLICE DEPT. AUTO SU	POLICE AUG 2021 FUEL BILL	1,891.12
	ENCOVA INSURANCE	700-226-00	POLICE DEPT. INSURAN	WCB1005474 8/2/21 TO 9/1/2	1,153.81
	WV PUBLIC EMPLOYEES INSURANC	700-105-00	POLICE DEPT. GROUP I	GF SEPT 2021 HEALTH INS	4,757.00
		700-105-00	POLICE DEPT. GROUP I	GF SEPT 2021 RETIREE'S INS	1,160.00
	GALLS LLC	700-459-00	POLICE DEPT. NEW EQU	FALCON HR RADAR	877.99
		700-459-00	POLICE DEPT. NEW EQU	FALCON HR RADAR	877.99
	LOWES BUSINESS ACCOUNTS	700-341-00	POLICE DEPT. MAT & S	SAFETY HASP	5.69
		700-341-00	POLICE DEPT. MAT & S	HINGE FOR OFFICEDOOR	7.21
	WEST VIRGINIA PUBLIC SAFETY	700-341-00	POLICE DEPT. MAT & S	RADAR CALIBRATION & CERT	485.00
	JENKINS FORD INC	700-343-00	POLICE DEPT. AUTO SU	STATE INSPECTION CAR 4	14.00
		700-343-00	POLICE DEPT. AUTO SU	OIL CHANGE, INSPECTION	72.45
		700-343-00	POLICE DEPT. AUTO SU	REPLACE BATTERYCAR8	144.95
		700-343-00	POLICE DEPT. AUTO SU	OIL CHANGE, TIRE ROTATION	58.45
	STATE TREASURER CVR LET RJ	700-341-04	CVR-LET-RJ FEES EXPE	AUGUST 2021 COURT FEES	509.86
	TOSHIBA FINANCIAL SERVICES	700-341-00	POLICE DEPT. MAT & S	POLICE DEPT COPIER LEASE	141.00
	ENTERPRISE FM TRUST	700-459-00	POLICE DEPT. NEW EQU	22HZS3 2017 INTERCEPTOR PY	736.03
		700-459-00	POLICE DEPT. NEW EQU	22HZSX 2017 INTERCEPTOR PY	674.64
		700-459-00	POLICE DEPT. NEW EQU	22SFZ4 2018 INTERCEPTOR PY	693.66
		700-459-00	POLICE DEPT. NEW EQU	22SFZ7 2018 INTERCEPTOR PY	693.66
		700-459-00	POLICE DEPT. NEW EQU	22SCZ2 2018 INTERCEPTOR PY	759.78
		700-343-00	POLICE DEPT. AUTO SU	23H64C MAINT OLDER CRUISER	6.00
		700-343-00	POLICE DEPT. AUTO SU	23H655 MAINT OLDER CRUISER	6.00
		700-343-00	POLICE DEPT. AUTO SU	23H64V MAINT OLDER CRUISER	6.00
		700-343-00	POLICE DEPT. AUTO SU	23H64Z MAINT OLDER CRUISER	6.00

F. Strategic Issues for Discussion and/or Vote

F.1 Approval to Accept the Results of the On-Call Engineering Firm - Action taken earlier in the meeting.

F.2 Approval to Accept Bid Opening Results for One (1) New Articulating Wheel Loader (Street Department) - Action taken earlier in the meeting.

F.3 Approval to Hire Part-Time Technology Internship from Fred W. Eberle Technical Center for SYCC - Action taken earlier in the meeting.

F.4 Approval Event Request-Children's Festival Family Road Trip-Use of Jawbone Park-Modifications due to COVID - Action taken earlier in the meeting.

F.5 Discussion/Possible Vote Waste Collection Board Rental Fee for Use of Space at 395 Mudlick Road - Amby Jenkins explained the following to Council - In December 2020, the Waste Collection Board traded a piece of property located on Upper Pecks Run to Mike Ross. The property was appraised a few years ago for \$35,000. The City of Buckhannon was purchasing the property at 395 Mud lick Road in the amount of \$1,500,000 from Mike Ross. The property at 395 Mudlick Road was to be shared by both the Street Department and Waste Collection Departments. The trade to Mike Ross reduced the amount borrowed by the City of Buckhannon by \$35,000. In exchange for the \$35,000, the Waste Collection Board would receive 6 months of rent/lease. There has not been any set amount of rent to be paid by the Waste Collection Board to the City of Buckhannon. The City currently pays: \$9,775.00 per month to First Community Bank; \$1,000.00 approximately in utility bills and insurance, which equals \$10,775.00 per month. Note that the Upshur County Health Department pays \$500.00 per month for use of office space at the facility. Mr. Arnold estimates that Waste Collection uses approximately 30% of the facility. \$36,000 per year would be 28%. Noting that the Waste Department is not currently in a strong financial position, it is being proposed that we set the rent for the Waste Department at \$2,000 a month beginning January 1, 2021 using the \$35,000 as a pre-payment, with the monthly payments to come of that amount.

Motion to set the Waste Collection Board rental fee for use of space at 395 Mudlick Road at \$2,000 a month beginning January 1, 2021, using the \$35,000 credit from the Ross/Waste Collection Board Property trade as a pre-payment, with the monthly payments to come of that amount first was made by Thomas/Rylands. Motion carried.

F.9 Approval iWorQ Systems Inc. Software Upgrade - Without objection, the Mayor moved *F.9 Approval iWorQ Systems Inc. Software Upgrade* to the table for discussion and possible vote. Amby and Jerry together presented the following:

IWORQ software upgrade.

We currently use this cloud based module for work orders for our departments (bulky goods, yard debris, maintenance and repairs).

We also use it for citizen's engagement, where citizens can send us messages for various questions and issues.

Amby has been looking for a software to better serve and organize our code enforcement activities. Currently we use excel sheets and notes and word documents.

Jerry has also been looking for software to manage and track assets such as the maintenance of sidewalks, storm water, facilities, and infrastructure.

We have been using IWORQ for several years for work orders. The Water Department recently added backflow maintenance and just started using the work orders for inventory tracking.

Employees can access this from anywhere with a username and password on any computer, tablet or mobile device.

The code enforcement modules total \$5,000 per year, the remaining modules (including those we already have) total \$11,844 which would be divided four ways (general fund, water, sanitary, waste). They have waived the \$14,850 setup fee.

Jerry has also requested a one-time service in which IWORQ would send staff to GPS data points such as signs and use a high resolution camera to assess pavement conditions. The cost of this is \$1,352. They discounted the cost by \$10,000 if we purchase over \$10,000 in software.

Motion to approve the iWorQ Systems Inc. software upgrade was made by Sanders Sines. Motion carried. (IWORQ Services Agreement indexed as City Agreement A318).

iWorQ Cost Proposal

Buckhannon, WV	Population- 5486
70 East Main Street Buckhannon, WV 26201	Prepared by: Kyle Heiner

Annual Subscription Fees

Application(s) and Service(s)	Package Price	Billing
Capital Asset - Sidewalk Management - Track work completed and maintenance history - Track location using OpenStreetMap - Configurable dashboard, fields, and reports	\$1,500.00	Annual
Capital Asset - Stormwater Management - Available on any computer, tablet, or mobile device using Chrome browser - Track maintenance history for MS4 compliance - OpenStreetMap with point and line layers - Track conditions and descriptions - Configurable dashboard, fields, and reports	\$1,500.00	Annual
Code Enforcement - Available on any computer, tablet, or mobile device using Chrome browser - OpenStreetMap tracking abilities - Configurable violations & fees - Quarterly parcel upload - Free forms, letters, and / or permits utilizing iWorQ's template library, and up to 3 custom letters / forms.	\$2,150.00	Annual
Facilities Management - Available on any computer, tablet, or mobile device - Track assets such as HVAC, plumbing, electrical, elevators, etc. - Maintenance schedules - Inventory management - Configurable dashboard, fields, and reports	\$2,000.00	Annual
Public Works Package (Infrastructure) Package includes: *Work Management *Sign Management *Pavement Management *Water Management *Sewer Management - Available on any computer, tablet, or mobile device using Chrome browser - Track and manage work and asset(s) by location using OpenStreetMap - Work order scheduling and templates - Track labor, inventory, parts, and material - Track MUTCD, condition, reflectivity, etc. - Track pumps, hydrants, valves, lines etc. - Track manholes, lines, etc. - Track pavement condition, distress, treatments, etc.	\$6,198.00 \$5,000.00	Annual
Citizen Engagement with Mobile App - Citizen account creation and request tracking - Robust mobile apps for Android and iOS - Web form/link for city website	\$1,272.00	Annual
- Robust reporting capabilities - Upload images and pdf files - Includes 25 MB upload and 100 GB total file storage		
Work Management - Available on any computer, tablet, or mobile device using Chrome browser - Track and manage work by location with OpenStreetMap - Work order scheduling and templates - Track inventory, parts, material -Configurable dashboard, fields, and reports	\$1,272.00	Annual
Permit Management - Public Works Permits - Available on any computer, tablet, or mobile device using Chrome browser - OpenStreetMap - Track your contractors and their licensing - Quarterly parcel upload - Free forms, letters, and / or permits utilizing iWorQ's template library, and up to 3 custom letters / forms.	\$2,150.00	Annual
Subscription Fee Total (This amount will be invoiced each year)	\$16,844.00	

One-Time Setup, GIS integration, and Data Conversion Fees

Service(s)	Full Price Cost	Package Price	Billing
One-Time Setup Total (This amount will be added year 1)	\$14,850.00	\$0.00	Year One

NOTES SERVICE(S) DESCRIPTION

- I. Invoice for the (Annual Subscription Fee Total + One-Time Total) will be sent out 2 weeks after signature and Effective Date
- II. This subscription Fee and Agreement have been provided at the Customer’s request and is valid for 25 days
- IV. This proposal includes existing services (Citizen Engagement w/Mobile App, Work Management) totaling \$2,544 annually, to include new proposed services for a new annual total of \$16,844.
- V. This proposal combines existing services (Work Management, Citizen Engagement w/Mobile App) totaling \$2,544 annually and proposed added services (Pavement, Sign, Water, Sewer, CA Sidewalk, CA Storm, Public Works Permits, Code Enforcement, Facilities) totaling \$14,300 for a new annual total of \$16,844.

PublicWorks1 Price Proposal

BUCKHANNON, WV	Centerline Miles: 23
70 East Main Street BUCKHANNON, WV 26201	Prepared by: Troy Rolle

Service & Travel Fees

PublicWorks1 Services	Package Price	Billing
Imaging and Assessment Package Data Collection and Asset Conversion Package includes: - Trimble MX7 Image Collection - Data Processing and Data Conversion - Pavement Condition Assessment • A pavement distress identification based on remaining service life (RSL), and the SHRP distress (alligator, transverse, edge, patching and potholes, longitudinal). • A condition for each segment • A network pavement condition distribution • A recommended treatment for each pavement segment • A complete data set entered into the iWorQ Pavement Management application • The information and data required for budgeting and planning • 360-degree georeferenced imagery. • Collected images will be uploaded to image viewer within associated module. • GIS Layers provided at customer request. • Track and manage maintenance history • OpenStreetMap with point and line layers -Presented/Delivered Data Shapefile for the assets listed under note 4.	\$10,000.00 \$0.00	One-time
Travel expenses - Flight, Hotel, Rental Vehicle, Fuel, etc. - Government Per Diem Rate for Meals/Incidentals	\$1,352.00	One-time
Services Total (This amount will be invoiced once)	\$1,352.00	

One-Time Setup, GIS integration, and Data Conversion Fees

Service(s)	Full Price Cost	Package Price	Billing
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NOTES & SERVICE(S) DESCRIPTION

- I. Invoice for the Service(s) will be sent out 2 weeks after the field work has been completed
- II. This Agreement has been provided at the Customer’s request and is valid for 30 days
- III. This cost proposal cannot be disclosed or used to compete with other companies.
- IV. Data collection will be done for pavements, hydrants, and signs.

F.8 Approval Financial Statement 06/30/2021 - Without objection, the Mayor moved *F.8 Approval Financial Statement 06/30/2021* to the table for discussion and possible vote. Amby present the following Financial Statement 06/30/2021:

Per WV Code 8-13-23, the City is required to prepare a financial statement for the General Fund and Coal Tax Fund within 90 days of the beginning of the fiscal year.

Our contracted CPA-Richard Trent prepares the financial statement for the City.

Highlights of the General Fund financial statement.

On the Balance Sheet:

Under Assets the Cash ending 6/30/21 \$1,306,719 -This was due in part to the infusion of funds from the sales tax fund and the \$830,000 received from CARES funds and \$6,700 reimbursement from Upshur County for Covid supplies. Last year the cash balance was \$570,974

That also reflects in the Statement of Revenues and Expenditures.

Revenues totaled \$5,831,796. Other revenues to note \$113,000 received from Mt Heart for SYCC, Grants for FEMA generators, Gateway sidewalk & lighting project, theatre grant, volunteer grant. Compared to the previous fiscal year other revenues that were down was hotel-motel, B&O, gas & oil severance tax, police fines and court costs, franchise fees and donations. The Public Safety Complex surcharge was eliminated (Apr 2020) in the previous fiscal year and the PRO officer was eliminated from Academy School, so neither of these were collected in fiscal year ending 6/30/21.

Expenditures totaled \$5,003,569. Compared to the previous fiscal year there were \$900,304 more expensed.

Several capital expenditures were made:

Mudlick Road property with three large buildings was financed. The property was purchased for \$1,500,000. The payment for this is \$9775 per month-\$117.300 annual.

65 E Main St (Pythias property) was purchased for \$145,000 (purchased in May)

Fiori Concrete Truck \$179,000

New Lease vehicles -2 Dodge Ram 2500 trucks
Flipscreen mesh \$11,780 (dirt sifter)

Three 2020 Ford Interceptor cruisers. Note that three -2013 Ford Interceptors were turned in to sell as trade-ins for the new cruisers.

11 car cams and 11 body cams for the police department were financed.

Police dog (Erros) \$9,000.

Paving of Smithfield Street \$56,000.

And even though it was not in the fiscal year ending 6/30/21, other items added to the depreciation schedule from Jan 2021 to March 2021 Gateway West (sidewalk, lights, storm drain) \$161,127, Paving of Apothecary Lane, Jawbone Park, UCDA access road (get total)

About \$2.5 million in assets was added to assets in buildings, equipment and infrastructure.

The certification of the financial statement will need to be signed by the Mayor, Recorder and at least two members of City Council. Then I will need to publish the financial statement as a Class I legal advertisement.

CITY OF BUCKHANNON		
GENERAL FUND		
BALANCE SHEET		
JUNE 30, 2021		
ASSETS		
Cash	\$	1,306,719
Cash-restricted		469,908
Cash-Municipal stabilization fund		
Investments, at cost		86,093
Grants receivable		72,516
Taxes receivable		389,098
Accounts receivable		46,000
Note receivable - san bd		0
Accrued interest receivable - san bd		
Accrued interest receivable - other		
Other receivables		26,387
Advance payments		29,642

Total assets	\$	2,426,363
		=====
LIABILITIES AND FUND BALANCES		
Accounts payable	\$	14,097
Due to other enties		10,193
Total liabilities		-----
		24,290

Nonspendable		29,642
Restricted		542,424
Assigned		0
Unassigned		1,830,007
Total fund balances		-----
		2,402,073

	\$	2,426,363

CITY OF BUCKHANNON
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED JUNE 30, 2021

Revenues (operations)		
Ad valorem taxes	\$	952,104
Animal control tax		996
Building permits		64,107
Hotel motel tax		107,321
B & O tax		1,483,359
2% Utility tax		225,534
Liquor tax		90,167
Licenses		19,387
Gas and oil severance tax		9,002
Interest		951
Rents		30,000
Police fines, court costs and charges		28,597
Police protection fees		74,458
Fire protection fees		151,275
Franchise fees		51,122
IRP truck fees		71,721
Miscellaneous		16,527
Rebates-refunds Pcard		5,008
Video lottery		23,938
Gaming tax		8,676
Street department billings		11,505
SYC fees, charges, miscellaneous		158,378
Seized property		481
Police department grants (operating)		23,431
SYC grants, donations (operating)		47,539
SYC donations (capital)		11,018
Other grants (state)		316,094
State of WV-Covid/Cares funding		840,495
Intergovernmental (operating) (CWI-Benef stop loss)		36,956
Intergovernmental (sales tax)		954,440
Donations (private) (capital)		5,285
Donations (private) (operating)		650
Asset disposals		11,274
		<hr/>
Total revenues-operations		5,831,796
Expenditures (operation)		
General	\$	1,032,242
Public Safety		1,798,086
Streets		1,452,927
Culture & Recreation		356,242
Community & Youth Services (SYC)		237,829
CVB		126,243
		<hr/>
Total expenditures-operations		5,003,569
		<hr/>
Change in fund balance - current year		828,227
Fund balance - End of prior year		1,573,846
Prior year adjustment		0
		<hr/>
Fund balance - End of current year	\$	2,402,073

CITY OF BUCKHANNON
GENERAL FUND
RECONCILIATION OF STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCES TO THE STATEMENT
OF ACTIVITIES
JUNE 30, 2021

Net change in fund balances \$ 828,227

Amounts reported in statement of activities are
different because:

Governmental funds report capital outlays as expenditures.
However, in the statement of activities, the cost of those assets
is allocated over their estimated useful lives as depreciation
expense. This is the difference between depreciation and
capital outlays in the current period.

Expenditures for capital assets	
Less: Net book value of disposed assets	
Less current year depreciation/amort	2,252,985

Some expenses reported in the statement of activities do not
require the use of current financial resources and therefore
are not reported as expenditures in governmental funds

Change in other assets	
Change in compensated absences	(40,289)

Debt proceeds provide current financial resources to government
funds but issuing debt increases long-term liabilities in the
statement of net assets. Repayment of bond principal is an
expenditure in the governmental funds but reduces long-term
liabilities in the statement of net assets. This is the amount
by which proceeds exceeded repayments.

Principal payments	
Loan proceeds	(1,782,986)

Changes in net assets of governmental activities \$ 1,257,937
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NAME	Amount
Aggregate less than \$50.00	958.08
10-42 TACTICAL LLC	3,047.40
A F WENDLING INC	3,351.53
A&A SAFETY	1,100.00
ADVANCE AUTO PARTS	57.97
AIRGAS USA, LLC	911.31
AIRLITE PLASTICS CO	10,634.88
AK ATHLETIC EQUIPMENT	1,392.00
AKON	944.94
ALIVE	100.00
AMAZON.COM	24,747.39
AMERICAN GARAGE DOOR LLC	185.00
AMERICAN RESCUE PLAN ACCOUNT	1,000.00
APPALACHIAN ROOFING	1,272.50
APPALACHIAN SIGNALS & PRODUCTS	300.00
APRIL E SMALL	1,044.00
ARGOS USA LLC	7,176.00
ASCAP	366.00
ASCE	255.00
ASCENT CONSULTING & ENGINEERS	9,100.00
ASSOCIATION OF STATE FLOO	410.00
AT&T MOBILITY	1,190.82
ATCO INTERNATIONAL	3,739.05
ATLANTIC EMERGENCY SOLUTION	563.62
AUTO ZONE	479.38
AXON ENTERPRISE, INC.	675.75
B&H FOTO & ELECTRONICS CO	13,554.81
BADZIK PRINTING SERVICE	868.78
BANDLAND, LLC	323.76
BENCHMARK PROFESSIONAL SERVICE	590.00
BERKLEY COUNTY SHERIFF'S	100.00
BEST ONE COMM	260.36
BLENNERHASSETT HOTEL	231.94
BLUE360 MEDIA LLC	161.33
BREATHING AIR SYSTEMS	1,516.79
BRITTNi CONLEY	1,000.00
BRUFFEY TRUCKING INC	7,819.47
BUCKHANNON CHAMBER OF COMMERCE	496.00
BUCKHANNON LODGE OF THE K OF P	145,000.00
BUCKHANNON POSTMASTER	77.95
BUCKHANNON UTIL BOARDS	1,305.71
BUCKHANNON VOLUNTEER FIRE	479.50
BUCKHANNON-UPSHUR AIRPORT	35,000.00
BURMA	1,077.67
BYWATER CWI BENEFITS	67,353.43
C & M PRECISION	1,745.00

CALEA	5,500.00	DIVISION OF JUSTICE AND COMMUNITY SERV	3,000.00
CAMDEN CREEK CREATIONS	372.00	DLT SOLUTIONS LLC	737.72
CAPITAL ELECTRIC	104,177.14	DODSON BROS EXTERMINATING	1,574.00
CARDIAC LIFE PRODUCTS, INC	161.52	DOLLAR GENERAL CORPORATIO	303.19
CARTER: LARRY	1,936.00	DOMINION EQUIPMENT PARTS	769.12
CASEYEARL'S	97.44	DONALD KRAEMER	59.02
CASTO AND HARRIS	426.40	DOUG LOUDIN	121.29
CENTER FOR PUBLIC SAFETY	2,329.95	DOUGLAS E CUTLIP	3,805.00
CENTRAL PARTS WAREHOUSE	550.64	DRILLCOMP, INC	256.25
CENTRAL SUPPLY CO	71,301.70	EMERGENCY REPORTING	3,629.40
CHAPMAN RADIANT LLC	398.42	EMSER TILE	4,623.46
CHENOWETH FORD INC	87.78	ENCOVA INSURANCE	38,980.24
CHEWY.COM	629.34	ENLIVEN OCCUPATIONAL HEALTH	255.50
CITY DIRECTORIES	110.00	ENTERPRISE FM TRUST	92,796.43
CITY OF BUCKHANNON STREET DEPT	690.00	ENVIRONMENTAL SYSTEMS RESEARCH	550.00
CLEVELAND BROTHERS EQUIPMENT	4,696.00	FAIR LABOR STANDARDS ACT	900.00
CLEVERBRIDGE INC	159.00	FAIRFAX MATERIALS	1,623.64
CLIFFORD JAMES RYLANDS II	1,000.00	FEOLA'S	435.00
COLE TRUCK PARTS INC	518.85	FERGUSON WATERWORKS	624.00
COLLECTION ACCOUNT	10,727.44	FINLEY FIRE EQUIPMENT CO	1,835.70
COMBAT	324.00	FIRE DEPARTMENT TRAINING	431.95
COMFORTECH LLC	2,449.80	FIRE FIGHTERS BOOKSTORE	273.00
COMMUNITY BANK	9,915.43	FIRST COMMUNITY BANK	24,090.66
COMMUNITY CARE OF WV	1,308.00	FIRST COMMUNITY BANK CORP	58,618.80
CONNER B MCCAULEY	117.65	FISHER AUTO PARTS INC	1,497.80
CONSOLIDATED PUBLIC WORKS	90,881.47	FLEET HOSTER LLC	195.00
COOPER ASPHALT INC	87,080.06	FLIP SCREEN, LLC	11,780.00
CORRIDOR H TIRE INC	3,570.71	FORMAX INC	312.25
COUNTRY ROADS TRANSIT	10,000.00	FOSTER SUPPLY INC	3,656.44
CRISS SALES & SERVICE	105.58	FOX'S PIZZA	140.00
CRITES ELECTRICAL INC	516.09	FRONTIER	7,500.32
CRITES ELECTRICAL SUPPLY	5,557.69	FUBAR ENTERPRISES	260.00
CSI FORENSIC.COM	106.88	FULL COMPASS SYSTEMS, LTD	25,060.38
CUMMINS SALES AND SERVICE	50.66	GALAXY DIGITAL LLC	1,500.00
CURB ROLLER	1,983.48	GALLS LLC	2,713.17
DATAMAX CORPORATION	12,971.66	GATES SUPPLY	77.03
DAVID DAVIS HEATING	9,875.00	GEORGE L. WILSON INC.	21,819.76
DAVID L HOWELL CPA	2,660.23	GLORIA A. BURR	300.00
DAYTON ASSOCIATES OF W.R.	281.25	GO DADDY.COM	646.02
DELUX BUSINESS FORMS	296.61	GRAINGER	3,113.09
DEMANET BITE SUITS	1,676.75	GUARDIAN TRACKING LLC	792.00
DEPARTMENT HEALTH & HUMAN RESOURCES	80.00	HAMPTON INN	203.52
DETECTACHEM	359.90	HARBOR FREIGHT TOOLS	1,875.11
DHHR	120.00	HARPER LUMBER & BUILDING	15,131.96
DIGITALCOURTHOUSE.COM	74.75	HART OFFICE SOLUTIONS INC	70.90
DISBURSEMENTS ACCOUNT-FOR H S A	58,000.00	H-D MEDIA COMPANY LLC	900.85
DISPLAY SALES	1,278.00	HEADLIGHT EXPERTS	89.99
HERITAGE FIRE EQUIPMENT	2,493.29	LOUDIN:MAKAYLA	120.00
HI TECH	1,004.33	LOWES BUSINESS ACCOUNTS	33,487.02
HINKLE TRUCKING, INC.	1,674.40	LYKINS OIL COMPANY	43,710.14
HOLIDAY INN	84.69	LYNX WV INC	1,750.10
HOME DEPOT	448.00	M AND J OUTDOORS LLC	1,380.22
HORNOR BROTHERS ENGINEERS	2,143.08	MARK WOODY	254.29
HYMES & COONTS PLLC	2,790.00	MARSHALL O'CONNOR	85.94
ICMA-INTERNATIONAL	70.00	MATTHEW BENDER & CO., INC	1,575.99
IDENTOGO	357.50	MATTHEW GREGORY	51.11
INDEED.COM	1,064.52	MEDIK9USA NFP, INC	174.98
INSIGHT TRAINING LLC	100.00	MICHAEL W. ASH	1,493.40
INTACT U.S. HOLDINGS INC	5,167.49	MIKE ROSS	1,000.00
INTERNAL REVENUE SERVICE	130,257.68	MILLER SUPPLY	1,125.00
INTERNATIONAL FIRE CHIEFS	275.00	MISTRAS GROUP INC	800.00
INTERNATIONAL MUN LAWYERS	480.00	MODERN ICON	108.87
INTERSTATE RESCUE	9,302.65	MON POWER	112,178.55
IPMA	482.00	MOTOROLA SOLUTIONS, INC	23,533.80
IPROMO	1,612.50	MOUNTAIN LAKES INSURANCE	620.00
IRVIN & TOEDT LLC	1,650.00	MOUNTAIN STATE ELECTRICAL	34,581.82
IWORQ	636.00	MOUNTAIN STATE PEST GUARD	784.50
J F ALLEN CO	20,832.88	MOUNTAINEER GAS COMPANY	17,183.93
J T MARTIN COMPANY INC	325.63	MSVS OF BUCKHANNON, PLLC	324.02
J.P. MORGAN EQUIPMENT	44,138.40	MUNICIPAL EMERGENCY SERVICE	2,088.96
JAMES FISHER	276.51	MUNICIPAL STABILIZATION FUND	300,000.00
JEFFERD'S CORP	453.43	NAPA-AMTOWER AUTO SUPPLY	2,064.09
JEFFERY STARCHER	300.00	NEWTECH SYSTEMS INC.	6,543.50
JENDCO INC	348.00	NFPA NATIONAL FIRE PREVENTION	1,495.00
JENKINS FORD INC	4,751.19	OFFICESUPPLY.COM	154.83
JERRY ARNOLD	445.18	OGLEBAY RESORT & CONFERENCE	308.80
JERRY HEARD ASSOC	713.16	ON POINT ATHLETICS LLC	180.00
JOHN BOGGESS dba VJG ASSOC	1,975.59	OZARK MOUNTAIN LEATHER WO	416.00
JOHN REID & ASSOC INC	1,124.00	PACKTRACK	100.00
K&K INSURANCE GROUP INC	225.00	PAYFLEX	1,290.25
K9 TACTICAL GEAR	176.00	PAYROLL ACCOUNT	2,413.05
KAR PRO TINT SHOP LLC	312.70	PENN FOSTER CAREER SCHOOL	649.00
KTS LAW ENFORCEMENT TRAIN	150.00	PEOPLES NATURAL GAS	8,000.96
KUSTOM SIGNALS INC	293.00	PITNEY BOWES	3,415.09
LABOR LAW CENTER	76.86	PITNEY BOWES INC	9,901.60
LANGBEIN:FREDRICK M	55.75	PITTSBURGH WATER COOLER	4,628.95
LANORA CUSTOM FRAMING	85.50	POPS FURNITURE	1,300.00
LARRY T GREGORY	6,500.00	POWTOON LIMITED	228.00
LEAF	2,097.78	PRECISION MACHINE & HYDRAULICS	2,287.77
LEWELLYN: KRISTA	500.00	PRESIDENTS VOLUNTEER SERVICE	76.80
LEXIPOL	1,248.00	PROSOUND & STAGE LIGHTING	943.57
LIFETITE METAL PRODUCTS M	661.70	PTS SOLUTIONS, INC	7,856.00
LOG ME IN - GOTOMEETING	209.00	QUICK SLICK OIL CHANGE	95.43
LOUDIN INSURANCE AGENCY	31,665.20	RADIOTWOWAY	261.75

RALSTON PRESS INC	1,986.23	SYMBOL ARTS	1,751.00
RAVEN ROCK NETWORKS INC	24,698.16	TARGET SOLUTIONS LEARNING	3,065.30
RAY ALLEN MANUFACTURERS	3,583.16	TATE COMMUNICATIONS	5,644.32
RDR ENERGY RESOURCES LLC	545.35	THE EUCLID CHEMICAL COMPANY	1,374.53
RECDESK LLC	3,900.00	THE SIGN GUY LLC	3,727.18
RECORD-DELTA NEWSPAPER	5,094.29	THOMAS J O'NEILL	62.50
RED BUD SUPPLY CO INC	174.76	TOOLS ETC	549.00
REGION VII PLANNING PDC	7,695.00	TOSHIBA FINANCIAL SERVICE	3,833.59
RICHARD TRENT CPA AC CORP	4,785.00	TOTAL BODY EXPERTS LLC	5,290.00
RITE-WAY HEATING & PLUMBING	2,892.71	TRACTOR SUPPLY CREDIT	3,448.66
ROHR'S BODY SHOP INC	1,852.00	TRAVELERS INSURANCE	50,073.18
ROTARY CLUB OF BUCKHANNON	300.00	TRIPLE K KUSTOMZ	956.90
RUSSELL L LOCKE	15,375.00	TRI-STATE ROOFING & SHEET	8,520.00
SAFARILAND GROUP	105.24	TYLER TECHNOLOGIES INC	14,606.19
SAM LEPUT	231.12	ULINE INC	1,217.21
SAMS CLUB	280.76	UNIFIRST CORP.	11,512.63
SANITARY BOARD STORM WATER	150,000.00	UNIONTOWN AUTO SPRING CO	725.40
SANITARY BOARD-CITY OF BUCKHANNON	30,000.00	UNIQUE PAVING MATERIALS CO	493.90
SCOTT ELECTRIC CORP	34,459.46	UNITED ROTARY BRUSH CORP	1,277.06
SEAN J WILSON	1,312.50	UPSHUR BUCKHANNON HEALTH	5,000.00
SHALLOW CREEK KENNELS, INC	15,373.95	UPSHUR COUNTY COMMISSION	260.00
SHERIFF OF UPSHUR COUNTY	5,656.07	UPSHUR COUNTY CVB	72,056.56
SHERWIN WILLIAMS-ELKINS	3,058.09	UPSHUR COUNTY DEPUTY SHERIFF	1,200.00
SHREVE DRYWALL	20,150.00	UPSHUR COUNTY DEVELOPMENT	30,000.00
SIMS SHARE	179.95	UPSHUR ULTRA POWER	1,508.34
SIRCHIE FINGER PRINT LAB	153.35	US CELLULAR	8,290.79
SISOLACK TRUCK REPAIR INC	3,343.90	USDA, RURAL DEVLEOPMENT	40,212.00
SMITTY'S SUZUKI CENTER IN	236.90	USI INSURANCE SERVICES LLC	7,324.80
SOUTHERN STATES COOP INC	2,434.96	VALLEY STEEL SERVICE	5,780.40
SPRINT	7,984.46	VANNOSTRAND ARCHITECTS	6,000.00
ST JOSEPH HOSPITAL OF BUCKHANNON	10,181.90	VINCENT SMITH	1,362.44
STAPLES ADVANTAGE	2,729.56	WALMART STORES INC	7,656.07
STATE ELECTRIC SUPPLY CO	204.06	WAMSB BUCKHANNON HOST COMMITTEE	100,000.00
STATE EQUIPMENT INC	978.79	WARE'S GLASS AND AWNING	300.00
STATE TAX COMMISSIONER	586.00	WASTE COLLECTION BOARD	1,702.24
STATE TREASURER CVR LET RJ	5,796.00	WATERWAYS OF SOUTHWEST PA	640.00
STEPHANIE LANE	376.00	WEST VIRGINIA PUBLIC SAFE	500.00
STERICYCLE INC	300.36	WESTFIELD (FLOOD) INSUAN	1,825.00
STEVE WYKOFF	1,700.00	WESTFIELD INSURANCE	12,738.93
STEVEN C RODEHEAVER	108.00	WILLIAM COURTNEY	614.09
SUDDENLINK	351.48	WILSON GLASS WORKS	6,533.00
SUNBELT RENTALS	2,314.22	WITMER PUBLIC SAFETY GROU	25,140.51
SUNSET GRAPHICS LLC	565.00	WORLD BLOCK	2,575.45
SUPER SPLASH LLC	710.25	WORLD VISION STOREHOUSE	100.00
SUPERIOR ENVIRONMENTAL SERVICE	3,990.00	WV BANKERS	1,600.00
SURVEY MONKEY	96.00	WV CHIEFS OF POLICE ASSOC	200.00
SYLVESTER W. LOWTHER	263.20	WV CONSOLIDATED PUBLIC RETIREMENT	31,399.29
WV CORRECTIONAL INDUSTRIES	91.00	Certification State of West Virginia County of Upshur, To-Wit:	
WV DEPT ENVIRONMENTAL PROTECTION	150.00		
WV MUNICIPAL HOME RULE BOARD	2,000.00		
WV MUNICIPAL LEAGUE	11,285.68	We, the undersigned for the City of Buckhannon, West Virginia, hereby certify that the preceding financial statements of the funds of the City of Buckhannon, as of and for the year ended June 30, 2021, are true and accurate to the best of our knowledge and belief.	
WV OPERATION WILDFLOWER	6,000.00		
WV PAGING	276.00		
WV PROFESSIONAL FIRE CHIEF ASSOC	100.00	<hr/> Robert Skinner III Mayor	
WV PUBLIC EMPLOYEES INSURANCE	205,016.38		
WV PUBLIC EMPLOYEES RETIREMENT	121,837.50		
WV SIGNAL & LIGHT, INC	1,100.00	<hr/> Randall Sanders Recorder	
WV STATE AUDITOR	451.00		
WV STATE AUDITOR'S OFFICE	1,071.74		
WV STATE BD PROFESSIONAL	70.00	<hr/> Council Member	
WV STRAWBERRY FESTIVAL ASSOC	10,000.00		
WV TREASURER	877.00		
WVNET	99.04	<hr/> Council Member	
WVU FIRE SERVICE EXTENSION	846.00		
PAYROLL		<hr/> Council Member	
MAYOR'S ELECTED SALARY	3,000.00		
MAYOR'S OFFICE SALARIES	20,070.15		
COUNCIL ELECTED SALARIES	12,000.00	<hr/> Council Member	
CAT CONTROL SALARY	260.00		
RECORDER'S SALARY	6,000.00		
TREASURER'S SALARY	8,079.83	<hr/> Council Member	
POLICE JUDGE SALARY	7,500.00		
CITY ATTORNEY	13,369.08		
ZONING SALARY	36,559.90	<hr/> Council Member	
CITY HALL JANITOR SALARY	32,364.29		
POLICE DEPT SALARIES	629,034.40		
FIRE DEPT SALARIES	400,390.87	<hr/> Council Member	
STREET DEPT SALARIES	394,866.81		
STOCKERT YOUTH CENTER SALARIES	149,496.15		
	5,060,466.49	<hr/> Council Member	

Motion to approve the Financial Statement 06/30/2021 was made by Thomas/Rylands.
Motion carried.

F.6 Approval Appointments FY 2021/22 for Television Cable Board 2 Vacant Seats -
Tabled for a future meeting

F.7 Discussion/Possible Vote Set Date and Time Trick-or-Treat in City Limits - Mayor Skinner recommended that we set October 30, 2021, from 6:00 PM - 7:30 PM advising all to follow the CDC guidelines at that time.

Motion to approve Trick-or-Treat in the City of Buckhannon be set for Saturday, October 30, 2021 6:00 pm - 7:30 PM was made by Rylands/Bucklew. Discussion took place with Mayor Skinner recommending that the CDC guidelines for Trick or Treating be posted on our City website - The Call for the Question was made by the Mayor. Motion carried unanimously.

G. Comments and Announcements

- **Council Member Bucklew** - Mrs. Bucklew reported that she recently attended a BURMA meeting along with representatives of the Garden Club were also in attendance, and they discussed having a HERO'S Christmas theme for downtown that would honor not only the service members but also doctors, nurses, teachers, etc. She plans to take the idea to the Consolidated Public Works Board where she will also make a request for some funding for additional decorations. The Mayor said that he would have that added to that Boards agenda.
- **Council Member Rylands** - Nothing further.
- **Council Member Thomas** - Mr. Thomas felt bad for the folks who have been dealing with flooding issues and appreciated them coming tonight. He is hoping that will be resolved soon. He also commended Dr. Lewis-Stankus and the members of the UCBOE and he listened closely to the costs and noted the significant decrease in interest rates. He feels the City needs to look at these low interest rates and complete some of the projects that we have in progress such as Stockert Youth and Community Center. He also would like to see a priority list of paving the streets in the City. He also recommends that we look at the income from the sales tax and see what we can do with it over a long range.
- **Council Member Reger** - Nothing further.
- **Council Member Sines** - Nothing further.
- **City Recorder Sanders** - Mr. Sanders reported that the WAMSB (World Association of Marching Show Bands) committee have recently had meetings with representatives from US Senator Manchin's and US Senator Capito's offices and we plan to meet soon with WV Department of Tourism Commissioner Ruby and have working sessions with West Virginia Department of Arts, Culture & History Curator, Randall Reid-Smith. He also reported on bands that are planning site visits to Buckhannon in the near future.

H. Mayor's Comments and Announcements – Mayor Skinner thanked Council, and Recorder Sanders who led the last Council meeting, for handling the meeting in his absence as he was attending a conference. He also officially welcomed new Council Member Shelia Lewis-Sines to Council.

I. Adjournment

Motion to adjourn at 9:50PM was made by Thomas/Sines. Motion carried.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
