

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

A regular meeting of the Buckhannon City Council was held on Thursday, March 3, 2022, at 7:00pm in City Hall. The following were in attendance (GTM – GoToMeeting):

Mayor	Robbie Skinner	Present – by phone
City Recorder	Randy Sanders	Present
Council Member	Pam Bucklew	Present
Council Member	Shelia Lewis-Sines	Present
Council Member	Jack Reger	Absent
Council Member	CJ Rylands	Present
Council Member	David Thomas	Present – by phone
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
City Attorney	Tom O'Neill	Present – by GTM
Director of Public Works	Jerry Arnold	Absent
Fire Department	JB Kimble	Present – by GTM
Finance Director	Amberle Jenkins	Present
Channel 3	Dennis Cortes	Present
Channel 3	Rodney Irvin	Present
MyBuckhannon.com	Katie Kuba	Present - by phone
MyBuckhannon.com	Beth Broschart	Present
Record Delta	Macie Queen	Absent

Guests: Rusty Webb, The Webb Law Centre, PLLC; Jennifer Tanner-Bostian, Executive Director of the Upshur County Development Authority; and Caiden Cowger.

**CITY COUNCIL OF BUCKHANNON – 7:00 PM IN COUNCIL CHAMBERS
MEETING AGENDA FOR THURSDAY, MARCH 3, 2022**

Channel 3 is Live Streaming our City Council Meetings at <https://www.facebook.com/ch3buckhannon/> Please send public comments to buckhannon@buckhannonwv.org via email or drop them in the mail, or drop box behind City Hall. Please join the meeting from your computer, tablet or smartphone: <https://global.gotomeeting.com/join/443910693> You can also dial in using your phone: United States: +1 (571) 317-3112 Access Code: 443-910-693

- A. Call to Order
 - A.1 Moment of Silence
 - A.2 Pledge to the Flag of the United States of America
- B. Recognized Guests
 - B.1 Rusty Webb-The Webb Law Centre, PLLC
 - B.2 Upshur County Development Authority-Executive Director Jennifer M. Tanner-Bostian, MBA -Presentation & Request for Funding for FY 2022/23
 - B.3 Dennis Cortes-Upshur County Parks & Recreation Board
- C. Department & Board Reports
 - C.1 Public Works Director- Jerry Arnold
 - C.2 Finance Director- Amberle Jenkins
 - C.3 Fire Chief- JB Kimble
 - C.4 City Attorney- Tom O'Neill
- D. Correspondence & Information
 - D.1 FOIA Request from West Virginia Open the Books RE: Payroll Documents of City Employees & Elected Officials
 - D.2 Notice of Special Public Meeting of the Buckhannon Historic Landmarks Commission on 04/05/22 6PM RE: Information, Grant Opportunities, Design Criteria Guidelines for Buckhannon Historic Districts
 - D.3 Early Voting Schedule –Primary Election-May 10, 2022
 - D.4 List of Candidates Filing in Upshur County for the May 10, 2022 Primary Election
 - D.5 Deed-Property Purchase 61 East Main Street
 - D.6 WV PEIA Letter RE: FY 2023 Finance Plan Premium Increase
- E. Consent Agenda
 - E.1 Approval of Minutes -Regular 01/06/22, 01/20/22 , 02/17/22; Special 02/23/22, 02/25/22, 03/02/22
 - 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 Possible Executive Session/Possible Action National Opioid Litigation Settlement-Plaintiffs’ Distribution Plan
 - F.2 Discussion/Possible Action Event Request West Virginia Strawberry Festival RE: Parades & Events 2022 Use of City Owned Property & Services during the 80th Annual Event May 14 – May 22, 2022
 - F.3 Discussion/Possible Vote to Create the Buckhannon Parks and Recreation Board of Directors and to Direct City Attorney to Establish the Ordinance
 - F.4 Discussion/Possible Action To Direct City Attorney to Prepare Agreement RE: Acquiring 10ft Strip of UCDA’s Property Located Rear of Madison Street

- F.5 Approval Auction Contract of 39 Sedgwick Street & 31 Upper Drive
- F.6 Mountain CAP of WV Letter of Request for Financial Support

G. Comments and Announcements

- G.1 Pamela Bucklew
- G.2 C J Rylands
- G.3 David Thomas
- G.4 Jack Reger
- G.5 Shelia Lewis-Sines
- G.6 Randall Sanders

H. Mayor's Comments and Announcements

I. Executive Session Per WV Code § 6-9A-4- Personnel & Property Matters

J. Adjournment

Posted 02/28/2022

Next Regular Scheduled City Council Meeting Thursday, March 17, 2022

A. Call to Order - Mayor Robbie Skinner called the regular meeting of the Buckhannon City Council for Thursday, March 3, 2022 to order, announcing that as he is absent due to COVID 19, Randy Sanders, Recorder, will conduct the meeting. Randy Sanders called for a Moment of Silence, asking to remember the mayor and all others who are affected by COVID 19, and then led all those in attendance in the Pledge to the Flag of the United States of America.

B. Recognized Guests-

B.1 The Webb Law Centre, PLLC – Rusty Webb – Recorder Sanders recognized City Attorney Thomas O'Neill who introduced Rusty Webb with The Webb Law Centre, who provided an overview of the proposed settlement of the lawsuit brought by 54 counties and 76 municipalities in the opioid class action suit. The Attorney General announced a Memorandum of Understanding last week. West Virginia was not part of the previous settlement; the settlement amounts in that settlement was decided on using the Denver Formula, which is heavily population based, and West Virginia would not have benefited as greatly. This settlement is using the National Class Action Formula, which bases it on most impacted, not most populated. Money is to be directed mostly toward abatement and can be used in collaboration with others. Councilman David Thomas suggested tabling and reviewing information and settlement, then vote on 3/17/2022. City Attorney Thomas O'Neill informed council that there was no negotiation; either we accept the settlement, or the city will receive nothing. He recommended that we accept it.

Without objection Councilman CJ Rylands moved *F.1 National Opioid Litigation Settlement-Plaintiffs' Distribution* to the table for Discussion and/or Vote. Dave Thomas did not object, but did have additional concerns.

Motion to execute the West Virginia First Memorandum of Understanding (MOU) was made by Rylands/Lewis-Sines. Motion carried. Thomas refrained from voting.

National Opioid Litigation Settlement
Opioid Funds Allocation

WEST VIRGINIA FIRST
MEMORANDUM OF UNDERSTANDING

General Principles

Whereas, the people of the State of West Virginia, its Local Governments and communities, have been harmed by misfeasance, nonfeasance and malfeasance committed by certain entities within the Pharmaceutical Supply Chain; and,

Whereas, certain Local Governments, through their elected representatives and counsel, and the State, through its Attorney General, are separately engaged in litigation seeking to hold Pharmaceutical Supply Chain Participants accountable for the public harms caused by their misfeasance, nonfeasance, and malfeasance; and

Whereas, the State, through its Attorney General, and its Local Governments share a common desire to abate and alleviate the impacts of that misfeasance, nonfeasance, and malfeasance throughout the State of West Virginia;

Terms

The State and its Local Governments and communities, subject to the completion of formal documents effectuating the Parties' agreements, enter into this Memorandum of Understanding ("MOU") relating to the allocation and use of the proceeds of Settlements and Judgments described herein.

A. Definitions

As used in this Memorandum of Understanding:

- "Approved Purpose(s)" shall mean evidence-based strategies, programming and/or services used to expand the availability of treatment for individuals affected by substance use disorders and/or addiction, to develop, promote and provide evidence-based substance use prevention strategies, to provide substance use avoidance and awareness education, to engage in enforcement to curtail the sale, distribution, promotion or use of opioids and other drugs, to decrease the oversupply of licit and illicit opioids and to support recovery from addiction to be performed by qualified providers as is further set forth in Exhibit A and Paragraph B(3) below.
 - "Court" is the West Virginia Mass Litigation Panel.
 - "Foundation Share" shall mean Opioid Funds allocated to the Foundation from any settlement or judgment.
 - "Judgment" shall mean a final judgment or verdict in favor of any of the Parties in a judicial proceeding pending in either state or federal court (including Bankruptcy Court) which resolves legal or equitable claims regarding opioids against a Pharmaceutical Supply Chain Participant. Judgment shall not include any judgment on the claims of Cabell County and the City of Huntington which were previously tried in the United States District Court for the Southern District of West Virginia, or any judgment on any claims asserted by the State against a Pharmaceutical Supply Chain Participant arising under federal or state antitrust laws, state criminal laws, or claims asserted pursuant to W. Va. Code, § 9-7-6(c) or for Medicaid reimbursement.
 - "Local Government(s)" shall mean all counties, cities, villages, and towns located within the geographic boundaries of the State.
 - "Local Government Share" or "LG Share" shall mean Opioid Funds allocated directly to Local Governments from any settlement or judgment.
 - "Regional Share Calculation" shall mean each Region's share of Opioid Funds which shall be calculated by summing the individual percentage shares of the Local Governments set forth in Exhibit C for all of the subdivisions in the entire Region as defined in Exhibit B.
 - "Net Opioid Fund" is the Opioid Fund less the Opioid Seed Fund payment.
 - "Opioid Funds" shall mean monetary amounts obtained through a Settlement or Judgment as defined in this Memorandum of Understanding.
 - "Pharmaceutical Supply Chain" shall mean the process and channels through which opioids are manufactured, marketed, promoted, distributed, or dispensed.
 - "Pharmaceutical Supply Chain Participant" shall mean any entity that engages in or has engaged in the manufacture, marketing, promotion, distribution or dispensing of an opioid analgesic, including but not limited to those persons or entities identified as Defendants in the matter captioned In re: Opioid Litigation, MDL 2804 pending in the United States District Court for the Northern District of Ohio, the proceedings before the West Virginia Mass Litigation Panel, styled In Re: Opioid Litigation, Civil Action No. 19-C-9000, and relates to conduct occurring prior to the date of this agreement. For the avoidance of doubt, the term Pharmaceutical Supply Chain Participant includes any parent or subsidiary company of any entity that engages in or has engaged in the manufacture, marketing, promotion, distribution or dispensing of an opioid analgesic, and any entity that engages in or has engaged in the manufacture, marketing, promotion, distribution or dispensing of an opioid analgesic, that seeks or has sought protection under the United States Bankruptcy Code.
 - "Settlement" shall mean the negotiated resolution by any of the Parties, of legal or equitable claims regarding opioids against a Pharmaceutical Supply Chain Participant when that resolution has been jointly entered into by the Parties. It does not include the Settlements the State and/or the West Virginia Attorney General entered into with any Pharmaceutical Supply Chain Participant prior to December 1, 2021. For the avoidance of doubt McKinsey is included. Settlement shall not include the claims of Cabell County and the City of Huntington, which were previously tried in the United States District Court for the Southern District of West Virginia or settlement of any claims asserted by the State and/or the West Virginia Attorney General against a Pharmaceutical Supply Chain Participant arising under federal or state antitrust laws, state criminal laws, or claims asserted pursuant to W. Va. Code, § 9-7-6(c) or for Medicaid reimbursement.
 - "State Share" shall mean Opioid Funds allocated to the State from any settlement or judgment.
 - "The Parties" shall mean the State and the Local Governments.
 - "Regions" shall mean the division of the Local Governments into six (6) separate areas as set forth in Exhibit B.
 - "The State" shall mean the State of West Virginia acting through its Attorney General.
 - "West Virginia Seed Fund" shall be funded as set forth in Paragraph B(3)(a). The funds are available for use in proper creation and documentation of the West Virginia Opioid Foundation and to fund their start-up work, and subsequent operation.
- B. Settlement and Judgment Proceeds
- The Parties shall organize a private, nonstock, nonprofit corporation for the purposes of receiving and distributing West Virginia Opioid Funds as set forth in Section C. of this MOU ("Opioid Foundation").
 - The Parties shall allocate all Opioid Funds as follows:
 - Subject to relevant approvals, the State shall pay into the West Virginia Seed Fund the \$10,000,000 received from McKinsey & Company as a result of the February 3, 2021, consent judgment with the State.
 - All other Opioid Funds covered by the agreement shall be allocated as set forth below:
 - 24.5% of the Net Opioid Funds shall be allocated as LG Shares. These LG Shares shall be allocated amongst the Local Governments using the default percentages set forth in Exhibit C. Each county and its inclusive municipalities must either: (a) ratify the default allocation; (b) reach an agreement altering the default allocation; or (c) submit to binding arbitration before Judge Christopher Wilkes (WVMLP Special Master) whose decision will be final and non-appealable.
 - The Foundation will receive 72.5% of the Net Opioid Funds ("Foundation Share").
 - The State shall receive 3% of the Net Opioid Funds ("State Share"), by and through the Attorney General, to be held in escrow for expenses incurred related to opioid litigation. If the 3% is not spent by December 31, 2026, then 1% goes to Local Governments and 2% goes to the Opioid Foundation.
 - All Net Opioid Funds, regardless of allocation, shall be used in a manner consistent with the Approved Purposes definition. The LG Share may be used as restitution for past expenditures so long as the past expenditures were made for purposes that would have qualified or were consistent with the categories of Approved Purposes listed in Exhibit A. Prior to using any portion of the LG Share as restitution for past expenditures, a Local Government shall pass a resolution or take equivalent governmental action detailing and explaining its use of the funds for restitution. Moreover, up to one-half of the LG Share may be used to provide restitution for monies that were previously expended on opioid abatement activities, including law enforcement and regional jail fees.
 - In the event a Local Government merges, dissolves, or ceases to exist, the relevant shares for that Local Government shall be redistributed equitably based on the composition of the successor Local Government. If a Local Government for any reason is excluded from a specific Settlement or Judgment, the allocation percentage for that Local Government shall be redistributed among the participating Local Governments for that Settlement or Judgment.
 - If the LG Share is less than \$500, then that amount will instead be distributed to the county in which the Local Government lies to allow practical application of the abatement remedy.
 - Funds obtained that are unrelated to any Settlement or Judgment with a Pharmaceutical Supply Chain Participant, including those received via grant, bequest, gift, or the like, may be directed to the Opioid Foundation and disbursed as set forth below.
 - The Foundation Share shall be used for the benefit of the people of West Virginia consistent with the by-laws of the Foundation documents and this MOU.

8. Nothing in this MOU alters or changes the Parties’ rights to pursue their own claims in litigation, subject to Paragraph E. Rather, the intent of this MOU is to join the Parties together regarding the distribution of the proceeds of settlements with or judgements against Pharmaceutical Supply Chain Participants for the benefit of all West Virginians and ensure that settlement monies are spent consistent with the Approved Purposes set forth in Exhibit A.
 9. Any settlement, judgment and/or other remedy arising out of *City of Huntington v. AmerisourceBergen Drug Corporation, et al.* (Civil Action No. 3:17-01362) and/or *Cabell County Commission v. AmerisourceBergen Drug Corporation, et al.* (Civil Action No. 3:17-01665) pending in the United States District Court for the Southern District of West Virginia (Faber, J.) (“CT2”) is specifically excluded from this MOU.
- C. The Opioid Foundation**
1. The Parties shall create a private section 501(c)(3) Opioid Foundation (“Foundation”) with a governing board (“Board”), a panel of experts (“Expert Panel”), and such other regional entities as may be necessary for the purpose of receiving and disbursing Opioid Funds and other purposes as set forth both herein and in the documents establishing the Foundation. The Foundation will allow Local Governments to take advantage of economies of scale and will partner with the State to increase revenue streams.
 2. Each Region shall create their own governance structure, ensuring that all Local Governments have input and equitable representation regarding regional decisions including representation on the board and selection of projects to be funded from the Regional Share Calculation. The Expert Panel may consult with and may make recommendations to Regions on projects, services and/or expenses to be funded. Regions shall have the responsibility to make decisions that will allocate funds to projects, services and/or expenses that will equitably serve the needs of the entire Region.
 3. Board Composition

The Board will consist of 11 members comprising representation as follows:

 - a. To represent the interests of the State, five appointees of the governor, subject to confirmation by the Senate. The five appointees are intended to be limited to one from any given Region. If special circumstances are shown, this provision may be waived by a vote of four of the six Local Government members.
 - b. To represent the interests of the Local Governments, six members, with one member selected from each Region. The Local Governments in each Region shall make the selection of the board member to represent their region.
 4. Board terms will be staggered three-year terms. Board members may be reappointed.
 5. Board members shall serve as fiduciaries of the Foundation separate and distinct from any representational capacity of the entity appointing the Board Member. Members of any regional governing structure shall likewise serve as fiduciaries of their Region separate and distinct from any representational capacity of the entity appointing the member.
 6. Members of the board should have expertise in a variety of disciplines, such as substance abuse treatment, mental health, law enforcement, pharmacology, finance, and healthcare policy and management. Drawing Board members from these disciplines will help to ensure that the Board will make appropriate and prudent investments in order to meet short-term and long-term goals.
 7. Six members of the Board shall constitute a quorum. Members of the Board may participate in meetings by telephone or video conference or may select a designee to attend and vote if the Board member is unavailable to attend a board meeting.
 8. The Foundation shall have an Executive Director appointed by the Attorney General after consultation with the Board. The Board may reject the Attorney General’s selection of the Executive Director only on the affirmative vote of eight members of the board. The Executive Director shall have at least six years’ experience in healthcare, finance and management and will be responsible for the management, organization, and preservation of the public/private partnership’s records. The Executive Director may be removed by the Board upon the concurrence of the votes of three-fourths of the members of the Board. The Executive Director shall have the right to attend all Board meetings unless otherwise excused but shall vote only in the event of a tie.
 9. The Board shall appoint the Expert Panel. The Expert Panel should include experts in the fields of substance abuse treatment, mental health, law enforcement, pharmacology, finance, and healthcare policy and management. The purpose of the Expert Panel is to assist the Board in making decisions about strategies for abating the opioid epidemic in local communities around the state. The Executive Director and any member of the Board shall have the right to attend all meetings of the Expert Panel.
 10. The governance of the Board and the criteria to be established for disbursement of funds shall be guided by the recognition that expenditures should insure the efficient and effective abatement of the opioid epidemic, the enforcement of laws to curb the use of opioids, and the prevention of future addiction and substance misuse based upon an intensity and needs basis. All expenditures must be consistent with the categories of Approved Purposes as set forth in Exhibit A hereto.
- should be open. All operations of the Foundation and all Foundation supervised entities, including the Regions, shall be subject to audit and review by the Attorney General and/or other appropriate State officials.
11. Disbursement of Foundation Share by the Board
 - a. The Foundation Board shall develop and approve procedures for the disbursement of Opioid Funds of the Foundation consistent with this Memorandum of Understanding.
 - b. Funds for statewide programs, innovation, research, and education may also be expended by the Foundation from the Foundation Share, from the State Share (as directed by the State), or from sources other than Opioid Funds as provided below.
 - c. The Foundation shall spend 20% of its annual budget in the six regions during the Foundation’s first seven years of funding to be divided according to each Region’s fixed Regional Share Calculation. After seven years, all regional spending will be as set forth in Section 11(d), below. Regions may, after consulting with the Expert Panel, expend the sums received under this Section 11(c) for any Approved Purposes.
 - d. After the Regional Shares are distributed as set forth in Section 11(c), the Disbursement of Funds from the Foundation Share approved for disbursement by the Board for Approved Purposes shall be disbursed based on an evidence-based evaluation of need after consultation with the Expert Panel. The Parties do not intend to require any specific regional allocation of the Foundation Share other than those distributed pursuant to paragraph 11(c).
 - e. Regions may collaborate with other Regions to submit joint proposals.
 - f. The proposed procedures shall set forth the role of the Expert Panel in advising the Regions and the Board concerning disbursements of Opioid Funds of the Foundation as set forth in this MOU.
 - g. Within 90 days of the first receipt of any Opioid Funds and annually thereafter, the Board, after receiving counsel from its investment advisors and Expert Panel, shall determine the amount and timing of Foundation funds to be distributed annually. In making this determination, the Board shall consider: (a) Pending requests for Opioid Funds from communities, entities, or regions; (b) the total Opioid Funds available; (c) the timing of anticipated receipts of future Opioid Funds; (d) non-Opioid funds received by the Foundation; (e) investment income; and (f) long-term financial viability of the Foundation. The Foundation may disburse its principal and interest with the aim towards an efficient, expeditious abatement of the Opioid crisis considering long term and short-term strategies.
 12. The Foundation, Expert Panel, and any other entities under the supervision of the Foundation, including the Regions, shall operate in a transparent manner. Meetings
13. Each Local Government shall submit an annual financial report to the Foundation no later than April 30 of each year specifying the amounts spent on Approved Purposes within the Region during the previous fiscal year. A report for each Region shall be prepared no later than thirty days thereafter. Each Region’s report shall incorporate the information disclosed in each Local Government’s annual report generated pursuant to Section B (4), above. Each Region’s report shall specify (i) the amount of Opioid Funds received, (ii) the amount of Opioid Funds disbursed or applied during the previous fiscal year, broken down by categories of Approved Uses (indicating the name of the recipient, the amount awarded, a description of the use of the award, and disbursement terms), and (iii) impact information measuring or describing the progress of the Approved Use strategies.
 14. The Foundation shall publish a consolidated report detailing annual financial expenditures within 15 days of the last day of the state fiscal year covered by the report.
 15. The Foundation shall consult with a professional investment advisor to adopt a Foundation investment policy that will seek to assure that the Foundation’s investments are appropriate, prudent, and consistent with best practices for investments of public funds. The investment policy shall be designed to meet the Foundation’s long and short-term goals.
 16. The Foundation and any Foundation supervised entity may receive funds including stocks, bonds, real property, government grants, private-sector donations, and cash in addition to the proceeds of the Litigation. These Non-Opioid additional funds shall be subject only to the limitations, if any, contained in the individual award, grant, donation, gift, bequest, or deposit consistent with the mission of the foundation.
- D. Payment of Attorneys’ Fees and Litigation Expenses**
- Payment of all Attorneys’ Fees and Litigation Expenses shall be awarded consistent with the orders of the Court and upon recommendation of Judge Christopher Wilkes (WVMLP Special Master). Such award shall be final and non-appealable.
- E. Authority to Negotiate and Announcing Resolution of Claims**
1. The Court has established three case tracks.
 - a. Manufacturers and Pharmacy claims are to be coordinated by the office of Attorney General Morrissey and his designated counsel. The Attorney General shall retain the authority over resolution of those claims after

WEST VIRGINIA FIRST
MEMORANDUM OF UNDERSTANDING

The City, Town or Village of Buckhannon, having considered the terms of the West Virginia First Memorandum of Understanding (MOU) and having voted in the affirmative, hereby approve the MOU. We understand that the purpose of this MOU is to permit collaboration between the State of West Virginia and its political subdivisions to create an effective means of allocation of judgments and/or settlements received from pharmaceutical supply chain participants in a manner that will promote an effective and meaningful use of the funds in abating the opioid epidemic throughout West Virginia.

consultation and coordination with Local Governments subject to Court approval.

b. The Distributor Claims are to be coordinated by Co-Lead Counsel Paul Farrell, Jr. and Robert Fitzsimmons. The Co-Leads shall retain the authority over resolution of those claims after consultation and coordination with Local Governments and their counsel and the Attorney General and his designated counsel.

2. If there is any resolution of any claim before the Court, it will be announced and presented to the Court jointly by the Attorney General and the Local Governments for Approval.

F. Amendments

The Parties agree to make such amendments as necessary to implement the general principles of this MOU.

Robert Neal Skinner, III
Mayor (signature)

Robert Neal Skinner, III
Mayor (printed)

On behalf of the Buckhannon City/Town/Village Council

DATE: March 10, 2022

B.2 Upshur County Development Authority-Executive Director Jennifer M. Tanner-Bostian, MBA – Recorder Sanders recognized Upshur County Development Authority, Executive Director Jennifer Bostian who presented a request for the City Council to provide funding similar to what was given previously. The focus is on economic prosperity and workforce development. To look for opportunities while honoring tradition. Jennifer Tanner-Bostian is the new director, who has over 25 years' experience, but this is her first time working with economic development at the local level. Pamela Bucklew said that she has had many people ask about housing for 55+, possibly a housing development for people at that age bracket that have higher income. UCDA goal is to have a study done, a housing market analysis. Dave Thomas stated that the UCDA started in 1990. Questions what the strategy is for economic development. Suggests gathering the “movers and shakers” of the community to see where we are. He supports giving more money and gives thanks to Ms. Tanner-Bostian for being here. Appreciation was given to her for attending.

Without objection *F.2 UCDA Request for continued financial support as previous years* was moved to the table for item of discussion in executive session.



Ongoing Projects,
Accomplishments &
Plan of Work
2022-2023 Fiscal Year
Request for Funding

UCDA Strategic Priorities 2022 - 2027

1. Work with stakeholders to raise the workforce participation rate.
2. Promote and assist in developing quality of life opportunities in Upshur County such as housing, the downtown district, general retail, service industries, and outdoor recreation to attract more residents, remote workers, and new employees for existing businesses.
3. Empower stakeholders to identify and act on new opportunities for expansion & recruitment through coordination and education of economic development tools.
4. Create an environment that encourages commercial activities and in which entrepreneurs and small businesses from all backgrounds can start up and grow.
5. Focus on business retention and expansion activities with regular employer interviews and follow up activities.
6. Implement a comprehensive economic development marketing and communication campaign to promote UCDA's capabilities and Buckhannon/Upshur County as a place to live and do business.
7. Develop additional ready properties to capture opportunities for investment as they arise.
8. Keep a scorecard of metrics to show economic development progress and areas to improve.



Plan of Work to Support our Request for Funding of \$40,000 in 2022/23

- Serve as the City of Buckhannon's & Upshur County's point of contact for economic development services and functions as well as development and marketing of available commercial/industrial properties to capture opportunities.
- Create materials/media that market and promote the services of UCDA and the city and county to business and potential residents in partnership with area economic development alliances.
- Build mutually beneficial relationships with national, state, and regional entities engaged in economic development.
- Business retention and expansion work with existing employers to develop workforce; attract quality employees and address their needs. (Approximately 100 BRE visits/year)
- Provide programming and communication tools that encourage and support entrepreneurial activities and new business start-up.
- Communicate regularly (at least quarterly) with the City Council and County Commission.



UPSHUR
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Accomplishments & On-Going Projects 21/22



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- National search for new Executive Director – hired August 23, 2021
- 2021 Audit completed with no findings
- Upshur County Industrial Park
 - Booster Station is complete and in the final steps of transfer to the city
 - Working with West Virginia Split Rail on new manufacturing facility in the industrial park
- Brushy Fork Industrial Park
 - Terrasana dba Buckhannon Grow construction underway – temporary grow facilities in place
 - Industrial Access Road in final approval with DOH
- UCDA hosts WV SBDC Business Coach at Innovation Center
 - Small business development seminars to begin again in April in partnership with Chamber and UCDA
 - In 2021, Upshur County represented more than half of the regional SBDC business coach's efforts - \$2,408,000 in new business capital & 81/202 active accounts.

Accomplishments & Ongoing Projects 21/22 (continued)

- Innovation Center
 - Long-term space is completely under contract – retained two employer businesses in Buckhannon/Upshur County that were going to relocate out of the community
 - IDEA Center has one office space available in our coworking space and partnering opportunities are starting again – UCHS Entrepreneurship Class / Rural Communities Opiate Response Program
 - New Market Tax Credit Financing in place
- Armory Pharmaceuticals completed the purchase of the old armory – under production – Celebration to come soon
- CWVEDA & AML Tower Projects – moving to fiber projects
- Business Survey, Focus Groups and new Strategic Plan for UCDA



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Plan of Work (continued) – 2022/23

- Develop our Board of Directors; City/County Leaders; & Community Stakeholders with Economic Development tools and knowledge.
- Elevate the profile of Upshur County within the state and region.
- Invest in best practice economic development tools such as GIS Mapping Software and Business Retention & Expansion Software for project management.
- Identify major projects for the region's Comprehensive Economic Development Strategy (CEDS) and Federal earmarks.
- Invest in baseline data in order to tell our story most accurately for business and grant opportunities. Laborforce and Housing Analysis needed!
- Develop a brand for Buckhannon/Upshur County.
- Create an annual report on the state of the economy and share good news for Buckhannon/Upshur County.



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B.3 Parks and Recreation Advisory Board Dennis Cortes – Recorder Randy Sanders recognized Parks & Recreation Advisory Board member Dennis Cortes who provided reports from January and February meetings of the Advisory Board. Thanks was given to Mr. Cortes for his report.

**REPORT FROM THE UPSHUR COUNTY PARKS & RECREATION ADVISORY BOARD
FOR 10 JAN 2022**

It was reported that the ‘trail day’ held last November did not spend all the money allocated for that event. A grant added more funds for a new section. Two workers put in over 70 hours which was sun up to sun down for nine days. The work went well over one mile of new trail, which finished that section except for a bridge. There were thanks given to “Appalachian Dirt”.

It was noted that the gravel parking lot near the State Police Post has **WAY TOO MANY** cigarette butts! A letter from Eric Hawkinberry of the cycling league mentioned that he thinks the trails look promising and he wants a second look soon.

New diving boards have been ordered. The pool will get a new coat of paint in the spring and work was performed on the pool filters this winter as well. Extra signage for disc golf will need to be installed to complete the course.

There are no updates to provide at this time for the amphitheater area. There is a new program called “Recreation Desk” that is complete. One can now book your upcoming pool passes, parties and swim lessons on this program.

Dennis brought up the mission that he had been given last year concerning the signs that would be visible from the highway. He gave a report that gave the history of this project and then a recommendation. He recommended a large sign (4X8) on the grass at the entrance to the high school parking lot. This sign would incorporate a red arrow showing which direction the park is. After a good discussion it is agreed that we can change the design of the sign and add more arrows pointing in more than one direction depending on whether the guest wants the park or the trail. This topic will be on the next agenda.

Respectfully submitted by Dennis P. Cortes

**REPORT FROM THE UPSHUR COUNTY PARKS & RECREATION ADVISORY BOARD
FOR 14 FEBRUARY 2022**

President Josh Hinchman called the meeting to order on Monday 14 February 2022 at 5:30 PM in the county commission office.

Under trail update:

Julia Kastner, John Weber and Brandon Williams met with Taylor Stacy, the Buckhannon-Upshur High School cross country coach. They are working to put together a volunteer trail work day for the summer of 2022 for the middle school and high school cross country teams.

Rachel Weber has applied for the AARP Community Challenge Grant and the Wes-Mon-Ty Conservation Grant for trail projects. She also applied for the West Virginia DEP Make It Shine Day.

Trail maintenance work is ongoing, including starting work on the new “Ruins” Trail. J.J. Ford is working to update signs for the trails.

Under Parks & Recreation:

Jeremiah McCourt was introduced as the new Upshur County Parks & Recreation director. He will be overseeing events and projects for the Upshur County Parks & Recreation.

Under Budget Hearing:

Upshur County Trails proposed funding for a dedicated tool building, bridge building materials and sign materials. The budget hearing will be held on Wednesday 16 March 2022.

Upshur County Parks & Recreation:

The board proposed funding for a main entrance sign. Also mentioned was the removal of pool lockers and installing additional benches to the pool locker rooms.

The advisory board will meet again on Monday 14 March 2022; members are encouraged to bring updates and ideas for the budget hearing

Under signs:

The disc golf signs only need the directional signs made on yellow/black Color Core. These signs will be funded through Upshur County Parks & Recreation budget. “No smoking” and “Please Do Not Litter” signs are needed for the gravel trail parking area. The sign for the entrance has been put on the agenda for the budget hearing.

Under Public Comment:

The board reviewed the Upshur County River and Lakes map. Number 9 was added to the map and the materials to build a new kiosk for this location has been ordered. The kiosk will be made at the BU Work Adjustment Center. Rod Toothman owns an RV park near this location and he will install the kiosk. Maps for the kiosks are being made larger.

And, lastly it was announced that the City of Buckhannon wants to hire a Parks and Recreation Director for the city parks.

Respectfully submitted by;

Dennis P. Cortes



C. Department & Board Reports

C.1 Public Works Director - Jerry Arnold – Absent – no report.

C.2 Finance Director - Amberle Jenkins – Recorder Sanders recognized Amberle Jenkins, said that they have been busy with budget work sessions with two this week and one or two more planned. Budget should be approved by the end of the month. Dave Thomas asked if there would be an end of the year projection available by April? She provided the following report:

Amby report 3-3-22			
Balances February 28, 2022	(note-reported generated 3-2-21)		
General Fund mm checking	\$974,949	CD	\$86,093
Historic Landmark savings	\$3,026		
Stockert Youth Center Capitol Campaign		\$431,481 + 12,000 pledge =	\$443,481
Coal Tax	\$60,334		
Municipal Stabilization Fund	\$914,862		
Flood Control Acct	\$78,260		
Consolidated Public Works Board	\$164,358	Cem CD	\$234,188
Sales Tax	\$1,399,012 (note-transferred \$500,000 in Feb to GF. Before 6/30/22 need to transfer \$851,237 more)		
American Rescue Plan Acct	\$1,193,476		

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2022

001-GENERAL FUND

% OF YEAR COMPLETED: 66.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TAXES						
001-301-000-01 AD VALOREM TAXES	837,290	19,307.55	606,955.45	0.00	230,334.55	72.49
001-301-000-02 PRIOR YEAR TAXES	41,000	362.28	46,893.82	0.00 (5,893.82)	114.38
001-303-000-00 GAS & OIL SEVERANCE TAX	10,000	0.00	9,568.01	0.00	431.99	95.68
001-304-000-00 2% UTILITY TAX	240,000	23,369.45	145,498.49	0.00	94,501.51	60.62
001-305-000-00 B & O TAX	1,257,987	122,034.41	1,077,654.57	0.00	180,332.43	85.67
001-305-000-01 B&o CONTRACTORS	95,000	24,412.74	158,282.13	0.00 (63,282.13)	166.61
001-306-000-00 LIQUOR TAX	75,000	0.00	62,376.60	0.00	12,623.40	83.17
001-307-000-00 ANIMAL CONTROL TAXES	1,100	16.20	866.70	0.00	233.30	78.79
001-308-000-00 HOTEL MOTEL TAX	115,000	8,031.17	93,357.29	0.00	21,642.71	81.18
001-310-000-00 Auditor Taxes Accrued	0	0.00	0.00	0.00	0.00	0.00
TOTAL TAXES	2,672,377	197,533.80	2,201,453.06	0.00	470,923.94	82.38
FINES AND FEES						
001-320-000-00 COURT COSTS, FEES & CHARG	23,000	583.00	6,857.86	0.00	16,142.14	29.82
001-320-000-01 BASIC FEE (POLICE DEPT.)	0	0.00	700.00	0.00 (700.00)	0.00
001-320-000-02 POLICE FEE -CITATION	6,000	285.00	3,300.00	0.00	2,700.00	55.00
001-320-000-03 POLICE/FINGERPRINT REVENU	50	0.00	30.00	0.00	20.00	60.00
001-320-000-04 SUMMONS FEE FOR PARKING T	0	20.00	420.00	0.00 (420.00)	0.00
001-321-000-00 LOT 5 (OLD D&L/CVB PROPER	0	0.00	0.00	0.00	0.00	0.00
TOTAL FINES AND FEES	29,050	888.00	11,307.86	0.00	17,742.14	38.93
LIC PERMITS & FRANCHISE						
001-325-000-00 CITY BUSINESS LICENSE	17,000	445.00	22,437.00	0.00 (5,437.00)	131.98
001-326-000-00 BUILDING PERMIT FEES	35,000	2,106.55	37,689.87	0.00 (2,689.87)	107.69
001-326-000-10 PROPERTY REGIST -VACANT	0	0.00	0.00	0.00	0.00	0.00
001-328-000-00 FRANCHISE FEES	55,000	0.00	36,006.82	0.00	18,993.18	65.47
001-330-000-00 IRP TRUCK FEE	45,000	796.98	33,979.51	0.00	11,020.49	75.51
TOTAL LIC PERMITS & FRANCHISE	152,000	3,348.53	130,113.20	0.00	21,886.80	85.60
OTHER FEES						
001-340-000-00 DONATION THEATRE UTLBILL	11,000	10.00	10,080.00	0.00	920.00	91.64
001-340-345-00 CAC REV,RENTS,ROYAL,CONCE	10,000	0.00	0.00	0.00	10,000.00	0.00
001-341-000-00 PSC MUNICIPAL SURCHARGE	0	0.00 (25.50)	0.00	25.50	0.00
001-341-000-01 PSC MUN SURCHARGE OLD ACC	0	0.00	0.00	0.00	0.00	0.00
001-345-000-00 RENTS	30,000	0.00	40,000.00	0.00 (10,000.00)	133.33
TOTAL OTHER FEES	51,000	10.00	50,054.50	0.00	945.50	98.15
HEALTH AND SAFETY						
001-351-000-00 POLICE PROTECTION FEES	75,000	6,165.66	49,258.38	0.00	25,741.62	65.68
001-352-000-00 FIRE PROTECTION FEES	152,000	12,541.61	100,419.58	0.00	51,580.42	66.07
TOTAL HEALTH AND SAFETY	227,000	18,707.27	149,677.96	0.00	77,322.04	65.94
CHARGES FOR SERVICES						
001-362-000-00 SYC CONTRIB. UCC AND BOE	45,000	20,000.00	65,000.00	0.00 (20,000.00)	144.44
001-362-000-01 SYC UTILITY REVENUE	2,500	179.00	1,462.00	0.00	1,038.00	58.48
001-362-000-02 SYC CAMP BUCANNEER FEES	18,200	0.00	8,584.50	0.00	9,615.50	47.17
001-362-000-03 SYC DRILL TEAM FEES	4,500	0.00	40.01	0.00	4,459.99	0.89

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001-362-000-04 SYC BASKETBALL FEES	20,000	718.00	12,685.00	0.00	7,315.00	63.43
001-362-000-05 SYC ROOM RENTAL FEES	6,000	930.00	3,870.00	0.00	2,130.00	64.50
001-362-000-06 SYC ART/DRAMA FEES	0	0.00	0.00	0.00	0.00	0.00
001-362-000-07 SYC AFTER SCHOOL FEES	35,000	26,511.25	199,969.89	0.00 (164,969.89)	571.34
001-362-000-08 SYC DRINK/SNACK MACHINE	0	0.00	522.12	0.00 (522.12)	0.00
001-362-000-09 SYC DONATIONS	14,000	0.00	15,060.00	0.00 (1,060.00)	107.57
001-362-000-10 SYC KARATE FEES	1,000	280.00	1,320.00	0.00 (320.00)	132.00
001-362-000-11 RED RIBBON WEEK	0	0.00	0.00	0.00	0.00	0.00
001-362-000-12 SYC GIRLS GO GOLFING	0	0.00	0.00	0.00	0.00	0.00
001-362-000-13 UCARE/SYC	0	0.00	0.00	0.00	0.00	0.00
001-362-000-14 SYC BINGO FUND RAISER	0	0.00	0.00	0.00	0.00	0.00
001-362-000-15 SYC CHILDRENS FESTIVAL DO	0	0.00	350.00	0.00 (350.00)	0.00
001-362-000-16 SYC TEEN DANCES	0	0.00	0.00	0.00	0.00	0.00
001-362-000-17 ZUMBA REVENUE	2,000	220.00	955.00	0.00	1,045.00	47.75
001-362-000-18 YOGA FITNESS CLASS REVENU	0	0.00	0.00	0.00	0.00	0.00
001-362-000-19 GUITAR LESSONS REVENUE	0	0.00	0.00	0.00	0.00	0.00
001-362-000-20 SYC MISC ACTV REVENUE 1TI	0	0.00	9,000.00	0.00 (9,000.00)	0.00
001-362-000-99 SYC BEQUEST	0	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES FOR SERVICES	148,200	48,838.25	318,818.52	0.00 (170,618.52)	215.13
GRANTS						
001-365-000-00 POLICE DEPT. - RECOVERY GR	0	0.00	0.00	0.00	0.00	0.00
001-365-000-01 USDA GRANT-FARMERS MARKET	0	0.00	0.00	0.00	0.00	0.00
001-365-000-02 LWCF GRANT/ NB PARK	0	0.00	0.00	0.00	0.00	0.00
001-365-000-35 FEMA GRANT #2 GENERATOR	1,052,465	17,812.98	76,722.10	0.00	975,742.90	7.29
001-365-000-36 FEMA GRANT #1 GENERATOR	1,179,044	62.99	2,325.08	0.00	1,176,718.92	0.20
001-366-000-00 POLICE DEPT. - GRANTS	23,000	0.00	2,094.04	0.00	20,905.96	9.10
001-366-000-01 SYCC FAMILIES LEAD CHNG G	0	0.00	0.00	0.00	0.00	0.00
001-366-000-02 RIVER WALK TRAIL GRANT	0	0.00	0.00	0.00	0.00	0.00
001-366-000-04 SAFE WAYS TO SCHOOL GRANT	0	0.00	0.00	0.00	0.00	0.00
001-366-000-05 HISTORIC LAND MARK GRANT	0	0.00	0.00	0.00	0.00	0.00
001-366-000-06 STREET DEPT. GRANTS	0	0.00	0.00	0.00	0.00	0.00
001-366-000-07 POLICE HMLAND GRANT TRAIN	0	0.00	0.00	0.00	0.00	0.00
001-366-000-08 SAFE ROUTES POLICE GRANT	0	0.00	0.00	0.00	0.00	0.00
001-366-000-09 VOLUNTEER COORDINATOR GRA	0	0.00	0.00	0.00	0.00	0.00
001-366-000-10 Reclassify grant/donation	0	0.00	0.00	0.00	0.00	0.00
001-366-000-11 Reclassify grant/donation	0	0.00	0.00	0.00	0.00	0.00
001-366-000-12 GATEWAY WEST GRANT REV	0	746.13	45,439.43	0.00 (45,439.43)	0.00
001-366-000-13 LAND WATR CONS GRT (LWCF)F	0	0.00	0.00	0.00	0.00	0.00
001-366-000-14 CULTURE ARTS GRNT (THEATR	39,000	0.00	0.00	0.00	39,000.00	0.00
001-366-000-15 REAP-CLEAN UP GRANT	0	0.00	0.00	0.00	0.00	0.00
001-366-000-16 CULTURE ARTS GRNT(ADA THE	10,000	0.00	10,000.00	0.00	0.00	100.00
001-366-000-99 FIRE TRUCK GRANT/LOAN	0	0.00	0.00	0.00	0.00	0.00
001-368-000-01 CONTRIBUTION VOL. FIRE DE	0	0.00	0.00	0.00	0.00	0.00
001-368-000-02 2010 BOND ISSUE	0	0.00	0.00	0.00	0.00	0.00
001-368-000-03 CONTRIBUTIONS BOE-PRO OFF	0	0.00	0.00	0.00	0.00	0.00
001-368-000-04 SANITARY REPAY LOAN	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANTS	2,303,509	18,622.10	136,580.65	0.00	2,166,928.35	5.93

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INTRAFUND CONTR/CHARGES						
001-369-000-00 CONTRIBUTION FUNDS-BRUSHY	0	0.00	(3,879.88)	0.00	3,879.88	0.00
001-369-000-01 CONTRIBUTION FRM MUN STAB	0	0.00	0.00	0.00	0.00	0.00
001-369-000-02 CONTRIB FROM SALESTAX FU	1,851,237	500,000.00	1,000,000.00	0.00	851,237.00	54.02
001-370-000-00 LATE CHARGES - GEN FUND	200	50.03	406.03	0.00	(206.03)	203.02
TOTAL INTRAFUND CONTR/CHARGES	1,851,437	500,050.03	996,526.15	0.00	854,910.85	53.82
OTHER REVENUE						
001-376-000-00 GAMING TAX INCOME	10,000	846.99	7,643.73	0.00	2,356.27	76.44
001-377-000-00 RECRD CAPITAL TRNS FRM CS	0	0.00	0.00	0.00	0.00	0.00
001-379-000-00 GAIN/LOSS SALE OF FIXED A	0	0.00	0.00	0.00	0.00	0.00
001-380-000-00 GENERAL FUND INTEREST	400	0.00	247.07	0.00	152.93	61.77
001-381-000-00 STREET DEPT. BILLING/PCAR	4,000	0.00	4,150.00	0.00	(150.00)	103.75
001-382-000-00 REBATES-REFUNDS PCARD	3,500	0.00	1,901.81	0.00	1,598.19	54.34
001-394-000-00 POLICE FORFEITURE CONFISC	0	0.00	579.40	0.00	(579.40)	0.00
001-397-000-00 VIDEO LOTTERY	17,000	0.00	14,040.15	0.00	2,959.85	82.59
001-399-000-00 MISCELLANEOUS REVENUE	35,178	1,139.07	57,344.95	0.00	(22,166.95)	163.01
001-399-000-01 CAT TAG REGISTRATION	0	0.00	0.00	0.00	0.00	0.00
001-399-000-02 HISTORIC LANDMARKS REV	0	0.00	0.00	0.00	0.00	0.00
001-399-000-05 EVENT/FIREWORK REVENUE	0	0.00	250.00	0.00	(250.00)	0.00
TOTAL OTHER REVENUE	70,078	1,986.06	86,157.11	0.00	(16,079.11)	122.94
TOTAL REVENUE	7,504,651	789,984.04	4,080,689.01	0.00	3,423,961.99	54.38

500,000
sales tax

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ECONOMIC DEVELOPMENT						
CONTRIBUTIONS						
001-402-567-00 ECONOMIC DEVELOPMENT	40,000	0.00	40,000.00	0.00	0.00	100.00
TOTAL CONTRIBUTIONS	40,000	0.00	40,000.00	0.00	0.00	100.00
TOTAL ECONOMIC DEVELOPMENT	40,000	0.00	40,000.00	0.00	0.00	100.00
MAYOR'S OFFICE						
SALARIES & BENEFITS						
001-409-101-00 MAYOR'S ELECTED SALARY	3,000	250.00	2,000.00	0.00	1,000.00	66.67
001-409-103-00 MAYOR'S ASSISTANT SALARY	32,000	1,937.26	16,358.94	0.00	15,641.06	51.12
001-409-104-00 MAYOR'S F.I.C.A.	2,450	165.54	1,390.32	0.00	1,059.68	56.75
001-409-105-00 MAYOR'S INSURANCE	22,300	1,296.50	14,822.78	0.00	7,477.22	66.47
001-409-106-00 MAYOR'S RETIREMENT	3,200	151.65	1,299.30	0.00	1,900.70	40.60
001-409-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	62,950	3,800.95	35,871.34	0.00	27,078.66	56.98
CONTRACTUAL SERVICES						
001-409-211-00 MAYOR'S TELEPHONE	3,000	203.97	1,793.82	0.00	1,206.18	59.79
001-409-214-00 MAYOR'S TRAVEL	0	0.00	0.00	0.00	0.00	0.00
001-409-218-00 MAYOR'S POSTAGE	10,000	1,687.43	7,637.81	0.00	2,362.19	76.38
001-409-220-00 MAYOR'S LEGAL PUBLICATION	5,000	0.00	1,033.89	0.00	3,966.11	20.68
001-409-222-00 MAYOR'S DUES	3,116	0.00	3,115.02	0.00	0.98	99.97
001-409-223-00 PROFESSIONAL SERVICES	21,000	549.00	15,807.50	0.00	5,192.50	75.27
001-409-223-01 PROFESSIONAL (surveys)	25,000	0.00	9,150.00	0.00	15,850.00	36.60
001-409-226-00 MAYOR'S INSURANCE & BONDS	1,500	4.84	52.70	0.00	1,447.30	3.51
TOTAL CONTRACTUAL SERVICES	68,616	2,445.24	38,590.74	0.00	30,025.26	56.24
COMMODITIES						
001-409-341-00 MAYOR'S SUPPLIES & MATERI	51,300	3,089.57	27,476.18	0.00	23,823.82	53.56
001-409-341-05 EVENT/FIREWORK EXPENSE	47,000	0.00	24,535.76	0.00	22,464.24	52.20
001-409-341-06 VOLUNTEER COORDINATOR EXP	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	98,300	3,089.57	52,011.94	0.00	46,288.06	52.91
CAPITAL OUTLAY						
001-409-457-00 MAYOR'S CAPITAL OUTLAY MI	0	0.00	0.00	0.00	0.00	0.00
001-409-458-00 MAYOR'S REPAY SANITARY/WA	0	0.00	0.00	0.00	0.00	0.00
001-409-458-01 TRANSFER TO SANITARY FUND	0	0.00	0.00	0.00	0.00	0.00
001-409-460-00 SANITARY BD (BRUSHY FOR)L	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00

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CONTRIBUTIONS						
001-409-568-00 CONRIBUTIONS	25,000	0.00	25,000.00	0.00	0.00	100.00
TOTAL CONTRIBUTIONS	25,000	0.00	25,000.00	0.00	0.00	100.00
NON-OPERATING EXPENSES						
001-409-670-00 PROG BNK NOTE PAYABLE INT	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL MAYOR'S OFFICE	254,866	9,335.76	151,474.02	0.00	103,391.98	59.43
COUNCIL						
=====						
SALARIES & BENEFITS						
001-410-101-00 COUNCIL'S ELECTED SALARIE	12,000	1,000.00	8,000.00	0.00	4,000.00	66.67
001-410-103-00 CAT CONTROL SALARY	1,000	0.00	500.00	0.00	500.00	50.00
001-410-104-00 COUNCIL'S F.I.C.A.	1,000	76.50	650.41	0.00	349.59	65.04
001-410-106-00 COUNCIL'S RETIREMENT	340	20.00	205.59	0.00	134.41	60.47
TOTAL SALARIES & BENEFITS	14,340	1,096.50	9,356.00	0.00	4,984.00	65.24
CONTRACTUAL SERVICES						
001-410-211-00 CLOSE CAP OUTLAY EXP	0	0.00	0.00	0.00	0.00	0.00
001-410-214-00 COUNCIL TRAVEL	0	0.00	0.00	0.00	0.00	0.00
001-410-223-00 PROFESSIONAL (LEGAL)	0	0.00	0.00	0.00	0.00	0.00
001-410-226-00 COUNCIL INSURANCE (PROPER	9,100	0.27	6,468.13	0.00	2,631.87	71.08
TOTAL CONTRACTUAL SERVICES	9,100	0.27	6,468.13	0.00	2,631.87	71.08
COMMODITIES						
001-410-341-00 CLOSE CAP OUTLAY EXP	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY						
001-410-450-01 THEATRE BUILDING	0	0.00	0.00	0.00	0.00	0.00
001-410-450-02 THEATRE CAP**DONOTUSE**	0	0.00	0.00	0.00	0.00	0.00
001-410-450-03 THEATRE GRNT **DONOTUSE**	0	0.00	0.00	0.00	0.00	0.00
001-410-457-00 CAP PUBLIC SAFETY COMP RE	0	0.00	0.00	0.00	0.00	0.00
001-410-459-00 COUNCIL CAPITAL OUTLAY	725	0.00	724.25	0.00	0.75	99.90
001-410-459-01 PROPERTY PURCHASE 48EMAIN	0	0.00	0.00	0.00	0.00	0.00
001-410-459-02 PROPERTY PURCHASE MADISON	0	0.00	0.00	0.00	0.00	0.00
001-410-460-00 CAT CONTROL EXPENSE	500	80.00	240.00	0.00	260.00	48.00
TOTAL CAPITAL OUTLAY	1,225	80.00	964.25	0.00	260.75	78.71
CONTRIBUTIONS						
001-410-568-00 CONTRIBUTIONS(facade)	5,000	0.00	0.00	0.00	5,000.00	0.00
TOTAL CONTRIBUTIONS	5,000	0.00	0.00	0.00	5,000.00	0.00

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2022

001-GENERAL FUND

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
NON-OPERATING EXPENSES						
001-410-999-00 Reclassify SanNote Ord 36	0	0.00	0.00	0.00	0.00	0.00
001-410-999-50 RecordCapPavCostPdByCoalT	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL COUNCIL	29,665	1,176.77	16,788.38	0.00	12,876.62	56.59
RECORDER						
=====						
SALARIES & BENEFITS						
001-411-101-00 RECORDER'S ELECTED SALARY	6,000	500.00	4,000.00	0.00	2,000.00	66.67
001-411-104-00 RECORDER'S F.I.C.A.	460	38.25	306.00	0.00	154.00	66.52
001-411-106-00 RECORDER'S RETIREMENT	600	19.21	153.68	0.00	446.32	25.61
TOTAL SALARIES & BENEFITS	7,060	557.46	4,459.68	0.00	2,600.32	63.17
CONTRACTUAL SERVICES						
001-411-214-00 RECORDER TRAVEL	600	0.00	300.00	0.00	300.00	50.00
001-411-222-00 RECORDER DUES	50	0.00	35.00	0.00	15.00	70.00
001-411-226-00 INSURANCE/COMPENSATION/bo	1,000	0.27	177.28	0.00	822.72	17.73
TOTAL CONTRACTUAL SERVICES	1,650	0.27	512.28	0.00	1,137.72	31.05
TOTAL RECORDER	8,710	557.73	4,971.96	0.00	3,738.04	57.08
TREASURER						
=====						
SALARIES & BENEFITS						
001-413-101-00 TREASURER'S SALARY	8,150	626.36	5,324.35	0.00	2,825.65	65.33
001-413-103-00 TREASURER'S ASSISTANT SAL	0	0.00	0.00	0.00	0.00	0.00
001-413-104-00 TREASURER'S F.I.C.A.	625	47.92	407.34	0.00	217.66	65.17
001-413-105-00 TREASURER'S GROUP INSURAN	2,050	53.25	1,061.90	0.00	988.10	51.80
001-413-106-00 TREASURER'S RETIREMENT	815	62.64	532.46	0.00	282.54	65.33
001-413-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	11,640	790.17	7,326.05	0.00	4,313.95	62.94
CONTRACTUAL SERVICES						
001-413-214-00 TREASURER'S TRAVEL	0	0.00	0.00	0.00	0.00	0.00
001-413-224-00 AUDIT	3,500	0.00	1,241.50	1,000.00	1,258.50	64.04
001-413-226-00 TREASURER'S INSURANCE & B	1,000	1.00	8.69	0.00	991.31	0.87
TOTAL CONTRACTUAL SERVICES	4,500	1.00	1,250.19	1,000.00	2,249.81	50.00
TOTAL TREASURER	16,140	791.17	8,576.24	1,000.00	6,563.76	59.33

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COURT						
=====						
SALARIES & BENEFITS						
001-416-103-00 POLICE JUDGE SALARY	7,500	625.00	5,000.00	0.00	2,500.00	66.67
001-416-104-00 POLICE JUDGE FICA	575	47.81	382.48	0.00	192.52	66.52
001-416-105-00 POLICE JUDGE INSURANCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	8,075	672.81	5,382.48	0.00	2,692.52	66.66
CONTRACTUAL SERVICES						
001-416-221-00 POLICE JUDGE TRAINING	300	0.00	270.00	0.00	30.00	90.00
001-416-226-00 POLICE JUDGE INS BONDS	300	0.61	70.94	0.00	229.06	23.65
TOTAL CONTRACTUAL SERVICES	600	0.61	340.94	0.00	259.06	56.82
TOTAL COURT	8,675	673.42	5,723.42	0.00	2,951.58	65.98
CITY ATTORNEY						
=====						
SALARIES & BENEFITS						
001-417-101-00 CITY ATTORNEY	13,619	1,047.46	8,903.17	0.00	4,715.83	65.37
001-417-103-00 CITY ATTORNEY (ASSISTANT)	0	0.00	0.00	0.00	0.00	0.00
001-417-104-00 CITY ATTORNEY FICA	1,045	80.12	1,676.44	0.00	631.44	160.42
001-417-105-00 CITY ATTORNEY INSURANCE	4,000	148.75	666.74	0.00	3,333.26	16.67
001-417-106-00 CITY ATTORNEY RETIREMENT	1,362	104.74	2,191.47	0.00	829.47	160.90
001-417-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	20,026	1,381.07	13,437.82	0.00	6,588.18	67.10
CONTRACTUAL SERVICES						
001-417-221-00 CITY ATTORNEY TRAINING	500	0.00	346.18	0.00	153.82	69.24
001-417-222-00 CITY ATTORNEY DUES	0	0.00	0.00	0.00	0.00	0.00
001-417-226-00 CITY ATTORNEY INS UNEMPL	325	1.06	9.22	0.00	315.78	2.84
TOTAL CONTRACTUAL SERVICES	825	1.06	355.40	0.00	469.60	43.08
TOTAL CITY ATTORNEY	20,851	1,382.13	13,793.22	0.00	7,057.78	66.15
CITY ENGINEER						
=====						
SALARIES & BENEFITS						
001-420-103-00 CITY ENGINEER SALARY	20,000	1,550.47	13,179.02	0.00	6,820.98	65.90
001-420-104-00 CITY ENGINEER FICA TAX	1,530	119.76	1,017.96	0.00	512.04	66.53
001-420-106-00 CITY ENGINEER RETIREMENT	2,000	155.04	1,317.85	0.00	682.15	65.89
TOTAL SALARIES & BENEFITS	23,530	1,825.27	15,514.83	0.00	8,015.17	65.94

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CONTRACTUAL SERVICES						
001-420-221-00 ENGINEER TRAINING	500	0.00	165.00	0.00	335.00	33.00
001-420-223-00 CITY ARCHITECT	6,000	0.00	6,000.00	0.00	0.00	100.00
001-420-226-00 CITY ENGINEER INS & BONDS	600	0.00	0.00	0.00	600.00	0.00
TOTAL CONTRACTUAL SERVICES	7,100	0.00	6,165.00	0.00	935.00	86.83
TOTAL CITY ENGINEER	30,630	1,825.27	21,679.83	0.00	8,950.17	70.78
REGIONAL DUES						
=====						
CONTRACTUAL SERVICES						
001-435-222-00 REGIONAL DUES	6,485	0.00	6,485.00	0.00	0.00	100.00
TOTAL CONTRACTUAL SERVICES	6,485	0.00	6,485.00	0.00	0.00	100.00
TOTAL REGIONAL DUES	6,485	0.00	6,485.00	0.00	0.00	100.00
HOUSING						
=====						
COMMODITIES						
001-436-341-99 CLEAN UP ASSISTANCE EXP	5,000	0.00	1,946.48	0.00	3,053.52	38.93
001-436-354-00 HOUSING ENFORCEMENT	30,000	0.00	20,774.18	0.00	9,225.82	69.25
TOTAL COMMODITIES	35,000	0.00	22,720.66	0.00	12,279.34	64.92
TOTAL HOUSING	35,000	0.00	22,720.66	0.00	12,279.34	64.92
ZONING						
=====						
SALARIES & BENEFITS						
001-437-103-00 ZONING SALARY	37,035	2,860.30	24,315.75	0.00	12,719.25	65.66
001-437-104-00 ZONING F.I.C.A.	2,840	218.82	1,860.21	0.00	979.79	65.50
001-437-105-00 ZONING HEALTH INS	6,200	322.25	3,796.02	0.00	2,403.98	61.23
001-437-106-00 ZONING RETIREMENT	3,710	286.04	2,431.66	0.00	1,278.34	65.54
001-437-109-00 COMPENSATED ABSENCE ZONIN	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	49,785	3,687.41	32,403.64	0.00	17,381.36	65.09
CONTRACTUAL SERVICES						
001-437-214-00 TRAVEL EXPENSE	1,450	105.84	753.20	0.00	696.80	51.94
001-437-221-00 ZONING TRAINING	1,000	0.00	0.00	0.00	1,000.00	0.00
001-437-226-00 ZONING INSURANCE & BONDS	1,750	70.14	610.48	0.00	1,139.52	34.88
TOTAL CONTRACTUAL SERVICES	4,200	175.98	1,363.68	0.00	2,836.32	32.47

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COMMODITIES						
001-437-341-00 ZONING SUPPLIES	1,500	0.00	75.99	0.00	1,424.01	5.07
TOTAL COMMODITIES	1,500	0.00	75.99	0.00	1,424.01	5.07
TOTAL ZONING	55,485	3,863.39	33,843.31	0.00	21,641.69	61.00
ELECTION						
=====						
SALARIES & BENEFITS						
001-438-103-00 ELECTION SALARIES	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
CONTRACTUAL SERVICES						
001-438-230-00 ELECTION	10,000	0.00	0.00	0.00	10,000.00	0.00
TOTAL CONTRACTUAL SERVICES	10,000	0.00	0.00	0.00	10,000.00	0.00
TOTAL ELECTION	10,000	0.00	0.00	0.00	10,000.00	0.00
DATA PROCESSING						
=====						
CONTRACTUAL SERVICES						
001-439-230-00 DATA PROCESSING	24,000	716.67	17,520.81	0.00	6,479.19	73.00
TOTAL CONTRACTUAL SERVICES	24,000	716.67	17,520.81	0.00	6,479.19	73.00
CAPITAL OUTLAY						
001-439-459-00 DATA PROCESSING CAPITAL O	12,000	385.84	6,188.56	0.00	5,811.44	51.57
TOTAL CAPITAL OUTLAY	12,000	385.84	6,188.56	0.00	5,811.44	51.57
NON-OPERATING EXPENSES						
001-439-670-00 RDT SERVER ACCRD INT	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL DATA PROCESSING	36,000	1,102.51	23,709.37	0.00	12,290.63	65.86
CITY HALL						
=====						
SALARIES & BENEFITS						
001-440-103-00 CITY HALL JANITOR SALARY	37,000	2,490.64	21,262.12	0.00	15,737.88	57.47
001-440-104-00 CITY HALL FICA	2,831	188.28	1,608.55	0.00	1,222.45	56.82
001-440-105-00 CITY HALL JANITOR INSURAN	2,100	53.25	2,013.40	0.00	86.60	95.88
001-440-106-00 GROUP RETIREMENT	3,700	249.06	2,126.22	0.00	1,573.78	57.47
001-440-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	45,631	2,981.23	27,010.29	0.00	18,620.71	59.19

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CONTRACTUAL SERVICES						
001-440-213-00 CITY HALL UTILITIES	21,000	1,282.12	11,225.83	0.00	9,774.17	53.46
001-440-216-00 CITY HALL MAINTENANCE & R	6,000	376.96	4,628.62	10.09	1,361.29	77.31
001-440-226-00 CITY HALL INSURANCE & BON	1,500	66.11	575.41	0.00	924.59	38.36
TOTAL CONTRACTUAL SERVICES	28,500	1,725.19	16,429.86	10.09	12,060.05	57.68
COMMODITIES						
001-440-341-00 CITY HALL SUPPLIES	1,000	85.00	427.73	0.00	572.27	42.77
TOTAL COMMODITIES	1,000	85.00	427.73	0.00	572.27	42.77
CAPITAL OUTLAY						
001-440-459-00 CITY HALL CAPITAL	252,100	0.00	125,169.61	15,809.14	111,121.25	55.92
TOTAL CAPITAL OUTLAY	252,100	0.00	125,169.61	15,809.14	111,121.25	55.92
CONTRIBUTIONS						
001-440-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CITY HALL	327,231	4,791.42	169,037.49	15,819.23	142,374.28	56.49
MUN FINANCE CONTRIB						
=====						
SALARIES & BENEFITS						
001-444-000-00 TRANSF TO MUN FINANC STAB	100,000	0.00	100,000.00	0.00	0.00	100.00
001-444-000-01 CONTRIBUTION TO FLOOD CON	70,000	0.00	70,000.00	0.00	0.00	100.00
TOTAL SALARIES & BENEFITS	170,000	0.00	170,000.00	0.00	0.00	100.00
CONTRIBUTIONS						
001-444-566-00 CONTRIBUTION TO RAINY DAY	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL MUN FINANCE CONTRIB	170,000	0.00	170,000.00	0.00	0.00	100.00
BAD DEBT						
=====						
NON-OPERATING EXPENSES						
001-550-676-00 BAD DEBT EXPENSE	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT	0	0.00	0.00	0.00	0.00	0.00

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<u>CONTRACTUAL SERVICES</u>						
001-565-230-00 ELECTRICIAN - CONTRACTED	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL ELECTRICIAN - CONTRACTED	0	0.00	0.00	0.00	0.00	0.00
<u>CONTINGENCY</u> =====						
<u>CONTRIBUTIONS</u>						
001-699-568-00 CONTINGENCY COUNCIL DETER	18,490	0.00	0.00	0.00	18,490.00	0.00
TOTAL CONTRIBUTIONS	18,490	0.00	0.00	0.00	18,490.00	0.00
TOTAL CONTINGENCY	18,490	0.00	0.00	0.00	18,490.00	0.00
<u>POLICE</u> =====						
<u>SALARIES & BENEFITS</u>						
001-700-000-00 AUDITOR OPEB	0	0.00	0.00	0.00	0.00	0.00
001-700-103-00 POLICE DEPT. SALARIES	752,360	52,288.14	446,298.12	0.00	306,061.88	59.32
001-700-103-25 POLICE DEPT PRO	0	0.00	0.00	0.00	0.00	0.00
001-700-104-00 POLICE DEPT. FICA TAX	57,556	3,933.90	33,311.55	0.00	24,244.45	57.88
001-700-105-00 POLICE DEPT. GROUP INSURA	100,000	5,664.25	68,832.82	0.00	31,167.18	68.83
001-700-106-00 POLICE DEPT. RETIREMENT	75,236	5,041.74	42,425.69	0.00	32,810.31	56.39
001-700-106-25 POLICE RET PRO	0	0.00	0.00	0.00	0.00	0.00
001-700-108-00 RECOVERY GRANT OVERTIME E	0	0.00	0.00	0.00	0.00	0.00
001-700-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	985,152	66,928.03	590,868.18	0.00	394,283.82	59.98
<u>CONTRACTUAL SERVICES</u>						
001-700-211-00 POLICE DEPT. TELEPHONES	11,000	1,193.13	8,411.15	0.00	2,588.85	76.47
001-700-213-00 POLICE DEPT UTILITIES	0	0.00	0.00	0.00	0.00	0.00
001-700-214-00 POLICE DEPT. TRAVEL EXPEN	3,000	0.00	794.29	0.00	2,205.71	26.48
001-700-221-00 POLICE DEPT. TRAINING	15,500	1,957.00	4,450.23	0.00	11,049.77	28.71
001-700-221-01 POLICE HMLAND GRANT TRAIN	0	0.00	0.00	0.00	0.00	0.00
001-700-225-00 POLICE DEPT. UNIFORM MAIN	500	0.00	0.00	0.00	500.00	0.00
001-700-226-00 POLICE DEPT. INSURANCE &	40,000	1,158.81	28,200.45	0.00	11,799.55	70.50
001-700-233-00 POLICE DEPT. CRIMINAL INV	2,000	0.00	100.00	0.00	1,900.00	5.00
TOTAL CONTRACTUAL SERVICES	72,000	4,308.94	41,956.12	0.00	30,043.88	58.27
<u>COMMODITIES</u>						
001-700-341-00 POLICE DEPT. MAT & SUPPLI	29,800	1,231.64	14,275.95	0.00	15,524.05	47.91
001-700-341-01 POLICE HMLAND GRANT RADIO	0	0.00	0.00	0.00	0.00	0.00
001-700-341-02 POLICE GRANT- (AUDIO SURVE	0	0.00	0.00	0.00	0.00	0.00
001-700-341-03 POLICE GRANTS	0	0.00	0.00	0.00	0.00	0.00
001-700-341-04 CVR-LET-RJ FEES EXPENSED	10,000	329.00	2,503.86	0.00	7,496.14	25.04

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001-700-341-05 POLICE VIPS EXPENSES	17,000	5,268.08	10,302.14	0.00	6,697.86	60.60
001-700-341-06 POLICE FORFEITURE EXPENSE	0	0.00	0.00	0.00	0.00	0.00
001-700-343-00 POLICE DEPT. AUTO SUPPLIE	32,000	2,209.52	19,503.10	0.00	12,496.90	60.95
001-700-344-00 POLICE DEPT. FEEDING PRIS	0	0.00	0.00	0.00	0.00	0.00
001-700-345-00 POLICE DEPT. UNIFORMS	8,000	0.00	1,392.30	0.00	6,607.70	17.40
001-700-353-00 RECOVERY GRANT SOFT/HARDW	0	0.00	0.00	0.00	0.00	0.00
001-700-379-00 DISPOSAL/SALE ASSETS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	96,800	9,038.24	47,977.35	0.00	48,822.65	49.56
<u>CAPITAL OUTLAY</u>						
001-700-459-00 POLICE DEPT. NEW EQUIP.	127,856	5,578.53	93,107.29	294.27	34,454.44	73.05
TOTAL CAPITAL OUTLAY	127,856	5,578.53	93,107.29	294.27	34,454.44	73.05
<u>CONTRIBUTIONS</u>						
001-700-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
<u>NON-OPERATING EXPENSES</u>						
001-700-670-00 FORD NOTE PAYABLE INT EXP	0	0.00	0.00	0.00	0.00	0.00
001-700-670-01 LEASE PYMNT CRUISER RDT	0	0.00	0.00	0.00	0.00	0.00
001-700-670-02 RDT LEASE CRUISER EXP	0	0.00	0.00	0.00	0.00	0.00
001-700-670-03 NOTE PAYABLE INT POL CRUI	0	0.00	0.00	0.00	0.00	0.00
001-700-672-00 BOND PAYABLE INT EXP	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL POLICE	1,281,808	85,853.74	773,908.94	294.27	507,604.79	60.40
<u>FIRE</u> =====						
<u>SALARIES & BENEFITS</u>						
001-706-103-00 FIRE DEPT. SALARIES	567,000	38,788.20	289,226.53	0.00	277,773.47	51.01
001-706-104-00 FIRE DEPT. FICA TAX	43,475	2,961.58	22,100.94	0.00	21,374.06	50.84
001-706-105-00 FIRE DEPT. GROUP INSURANC	65,300	5,057.25	46,256.64	0.00	19,043.36	70.84
001-706-106-00 FIRE DEPT. GROUP RETIREME	54,450	3,534.74	26,572.20	0.00	27,877.80	48.80
001-706-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	730,225	50,341.77	384,156.31	0.00	346,068.69	52.61
<u>CONTRACTUAL SERVICES</u>						
001-706-211-00 FIRE DEPT. TELEPHONES	2,000	150.67	1,295.79	0.00	704.21	64.79
001-706-213-00 FIRE DEPT. UTILITIES	0	0.00	0.00	0.00	0.00	0.00
001-706-214-00 FIRE DEPT. TRAVEL EXPENSE	2,500	0.00	0.00	0.00	2,500.00	0.00
001-706-216-00 FIRE DEPT. MAINTENANCE	7,500	0.00	4,314.14	0.00	3,185.86	57.52
001-706-221-00 FIRE DEPT. TRAINING	10,000	2,100.00	4,733.77	0.00	5,266.23	47.34
001-706-226-00 FIRE DEPT. INSURANCE & BO	48,105	7,839.97	32,328.83	0.00	15,776.17	67.20
TOTAL CONTRACTUAL SERVICES	70,105	10,090.64	42,672.53	0.00	27,432.47	60.87

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2022

001-GENERAL FUND

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
001-706-341-00 FIRE DEPT. MATERIAL & SUP	22,500	1,496.42	6,700.66	0.00	15,799.34	29.78
001-706-343-00 FIRE DEPT. AUTO SUPPLIES	36,515	1,201.17	20,580.77	0.00	15,934.23	56.36
001-706-345-00 FIRE DEPT. UNIFORMS	3,500	378.35	1,575.74	0.00	1,924.26	45.02
001-706-348-00 FIRE DEPT HAZARDOUS MAT R	500	0.00	0.00	0.00	500.00	0.00
TOTAL COMMODITIES	63,015	3,075.94	28,857.17	0.00	34,157.83	45.79
CAPITAL OUTLAY						
001-706-459-00 FIRE DEPT. CAPITAL OUTLAY	140,938	8,468.31	110,051.56	0.00	30,886.44	78.09
001-706-461-00 NEW FIRE STATION PAYMENT	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	140,938	8,468.31	110,051.56	0.00	30,886.44	78.09
CONTRIBUTIONS						
001-706-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
NON-OPERATING EXPENSES						
001-706-670-00 FIRE TRK NOTE PAYABLE INT	0	0.00	0.00	0.00	0.00	0.00
001-706-672-00 BOND PAYABLE INT EXP	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00

TOTAL FIRE 1,004,283 71,976.66 565,737.57 0.00 438,545.43 56.33

DOG WARDEN - CONTRACTED
=====

CONTRACTUAL SERVICES						
001-707-230-00 DOG WARDEN CONTRACTED SER	1,100	0.00	0.00	0.00	1,100.00	0.00
TOTAL CONTRACTUAL SERVICES	1,100	0.00	0.00	0.00	1,100.00	0.00

TOTAL DOG WARDEN - CONTRACTED 1,100 0.00 0.00 0.00 1,100.00 0.00

FLOOD CONTROL
=====

CONTRACTUAL SERVICES						
001-714-230-00 FLOOD CONTROL-RIVER CLEAN	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00

TOTAL FLOOD CONTROL 0 0.00 0.00 0.00 0.00 0.00

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2022

001-GENERAL FUND

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRACTUAL SERVICES						
001-715-230-00 FIRE DEP CONTRACTED/HYDRA	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL FIRE - CONTRACTED						
0 0.00 0.00 0.00 0.00 0.00						
STREET						
=====						
SALARIES & BENEFITS						
001-750-000-00 AUDITOR OPEB	0	0.00	0.00	0.00	0.00	0.00
001-750-103-00 STREET DEPT. SALARIES	532,000	32,366.13	289,219.71	0.00	242,780.29	54.36
001-750-104-00 STREET DEPT. FICA TAX	40,698	2,464.16	22,036.47	0.00	18,661.53	54.15
001-750-105-00 STREET DEPT. GROUP INSURA	87,000	4,578.50	53,659.06	0.00	33,340.94	61.68
001-750-106-00 STREET DEPT. GROUP RETIRE	50,400	3,236.63	27,888.19	0.00	22,511.81	55.33
001-750-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	710,098	42,645.42	392,803.43	0.00	317,294.57	55.32

CONTRACTUAL SERVICES						
001-750-211-00 STREET DEPT. TELEPHONES	7,100	546.42	4,690.88	0.00	2,409.12	66.07
001-750-213-00 STREET DEPT. UTILITIES	12,800	3,975.69	16,855.21	0.00	4,055.21	131.68
001-750-215-00 CONTRIBUTION TO FLOWER CP	135,000	0.00	95,000.00	0.00	40,000.00	70.37
001-750-226-00 STREET DEPT. INSURANCE &	50,000	1,148.63	29,998.57	0.00	20,001.43	60.00
TOTAL CONTRACTUAL SERVICES	204,900	5,670.74	146,544.66	0.00	58,355.34	71.52

COMMODITIES						
001-750-341-00 STREET DEPT. MAT & SUPPLI	100,000	4,136.48	58,682.14	3,868.99	37,448.87	62.55
001-750-343-00 STREET DEPT. AUTO SUPPLIE	40,000	4,197.84	27,796.13	9.46	12,194.41	69.51
001-750-345-00 STREET DEPT. UNIFORMS	6,000	568.04	4,576.16	0.00	1,423.84	76.27
001-750-379-00 DISPOSAL/SALE ASSETS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	146,000	8,902.36	91,054.43	3,878.45	51,067.12	65.02

CAPITAL OUTLAY						
001-750-458-00 WALK TRAIL	0	0.00	0.00	0.00	0.00	0.00
001-750-458-01 SAFE WAYS TO SCHOOL GRANT	0	0.00	0.00	0.00	0.00	0.00
001-750-458-02 STORM SEWER PROJECTS	0	0.00	0.00	0.00	0.00	0.00
001-750-458-03 DOG PARK	0	0.00	0.00	0.00	0.00	0.00
001-750-458-04 TRANSPORTATION ENHANCE GR	0	0.00	0.00	0.00	0.00	0.00
001-750-458-05 STREET DEPT PROJECTS	196,515	2,806.18	186,283.71	4,532.50	5,698.79	97.10
001-750-458-06 PROJECTS STREET DEPT MISC	0	0.00	9,411.39	0.00	9,411.39	0.00
001-750-458-07 LWCF/ NORTH BUCK. PARK	0	0.00	0.00	0.00	0.00	0.00
001-750-458-08 GATEWAY WEST GRANT EXPENS	0	0.00	217.98	0.00	217.98	0.00
001-750-459-00 STREET DEPT. CAPITAL OUTL	252,100	6,648.32	212,946.35	10,650.00	28,503.65	88.69
001-750-459-22 PROPERTY PAYMENT MUDLICK	117,300	9,774.80	78,168.40	0.00	39,131.60	66.64
001-750-459-99 STREET PV JE-RDT	0	0.00	0.00	0.00	0.00	0.00
001-750-461-00 STREET PAVING	282,000	0.00	187,765.57	0.00	94,234.43	66.58
TOTAL CAPITAL OUTLAY	847,915	19,229.30	674,793.40	15,182.50	157,939.10	81.37

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2022

001-GENERAL FUND

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS						
001-750-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
NON-OPERATING EXPENSES						
001-750-670-00 NOTE PAYABLE INT EXP	0	0.00	0.00	0.00	0.00	0.00
001-750-670-03 RDT LEASE RAM TRK	0	0.00	0.00	0.00	0.00	0.00
001-750-670-04 RDT RECORD LEASE PMNT RAM	0	0.00	0.00	0.00	0.00	0.00
001-750-670-05 NOTE PAYABLE INT EXP CONC	0	0.00	0.00	0.00	0.00	0.00
001-750-670-06 N/P INT EXP ENTERPRISE RA	0	0.00	0.00	0.00	0.00	0.00
001-750-672-00 N/P INT 2020 BOND MUDLICK	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL STREET	1,908,913	76,447.82	1,305,195.92	19,060.95	584,656.13	69.37
STREET LIGHTS =====						
CONTRACTUAL SERVICES						
001-751-213-00 STREET LIGHTS	70,000	334.60	44,349.09	0.00	25,650.91	63.36
TOTAL CONTRACTUAL SERVICES	70,000	334.60	44,349.09	0.00	25,650.91	63.36
TOTAL STREET LIGHTS	70,000	334.60	44,349.09	0.00	25,650.91	63.36
TRAFFIC SIGNALS & SIGNS =====						
CONTRACTUAL SERVICES						
001-752-213-00 TRAFFIC SIGNALS POWER	3,500	257.09	1,971.92	0.00	1,528.08	56.34
001-752-230-00 SIGNS & SIGNALS	16,000	7,199.25	7,964.36	26.42	8,009.22	49.94
TOTAL CONTRACTUAL SERVICES	19,500	7,456.34	9,936.28	26.42	9,537.30	51.09
TOTAL TRAFFIC SIGNALS & SIGNS	19,500	7,456.34	9,936.28	26.42	9,537.30	51.09
SNOW REMOVAL =====						
COMMODITIES						
001-753-341-00 SNOW REMOVAL	20,000	3,701.15	6,232.28	0.00	13,767.72	31.16
TOTAL COMMODITIES	20,000	3,701.15	6,232.28	0.00	13,767.72	31.16
TOTAL SNOW REMOVAL	20,000	3,701.15	6,232.28	0.00	13,767.72	31.16

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2022

001-GENERAL FUND

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
AIRPORT =====						
CONTRIBUTIONS						
001-758-567-00 AIRPORT	15,000	0.00	15,000.00	0.00	0.00	100.00
TOTAL CONTRIBUTIONS	15,000	0.00	15,000.00	0.00	0.00	100.00
TOTAL AIRPORT	15,000	0.00	15,000.00	0.00	0.00	100.00
PUBLIC TRANSIT =====						
CONTRIBUTIONS						
001-759-568-00 PUBLIC TRANSIT	10,000	0.00	10,000.00	0.00	0.00	100.00
TOTAL CONTRIBUTIONS	10,000	0.00	10,000.00	0.00	0.00	100.00
TOTAL PUBLIC TRANSIT	10,000	0.00	10,000.00	0.00	0.00	100.00
HEALTH DEPT =====						
CONTRIBUTIONS						
001-803-568-00 BUCKHANNON-UPSHUR HEALTH	5,000	0.00	5,000.00	0.00	0.00	100.00
TOTAL CONTRIBUTIONS	5,000	0.00	5,000.00	0.00	0.00	100.00
TOTAL HEALTH DEPT	5,000	0.00	5,000.00	0.00	0.00	100.00
STORM WATER =====						
COMMODITIES						
001-805-348-00 STORM WATER TO SANITARY	150,000	0.00	75,000.00	0.00	75,000.00	50.00
TOTAL COMMODITIES	150,000	0.00	75,000.00	0.00	75,000.00	50.00
TOTAL STORM WATER	150,000	0.00	75,000.00	0.00	75,000.00	50.00
PARK 25% TO CPWB =====						
SALARIES & BENEFITS						
001-900-000-00 AUDITOR OPEB	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2022

11-GENERAL FUND

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
11-900-341-00 PARK-30% HOT/MOT PD TO CP	34,500	5,690.28	24,835.55	0.00	9,664.45	71.99
TOTAL COMMODITIES	34,500	5,690.28	24,835.55	0.00	9,664.45	71.99
CONTRIBUTIONS						
11-900-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL PARK 25% TO CPWB	34,500	5,690.28	24,835.55	0.00	9,664.45	71.99
75% TO CVB						
=====						
CONTRACTUAL SERVICES						
11-901-235-00 HOTEL/MOTEL 70% PAID TO C	80,500	13,277.30	57,949.51	0.00	22,550.49	71.99
TOTAL CONTRACTUAL SERVICES	80,500	13,277.30	57,949.51	0.00	22,550.49	71.99
TOTAL CVB 75% TO CVB	80,500	13,277.30	57,949.51	0.00	22,550.49	71.99
ARTS & HUMANITIES						
=====						
SALARIES & BENEFITS						
11-906-101-00 CAC SALARIES	20,000	0.00	0.00	0.00	20,000.00	0.00
11-906-104-00 CAC FICA	1,530	0.00	0.00	0.00	1,530.00	0.00
11-906-105-00 CAC HEALTH INS	4,000	0.00	0.00	0.00	4,000.00	0.00
11-906-106-00 CAC RETIREMENT	2,000	0.00	0.00	0.00	2,000.00	0.00
TOTAL SALARIES & BENEFITS	27,530	0.00	0.00	0.00	27,530.00	0.00
CONTRACTUAL SERVICES						
11-906-213-00 CAC UTILITIES	2,000	0.00	0.00	0.00	2,000.00	0.00
11-906-216-00 THEATRE MAINTENANCE/UTILI	10,000	213.08	3,163.02	0.00	6,836.98	31.63
TOTAL CONTRACTUAL SERVICES	12,000	213.08	3,163.02	0.00	8,836.98	26.36
CAPITAL OUTLAY						
11-906-450-01 THEATRE BLDG	25,000	339.08	34,217.93	4,070.53	13,288.46	153.15
11-906-459-00 THEATRE CAPITAL	159,000	4,481.34	143,584.99	0.00	15,415.01	90.31
11-906-459-01 CULTURE ARTS GRANT (ADA T	20,000	0.00	20,000.00	0.00	0.00	100.00
TOTAL CAPITAL OUTLAY	204,000	4,820.42	197,802.92	4,070.53	2,126.55	98.96
TOTAL ARTS & HUMANITIES	243,530	5,033.50	200,965.94	4,070.53	38,493.53	84.19

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2022

11-GENERAL FUND

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
SALARIES & BENEFITS						
11-907-101-00 STOCKERT YOUTH CENTER SAL	150,000	15,641.79	107,326.66	0.00	42,673.34	71.55
11-907-103-00 CAMP BUCANNEER SALARIES	24,000	1,237.82	15,300.72	0.00	8,699.28	63.75
11-907-103-01 SYC BUS DRIVERS	1,000	75.00	450.00	0.00	550.00	45.00
11-907-104-00 FICA TAX	13,500	1,296.99	9,415.08	0.00	4,084.92	69.74
11-907-105-00 GROUP INSURANCE	27,950	1,493.75	16,865.54	0.00	11,084.46	60.34
11-907-106-00 GROUP RETIREMENT	10,600	1,006.27	7,253.62	0.00	3,346.38	68.43
11-907-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	227,050	20,751.62	156,611.62	0.00	70,438.38	68.98
CONTRACTUAL SERVICES						
11-907-211-00 TELEPHONES	3,600	231.68	2,187.79	0.00	1,412.21	60.77
11-907-213-00 UTILITIES	17,000	2,576.77	12,402.59	0.00	4,597.41	72.96
11-907-214-00 TRAVEL EXPENSE	500	0.00	0.00	0.00	500.00	0.00
11-907-216-00 MAINTENANCE	7,000	797.63	6,588.06	0.00	411.94	94.12
11-907-218-00 POSTAGE	250	0.00	0.00	0.00	250.00	0.00
11-907-221-00 TRAINING	275	0.00	0.00	0.00	275.00	0.00
11-907-226-00 INSURANCE & BONDS	13,000	82.55	5,791.72	0.00	7,208.28	44.55
11-907-230-00 SYC CONTRACTURAL BUS SER	0	0.00	0.00	0.00	0.00	0.00
11-907-230-01 WORK STUDY/AMERICORP	3,000	0.00	0.00	0.00	3,000.00	0.00
TOTAL CONTRACTUAL SERVICES	44,625	3,688.63	26,970.16	0.00	17,654.84	60.44
COMMODITIES						
01-907-341-00 MATERIALS & SUPPLIES EXPE	6,000	217.88	3,419.13	0.00	2,580.87	56.99
01-907-341-01 OPERATING EXPENSES	2,500	205.95	1,601.84	0.00	898.16	64.07
01-907-343-00 SYC AUTO SUPPLIES	5,000	0.00	3,667.48	0.00	1,332.52	73.35
01-907-354-00 DRILL TEAM	5,000	0.00	0.00	0.00	5,000.00	0.00
01-907-355-00 DANCE TEAM	0	0.00	0.00	0.00	0.00	0.00
01-907-356-00 YOUTH BASKETBALL	18,000	334.27	5,179.59	0.00	12,820.41	28.78
01-907-357-00 TUTORING	250	0.00	0.00	0.00	250.00	0.00
01-907-358-00 MISC. DANCE/PARTIES	500	0.00	0.00	0.00	500.00	0.00
01-907-359-00 ART/DRAMA PROGRAM	1,000	0.00	0.00	0.00	1,000.00	0.00
01-907-360-00 CAMP BUCANNEER SUPPLIES	4,500	0.00	739.59	0.00	3,760.41	16.44
01-907-361-00 AFTER SCHOOL SUPPLIES	5,000	534.07	2,954.53	0.00	2,045.47	59.09
01-907-362-00 DRINK/SNACK MACHINE	0	0.00	0.00	0.00	0.00	0.00
01-907-363-00 KARATE CLASS INSTRUCTION	1,500	36.00	1,108.00	0.00	392.00	73.87
01-907-364-00 SKATEPARK	0	0.00	0.00	0.00	0.00	0.00
01-907-365-00 RED RIBBON WEEK EXPENSE	0	0.00	0.00	0.00	0.00	0.00
01-907-366-00 FUND RAISER	5,000	0.00	0.00	0.00	5,000.00	0.00
01-907-367-00 GIRLS GO GOLFING	0	0.00	0.00	0.00	0.00	0.00
01-907-368-00 UCARE/SYC	0	0.00	0.00	0.00	0.00	0.00
01-907-368-01 ZUMBA	1,500	0.00	812.00	0.00	688.00	54.13
01-907-368-02 YOGA FITNESS CLASS	0	0.00	0.00	0.00	0.00	0.00
01-907-368-03 GUITAR LESSONS	0	0.00	0.00	0.00	0.00	0.00
01-907-368-04 MISC ACTIVITIES-ONE TIME	2,000	0.00	0.00	0.00	2,000.00	0.00
01-907-368-05 GRANT EXP SYCC	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	57,750	1,328.17	19,482.16	0.00	38,267.84	33.74

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2022

01-GENERAL FUND

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>APITAL OUTLAY</u>						
01-907-458-00 CAPITAL CAMPAIGN (BOE & U	0	0.00	0.00	0.00	0.00	0.00
01-907-458-01 SYC CHILDRENS FESTIVAL	1,250	0.00	619.12	0.00	630.88	49.53
01-907-458-02 SYCC BUILDING	38,400	0.00	0.00	0.00	38,400.00	0.00
01-907-459-00 CAPITAL OUTLAY	59,500	0.00	49,629.02	0.00	9,870.98	83.41
01-907-459-01 SYCC CAPITOL PROPERTY PUR	149,000	0.00	149,000.00	0.00	0.00	100.00
01-907-477-00 SYC TEEN DANCES	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	248,150	0.00	199,248.14	0.00	48,901.86	80.29
<u>CONTRIBUTIONS</u>						
01-907-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL STOCKERT YOUTH CENTER	577,575	25,768.42	402,312.08	0.00	175,262.92	69.66
<u>CONVENTION CENTER</u>						
<u>APITAL OUTLAY</u>						
01-910-457-00 CONFERENCE CENTER PAYMENT	40,250	3,351.00	30,159.00	0.00	10,091.00	74.93
TOTAL CAPITAL OUTLAY	40,250	3,351.00	30,159.00	0.00	10,091.00	74.93
TOTAL CONVENTION CENTER	40,250	3,351.00	30,159.00	0.00	10,091.00	74.93
<u>HISTORIC LANDMARKS</u>						
<u>CONTRACTUAL SERVICES</u>						
01-911-223-00 HISTORIC LAND MARK EXPENS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL HISTORIC LANDMARKS	0	0.00	0.00	0.00	0.00	0.00
<u>PUBLIC SAFETY</u>						
<u>CONTRACTUAL SERVICES</u>						
01-976-213-00 SAFETY COMPLEX UTILITIES	24,000	2,030.86	12,515.35	0.00	11,484.65	52.15
01-976-216-00 SAFETY COMPLEX MAINT	16,000	104.98	1,408.95	0.00	14,591.05	8.81
01-976-226-00 SAFETY COMPLEX INSURANCE	9,000	0.00	3,661.76	0.00	5,338.24	40.69
TOTAL CONTRACTUAL SERVICES	49,000	2,135.84	17,586.06	0.00	31,413.94	35.89
<u>APITAL OUTLAY</u>						
01-976-459-35 FEMA GRANT#2 GENERATOR EX	1,052,465	111,820.06	141,500.26	0.00	910,964.74	13.44
01-976-459-36 FEMA GRANT#1 GENERATOR EX	1,179,044	17,559.82	66,344.90	0.00	1,112,699.10	5.63
01-976-461-00 SAFETY COMPLEX POLICE DEP	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	2,231,509	129,379.88	207,845.16	0.00	2,023,663.84	9.31

3-02-2022 08:08 AM

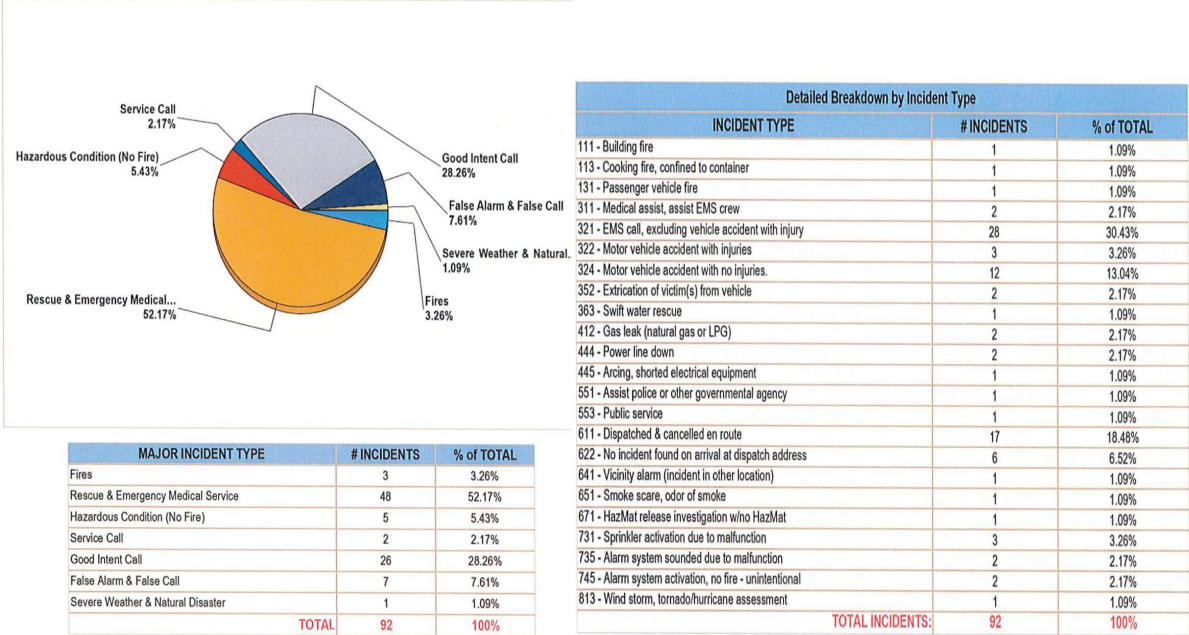
CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: FEBRUARY 28TH, 2022

01-GENERAL FUND

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TOTAL PUBLIC SAFETY	2,280,509	131,515.72	225,431.22	0.00	2,055,077.78	9.89
TOTAL EXPENDITURES	8,810,696	455,906.10	4,440,816.28	40,271.40	4,329,608.32	50.86
REVENUE OVER/(UNDER) EXPENDITURES	(1,306,045)	334,077.94	(360,127.27)	(40,271.40)	(905,646.33)	30.66

C.3 Fire Department Chief- JB Kimble – Recorder Sanders recognized Buckhannon Fire Department Chief JB Kimble. Chief Kimble discussed the death and visitation of Keith “Skeeter” Queen who was a long-term member of the BVFD. He and Jerry Arnold had also had a meeting regarding storage. He had met with Kristie Tenney and her high school marketing class regarding a marketing plan to recruit volunteers to the BVFD. There have been several fires where working smoke detectors made a real difference in the safety of people who lived there. They are working to get smoke detectors donated. Dave Thomas donated \$100 for the purchase of smoke detectors and mentioned that 75% of fire fatalities are in homes without smoke detectors. The trailer for training has been 1403 certified. Chief Kimble presented a report on the following to City Council:



Recorder Sanders thanked Chief Kimble for his report.

C.4 City Attorney- Tom O’Neill - Mr. O’Neill deferred until the Strategic Issues for Discussion and/or Vote part of the Agenda.

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

D.1 FOIA Request from West Virginia Open the Books RE: Payroll Documents of City Employees & Elected Officials

New Freedom of Information Act - City of Buckhannon submitted on 02/17/2022

2 messages

WestVirginia@openthebooks.com <WestVirginia@openthebooks.com> Thu, Feb 17, 2022 at 10:45 AM

To: foia@buckhannonwv.org

02/17/2022

Susan Aloï

Pursuant to the Freedom of Information Act, this is a request for a copy of the following records: An electronic file (ie Excel, PDF, Word) of any and all employees including part-time, temporary, seasonal employees and elected officials for year of 2021 (fiscal or calendar year). Each employee record should contain the year of compensation, first name, middle initial, last name, hire date (mm-dd-yyyy), base salary amount, bonus amount, overtime amount, gross annual wages and position title.

The principal purpose of this is to make this information more accessible to the public and to access and disseminate information regarding the health, safety, and welfare of the general public. This request is not principally for personal or commercial benefit. Our agency is just exercising the general rights of the public. For these reasons, we are requesting a waiver of fees. If there is a charge for this service, please obtain my approval in writing prior to proceeding with request.

All documents can be e-mailed to WestVirginia@openthebooks.com or mailed in electronic format (preferred format would be .csv or .xls). If any documents are not provided in the format specified, please provide the state or federal statutes relied upon for that decision. If any record or portion of a record responsive to this request is contained in a record or portion of a record deemed unresponsive to the request, I would like to inspect the entire document. Under the Open Records Act/Freedom of Information Act, all non-exempt portions of any partially-exempt documents must be disclosed. If any records or portions of records are withheld, please state the exemption on which you rely, the basis on which the exemption is invoked, and the name of the individual responsible for the decision.

Thank you for your prompt consideration of my request. If you have any questions, or if I can be of any assistance, please e-mail me at WestVirginia@openthebooks.com.

Sincerely,

Alexx Padron
American Transparency
P.O. Box 970999
Boca Raton, FL 33497-0999

Amberle Jenkins <amby.jenkins@buckhannonwv.org> Sun, Feb 20, 2022 at 10:49 AM

Draft To: West Virginia <WestVirginia@openthebooks.com>

Cc: FOIA Requests <foia@buckhannonwv.org>

Attached is the summary for most of the information you requested. The gross includes fringe benefits. I was not sure whether to include this. The City of Buckhannon is the common paymaster for the Water Dept, Waste Dept, Sewer Dept, Stormwater and Consolidated Public Works Board (cemetery & parks) as well as the Street, Fire, Police and Youth Center. The employees listed work for these various departments, some have wages divided between the departments to share resources.

[Quoted text hidden]

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Amberle Jenkins
Assistant Recorder, Director of Finance and Administration
City of Buckhannon

D.3 Early Voting Schedule – Primary Election – May 10, 2022

Approved by Upshur County Ballot Commissioners this 22nd day of February, 2022.

Carol J Smith
Carol J Smith

Connie Brady
Connie Brady

Donna S. Matthews
Donna S Matthews

Wednesday, April 27, 2022	8:00 A.M. – 4:00 P.M.
Thursday, April 28, 2022	8:00 A.M. – 4:00 P.M.
Friday, April 29, 2022	8:00 A.M. – 4:00 P.M.
Saturday, April 30, 2022	9:00 A.M. – 5:00 P.M. (1 st Saturday of Early Voting)
Monday, May 2, 2022	8:00 A.M. – 4:00 P.M.
Tuesday, May 3, 2022	8:00 A.M. – 4:00 P.M.
Wednesday, May 4, 2022	8:00 A.M. – 4:00 P.M.
Thursday, May 5, 2022	8:00 A.M. – 4:00 P.M.
Friday, May 6, 2022	8:00 A.M. – 4:00 P.M.
Saturday, May 7, 2022	9:00 A.M. – 5:00 P.M. (2 nd Saturday of Early Voting)

Location - Upshur County Courthouse - 40 West Main Street, Buckhannon WV 26201

Election Day
Tuesday, May 10, 2022
Polls Open 6:30 A.M. – 7:30 P.M.

Voter Registration
Application may be obtained at upshurcounty.org or govotewv.com
April 19, 2022 - last day to register or update voter information

Absentee Voting
Application may be obtained at upshurcounty.org or govotewv.com
Last day application to request an absentee ballot by mail may be accepted/received
Wednesday, May 4, 2022

Sample Ballot
upshurcounty.org
Department tab – County Clerk

Precinct Locations
upshurcounty.org
Department tab – County Clerk

Voters registered in Precinct 9 please note that the location has moved to
City Hall
70 East Main Street
Buckhannon, WV 26201

Entrance and parking are behind the building

Upshur County Clerk 304-472-1068

D.4 List of Candidates Filing in Upshur County for the May 10, 2022 Primary Election

Dave Chippis (District 1)
Jan Craig (District 1)
Buck Edwards (District 1)
Tom O'Neill (District 1)
Robert Osburn (District 1)
Roy Wager (District 1)
Sherry Dean (District 2)
Harmon George (District 2)
Brandon Weese (District 2)
Derrick Aegan (District 3)
Jesse Davidson (District 3)
Robert 'Todd' Starkey (District 3)

Laura Foulks
Shelia Lewis-Sines
David McCauley
David Thomas
Jim Valenson

Randy Sanders

Sam Nolte (R)

Carol J. Smith (R)

Brian P. Gaudet (R)

Magistrate – Division 1 (unexpired term, nonpartisan)

Mark Davis
Kay Hurst

Magistrate – Division 2 (unexpired term, nonpartisan)

Alan Suder
Lindon ‘Lenny’ Stone

Conservation District Supervisor (nonpartisan)

Donnie R. Tenney

11th Senatorial District

Bill Hamilton of Buckhannon (R)

64th Delegate District

Adam Burkhammer of Horner (R)
John Clise (D)

65th Delegate District

Carl “Robbie” Martin of Buckhannon (R)

U.S. House of Representatives (District 2)

Angela J. Dwyer of Martinsburg (D)
Barry Lee Wendell of Morgantown (D)
Susan Buchser-Lochocki of Morgantown (R)
David B. McKinley of Wheeling (R)
Alexander X. Mooney of Charles Town (R)
Mike Seckman of West Union (R)
Barry Lee Wendell (D)

D.5 Deed-Property Purchase 61 East Main St- Indexed as City Deed 210- on file at City Hall.

D.6 WV PEIA Letter RE: FY 2023 Finance Plan Premium Increase

Public Employees
Insurance Agency

WV Toll-free: 1 (888) 680-7342
Phone: 1 (304) 558-7850
Fax: 1 (877) 233-4295
Website: www.wvpeia.com

February 25, 2022

Agency Head

Regarding: PEIA and RHBT FY 2023 Finance Plan

Dear Agency Head:

The PEIA Finance Board passed a 5% increase on the Non-State Fund PEIA PPB premiums for FY 2023. The below information pertains to these changes. Please utilize this information for your 2023 budget planning.

For PEIA (active employees), the plan includes:

- The PEIA PPB premiums are increasing 5% in aggregate (PEIA+RHBT) effective July 1, 2022.
- Basic Life rates have been reduced approximately 12%.
- The new rates can be found at the link below:
<http://www.peia.wv.gov/Forms-Downloads/Pages/Premium-Rates.aspx>

For RHBT (retirees), the plan includes:

- The RHBT Paygo rate will change to \$70.
- Basic Life rates have been reduced approximately 4%.
- There are no changes to the retiree health rates.

I hope you find this information useful for this upcoming fiscal year.

Sincerely,

Jason A. Haught, CPA
Acting Director

E. Consent Agenda

E.1 Approval of Minutes - Regular Meeting 01/06/22, 01/20/22 ; Special 02/23/22, 02/25/22, 03/02/22

E.2 Approval of Building and Wiring Permits



75422-#75431 Permit Fee Report

02/17/2022 - 03/02/2022													
Permit #	Applicant Name	Applicant Address	Primary Contractor	Description	Project Cost	Fee Amount	Electrical Property Type	Asbestos Inspection	Zoning Approval Date	Historic Property	Flood Zone Area	Flood Zone /Elevation Certificate	FEMA Accessory Use
Group: Commercial Electrical Fee													
75429	Buckhannon Housing Authority	89 Hinkle Drive	DUSTIN WAMSLEY DTA ELECTRICAL LLC	Electrical Inspection for Reconnect-Tree fell & pulled electrical from the unit	1,000.00	100.00	A Commercial Property			No		No	
					1,000.00	100.00							
Group Total: 1													
Group: Commercial-Industrial (nonresidential)													
75428	MTN CHIC BOUTIQUE	25 W MAIN ST	THE SIGN GUY	WINDOW DECALS	300.00	15.00			2/11/2022				
75426	Nolte-Rylands Ventures LLC	4-6 East Main Street-Thompson Pharmacy Building		Interior Renovations	12,000.00	102.00				Yes		No	
					12,300.00	117.00							
Group Total: 2													
Group: Demolition													
75425	ALLIED HEALTH SOLUTIONS GROUP	PO BOX 8030	S&S DITCH & HOE SERVICES	DEMOLITION OF 17 FRANKLIN ST	17,000.00	20.00		Yes -If yes attach report		No	Zone AE	Yes-Elevation Cert. Not Required	
					17,000.00	20.00							
Group Total: 1													
Group: Residential (non-commercial)													
75431	Dennis Porter	5 Lincoln Way	Crites Electric, Inc.	Generator Install on Concrete Pad 30"x52"	7,320.00	80.52	B2 Single Family Residential (500 sq ft)		2/28/2022	No		No	
75430	JOHN REGER	104 S FLORIDA ST	POWERS CONSTRUCTION	REPLACING BOARDS ON PORCH	2,000.00	22.00		No				No	
75427	Stephen Oldaker	27 Park Street		Removal of Interior Non Supporting Wall to make open concept in kitchen/dining area	500.00	10.00				No		No	
75424	ROXIE MCCUE	6 UPSHUR AVE	WAUGH CONSTRUCTION	INSIDE REMODEL	4,500.00	49.50				No	Zone X	Yes-Elevation Cert. Not Required	
75423	Leola Jane Cutlip	34 Boggess St		Front Porch 12'x8'	6,400.00	70.40			2/11/2022	No		No	
75422	Safwat Attia	17 Gate Street	Sunny Side Construction	Garage Re-Roof, Siding, Windows, Doors and Fence Removal	10,000.00	110.00		Yes -If yes attach report		No	Zone AE	Yes-Elevation Cert. Not Required	
					30,720.00	342.42							
Group Total: 6													
Group: Residential Electrical Fee													
75431	Dennis Porter	5 Lincoln Way	Crites Electric, Inc.	Generator Install on Concrete Pad 30"x52"	7,320.00	100.00	B2 Single Family Residential (500 sq ft)		2/28/2022	No		No	
					7,320.00	100.00							
Group Total: 1													
Group: Zoning Application Fee													
75431	Dennis Porter	5 Lincoln Way	Crites Electric, Inc.	Generator Install on Concrete Pad 30"x52"	7,320.00	20.00	B2 Single Family Residential (500 sq ft)		2/28/2022	No		No	
					7,320.00	20.00							
Group Total: 1													
					75,660.00	699.42							
Total Records: 12												3/2/2022	

E.3 Approval of Payment of the Bills

- FEBRUARY 16-28-2022 GENERAL FUND PAYMENT OF BILLS 3-3-2022 CITY COUNCIL MEETING
- \$1,917.00 – BENCHMARK PROFESSIONAL – SEXUAL ASSAULT INVESTIGATION TRAINING

\$1,133.97 – KING ARCHITECTURAL – S SCROLL POST TOPPERS

\$2,345.14 – HARPER LUMBER – DRYWALL, PAINT, PIPE FITTINGS FOR THEATRE

\$58,834.80 – MOUNTAIN STATE ELECTRIC – FEMA GENERATOR INSTALL

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DISBURSEMENT 2-16-22 TO 2-28-22

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
MAYOR'S OFFICE	RALSTON PRESS INC	409-341-00	MAYOR'S SUPPLIES & M	BUSINESS CARDS R SANDERS	25.99
	OFFICESUPPLY.COM	409-341-00	MAYOR'S SUPPLIES & M	PCRD-FILE FOLDERS CALC RIB	16.60
	EMBASSY SUITES	409-341-00	MAYOR'S SUPPLIES & M	PCRD-ROOM SKINNER WMML	181.26
	GATES SUPPLY	409-341-00	MAYOR'S SUPPLIES & M	CYAN INK CART FOR PLOTTER	22.82
	CITY OF BUCKHANNON GENERAL F	409-341-00	MAYOR'S SUPPLIES & M	FEB 2022 LETTER OF CREDIT	76.12
	PITNEY BOWES	409-341-00	MAYOR'S SUPPLIES & M	LEASE 12/16/21-3/15/22	96.00
	WV PUBLIC EMPLOYEES RETIREME	409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	65.48
		409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	66.16
		409-106-00	MAYOR'S RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	20.01
	BUCKHANNON POSTMASTER	409-218-00	MAYOR'S POSTAGE	PERMIT #10 POSTAGE	750.00
	PAYROLL ACCOUNT (ALL DEPTS)	409-341-00	MAYOR'S SUPPLIES & M	JANUARY 2022 AA FEES	188.11
	TOSHIBA FINANCIAL SERVICES	409-341-00	MAYOR'S SUPPLIES & M	CITY HALL COPIER LEASE	144.01
	US CELLULAR	409-211-00	MAYOR'S TELEPHONE	ALL DEPT CELL PHONES FEB 2	61.86
	BADZIK PRINTING SERVICE, INC	409-341-00	MAYOR'S SUPPLIES & M	TAX FORMS & ENVELOPES	151.45
	SURVEY MONKEY	409-341-00	MAYOR'S SUPPLIES & M	PCRD-YEARLY SUBSCRIPTION	96.00
	WALMART STORES INC -BUCKHANN	409-341-00	MAYOR'S SUPPLIES & M	PCRD-FIELD CALCULATOR	3.56
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	94.29
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	22.05
	AMAZON.COM	409-341-00	MAYOR'S SUPPLIES & M	PCRD-1099 NEC FORMS	11.00
	DATAMAX CORPORATION	409-341-00	MAYOR'S SUPPLIES & M	BUSINESS LIC COLLECTIONS J	105.00
	MATTHEW BENDER & CO., INC	409-341-00	MAYOR'S SUPPLIES & M	WV CODE 22 SPECIAL SESSION	71.08
	PAYFLEX	409-105-00	MAYOR'S INSURANCE	GF FEB 2022 HSA FEES	6.50
	AT&T MOBILITY	409-211-00	MAYOR'S TELEPHONE	304-704-8355 PARKING ENFOR	52.59
	UPSHUR COUNTY CLERK	409-341-00	MAYOR'S SUPPLIES & M	FIRE LIEN 23 THURMAN AVE	12.00
	FP-USA.COM	409-218-00	MAYOR'S POSTAGE	PCRD-POSTAGE NEW POSTAGE M	129.38

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DISBURSEMENT 2-16-22 TO 2-28-22

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	PDF FILLER	409-341-00	MAYOR'S SUPPLIES & M	PCRD-PDF EDITING SOFTWARE	4.10
	KOMAX LLC	409-218-00	MAYOR'S POSTAGE	INK CART; PSTG LABELS; SEA	58.05
	ROSSMAN & CO/PCB CORP	409-341-00	MAYOR'S SUPPLIES & M	DEBT COLLECTION JAN 2022	8.41
	FRONTIER	409-211-00	MAYOR'S TELEPHONE	472-1651-101515-4 CITY HAL	65.34
		409-211-00	MAYOR'S TELEPHONE	304-003-2273-060600-4	24.18
	**PAYROLL EXPENSES			2/16/2022 - 2/28/2022	1,532.44
				TOTAL:	4,163.84
	WV PUBLIC EMPLOYEES RETIREME	410-106-00	COUNCIL'S RETIREMENT	WV RETIREMENT CONTRIBUTION	20.00
	INTERNAL REVENUE SERVICE	410-104-00	COUNCIL'S F.I.C.A.	FICA WITHHELD AND MATCHED	62.00
		410-104-00	COUNCIL'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	14.50
COUNCIL	**PAYROLL EXPENSES			2/16/2022 - 2/28/2022	1,000.00
				TOTAL:	1,096.50
RECORDER	WV PUBLIC EMPLOYEES RETIREME	411-106-00	RECORDER'S RETIREMEN	WV RETIRE TIER2 CONTRIBUTI	19.21
	INTERNAL REVENUE SERVICE	411-104-00	RECORDER'S F.I.C.A.	FICA WITHHELD AND MATCHED	31.00
		411-104-00	RECORDER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	7.25
	**PAYROLL EXPENSES			2/16/2022 - 2/28/2022	500.00
				TOTAL:	557.46
TREASURER	WV PUBLIC EMPLOYEES RETIREME	413-106-00	TREASURER'S RETIREME	WV RETIREMENT CONTRIBUTION	31.32
		413-106-00	TREASURER'S RETIREME	WV RETIREMENT CONTRIBUTION	31.32
	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
	PAYFLEX	413-105-00	TREASURER'S GROUP IN	GF FEB 2022 HSA FEES	3.25
	**PAYROLL EXPENSES			2/16/2022 - 2/28/2022	313.18
				TOTAL:	403.03
COURT	INTERNAL REVENUE SERVICE	416-104-00	POLICE JUDGE FICA	FICA WITHHELD AND MATCHED	38.75
		416-104-00	POLICE JUDGE FICA	MEDICARE WITHHELD & MATCHE	9.06
	**PAYROLL EXPENSES			2/16/2022 - 2/28/2022	625.00
CITY ATTORNEY				TOTAL:	672.81
	WV PUBLIC EMPLOYEES RETIREME	417-106-00	CITY ATTORNEY RETIRE	WV RETIREMENT CONTRIBUTION	52.37
		417-106-00	CITY ATTORNEY RETIRE	WV RETIREMENT CONTRIBUTION	52.37
	INTERNAL REVENUE SERVICE	417-104-00	CITY ATTORNEY FICA	FICA WITHHELD AND MATCHED	32.47
		417-104-00	CITY ATTORNEY FICA	MEDICARE WITHHELD & MATCHE	7.59
	**PAYROLL EXPENSES			2/16/2022 - 2/28/2022	523.73
				TOTAL:	668.53
CITY ENGINEER	WV PUBLIC EMPLOYEES RETIREME	420-106-00	CITY ENGINEER RETIRE	WV RETIREMENT CONTRIBUTION	77.52
		420-106-00	CITY ENGINEER RETIRE	WV RETIREMENT CONTRIBUTION	77.52
	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
	**PAYROLL EXPENSES			2/16/2022 - 2/28/2022	775.23
				TOTAL:	990.15
ZONING	WV PUBLIC EMPLOYEES RETIREME	437-106-00	ZONING RETIREMENT	WV RETIREMENT CONTRIBUTION	143.02
		437-106-00	ZONING RETIREMENT	WV RETIREMENT CONTRIBUTION	143.02
	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
	PAYFLEX	437-105-00	ZONING HEALTH INS	GF FEB 2022 HSA FEES	3.25
03-01-2022 02:48 PM DISBURSEMENT 2-16-22 TO 2-28-22					
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			2/16/2022 - 2/28/2022	1,430.15
				TOTAL:	1,828.85
DATA PROCESSING	RAVEN ROCK NETWORKS INC	439-230-00	DATA PROCESSING	COMPUTER FOR MAPPING	444.94
	CITIZENS BANK OF WV	439-459-00	DATA PROCESSING CAPI	MARCH 2022 COMPUTER SERV P	385.84
				TOTAL:	830.78
CITY HALL	MON POWER	440-213-00	CITY HALL UTILITIES	110088782062 70 E MAIN ST	1,072.58
	DODSON BROS EXTERMINATING CO	440-216-00	CITY HALL MAINTENANC	PEST CONTROL CITY HALL FEB	31.00
	WV PUBLIC EMPLOYEES RETIREME	440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	124.53
		440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	124.53
	CRITES ELECTRICAL SUPPLY INC	440-216-00	CITY HALL MAINTENANC	BULBS & BALLASTS CITY HAL	214.30
	WALMART STORES INC -BUCKHANN	440-341-00	CITY HALL SUPPLIES	SUPPLIES FOR CITY HALL	34.43
		440-341-00	CITY HALL SUPPLIES	SUPPLIES FOR CITY HALL	7.26
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	76.30
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	17.84
	PAYFLEX	440-105-00	CITY HALL JANITOR IN	GF FEB 2022 HSA FEES	3.25
	**PAYROLL EXPENSES			2/16/2022 - 2/28/2022	1,245.32
				TOTAL:	2,951.34
POLICE	BENCHMARK PROFESSIONAL SEMIN	700-221-00	POLICE DEPT. TRAININ	PCRD-SEXUAL ASSAULT INVEST	1,917.00
		700-221-00	POLICE DEPT. TRAININ	PCRD-RECORDS CLASS	40.00
	JENKINS FORD INC	700-343-00	POLICE DEPT. AUTO SU	BRAKES & STATE INSPECTION	61.53
		700-343-00	POLICE DEPT. AUTO SU	BRAKES & STATE INSPECTION	14.00
	WV PUBLIC EMPLOYEES RETIREME	700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUTION	1,912.10
		700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUTION	2,069.46
	US POSTAL SERVICE	700-341-00	POLICE DEPT. MAT & S	PCRD-POSTAGE SENT EVIDENCE	5.10
	WV CONSOLIDATED PUBLIC RETIR	700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPFRS CONTRIBUTI	533.63
		700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPFRS CONTRIBUTI	526.55
	INDEED.COM	700-341-00	POLICE DEPT. MAT & S	PCRD-POLICE OFFICER AD	180.00
	US CELLULAR	700-211-00	POLICE DEPT. TELEPHO	ALL DEPT CELL PHONES FEB 2	387.18
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,640.32
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	383.63
	PAYFLEX	700-105-00	POLICE DEPT. GROUP I	GF FEB 2022 HSA FEES	29.25
	SIRCHIE FINGER PRINT LAB INC	700-341-00	POLICE DEPT. MAT & S	PCRD-EVIDENCE BOXES	107.69
		700-341-00	POLICE DEPT. MAT & S	PCRD-LIFTING TAPE	85.86
	OFFGRID	700-341-00	POLICE DEPT. MAT & S	PCRD-FARADAY BAGS	190.00
	T-MOBILE	700-211-00	POLICE DEPT. TELEPHO	POLICE DEPT GROTABS FEB 20	210.54
	STAPLES ADVANTAGE	700-341-00	POLICE DEPT. MAT & S	OFFICE SUPPLIES & CLEANER	79.96
		700-341-00	POLICE DEPT. MAT & S	OFFICE SUPPLIES & CLEANER	85.04
	FRONTIER	700-211-00	POLICE DEPT. TELEPHO	304-001-6194-111398-4 POL	100.90
	COMFORTECH LLC	700-341-00	POLICE DEPT. MAT & S	FILTER/MAINTENANCE	125.16
	**PAYROLL EXPENSES			2/16/2022 - 2/28/2022	26,889.29
				TOTAL:	37,574.19
FIRE	J.P. MORGAN EQUIPMENT FINAN	706-459-00	FIRE DEPT. CAPITAL O	MARCH 2022 FIRE TRK PYMT	3,678.20
	LOUDIN INSURANCE AGENCY INC	706-226-00	FIRE DEPT. INSURANCE	2ND QTR 2022 VFIS INSURANC	6,674.00
	AUTO ZONE	706-343-00	FIRE DEPT. AUTO SUPP	DEF FLUID FOR E 1	83.65
	DODSON BROS EXTERMINATING CO	706-341-00	FIRE DEPT. MATERIAL	PEST CONTROL FIRE FEB 2022	42.00
	SUNSET GRAPHICS LLC	706-345-00	FIRE DEPT. UNIFORMS	UNIFORM SHIRTS & HOODIES	40.25
		706-345-00	FIRE DEPT. UNIFORMS	UNIFORM SHIRTS & HOODIES	38.25
		706-345-00	FIRE DEPT. UNIFORMS	UNIFORM SHIRTS & HOODIES	61.25
		706-345-00	FIRE DEPT. UNIFORMS	UNIFORM SHIRTS & HOODIES	46.00

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DISBURSEMENT 2-16-22 TO 2-28-22

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	WV PUBLIC EMPLOYEES RETIREME	706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	749.26
		706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	835.71
	WV CONSOLIDATED PUBLIC RETIR	706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTI	993.22
		706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTI	956.55
	INDEED.COM	706-341-00	FIRE DEPT. MATERIAL	PCRD-FIREFIGHTER AD	311.98
	ST JOSEPH HOSPITAL OF BUCKHA	706-341-00	FIRE DEPT. MATERIAL	ATOMIZATION RPD & IV SUPP	74.94
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,212.16
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	283.48
	PAYFLEX	706-105-00	FIRE DEPT. GROUP INS	GF FEB 2022 HSA FEES	29.25
	AT&T MOBILITY	706-211-00	FIRE DEPT. TELEPHONE	304.940.4727 ENG 1 CELL &	66.89
	WITMER PUBLIC SAFETY GROUP I	706-345-00	FIRE DEPT. UNIFORMS	UNIFORM SHIT	76.60
	UNITED SUMMIT CENTER PARENT	706-341-00	FIRE DEPT. MATERIAL	PSYCH EVAL NEW HIRE	900.00
	KATHY S PETRACCA	706-341-00	FIRE DEPT. MATERIAL	PRE EMPLMT DRUG SCREEN	100.00
	FRONTIER	706-211-00	FIRE DEPT. TELEPHONE	472-2868-101915-4 FIRE	83.78
	**PAYROLL EXPENSES			2/16/2022 - 2/28/2022	19,610.65
				TOTAL:	36,994.07
STREET	HARBOR FREIGHT TOOLS	750-343-00	STREET DEPT. AUTO SU	PCRD-WINCH TIE DOWNS FOR A	447.91
		750-459-00	STREET DEPT. CAPITAL	MARCH 2022 CONCRETE TRK PY	2,676.74
	FIRST COMMUNITY BANK	750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,261.57
	WV PUBLIC EMPLOYEES RETIREME	750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,263.76
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	370.36
	TRACTOR SUPPLY CREDIT PLAN	750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	340.94
		750-343-00	STREET DEPT. AUTO SU	PCRD- TOOL BOX STRAPS FOR	504.88
	US CELLULAR	750-211-00	STREET DEPT. TELEPHO	ALL DEPT CELL PHONES FEB 2	274.25
	MOUNTAIN STATE PEST GUARD	750-341-00	STREET DEPT. MAT & S	STREET PEST CONTROL FEB 20	31.50
	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	990.10
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	231.55
	PEOPLES NATURAL GAS	750-213-00	STREET DEPT. UTILITI	GF GAS 2/28/22	2,929.89
	AMAZON.COM	750-341-00	STREET DEPT. MAT & S	PCRD-LED CORNCOB BULBS	103.96
		750-341-00	STREET DEPT. MAT & S	PCARD-CAUTION TAPE	92.50
		750-341-00	STREET DEPT. MAT & S	PCRD-LED LIGHTS FOR MAIN S	119.97
		750-341-00	STREET DEPT. MAT & S	PCRD-PHONE CASE FOR BRAD H	34.95
		750-341-00	STREET DEPT. MAT & S	PCRD-HOLSTER BEL CASE WITH	11.99
		750-105-00	STREET DEPT. GROUP I	GF FEB 2022 HSA FEES	32.50
	PAYFLEX	750-211-00	STREET DEPT. TELEPHO	472-5755-101615-4 STREET	83.31
	FRONTIER			2/16/2022 - 2/28/2022	16,046.92
	**PAYROLL EXPENSES			TOTAL:	27,849.55
STREET LIGHTS	MON POWER	751-213-00	STREET LIGHTS	110088782484 E. MAIN ST	73.23
		751-213-00	STREET LIGHTS	110100156733 107 E MAIN ST	126.83
				TOTAL:	200.06
TRAFFIC SIGNALS & SIGN	KING ARCHITECTURAL METALS	752-230-00	SIGNS & SIGNALS	PCRD-S SCROLL POST TOPPERS	1,133.97
				TOTAL:	1,133.97
SNOW REMOVAL	AMAZON.COM	753-341-00	SNOW REMOVAL	PCRD-FLANGE BEARING FOR SA	90.87
				TOTAL:	90.87
ARTS-THEATRE	HARPER LUMBER & BUILDING SUP	906-459-00	THEATRE CAPITAL	PIPE; FITTINGS; DRYWALL	80.43
		906-459-00	THEATRE CAPITAL	PIPE; FITTINGS; DRYWALL	572.75
		906-459-00	THEATRE CAPITAL	PIPE; FITTINGS; DRYWALL	393.95
		906-459-00	THEATRE CAPITAL	PIPE; FITTINGS; DRYWALL	365.88
		906-459-00	THEATRE CAPITAL	PIPE; FITTINGS; DRYWALL	146.33

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DISBURSEMENT 2-16-22 TO 2-28-22

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		906-459-00	THEATRE CAPITAL	PIPE; FITTINGS; DRYWALL	393.95
		906-459-00	THEATRE CAPITAL	PIPE; FITTINGS; DRYWALL	208.50
		906-459-00	THEATRE CAPITAL	PIPE; FITTINGS; DRYWALL	129.81
		906-459-00	THEATRE CAPITAL	PAINT FOR THEATRE	53.54
				TOTAL:	2,345.14
STOCKERT YOUTH CENTER	MON POWER	907-213-00	UTILITIES	110084592119 SYC	667.38
		907-213-00	UTILITIES	110084767208 79 E MAIN ST	10.69
	MOUNTAINEER GAS COMPANY	907-213-00	UTILITIES	383925-483167 70 E MAIN ST	1,220.22
	WV PUBLIC EMPLOYEES RETIREME	907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	327.75
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	275.82
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	227.95
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	174.75
	DHHR	907-341-01	OPERATING EXPENSES	PCRD-NEW EMPLOYEE BACKGRND	20.00
	CASEYEARL'S	907-356-00	YOUTH BASKETBALL	PCRD-SYCC BASKETBALL SHIRT	41.00
	WALMART STORES INC -BUCKHANN	907-356-00	YOUTH BASKETBALL	PCRD-SYCC BASKETBALL CONCE	150.23
		907-356-00	YOUTH BASKETBALL	PCRD-SYCC BASKETBALL CONCE	97.80
		907-341-00	MATERIALS & SUPPLIES	PCRD-OFFICE SUPPLIES	87.88
		907-356-00	YOUTH BASKETBALL	PCRD-SYCC BASKETBALL CONCE	45.24
	MOUNTAIN STATE PEST GUARD	907-216-00	MAINTENANCE	SYC PEST CONTROL FEB 2022	36.50
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	526.44
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	123.12
	AMAZON.COM	907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTER SCHL GAME ROOM	119.72
		907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTER SCHL GAME ROOM	51.99
		907-216-00	MAINTENANCE	PCARD-LIGHTS FOR SYCC GYM	359.98
		907-361-00	AFTER SCHOOL SUPPLIE	PCRD-INK CARTRIDGES	76.02
	PAYFLEX	907-361-00	AFTER SCHOOL SUPPLIE	PCRD-ISOPROPHYL ALCOHOL DI	135.96
		907-105-00	GROUP INSURANCE	GF FEB 2022 HSA FEES	9.75
	LYNX WV INC	907-213-00	UTILITIES	FEB 2022 SYC INTERNET	145.00
	FRONTIER	907-211-00	TELEPHONES	473-0145-042701-4 SYC	188.10
	**PAYROLL EXPENSES			2/16/2022 - 2/28/2022	8,491.10
				TOTAL:	13,610.39
CONVENTION CENTER	USDA, RURAL DEVLEOPMENT	910-457-00	CONFERENCE CENTER PA	CONFCENTER MARCH 2022	3,351.00
				TOTAL:	3,351.00
PUBLIC SAFETY	MON POWER	976-213-00	SAFETY COMPLEX UTILI	110088783078 22 S FLORIDA	732.55
		976-213-00	SAFETY COMPLEX UTILI	383931-483167 20 S FLORIDA	1,148.31
	MOUNTAINEER GAS COMPANY	976-459-35	FEMA GRANT#2 GENERAT	MSEC INV #5 FEMA GEN PROJ	24,873.06
	MOUNTAIN STATE ELECTRICAL CO	976-459-35	FEMA GRANT#2 GENERAT	INV #5 FEMA GEN PROJECT	10,621.82
		976-459-35	FEMA GRANT#2 GENERAT	INV #5 FEMA GEN PROJECT	1,249.20
		976-459-35	FEMA GRANT#2 GENERAT	INV #5 FEMA GEN PROJECT	2,092.50
		976-459-35	FEMA GRANT#2 GENERAT	INV #5 FEMA GEN PROJECT	1,737.00
		976-459-35	FEMA GRANT#2 GENERAT	INV #5 FEMA GEN PROJECT	1,031.40
		976-459-36	FEMA GRANT#1 GENERAT	INV #1 FOR CONTRACT 2	17,229.82
	DODSON BROS EXTERMINATING CO	976-216-00	SAFETY COMPLEX MAINT	PEST CONTROL POLICE FEB 20	45.00
	LYNX WV INC	976-213-00	SAFETY COMPLEX UTILI	FEB 2022 PSC INTERNET	150.00
				TOTAL:	60,910.66

Motion to approve the Consent Agenda was made by Sines/Bucklew. Motion carried.

F. Strategic Issues for Discussion and/or Vote

F.1 Possible Executive Session/Possible Action National Opioid Litigation Settlement – Plaintiffs’ Distribution Plan - Action taken earlier in the meeting.

F.2 Discussion/Possible Action Event Request West Virginia Strawberry Festival RE: Parades & Events 2022 Use of City Owned Property & Services During the 80th Annual Event May 14-May 22, 2022.

Mayor Robbie Skinner suggested to table this until 3/17/2022. Motion to table made by Bucklew/Rylands. Approved to table.

F.3 Discussion/Possible Vote to Create the Buckhannon Parks and Recreation Board of Directors and to Direct City Attorney to Establish the Ordinance – There have been discussion of this at several meetings. Move to direct City Attorney Thomas O’Neill to start ordinance. Discussion on how many members on the board; agreement was made to have 7. Thomas O’Neill says it is a process, will not be ready in 2 weeks. Will have small working groups to work on this. Will plan for first reading at the second meeting in April. Mayor Skinner wanted to emphasize that it is not a committee, but a board, an important board, but to be sure to stipulate that it is a volunteer board, not paid. Motion to vote to approve formation of board. Motion carried.

F.4 Discussion/Possible Action to Direct City Attorney to Prepare Agreement RE: Acquiring 10ft Strip of UCDA’s Property Located Rear of Madison Street - This was surveyed six years ago. It will be ready by next meeting.

Motion to prepare agreement RE: Acquiring 10ft Strip of UCDA’s Property Located Rear of Madison Street was made by Thomas/Rylands. Motion carried.

F.5 Approval Auction Contract of 39 Sedgwick Street & 31 Upper Drive – City Attorney Tom O’Neill reviewed contract and approved it. Amberle Jenkins researched real estate auctions. JR Pyle sent representative. They will advertise and market it. The cost would be \$1500 for both properties. The properties purchased as tax sale and lien properties.

Joe R. Pyle Complete Auction & Realty Service
5546 Benedum Drive Shinnston, WV 26431
(304) 592-6000 Toll Free (888) 875-1599
JOE R. PYLE, AUCTIONEER/BROKER

REAL ESTATE AUCTION LISTING CONTRACT

This AGREEMENT, is entered into this 24 day of February, 2022, by and between JOE R. PYLE COMPLETE AUCTION & REALTY SERVICE, a West Virginia limited liability company ("BROKER"), and CITY OF BUCKHANNON (collectively, "SELLERS").
BROKER and SELLERS agree as follows:

1.

The SELLERS hereby grant to BROKER and BROKER hereby accepts the EXCLUSIVE AND IRREVOCABLE RIGHT TO SELL the real estate, and all improvements, fixtures and appurtenances thereon, located at 39 SEDGWICK & 31 UPPER DR. BUCKHANNON, WV District/Map/Parcel: 3-14-66-3413-2-18-15 (the "REAL ESTATE"), at an auction sale to be conducted by BROKER within 90 DAYS from this date. The Real Estate will be offered in parcels or in its entirety at the discretion of the BROKER. Any survey or other expenses which may be required to sell the Real Estate in parcels will be paid by the SELLERS. The term of this Contract shall begin on the date of execution hereof by BROKER and shall continue for a period of ninety (90) days thereafter (the "Listing Period"), unless otherwise extended or terminated in accordance with the terms of this Contract. Upon full execution of a contract for the sale and purchase of the Real Estate (the "Sales Contract"), all rights and obligations arising under this Contract shall automatically extend through the date of the actual closing (the "Closing Date") of said Sales Contract. The exclusive right granted herein shall include, without limitation, the exclusive right to list and sell the Real Estate by public auction ("Auction"), private sale, exchange or otherwise.

2.

Listing for Sale with or Without Reserve (Check One):
Yes No
☒ ☐ Listing for Sale with Reserve. Unless otherwise mutually agreed by the parties in writing, the Real Estate shall be sold subject to acceptance by the SELLERS as the SELLERS may determine within their sole discretion. Notwithstanding the foregoing, SELLERS hereby agree that in the event the Real Estate receives a high bid or other offer at or exceeding the amount of \$ _____ (the "Reserve Price"), SELLERS shall be deemed to have accepted such offer and shall execute a Sales Contract with the high bidder or other offeror (the "Buyer") relating thereto in accordance with the provisions below. _____ (initial)
Yes No
☐ ☒ Listing for Sale Without Reserve. Seller hereby agrees that the Real Estate shall be auctioned "absolute, without reserve," so that SELLERS shall be deemed to have accepted the highest bid from a qualified bidder or other offeror (the "Buyer") without limiting condition as to the amount of the high bid or other offer or the nature of the Buyer an shall execute a Sales Contract with the Buyer relating thereto in accordance with the provisions below. _____ (initial)

3.

Closing shall take place within 60 days following the auction sale. SELLERS hereby agree to pay BROKER a marketing fee of \$1500 for the promotion of the auction sale, which will cover signage, direct mail and email, brochures, internet advertising and other advertising deemed necessary by the BROKER. SELLERS further agree to pay BROKER a management fee in the amount of \$ 0. Such amounts will be paid (choose one): _____ in advance, prior to any advertising; _____ deducted at closing; ☒ deducted from the sale of personal property. The SELLERS further hereby agree to pay BROKER a Commission of 0 % of the selling price for the Real Estate, for services rendered, upon producing a bona fide purchaser at or above the agreed upon Reserve Price or lesser sales price subject to the approval of, and acceptance by, the SELLERS (such commission shall be paid if all or any part of the Real Estate is sold, conveyed, exchanged, or otherwise transferred within one hundred eighty (180) days after the public auction to anyone with whom an agent of the BROKER had negotiations or show the Real Estate prior to final termination). SELLERS acknowledge that BROKER will further charge a 10 % Buyer's Premium that will be added to the purchase price, which will be retained by the BROKER as compensation, in addition to the above referenced fees/commission paid by the SELLERS. The SELLERS instruct BROKER to collect an earnest money deposit equal to 10 % of the high bid price plus Buyer's Premium immediately upon conclusion of the auction, and hold said deposit in an escrow account until closing. In the event of a Buyer default in connection with the Real Estate following an auction conducted hereunder, BROKER shall be entitled to receive its sales commission, buyer's premium, marketing fees and all other expenses related to the Real Estate from any earnest money deposited with BROKER on the day of sale and shall remit the balance of the earnest money deposit, after deduction of the aforesaid payments, to the SELLERS.

4.

In the event the SELLERS: (ii) refuse or fail to accept an offer from a Buyer who is ready, willing and able to purchase the Real Estate at or exceeding the Reserve Price and terms stated in this Contract, or at such other price and/or under such other terms to which SELLERS have assented in writing; (ii) default on an executed Sales Contract; or (iii) agree with Buyer to cancel an executed Sales Contract, BROKER shall be paid its sales commission, buyer's premium, marketing fees and all other expenses related to the Real Estate by SELLER within ten (10) days of receipt of the invoice for the same. In the event of the cancellation of the sale by SELLERS, all Auction Expenses, together with the full commission and Buyer's Premium (calculated by multiplying the commission and Buyer's Premium against the listing price), will be paid by SELLERS to BROKER.

5.

The compensation rights of BROKER and the compensation obligations of SELLERS set forth herein shall survive termination or expiration of this Contract.

6.

Any pre-auction offers received by BROKER in connection with the Real Estate will be submitted to SELLERS for acceptance or rejections, as SELLERS may determine within SELLERS' sole discretion; and any pre-auction sales resulting therefrom will be treated similarly to a Real Estate sold at auction in terms of applicable compensations payable to BROKER hereunder. Notwithstanding the foregoing, pre-auction offers will not be submitted to SELLERS pursuant to this provision if received within 72 hours prior to the scheduled auction date. Prospective Buyers submitting pre-auctions offers within said 72-hour period will be directed by BROKER to submit an absentee bid or otherwise participate in the auction. BROKER does not warrant or guarantee that any such prospective Buyers will, in fact, participate in the auction.

7.

SELLERS warrant and represent to the BROKER that SELLERS own and/or have full authority and lawful power to sell the Real Estate and shall deliver title to such Real Estate to the high bidder therefore, free and clear of all claims, liens, and encumbrances, but subject to (a) all rights of way and easements of record, and (b) taxes for 2021 and subsequent years not then due and payable, and (c) all matters which may be discovered by an inspection of the Real Estate. All improvements located upon the Real Estate shall be sold AS-IS, WHERE-IS, WITHOUT REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, AS TO THEIR CONDITION OR FITNESS FOR ANY PURPOSE OR AS TO THEIR COMPLIANCE WITH ANY LAWS AND ANY BUYER SHALL, AS A CONDITION TO SUCH SALE, ACCEPT SUCH IMPROVEMENTS, AS-IS, WHERE-IS, IN THEIR CURRENT CONDITION.

8.

SELLERS authorize BROKER to perform all actions necessary to market and sell the Real Estate listed hereunder and to conduct an auction, and to perform

its duties and responsibilities described hereunder, including without limitation, placement of a "FOR SALE" or other "AUCTION" sign on said Real Estate and remove all other signs; obtain a key or lock-box code or re-key the locks to or place a new lock-box on the Real Estate and furnish keys or codes to others as necessary to show the Real Estate or to carry out the objectives of this Contract and have access to the Real Estate for the purpose of showing it to prospects at any reasonable hour; authorize or permit access to the Real Estate, including any third party property condition inspectors ordered by potential Buyers or BROKER prior to the sale, exchange or auction or the Real Estate or by a Buyer after entry into a Sales Contract for the Real Property.

9. The SELLERS authorize BROKER to make the Real Estate available to cooperating Brokers (Subagents) and their customers, and authorizes the BROKER to make the Real Estate available to Buyer Brokers/Agents and their clients
10. Having been informed that some potential buyers may elect to employ the services of their own broker/agent (Buyer Broker/Agent), authority is granted to the BROKER to pay a portion of the BROKER'S compensation to a Buyer Broker/Agent.
11. SELLERS acknowledge and understand that the BROKER allows its agents to represent buyers, and in some cases with the knowledge and written consent of both parties, represent a buyer and a seller in the same transaction ("Disclosed Limited Dual Agency"). If the agent obtains written consent to represent both a buyer and SELLERS, there is a limitation on the agent's ability to represent either party fully and exclusively. For example, information obtained within the confidentiality and trust of the fiduciary relationship with one party must not be disclosed to another party without prior consent of the party adversely affected by the disclosure. Listed Real Estate will be shown and made available for sale to all persons regardless of race, color, religion, sex, sexual orientation, handicap, familial status or national origin
12. BROKER shall not be held responsible for any bad check received as an earnest money deposit.
13. Absentee Bids: Selected properties placed in the auction may have Absentee bids placed on them, received through BROKER. The auction terms and conditions apply to all Absentee bids. Absentee bids are confidential and bidding will not start with the highest absentee bid. Bidders attending the auction will take precedence in the event of a tie bid. Upon receipt of the correctly submitted Absentee bid offer, the offer will be submitted at the auction. If no higher offer is tendered on the auction day, the Absentee Bidder will be notified on the next business day that Absentee Bidder won as the higher bidder. SELLER authorizes BROKER to accept and execute absentee bidders whether submitted by writing, telephone, and/or internet bidding platform. BROKER is not responsible for any default of bidders of any kind with relation to absentee bids.
14. Internet Bidding: Auctioneer may choose to utilize the services of a third-party online bidding platform. All internet bidders shall be bound to the same terms and conditions as bidders attending the auction. The Auctioneer shall not be responsible for any technical failures of the online bidding platform nor high bidder defaults of any kind.
15. BROKER shall not be held liable for any loss or damage resulting from fire, flood, theft or any Act of God. BROKER shall not be liable for damage, breakage, or loss of Real Estate during the setup or selling of any items. SELLERS are aware that damage and breakage may result to SELLERS' Real Estate; however, BROKER agrees to make all reasonable efforts to avoid such damage to Real Estate loss.
16. THE BROKER SHALL:
- (A) Sell the Real Estate, using his professional skills, knowledge and experience to the best advantage of SELLERS in preparing and conducting the auction sale.
 - (B) Keep accurate records of said sale. SELLERS are to be furnished with an explanation of settlement at the time of closing, provided by the closing attorney.
 - (C) Comply with all laws, rules and regulations.
 - (D) Cause the auction to be conducted by BROKER duly licensed as an Auctioneer in the State of WV
- THE SELLER SHALL:
- (A) Provide BROKER with adequate assurance of SELLERS ownership of the Real Estate.
 - (B) Maintain the Real Estate and furnish lighting, water, and personal and public liability insurance.
 - (C) Not sell, dispose of or otherwise withdraw from said auction sale any part of the Real Estate or refuse to submit the Real Estate, or any part thereof.
 - (D) Not interfere, prevent or prohibit BROKER, in any manner, prior to or during auction, from carrying out his duties and obligations of this Contract.
 - (E) In the event of breach of covenants contained herein, pay the BROKER as liquidated damages, the Auction Expenses actually incurred by Auctioneer and a commission of Ten Percent (10%) of the appraised value of the Real Estate, prior to auction being cancelled or before scheduled date, whichever is first.

I HAVE READ THIS CONTRACT AND I AGREE TO AND ACCEPT ALL THE TERMS SET FORTH HEREIN AS INDICATED BY MY SIGNATURE BELOW:

SELLER _____ DATE _____ SELLER _____ DATE _____

SELLER _____ DATE _____ SELLER _____ DATE _____

MAILING ADDRESS _____
2/24/2022
BROKER/AGENT/AUCTIONEER _____ DATE _____
LICENSED IN THE STATES OF WEST VIRGINIA PENNSYLVANIA VIRGINIA OHIO AND KENTUCKY

304 477-1651
PHONE NUMBER

I. Executive Session Per WV Code § 6-9A-4- Personnel & Property Matters

Motion to adjourn into Executive Session Per WV Code § 6-9A-4 to discuss Personnel & Property Matters was made by Sines/Rylands. Motion carried to move to Executive Session.

Council reconvened from the Executive Session.

F.6 Mountain CAP of WV Letter of Request for Financial Support –Recorder Randy Sanders opened discussion regarding Mountain CAP of WV’s request for financial support. He will abstain from voting or discussing as he is a landlord who has tenants who has used this program. Dave Thomas questions how we can pick which entity to whom to donate. Encourages personal donations. Pamela Bucklew agreed.

Motion to Deny Mountain CAP of WV Request for Financial Support made by Bucklew/Thomas. Motion carried.



March 1, 2022

To: City of Buckhannon
RE: Request for Financial Support of Mountain CAP of WV, Inc., a CDC – Family Support Program

Dear Mayor and City Council Members,

Mountain CAP of WV, Inc., a CDC (Mountain CAP) is a nonprofit community action organization with experience helping low-income families by providing short-term support, leading to increased economic stability. Mountain CAP receives approximately \$100,000 to provide homeless prevention and rapid rehousing support for families in Upshur, Lewis, Braxton, Webster counties through the Emergency Solutions Grant Program. This grant requires a dollar-for-dollar match each year. At this time Mountain CAP is seeking support from the Buckhannon City Council in the amount of \$10,000 to help reach this matching requirement.

What does Mountain CAP and the Emergency Solutions Grant Program offer to Buckhannon?

The Mountain CAP Family Support Program helps vulnerable families stabilize their housing which is fundamental to maintaining employment, keeping children in school and offering the opportunity to work on issues that are leading to and/or causing instability.

Our program works with families who are homeless or at-risk of becoming homeless. In 2021, Mountain CAP's Family Services enrolled 152 unduplicated families made up of 277 unduplicated individuals in Buckhannon. Forty-five percent (45%) of these families are households with children under 18 years of age. Fifty-seven percent (57%) of the individuals served were female and eighty-seven percent (87%) are at or below the federal poverty level.

Another value added through this program is that twenty-nine (29) Landlords and five (5) hotels in Buckhannon have received payments from Mountain CAP on behalf of families enrolled in the program, preventing homelessness and supporting local business owners.

How does Mountain CAP and the Emergency Solutions Grant Program help families in Buckhannon?
Mountain CAP partners closely with local community-based resources such as the Parish House/Crosslines and the Salvation Army to supplement, not duplicate existing resources. Mountain CAP is a payer of last resort, and often picks up the balance left of rental and/or utility arrears after families have received the maximum available benefits from local charities.

26 N. Kanawha Street – Suite 201
Buckhannon, WV 26201
Telephone: (304) 472-1500
Fax: (304) 472-9064

Web: www.mountaincapwv.org * TTY/TDD: 711/ 1-800-982-8771

This institution is an equal opportunity provider.



This program is based on a Housing First Model which means the only way to cure homelessness is to provide people with access to housing. Then families can start to explore the reasons, with a case manager, which led to their housing crisis and begin to address those issues and set problem solving goals to achieve and maintain housing and financial stability.

Through this and matching funding the following outcomes were achieved in Buckhannon in 2021:

- 27 homeless families received temporary emergency housing in the form of hotel vouchers
- 38 homeless families obtained safe and affordable housing through assistance with security deposits and temporary rental assistance.
- 34 of these households maintained that housing for 90 days or longer
- 50 families avoided eviction through rental arrears assistance
- 152 families received case management

How will a donation from the City Council be used?

One hundred percent (100%) of funds received will be used for rent, utilities, and security deposits for families in Buckhannon, and count as match toward the Emergency Solutions Grant Program.

I hope you will consider this request and help Mountain CAP to continue bringing external grant funding into our community, helping those most vulnerable in Buckhannon.

Thank you for your consideration.

Sincerely,

Kathy McMurray
Executive Director

G. Comments and Announcements

- **Council Member Bucklew** – Mrs. Bucklew stated that she was glad to see Ms. Jennifer Tanner-Bostian from the UCDA. Prayers for Mayor Robbie Skinner and Councilman Jack Reger who has pneumonia.
- **Council Member Reger** – Absent.
- **Council Member Rylands** – Mr. Rylands expressed that he thinks we are now at the “all get it stage” of COVID. Hopes everyone stays well.
- **Council Member Thomas** – Mr. Thomas agreed with Mr. Rylands; he has had COVID-19 and was exposed again last night. Prayers for sufferers of COVID-19, Skeeter Queen’s family, Jack Reger, and Terry Cutright. Thanks to Ms. Tanner-Bostian.
- **Council Member Sines** – Mrs. Lewis-Sines said that it was a pleasure seeing Ms. Tanner-Bostian and hearing her presentation. Prayers for Robbie Skinner and Jack Reger and for the Ukrainian people.
- **City Recorder Sanders** – Mr. Sanders requested that we remember those with COVID-19 and the family of Skeeter Queen. He wishes comfort to all.

H. Mayor’s Comments and Announcements – Mayor Skinner thanked all for their contributions to the meeting and the City for working to better to help the community. He was sorry to miss the meeting in person. Thank you to Channel 3 viewers and to Dennis and Rodney.

Motion to adjourn at 8:40PM was made by Sanders/Rylands. Motion carried.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
