

STATE OF WEST VIRGINIA; COUNTY OF UPSHUR; CITY OF BUCKHANNON: TO-WIT:

A scheduled meeting of the Consolidated Public Works Board was held at Buckhannon City Hall, 70 East Main Street, on Thursday, February 24, 2022, at 7:30 a.m., with the following in attendance (GTM – GoToMeeting):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Board Member	Pamela Bucklew	Present
Board Member	CJ Rylands	Present
Board Member	Mark Waldo	Present - by phone
Board Member	Nancy Shobe	Present
Director of Finance & Admin/Asst Recorder	Amberle Jenkins	Present
Director of Public Works	Jerry Arnold	Present
City Engineer	Jay Hollen	Present – by GTM
Street Superintendent	Bradley Hawkins	Present
City Attorney	Tom O’Neill	Absent
MyBuckhannon	Monica Zalaznik	Present - by Phone

Guests: Representatives from Everson-Carr Farms

***City of Buckhannon Consolidated Public Works Board
7:30 a.m. in Council Chambers
Meeting Agenda for Thursday, February 24, 2022***

- 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
- C. Bid Opening- Cemetery Mowing Season 2022 Bid**
 - C.1 Notice Class II Legal Advertisement to The Record Delta
 - C.2 Cemetery Mowing Season 2022 Bid Specifications
 - C.3 Bid Opening Results
- D. Department Report**
 - D.1 Bradley Hawkins
- E. Financial Report-Amberle Jenkins**
 - E.1 January 2022
- F. Correspondence and Information**
 - F.1 Cemetery Mowing Bid Notice & Specifications for the 2022 Season
 - F.2 Notice of Cemetery Annual Spring Clean-up March 21 to 25, 2022
 - F.3 Cemetery Cleaning Schedule Calendar for the 2022 Season
 - F.4 Cemetery Mowing Schedule Calendar for the 2022 Season
 - F.5 CityPR: Demolition of 23-23B East Main Street
- G. Consent Agenda**
 - G.1 Approval of Minutes- Regular Meeting 01/27/2022
- H. Strategic Issues for Discussion and/or Vote**
 - H.1 Approval of Bid Opening-Cemetery Mowing Season 2022
 - H.2 Cemetery Buy Back Proposal-Second Addition Lot 93 Section L Spaces 1,2,3,4,5,6,7,8 –Ilene Bennett
 - H.3 Approval Small Business Wayfinding Signage Project & Application
 - H.4 Discussion Feral Cat Colonies at the Binky Riverwalk Trail
 - H.5 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
 - H.6 Event Request Labor Day Car Show at NBRFP on September 5, 2022
 - H.7 Discussion/Review/No Action RE: Joint Meeting of Planning Commission & City Council-Parks & Recreation Operations
- H. Board Members Comments and Announcements**
- I. Adjournment**

Posted 01/21/2022

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

B. Recognized Guests

B.1 Representatives from Everson-Carr Farms

Without objection, Mayor Skinner moved ***H.1 Approval of Bid Opening-Cemetery Mowing Season 2022 to the table for discussion and/or vote.***

Director of Public Works, Jerry Arnold, conducted the bid opening of Cemetery Mowing Season 2022.

Bid #1 was from Hunter Edgell of Edgell Elite Services LLC and was \$3,750 per mowing (27x) and \$1,500 (2x), which made the total bid \$104,250.

City of Buckhannon

Cemetery Maintenance Bid Submission Form

For contract year 2022

Date Submitted: 2/22/22

Company Name: Edgell ELITE Services, LLC

Owner: Hunter Edgell

Address: 2127 Flaggy Meadow Rd
Mannington Wv 26582

Contractor's License Number: 2418-1757

Amount Per Mowing: 3,750

Amount Cleaning Markers: 1,500

Total Bid Amount: 104,250

Bid #2 was from Everson-Carr Farms and was \$2,075 per mowing (27x) and \$2,000 (2x), which made the total bid \$60,025.

City of Buckhannon

Cemetery Maintenance Bid Submission Form

For contract year 2022

Date Submitted: 02-22-22

Company Name: Everson-Carr Farms LLC

Owner: Katherine Minix, Walter Carr

Address: 231 Everson Rd
Buckhannon, WV 26201

Contractor's License Number: 2397-3419

Amount Per Mowing: \$2,075 x 27 \$56,025

Amount Cleaning Markers: \$2,000 x 2 \$4,000

Total Bid Amount: \$60,025.00

Board member Shobe mentioned that she had heard several good comments about the cemetery mowing last season. Director Arnold recommended the Board accept the low bid of \$60,025 from Everson-Carr Farms for the Cemetery Mowing Season 2022.

Motion to accept the low bid of \$60,025 from Everson-Carr Farms for the Cemetery Mowing Season 2022, as described in the bid, was made by Bucklew/Shobe. Motion carried.

C. Bid Opening- Cemetery Mowing Season 2022 Bid – All items under C were addressed and action taken earlier.

C.1 Notice Class II Legal Advertisement to The Record Delta

2022 Cemetery Mowing Ad for Bids

The City of Buckhannon’s Consolidated Public Works Board will accept bids from responsible contractors for the mowing and trimming of the Heavner and Buckhannon Memorial Park Cemeteries for the 2022 season. The successful low bidder must provide proof of liability insurance in the amount of not less than \$ 1,000,000 and certification of Workmen’s Compensation coverage. The mowing contract will begin on April 4, 2022 and end on October 31, 2022 for a total of 27 mowings. The bids must be submitted in a cost per mowing format on a one-year bid basis. Bids must be received by 4:00 PM on February 23, 2022. Bids will be opened during the Consolidated Public Works Board meeting on February 24,

2022 at 7:30 am. The City of Buckhannon reserves the right to reject any and all bids for failure to meet the requirements herein, and to reject irresponsible bidders in accordance with state and local law. Bid specifications are available for inspection during regular business hours, at the Director of Public Works Office at 395 Mudlick Road, Buckhannon, WV 26201 or at Buckhannon City Hall 70 East Main Street, Buckhannon, WV 26201. Any questions should be addressed to Jerry Arnold at 304-677-3862 or email to: jarnold.buckhannon@gmail.com. Bids must be mailed or delivered in person to:

**Consolidated Public Works Board
70 East Main Street
Buckhannon, WV 26201**

Bids must be submitted in a sealed envelope clearly marked "Cemetery Mowing Bids"

Run RD 02/10/22, 02/17/22

C.2 Cemetery Mowing Season 2022 Bid Specifications

**CITY OF BUCKHANNON
CONSOLIDATED PUBLIC WORKS BOARD
CEMETERY BID SPECIFICATIONS 2022**

The purpose of these specifications is to clearly outline what is expected of the mowing contractor. During the period from April 4, 2022, to October 31, 2022 with the exception of May 27th thru June 5th (the week of Memorial Day) all cemeteries (Buckhannon Memorial Park, Old Heavner, Heavner 2nd Addition) will be mowed, trimmed, and the excessive grass removed from the markers on a **weekly basis**. September 5, 2022, thru October 31, 2022, all cemeteries will be mowed, trimmed, and the excessive grass removed from the markers on a 10-day basis. The total amount of mowing's for the 2022 mowing season will be 27. The total acreage of the contract area is 35.2 acres of which there are 28 acres containing approximately 1600 upright monuments. The remaining area contains only flat markers.

The City of Buckhannon wishes to add the edging and cleaning all vegetation from all visible flat markers in the entire cemetery twice per mowing season. This will include edging all sides of the marker and cleaning all vegetation from the marker. See 1.A below for additional information. Any questions regarding these specifications may be addressed to The Director of Public Works at 304-677-3862 or by email at jarnold.buckhannon@gmail.com.

THE CITY SHALL:

- A. Designate an individual who shall be the City's liaison with contractor, who until further written notice from the City shall be the City Street Supervisor or his designee. The City shall notify contractor in writing in the event of any change in the City's liaison.
- B. Generally direct and coordinate the work to be performed hereunder by contractor, without unduly interfering with the work.
- C. Maintain ongoing communication with the contractor and/or contractor's designee(s) respecting all matters pertinent to this agreement.
- D. Promptly notify the contractor of any special or emergency circumstances which may impact upon the work to be performed by the contractor.
- E. Pay contractor based on approved invoices submitted.

CONTRACTOR SHALL:

- A. Designate an individual or individuals who shall be contractor liaison with the City, who until further written notice from contractor shall be contacted exclusively. Contractor shall notify the City in writing in the event of any change in contractor liaison.
- B. Maintain workers compensation coverage for all employees at all times during the period of this contract, i.e., April 5, through October 31, 2022, and further shall provide written certificates of coverage to the City to evidence such coverage.
- C. Maintain general, commercial liability insurance in an amount of not less than One Million Dollars (\$1,000,000.00) per occurrence at all times during the period of this contract, and further shall provide written certificates of liability insurance to the City to evidence such coverage.
- D. Promptly submit invoices to the City for all work performed under this contract.
- E. Refrain from work on Sundays, and after dark. To avoid any possible misunderstandings, the contractor shall be prohibited from all mowing and trimming work within Heavner Cemetery on all Sundays and the week of Memorial Day during the period of this contract.
- F. Notify the City Streets Supervisor or his designee when the weekly mowing and trimming is complete at which point the City will inspect and sign off on Contractor's Invoice.
- G. Attend a pre-mowing season meeting with the Director of Public Works and/or his designee.
- H. Refrain from any work other than mowing and trimming. To avoid any possible misunderstanding, the contractor shall not perform any landscaping, planting, excavation or any other work within Heavner Cemetery unless such work is contracted with the City, independent of this contract.
- I. Refrain from work in the general vicinity of a new interment, immediately prior to, and immediately following any interment or memorial service. The discretion of the City Streets Supervisor or his designee shall be controlling in this matter.

- J. Maintain proper decorum and respect for the purpose of Heavner Cemetery, and for all visitors at the cemetery.
- K. Avoid any and all damages to monuments, mausoleums, and other property situated within Heavner Cemetery.
- L. Promptly report to the City any damage observed by the contractor or his employees as occurring to monuments, mausoleums, and other property situated within the cemetery, whether or not such damage is caused by the contractor or his employees.
- M. Proportionately reduce any weekly invoice in any event when City employees are required to assist the contractor in completing work under this contract. Such a determination of assistance being required by City employees shall be made in the discretion of the City.
- N. Be particularly attentive to the need for Heavner Cemetery's lawn to be in excellent appearances during holidays, such as Memorial Day, the Fourth of July, Mother's Day and Father's Day.
- O. Refrain from removing grave decorations except at the instruction of, or approval by the City.
- P. Promptly report to the Street Supervisor any surface subsidence, i.e., ground sinking, as observed during the performance of the work required pursuant to this contract.
- Q. Keep all monuments free from excess grass buildup occurring from mowing and/or trimmings.
- R. Be exclusively responsible for the furnishing, repair, maintenance, and replacement of all equipment necessary to perform the work required by contractor pursuant to this contract
- S. Refrain from storing or parking any equipment or vehicles upon the Heavner Cemetery grounds except when work is being conducted.
- T. Save, hold harmless, indemnify and defend the City from any action instituted by any person whomsoever who may allege personal injury or property damage as a consequence of contractor's activities upon the City's premises.

1.A.- The City of Buckhannon wishes to add as an additional alternate to the cemetery maintenance contract bid the edging and removal of all vegetation from the flat markers in the cemetery. This work will be in accordance with all previously listed specifications. All visible flat markers will be edged and grass, debris and any other vegetation removed from the entire marker in such a way as to prevent damage to the surface of the marker. This work will be performed twice during the duration of the season.

C.3 Bid Opening Results- See above.

D. Department Report

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

- We have been doing snow removal.
- The tree contractor has completed the work in the City Park. All that is left is for us to get the bigger wood hauled out.
- Working on carpenter shop, salt shed, and greenhouse.
- We started back on sidewalks and lighting on Willard Way.

Without objection, Mayor Skinner moved ***H.7 Discussion/Review/No Action RE: Joint Meeting of Planning Commission & City Council-Parks & Recreation Operations to the table for discussion.***

Mayor Skinner provided an overview of the joint meeting of the Planning Commission and the City Council that had taken place the evening prior where the possibility of hiring a Parks & Recreations Director was discussed. In that meeting the overall needs for the City's parks were reviewed and remarks from several community members were heard. The most viable suggested that came out of the meeting was to form a Board similar to that of the Colonial Arts Center. The focus of the Board would be to carefully review the need for a Parks & Recreations Director, what model would best work in having a Parks & Recreations Director, etc. Discussion with the Board members took place.

City Council/Planning Commission
Joint Working Session
23 February 2022

B.1 City Parks & Recreation - Discussion Outline

- Intro/Explanation of purpose of meeting led by Mayor Robbie Skinner
- Where we are: Findings of the Parks & Recreation Subcommittee (of Planning Commission) and photos of current state of the parks led by Subcommittee Chair and Planning Commission Member, Curtis Wilkerson
- Where we might go: Recreation section of 2025 Comprehensive Plan and photos of other parks led by Planning Commission President Susan Aloï
- Planning Commission recommendation to City Council led by Council Member/Commission Member CJ Rylands
- Recap of City Council's thinking/discussions about Parks & Recreation Board and Director led by Mayor Skinner
- Job description of possible Parks & Recreation Director
 - Duties & Responsibilities
 - Knowledge & Skills
 - Education & Experience

- Budget projection for Director and Operations
- Structure
 - Director reports to whom?
 - Director coordinates with which other units?
 - Parks & Recreation Board (modeled after the Colonial Arts Center board)?
- Other suggestions and concerns led by Mayor Skinner
- Questions?

E. Financial Report - Amberle Jenkins

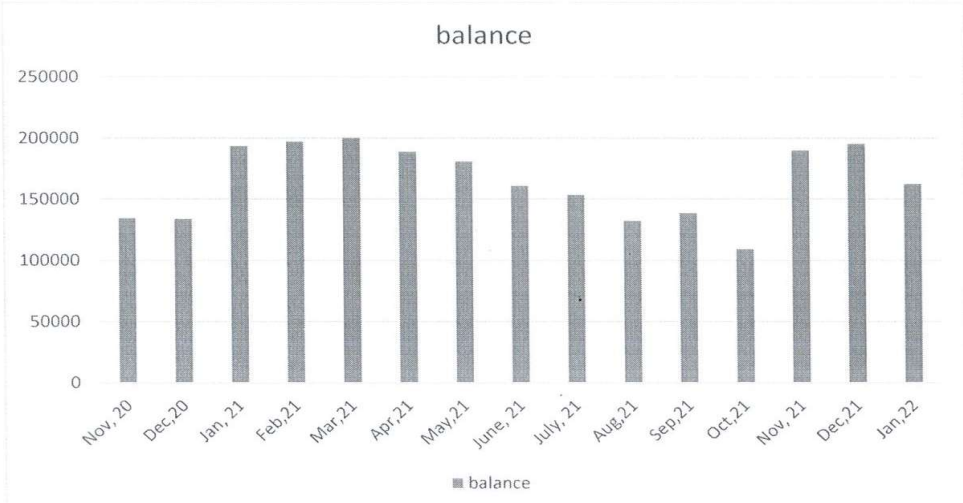
E.1 January 2022 - Amby presented the January 2022 Financial report.

CONSOLIDATED PUBLIC WORKS BOARD
CITY OF BUCKHANNON
BALANCE SHEET

Balance January 31, 2022

Money market & checking \$ 162,731.84

Cemetery CD and savings \$ 234,188.37



2-23-2022 10:52 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2022

PAGE: 2

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 58.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OTHER FEES						
093-340-000-01 DONATION BEAUTIFICATION U	60	6.00	42.00	0.00	18.00	70.00
093-340-000-02 DONATION DOG PARK UTL&PRI	60	7.00	49.00	0.00	11.00	81.67
093-342-000-00 PARKING METERS LOT 1	0	0.00	0.00	0.00	0.00	0.00
093-342-000-01 PARK.PEN.LOT 1	0	0.00	25.00	0.00	25.00	0.00
093-342-000-02 LOT 1 STICKERS	0	0.00	0.00	0.00	0.00	0.00
093-343-000-00 PARKING LOT 2 RENTAL	0	0.00	0.00	0.00	0.00	0.00
093-343-000-01 PARK.PEN.LOT 2	0	0.00	0.00	0.00	0.00	0.00
093-343-000-02 STICKERS LOT 2	0	0.00	0.00	0.00	0.00	0.00
093-344-000-00 PARKING METERS LOT 3	0	0.00	0.00	0.00	0.00	0.00
093-344-000-01 PARK.PEN.LOT 3	0	0.00	0.00	0.00	0.00	0.00
093-344-000-02 STICKERS LOT 3	1,500	430.00	1,382.00	0.00	118.00	92.13
093-345-000-00 PARKING METERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-01 PARK.PEN.LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-02 STICKERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-346-000-00 PARKING METERS ON STREET	0	0.00	0.00	0.00	0.00	0.00
093-346-000-01 PARK.PEN.ON STREET	2,000	540.00	7,075.00	0.00	5,075.00	353.75
093-347-000-00 OPENING & CLOSING GRAVES	30,000	4,350.00	27,450.00	0.00	2,550.00	91.50
093-347-000-01 SALE OF LOTS	10,000	1,640.00	17,690.00	0.00	7,690.00	176.90
093-347-000-03 PLACEMENT OF MARKERS	1,500	0.00	2,300.00	0.00	800.00	153.33
093-349-000-01 PARK.PEN.LOT6	0	0.00	0.00	0.00	0.00	0.00
093-349-000-02 STICKERS LOT 6	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER FEES	45,120	6,973.00	56,013.00	0.00	10,893.00	124.14
GRANTS						
093-366-000-00 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
093-367-000-01 HOTEL OCCUPANCY TAX	34,500	0.00	18,291.28	0.00	16,208.72	53.02
093-368-000-00 RENTAL OF PAVILION	3,000	105.00	1,685.00	0.00	1,315.00	56.17
TOTAL GRANTS	37,500	105.00	19,976.28	0.00	17,523.72	53.27
OTHER REVENUE						
093-380-000-00 INTEREST	50	4.57	28.00	0.00	22.00	56.00
093-399-000-00 MISCELLANEOUS	0	0.00	264.60	0.00	264.60	0.00
093-399-000-02 DONATIONS BEAUTY/GARDENS	0	0.00	0.00	0.00	0.00	0.00
093-399-000-03 CONTRIB FROM GENERAL FUND	135,000	0.00	95,000.00	0.00	40,000.00	70.37
093-399-000-04 COMMUNITY ENHANCE DONATIO	0	750.00	1,750.00	0.00	1,750.00	0.00
TOTAL OTHER REVENUE	135,050	754.57	97,042.60	0.00	38,007.40	71.86
TOTAL REVENUE	217,670	7,832.57	173,031.88	0.00	44,638.12	79.49

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBT =====						
NON-OPERATING EXPENSES						
093-550-676-00 BAD DEBT EXPENSE(return c	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
BOARD =====						
SALARIES & BENEFITS						
093-700-101-00 BOARD SALARIES	16,800	1,400.00	9,800.00	0.00	7,000.00	58.33
093-700-103-00 SALARIES	33,600	984.00	17,972.00	0.00	15,628.00	53.49
093-700-103-01 FLOWER SALARIES	70,600	2,740.80	29,950.69	0.00	40,649.31	42.42
093-700-104-00 FICA TAX	9,260	392.06	4,415.92	0.00	4,844.08	47.69
093-700-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
093-700-106-00 GROUP RETIREMENT	2,000	126.08	915.76	0.00	1,084.24	45.79
093-700-106-01 CONSOLIDATED RETFLOWER	3,700	274.08	2,291.56	0.00	1,408.44	61.93
TOTAL SALARIES & BENEFITS	135,960	5,917.02	65,345.93	0.00	70,614.07	48.06
CONTRACTUAL SERVICES						
093-700-214-00 CPWB UNIFORMS	0	0.00	0.00	0.00	0.00	0.00
093-700-225-00 LOT 4 EXPENSE	0	0.00	0.00	0.00	0.00	0.00
093-700-226-00 INSURANCE & BONDS	10,000	105.99	4,376.17	0.00	5,623.83	43.76
TOTAL CONTRACTUAL SERVICES	10,000	105.99	4,376.17	0.00	5,623.83	43.76
COMMODITIES						
093-700-340-00 MAT & SUPP - STORM DRAIN	0	0.00	0.00	0.00	0.00	0.00
093-700-341-00 MAT & SUPP - CEMETERY	7,000	540.00	3,739.84	0.00	3,260.16	53.43
093-700-342-00 MAT & SUPP - PARKING	5,000	56.50	2,729.86	0.00	2,270.14	54.60
093-700-343-00 MAT&SUPP-PARKS	35,000	12,054.41	22,662.35	0.00	12,337.65	64.75
093-700-343-01 DOG PARK EXP	10,000	7.07	179.34	0.00	9,820.66	1.79
093-700-344-00 AUTO SUPPLIES	5,000	0.00	647.10	0.00	4,352.90	12.94
093-700-345-00 TREE MAINTENANCE	10,000	0.00	9,550.00	0.00	450.00	95.50
093-700-346-00 COMMUNITY ENHANCE DONATIO	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	72,000	12,657.98	39,508.49	0.00	32,491.51	54.87
CAPITAL OUTLAY						
093-700-464-00 HOTEL-MOTEL (FLOWERS)	20,000	3,885.00	11,267.06	0.00	8,732.94	56.34
093-700-465-00 CONTRACT MOWING CEMETERY	46,500	0.00	33,000.00	0.00	13,500.00	70.97
TOTAL CAPITAL OUTLAY	66,500	3,885.00	44,267.06	0.00	22,232.94	66.57
CONTRIBUTIONS						
093-700-500-00 DEPRECIATION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
093-700-568-00 CONTINGENCY-CPWB	43,210	18,079.91	18,079.91	0.00	25,130.09	41.84
TOTAL CONTRIBUTIONS	43,210	18,079.91	18,079.91	0.00	25,130.09	41.84

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
NON-OPERATING EXPENSES						
093-700-999-00 MISCELLANEOUS	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 BOARD	327,670	40,645.90	171,577.56	0.00	156,092.44	52.36
TOTAL EXPENDITURES	327,670	40,645.90	171,577.56	0.00	156,092.44	52.36
REVENUE OVER/(UNDER) EXPENDITURES	(110,000)	(32,813.33)	1,454.32	0.00	(111,454.32)	1.32-

CPWB JANUARY 2022 PAYMENT OF BILLS

\$11,775.10 – CAPITAL ELECTRIC – 5 STREET LIGHTS FOR JAWBONE PARK

\$13,640.75 – GREENHOUSE MEGASTORE – GREENHOUSE & METAL SCREWS

\$2,301.01 - GROWERSSUPPLY.COM – BOX FAN POWER CORDS FOR GREENHOUSE

\$1,709.57 – DAN NEEL FENCE CO – TOP RAIL FOR GREENHOUSE TRUSES

\$2,822.65 - C.J. MAGGIES CORP - BUCKETS: PLASTIC PIPE & LABOR

02-16-2022 12:52 AM		DISBURSEMENT 1-1-22 TO 1-31-22					
FUND: CONSOL PUBLIC WORKS							
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT		
NON-DEPARTMENTAL	WV PUBLIC EMPLOYEES RETIREME	224-000-00	RETIREMENT CONTR PAY	WV RETIREMENT CONTRIBUTION	9.00		
		224-000-00	RETIREMENT CONTR PAY	WV RETIRE TIER2 CONTRIBUTI	116.35		
	WV DEPT OF TAX AND REVENUE	224-000-00	RETIREMENT CONTR PAY	WV RETIRE TIER2 CONTRIBUTI	111.74		
		223-000-00	STATE WH PAYABLE	STATE INCOME TAX WITHHELD	98.44		
	INTERNAL REVENUE SERVICE	223-000-00	STATE WH PAYABLE	STATE INCOME TAX WITHHELD	62.50		
		222-000-00	FEDERAL WH PAYABLE	FEDERAL WITHHOLDING	131.23		
		222-000-00	FEDERAL WH PAYABLE	FEDERAL WITHHOLDING	88.31		
		221-000-00	F.I.C.A. TAXES PAYAB	FICA WITHHELD AND MATCHED	202.26		
		221-000-00	F.I.C.A. TAXES PAYAB	FICA WITHHELD AND MATCHED	115.46		
		221-000-00	F.I.C.A. TAXES PAYAB	MEDICARE WITHHELD & MATCHE	47.30		
	RELIANCE INSURANCE - CRITCAL	221-000-00	F.I.C.A. TAXES PAYAB	MEDICARE WITHHELD & MATCHE	27.00		
		225-000-00	INSURANCE DEDUCT PAY	CRITICAL CARE	5.43		
	RELIANCE INS - (DENTAL VISTO	225-000-00	INSURANCE DEDUCT PAY	CRITICAL CARE	5.43		
		225-000-00	INSURANCE DEDUCT PAY	DENTAL VISION	17.66		
	WV PUBLIC EMPL INS (OPT LIFE	225-000-00	INSURANCE DEDUCT PAY	DENTAL VISION	17.66		
		225-000-00	INSURANCE DEDUCT PAY	OPT LIFE INS WVPEIA	19.93		
					TOTAL:	1,075.73	
	BOARD	MON POWER	700-343-00	MAT&SUPP-PARKS	110089164682 JAWBONE PARK	0.00	
			700-343-00	MAT&SUPP-PARKS	110088938128 44 6TH ST	17.53	
			700-343-00	MAT&SUPP-PARKS	110088938045 61 CLEVELAND	9.02	
700-343-00			MAT&SUPP-PARKS	110088938086 PARK STREET	11.55		
		700-342-00	MAT & SUPP - PARKING	110112520876 PRK LOT 3	39.66		
		700-342-00	MAT & SUPP - PARKING	110112520819 PRK LOT 3	5.25		
		700-342-00	MAT & SUPP - PARKING	110112520926 PRK LOT 3	5.25		
		700-342-00	MAT & SUPP - PARKING	110116755015 LOT 3 FAIRS &	6.34		
		700-343-00	MAT&SUPP-PARKS	110089164682 JAWBONE PARK	175.48		
		700-343-00	MAT&SUPP-PARKS	110086639413 PARK STREET	51.45		
		700-343-00	MAT&SUPP-PARKS	110087901580 FLAG POLE-	9.03		
		700-343-01	DOG PARK EXP	110137251630 WALK TRAIL LN	7.07		
ENVIRONMENTAL SYSTEMS RESEAR		700-343-00	MAT&SUPP-PARKS	110141766342 13 MARION ST	5.25		
		700-341-00	MAT & SUPP - CEMETER	ARCGIS DESKTOP MAINTENANC	300.00		
ENCOVA INSURANCE		700-226-00	INSURANCE & BONDS	WCB1005474 12/02/21-01/02/	105.99		
CAPITAL ELECTRIC		700-343-00	MAT&SUPP-PARKS	5-STREET LIGHTS JAWBONE P	11,775.10	*	
LOWES BUSINESS ACCOUNTS		700-464-00	HOTEL-MOTEL (FLOWERS	MASONRY CEMENT GRN HOUSE	19.54		
		700-464-00	HOTEL-MOTEL (FLOWERS	BOLTS & TUBING GREENHOUSE	189.80		
		700-464-00	HOTEL-MOTEL (FLOWERS	BOLTS & TUBING GREENHOUSE	27.93		
		700-464-00	HOTEL-MOTEL (FLOWERS	BOLTS & TUBING GREENHOUSE	34.20		
CENTRAL SUPPLY CO		700-464-00	HOTEL-MOTEL (FLOWERS	SAND FOR GREEN HOUSE	75.25		
WV PUBLIC EMPLOYEES RETIREME		700-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	20.00		
		700-106-01	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	56.88		
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	137.04		
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	49.20		
CRITES ELECTRICAL SUPPLY INC		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	137.04		
		700-464-00	HOTEL-MOTEL (FLOWERS	PVC COUPLINGS FOR GREEN H	202.60		
INTERNAL REVENUE SERVICE		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	202.27		
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	115.47		
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	47.31		
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	27.01		
AMAZON.COM		700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-CLEVIS RING MAIN ST F	169.44		
		700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-QUICK LINK MAIN ST FL	53.64		
UPSHUR MONUMENTS		700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-LIQUID RUBBER MAIN ST	289.95		
		700-341-00	MAT & SUPP - CEMETER	REPLACED 2 DAMAGED VASES	240.00		
GREENHOUSE MEGASTORE		700-568-00	CONTINGENCY-CPWB	PCRD-GREENHOUSE AND METAL	13,640.75		

02-16-2022 12:52 AM		DISBURSEMENT 1-1-22 TO 1-31-22			
FUND: CONSOL PUBLIC WORKS					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	DF SUPPLY INC	700-568-00	CONTINGENCY-CPWB	PCRD-CARRIAGE BOLTS NUTS G	76.88
		700-568-00	CONTINGENCY-CPWB	PCRD-CROSS CONNECTOR GRN H	351.70
	GROWERSSUPPLY.COM	700-568-00	CONTINGENCY-CPWB	PCRD-BX FAN POWER CORD GRN	2,301.01
	DAN NEEL FENCE CO. LLC	700-568-00	CONTINGENCY-CPWB	PCRD-TOP RAIL GRN HOUSE TR	1,709.57
	C.J. MAGGIES CORP	700-464-00	HOTEL-MOTEL (FLOWERS	BUCKETS; PLASTIC PIPE; LAB	2,822.65
	**PAYROLL EXPENSES			1/01/2022 - 1/31/2022	5,124.80
	TOTAL:				40,645.90

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

Discussion concerning the West Virginia Strawberry Festival activities took place.

Without objection, Mayor Skinner moved ***H.5 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*** for discussion and/or vote.

Mayor Skinner provided an overview of the requests from the West Virginia Strawberry Festival for considerations regarding the 80th annual event being held May 14 – May 22, 2022. ***Upon review, the letter of request needed to be updated and resubmitted for consideration. The matter was tabled and no further action was necessary.***

Board member Bucklew lead a discussion regarding the new parking ordinance during parade times.

January 19, 2022

Honorable Mayor Skinner and Buck. City Council
70 East Main St. Buckhannon, WV
26201

Dear Mayor Skinner and Buckhannon City Council Members,

The West Virginia Strawberry Festival Association, Inc. would like to request financial assistance in the amount of \$25,000.00. Any funding would be greatly appreciated and would ensure a successful future of the festival and promote our community, businesses and the beauty within.

Please note, the 2022 WVSF BOD is working closely with health officials and monitoring state guidelines to ensure a successful festival while keeping the community healthy and safe. Therefore, the following requests are subject to change. Changes to the current submission will be submitted in writing to the City of Buckhannon and communicated to department/personnel as necessary.

The West Virginia Strawberry Festival Association, Inc. would like to make the following requests for the use of city owned property and services during the 80th annual event on May 14-22th, 2022.

1. The use of the parking lot across from the Buckhannon Post Office along with Jawbone Park area for vendors/carnival and additional space surrounding Jawbone Park for Gambill Amusement from May 17-22,2022.
4. Permission to place licensed vendors and marketing booths on various approved locations throughout the City. (Main, Spring, Madison, etc.)

3. Permission to use Main St. from City Hall to the Courthouse for the purpose of entertainment on Thursday (parade), Friday (during parade-2300), and Saturday (1000-2300*)(May 19, 20, 21, 2022*), respectively.
4. Permission to block Friendly Way to Madison Street during Carnival hours.
5. The use of the parking lot on Madison Street and all city areas near jawbone for vendors and supply trucks, carnival; along with The parking lot at the Buckhannon Fire Dept.
6. The use of the Buckhannon River ramp area for the purpose of a canoe race, May 12, 2022. (Sunday)
7. The use of city water and dumpsters on the Food Vendor Lot/area. Also dumpster at the Latham House area (parking lot).
8. The complimentary sanitary sewage dumping for visiting buses.
9. Request for any street repair prior to parades, along the parade route to avoid accidents.
10. The use of the city assistance to help with street decorations which will be up by May 12, 2022.
11. Placement of Road Closed barricades for street closures during the festival.
12. Request for the participation of the Buckhannon City Police Dept./VIPS, Fire, water, Streets, waste depts during events. We will work with the Chief/departments heads on special arrangements for the various events.
13. Request for Jaw Bone Park and surrounding city facilities (Madison Parking lots and city grounds) for vendor/carnival/entertainment.
14. Use/assistance with Main St sound system for emergency alerts/announcements.
15. Extra trash cans placed around Main St. and Jawbone Park.
16. The closure of Barbour, Pocahontas, Marion, Camden (both sides) Streets for Parade Lineup on May 21, 2022 for Grand Feature Parade Lineup.
17. The closure of Streets along Strawberry Lane (Marion, College, S. Kanawha, Main, E. Main, Sedgwick, etc) for parade use on May 19, 20, 21, 2022.
18. The Closure of N. Spring St. to the Post office, and use of Spring St. Lot (fox's) for vendors and entertainment May 17-22, 2022.
19. The closure of Madison Street from S. Spring St. intersection to S. Florida Street intersection during carnival/vendor hours for placement of vendors and/or carnival overflow.
20. Approval for use of UTV's (side-by-side) on Strawberry Lane prior to the Grand Feature Parade for a 'UTV Parade'.
21. The use of no more than three approved WVSF Board UTV's within street closure areas to transport board members/materials easier and faster.
22. Use of Buckhannon City Dog Park on 5/22 for the purpose of the pet show.

In addition to these above requests, we appreciate the normal customary activities that the city performs during the week of festival. (e.g.: additional police protection, waste pick-up, street cleaning, and much more). The Board of Directors would like to thank the City for their contributions, both monetary and otherwise, given to the festival and its board each year. Your partnership with the festival ensures its future and current success.

Thank you,
Shane Jenkins, President
2022 WV Strawberry Festival

CERTIFICATE OF LIABILITY INSURANCE

ADDITIONAL INSURED: WV STRAWBERRY FESTIVAL ASSOCIATION
PO BOX 117
BUCKHANNON WV 26201

RECEIVED JUL 02 2021

CERTIFICATE NO: L 4238 - Aug 16, 1999

This certifies that the insured named above is an Additional Insured for the Coverage indicated below under General Liability Policy GL 6547128 and Automobile Policy CA 7030935 issued to the State of West Virginia by NATIONAL UNION FIRE INSURANCE CO. OF PITTSBURGH, PA.

COVERAGE PERIOD: Jul 1, 2021 to Jul 1, 2022 12:01 a.m. Eastern Time

COVERAGE AFFORDED: Comprehensive General Liability Insurance
Personal Injury Liability Insurance
Professional Liability Insurance
Stop Gap Liability Insurance
Wrongful Act Liability Coverage
Comprehensive Auto Liability Coverage
Auto Physical Damage Insurance
Garagekeepers Insurance

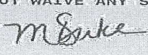
LIMIT OF LIABILITY: \$1,000,000 each occurrence* and is SUBJECT TO \$2,500 DEDUCTIBLE. *For all coverages combined.
This limit is not increased if a claim is insured under more than one coverage or if claim is made against more than one insured.

SPECIAL LIMITS: The auto physical damage limit is the actual cash value of each vehicle subject to a deductible of \$1,000.

CLAIM REPORTING: Claims should be reported to:
West Virginia Board of Risk & Insurance Management
1124 Smith Street Suite 4300
Charleston WV 25301
Phone: 304-766-2646 or 800-345-4669
Website: BRIM.WV.GOV

Claims Made Prior Acts Date: August 16, 1999

THE INSURANCE EVIDENCED BY THIS CERTIFICATE IS SUBJECT TO ALL OF THE TERMS, CONDITIONS, EXCLUSIONS AND DEFINITIONS IN THE POLICIES. IT IS A CONDITION PRECEDENT OF COVERAGE UNDER THE POLICIES THAT THE ADDITIONAL INSURED DOES NOT WAIVE ANY STATUTORY OR COMMON LAW IMMUNITY CONFERRED UPON IT.

BY: 

DATED: May 26, 2021

AUTHORIZED REPRESENTATIVE

AGENT OF RECORD: LOUDIN INSURANCE AGENCY INC.

207 SOUTH KANAWHA ST
BUCKHANNON WV 26201

F. Correspondence and Information

- F.1 Cemetery Mowing Bid Notice & Specifications for the 2022 Season- see above.
- F.2 Notice of Cemetery Annual Spring Clean-up March 21 to 25, 2022-Published in the Record Delta, Facebook, Website and posted in the Lobby.

City of Buckhannon

Notice of Cemetery Annual Spring Clean-up March 21 through March 25, 2022

2022 Annual Spring Cemetery Clean-Up

The City Of Buckhannon will be performing the annual spring clean-up of the cemeteries (Buckhannon Memorial Park, Old Heavner, Second Addition, Veterans and Old Baptist) on March 21, 2022 through March 25, 2022. ALL ITEMS MUST be removed before the scheduled Clean-Up. Any items left will be disposed of during cemetery clean-up. If you have any questions you may call 304-472-1651 or 304-472-5755 between the hours of 8:30 a.m. - 4:30 p.m. M-F.

F.3 Cemetery Cleaning Schedule Calendar for the 2022 Season

2022

Cemetery Cleaning Calendar

January

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F.4 Cemetery Mowing Schedule Calendar for the 2022 Season

2022

Cemetery Mowing Calendar

All mowing to be conducted in the week following date indicated weather permitting.

January

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September

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December

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F.5 CityPR: Demolition of 23-23B East Main Street

February 6, 2022, BUCKHANNON, WV: City Officials have confirmed that the long-awaited demolition of the buildings at 23-23B East Main Street, at the corner of Spring Street and Main Street Spring Street, will begin this week. The project will be executed by Mainline LLC, owned & operated by Kevin Lee. Much planning has gone into preparing for this demolition and all necessary permits have been secured. The public is asked to watch for possible detours and temporary street closure during the more critical times of the demolition. Please stay clear of all work areas and allow the project to be completed in a safe and orderly fashion.

See the story on the web at: <https://buckhannonwv.org/demolition-of-23-23b-east-main-street-to-begin-this-week/>

Randy Sanders
City of Buckhannon, WV
City Recorder & Information Coordinator
Chairman of WAMSB 2023 Organizing Committee
City Hall - 304/472-1651
Cell - 304/472-4026

G. Consent Agenda

G.1 Approval of Minutes - Regular Meeting 01/27/2022

Motion to approve the Minutes of 01/27/2022 Regular Meeting was made by Rylands/Shobe. Motion carried.

H. Strategic Issues for Discussion and/or Vote

H.1 Approval of Bid Opening-Cemetery Mowing Season 2022 – Action taken earlier in the meeting.

H.2 Cemetery Buy Back Proposal-Second Addition Lot 93 Section L Spaces 1,2,3,4,5,6,7,8 – Ilene Bennett – Amby Jenkins reviewed the proposal with the Board.

I wish to sell my spaces in the Second Addition Heavner Cemetery, Section L, Lot 93, Spaces #1,2,3,4,5,6,7,8,. If interested please let me know by contacting me via phone (304)472-1585 or by letter to Ida Ilene Bennett PO Box91, Adrian, WV 26210
Thank you, Ilene Bennett,
2 messages

Ilene Bennett <ibenn23291@aol.com>
To: kathy.holt@buckhannonwv.org

Wed, Feb 2, 2022 at 10:51 AM

Motion to approve the Cemetery Buy Back Proposal-Second Addition Lot 93 Section L Spaces 1, 2, 3, 4, 5, 6, 7 & 8 by Ilene Bennett was made by Bucklew/Rylands. Motion carried.

H.3 Approval Small Business Wayfinding Signage Project & Application – Jerry Arnold presented the final design to the Board.

City of Buckhannon Small Business Wayfinding Signage Project

The City of Buckhannon Consolidated Public Works Board (CPWB) has initiated a program called the Small Business Wayfinding Signage Project (SBWSP). The goal of the program is to provide on street presence to businesses which are in areas not visible from the street. The program will apply only to City owned streets and rights of ways. Each request will be made on a SBWSP request form and submitted for review and approval to the CPWB. Once approved the Street Department Supervisor will have the sign produced and installed. Only one sign per entity will be considered and placed at the intersection of the street used to access the business location. It will be the responsibility of the business owner to pay for the repair or replacement of the sign after the initial installation.

City of Buckhannon
Small Business Wayfinding Signage Project
Application

Date: _____

Business Name: _____

Business Owner: _____

Business Physical Address: _____

Nearest Street Intersection: _____

Business Mailing Address: _____

Phone No: _____

City of Buckhannon Business License Number: _____

I hereby swear I have the authorization to sign on behalf of the above named business:

Signature: _____

(Department Use Only)

Date: _____ Inspected By: _____

Comments: _____

Supervisor Signature: _____ Date: _____

Submitted to CPWB Date: _____ Approved: ☐ Denied: ☐

By: _____

Payment Due is \$150.00 for sign and installation

Amount Received: _____ **By:** _____

Receipt No: _____ **Date:** _____

Motion to approve Small Business Wayfinding Signage Project & Application was made by Shobe/Rylands. Motion carried.

H.4 Discussion Feral Cat Colonies at the Binky Riverwalk Trail – Discussion took place regarding a citizen who is placing cat food in the area, which is a major cause of the presence of the feral cats. Discussion took place and it was determined to have our cat trapper begin trapping the feral cats and taking them to the pound. It was also determined that we would discourage the feeding of the feral cats on city property.

H.5 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 – Matter was discussed earlier in the meeting and was tabled awaiting edits to the request.

H.6 Event Request Labor Day Car Show at NBRFP on September 5, 2022 – The event request form, and the accompanying paperwork, was reviewed.

Motion to approve the Event Request for the Labor Day Car Show at NBRFP on September 5, 2022 was made by Bucklew/Rylands. Motion carried.

City of Buckhannon
Event Request Form

All requests to hold events should be submitted at least 30 to 90 days in advance of event date prior to the next Consolidated Public Works Board (CPWB) meeting to be considered for approval. CPWB meets the fourth Thursday of each month at 4:00 pm at City Hall.

Name of Event: Labor Day Show Person in Charge of Event: Jim Gifford
Type of Event: CAR Show NBRP Name of Sponsoring Organization: WVCWCC
Date of Event: Sept. 5, 2022 Start Time: 7:00 am End Time: 5:00 Pm
Address: 1146 Little Sand Run Rd. Buckhannon, WV 26201 Phone: 304 472-8156 home Email: jgiff02@yahoo.com

- Event Rules:**
1. The City facilities are maintained for use and enjoyment by our citizens. The City does require that all planned events be approved in advance of the gathering (see Event Rule number 2). Commercial events and certain organized gatherings may be required to show evidence of a valid General Liability Insurance with limits not less than \$1,000,000 per occurrence, \$2,000,000 in the aggregate, and \$5,000 medical expense (any one person). If so, a certificate naming the City of Buckhannon, WV as an additional insured must be received before access to the facility is granted.
 2. Organizers must submit, within thirty (30) days of the start of the event, a virus mitigation plan, indicating the measures to be taken by the organizers to prevent COVID-19 transmission between individuals within the event venue. Suggested measures include the installation of hand sanitizing stations, the mandated use of masks and social distancing, screening for COVID-19 symptoms, and other measures. Failure to submit this plan in a timely manner will result in revocation of any permissions granted, and the cancellation of any permits issued, related to the event.
 3. A hold harmless agreement must be provided.
 4. Tobacco, alcoholic beverages and gambling are prohibited.
 5. Organizations using city property are responsible for the conduct of participants and spectators and must make adequate provisions to handle anticipated crowds.
 6. Permission for use, when granted, is for specific rooms or areas. The remaining areas of a facility are not to be used or entered.
 7. The marking of event courses (such as with a 5K) must be made with removable tape. It must not interfere or conflict with any traffic or utility signage or signals. Markings must immediately be removed as the event is concluding. Paint and chalk are prohibited. Event signage must be distinguishable from traffic signs and organizers must have the name of the event on the signage. Markings and signage not removed by the organizer(s) will be removed by City personnel and the organizer(s) and/or Event will be billed for any labor and materials.
 8. When city equipment is used, a designated city employee must be present and have general supervision of the equipment.
 9. No signs, banners, pennants, etc., are permitted in or on city buildings. All decorations, furnishings and equipment provided by the renter shall be installed and removed under the supervision of city personnel.
 10. When, in the opinion of the City, police officers are needed to protect event participants, the public, or City property, police officers will be assigned.
 11. The City may cancel any facility use, permit, or previously approved event if it does not comply with the guidelines published by the West Virginia Department of Health and Human Resources or by the Governor related to pandemic safety measures. Events may also be cancelled for any of the following causes: acts of God (including extreme weather), accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, natural catastrophes, governmental acts or omissions, changes in laws or regulations. Changes in published guidelines after request approval and prior to the event may result in cancellation of the event. If guidelines cannot be followed, the event will be cancelled or rescheduled.

Signature of Person in Charge of Event: James Gifford Phone No: 304-613-6207

Location of Event: NBRFPark If event is a 5K Include City approved route number _____.

(If yes attach list) Circle Yes/No

1. Will any streets be closed? Yes/No

IF YES: Requester requirement for placement & removal of temporary signage regarding No Parking along the event route. See the above "marking of events" rules/regulations number 7.

2. What is the anticipated crowd size? 250

3. Will there be vendors? Yes/No

Vendors are subject to the same Event Rules as the event organizers.

IF YES,

(a.) What will be sold? gules

(b.) Does the vendor have the necessary City License? Yes/No

(c.) Does the vendor have Event Insurance? Yes/No

4. Will there be a first-aid station/medical staff? Yes/No

5. Is there a parking plan? (If yes, please attach to this application.) Yes/No

6. Will there be security? Yes/No

Please list contact information for any additional key staff members: _____

H.7 Discussion/Review/No Action RE: Joint Meeting of Planning Commission & City Council- Parks & Recreation Operations – Discussion took place earlier in the meeting.

I. Board Members Comments and Announcements

Nancy Shobe – Mrs. Shobe had nothing further.

Mark Waldo – Mr. Waldo complimented Jerry Arnold for the pruning of trees at the City Park. He asked that we address the trees along the River Trail regarding the limbs that are hanging low. Mr. Arnold said that they would address the situation.

Mayor Skinner asked about the area behind the old Street Department garage and noted that it still needed some attention as to cleaning up the area. Brad Hawkins and Jerry Arnold both reported that is currently being done.

Pamela Bucklew – Mrs. Bucklew asked about the new City Greenhouse and asked if poinsettias could be grown there that could be used for downtown Christmas decorations. Jerry Arnold will check with Dixie Green.

CJ Rylands – Mr. Rylands spoke about member of a group he hosted at the Opera House who was in a wheelchair and that she had difficulties getting in to her car because of the curb height. Mr. Arnold noted that our on street parking/curbs were per regulation. He also asked about the landscaping at the entrance ramp of Route 33 and Mr. Jay Hollen reported the application(s) have been submitted to the DOH and we are waiting for a response.

Recorder Sanders - Mr. Sanders had nothing further.

Jerry Arnold – Mr. Arnold spoke about the Health Department noting that would be beginning inspections of the park restrooms. They will also be inspecting porta johns and gray water from vendors during events.

Brad Hawkins – Mr. Hawkins spoke about the school zone request that was brought up last meeting. Mr. Arnold reported that he was speaking to the parties involved and he is still monitoring the situation. He did report that in order for an area to be deemed a school zone the school itself must be recognized by the county Board of Education.

J. Adjournment

Motion to adjourn the meeting at 8:49 AM was made by Shobe/Rylands. Motion carried

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____