

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, May 26, 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	Absent
Board Member	Mark Waldo	Present - GTM
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 GTM

Guests: Dr. Joseph Reed; Ed Smith; Brittnei & John Conley.

*City of Buckhannon Consolidated Public Works Board
7:30 a.m. in Council Chambers
Meeting Agenda for Thursday, May 26, 2022*

A. Call to Order

- A.1 Moment of Silence
- A.2 Pledge to the Flag of the United States of America

B. Recognized Guest

- B.1

C. Department Report

- C.1 Bradley Hawkins

D. Financial Report-Amberle Jenkins

- D.1 April 2022

E. Correspondence and Information

- E.1

F. Consent Agenda

- F.1 Approval of Minutes- Regular Meeting 04/28/2022

G. Strategic Issues for Discussion and/or Vote

- G.1 CPWB Budget FY2022/2023
- G.2 Event Request- Green Bean Weekend Celebration at Riverwalk Trail -August 12th & 13th
- G.3 Event Request-Memorial Day Service at Heavner Cemetery-May 29th at 2pm (American Legion & VFW)
- G.4 Request KAR Services 166 Wood St-Placement of Security Chainlink Fence & Gate on City R.O.W.
- G.5 Approval of Revised Policy Regarding Storage of Non-City Owned Personal Property
- G.6 Approval Audio Equipment Use Policy and Agreement
- G.7 Parking Restrictions at Jawbone Park for Create Buckannon Festival Fridays Event & the Farmers’ Market

H. Board Members Comments and Announcements

I. Adjournment

Posted 03/18/2022

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 Dr. Joseph Reed - Agenda Item G.2 Event Request- Green Bean Weekend Celebration at Riverwalk Trail -August 12th & 13th was moved to the table for discussion and/or vote. Dr. Joseph Reed was recognized and explained how the event will work and went over the Event Request Form that was in the meeting packet.

Motion to approve the Event Request for the Green Bean Weekend Celebration at Riverwalk Trail on August 12th & 13th was made by Bucklew/Shobe. Motion carried.

B.2 Ed Smith - G.3 Event Request-Memorial Day Service at Heavner Cemetery-May 29th at 2pm (American Legion & VFW) was moved to the table for discussion and/or vote. Ed Smith of the VFW & American Legion was recognized and explained how the Memorial Day Service will work and went over the Event Request Form that was in the meeting packet. He noted that the Mayor had been invited to speak at the ceremony and the Mayor has accepted the invitation.

Motion to approve the Event Request for the Memorial Day Service at Heavner Cemetery on May 29th at 2pm (American Legion & VFW) was made by Shobe/Waldo. Motion carried.

B.3 John Conley of Kar Services - G.4 Request KAR Services 166 Wood St-Placement of Security Chain-link Fence & Gate on City R.O.W. was moved to the table for discussion and/or vote. Mr. Conley was recognized who explained the request to the Board that was to install a security chain-link fence & gate on City R.O.W with the agreement that the City would have access to the gate. No City representative saw a problem with the request.

Motion to approve the request from KAR Services, 166 Wood St., Buckhannon for the placement of a security chain-link fence & gate on City R.O.W., with the City having access to the gate, was made by Bucklew/Shobe. Motion carried.

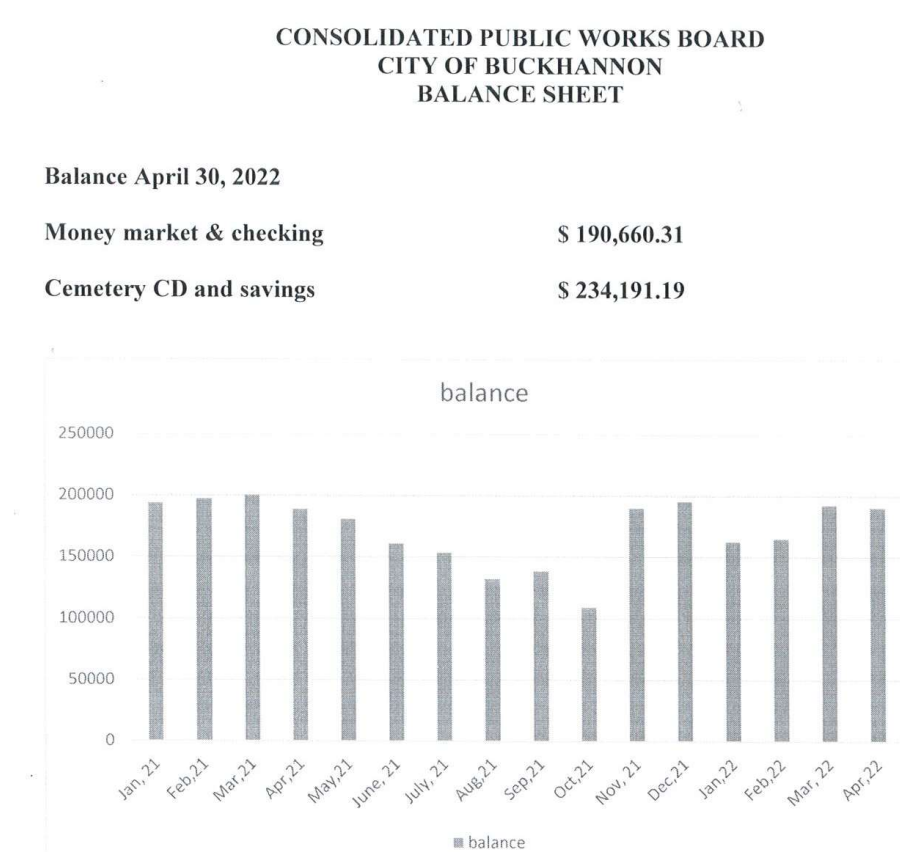
C. Department Report

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

- We were working on patching streets until the roller went down; we ordered new parts, which still haven't come in. Yesterday we repaired some old parts to use to get it running for now and are patching streets again.
- We went through the cemetery and leveled off all the graves, seeded and mulched.
- We are working on the final repairs to the Gate Way West project
- We had a tree contractor remove four pine trees out of the cemetery
- We are still working on the North Kanawha Street sidewalks; discussion took place regarding the tables & chairs that are being placed on the sidewalks and the need for a clear 4-foot ROW for ADA access
- Employed Caleb Liggett for the full-time position in the Street Department
- Carl Weaver has returned as the park attendant for the season

D. Financial Report - Amberle Jenkins

D.1 April 2022 - Amby presented the April 2022 Financial report.



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	14,000.00	0.00	2,800.00	83.33
093-700-103-00 SALARIES	33,600	1,476.00	21,420.15	0.00	12,179.85	63.75
093-700-103-01 FLOWER SALARIES	70,600	4,363.87	39,886.10	0.00	30,713.90	56.50
093-700-104-00 FICA TAX	9,260	553.88	5,761.12	0.00	3,498.88	62.22
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	175.28	1,343.62	0.00	656.38	67.18
093-700-106-01 CONSOLIDATED RETFLOWER	3,700	436.38	3,285.09	0.00	414.91	88.79
TOTAL SALARIES & BENEFITS	135,960	8,405.41	85,696.08	0.00	50,263.92	63.03
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	837.39	5,674.47	0.00	4,325.53	56.74
TOTAL CONTRACTUAL SERVICES	10,000	837.39	5,674.47	0.00	4,325.53	56.74
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	10,000	62.99	7,873.66	2,400.00 (273.66)	102.74
093-700-342-00 MAT & SUPP - PARKING	5,000	1,711.08	4,545.11	0.00	454.89	90.90
093-700-343-00 MAT&SUPP-PARKS	35,000	3,683.42	31,046.06	839.15	3,114.79	91.10
093-700-343-01 DOG PARK EXP	14,000	10.85	200.69	0.00	13,799.31	1.43
093-700-344-00 AUTO SUPPLIES	5,000	0.00	679.14	0.00	4,320.86	13.58
093-700-345-00 TREE MAINTENANCE	12,000	1,500.00	11,050.00	0.00	950.00	92.08
093-700-346-00 COMMUNITY ENHANCE DONATIO	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	81,000	6,968.34	55,394.66	3,239.15	22,366.19	72.39
CAPITAL OUTLAY						
093-700-464-00 HOTEL-MOTEL (FLOWERS)	23,000	3,051.00	20,831.99	0.00	2,168.01	90.57
093-700-465-00 CONTRACT MOWING CEMETERY	46,500	4,150.00	37,150.00	0.00	9,350.00	79.89
TOTAL CAPITAL OUTLAY	69,500	7,201.00	57,981.99	0.00	11,518.01	83.43
CONTRIBUTIONS						
093-700-500-00 DEPRECIATION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
093-700-568-00 CONTINGENCY-CPWB	40,210	0.00	22,965.43	0.00	17,244.57	57.11
TOTAL CONTRIBUTIONS	40,210	0.00	22,965.43	0.00	17,244.57	57.11

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	336,670	23,412.14	227,712.63	3,239.15	105,718.22	68.60
TOTAL EXPENDITURES	336,670	23,412.14	227,712.63	3,239.15	105,718.22	68.60
REVENUE OVER/(UNDER) EXPENDITURES	(110,000) (1,818.89)	29,392.61 (3,239.15) (136,153.46)	23.78-

CPWB APRIL 2022 PAYMENT OF BILLS

\$1,500.00 – MTR TREE SERVICE – CUT MAPLE TREE AT 198 RANDOLPH ST

\$1,600.00 – SEALCOAT CONCEPTS LLC– PAINTED LOTS 1,2 & 6

\$1,609.17 – AMAZON – TRASH CANS, FAUCET, SOAP DISPENSER & HAND DRYERS FOR PARKS

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DISBURSEMENT 4-01-22 TO 4-30-22

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
BOARD	BUCKHANNON UTIL BOARDS MON POWER	700-341-00	MAT & SUPP - CEMETER	CEMETERY WASTE APR 2022	62.99
		700-343-00	MAT&SUPP-PARKS	110087901580 FLAG POLE-	5.00
		700-342-00	MAT & SUPP - PARKING	110112520876 PRK LOT 3	38.97
		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 &	6.11
		700-343-00	MAT&SUPP-PARKS	110149193085 JAWBONE PRK 1	11.91
		700-343-00	MAT&SUPP-PARKS	110089164682 JAWBONE PARK	126.13
		700-343-00	MAT&SUPP-PARKS	110088938128 44 6TH ST	7.65
		700-343-00	MAT&SUPP-PARKS	110088938045 61 CLEVELAND	8.94
	VALLEY STEEL SERVICE RITE-WAY HEATING & PLUMBING	700-343-00	MAT&SUPP-PARKS	110088938086 PARK STREET	10.36
		700-343-00	MAT&SUPP-PARKS	110086639413 PARK STREET	39.17
		700-343-01	DOG PARK EXP	110137251630 WALK TRAIL LN	10.85
		700-343-00	MAT&SUPP-PARKS	110141766342 13 MARION ST	5.35
		700-464-00	HOTEL-MOTEL (FLOWERS	EXPANDED FOR FLOWER BASKE	278.40
		700-464-00	HOTEL-MOTEL (FLOWERS	BLACK PIPE & FITTINGS	253.98
		700-464-00	HOTEL-MOTEL (FLOWERS	BLACK PIPE & FITTINGS	199.69
		700-343-00	MAT&SUPP-PARKS	COPPER PIPE & COUPLINGS	25.71
		700-343-00	MAT&SUPP-PARKS	COPPER PIPE & COUPLINGS	147.19
		700-343-00	MAT&SUPP-PARKS	1" BALL VALVE; FITTINGS	35.76
	MTR TREE SERVICE WESTFIELD INSURANCE LOWES BUSINESS ACCOUNTS	700-345-00	TREE MAINTENANCE	1" BALL VALVE; FITTINGS	31.08
		700-226-00	INSURANCE & BONDS	4-1-22 TO 4-1-23 QTRLY PYM	1,500.00
		700-464-00	HOTEL-MOTEL (FLOWERS	POTTING SOIL	837.39
		700-464-00	HOTEL-MOTEL (FLOWERS	FLOWERS SEEDS	183.58
		700-464-00	HOTEL-MOTEL (FLOWERS	POTTING MIX 50 QT	10.83
		700-464-00	HOTEL-MOTEL (FLOWERS	POTTING MIX 50 QT	132.30
		700-464-00	HOTEL-MOTEL (FLOWERS	POTTING MIX 50 QT	73.50
		700-464-00	HOTEL-MOTEL (FLOWERS	HOSE; FAUCET; FITTING	40.80
		700-464-00	HOTEL-MOTEL (FLOWERS	POTTING SOIL	120.96
		700-464-00	HOTEL-MOTEL (FLOWERS	NM-B CABLE; SEEDS	42.23
	SEALCOAT CONCEPTS LLC WV PUBLIC EMPLOYEES RETIREME	700-342-00	MAT & SUPP - PARKING	PAINTED LOT 1,2,& 6	1,600.00
		700-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	20.00

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DISBURSEMENT 4-01-22 TO 4-30-22

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	56.88
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	140.89
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	49.20
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	153.31
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	49.20
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	142.18
	THE SIGN GUY LLC INTERNAL REVENUE SERVICE	700-342-00	MAT & SUPP - PARKING	2 HR PARKING SIGNS LOT 2	55.50
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	204.66
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	125.56
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	118.66
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	47.87
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	29.37
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	27.76
	AMAZON.COM	700-343-00	MAT&SUPP-PARKS	PCRD-TRASH CANS FAUCET SOA	1,404.93
		700-343-00	MAT&SUPP-PARKS	PCRD-HAND DRYERS FOR PARKS	204.24
	BALL HORTICULTURAL COMPANY	700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-ASSORT FLOWERS	307.33
		700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-ASSORT FLOWERS	222.45
		700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-ASSORT FLOWERS	1,184.95
	EVERSON-CARR FARMS LLC HIGHLAND LANDSCAPING LLC DEBBIE METHENEY **PAYROLL EXPENSES	700-465-00	CONTRACT MOWING CEME	MOW CEMETERY 4/9 & 4/16	4,150.00
		700-343-00	MAT&SUPP-PARKS	TOP SOIL FOR JAWBONE PARK	1,600.00
		700-343-00	MAT&SUPP-PARKS	REIMB NBRFP PAV 2 5/8/22 R	20.00
				4/01/2022 - 4/30/2022	7,239.87
				TOTAL:	23,412.14

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

G.1 CPWB Budget FY2022/2023 was moved to the table discussion and/or vote. Amby Jenkins explained the proposed CPWB Budget FY2022/2023 to the Board and answered all questions presented by the Board.

Motion to approve the CPWB Budget FY2022/2023 was made by Waldo/Bucklew. Motion carried.

	CONSOLIDATED	2015-2015 ACTUAL	2016-17 actual	2017-18 ACTUAL	2018-19 ACTUAL	2019-20 actual	2020-21 budget	2021-22 apprvd by bd 4/21/21		2021-22 actual thru dec	2022-23 proposed budget		
	EST. BALANCE ON HAND			0	0	0	77,458	110,000			110,000		
	340-000-01 DONATION BEAUTIFICATION			55	131	132	60	60	donations & from uti bill	36	60	donations & from uti bill	
	340-000-02 DONATION DOG PARK			85	5761.54	7,844	60	60	donations & from uti bill	42	60	donations & from uti bill	
-93	342-000-00 PARKING METERS LOT 1	6,011	2,867	8	0	0	0	0		0	0		
-93	342-000-01 PARK PEN LOT 1	1,342	254	10	360	50	0	0		25	25		
-93	342-000-02 LOT 1 STICKERS	3,631	1,415	50	25	50	0	0			0		
-93	343-000-00 PARKING METERS LOT 2	4,160	3,247	2,000	2,000	0	2,000	0	note carnival pays		2,000	note carnival pays	
-93	343-000-01 STICKERS LOT 4	176	138	0	0	0	0	0			0		
-93	343-000-02 STICKERS LOT 2	160	0	0	0	0	0	0			0		
-93	344-000-00 PARKING METERS LOT 3	269	446	45	129	163	0	0			0		
-93	344-000-01 PARK PEN LOT 3	673	490	265	65	0	100				0		
-93	344-000-02 STICKERS LOT 3	4,318	3,640	1,313	1,682	2,176	1,500	1,500	this is where we are putting parking stickers	952	1,500	this is where we are putting parking stickers	
-93	345-000-00 PARKING METERS LOT 4	692	312	0	0	0	0	0	0 not city lot innovationC		0		
-93	345-000-01 PARK PEN LOT 4	192	9	0	0	0	0	0	0 not city lot innovationC		0		
-93	345-000-02 STICKERS LOT 4	0	0	0	0	0	0	0	not city lot innovationC		0		
-93	346-000-00 PARKING METERS ON STREET	9,062	3,892	0	0	0	0	0			0		
-93	346-000-01 PARK PEN ON STREET	8,110	8,821	6,303	6,155	2,620	3,000	2,000	includes out of downtown areas	6,535	4,000		
-93	347-000-00 OPENING & CLOSING GRAVES	48,800	52,000	41,950	37,450	47,250	30,000	30,000	Burials down, cremations up \$800vs\$200 weekdays	23,100	30,000		
-93	347-000-01 SALE OF LOTS	17,640	19,385	21,400	16,900	23,680	10,000	10,000		17,650	10,000		
-93	347-000-03 PLACEMENT OF MARKERS	2,500	2,600	2,100	3,900	3,290	1,500	1,500		2,300	1,500		
-93	347-00-02 STICKERS LOT 6	1,403	600	380	0	0	0	0			0		
-93	348-000-01 parking Pen Lot 6	0	0	0	0	0	0	0			0		
-93	366-000-00 STATE GRANTS	0	0	0	0	4,993	0	0			0		
-93	367-000-01 HOTEL OCCUPANCY TAX	55,912	45,244	51,985	66,777	32,615	40,680	34,500	HotMotDown	18,291	36,000		
-93	368-000-00 RENTAL OF PAVILION	6,580	6,805	6,970	6,625	3,835	5,000	3,000		1,580	3,000		
-93	380-000-00 INTEREST	17	268	892	2,884	2946.33	50	50		23	50		
-93	399-000-00 MISCELLANEOUS	2,693	40	1051	804	899	0	265		0	0		
-93	399-000-03 GENERAL FUND CONTRIBUTION	25,000	25,000	25,000	25,000	25,000	60,000	135,000	\$35Tparks;\$35Tmowing,DG 100%cpwb	95,000	100,000	20Tparks;20T DG 100%cpwb;60Tcemetry mowing	
-93	399-000-04 COM. ENHANCE DONATION	2,200	2,691	5,657	700	1,600	100		can't guarantee donations	1,000	0		
	TOTAL REVENUES	201,540	180,163	167,527	180,348	158,964	154,050	217,670		166,799	188,195		
	w/balance on hand				180,348	158,964	231,508	327,670		166,799	298,195		
-93	700-101-00 BOARD SALARIES	16,350	16,050	16,200	16,200	16,200	16,800	16,800	Recorder inc.	8,400	16,800		
-93	700-103-00 SALARIES	35,757	20,933	21,915	19,827	15,713	21,740	33,600	parking\$1450&added park attnd\$19100px att pd from CF in past) DG 100%cpwb(\$39200+\$25100forhelp& help	16,988	35,000	90 longevity pay ???	PkAttnd\$1 5 hr uses personal veh; PkEnfor \$12.30hr
-93	700-103-01 FLOWER SALARIES	40,698	46,854	41,385	49,805	44,856	48,000	70,600		27,210	73,000	180 longevity pay ???	DG \$42T; help\$31T
-93	700-104-00 FICA TAX	7,088	6,414	5,988	6,566	6,162	6,448	9,260		4,024	9,600		
-93	700-105-00 HEALTH INSURANCE	0	0	0	0	0	0	0		0	0		
-93	700-106-00 GROUP RETIREMENT	6,140	1,044	1,424	934	1,535	1,520	2,000		790	790		
-93	700-106-01 Flower Retirement		2,902	2794	2,548	1785.78	2,350	3,700		2,017	4,200		
	CONTRACTUAL SERVICES												
-93	700-225-00 LOT 4 EXPENSE	0	0	0	0	0	0	0			0		
-93	700-226-00 INSURANCE & BONDS	9,770	11,145	7,568	8,066	9,086	10,000	10,000	Ins parks,Cem,Work Comp,Unemp,Gen Lib.	4,270	10,000		

-93	700-340-00	MAT & SUPP - STORM DRAIN MAINT	0	750	0	0	0	0	0	mvd to sanitary depl	0	0		
-93	700-341-00	MAT & SUPP - CEMETERY	14,494	8,503	6,841	3,687	5,900	15,000	7,000		3,200	7,000		
-93	700-342-00	MAT & SUPP - PARKING	20,934	9,880	4,166	4,088	3,583	5,150	5,000		2,673	5,000		
-93	700-343-00	MAT & SUPP - PARKS	25,318	24,812	13,950	10,503	15,746	75,000	35,000	FrmGF	10,608	45,805	20TFrmGF	jerry would like to add an additional \$10T-\$20T for park maintena nce. Original budget was \$35T
-93	700-343-01	DOG PARK EXP				2,243	3,609	500	10,000	Donation from past less expenses needed identified.	172	1,000	repl camera to city	
-93	700-344-00	AUTO SUPPLIES	2,086	5,653	4,741	3,423	5,140	5,000	5,000	NoteGFpaysfora majority of veh exp used by flowers	647			
-93	700-345-00	TREE MAINTENANCE	4,960	9,246	7,495	1,825	2,170	10,000	10,000		9,550	10,000		
-93	700-346-00	COMMUNITY ENHANCEMENT		770	4057.31	1,162	1184.09	0				0		
-93	700-464-00	HOTEL-MOTEL (FLOWERS)	14,681	12,935	14,477	16,043	14,029	14,000	20,000		7,382	20,000		
-93	700-465-00	CONTRACT MOWING CEMETERY	36,716	20,100	0	0	0	0	46,500	\$35100mow+11400to clean mons	33,000	60,000	price increase cemetry mowing	
-93	700-500-00	DEPRECIATION EXPENSE	0				0	0						
-93	700-568-00	CONTINGENCY							43,210	Board to Determine	0			
-93	700-999-00	MISC/ Community Enhanc Dona	308	40	1,078	0	899	0						
	TOTAL EXPENDITURES		235,300	198,030	154,080	146,921	147,588	231,508	327,670		130,932	298,195		
	REVENUE OVER/(UNDER) EXPENDITURES		(33,760)	(17,867)	13,447	33,427	11,376	(77,458)	(110,000)	w/o bal on hand	35,868	(110,000)		
							0	0	w bal on hand		35,868	0		

E. Correspondence and Information – There was no correspondence and information to report.

F. Consent Agenda

F.1 Approval of Minutes - Regular Meeting 04/28/2022

Motion to approve the Minutes of 04/28/2022 Meeting was made by Bucklew/Waldo.
Motion carried

G. Strategic Issues for Discussion and/or Vote

G.1 CPWB Budget FY2022/2023 – Action was taken earlier in the meeting.

G.2 Event Request- Green Bean Weekend Celebration at Riverwalk Trail -August 12th & 13th –
Action was taken earlier in the meeting.

G.3 Event Request-Memorial Day Service at Heavner Cemetery-May 29th at 2pm (American Legion & VFW) – Action was taken earlier in the meeting.

G.4 Request KAR Services 166 Wood St-Placement of Security Chainlink Fence & Gate on City R.O.W. – Action was taken earlier in the meeting.

G.5 Approval of Revised Policy Regarding Storage of Non-City Owned Personal Property.
Jerry Arnold presented the revised policy regarding storage of non-city owned personal property and asked for the Board to approve it.

Motion to approve the revised policy regarding storage of non-city owned personal property was made by Shobe/Waldo. Motion carried.

CITY OF BUCKHANNON

POLICY REGARDING STORAGE OF NON-CITY-OWNED PERSONAL PROPERTY

FROM: CITY OF BUCKHANNON CITY COUNCIL

TO: CITY EMPLOYEES AND INTERESTED MEMBERS OF THE PUBLIC

RE: STORAGE OF PROPERTY BELONGING TO NON-CITY ENTITIES

DATE: 28 APRIL 2022

In the past, individuals, groups, or organizations other than the City of Buckhannon have occasionally used available space on city-owned property to store items of property when not in active use. Due to concerns about liability and availability of space, and other considerations, the City of Buckhannon is discontinuing this practice, effective immediately.

The storage of non-city-owned equipment, materials, or other property in buildings or on other premises of the City of Buckhannon presents potential legal and operational challenges. The potential for damage to the stored property and the possibility that the stored property may present some hindrance to the operations of City of Buckhannon personnel, or may present other risks or liabilities to the City.

Therefore, effective immediately, no building, property, or premises owned or controlled by the City of Buckhannon may be used for the storage of any equipment, materials, supplies, or other items of property that is not owned by the City of Buckhannon, except for items stored on-site by authorized users of City property. This directive does not affect materials or equipment used for display under a permitted city event. Any non-city-owned equipment or materials located or stored on city property must be removed within fifteen (15) days of the date of this Policy, otherwise the property located on city property will be considered abandoned and subject to disposal.

Any questions may be directed to Buckhannon City Hall at 70 East Main Street, Buckhannon, or at (304) 472-1651.

G.6 Approval Audio Equipment Use Policy and Agreement – Amby Jenkins presented the Audio Equipment Use Policy and Agreement and asked for the Board approval to approve it.

It was decided to table G.6 Approval Audio Equipment Use Policy and Agreement until the June 2022 meeting. Also relating to the Sound Equipment discussion:

Motion to purchase a portable microphone and speaker system at a cost of no more than \$300 and charge a \$100 rental fee for its use was made by Bucklew/Waldo. Motion carried.

G.7 Parking Restrictions at Jawbone Park for Create Buckhannon Festival Fridays Event & the Farmers' Market – Mayor Skinner reported on a request from Create Buckhannon for the City to provide and post appropriate signage for Festival Fridays noting no parking each Friday, on the Jawbone Park side of the parking lot, for use by the vendors during Festival Fridays. Specific language with the correct times for the signage will be determined.

Motion to approve Parking Restrictions at Jawbone Park for Create Buckhannon Festival Fridays event only was made by Bucklew/Waldo. Motion carried.

H. Board Members Comments and Announcements

Mark Waldo – Mr. Waldo heard some really nice comments about how quickly things were cleaned up after the WVSF activities. He congratulated the City crews and all departments for the way the town looked for the Festival in general.

Nancy Shobe – Mrs. Shobe noted that the North Buckhannon Park’s playground grass needed cut and weed eating was needed. Brad noted that the appropriate people will be notified.

Pamela Bucklew – Mrs. Bucklew spoke about some Cleveland Avenue property that the grass needed cut and weed eating was needed. She also hoped that we erect a new SYCC sign on the property noting the new building. Mayor Skinner asked the Street Department to remove the old sign.

Cj Rylands – Absent.

Recorder Sanders - Mr. Sanders reported on the “hot-wash” concerning the WVSF and one of the concerns was the EMS had to clean tree limbs and small debris in the area in front of the City Library so that they could establish an emergency area. This is something that we can work on next time to have that area cleared. There was also a discussion concerning the need for street barricades and the last minute requests for street closures. It was recommended that the WVSF have one person designated as the liaison with the City and First Responders. The final report had to do with the WVSF not keeping up with the trash removal from Jawbone Park. A better plan will be established for next year.

Jerry Arnold – Nothing further.

Brad Hawkins – Nothing further.

Mayor Skinner – The Mayor reported that Gambill Amusement had delivered a check to the WVSF for \$21,000 for their commission from the carnival. The vendors made more money this year than ever before due to the successful setup at Jawbone Park. He also thanked all the City crews for the great work that all the City employees put forth leading up to, during, and following the WVSF. The Mayor estimated that we spend well over \$100,000 on in-kind services for the West Virginia Strawberry Festival. He was thrilled with the final outcome and congratulated all those involved.

I. Adjournment

The meeting was adjourned at 9:00 AM by the Chair.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
