

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

A regular meeting of the Consolidated Public Works Board was held at Buckhannon City Hall, 70 East Main Street, on Thursday, October 27, 2022, at 7:30 a.m., with the following in attendance (GTM – Attendance by GoToMeeting):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Board Member	Pamela Bucklew	Absent
Board Member	Jack Reger	Absent
Board Member	Mark Waldo	Present
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 - GTM
Street Superintendent	Bradley Hawkins	Present

Guests: Monica Zalaznik, My Buckhannon; Allysa C. Murphy, BUMS; Ed Smith & Kathy Stalnaker, American Legion Post 7 & VFW Post 3663; Daya Wright (GTM).

*City of Buckhannon Consolidated Public Works Board  
7:30 a.m. in Council Chambers  
Meeting Agenda for Thursday, October 27, 2022*

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**A. Call to Order**

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

**B. Recognized Guest**

- B.1 Allysa Murphy, BUMS

**C. Department Report**

- C.1 Bradley Hawkins

**D. Financial Report - Amberle Jenkins**

- D.1 September 2022

**E. Correspondence and Information**

- E.1 Contract & Agreement COB & Gambill Amusements RE: WVSF Events 2023-2027
- E.2 Trunk-or-Treat October 28, 2022 6:30-8:30pm at the Public Safety Complex
- E.3 Trick-or-Treat in City Limits Monday, October 31, 2022 6:00pm-7:30pm

**F. Consent Agenda**

- F.1 Approval of Minutes- Regular Meeting 08/25/22, Special Meeting 08/29/22, Regular 09/22/22

**G. Strategic Issues for Discussion and/or Vote**

- G.1 BUMS Inside Out Project- Approval Temporary Placement of Portraits on Sidewalks (Parade Route)
- G.2 Event Request-BAES-Halloween Character Parade-Street Closure Victoria St-Florida to College 10/31/22
- G.3 Event Request-Veteran's Day Parade-Main Street Closure & Use of Jawbone Park on 11/11/2022 10am
- G.4 Event Request-Buckhannon Fire Department Christmas Parade -Main Street Closure on 12/02/22 at 6PM
- G.5 Event Request-Annual Menorah Lighting at Jawbone Park on 12/18/22 at 7PM
- G.6 Event Request-Blast from the Past Car Show-Main Street Closure Saturday, July 29, 2023 5:30pm-11pm
- G.7 Placement of City Parks Signage
- G.8 Reschedule & Merge the November & December CPWB Meetings due to Holiday to be held on Wednesday, December 7, 2022 at 7:30AM

**H. Board Members Comments and Announcements**

**I. Adjournment**

Posted 10/21/22

**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 followed by the Pledge to the Flag of the United States of America.

**B. Recognized Guests**

**B.1 Allysa Murphy, BUMS** – Without objection, Mayor Skinner moved **G.1 BUMS Inside Out Project - Approval Temporary Placement of Portraits on Sidewalks (Parade Route)** to the table for discussion and/or vote. Mayor Skinner then recognized Allysa Murphy, from the Buckhannon Upshur Middle School (BUMS), who provided an overview of the request, which is described in detail within the meeting packet (see agenda item G.1). A discussion that included Ms. Murphy, Board Members, Brad Hawkins and Jerry Arnold took place ending with the agreement that a

mockup of the art will be provided to the City for testing. Once this happens, the matter will be placed on a future CPWB Agenda and will be considered then. The matter was therefore tabled with no action being taken.

To Whom It May Concern:

Buckhannon-Upshur Middle School would like permission to post the photos for the Inside Out Project in a public space. We have several possible locations in the attachment as alternatives, however, we are requesting permission to do the project on the sidewalks of the parade route, beginning at McDonald's and ending between Main Street and West Virginia Wesleyan College.

If our Action Proposal is accepted by the Inside Out Project, they would send us large, printed portrait photos of all of those taking part in the project. Once we have the pictures, we will use glue (wheat paste and/or wallpaper glue) to post the images on the sidewalks along the parade route. These images will wear off over time with weather and all materials used are biodegradable and will wear off over time.

This is an art installation for the entire community. Our goal is to post the images right before the Upshur County Strawberry Festival in May of 2023 with some kind of kick-off and field trip, possibly, in order to post all of the work on the sidewalks. We will have involvement from West Virginia Wesleyan College, the Arts director of Upshur School, PBL (Project-Based Learning) organizations, ART26201, Buckhannon-Upshur High School, and hopefully City and County support.

Inside Out Project:

"After winning the TED Prize on March 2, 2011, the French-artist JR launched the Inside Out Project, in his first TED Talk. Using his own artistic practice as inspiration, this participatory platform helps individuals and communities to make a statement by displaying large-scale black and white portraits in public spaces. Through their "Actions," communities around the world have sparked collaborations and conversations.

Over the past decade, almost 500,000 people spanning across 148 countries and territories have participated in the Inside Out Project. Thanks to participants' donations, the project has reached all of the continents, with over 2,000 actions created. Actions have revolved around a range of topics: diversity, community, feminism, racism, climate change, education, children's rights, and art are just a few of them. Posters are displayed in outdoor spaces that are visible to the public. These Group Action installations are documented, and shared online.

**Together we can turn the world inside out!"**

Inside Out Project Website: <https://www.insideoutproject.net/en/>

Buckhannon-Upshur Middle School  
Inside Out Proposal

Action Proposal:

Buckhannon-Upshur Middle School is located in a small, rural town in central West Virginia that doesn't have a lot to offer our students. In our newly Project-Based Learning school, students are learning how their individuality, creativity, collaborative nature, and hard-work ethic can create and contribute to successes and products that they didn't think possible. Working with people they don't always get along with, creating projects they don't always see a tie to, and pushing themselves further than they thought they could go have all helped shape the individuality of every person in our 8<sup>th</sup> grade. Our action will show how each member of the B-UMS 8<sup>th</sup> grade is essential to the accomplishments of each other, our school, our community, and our state. The individuality that each person brings to our group is what sets us apart from everyone else. These brilliant, resilient, and struggling students are often told what they cannot accomplish; this will show them what they can.

Potential Postings:

- School Buses "Individuality on the Road to Success"
- Parking lot bus loop – We Are B-U
- Road from school to college and trades "Our Uniqueness's Future"
- Graduation Cap at the HS "Destination Individuality"
- Strawberries in the intersections "Let Individuality Sing"
- Sidewalks of the parade route
- Up B-U drive to their future "Our Future is Unique"
- River Walk "The Path to Individuality Acceptance"
- Game farm fences and path "Farming Our Unique Future"
- College Walk ways "Stepping into Our Unique Destinations"

**Project Process:**

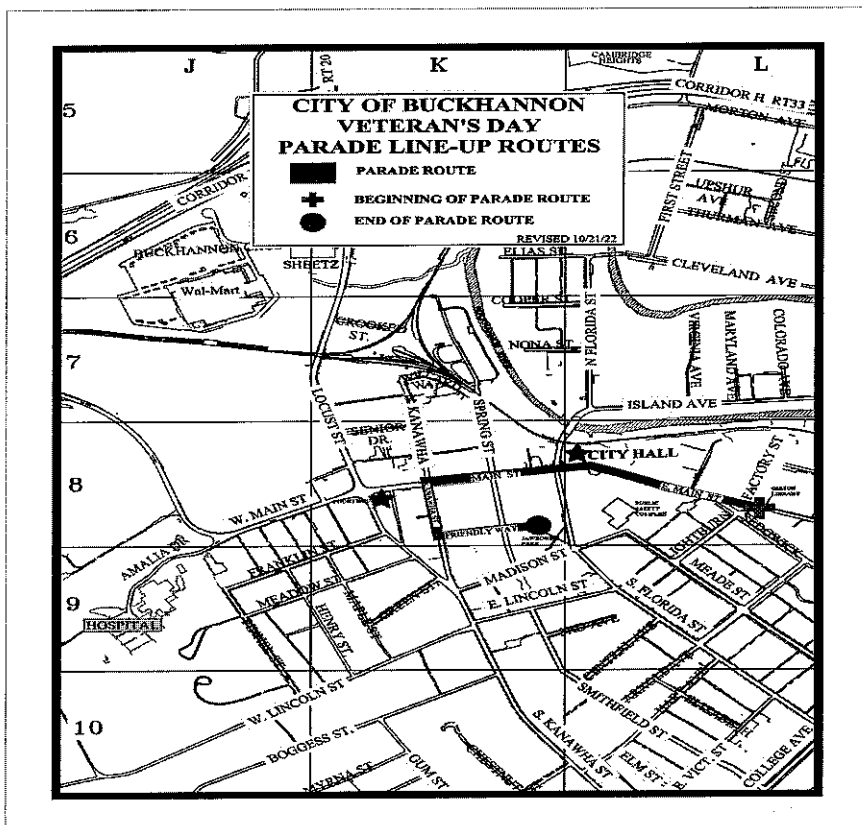
- *Photographer: WVWC photography students*
- *Resources: Arts director of Upshur Schools; PBL organizations; ART 26201; the High School; City and County support; Buckhannon's arts initiatives*
- *Subjects: 300*
- *How Many People: all 8<sup>th</sup> grade students and teachers; ART26201; etc.*
- *Portraits: personalities show; no sunglasses; 1 person per portrait; no brands or logos*  
*Can use props, but must be on face only*
- *Inside Out will edit the portraits; 3-4 weeks to get after approved*
- *Set date and time for pasting portraits and tell the community*
- *Someone must take videos and pictures of the process and installation*
- *Take a Team Photo*
- *Needed Materials*
  - *Glue – wheat paste/wallpaper glue – 1 bucket = 20 posters (15 buckets needed)*
  - *Brushes: brushes or brooms*
  - *Squeegees: to remove extra glue*
  - *Ladder, etc: if needed to post on higher surface*
  - *Box cutter: to cut around surfaces that aren't flat*
- *Collect stories from team, community, passerbys during installation – what does this action mean to them?*
- *Send in Content to Inside Out; Share action on social media and press*

Allysa C. Murphy  
8<sup>th</sup> Grade Art Teacher  
Buckhannon-Upshur Middle School  
553 Route 20 South Road  
Buckhannon, West Virginia 26201

Phone: (304) 472-1520 Ext. 3130  
[allysa.murphy@k12.wv.us](mailto:allysa.murphy@k12.wv.us)

**From the Public Sign-in Sheet - Ed Smith & Kathy Stalnaker:** Mayor Skinner recognized Ed Smith & Kathy Stalnaker, representatives of the American Legion Post 7 & VFW Post 3663, who provided an overview of the event request for the Veteran's Day Parade on to be held on 11/11/2022 at 10:00 am, which is described in detail within the meeting packet (see agenda item G.3). Without objection, ***G.3 Event Request-Veteran's Day Parade-Main Street Closure & Use of Jawbone Park on 11/11/2022 10am*** was moved to the table for discussion and/or vote.

**Motion to approve Event Request for the Veteran's Day Parade to travel down Main Street requiring its closure & the use of Jawbone Park on 11/11/2022 at 10:00 am was made by Shobe/Waldo. Motion carried**



**From the Public Sign-in Sheet - Daya Wright:** Mayor Skinner recognized Daya Wright who attended by GTM to discuss the event request regarding the Menorah Lighting at Jawbone Park on 12/18/22 at 7:00 PM. Without objection, ***G.5 Event Request-Annual Menorah Lighting at Jawbone Park on 12/18/22 at 7PM*** was moved to the table for discussion and/or vote. Daya Wright provided an overview of the request, which is described in detail within the meeting packet (see agenda item G.5). Discussion took place.

**Motion to approve Event Request for the annual Menorah Lighting at Jawbone Park on 12/18/22 at 7:00 PM was made by Waldo/Shobe. Motion carried.**

**C. Department Report**

**C.1 Bradley Hawkins** - Brad Hawkins reported the following: The Street Department is:

- Installing parking signage and painting of the curbs on N. Spring Street and N. Kanawha Street
- Continuing to install the street sign posts
- We continue to work on S. Kanawha Street sidewalk and lighting
- Waiting to proceed on the Gateway West project. An overview was provided by Jerry Arnold.
- Huffman Lane discussion: We changed the direction of the one-way on Huffman Lane and after hearing from the businesses and property owners, we should revisit that traffic pattern. An overview was provided by Jerry Arnold. The Street Department has temporarily reverted the traffic pattern to what it was pending and is asking that the Board reconsider this issue at a future meeting.

Mayor Skinner also previewed a few items, which he will have placed on a future agenda, concerning the traffic flow on Franklin and Green Street as well as Madison Street.

A discussion on some of the above items took place. No action was necessary on any.

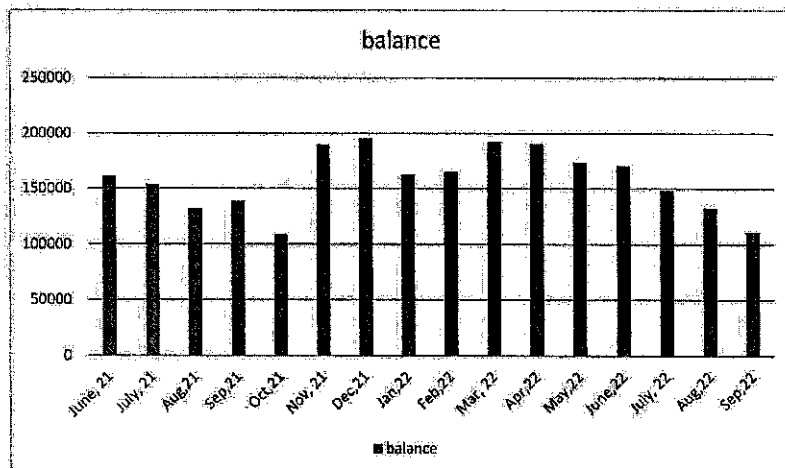
**D. Financial Report - Amberle Jenkins**

**D.1 September 2022** - Amby presented the September 2022 Financial report.

**CONSOLIDATED PUBLIC WORKS BOARD  
CITY OF BUCKHANNON  
BALANCE SHEET**

**Balance September 30, 2022**

<b>Money market &amp; checking</b>	<b>\$ 111,392.95</b>
<b>Cemetery CD and savings</b>	<b>\$ 235,260.56</b>



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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

93-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 25.00

EVENTS	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>OTHER FEES</b>						
93-340-000-01 DONATION BEAUTIFICATION U	60	6.00	18.00	0.00	42.00	30.00
93-340-000-02 DONATION DOG PARK UTIL&PRI	60	7.00	21.00	0.00	39.00	35.00
93-342-000-00 PARKING METERS LOT 1	0	0.00	0.00	0.00	0.00	0.00
93-342-000-01 PARK.PEN.LOT 1	25	0.00	0.00	0.00	25.00	0.00
93-342-000-02 LOT 1 STICKERS	0	0.00	0.00	0.00	0.00	0.00
93-343-000-00 PARKING LOT 2 RENTAL	2,000	0.00	0.00	0.00	2,000.00	0.00
93-343-000-01 PARK.PEN.LOT 2	0	0.00	0.00	0.00	0.00	0.00
93-343-000-02 STICKERS LOT 2	0	0.00	0.00	0.00	0.00	0.00
93-344-000-00 PARKING METERS LOT 3	0	0.00	0.00	0.00	0.00	0.00
93-344-000-01 PARK.PEN.LOT 3	0	0.00	0.00	0.00	0.00	0.00
93-344-000-02 STICKERS LOT 3	1,500	142.00	417.00	0.00	1,083.00	27.80
93-345-000-00 PARKING METERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
93-345-000-01 PARK.PEN.LOT 4	0	0.00	0.00	0.00	0.00	0.00
93-345-000-02 STICKERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
93-346-000-00 PARKING METERS ON STREET	0	0.00	0.00	0.00	0.00	0.00
93-346-000-01 PARK.PEN.ON STREET	4,000	1,460.00	3,155.00	0.00	845.00	78.88
93-347-000-00 OPENING & CLOSING GRAVES	30,000	4,350.00	5,300.00	0.00	24,100.00	19.67
93-347-000-01 SALE OF LOTS	10,000	2,400.00	4,050.00	0.00	5,950.00	40.50
93-347-000-03 PLACEMENT OF MARKERS	1,500	0.00	0.00	0.00	1,500.00	0.00
93-349-000-01 PARK.PEN.LOT 6	0	0.00	0.00	0.00	0.00	0.00
93-349-000-02 STICKERS LOT 6	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER FEES	49,145	8,365.00	13,561.00	0.00	35,584.00	27.59
<b>GRANTS</b>						
93-366-000-00 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
93-367-000-01 HOTEL OCCUPANCY TAX	36,000	2,471.91	6,750.28	0.00	29,249.72	18.75
93-368-000-00 RENTAL OF PAVILION	3,000	435.00	1,579.00	0.00	1,425.00	52.50
TOTAL GRANTS	39,000	2,906.91	8,329.28	0.00	30,674.72	21.35
<b>OTHER REVENUE</b>						
93-380-000-00 INTEREST	50	2.76	6.65	0.00	43.35	13.30
93-399-000-00 MISCELLANEOUS	100,000	25.00	50.00	0.00	99,950.00	0.05
93-399-000-02 DONATIONS BEAUTY/GARDENS	0	0.00	0.00	0.00	0.00	0.00
93-399-000-03 CONTRIB FROM GENERAL FUND	0	0.00	0.00	0.00	0.00	0.00
93-399-000-04 COMMUNITY ENHANCE DONATIO	0	700.00	700.00	0.00	700.00	0.00
TOTAL OTHER REVENUE	100,050	727.76	756.65	0.00	99,293.35	0.76
<b>TOTAL REVENUE</b>	<b>188,195</b>	<b>11,999.67</b>	<b>22,642.93</b>	<b>0.00</b>	<b>165,552.07</b>	<b>12.03</b>

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

93-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>BAD DEBT</b>						
<b>NON-OPERATING EXPENSES</b>						
93-850-676-00 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
<b>TOTAL BAD DEBT</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>CONTRACTUAL SERVICES</b>						
93-700-214-00 CPWB UNIFORMS	0	0.00	0.00	0.00	0.00	0.00
93-700-225-00 LOT 4 EXPENSE	0	0.00	0.00	0.00	0.00	0.00
93-700-226-00 INSURANCE & BONDS	10,000	1,058.61	2,701.50	0.00	7,298.50	27.02
TOTAL CONTRACTUAL SERVICES	10,000	1,058.61	2,701.50	0.00	7,298.50	27.02
<b>COMMODITIES</b>						
93-700-340-00 MAT & SUPP - STORM DRAIN	0	0.00	0.00	0.00	0.00	0.00
93-700-341-00 MAT & SUPP - CEMETERY	7,000	22.00	747.60	0.00	6,252.40	10.68
93-700-342-00 MAT & SUPP - PARKING	5,000	1,265.88	3,838.60	0.00	1,161.40	76.77
93-700-343-00 MAT&SUPP-PARKS	45,805	2,873.35	4,422.59	0.00	41,382.41	9.66
93-700-343-01 DOG PARK EXP	1,000	6.44	21.00	0.00	979.00	2.10
93-700-344-00 AUTO SUPPLIES	0	0.00	24.50	0.00	24.50	0.00
93-700-345-00 TREE MAINTENANCE	10,000	0.00	54.99	0.00	9,945.01	0.55
93-700-346-00 COMMUNITY ENHANCE DONATIO	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	68,805	4,167.67	9,109.28	0.00	59,695.72	13.24
<b>CAPITAL OUTLAY</b>						
93-700-464-00 HOTEL-MOTEL (FLOWERS)	20,000	656.74	3,794.81	0.00	16,205.19	18.97
93-700-465-00 CONTRACT MOWING CEMETERY	60,000	12,450.00	29,050.00	0.00	30,950.00	48.42
TOTAL CAPITAL OUTLAY	80,000	13,106.74	32,844.81	0.00	47,155.19	41.06
<b>CONTRIBUTIONS</b>						
93-700-500-00 DEPRECIATION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
93-700-568-00 CONTINGENCY-CPWB	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00

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CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: SEPTEMBER 30TH, 2022

13-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 25.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
NON-OPERATING EXPENSES						
13-700-999-00 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	298,195	33,283.42	81,924.17	0.00	216,270.83	27.47
TOTAL EXPENDITURES	298,195	33,283.42	81,924.17	0.00	216,270.83	27.47
REVENUE OVER/(UNDER) EXPENDITURES	( 110,000)	( 21,283.75)	( 59,281.24)	0.00	( 50,718.76)	( 53.89)

CPWB SEPTEMBER 2022 PAYMENT OF BILLS

\$12,450.00 - EVERSON-CARR FARMS LLC - MOWING CEMETERY 8-31 TO 9-29-22

\$1,182.00 - WV DIVISION OF HIGHWAYS - VEHICLE FOR PARKING ENFORCEMENT

10-06-2022 11:24 AM

disbursements 09-01-22 to 09-30-22

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
BOARD	BUCKHANNON UTIL BOARDS	700-341-00	MAT & SUPP - CEMETER	CEMETERY WASTE SEPT 2022	22.00
	MON POWER	700-343-00	MAT&SUPP-PARKS	110088938128 44 6TH ST	25.24
		700-343-00	MAT&SUPP-PARKS	110088938045 61 CLEVELAND	17.01
		700-343-00	MAT&SUPP-PARKS	110088938086 PARK STREET	21.54
		700-343-00	MAT&SUPP-PARKS	110087901580 FLAG POLE	5.00
		700-342-00	MAT & SUPP - PARKING	110112520876 PRK LOT 3	43.13
		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 13 FAIRS &	5.25
		700-343-00	MAT&SUPP-PARKS	110149193085 JAWBONE PRK 1	35.73
		700-343-00	MAT&SUPP-PARKS	110089164682 JAWBONE PARK	72.23
		700-343-00	MAT&SUPP-PARKS	110086639413 PARK STREET	36.84
		700-343-01	DOG PARK EXP	110137251630 WALK TRAIL LN	6.44
		700-343-00	MAT&SUPP-PARKS	110141766342 13 MARION ST	5.25
	RITE-WAY HEATING & PLUMBING	700-343-00	MAT&SUPP-PARKS	ELDISH VALVE FOR NBREP RR	144.99
	ENCOVA INSURANCE	700-226-00	INSURANCE & BONDS	WCNS007140 SEPT 2022	71.41
	ADVANCE AUTO PARTS	700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-AIR FRESHNERS FOR WAT	4.59
	WESTFIELD INSURANCE	700-226-00	INSURANCE & BONDS	4-1-22 TO 4-1-23 QTRLY PLA	837.39
	LOWES BUSINESS ACCOUNTS	700-343-00	MAT&SUPP-PARKS	CLAMPS & FITTINGS NBREP	15.84
	WV PUBLIC EMPLOYEES RETIREME	700-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTI	18.90
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	44.28
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	206.34
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	44.28
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	195.46
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	51.20
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	201.63
	HIGHLAND NURSERY	700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-BUTTERFLY BUSH HYDRAN	277.38
	MCCARTY'S SEPTIC SERVICE	700-343-00	MAT&SUPP-PARKS	2-PORTA POT RENTALS JAWBO	250.00

10-06-2022 11:24 AM

disbursements 09-01-22 to 09-30-22

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		700-343-00	MAT&SUPP-PARKS	2-PORTA TOILETS FOR JAWBO	250.00
	INTERNAL REVENUE SERVICE	700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	247.06
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	239.56
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	330.61
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	57.78
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	56.03
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	77.32
	AMAZON.COM	700-343-00	MAT&SUPP-PARKS	PCRD-WAT FOUNTAIN PARTS SI	293.68
		700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-BLOSSOM BOOSTER FERTI	298.80
		700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-ANITSLIP TRACTION TAP	75.97
	RECDESK LLC	700-343-00	MAT&SUPP-PARKS	EXPANDING CAC & PARK RESE	1,700.00
	EVERSON-CARR FARMS LLC	700-465-00	CONTRACT MOWING CEME	MOW CEMETERY WEEK END 8/31	2,075.00
		700-465-00	CONTRACT MOWING CEME	MOW CEMETERY WEEK END 8/28	2,075.00
		700-465-00	CONTRACT MOWING CEME	MOW CEMETERY WEEK END 8/27	2,075.00
		700-465-00	CONTRACT MOWING CEME	MOW CEMETERY WEEK END 9/9/	2,075.00
		700-465-00	CONTRACT MOWING CEME	MOW CEMETERY WEEK END 9/19	2,075.00
		700-465-00	CONTRACT MOWING CEME	MOW CEMETERY WEEK END 9/29	2,075.00
	WV DIVISION OF HIGHWAYS	700-342-00	MAT & SUPP - PARKING	VEHICLE FOR PARKING ENFORC	1,182.00
	SHANE CORWELL	700-342-00	MAT & SUPP - PARKING	REF OVERPYMT PRK TKT 1849	25.00
	TRAVELERS INSURANCE	700-226-00	INSURANCE & BONDS	INS PREM AUTO LIAB SEPT 22	149.81
	**PAYROLL EXPENSES			9/01/2022 - 9/30/2022	13,180.85
				TOTAL:	33,283.42

Motion to accept the September 2022 Financial Report was made by Shobe/Waldo. Motion Carried.

E. Correspondence and Information - Mayor Skinner reviewed the following with the Board:

E.1 Contract & Agreement COB & Gambill Amusements RE: WVSF Events 2023-2027



2023-2027

City A345

GAMBILL AMUSEMENTS  
5T LLC  
SHANE & NICOLE TURNER  
P.O. BOX 789  
BUCKHANNON, WV 26201  
(352) 603-1053 \* (352) 603-0073

**CONTRACT & AGREEMENT**

WITNESSETH: This contract entered into this 22nd day of May 2022, by and between  
5T LLC dba GAMBILL AMUSEMENTS (Party of the First Part)

and  
THE CITY OF BUCKHANNON (Parties of the Second Part)

WHEREAS, The party of the first part agrees to furnish and present an amusement, commonly known as  
GAMBILL AMUSEMENTS  
upon the CITY PARKING LOTS OF BUCKHANNON, WV  
for 5 (FIVE) days

Commencing: Wednesday May 17, 2023	Ending: Sunday May 21, 2023
Wednesday May 15, 2024	Sunday May 19, 2024
Wednesday May 14, 2025	Sunday May 18, 2025
Wednesday May 13, 2026	Sunday May 17, 2026
Wednesday May 12, 2027	Sunday May 16, 2027

The entertainment to consist of: various amusement rides, concessions, confections, direct sales, shows (if any) and etc.

Conditions to be as follows:

- Party of the First Part to give WEST VIRGINIA STRAWBERRY FESTIVAL ASSOC. INC.
- 35% of ride gross (after state, county, city taxes & insurance)
- \$100 per game, show, direct sale and etc.
- \$200 per food concession
- Paid by check by the following Friday
- Gambill area to include all of Madison Street and Spring Street up to In & Out Tire
- Festival passes to be given to one representative on opening day for 50% of cost

Insurance obligation is only to Gambill Amusements Midway and equipment and does not extend beyond this area.

Said first party to hold the exclusive on their midway

Party of the Second Part to provide:

- Ample police protection
- Hand post and distribute advertising
- Furnish all state, county, and city licenses
- Be responsible for no less than 8 plus 1 Handicapped portajons for the public
- Provide Dumpster

And it is further agreed that no other conditions exist except as hereby mentioned in this contract.

THIS CONTRACT AND AGREEMENT signed and agreed to the 22nd day of May 2022

Witness: Signed:

Printed Name: Robert Neal Skinner III  
Party of the First Part

Witness: \_\_\_\_\_ Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_  
Party of the Second Part

**E.2 Trunk-or-Treat October 28, 2022 6:30-8:30pm at the Public Safety Complex**

**E.3 Trick-or-Treat in City Limits Monday, October 31, 2022 6:00pm-7:30pm**

**F. Consent Agenda**

**F.1 Approval of Minutes Regular Meeting 08/25/22, Special Meeting 08/29/22, Regular 09/22/22 - Mayor Skinner reviewed the Consent Agenda with the Board noting that we did not have the minutes from the regular meeting of 09/22/22.**

**Motion to approve the Consent Agenda to include the minutes of the Regular Meeting 08/25/22, Special Meeting 08/29/22 only was made by Waldo/Shobe. Motion Carried.**

**G. Strategic Issues for Discussion and/or Vote**

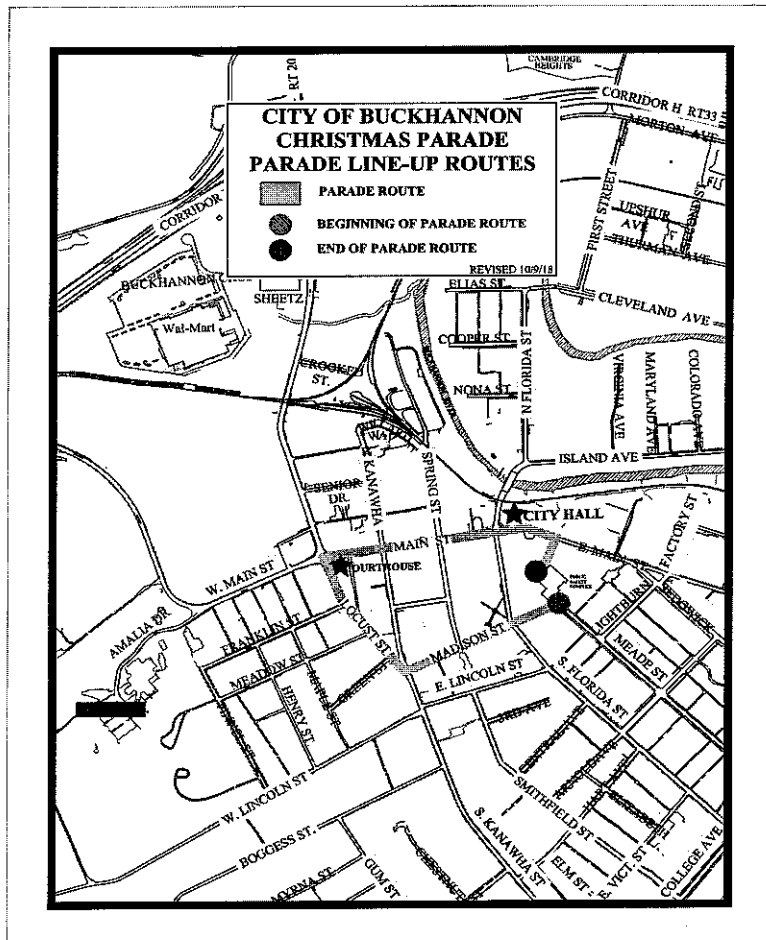
**G.1 BUMS Inside Out Project- Approval Temporary Placement of Portraits on Sidewalks (Parade Route) – Discussion took place earlier in the meeting and the matter was tabled.**

**G.2 Event Request-BAES-Halloween Character Parade-Street Closure Victoria St-Florida to College 10/31/22 – Discussion took place (see agenda item G.2 in the meeting packet).**

**Motion to approve the Event Request for the BAES Halloween Character Parade, which will require the closure of Victoria Street from Florida Street to College Avenue, on 10/31/22 was made by Shobe/Waldo. Motion carried.**

**G.3 Event Request-Veteran's Day Parade-Main Street Closure & Use of Jawbone Park on 11/11/2022 10am – Action took place earlier in the meeting.**

**G.4 Event Request-Buckhannon Fire Department Christmas Parade –Main Street Closure on 12/02/22 at 6PM – Discussion took place (see agenda item G.4 in the meeting packet).**



**Motion to approve the Event Request for the Buckhannon Fire Department Christmas Parade, which will require the closure of Main Street on 12/02/22 at 6:00 PM, was made by Shobe/Waldo. Motion carried.**

**G.5 Event Request-Annual Menorah Lighting at Jawbone Park on 12/18/22 at 7PM – Action took place earlier in the meeting.**

**G.6 Event Request-Blast from the Past Car Show-Main Street Closure Saturday, July 29, 2023 5:30pm-11pm – Discussion took place (see agenda item G.6 in the meeting packet).**

**Motion to approve the Event Request for the Blast from the Past Car Show, which will require the closure of Main Street on Saturday, July 29, 2023 from 5:30 pm to 11:00 pm, was made by Waldo/Shobe. Motion carried.**

**G.7 Placement of City Parks Signage – Discussion took place. The Board decided to table the matter until they can consult with City Attorney O'Neill and BPD Chief Matt Gregory.**

**G.8 Reschedule & Merge the November & December CPWB Meetings due to Holiday to be held on Wednesday, December 7, 2022 at 7:30AM– Discussion took place.**

**Motion to reschedule and merge the November & December CPWB meetings due to Holiday to be held on Wednesday, December 7, 2022 at 7:30AM was made by Waldo/Shobe. Motion carried.**

#### **H. Board Members Comments and Announcements**

**Mark Waldo –** Mark Waldo asked if there was a better way to do the painting on the streets. Specifically is there a better component that we could use so that the markings will last longer. Mr. Arnold said there was heat applied components that we have used. It is quite expensive and both Mr. Arnold and Mr. Hawkins recommended that if we use the heat applied version, it should only be done in the spring of the year. It will continue to be reviewed.



**Nancy Shobe** – Nancy Shobe asked questions about the WV Dickens Christmas Festival and Faire, specifically about the parade and nativity scene that is to be located on Main Street. She is concerned that the proper permissions must be secured for any street closure and that the event seems to be expanding beyond the original Event Request that was presented and approved. Mayor Skinner will schedule meeting with the organizers to make sure all is in proper order.

**Pam Bucklew** - Mrs. Bucklew was absent.

**Jack Reger** – Mr. Reger was absent.

**Recorder Sanders** – Recorder Sanders had nothing further.

**Amby Jenkins** – Amby Jenkins had nothing further.

**Jerry Arnold** – Jerry Arnold had nothing further.

**Brad Hawkins** – Brad Hawkins had nothing further.

**Mayor Skinner** – Mayor Skinner has nothing further.

**I. Adjournment**

**Motion to adjourn at 8:53 AM was made by Shobe/Waldo. Motion carried.**

**Mayor Robert N. Skinner III**

\_\_\_\_\_

**City Recorder Randall H. Sanders**

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