

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

A regular meeting of the Buckhannon City Council was held on Thursday, December 07, 2023, at 7:00 p.m., in the Council Chambers of City Hall. The following individuals were in attendance (GTM – GoToMeeting):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Council Member	Pam Bucklew	Present
Council Member	David McCauley	Present
Council Member	Jack Reger	Present
Council Member	CJ Rylands	Present
Council Member	David Thomas	Present
Assistant Recorder & Director of Finance	Amberle Jenkins	Present
City Attorney	Tom O'Neill	Present
Buckhannon Fire Department	Chief JB Kimble	Present
Director of Public Works	Jerry Arnold	Present
Channel 3	Dennis Cortes	Present
MyBuckhannon.com	Katie Kuba	Present
Record Delta	Noah Jeffries	Present

Guests: Dr. Coty Martin, Brayton Boggs, Eri Hayes, Abigail Hannon, Katherine Wilkerson, Kelsey Allen, Caitlynn Sherman, Ruth Haynes, Molly Clever, Emma Witt, Lori Fisher, Stephanie Arguello, Jack Gutekunst, and Meredith Cottrell, all from WVWC; Xavier Scott; Elissa Linger; Jody Light; Jerry Henderson; Denise Weaver; Carla McCoy, Anthony McDaniels, Sara Aylestock, Upshur County Schools; Jason Campbell – GTM; Tabatha Perry - GTM.

City Council of Buckhannon – 7:00 pm in Council Chambers  
Meeting Agenda for Thursday, December 07, 2023

A. To conduct a public hearing regarding the proposed adoption on second and final reading of the following entitled Ordinance relating to the temporary financing of the design, acquisition, construction, and equipping of improvements and additions to the City of Buckhannon’s Stockert Youth and Community Center: AN ORDINANCE AUTHORIZING AND APPROVING THE TEMPORARY FINANCING OF THE COSTS OF THE DESIGN, ACQUISITION, CONSTRUCTION, AND EQUIPPING OF IMPROVEMENTS AND ADDITIONS TO THE CITY OF BUCKHANNON’S STOCKERT YOUTH AND COMMUNITY CENTER; AUTHORIZING THE CONVEYANCE OF REAL PROPERTY, FIXTURES AND PERSONAL PROPERTY AND APPURTENANCES TO THE CITY OF BUCKHANNON BUILDING COMMISSION, FOR THE PURPOSE OF FACILITATING THE DESIGN, ACQUISITION, CONSTRUCTION AND EQUIPPING OF IMPROVEMENTS AND ADDITIONS TO THE CITY OF BUCKHANNON’S STOCKERT YOUTH AND COMMUNITY CENTER; THE LEASING OF SUCH PROPERTY AND ALL PROJECT IMPROVEMENTS AND APPURTENANCES THERETO BY THE CITY OF BUCKHANNON FROM THE CITY OF BUCKHANNON BUILDING COMMISSION; THE SALE AND ISSUANCE BY THE CITY OF BUCKHANNON BUILDING COMMISSION OF ITS BOND ANTICIPATION NOTES, SERIES 2024 IN AN AMOUNT NOT TO EXCEED \$5,000,000 PRINCIAL AMOUNT, ISSUED IN ONE OR MORE SERIES TO PROVIDE TEMPORARY FINANCING FOR THE IMPROVEMENTS TO STOCKERT YOUTH AND COMMUNITY CENTER; AUTHORIZING THE EXECUTION AND DELIVERY OF AN AGREEMENT AND LEASE AND OTHER INSTRUMENTS AND AUTHORIZING AND APPROVING OTHER DOCUMENTS AND MATTERS RELATING TO THE TERMS AND SECURITY OF SUCH SERIES 2024 NOTES; AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH.

- B. Call to Order
  - B.1 Moment of Silence
  - B.2 Pledge to the Flag of the United States of America

- C. Recognized Guests
  - C.1 Steptoe & Johnson PLLC Attorneys At Law
  - C.2 West Virginia Wesleyan College Student Senate Meredith Cottrell: Greetings & Campus News
  - C.3 West Virginia Wesleyan College Student Brayton Boggs: “What to do with the Cats” Presentation
  - C.4 Upshur County School Counselors: “Services Provided in the Schools for the Students” Presentation
  - C.5 Jason Campbell, JCFilms Studio Inc.

- D. Department & Board Reports
  - D.1 Public Works Director - Jerry Arnold
  - D.2 Finance Director - Amberle Jenkins
  - D.3 Fire Chief – JB Kimble
  - D.4 City Attorney - Tom O'Neill

**E. Correspondence & Information**

- E.1 Building Commission Notice of Public Hearing re: Bond Ordinance SYCC on Dec. 7, 2023 at 6PM
- E.2 City of Buckhannon Notice of Public Hearing re: Bond Ordinance SYCC on December 7, 2023 at 7PM
- E.3 FOIA Request - SmartProcure re: PO/Vendor Information
- E.4 Advertisement for Bids Gateway West Phase II Street Light Pole Assemblies & Globes

**F. Consent Agenda**

- F.1 Approval of Minutes - Regular Meeting 11/02/23, 11/16/23
- F.2 Approval of Building and Wiring Permits
- F.3 Approval of Payment of the Bills

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

- G.1 Consideration of adoption on second and final reading following a public hearing of Ordinance No. 465 relating to the temporary financing of the design, acquisition, construction, and equipping of Buckhannon's Stockert Youth and Community Center improvements and additions to the City of
- G.2 Call for Election on May 14, 2024
- G.3 Approval 2024 COB Holiday Closing Schedule
- G.4 Discussion Proposed Ordinance No. 466 To Vacate Certain Alleys pursuant to WVWC Property Exchange (Ord #463)
- G.5 Approval Modification to Clarify COB Employee Handbook "Return to Work" Section
- G.6 Approval Letter of Request from UCBOE for assistance in the Demolition Project at 21 E Victoria St
- G.7 Recommendation from the Revenue Review Committee regarding the funding request from JCFilms

**H. Comments and Announcements**

- H.1 Pamela Bucklew
- H.2 David McCauley
- H.3 Jack Reger
- H.4 David Thomas
- H.5 CJ Rylands
- H.6 Randall Sanders

**I. Mayor's Comments and Announcements**

**J. Adjournment**

**Posted 12/04/2023 REVISED 12/05/2023**

**A. To conduct a public hearing regarding the proposed adoption on second and final reading of the following entitled Ordinance relating to the temporary financing of the design, acquisition, construction, and equipping of improvements and additions to the City of Buckhannon's Stockert Youth and Community Center:** AN ORDINANCE AUTHORIZING AND APPROVING THE TEMPORARY FINANCING OF THE COSTS OF THE DESIGN, ACQUISITION, CONSTRUCTION, AND EQUIPPING OF IMPROVEMENTS AND ADDITIONS TO THE CITY OF BUCKHANNON'S STOCKERT YOUTH AND COMMUNITY CENTER; AUTHORIZING THE CONVEYANCE OF REAL PROPERTY, FIXTURES AND PERSONAL PROPERTY AND APPURTENANCES TO THE CITY OF BUCKHANNON BUILDING COMMISSION, FOR THE PURPOSE OF FACILITATING THE DESIGN, ACQUISITION, CONSTRUCTION AND EQUIPPING OF IMPROVEMENTS AND ADDITIONS TO THE CITY OF BUCKHANNON'S STOCKERT YOUTH AND COMMUNITY CENTER; THE LEASING OF SUCH PROPERTY AND ALL PROJECT IMPROVEMENTS AND APPURTENANCES THERETO BY THE CITY OF BUCKHANNON FROM THE CITY OF BUCKHANNON BUILDING COMMISSION; THE SALE AND ISSUANCE BY THE CITY OF BUCKHANNON BUILDING COMMISSION OF ITS BOND ANTICIPATION NOTES, SERIES 2024 IN AN AMOUNT NOT TO EXCEED \$5,000,000 PRINCIAL AMOUNT, ISSUED IN ONE OR MORE SERIES TO PROVIDE TEMPORARY FINANCING FOR THE IMPROVEMENTS TO STOCKERT YOUTH AND COMMUNITY CENTER; AUTHORIZING THE EXECUTION AND DELIVERY OF AN AGREEMENT AND LEASE AND OTHER INSTRUMENTS AND AUTHORIZING AND APPROVING OTHER DOCUMENTS AND MATTERS RELATING TO THE TERMS AND SECURITY OF SUCH SERIES 2024 NOTES; AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH.

Mayor Skinner called the public hearing to order and presented the purpose of the public hearing (see above). He invited all those present, either in-person or attending GoToMeeting, who wished to be heard on the matter to speak and no persons asked to be recognized. He then called for a motion to close the public hearing.

**Motion to close the public hearing regarding Ordinance No. 465 relating to the temporary financing of the design, acquisition, construction, and equipping of improvements and additions to the City of Buckhannon's Stockert Youth and Community Center was made by Thomas/McCauley. Motion carried.**

**B. Call to Order:** The December 07, 2023 regular meeting of the Buckhannon City Council was called to order by Mayor Skinner, followed by a moment of silence and pledge to the flag.

**C. Recognized Guests:**

**C.2 West Virginia Wesleyan College Student Senate Meredith Cottrell: Greetings & Campus News** - Mayor Skinner recognized Ms. Cottrell who provided the following report:

- The WVWC students just wrapped up their fall semester classes. Today (December 7, 2023) was reading day and finals begin on Friday, December 8th. Finals will conclude on Tuesday, December 12th and residence halls will close at 7:00 PM. The students will have one month off.
- The basketball teams will be staying for part of the break; please check our website for games over break as we would love to have your support!
- A few international students will remain on campus over break as well
- Our Masters of Fine Arts residency program will take place December 29, 2023 - January 9, 2024 and we will have a few students living on campus and there will be several opportunities to for the public to attend student and professional readings. Watch our website for dates.
- We are excited to announce that Wesleyan will be hosting the Governor's School of the Arts for the next three summers, affording us the opportunity to host West Virginia's brightest rising high school juniors in the disciplines of art, graphic design, vocal and instrumental music, dance and creative writing. We look forward to partnering with several venues in Buckhannon, especially the Colonial Arts Center!
  - On Giving Tuesday, Wesleyan students packaged 250 holiday treat bags for Headstart students.
  - A group of students helped Buck Edwards do a roof repair on a home a few weekends ago.
  - Three students helped take down the Walk of Valor banners with Create Buckhannon.
  - Steve Wyckoff held a Narcan Training on campus and 19 students completed the training.
  - Wesleyan student athletes assisted in moving all the books from the storage unit to Holy Rosary in advance of the annual Literacy Volunteers book sale.
- Spring Semester begins on January 15th. We will welcome returning, new and transfer students that day along with our Martin Luther King Jr Day celebration that evening at 5:00 PM.

Ms. Cottrell closed with "On behalf of the students at Wesleyan, we would like to wish you a safe and happy holiday season".

**C.1 Steptoe & Johnson PLLC Attorneys At Law** - Mayor Skinner recognized Tom Aman who provided an update of the work going on regarding the Stockert Youth and Community Center expansion program and the necessary financing applications. Mayor Skinner also asked for a motion to bring *G.1 Consideration of adoption on second and final reading following a public hearing of Ordinance No. 465 relating to the temporary financing of the design, acquisition, construction, and equipping of improvements and additions to the City of Buckhannon's Stockert Youth and Community Center* to the table for discussion and/or vote.

**Motion to bring *G.1 Consideration of adoption on second and final reading following a public hearing of Ordinance No. 465 relating to the temporary financing of the design, acquisition, construction, and equipping of improvements and additions to the City of Buckhannon's Stockert Youth and Community Center* was made by McCauley/Bucklew. Motion carried.**

**G.1 Consideration of adoption on second and final reading following a public hearing of Ordinance No. 465 relating to the temporary financing of the design, acquisition, construction, and equipping of improvements and additions to the City of Buckhannon's Stockert Youth and Community Center** - Mayor Skinner asked Mr. Aman to present and explain Ordinance 465 to Council, which he did including the required reading of the ordinance by caption.

**Motion to approve the adoption of, on the second and final reading and following a public hearing on the same, Ordinance No. 465 relating to the temporary financing of the design, acquisition, construction, and equipping of improvements and additions to the City of Buckhannon's Stockert Youth and Community Center was made by McCauley/Sanders. Motion carried.**

**ORDINANCE NO. 465 OF**  
**THE CITY OF BUCKHANNON**

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**AN ORDINANCE AUTHORIZING AND APPROVING THE TEMPORARY FINANCING OF THE COSTS OF THE DESIGN, ACQUISITION, CONSTRUCTION, AND EQUIPPING OF IMPROVEMENTS AND ADDITIONS TO THE CITY OF BUCKHANNON'S STOCKERT YOUTH AND COMMUNITY CENTER; AUTHORIZING THE CONVEYANCE OF REAL PROPERTY, FIXTURES AND PERSONAL PROPERTY AND APPURTENANCES TO THE CITY OF BUCKHANNON BUILDING COMMISSION, FOR THE PURPOSE OF FACILITATING THE DESIGN, ACQUISITION, CONSTRUCTION AND EQUIPPING OF IMPROVEMENTS AND ADDITIONS TO THE CITY OF BUCKHANNON'S STOCKERT YOUTH AND COMMUNITY CENTER; THE LEASING OF SUCH PROPERTY AND ALL PROJECT IMPROVEMENTS AND APPURTENANCES THERETO BY THE CITY OF BUCKHANNON FROM THE CITY OF BUCKHANNON BUILDING COMMISSION; THE SALE AND ISSUANCE BY THE CITY OF BUCKHANNON BUILDING COMMISSION OF ITS BOND ANTICIPATION NOTES, SERIES 2024 IN AN AMOUNT NOT TO EXCEED \$5,000,000 PRINCIAL AMOUNT, ISSUED IN ONE OR MORE SERIES TO PROVIDE TEMPORARY FINANCING FOR THE IMPROVEMENTS TO STOCKERT YOUTH AND COMMUNITY CENTER; AUTHORIZING THE EXECUTION AND DELIVERY OF AN AGREEMENT AND LEASE AND OTHER INSTRUMENTS AND AUTHORIZING AND APPROVING OTHER DOCUMENTS AND MATTERS RELATING TO THE TERMS AND SECURITY OF SUCH SERIES 2024 NOTES; AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH.**

**WHEREAS**, The City of Buckhannon (the "City") has, pursuant to an ordinance enacted August 2, 1984, created and established the City of Buckhannon Building Commission (the "Issuer"), a public corporation and municipal building commission of the State of West Virginia, pursuant to the authority granted to it in Chapter 8, Article 33, of the West Virginia Code of 1931, as amended (the "Act");

**WHEREAS**, the Issuer, under the Act, has plenary power and authority to contract and be contracted with, acquire, purchase, own and hold any property, real or personal, and acquire, construct, equip, maintain and operate public buildings, structures, projects and appurtenant facilities of any type or types for which the City is permitted by law to expend public funds, sell, encumber or dispose of any property, real or personal, and lease its property or any part thereof, for public purposes to such persons and upon such terms as the Issuer deems proper;

**WHEREAS**, the City is empowered and authorized by Chapter 8, Article 16, of the West Virginia Code of 1931, as amended, to construct, reconstruct, establish, acquire, improve, renovate, extend, enlarge, increase, own, equip, repair, maintain and operate any municipal public works (including public recreation centers), together with all appurtenances necessary, appropriate, useful, convenient or incidental for or to the maintenance and operation of such works;

**WHEREAS**, the City desires to convey unto the Issuer pursuant to such deed or deeds, bills of sale or other instruments of transfer as may be necessary and appropriate under the circumstances (collectively, the "Conveyance Documents"), the real property located in the vicinity of 79 East Main Street, Buckhannon, Upshur County, West Virginia, together with all improvements and appurtenances thereto which constitutes the current site of the Stockert Youth and Community Center and surrounds, which real property shall be more particularly described in **EXHIBIT A – REAL ESTATE DESCRIPTION**, attached to the hereinafter described Lease and made a part hereof (the "Property");

**WHEREAS**, the City desires to design, acquire, construct and equip improvements and additions to the City's Stockert Youth and Community Center, including, repairs, renovations or improvements to the existing Community Center, together with all appurtenant facilities (the "Facilities") in connection therewith (the "Project");

**WHEREAS**, the Issuer, under the Act, has plenary power and authority to issue negotiable bonds, notes, debentures or other evidences of indebtedness and provide for the rights of the holders thereof, incur any proper indebtedness and issue any obligations and give any security therefor which it may deem necessary or advisable in connection with exercising powers as provided in the Act;

**WHEREAS**, the Issuer desires, pursuant to its Ordinance enacted in connection therewith (the "Issuer Ordinance") to issue its Bond Anticipation Notes, Series 2024, in one or more series, in an aggregate principal amount not to exceed \$5,000,000 (the "Series 2024 Notes") to (i) temporarily finance the costs of the Project, (ii) pay any costs necessary to acquire the Property or any other property rights necessary in connection with the Project; (iii) pay costs of issuance of the Series 2024 Notes and related costs, (iv) fund a reserve account, if any, for the Series 2024 Notes, and (v) pay capitalized interest, if any, on the Series 2024 Notes;

**WHEREAS**, the purchaser of the Series 2024 Notes (the "Purchaser"), the terms, conditions and provisions of the Series 2024 Notes and the forms of certain documents to be executed and delivered in connection with the issuance and sale of the Series 2024 Notes shall be approved by the Issuer pursuant to a resolution of the Issuer which is supplemental to the Issuer Resolution (the "Issuer Supplemental Resolution");



**WHEREAS**, the City desires to lease the Facilities from the Issuer pursuant to an Agreement and Lease (the “Lease”) to be dated on or prior to the Closing Date (as hereinafter defined), by and between the Issuer, as lessor, and the City, as lessee;

**WHEREAS**, the Issuer, pursuant to the Issuer Ordinance, has appointed the City to undertake the design, acquisition, construction and equipping of the Project and for the purpose of requisitioning and applying the proceeds of the Series 2024 Notes to the payment of the costs of the Project and the costs of issuance of such Series 2024 Notes and related costs, for and on behalf of the Issuer as herein described, and the City desires to authorize such actions on its part pursuant to this Ordinance; and

**WHEREAS**, the City desires to take all steps necessary to authorize the conveyance of the Property, its undertaking of the design, acquisition, construction and equipping of the Project for and on behalf of the Issuer, its requisitioning of the Series 2024 Note proceeds and application thereof to the payment of the costs of the Project, its leasing of the Facilities from the Issuer pursuant to the terms of the Lease and to permit the Issuer to promptly proceed with the issuance of the Series 2024 Notes;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF BUCKHANNON, AS FOLLOWS:**

**Section 1.** Pursuant to the Act, this Ordinance is adopted and enacted and it is hereby found and determined that, to accomplish the purposes of the Act and the findings set forth in the preambles hereof, the following is hereby authorized and approved: (i) the conveyance of the Property by the City to the Issuer pursuant to the Conveyance Documents, if applicable; (ii) the design, acquisition, construction and equipping of the Project by the City for and on behalf of the Issuer including but not limited to engaging such architects and other professionals, undertaking such public bidding processes, providing notice of award and notice to proceed to such construction contractors, entering into such construction contracts, purchase agreements and other documents as may be necessary in connection with same and performing under such agreements and requisitioning the proceeds of the Series 2024 Notes for the purpose of paying costs of the Project and the costs of issuance of the Series 2024 Notes, (iii) the leasing of the Facilities by the City from the Issuer pursuant to the terms of the Lease and the payment of such lease rentals and other payments by the City which are provided for pursuant to the Lease, and (iv) the issuance and delivery of the Series 2024 Notes by the Issuer in the aggregate principal amount of not to exceed \$5,000,000 for the purpose of temporarily financing costs of the design, acquisition, construction and equipping, including repair, renovation or improvement to the Project including the acquisition of any property necessary for the construction of the Project, the payment of costs of issuance of the Series 2024 Notes and related costs, the funding of a reserve account, if any, for the Series 2024 Notes and the payment of capitalized interest, if any, on the Series 2024 Notes, are hereby authorized, approved, ratified and confirmed. The Series 2024 Notes shall be issued in accordance with, and shall have the terms provided in, the Issuer Ordinance authorizing the issuance of the Series 2024 Notes, which Issuer Ordinance is hereby approved.

**Section 2.** The City hereby agrees to undertake all actions necessary for the design, acquisition, construction and equipping of the Project and to requisition and apply the proceeds of the Series 2024 Notes to the payment of the costs of the Project, the costs of issuance of the Series 2024 Notes and related costs, and to execute all construction contracts, requisitions, certificates or other documents necessary in connection therewith, and to give any and all authorizations as may be necessitated thereby. The City hereby authorizes and approves the payment of costs of the Project which may be incurred prior to the issuance of the Series 2024 Notes from its General Fund and the reimbursement of such fund from the proceeds of the Series 2024 Notes following their execution and delivery.

**Section 3.** The Lease, by and between the Issuer, as lessor, and the City, as lessee, pursuant to which the City will lease the Facilities from the Issuer and will agree to pay as Lease Rentals (but only from the sources set forth therein), amounts sufficient to pay the principal of and interest on the Series 2024 Notes and any other amounts payable thereunder, shall be substantially in the form as shall be approved pursuant to a resolution of the City which is supplemental to this Ordinance (the “City Supplemental Resolution”), with such changes, variations, insertions and omissions as may be approved by the City. The Mayor of the City is hereby authorized to execute, acknowledge, as necessary, and deliver the Lease and the Recorder is hereby authorized and directed to affix the seal of the City thereto and to attest the seal. The execution of the Lease by the Mayor shall be conclusive evidence of any approval required by this Section.

**Section 4.** The Lease Assignment (the “Assignment”), by the Issuer to the Purchaser, pursuant to which the Issuer shall assign certain of its rights under the Lease and rentals thereunder, to be dated or effective as of the Closing Date, shall be substantially in the form as shall be approved pursuant to the City Supplemental Resolution, with such changes, variations, insertions and omissions as may be approved by the Issuer and the City. The execution of the Assignment by the Chairman of the Issuer shall be conclusive evidence of any such approval.

**Section 5.** The Credit Line Deed of Trust, Fixture Filing and Security Agreement (the “Deed of Trust”) by the Issuer to the trustees named therein, pursuant to which the Issuer shall convey the Facilities to the trustees named therein, in trust, for the benefit and security of the Purchaser in the repayment of the Series 2023 Notes, shall be substantially in the form as shall be approved pursuant to the City Supplemental Resolution, with such changes, variations, insertions and omissions as may be approved by the Issuer and the City. The execution of the Deed of Trust by the Chairman of the Issuer shall be conclusive evidence of any such approval.

**Section 6.** The Series 2023 Notes substantially in the form approved pursuant to the Issuer Ordinance, shall be and the same are hereby approved in all respects, with such changes, variations, insertions and omissions as may be approved by the City and the Issuer. Such approval shall constitute the approval of the issuance of the Series 2024 Notes by an “applicable elected official” to the extent such approval may be required by any State or federal

law. The execution of the Series 2024 Notes by the Chairman of the Issuer shall be conclusive evidence of any such approval.

**Section 7.** The City hereby approves the sale of the Series 2024 Notes to the Purchaser which shall be designated by the Issuer Supplemental Resolution. The price of the Series 2024 Notes shall be 100% of par value, there being no interest accrued thereon. The Series 2024 Notes shall be dated the date of delivery thereof (the “Closing Date”).

**Section 8.** All covenants, stipulations, obligations and agreements of the City contained herein and contained in the Lease and all other instruments and documents relating thereto shall be deemed to be the special and limited covenants, stipulations, obligations and agreements of the City to the full extent permitted by law, and such covenants, stipulations, obligations and agreements shall be binding upon the City and its successors from time to time and upon any board or body to which any powers or duties, affecting such covenants, stipulations, obligations and agreements, shall be transferred by or in accordance with law. Except as otherwise provided herein, all rights, powers and privileges conferred and duties and liabilities imposed upon the City or the officials thereof by the provisions hereof and by the Lease and all other instruments and documents relating thereto shall be exercised or performed by the City or by such officers, board or body as may be required or permitted by law to exercise such powers and to perform such duties.

No covenant, stipulation, obligation or agreement herein contained or contained in the Lease and all other instruments and documents relating thereto shall be deemed to be a covenant, stipulation, obligation or agreement of any officer, agent or employee of the City in his or her individual capacity and neither the City nor any officer or employee thereof shall be liable personally on the Lease or the Series 2024 Notes or be subject to any personal liability or accountability by reason of the issuance thereof.

**Section 9.** The City hereby ratifies all actions necessary to authorize and approve the design, acquisition, construction and equipping of the Project by the City.

**Section 10.** The firm of Steptoe & Johnson PLLC, Bridgeport, West Virginia, is hereby designated as bond counsel in connection with the issuance of the Series 2024 Notes and the Mayor is hereby authorized to execute and deliver such engagement letters as may be necessary to retain such firm for these services.

**Section 11.** The execution, delivery and due performance of the Lease are hereby in all respects approved, authorized, ratified and confirmed, including, without limitation, all acts heretofore taken in connection with the design, acquisition, construction and equipping of the Project; the issuance of the Series 2024 Notes and the leasing of the Facilities, and it is hereby ordered that the Mayor, the Recorder, the council members and other employees and officers of the City execute and deliver such other documents, certificates, agreements and instruments and take such other action as may be required or desirable to carry out the purposes of this Ordinance, the Series 2024 Notes and the aforesaid documents, certificates, agreements and instruments.

**Section 12.** All ordinances, orders, resolutions or parts thereof in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby repealed.

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**Section 13.** This Ordinance shall take effect immediately following the public hearing hereon and enactment on third and final reading.

First Reading: November 2, 2023

Second Reading and: December 7, 2023  
Enactment following Public  
Hearing

THE CITY OF BUCKHANNON

By:  
Its Mayor

*CERTIFICATION*

The undersigned, being the duly qualified, elected and acting Recorder of the City of Buckhannon do hereby certify that the foregoing Ordinance was duly adopted and enacted by the council of The City of Buckhannon at regular meetings duly held, pursuant to proper notice thereof, on November 2, 2023 and December 7, 2023, quorums being present and acting throughout, and which Ordinance has not been repealed, rescinded, modified, amended or revoked and is a true, correct and complete copy thereof as witness my hand and the seal of The City of Buckhannon this 12/7, 2023.

By:  
Recorder

**C.3 West Virginia Wesleyan College Student Brayton Boggs: “What to do with the Cats” Presentation** – Mayor Skinner recognized Dr. Coty Martin of WVWC to provide an overview of the West Virginia Wesleyan College: “What to do with the Cats” Presentation. Dr. Martin explained that he teaches both Science and Public Service at WVWC and this semester the Honors Only students of the Public Service Course were assigned the task of how to deal with the feral cats problem in Buckhannon. For the entire semester, the students researched the issue by exploring the specific local problems, current laws/ordinances, hosting various speakers with knowledge of the subject, and researching other communities (around the world) with similar problems. Dr. Martin then recognized Brayton Boggs, Jack Gutekunst, Emma Witt, Eri Hayes, Abigail Hannon, Katherine Wilkerson, Kelsey Allen, Caitlynn Sherman, Ruth Haynes, Molly Clever, Lori Fisher, and Stephanie Arguello, who all participated in presenting and explaining the following PowerPoint presentation regarding feral cats in the Buckhannon area.



Buckhannon Cat  
Policy

By: Martin's Public Service Class



# Enforcing Current Laws/Ordinances

Ordinance No. 300 Article XV

“ARTICLE XV - FEEDING OF UNDOMESTICATED OR STRAY ANIMALS”

This ordinance currently exists and shall remain in order to keep our community safe and stop the expansion of animals congregating at large. It is important that we enforce this ordinance so others don't follow in the footsteps.

IF ORDINANCE IS NOT FOLLOWED:

1st offense: WARNING/CITATION

2nd offense: FINE

3rd offense: LARGER FINE

4th offense: JAIL TIME

## Ordinances and Laws- Registration and Enforcement

Ordinance No. 300 - Article XI

“ARTICLE XI - OPTIONAL REGISTRATION OF CATS UNDER MUNICIPAL ORDINANCE”

We propose that instead of it being optional to register cats, the city of Buckhannon makes it mandatory to register all cats under state law.

- Enforcement of Ordinance- Registration of a cat gives consequences to those that abandon cats and allow law enforcement to fine those that are involved. This allows Police to track those abandoning cats and make citizens think twice as their name is attached to the crime.

## City Cooperation And Following The Ordinance

Ordinance No. 300 Article XIX- “City Cooperation With State And/Or County Authorities Respecting The Trapping, Capturing, Keeping, Placing For Adoption, Euthanizing, Relocating And/Or Disposing of Dogs and Cats Running At Large, Undomesticated, Wild or Stray Animals.”

- This part of the Ordinance says that the city would cooperate with other authorities in the event that animals are running at large.
- Section 4 of the ordinance says that when animals are running at large the owners will try to be identified and if they can't the animal should be euthanized. A further deterrence for dumping cats into colonies.

# Why Trap, Neuter, Vaccinate, and Release      How to Implement TNVR

- A stressed female cat can have up to three litters per year
- Feral cats typically live in colonies from six to twenty cats
- Removing only part of the colony creates larger issues of repopulation and other colonies moving into the previous colony's territory
- To stop cat fighting, reproduction, and the smell of a colony the best solution is
  - Trap
  - Spay/neuter
  - Release the cats back to the location

- Pet Door Rescue
  - Local nonprofit
  - Traps cats and works with the local shelter/veterinarians to get cats spayed, neutered, and satisfy other medical needs
  - Released back into the initial colony location
- Animal Outreach Project
  - Local nonprofit
  - Operates out of Upshur and Lewis County
  - Offers spay, neuter, and rehoming assistance
  - Provides free ear tipping and a rabies vaccination
  - Received the Doris Day Foundation Grant
- WWSNP- West Virginia Spay and Neuter Assistance Program
  - Grant program
  - Helps local nonprofit organizations and humane societies
  - Assist in spay and neuters coupled with a rabies vaccine

# Benefits to TNVR

- Ends breeding cycles
- Stabilization in the population
- Reduce and eventually eliminate
  - Cat colonies over time
  - Roaming
  - Spraying/marking by males cats
  - Nuisance behaviors
- Helps stop the spread of infectious disease
- Spayed/neutered cats are less stressed and healthier
- Spayed/neutered cats are more peaceful with humans and other animals

# Veteran therapy program

- PTSD is extremely prevalent in veterans
  - PTSD is considered an anxiety disorder
- Companion animals help alleviate stress
  - Cat ownership is associated with lower levels of depressive symptoms
  - Cats can help people cope with loneliness and isolation
- Therapy cat initiative at local VA hospital
  - Animal-Assisted Therapy allows animals to develop positive human relationships
    - Effective treatment for depression

# Prison Program

- Program
  - Meowmate & Muttmate at Allendale Correctional Institution
- Benefits / Goal
  - The primary goal of the program is to hopefully help cats become more adoptable
  - Beneficial to the inmates as well
- Similar Programs in WV
  - Paws4people

## Adoption Program - Barn Cats

- Cater to cats unable to be rehomed regularly
- Benefits local agriculture through natural pest control
- Pre Existing programs such as Meow Cat Rescue in Charleston, WV
- Requires compliance to continue offering consistent cat care after adoption
- Possible demand in over 20,000 farms totaled in WV in 2021

## Barn-Business-Garage Program

- Partnership to Relocate Feral Cats
- Trap, examine, and contact BBG owners
- Animal Shelter “Applications,” Guidelines, & Incentives
- Concerns & Benefits
  - Finding participants
  - Multidimensional, “Killing two birds with one stone”
- Grow Outside of Upshur County

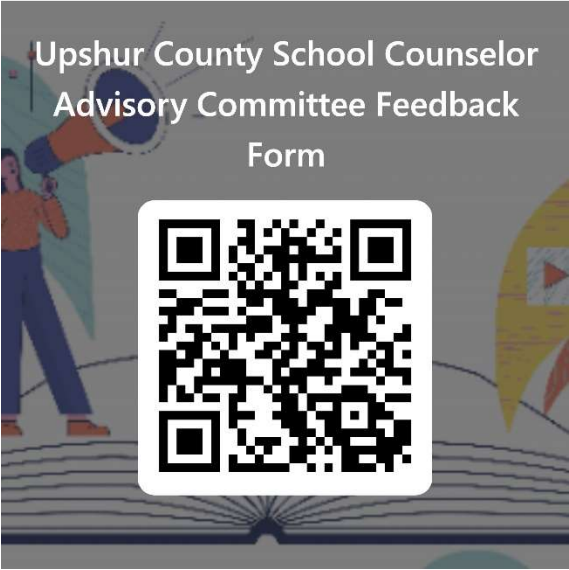
Thank you for your time! Happy Holidays!

Following the presentation, a Q&A took place with a discussion on the proposed solutions and then questions and comments from the Council and guests, including Elissa Linger, a member of the Animal Care & Control Commission.

Mayor Skinner announced a brief recess for all attendees. After a few minutes, Mayor Skinner continued with the evening’s agenda.

**C.4 Upshur County School Counselors: “Services Provided in the Schools for the Students” Presentation** - Mayor Skinner recognized Sara Aylestock, Carla McCoy, and Anthony McDaniels, all representatives of the Upshur County School system, who provided a “Services provided in the Schools for the Students” presentation to Council. Following the presentation a Q&A took place and

Ms. Aylestock invited Council members and attendees to participate by providing feedback to the Counselors using the form provided or the QR code that was also provided.



**Upshur County Schools School Counselors 2023-2024**

Buckhannon-Academy Elementary	Kirsten Coit-Fetty & Patricia Loudin
Hodgesville Elementary	Effie McCauley
Tennerton Elementary	Suzanne Bohman
Union and Washington District Elementary	Ashley Woody
French Creek and Rock Cave Elementary	Jordan Hedrick
B-U Middle School	Emily Crabtree, Jordan Hedrick, & Tanya Zickefoose
B-U High School	Carla McCoy, Sara Aylestock, & Rebecca McDaniels

**WV School Counselor Evaluation Standards**

- Standard 1: Program Planning, Design and Management**  
The professional school counselor collaboratively plans, manages, and designs the comprehensive, developmental school counseling program. The program addresses academic, social/emotional, and career aspects.
- Standard 2: Program Delivery**  
The professional school counselor facilitates delivery of the West Virginia Comprehensive Developmental School Counseling Program for all students.
- Standard 3: Data-Driven Accountability and Program Evaluation**  
The professional school counselor examines school, student, and program data to annually evaluate school counseling program results and to assure program completeness.
- Standard 4: Leadership and Advocacy**  
The professional school counselor assumes a leadership role in advocating for student and program success.
- Standard 5: Professional Growth and Responsibilities**  
The professional school counselor is responsible for improving skills and knowledge and advancing his/her practice and the school counseling profession.

**Elementary Level (PreK-5<sup>th</sup> Grade)**

- Individual and group counseling to meet individual student needs based on self-referrals, staff referrals, parent referrals.
- Crisis intervention
- Collaboration with teachers and administration while conducting functional behavior assessments and developing behavior plans.
- **PAX** - teaches self-regulation involving “kernels” that teachers use that culminate in playing the Good Behavior Game and winning quickly implemented (a minute or 2) fun activities called Granny Wacky Prizes.
- **Second Step Curriculum** - explicitly teaches social and emotional skills, like problem solving and empathy.
- **Second Step Bullying Curriculum**- teaches the difference between bullying and conflict and teaches kids what to do if they see bullying or are being bullied.
- **Second Step Body Safety Curriculum**- teaches kids about general safety and body safety, including setting personal boundaries, identifying when boundaries are crossed, identifying safe adults to talk to, and using assertiveness skills to keep themselves safe.
- **Red Ribbon Week** – All grade levels promote healthy, drug-free living during this week and beyond.



- **Career Exploration**- Done differently at each school; most create a career day with different stations about a variety of careers/jobs. Talking about job skills like organization, time management, and communication. Guest speakers are welcome.
- **Human Growth and Development**- Puberty discussion with fifth grade classes preparing students for the changes their bodies will go through. It's a chance to teach respect for bodies and healthy care of bodies - our own, and everyone else's.
- **College Week**- at the elementary level, it's our chance to expose our students to the possibilities of college and share enthusiasm about education. We do fun activities like design a college or play a Kahoot about college information. Some schools do college visits with students.

## **Middle School (Grades 6-8)**

### **A Data-Driven Comprehensive School Counseling Program**

- Student needs assessment (for in-person and remote) conducted in September.
- 115 students identified for McKinney Vento services.
- Approximately 100 students receive weekly BUMS Food Pantry deliveries.
- Completion of WV's required suicide prevention lesson in the first semester with each student completing a suicide risk assessment.

### **Response to COVID-19**

- Student Success Standards driven Advisory Lessons; Twice weekly during 1<sup>st</sup> semester, once weekly during 2<sup>nd</sup> semester to allow for extra ICU time.
- Weekly update posts on Schoology related to wellness and good mental health hygiene.
- Staff Wellness Newsletters
- Microsoft Teams and phone calls for individual counseling and family assistance.
- Ongoing in-person counseling services, even during remote learning.
- Home visits and helping families connect with teachers and community resources.

### **Working with At-Risk Students**

- 100 at-risk students and their families received a special Holiday gift consisting of ham, potatoes, fruits, vegetables, as well as a backpack, hat, gloves, and scarf.
- Counselors initiate in-campus "Handle with Care" notices when needed.
- Counselors have earned school safety and crisis intervention certifications under the National Association of School Psychologist's PREPaRE Program.
- Counselors actively collaborate with other Upshur County school's mental health professionals to provide county-wide counseling services to students.
- Counselors maintain active caseloads as SAT leaders, with several of our students referred for Academic testing/assessment.

### **Spring Endeavors**

- 8<sup>th</sup> grade preparations and transition activities: Career exploration, PEP Plans, and visit to Fred Eberle.
- 5<sup>th</sup> grade students transition into middle school is in planning stages.
- Virtual Field Trips – Grant award for 7<sup>th</sup> grade to FSU and Pierpont Technical College.
- 7<sup>th</sup> and 8<sup>th</sup> grade students are currently applying for scholarship placements at the Governor's STEM Institute and Youth Leadership Academy.

## **High School (Grades 9-12)**

- Individual and group counseling to meet individual student needs based on self-referrals, staff referrals, parent referrals, along with crisis intervention as needed.
- Monitor student grades and track student credits towards graduation (1,100+ students)
- Build student schedules
- Collaboration with Upshur County School Virtual program director
- Transcribe grades
- Send transcripts as requested via Parchment
- Enrollment of new students and requesting records from previous school
- Withdrawing former students and sending educational records to new school
- Manage dual credit enrollments with Pierpont Community and Technical College and order books needed.
- Assist FETC with applications and interviews
- NCAA Clearinghouse maintenance
- Organize college visit opportunities through field trips and in-house visits to B-UHS
- College Exploration Week
- Organize job awareness through in-house visits to B-UHS/career fair
- ACT and SAT information and test sign-up (fee waivers)
- Organize and host Financial Aid/FAFSA events
- Disseminating information regarding Senior events and deadlines (Promise, FAFSA, scholarships, etc.)
- Recommendations for student college applications and scholarships
- Common Application and college application assistance
- Maintain all scholarships for senior students at B-UHS and online
- Organize and host Senior Awards Ceremony

- Assist with securing caps and gowns for all seniors and take part in the graduation ceremony in May
- Collaborate with Trumpz to identify students for Angel Tree
- Red Ribbon Week (October)
- Suicide Prevention lessons and follow-up
- Issuing of Handle with Care notices
- Maintain the Comfort Closet
- Attend IEP, SAT, 504, dropout meetings
- Collaboration with SOS program and Options program
- TABE testing of student to identify Options candidates
- Summer School

Without objection, Mayor Skinner moved *G.7 Recommendation from the Revenue Review Committee regarding the funding request from JCFilms* to the table for discussion and/or vote.

**C.5 Jason Campbell, JCFilms Studio Inc** - Mayor Skinner recognized guest Jason Campbell of JCFilms who was attending by GoToMeeting. Prior to Mr. Campbell addressing Council, the Mayor provided some information including the fact that JCFilms has filmed a few projects in Buckhannon including the popular Hank's Christmas Wish that was recently premiered at a red-carpet event at WVWC and is available on several streaming services. They plan to begin shooting Hank's Christmas Wish 2 this coming week in Buckhannon. The Revenue Review Committee has met and has a recommendation regarding the funding request, but first, Mayor Skinner introduced Jason Campbell to address Council. Mr. Campbell provided background on the company, JCFilms, and its commitment to producing Christian based films while also showing West Virginia in a positive light. He noted that they love working in Buckhannon using the beauty of the City as a backdrop for some of their productions featuring actor Dean Cain. The request for financial support is to help offset some of the production costs noting that JCFilms is a 501c3 organization. Mayor Skinner announced that the Revenue Review Committee has recommended that the City provides financial support in the amount of \$2,500 to the JCFilms for the filming of Hank's Christmas Wish 2. A Q&A followed.

The Revenue Review Committee met 12/5/23 at 9 am. The following committee members were in attendance: Robert Skinner, Randall Sanders, David Thomas, Jack Reger, Amberle Jenkins and Barbara Hinkle. The purpose of the committee meeting was to consider the request from JC Films for funding assistance to produce a second movie in Buckhannon as a sequel to the movie that was filmed last year in Buckhannon.

The request asked for \$5,000 to \$10,000. After some discussion the committee saw that the first film showcased Buckhannon, WV visually in many scenes in a positive manner. The committee considered this to a promotional video for the area and recommended a contribution of \$2500 to City Council for this organization.

**G.7 Recommendation from the Revenue Review Committee regarding the funding request from JCFilms** – Mayor Skinner presented this agenda item to City Council and asked if there was a motion to approve:

**Motion that we accept the recommendation from the Revenue Review Committee regarding the funding request from JCFilms in the amount of \$2,500 was made by Bucklew/McCauley. Motion carried.**

Mayor Skinner closed the public comment part of the agenda at 8:40 PM.

## **D. Department & Board Reports**

**D.1 Public Works Director- Jerry Arnold** - Mayor Skinner recognized Mr. Arnold and thanked him, and the entire Street Department, for the beautiful Christmas Decorations noting the amount of hours that were put in to accomplish the desired look of both downtown and Jawbone Park. Mr. Arnold noted that other than the decorations work, and the completed demolition of the garage on Florida Street next to the SYCC grounds, he had nothing new to report.

A brief Q&A took place.

**D.2 Finance Director - Amberle Jenkins** – Mayor Skinner recognized Amberle Jenkins who provided the following reports:

Amby report 12-5-23

Balances November, 2023

General Fund mm checking	\$876,755.	CD \$86,550
Historic Landmark savings	\$3,030	
Stockert Youth Center Capitol Campaign	\$443,775 + 12,000 pledge =	\$455,775
Coal Tax	\$43,109	
Municipal Stabilization Fund	\$921,635	
Flood Control Acct	\$78,319	
Consolidated Public Works Board	\$143,428	Cem CD \$235,333
Sales Tax	\$1,758,586	
American Rescue Plan Acct	\$838,319	

Audit for the City of Buckhannon financials was completed for year ending 6/30/22 last week. Received the report, but have not had a chance to review and distribute it.

SYCC Month of November:

- Basketball and practices about 60 sign-ups
- Continued After School and tutoring
- Started pickle ball in Dec on Tuesday's and Thursday's
- Cheer practice week of Thanksgiving – 25 attendees
- Will get actual number spreadsheet next month for activities.

The Public Service Commission has issued their report on inflation index calculation for garbage collection services. This information was distributed to all waste service haulers in West Virginia. The rate increase that the Waste Collection Department can pass on to the customers is 6.94%. The Waste Collection Board approved the increase for the waste collection service bill. A notice will be sent to all waste collection customers and the increase will take effect on Feb 1<sup>st</sup>.

12-06-2023 02:30 PM	CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: NOVEMBER 30TH, 2023					PAGE: 6
001-GENERAL FUND	% OF YEAR COMPLETED: 41.67					
REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TAXES						
001-301-000-01 AD VALOREM TAXES	926,730	9,086.49	582,414.51	0.00	344,315.49	62.85
001-301-000-02 PRIOR YEAR TAXES	25,000	7,597.57	36,078.05	0.00 (	11,078.05)	144.31
001-303-000-00 GAS & OIL SEVERANCE TAX	10,000	0.00	53,012.56	0.00 (	43,012.56)	530.13
001-304-000-00 2% UTILITY TAX	235,000	17,184.47	90,599.21	0.00	144,400.79	38.55
001-305-000-00 B & O TAX	1,400,000	95,037.67	741,651.04	0.00	658,348.96	52.98
001-305-000-01 B&O CONTRACTORS	120,000	6,339.62	148,427.03	0.00 (	28,427.03)	123.69
001-306-000-00 LIQUOR TAX	75,000	0.00	41,394.67	0.00	33,605.33	55.19
001-307-000-00 ANIMAL CONTROL TAXES	1,100	64.80	747.90	0.00	352.10	67.99
001-308-000-00 HOTEL MOTEL TAX	120,000	19,652.52	80,818.13	0.00	39,181.87	67.35
001-310-000-00 Auditor Taxes Accrued	0	0.00	0.00	0.00	0.00	0.00
TOTAL TAXES	2,912,830	154,963.14	1,775,143.10	0.00	1,137,686.90	60.94
FINES AND FEES						
001-320-000-00 COURT COSTS, FEES & CHARG	11,000	1,373.00	4,220.00	0.00	6,780.00	38.36
001-320-000-01 BASIC FEE (POLICE DEPT.)	0	0.00	200.00	0.00 (	200.00)	0.00
001-320-000-02 POLICE FEE -CITATION	4,000	540.00	1,800.00	0.00	2,200.00	45.00
001-320-000-03 POLICE/FINGERPRINT REVENUE	0	0.00	0.00	0.00	0.00	0.00
001-320-000-04 SUMMONS FEE FOR PARKING T	0	60.00	80.00	0.00 (	80.00)	0.00
001-321-000-00 LOT 5 (OLD D&L/CVB PROPER	0	0.00	0.00	0.00	0.00	0.00
TOTAL FINES AND FEES	15,000	1,973.00	6,300.00	0.00	8,700.00	42.00
LIC PERMITS & FRANCHISE						
001-325-000-00 CITY BUSINESS LICENSE	17,000	435.00	8,839.50	0.00	8,160.50	52.00
001-326-000-00 BUILDING PERMIT FEES	40,000	2,965.18	20,273.13	0.00	19,726.87	50.68
001-326-000-10 PROPERTY REGIST -VACANT	0	0.00	5,400.00	0.00 (	5,400.00)	0.00
001-328-000-00 FRANCHISE FEES	55,000	0.00	21,472.60	0.00	33,527.40	39.04
001-330-000-00 IRP TRUCK FEE	55,000	0.00	8,664.02	0.00	46,335.98	15.75
TOTAL LIC PERMITS & FRANCHISE	167,000	3,400.18	64,649.25	0.00	102,350.75	38.71
OTHER FEES						
001-340-000-00 DONATIONS THEATRE	20,000	3,726.38	11,899.38	0.00	8,100.62	59.50
001-340-345-00 CAC REV, CONCESSIONS, MERCH	5,000	117.00	1,080.75	0.00	3,919.25	21.62
001-340-345-01 CAC REVENUE RENTALS	5,000	95.00	95.00	0.00	4,905.00	1.90
001-340-345-02 CAC REVENUE TICKETS	2,000	650.00	1,095.00	0.00	905.00	54.75
001-340-345-03 CAC CLASSROOM REV	2,000	0.00	0.00	0.00	2,000.00	0.00
001-341-000-00 PSC MUNICIPAL SURCHARGE	0	0.00	0.00	0.00	0.00	0.00
001-341-000-01 PSC MUN SURCHARGE OLD ACC	0	0.00	0.00	0.00	0.00	0.00
001-345-000-00 RENTS	30,000	0.00	0.00	0.00	30,000.00	0.00
TOTAL OTHER FEES	64,000	4,588.38	14,170.13	0.00	49,829.87	22.14
HEALTH AND SAFETY						
001-351-000-00 POLICE PROTECTION FEES	75,000	6,142.89	30,707.81	0.00	44,292.19	40.94
001-352-000-00 FIRE PROTECTION FEES	152,000	12,522.13	62,616.86	0.00	89,383.14	41.20
TOTAL HEALTH AND SAFETY	227,000	18,665.02	93,324.67	0.00	133,675.33	41.11



001-GENERAL FUND

% OF YEAR COMPLETED: 41.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OUTSIDE DISTRICTS						
001-358-000-00 EVENT CENTER REVENUE	1,015	4,759.14	6,424.73	0.00	( 5,409.73)	632.98
TOTAL OUTSIDE DISTRICTS	1,015	4,759.14	6,424.73	0.00	( 5,409.73)	632.98
CHARGES FOR SERVICES						
001-362-000-00 SYC CONTRIB. UCC AND BOE	45,000	0.00	0.00	0.00	45,000.00	0.00
001-362-000-01 SYC UTILITY REVENUE	2,500	169.00	845.00	0.00	1,655.00	33.80
001-362-000-02 SYC CAMP BUCANNEER FEES	18,200	1,340.00	31,045.50	0.00	( 12,845.50)	170.58
001-362-000-03 SYC DRILL TEAM FEES	0	0.00	482.00	0.00	( 482.00)	0.00
001-362-000-04 SYC BASKETBALL FEES	18,000	4,915.00	13,175.00	0.00	4,825.00	73.19
001-362-000-05 SYC ROOM RENTAL FEES	6,000	225.00	1,965.00	0.00	4,035.00	32.75
001-362-000-06 SYC ART/DRAMA FEES	0	0.00	0.00	0.00	0.00	0.00
001-362-000-07 SYC AFTER SCHOOL FEES	35,000	19,457.00	87,902.95	0.00	( 52,902.95)	251.15
001-362-000-08 SYC DRINK/SNACK MACHINE	0	0.00	0.00	0.00	0.00	0.00
001-362-000-09 SYC DONATIONS	2,000	300.00	1,100.00	0.00	900.00	55.00
001-362-000-10 SYC KARATE FEES	1,000	220.00	1,210.00	0.00	( 210.00)	121.00
001-362-000-11 RED RIBBON WEEK	0	0.00	0.00	0.00	0.00	0.00
001-362-000-12 SYC GIRLS GO GOLFING	0	0.00	0.00	0.00	0.00	0.00
001-362-000-13 UCARE/SYC	0	0.00	0.00	0.00	0.00	0.00
001-362-000-14 SYC BINGO FUND RAISER	0	0.00	0.00	0.00	0.00	0.00
001-362-000-15 SYC CHILDRENS FESTIVAL DO	0	0.00	0.00	0.00	0.00	0.00
001-362-000-16 SYC TEEN DANCES	0	0.00	0.00	0.00	0.00	0.00
001-362-000-17 ZUMBA REVENUE	2,000	100.00	535.00	0.00	1,465.00	26.75
001-362-000-18 YOGA FITNESS CLASS REVENU	0	0.00	0.00	0.00	0.00	0.00
001-362-000-19 GUITAR LESSONS REVENUE	0	0.00	0.00	0.00	0.00	0.00
001-362-000-20 SYC MISC ACTV REVENUE 1TI	0	15.00	968.00	0.00	( 968.00)	0.00
001-362-000-99 SYC BEQUEST	0	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES FOR SERVICES	129,700	26,741.00	139,228.45	0.00	( 9,528.45)	107.35
GRANTS						
001-365-000-00 POLICE DEPT.- RECOVERY GR	0	0.00	0.00	0.00	0.00	0.00
001-365-000-01 USDA GRANT-FARMERS MARKET	0	0.00	0.00	0.00	0.00	0.00
001-365-000-02 LWCF GRANT/ NB PARK	0	0.00	0.00	0.00	0.00	0.00
001-365-000-35 FEMA GRANT #2 GENERATOR	30,823	0.00	31,273.64	0.00	( 450.64)	101.46
001-365-000-36 FEMA GRANT #1 GENERATOR	543,523	0.00	320,250.12	0.00	223,272.88	58.92
001-366-000-00 POLICE DEPT. - GRANTS	0	0.00	0.00	0.00	0.00	0.00
001-366-000-01 SYCC FAMILIES LEAD CHNG G	0	0.00	0.00	0.00	0.00	0.00
001-366-000-02 RIVER WALK TRAIL GRANT	0	0.00	18,946.75	0.00	( 18,946.75)	0.00
001-366-000-04 SAFE WAYS TO SCHOOL GRANT	0	0.00	0.00	0.00	0.00	0.00
001-366-000-05 HISTORIC LAND MARK GRANT	0	0.00	0.00	0.00	0.00	0.00
001-366-000-06 STREET DEPT. GRANTS	0	0.00	0.00	0.00	0.00	0.00
001-366-000-07 POLICE HMLAND GRANT TRAIN	0	0.00	0.00	0.00	0.00	0.00
001-366-000-08 NEA GRANT(WAMSB)	10,000	0.00	0.00	0.00	10,000.00	0.00
001-366-000-09 VOLUNTEER COORDINATOR GRA	0	0.00	0.00	0.00	0.00	0.00
001-366-000-10 Reclassify grant/donation	0	0.00	0.00	0.00	0.00	0.00
001-366-000-11 Reclassify grant/donation	0	0.00	0.00	0.00	0.00	0.00
001-366-000-12 GATEWAY WEST GRANT REV	16,000	0.00	66,459.66	0.00	( 50,459.66)	415.37
001-366-000-13 LAND WATR CONS GRT (LWCF) F	0	0.00	0.00	0.00	0.00	0.00
001-366-000-14 CULTURE ARTS GRNT (THEATR	0	0.00	0.00	0.00	0.00	0.00

001-GENERAL FUND

% OF YEAR COMPLETED: 41.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
001-366-000-15 REAP-CLEAN UP GRANT	0	0.00	23,520.00	0.00	( 23,520.00)	0.00
001-366-000-16 CULTURE ARTS GRNT(ADA THE	0	0.00	0.00	0.00	0.00	0.00
001-366-000-99 FIRE TRUCK GRANT/LOAN	0	0.00	0.00	0.00	0.00	0.00
001-368-000-01 CONTRIBUTION VOL. FIRE DE	0	0.00	0.00	0.00	0.00	0.00
001-368-000-02 2010 BOND ISSUE	0	0.00	0.00	0.00	0.00	0.00
001-368-000-03 CONTRIBUTIONS BOE-PRO OFF	0	0.00	0.00	0.00	0.00	0.00
001-368-000-04 SANITARY REPAY LOAN	0	0.00	0.00	0.00	0.00	0.00
001-368-000-05 CONTRIBUTION TO CAC PROGR	0	0.00	0.00	0.00	0.00	0.00
TOTAL GRANTS	600,346	0.00	460,450.17	0.00	139,895.83	76.70
INTRAFUND CONTR/CHARGES						
001-369-000-00 CONTRIBUTION FUNDS-BRUSHY	0	0.00	0.00	0.00	0.00	0.00
001-369-000-01 CONTRIBUTION FRM MUN STAB	0	0.00	0.00	0.00	0.00	0.00
001-369-000-02 CONTRIB FROM SALESTAX FU	2,162,955	0.00	500,000.00	0.00	1,662,955.00	23.12
001-370-000-00 LATE CHARGES - GEN FUND	200	64.34	303.35	0.00	( 103.35)	151.68
TOTAL INTRAFUND CONTR/CHARGES	2,163,155	64.34	500,303.35	0.00	1,662,851.65	23.13
OTHER REVENUE						
001-376-000-00 GAMING TAX INCOME	10,000	845.19	4,495.59	0.00	5,504.41	44.96
001-377-000-00 RECRD CAPITAL TRNS FRM CS	0	0.00	0.00	0.00	0.00	0.00
001-379-000-00 GAIN/LOSS SALE OF FIXED A	0	0.00	0.00	0.00	0.00	0.00
001-380-000-00 GENERAL FUND INTEREST	400	0.00	41.92	0.00	358.08	10.48
001-381-000-00 STREET DEPT. BILLING/PCAR	4,000	0.00	0.00	0.00	4,000.00	0.00
001-382-000-00 REBATES-REFUNDS PCARD	3,500	0.00	1,859.57	0.00	1,640.43	53.13
001-394-000-00 POLICE FORFEITURE CONFISC	0	0.00	1,041.00	0.00	( 1,041.00)	0.00
001-397-000-00 VIDEO LOTTERY	20,000	0.00	5,615.42	0.00	14,384.58	28.08
001-399-000-00 MISCELLANEOUS REVENUE	30,000	445.38	22,807.31	0.00	7,192.69	76.02
001-399-000-01 CAT TAG REGISTRATION	0	0.00	0.00	0.00	0.00	0.00
001-399-000-02 HISTORIC LANDMARKS REV	0	0.00	0.00	0.00	0.00	0.00
001-399-000-05 EVENT/FIREWORK REVENUE	9,000	0.00	0.00	0.00	9,000.00	0.00
TOTAL OTHER REVENUE	76,900	1,290.57	35,860.81	0.00	41,039.19	46.63
TOTAL REVENUE	6,356,946	216,444.77	3,095,854.66	0.00	3,261,091.34	48.70

001-GENERAL FUND

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
ECONOMIC DEVELOPMENT =====						
CONTRIBUTIONS						
001-402-567-00 ECONOMIC DEVELOPMENT	40,000	0.00	20,000.00	0.00	20,000.00	50.00
TOTAL CONTRIBUTIONS	40,000	0.00	20,000.00	0.00	20,000.00	50.00
TOTAL ECONOMIC DEVELOPMENT	40,000	0.00	20,000.00	0.00	20,000.00	50.00
MAYOR'S OFFICE =====						
SALARIES & BENEFITS						
001-409-101-00 MAYOR'S ELECTED SALARY	3,000	250.00	1,250.00	0.00	1,750.00	41.67
001-409-103-00 MAYOR'S ASSISTANT SALARY	31,305	2,098.00	11,222.87	0.00	20,082.13	35.85
001-409-104-00 MAYOR'S F.I.C.A.	2,625	177.85	945.32	0.00	1,679.68	36.01
001-409-105-00 MAYOR'S INSURANCE	23,600	1,876.42	12,434.26	0.00	11,165.74	52.69
001-409-106-00 MAYOR'S RETIREMENT	2,820	159.96	865.74	0.00	1,954.26	30.70
001-409-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	63,350	4,562.23	26,718.19	0.00	36,631.81	42.18
CONTRACTUAL SERVICES						
001-409-211-00 MAYOR'S TELEPHONE	3,000	247.51	789.08	0.00	2,210.92	26.30
001-409-214-00 MAYOR'S TRAVEL	1,000	0.00	309.32	0.00	690.68	30.93
001-409-218-00 MAYOR'S POSTAGE	10,000	1,094.31	5,602.86	0.00	4,397.14	56.03
001-409-220-00 MAYOR'S LEGAL PUBLICATION	2,700	0.00	2,102.25	0.00	597.75	77.86
001-409-222-00 MAYOR'S DUES	3,600	0.00	1,866.96	0.00	1,733.04	51.86
001-409-223-00 PROFESSIONAL SERVICES	6,000	0.00	6,537.50	0.00	537.50)	108.96
001-409-223-01 PROFESSIONAL (surveys)	0	0.00	0.00	0.00	0.00	0.00
001-409-226-00 MAYOR'S INSURANCE & BONDS	1,500	3.41	19.94	0.00	1,480.06	1.33
TOTAL CONTRACTUAL SERVICES	27,800	1,345.23	17,227.91	0.00	10,572.09	61.97
COMMODITIES						
001-409-341-00 MAYOR'S SUPPLIES & MATERI	51,300	5,216.30	27,576.08	0.00	23,723.92	53.75
001-409-341-05 EVENT/FIREWORK EXPENSE	58,000	0.00	12,000.00	0.00	46,000.00	20.69
001-409-341-06 VOLUNTEER COORDINATOR EXP	0	0.00	0.00	0.00	0.00	0.00
001-409-341-07 NEA GRANT EXPENSE	20,000	0.00	19,975.34	0.00	24.66	99.88
TOTAL COMMODITIES	129,300	5,216.30	59,551.42	0.00	69,748.58	46.06
CAPITAL OUTLAY						
001-409-457-00 MAYOR'S CAPITAL OUTLAY MI	0	0.00	0.00	0.00	0.00	0.00
001-409-458-00 MAYOR'S REPAY SANITARY/WA	0	0.00	0.00	0.00	0.00	0.00
001-409-458-01 TRANSFER TO SANITARY FUND	0	0.00	0.00	0.00	0.00	0.00
001-409-460-00 SANITARY BD (BRUSHY FOR)L	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00

001-GENERAL FUND

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS						
001-409-568-00 CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
NON-OPERATING EXPENSES						
001-409-670-00 PROG BNK NOTE PAYABLE INT	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL MAYOR'S OFFICE	220,450	11,123.76	103,497.52	0.00	116,952.48	46.95
COUNCIL =====						
SALARIES & BENEFITS						
001-410-101-00 COUNCIL'S ELECTED SALARIE	12,000	1,000.00	5,000.00	0.00	7,000.00	41.67
001-410-103-00 CAT CONTROL SALARY	1,000	0.00	0.00	0.00	1,000.00	0.00
001-410-104-00 COUNCIL'S F.I.C.A.	1,000	76.50	382.50	0.00	617.50	38.25
001-410-106-00 COUNCIL'S RETIREMENT	225	18.00	90.00	0.00	135.00	40.00
TOTAL SALARIES & BENEFITS	14,225	1,094.50	5,472.50	0.00	8,752.50	38.47
CONTRACTUAL SERVICES						
001-410-211-00 CLOSE CAP OUTLAY EXP	0	0.00	0.00	0.00	0.00	0.00
001-410-214-00 COUNCIL TRAVEL	0	0.00	0.00	0.00	0.00	0.00
001-410-223-00 PROFESSIONAL (LEGAL)	15,000	1,250.00	7,500.00	0.00	7,500.00	50.00
001-410-226-00 COUNCIL INSURANCE (PROPER	11,000	391.08	3,897.46	0.00	7,102.54	35.43
TOTAL CONTRACTUAL SERVICES	26,000	1,641.08	11,397.46	0.00	14,602.54	43.84
COMMODITIES						
001-410-341-00 CLOSE CAP OUTLAY EXP	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	0	0.00	0.00	0.00	0.00	0.00
CAPITAL OUTLAY						
001-410-450-01 THEATRE BUILDING	0	0.00	0.00	0.00	0.00	0.00
001-410-450-02 THEATRE CAP**DONOTUSE**	0	0.00	0.00	0.00	0.00	0.00
001-410-450-03 THEATRE GRNT **DONOTUSE**	0	0.00	0.00	0.00	0.00	0.00
001-410-457-00 CAP PUBLIC SAFETY COMP RE	0	0.00	0.00	0.00	0.00	0.00
001-410-459-00 COUNCIL CAPITAL OUTLAY	0	0.00	0.00	0.00	0.00	0.00
001-410-459-01 PROPERTY PURCHASE 48EMAIN	0	0.00	0.00	0.00	0.00	0.00
001-410-459-02 PROPERTY PURCHASE MADISON	0	0.00	0.00	0.00	0.00	0.00
001-410-460-00 CAT CONTROL EXPENSE	2,000	180.00	1,360.00	0.00	640.00	68.00
TOTAL CAPITAL OUTLAY	2,000	180.00	1,360.00	0.00	640.00	68.00
CONTRIBUTIONS						
001-410-568-00 CONTRIBUTIONS(facade)	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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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
NON-OPERATING EXPENSES						
001-410-999-00 Reclassify SanNote Ord 36	0	0.00	0.00	0.00	0.00	0.00
001-410-999-50 RecordCapPavCostPdByCoalT	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL COUNCIL	42,225	2,915.58	18,229.96	0.00	23,995.04	43.17
RECORDER						
=====						
SALARIES & BENEFITS						
001-411-101-00 RECORDER'S ELECTED SALARY	6,000	500.00	2,500.00	0.00	3,500.00	41.67
001-411-104-00 RECORDER'S F.I.C.A.	460	38.25	191.25	0.00	268.75	41.58
001-411-106-00 RECORDER'S RETIREMENT	540	17.29	86.45	0.00	453.55	16.01
TOTAL SALARIES & BENEFITS	7,000	555.54	2,777.70	0.00	4,222.30	39.68
CONTRACTUAL SERVICES						
001-411-214-00 RECORDER TRAVEL	600	0.00	0.00	0.00	600.00	0.00
001-411-222-00 RECORDER DUES	50	0.00	35.00	0.00	15.00	70.00
001-411-226-00 INSURANCE/COMPENSATION/bo	1,000	3.41	192.26	0.00	807.74	19.23
TOTAL CONTRACTUAL SERVICES	1,650	3.41	227.26	0.00	1,422.74	13.77
TOTAL RECORDER	8,650	558.95	3,004.96	0.00	5,645.04	34.74
TREASURER						
=====						
SALARIES & BENEFITS						
001-413-101-00 TREASURER'S SALARY	9,091	626.36	3,445.01	0.00	5,645.99	37.89
001-413-103-00 TREASURER'S ASSISTANT SAL	0	0.00	0.00	0.00	0.00	0.00
001-413-104-00 TREASURER'S F.I.C.A.	696	47.92	263.56	0.00	432.44	37.87
001-413-105-00 TREASURER'S GROUP INSURAN	2,953	5.23	76.15	0.00	2,876.85	2.58
001-413-106-00 TREASURER'S RETIREMENT	820	56.38	310.09	0.00	509.91	37.82
001-413-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	13,560	735.89	4,094.81	0.00	9,465.19	30.20
CONTRACTUAL SERVICES						
001-413-214-00 TREASURER'S TRAVEL	0	0.00	0.00	0.00	0.00	0.00
001-413-224-00 AUDIT	6,500	0.00	812.50	0.00	5,687.50	12.50
001-413-226-00 TREASURER'S INSURANCE & B	500	3.41	17.88	0.00	482.12	3.58
TOTAL CONTRACTUAL SERVICES	7,000	3.41	830.38	0.00	6,169.62	11.86
TOTAL TREASURER	20,560	739.30	4,925.19	0.00	15,634.81	23.96

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% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COURT						
=====						
SALARIES & BENEFITS						
001-416-103-00 POLICE JUDGE SALARY	7,500	625.00	3,125.00	0.00	4,375.00	41.67
001-416-104-00 POLICE JUDGE FICA	575	47.81	239.05	0.00	335.95	41.57
001-416-105-00 POLICE JUDGE INSURANCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	8,075	672.81	3,364.05	0.00	4,710.95	41.66
CONTRACTUAL SERVICES						
001-416-221-00 POLICE JUDGE TRAINING	300	240.00	240.00	0.00	60.00	80.00
001-416-226-00 POLICE JUDGE INS BONDS	300	6.00	59.95	0.00	240.05	19.98
TOTAL CONTRACTUAL SERVICES	600	246.00	299.95	0.00	300.05	49.99
TOTAL COURT	8,675	918.81	3,664.00	0.00	5,011.00	42.24
CITY ATTORNEY						
=====						
SALARIES & BENEFITS						
001-417-101-00 CITY ATTORNEY	0	0.00	0.00	0.00	0.00	0.00
001-417-103-00 CITY ATTORNEY (ASSISTANT)	0	0.00	0.00	0.00	0.00	0.00
001-417-104-00 CITY ATTORNEY FICA	0	0.00	0.00	0.00	0.00	0.00
001-417-105-00 CITY ATTORNEY INSURANCE	0	29.48	29.48	0.00 (	29.48)	0.00
001-417-106-00 CITY ATTORNEY RETIREMENT	0	0.00	0.00	0.00	0.00	0.00
001-417-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	29.48	29.48	0.00 (	29.48)	0.00
CONTRACTUAL SERVICES						
001-417-221-00 CITY ATTORNEY TRAINING	0	0.00	0.00	0.00	0.00	0.00
001-417-222-00 CITY ATTORNEY DUES	0	0.00	0.00	0.00	0.00	0.00
001-417-226-00 CITY ATTORNEY INS UNEMPL	0	0.00	3.40	0.00 (	3.40)	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	3.40	0.00 (	3.40)	0.00
TOTAL CITY ATTORNEY	0	29.48	32.88	0.00 (	32.88)	0.00
CITY ENGINEER						
=====						
SALARIES & BENEFITS						
001-420-103-00 CITY ENGINEER SALARY	21,409	1,646.60	9,056.30	0.00	12,352.70	42.30
001-420-104-00 CITY ENGINEER FICA TAX	1,640	127.12	699.16	0.00	940.84	42.63
001-420-106-00 CITY ENGINEER RETIREMENT	1,930	148.20	815.10	0.00	1,114.90	42.23
TOTAL SALARIES & BENEFITS	24,979	1,921.92	10,570.56	0.00	14,408.44	42.32



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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>CONTRACTUAL SERVICES</u>						
001-420-221-00 ENGINEER TRAINING	500	180.00	180.00	0.00	320.00	36.00
001-420-223-00 CITY ARCHITECT	0	0.00	0.00	0.00	0.00	0.00
001-420-223-01 ENGINEERING SERVICES (POT	232,000	51,675.00	105,422.85	0.00	126,577.15	45.44
001-420-226-00 CITY ENGINEER INS & BONDS	600	24.20	166.41	0.00	433.59	27.74
TOTAL CONTRACTUAL SERVICES	233,100	51,879.20	105,769.26	0.00	127,330.74	45.38
TOTAL CITY ENGINEER	258,079	53,801.12	116,339.82	0.00	141,739.18	45.08
<u>REGIONAL DUES</u>						
=====						
<u>CONTRACTUAL SERVICES</u>						
001-435-222-00 REGIONAL DUES	5,964	0.00	5,964.00	0.00	0.00	100.00
TOTAL CONTRACTUAL SERVICES	5,964	0.00	5,964.00	0.00	0.00	100.00
TOTAL REGIONAL DUES	5,964	0.00	5,964.00	0.00	0.00	100.00
<u>HOUSING</u>						
=====						
<u>COMMODITIES</u>						
001-436-341-99 CLEAN UP ASSISTANCE EXP	5,000	0.00	74.73	0.00	4,925.27	1.49
001-436-354-00 HOUSING ENFORCEMENT	30,000	0.00	24,985.66	0.00	5,014.34	83.29
TOTAL COMMODITIES	35,000	0.00	25,060.39	0.00	9,939.61	71.60
TOTAL HOUSING	35,000	0.00	25,060.39	0.00	9,939.61	71.60
<u>ZONING</u>						
=====						
<u>SALARIES &amp; BENEFITS</u>						
001-437-103-00 ZONING SALARY	39,000	3,000.00	16,500.00	0.00	22,500.00	42.31
001-437-104-00 ZONING F.I.C.A.	2,990	229.50	1,262.25	0.00	1,727.75	42.22
001-437-105-00 ZONING HEALTH INS	5,678	510.47	3,137.39	0.00	2,540.61	55.26
001-437-106-00 ZONING RETIREMENT	3,510	270.00	1,485.00	0.00	2,025.00	42.31
001-437-109-00 COMPENSATED ABSENCE ZONIN	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	51,178	4,009.97	22,384.64	0.00	28,793.36	43.74
<u>CONTRACTUAL SERVICES</u>						
001-437-214-00 TRAVEL EXPENSE	1,700	0.00	539.73	0.00	1,160.27	31.75
001-437-221-00 ZONING TRAINING	1,000	0.00	0.00	0.00	1,000.00	0.00
001-437-226-00 ZONING INSURANCE & BONDS	1,750	59.90	360.77	0.00	1,389.23	20.62
TOTAL CONTRACTUAL SERVICES	4,450	59.90	900.50	0.00	3,549.50	20.24

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>COMMODITIES</u>						
001-437-341-00 ZONING SUPPLIES	1,500	0.00	1,137.86	0.00	362.14	75.86
TOTAL COMMODITIES	1,500	0.00	1,137.86	0.00	362.14	75.86
TOTAL ZONING	57,128	4,069.87	24,423.00	0.00	32,705.00	42.75
<u>ELECTION</u>						
=====						
<u>SALARIES &amp; BENEFITS</u>						
001-438-103-00 ELECTION SALARIES	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
<u>CONTRACTUAL SERVICES</u>						
001-438-230-00 ELECTION	9,500	0.00	0.00	0.00	9,500.00	0.00
TOTAL CONTRACTUAL SERVICES	9,500	0.00	0.00	0.00	9,500.00	0.00
TOTAL ELECTION	9,500	0.00	0.00	0.00	9,500.00	0.00
<u>DATA PROCESSING</u>						
=====						
<u>CONTRACTUAL SERVICES</u>						
001-439-230-00 DATA PROCESSING	30,000	639.62	17,657.24	0.00	12,342.76	58.86
TOTAL CONTRACTUAL SERVICES	30,000	639.62	17,657.24	0.00	12,342.76	58.86
<u>CAPITAL OUTLAY</u>						
001-439-459-00 DATA PROCESSING CAPITAL O	39,000	0.00	188.34	0.00	38,811.66	0.48
TOTAL CAPITAL OUTLAY	39,000	0.00	188.34	0.00	38,811.66	0.48
<u>NON-OPERATING EXPENSES</u>						
001-439-670-00 RDT SERVER ACCRD INT	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL DATA PROCESSING	69,000	639.62	17,845.58	0.00	51,154.42	25.86
<u>CITY HALL</u>						
=====						
<u>SALARIES &amp; BENEFITS</u>						
001-440-103-00 CITY HALL JANITOR SALARY	38,148	2,829.75	16,549.51	0.00	21,598.49	43.38
001-440-104-00 CITY HALL FICA	2,920	214.22	1,254.77	0.00	1,665.23	42.97
001-440-105-00 CITY HALL JANITOR INSURAN	1,953	5.23	76.15	0.00	1,876.85	3.90
001-440-106-00 GROUP RETIREMENT	3,435	254.68	1,489.47	0.00	1,945.53	43.36
001-440-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	46,456	3,303.88	19,369.90	0.00	27,086.10	41.70

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DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>CONTRACTUAL SERVICES</u>						
001-440-213-00 CITY HALL UTILITIES	19,000	1,371.77	7,984.23	0.00	11,015.77	42.02
001-440-216-00 CITY HALL MAINTENANCE & R	5,000	155.60	5,504.78	0.00	( 504.78)	110.10
001-440-226-00 CITY HALL INSURANCE & BON	1,500	73.09	423.09	0.00	1,076.91	28.21
TOTAL CONTRACTUAL SERVICES	25,500	1,600.46	13,912.10	0.00	11,587.90	54.56
<u>COMMODITIES</u>						
001-440-341-00 CITY HALL SUPPLIES	1,000	153.48	271.43	0.00	728.57	27.14
TOTAL COMMODITIES	1,000	153.48	271.43	0.00	728.57	27.14
<u>CAPITAL OUTLAY</u>						
001-440-459-00 CITY HALL CAPITAL	13,800	0.00	6,033.55	0.00	7,766.45	43.72
TOTAL CAPITAL OUTLAY	13,800	0.00	6,033.55	0.00	7,766.45	43.72
<u>CONTRIBUTIONS</u>						
001-440-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CITY HALL	86,756	5,057.82	39,586.98	0.00	47,169.02	45.63
MUN FINANCE CONTRIB						
=====						
<u>SALARIES &amp; BENEFITS</u>						
001-444-000-00 TRANSF TO MUN FINANC STAB	0	0.00	0.00	0.00	0.00	0.00
001-444-000-01 CONTRIBUTION TO FLOOD CON	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00
<u>CONTRIBUTIONS</u>						
001-444-566-00 CONTRIBUTION TO RAINY DAY	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL MUN FINANCE CONTRIB	0	0.00	0.00	0.00	0.00	0.00
BAD DEBT						
=====						
<u>NON-OPERATING EXPENSES</u>						
001-550-676-00 BAD DEBT EXPENSE	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT	0	0.00	0.00	0.00	0.00	0.00

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<u>CONTRACTUAL SERVICES</u>						
001-565-230-00 ELECTRICIAN - CONTRACTED	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL ELECTRICIAN - CONTRACTED	0	0.00	0.00	0.00	0.00	0.00
CONTINGENCY						
=====						
<u>CONTRIBUTIONS</u>						
001-699-568-00 CONTINGENCY COUNCIL DETER	22,043	0.00	0.00	0.00	22,043.00	0.00
TOTAL CONTRIBUTIONS	22,043	0.00	0.00	0.00	22,043.00	0.00
TOTAL CONTINGENCY	22,043	0.00	0.00	0.00	22,043.00	0.00
POLICE						
=====						
<u>SALARIES &amp; BENEFITS</u>						
001-700-000-00 AUDITOR OPEB	0	0.00	0.00	0.00	0.00	0.00
001-700-103-00 POLICE DEPT. SALARIES	957,788	73,274.02	399,388.79	0.00	558,399.21	41.70
001-700-103-25 POLICE DEPT PRO	0	0.00	0.00	0.00	0.00	0.00
001-700-104-00 POLICE DEPT. FICA TAX	73,270	5,564.96	30,384.31	0.00	42,885.69	41.47
001-700-105-00 POLICE DEPT. GROUP INSURA	117,000	9,353.90	63,211.44	0.00	53,788.56	54.03
001-700-106-00 POLICE DEPT. RETIREMENT	96,000	6,453.61	35,232.86	0.00	60,767.14	36.70
001-700-106-25 POLICE RET PRO	0	0.00	0.00	0.00	0.00	0.00
001-700-108-00 RECOVERY GRANT OVERTIME E	0	0.00	0.00	0.00	0.00	0.00
001-700-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	1,244,058	94,646.49	528,217.40	0.00	715,840.60	42.46
<u>CONTRACTUAL SERVICES</u>						
001-700-211-00 POLICE DEPT. TELEPHONES	12,350	1,298.59	4,113.08	0.00	8,236.92	33.30
001-700-213-00 POLICE DEPT UTILITIES	0	0.00	0.00	0.00	0.00	0.00
001-700-214-00 POLICE DEPT. TRAVEL EXPEN	3,000	0.00	0.00	0.00	3,000.00	0.00
001-700-221-00 POLICE DEPT. TRAINING	20,000	0.00	5,951.00	0.00	14,049.00	29.76
001-700-221-01 POLICE HMLAND GRANT TRAIN	0	0.00	0.00	0.00	0.00	0.00
001-700-225-00 POLICE DEPT. UNIFORM MAIN	0	0.00	0.00	0.00	0.00	0.00
001-700-226-00 POLICE DEPT. INSURANCE &	46,300	3,854.79	23,923.08	0.00	22,376.92	51.67
001-700-233-00 POLICE DEPT. CRIMINAL INV	2,000	0.00	0.00	0.00	2,000.00	0.00
TOTAL CONTRACTUAL SERVICES	83,650	5,153.38	33,987.16	0.00	49,662.84	40.63
<u>COMMODITIES</u>						
001-700-341-00 POLICE DEPT. MAT & SUPPLI	31,600	956.06	12,893.94	0.00	18,706.06	40.80
001-700-341-01 POLICE HMLAND GRANT RADIO	0	0.00	0.00	0.00	0.00	0.00
001-700-341-02 POLICE GRANT-(AUDIO SURVE	0	0.00	0.00	0.00	0.00	0.00
001-700-341-03 POLICE GRANTS	0	0.00	0.00	0.00	0.00	0.00
001-700-341-04 CVR-LET-RJ FEES EXPENSED	4,000	212.00	1,226.00	0.00	2,774.00	30.65

001-GENERAL FUND

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
001-700-341-05 POLICE VIPS EXPENSES	11,900	0.00	1,260.86	10,840.96	( 201.82)	101.70
001-700-341-06 POLICE FORFEITURE EXPENSE	0	0.00	0.00	0.00	0.00	0.00
001-700-343-00 POLICE DEPT. AUTO SUPPLIE	37,000	313.37	13,619.34	0.00	23,380.66	36.81
001-700-344-00 POLICE DEPT. FEEDING PRIS	0	0.00	0.00	0.00	0.00	0.00
001-700-345-00 POLICE DEPT. UNIFORMS	8,000	272.90	1,636.54	316.00	6,047.46	24.41
001-700-353-00 RECOVERY GRANT SOFT/HARDW	0	0.00	0.00	0.00	0.00	0.00
001-700-379-00 DISPOSAL/SALE ASSETS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	92,500	1,754.33	30,636.68	11,156.96	50,706.36	45.18
CAPITAL OUTLAY						
001-700-459-00 POLICE DEPT. NEW EQUIP.	216,456	8,096.64	85,541.89	80,311.78	50,602.33	76.62
TOTAL CAPITAL OUTLAY	216,456	8,096.64	85,541.89	80,311.78	50,602.33	76.62
CONTRIBUTIONS						
001-700-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
NON-OPERATING EXPENSES						
001-700-670-00 FORD NOTE PAYABLE INT EXP	0	0.00	0.00	0.00	0.00	0.00
001-700-670-01 LEASE PYMNT CRUISER RDT	0	0.00	0.00	0.00	0.00	0.00
001-700-670-02 RDT LEASE CRUISER EXP	0	0.00	0.00	0.00	0.00	0.00
001-700-670-03 NOTE PAYABLE INT POL CRUI	0	0.00	0.00	0.00	0.00	0.00
001-700-672-00 BOND PAYABLE INT EXP	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00

TOTAL POLICE 1,636,664 109,650.84 678,383.13 91,468.74 866,812.13 47.04

FIRE  
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SALARIES & BENEFITS						
001-706-103-00 FIRE DEPT. SALARIES	664,000	46,546.01	260,966.33	0.00	403,033.67	39.30
001-706-104-00 FIRE DEPT. FICA TAX	50,796	3,629.84	20,067.97	0.00	30,728.03	39.51
001-706-105-00 FIRE DEPT. GROUP INSURANC	80,000	6,449.98	44,832.69	0.00	35,167.31	56.04
001-706-106-00 FIRE DEPT. GROUP RETIREME	59,760	4,038.08	22,650.51	0.00	37,109.49	37.90
001-706-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	854,556	60,663.91	348,517.50	0.00	506,038.50	40.78
CONTRACTUAL SERVICES						
001-706-211-00 FIRE DEPT. TELEPHONES	2,500	290.06	1,530.89	0.00	969.11	61.24
001-706-213-00 FIRE DEPT. UTILITIES	0	0.00	0.00	0.00	0.00	0.00
001-706-214-00 FIRE DEPT. TRAVEL EXPENSE	4,500	0.00	673.40	0.00	3,826.60	14.96
001-706-216-00 FIRE DEPT. MAINTENANCE	12,000	0.00	1,097.83	0.00	10,902.17	9.15
001-706-221-00 FIRE DEPT. TRAINING	37,500	0.00	13,145.00	0.00	24,355.00	35.05
001-706-226-00 FIRE DEPT. INSURANCE & BO	60,000	1,845.03	18,012.28	0.00	41,987.72	30.02
TOTAL CONTRACTUAL SERVICES	116,500	2,135.09	34,459.40	0.00	82,040.60	29.58

001-GENERAL FUND

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
001-706-341-00 FIRE DEPT. MATERIAL & SUP	33,500	467.80	2,029.39	0.00	31,470.61	6.06
001-706-341-01 VOLUNTEER FIREFIGHTER EXP	15,000	0.00	0.00	9,773.28	5,226.72	65.16
001-706-343-00 FIRE DEPT. AUTO SUPPLIES	47,000	4,566.59	28,505.33	0.00	18,494.67	60.65
001-706-345-00 FIRE DEPT. UNIFORMS	5,000	924.98	2,215.90	0.00	2,784.10	44.32
001-706-348-00 FIRE DEPT HAZARDOUS MAT R	500	0.00	57.84	0.00	442.16	11.57
TOTAL COMMODITIES	101,000	5,959.37	32,808.46	9,773.28	58,418.26	42.16
CAPITAL OUTLAY						
001-706-459-00 FIRE DEPT. CAPITAL OUTLAY	148,805	9,403.24	50,517.76	0.00	98,287.24	33.95
001-706-461-00 *****NEW FIRE FACILIT	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	148,805	9,403.24	50,517.76	0.00	98,287.24	33.95
CONTRIBUTIONS						
001-706-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
NON-OPERATING EXPENSES						
001-706-670-00 FIRE TRK NOTE PAYABLE INT	0	0.00	0.00	0.00	0.00	0.00
001-706-672-00 BOND PAYABLE INT EXP	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00

TOTAL FIRE 1,220,861 78,161.61 466,303.12 9,773.28 744,784.60 39.00

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

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

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

TOTAL FLOOD CONTROL 0 0.00 0.00 0.00 0.00 0.00



001-GENERAL FUND

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRACTUAL SERVICES						
001-715-230-00 FIRE DEP CONTRACTED/HYDRA	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL FIRE - CONTRACTED	0	0.00	0.00	0.00	0.00	0.00
STREET						
=====						
SALARIES & BENEFITS						
001-750-000-00 AUDITOR OPEB	0	0.00	0.00	0.00	0.00	0.00
001-750-103-00 STREET DEPT. SALARIES	564,956	37,699.06	225,871.96	0.00	339,084.04	39.98
001-750-104-00 STREET DEPT. FICA TAX	43,220	2,879.54	17,259.98	0.00	25,960.02	39.94
001-750-105-00 STREET DEPT. GROUP INSURA	80,000	6,541.01	43,491.31	0.00	36,508.69	54.36
001-750-106-00 STREET DEPT. GROUP RETIRE	47,000	3,392.93	19,780.46	0.00	27,219.54	42.09
001-750-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	735,176	50,512.54	306,403.71	0.00	428,772.29	41.68
CONTRACTUAL SERVICES						
001-750-211-00 STREET DEPT. TELEPHONES	8,500	607.71	2,226.33	0.00	6,273.67	26.19
001-750-213-00 STREET DEPT. UTILITIES	20,000	1,732.07	7,633.15	0.00	12,366.85	38.17
001-750-215-00 CONTRIBUTION TO CPWB	200,000	0.00	50,000.00	0.00	150,000.00	25.00
001-750-226-00 STREET DEPT. INSURANCE &	50,000	2,832.12	18,577.02	0.00	31,422.98	37.15
TOTAL CONTRACTUAL SERVICES	278,500	5,171.90	78,436.50	0.00	200,063.50	28.16
COMMODITIES						
001-750-341-00 STREET DEPT. MAT & SUPPLI	121,600	7,014.74	48,619.70	0.00	72,980.30	39.98
001-750-343-00 STREET DEPT. AUTO SUPPLIE	50,000	1,647.68	20,882.32	0.00	29,117.68	41.76
001-750-345-00 STREET DEPT. UNIFORMS	6,800	360.22	1,837.22	0.00	4,962.78	27.02
001-750-379-00 DISPOSAL/SALE ASSETS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	178,400	9,022.64	71,339.24	0.00	107,060.76	39.99
CAPITAL OUTLAY						
001-750-458-00 WALK TRAIL	0	0.00	300.00	0.00	300.00)	0.00
001-750-458-01 SAFE WAYS TO SCHOOL GRANT	0	0.00	0.00	0.00	0.00	0.00
001-750-458-02 STORM SEWER PROJECTS	0	0.00	0.00	0.00	0.00	0.00
001-750-458-03 DOG PARK	0	0.00	0.00	0.00	0.00	0.00
001-750-458-04 CITY PARK PROJECTS	0	0.00	0.00	0.00	0.00	0.00
001-750-458-05 STREET DEPT PROJECTS	160,450	655.90	19,436.63	0.00	141,013.37	12.11
001-750-458-06 PROJECTS STREET DEPT MISC	0	0.00	0.00	0.00	0.00	0.00
001-750-458-07 LWCF/ NORTH BUCK. PARK	0	0.00	0.00	0.00	0.00	0.00
001-750-458-08 GATEWAY WEST GRANT EXPENS	20,000	0.00	25,052.03	0.00	5,052.03)	125.26
001-750-459-00 STREET DEPT. CAPITAL OUTL	139,200	8,943.29	73,126.55	0.00	66,073.45	52.53
001-750-459-22 PROPERTY PAYMENT MUDDLICK	117,300	9,774.80	48,874.00	0.00	68,426.00	41.67
001-750-459-99 STREET PV JE-RDT	0	0.00	0.00	0.00	0.00	0.00
001-750-461-00 STREET PAVING	100,000	0.00	1,679.49	0.00	98,320.51	1.68
TOTAL CAPITAL OUTLAY	536,950	19,373.99	168,468.70	0.00	368,481.30	31.38

001-GENERAL FUND

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS						
001-750-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
NON-OPERATING EXPENSES						
001-750-670-00 NOTE PAYABLE INT EXP	0	0.00	0.00	0.00	0.00	0.00
001-750-670-03 RDT LEASE RAM TRK	0	0.00	0.00	0.00	0.00	0.00
001-750-670-04 RDT RECORD LEASE PMNT RAM	0	0.00	0.00	0.00	0.00	0.00
001-750-670-05 NOTE PAYABLE INT EXP CONC	0	0.00	0.00	0.00	0.00	0.00
001-750-670-06 N/P INT EXP ENTERPRISE RA	0	0.00	0.00	0.00	0.00	0.00
001-750-672-00 N/P INT 2020 BOND MUDDLICK	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL STREET	1,729,026	84,081.07	624,648.15	0.00	1,104,377.85	36.13
STREET LIGHTS						
=====						
CONTRACTUAL SERVICES						
001-751-213-00 STREET LIGHTS	72,200	6,353.42	31,754.45	0.00	40,445.55	43.98
TOTAL CONTRACTUAL SERVICES	72,200	6,353.42	31,754.45	0.00	40,445.55	43.98
TOTAL STREET LIGHTS	72,200	6,353.42	31,754.45	0.00	40,445.55	43.98
TRAFFIC SIGNALS & SIGNS						
=====						
CONTRACTUAL SERVICES						
001-752-213-00 TRAFFIC SIGNALS POWER	3,500	299.94	2,386.28	0.00	1,113.72	68.18
001-752-230-00 SIGNS & SIGNALS	5,000	0.00	2,315.83	0.00	2,684.17	46.32
TOTAL CONTRACTUAL SERVICES	8,500	299.94	4,702.11	0.00	3,797.89	55.32
TOTAL TRAFFIC SIGNALS & SIGNS	8,500	299.94	4,702.11	0.00	3,797.89	55.32
SNOW REMOVAL						
=====						
COMMODITIES						
001-753-341-00 SNOW REMOVAL	20,000	8,511.60	8,881.56	0.00	11,118.44	44.41
TOTAL COMMODITIES	20,000	8,511.60	8,881.56	0.00	11,118.44	44.41
TOTAL SNOW REMOVAL	20,000	8,511.60	8,881.56	0.00	11,118.44	44.41

001-GENERAL FUND

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
AIRPORT						
=====						
CONTRIBUTIONS						
001-758-567-00 AIRPORT	20,000	0.00	20,000.00	0.00	0.00	100.00
TOTAL CONTRIBUTIONS	20,000	0.00	20,000.00	0.00	0.00	100.00
TOTAL AIRPORT						
	20,000	0.00	20,000.00	0.00	0.00	100.00
PUBLIC TRANSIT						
=====						
CONTRIBUTIONS						
001-759-568-00 PUBLIC TRANSIT	15,000	0.00	7,500.00	0.00	7,500.00	50.00
TOTAL CONTRIBUTIONS	15,000	0.00	7,500.00	0.00	7,500.00	50.00
TOTAL PUBLIC TRANSIT						
	15,000	0.00	7,500.00	0.00	7,500.00	50.00
HEALTH DEPT						
=====						
CONTRIBUTIONS						
001-803-568-00 BUCKHANNON-UPSHUR HEALTH	5,000	0.00	2,500.00	0.00	2,500.00	50.00
TOTAL CONTRIBUTIONS	5,000	0.00	2,500.00	0.00	2,500.00	50.00
TOTAL HEALTH DEPT						
	5,000	0.00	2,500.00	0.00	2,500.00	50.00
STORM WATER						
=====						
COMMODITIES						
001-805-348-00 STORM WATER TO SANITARY	100,000	0.00	50,000.00	0.00	50,000.00	50.00
TOTAL COMMODITIES	100,000	0.00	50,000.00	0.00	50,000.00	50.00
TOTAL STORM WATER						
	100,000	0.00	50,000.00	0.00	50,000.00	50.00
PARK 25% TO CPWB						
=====						
SALARIES & BENEFITS						
001-900-000-00 AUDITOR OPEB	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	0	0.00	0.00	0.00	0.00	0.00

001-GENERAL FUND

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
001-900-341-00 PARK-30% HOT/MOT PD TO CP	36,000	1,896.28	18,349.69	0.00	17,650.31	50.97
TOTAL COMMODITIES	36,000	1,896.28	18,349.69	0.00	17,650.31	50.97
CONTRIBUTIONS						
001-900-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL PARK 25% TO CPWB						
	36,000	1,896.28	18,349.69	0.00	17,650.31	50.97
CVB 75% TO CVB						
=====						
CONTRACTUAL SERVICES						
001-901-235-00 HOTEL/MOTEL 70% PAID TO C	84,000	4,424.64	42,815.92	0.00	41,184.08	50.97
TOTAL CONTRACTUAL SERVICES	84,000	4,424.64	42,815.92	0.00	41,184.08	50.97
TOTAL CVB 75% TO CVB						
	84,000	4,424.64	42,815.92	0.00	41,184.08	50.97
ARTS & HUMANITIES						
=====						
SALARIES & BENEFITS						
001-906-101-00 CAC SALARIES	36,240	2,646.38	14,681.26	0.00	21,558.74	40.51
001-906-104-00 CAC FICA	2,775	202.45	1,123.14	0.00	1,651.86	40.47
001-906-105-00 CAC HEALTH INS	8,350	394.23	3,021.15	0.00	5,328.85	36.18
001-906-106-00 CAC RETIREMENT	3,262	238.18	1,321.32	0.00	1,940.68	40.51
TOTAL SALARIES & BENEFITS	50,627	3,481.24	20,146.87	0.00	30,480.13	39.79
CONTRACTUAL SERVICES						
001-906-213-00 CAC UTILITIES	7,000	588.49	3,674.10	0.00	3,325.90	52.49
001-906-216-00 THEATRE MAINTENANCE/UTILI	9,000	200.00	1,460.23	0.00	7,539.77	16.22
001-906-223-00 CAC PROFESSIONAL SERVICES	0	0.00	125.00	0.00	125.00	0.00
001-906-226-00 CAC INSURANCE & BONDS	2,000	3.41	1,903.24	0.00	96.76	95.16
TOTAL CONTRACTUAL SERVICES	18,000	791.90	7,162.57	0.00	10,837.43	39.79
COMMODITIES						
001-906-341-00 CAC SUPPLIES & EXPENSES	15,000	412.81	5,669.94	0.00	9,330.06	37.80
001-906-341-01 CAC BOOKINGS	4,000	450.00	1,685.00	0.00	2,315.00	42.13
TOTAL COMMODITIES	19,000	862.81	7,354.94	0.00	11,645.06	38.71
CAPITAL OUTLAY						
001-906-450-01 THEATRE BLDG	21,700	2,386.78	23,504.13	0.00	1,804.13	108.31
001-906-459-00 THEATRE CAPITAL	64,000	5,390.33	32,604.00	0.00	31,396.00	50.94
001-906-459-01 CULTURE ARTS GRANT (ADA T	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	85,700	7,777.11	56,108.13	0.00	29,591.87	65.47
TOTAL ARTS & HUMANITIES						
	173,327	12,913.06	90,772.51	0.00	82,554.49	52.37

001-GENERAL FUND

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
STOCKERT YOUTH CENTER =====						
SALARIES & BENEFITS						
001-907-101-00 STOCKERT YOUTH CENTER SAL	160,000	14,631.04	95,299.55	0.00	64,700.45	59.56
001-907-103-00 CAMP BUCANNEER SALARIES	61,250	1,643.01	9,209.42	0.00	52,040.58	15.04
001-907-103-01 SYC BUS DRIVERS	0	0.00	0.00	0.00	0.00	0.00
001-907-104-00 FICA TAX	16,950	1,244.94	7,994.93	0.00	8,955.07	47.17
001-907-105-00 GROUP INSURANCE	39,500	2,820.15	18,193.14	0.00	21,306.86	46.06
001-907-106-00 GROUP RETIREMENT	14,400	813.10	4,378.75	0.00	10,021.25	30.41
001-907-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	292,100	21,152.24	135,075.79	0.00	157,024.21	46.24
CONTRACTUAL SERVICES						
001-907-211-00 TELEPHONES	3,600	445.80	1,367.39	0.00	2,232.61	37.98
001-907-213-00 UTILITIES	17,000	1,119.63	5,363.78	0.00	11,636.22	31.55
001-907-214-00 TRAVEL EXPENSE	500	0.00	0.00	0.00	500.00	0.00
001-907-216-00 MAINTENANCE	7,000	622.97	1,855.00	0.00	5,145.00	26.50
001-907-218-00 POSTAGE	250	0.00	0.00	0.00	250.00	0.00
001-907-221-00 TRAINING	275	0.00	0.00	0.00	275.00	0.00
001-907-226-00 INSURANCE & BONDS	13,000	473.10	4,276.75	0.00	8,723.25	32.90
001-907-230-00 SYC CONTRACTURAL BUS SER	0	0.00	0.00	0.00	0.00	0.00
001-907-230-01 WORK STUDY/AMERICORP	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	41,625	2,661.50	12,862.92	0.00	28,762.08	30.90
COMMODITIES						
001-907-341-00 MATERIALS & SUPPLIES EXPE	6,600	107.03	2,960.25	0.00	3,639.75	44.85
001-907-341-01 OPERATING EXPENSES	2,500	182.69	1,151.51	0.00	1,348.49	46.06
001-907-343-00 SYC AUTO SUPPLIES	3,500	0.00	1,901.48	0.00	1,598.52	54.33
001-907-354-00 DRILL TEAM	1,000	37.98	37.98	0.00	962.02	3.80
001-907-355-00 DANCE TEAM	0	0.00	0.00	0.00	0.00	0.00
001-907-356-00 YOUTH BASKETBALL	18,000	55.00	90.45	0.00	17,909.55	0.50
001-907-357-00 TUTORING	0	0.00	0.00	0.00	0.00	0.00
001-907-358-00 MISC. DANCE/PARTIES	100	0.00	0.00	0.00	100.00	0.00
001-907-359-00 ART/DRAMA PROGRAM	0	0.00	0.00	0.00	0.00	0.00
001-907-360-00 CAMP BUCANNEER SUPPLIES	4,500	0.00	1,915.03	0.00	2,584.97	42.56
001-907-361-00 AFTER SCHOOL SUPPLIES	6,000	1,120.34	5,647.59	0.00	352.41	94.13
001-907-362-00 DRINK/SNACK MACHINE	0	0.00	0.00	0.00	0.00	0.00
001-907-363-00 KARATE CLASS INSTRUCTION	2,000	156.00	1,016.00	0.00	984.00	50.80
001-907-364-00 SKATEPARK	0	0.00	0.00	0.00	0.00	0.00
001-907-365-00 RED RIBBON WEEK EXPENSE	0	0.00	0.00	0.00	0.00	0.00
001-907-366-00 FUND RAISER	0	0.00	0.00	0.00	0.00	0.00
001-907-367-00 GIRLS GO GOLFING	0	0.00	0.00	0.00	0.00	0.00
001-907-368-00 UCARE/SYC	0	0.00	0.00	0.00	0.00	0.00
001-907-368-01 ZUMBA	500	96.00	418.40	0.00	81.60	83.68
001-907-368-02 YOGA FITNESS CLASS	0	0.00	0.00	0.00	0.00	0.00
001-907-368-03 GUITAR LESSONS	0	0.00	0.00	0.00	0.00	0.00
001-907-368-04 MISC ACTIVITIES-ONE TIME	2,000	0.00	0.00	0.00	2,000.00	0.00
001-907-368-05 GRANT EXP SYCC	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	46,700	1,755.04	15,138.69	0.00	31,561.31	32.42

12-06-2023 02:30 PM

CITY OF BUCKHANNON  
REVENUE & EXPENSE REPORT (UNAUDITED)  
AS OF: NOVEMBER 30TH, 2023

PAGE: 24

001-GENERAL FUND

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CAPITAL OUTLAY						
001-907-458-00 CAPITAL CAMPAIGN (BOE & U	0	0.00	0.00	0.00	0.00	0.00
001-907-458-01 SYC CHILDRENS FESTIVAL	1,300	0.00	2,211.65	0.00	911.65)	170.13
001-907-458-02 SYCC BUILDING	216,000	0.00	0.00	0.00	216,000.00	0.00
001-907-459-00 CAPITAL OUTLAY	25,000	0.00	15,920.62	0.00	9,079.38	63.68
001-907-459-01 SYCC CAPITOL PROPERTY PUR	0	0.00	0.00	0.00	0.00	0.00
001-907-477-00 SYC TEEN DANCES	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	242,300	0.00	18,132.27	0.00	224,167.73	7.48
CONTRIBUTIONS						
001-907-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL STOCKERT YOUTH CENTER	622,725	25,568.78	181,209.67	0.00	441,515.33	29.10
CONVENTION CENTER =====						
SALARIES & BENEFITS						
001-910-101-00 CONFERENCE CENTER SALARIE	30,000	91.25	383.75	0.00	29,616.25	1.28
001-910-104-00 FICA TAX	2,295	6.98	29.36	0.00	2,265.64	1.28
001-910-106-00 EVENT CENTER RETIREMENT	1,000	0.00	0.00	0.00	1,000.00	0.00
TOTAL SALARIES & BENEFITS	33,295	98.23	413.11	0.00	32,881.89	1.24
CONTRACTUAL SERVICES						
001-910-213-00 UTILITIES-ADJUTANT GENERA	15,600	2,435.96	6,089.90	0.00	9,510.10	39.04
001-910-226-00 INSURANCE & BONDS	0	3.41	22.04	0.00	22.04)	0.00
TOTAL CONTRACTUAL SERVICES	15,600	2,439.37	6,111.94	0.00	9,488.06	39.18
COMMODITIES						
001-910-341-00 EVENT CENTER SUPPLIES	0	515.18	1,552.30	418.00	1,970.30)	0.00
TOTAL COMMODITIES	0	515.18	1,552.30	418.00	1,970.30)	0.00
CAPITAL OUTLAY						
001-910-457-00 CONFERENCE CENTER PAYMENT	40,250	3,351.00	20,106.00	0.00	20,144.00	49.95
TOTAL CAPITAL OUTLAY	40,250	3,351.00	20,106.00	0.00	20,144.00	49.95
TOTAL CONVENTION CENTER	89,145	6,403.78	28,183.35	418.00	60,543.65	32.08
HISTORIC LANDMARKS =====						
CONTRACTUAL SERVICES						
001-911-223-00 HISTORIC LAND MARK EXPENS	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	0	0.00	0.00	0.00	0.00	0.00
TOTAL HISTORIC LANDMARKS	0	0.00	0.00	0.00	0.00	0.00



001-GENERAL FUND

% OF YEAR COMPLETED: 41.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
PUBLIC SAFETY						
=====						
CONTRACTUAL SERVICES						
001-976-213-00 SAFETY COMPLEX UTILITIES	20,000	212.40	7,448.00	0.00	12,552.00	37.24
001-976-216-00 SAFETY COMPLEX MAINT	7,000	101.66	1,146.54	0.00	5,853.46	16.38
001-976-226-00 SAFETY COMPLEX INSURANCE	9,000	2,436.00	3,073.27	0.00	5,926.73	34.15
TOTAL CONTRACTUAL SERVICES	36,000	2,750.06	11,667.81	0.00	24,332.19	32.41
CAPITAL OUTLAY						
001-976-459-00 SAFETY COMPLEX CAPITAL IM	0	0.00	398.89	0.00	( 398.89)	0.00
001-976-459-01 PUBLIC SAFETY TRAINING FA	60,000	26,556.16	26,556.16	0.00	33,443.84	44.26
001-976-459-35 FEMA GRANT#2 GENERATOR EX	0	0.00	0.00	0.00	0.00	0.00
001-976-459-36 FEMA GRANT#1 GENERATOR EX	253,818	61,483.64	165,607.66	0.00	88,210.34	65.25
001-976-461-00 SAFETY COMPLEX POLICE DEP	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	313,818	88,039.80	192,562.71	0.00	121,255.29	61.36
TOTAL PUBLIC SAFETY	349,818	90,789.86	204,230.52	0.00	145,587.48	58.38
TOTAL EXPENDITURES	7,067,396	508,909.19	2,842,808.46	101,660.02	4,122,927.52	41.66
REVENUE OVER/(UNDER) EXPENDITURES	( 710,450)	( 292,464.42)	253,046.20	( 101,660.02)	( 861,836.18)	21.31-

Without objection, *G.2 Call for Election on May 14, 2024* was moved to the table for discussion.

**G.2 Call for Election on May 14, 2024** - Amby Jenkins provided an explanation of the Call for Election. No action was necessary.

Call for Election  
On May 14, 2024  
City of Buckhannon

A General Election for the City of Buckhannon is called to be held on the second Tuesday in May 2024, for the purpose of electing the following:

- Mayor for a Four (4) year term
- Three Council Members, at large, for Four (4) year terms

The voting locations are as follows:

Precinct 8	Buckhannon Academy Elementary School
Precinct 9	City Hall
Precinct 12	Fred W. Eberle Technical Center
Precinct 14	Buckhannon Academy Elementary School

Persons interested in filing for these offices may begin on Monday, January 8, 2024 and not later than the last Saturday on January 27, 2024, in City Hall, 70 E Main St, Buckhannon, WV 26201.

Hours for in-person filing on the final day, January 27, 2024 at City Hall 9:00 am until 12:00 pm

Mailed Certificate of Announcement Deadline: Must be postmarked by the U.S. Postal Service before midnight E.S.T. on January 27, 2024.

The last date to withdraw from the election is Tuesday, February 13, 2024.

Drawing for position on the ballot will take place on Tuesday, February 20, 2024 at 9:00 a.m. at the Upshur County Courthouse located in the County Clerk’s Office – 40 West Main Street, Buckhannon, WV.

All voters must be registered and must vote in the particular precinct in which they are registered.

Randall Sanders – City Recorder

Without objection, *G.3 Approval 2024 COB Holiday Closing Schedule* was moved to the table for discussion and/or vote.

**G.3 Approval 2024 COB Holiday Closing Schedule** – Amby Jenkins reviewed the recommended 2024 COB Holiday Closing Schedule with Council.

City of Buckhannon  
2024 Holidays

January 1, 2024	Monday	New Year's Day 2024
January 15, 2024	Monday	Martin Luther King, Jr. Day
February 19, 2024	Monday	President's Day
May 14, 2024	Tuesday	Primary Election
May 27, 2024	Monday	Memorial Day
June 20, 2024	Thursday	West Virginia Day
July 4, 2024	Thursday	Independence Day
September 2, 2024	Monday	Labor Day
October 14, 2024	Monday	Columbus Day
November 5, 2024	Tuesday	Election Day
November 11, 2024	Monday	Veteran's Day
November 28, 2024	Thursday	Thanksgiving Day
November 29, 2024	Friday	Thanksgiving Friday
December 25, 2024	Wednesday	Christmas Day
January 1, 2025	Wednesday	New Year's Day 2025

Also, any days declared as a holiday by the Governor unless it is optional for municipalities to observe them.

Holiday Compensation

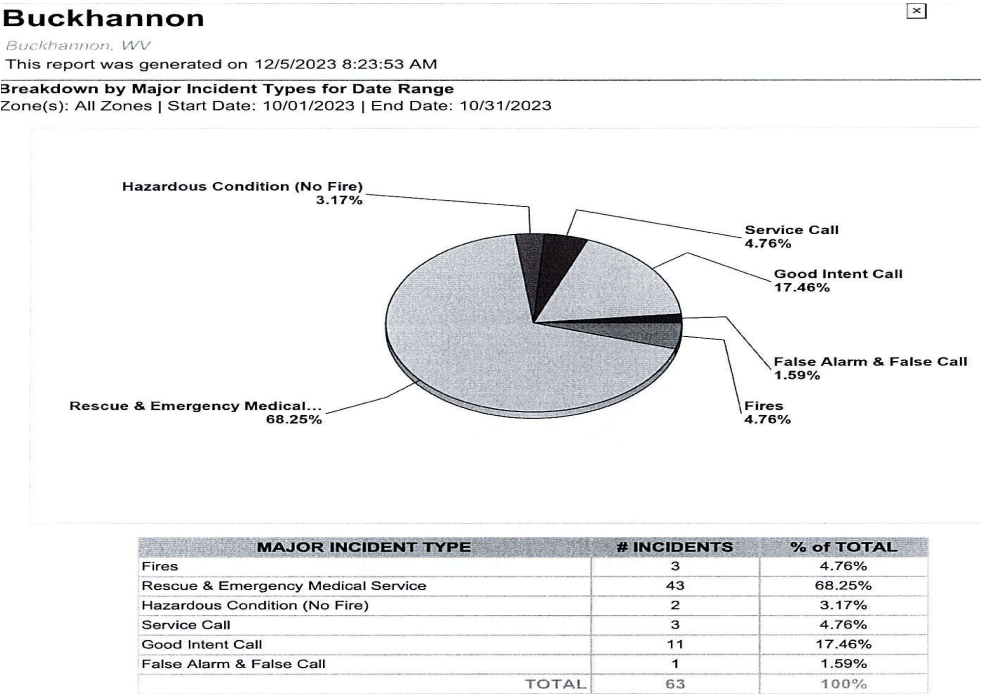
For purposes of full-time employee compensation, a holiday is an 8-hour day. Employees who work on a scheduled holiday, other than full-time civil service employees of the Fire Department (whose holiday compensation rules are set by state law), will be paid their regular compensation for time worked, plus 8 hours of holiday pay.

Holiday compensation rules for firefighters are set by West Virginia state code. Full-time, civil service, firefighters are paid 1.5 times the regular rate of pay for seventeen (17) hours on a holiday. Firefighters who do not work on a given holiday are paid 1.5 times the regular rate of pay for seventeen (17) hours for that holiday.

Firefighters who work the holiday and have worked more than 40 hours in the week at the time of a holiday (i.e., having reached 40 hours during the week in the days preceding the holidays) will receive twice the regular rate of pay for the holiday.

Motion to approve the 2024 COB Holiday Closing Schedule was made by Sanders/McCauley. Motion carried.

D.3 Fire Chief – JB Kimble - Mayor Skinner recognized BFD Chief JB Kimble, who discussed the recent passing of Buddy Ray Zickefoose. He shared stories of the significance of Buddy Ray and how he influenced the BFD in many positive ways. He then provided this regular report:





Detailed Breakdown by Incident Type		
INCIDENT TYPE	# INCIDENTS	% of TOTAL
131 - Passenger vehicle fire	2	3.17%
141 - Forest, woods or wildland fire	1	1.59%
321 - EMS call, excluding vehicle accident with injury	28	44.44%
322 - Motor vehicle accident with injuries	3	4.76%
323 - Motor vehicle/pedestrian accident (MV Ped)	2	3.17%
324 - Motor vehicle accident with no injuries.	8	12.7%
331 - Lock-in (if lock out , use 511 )	1	1.59%
352 - Extrication of victim(s) from vehicle	1	1.59%
412 - Gas leak (natural gas or LPG)	1	1.59%
442 - Overheated motor	1	1.59%
531 - Smoke or odor removal	1	1.59%
561 - Unauthorized burning	2	3.17%
611 - Dispatched & cancelled en route	6	9.52%
622 - No incident found on arrival at dispatch address	4	6.35%
651 - Smoke scare, odor of smoke	1	1.59%
745 - Alarm system activation, no fire - unintentional	1	1.59%
TOTAL INCIDENTS:		63
		100%

Buckhannon

Buckhannon, WV

This report was generated on 12/5/2023 8:24:49 AM

Incident Statistics

Zone(s): All Zones | Start Date: 10/01/2023 | End Date: 10/31/2023

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		43	
FIRE		20	
TOTAL		63	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
E-11	0	0	10
S-1	0	0	1
TOTAL	0	0	11
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		5	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
2		3.17	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Buckhannon Fire Department	0:05:27	0:08:00	
AVERAGE FOR ALL CALLS		0:05:39	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Buckhannon Fire Department	0:01:56	0:03:35	
AVERAGE FOR ALL CALLS		0:02:02	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Buckhannon		15:32	

Buckhannon

Buckhannon, WV

This report was generated on 12/5/2023 8:25:39 AM

Incident Statistics

Zone(s): All Zones | Start Date: 01/01/2023 | End Date: 10/31/2023

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		571	
FIRE		350	
TOTAL		921	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
1121	0	0	3
1150	0	0	1
E-1	0	0	34
E-11	2	2	102
POV	0	0	1
S-1	0	0	4
TOTAL	2	2	145
PRE-INCIDENT VALUE		LOSSES	
\$16,341,100.00		\$157,050.00	
CO CHECKS			
424 - Carbon monoxide incident		3	
736 - CO detector activation due to malfunction		2	
746 - Carbon monoxide detector activation, no CO		2	
TOTAL		7	
MUTUAL AID			
Aid Type		Total	
Aid Given		58	
Aid Received		15	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
125		13.57	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Buckhannon Fire Department	0:05:57	0:11:43	
AVERAGE FOR ALL CALLS		0:06:18	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Buckhannon Fire Department	0:02:14	0:04:41	
AVERAGE FOR ALL CALLS		0:02:16	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Buckhannon		21:07	

**D.4 City Attorney- Tom O'Neill:** Mayor Skinner recognized City Attorney, Tom O'Neill who noted that he will be discussing various items under the Strategic Issues for Discussion and/or Vote.

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

**E.1 Building Commission Notice of Public Hearing re: Bond Ordinance SYCC on December 7, 2023 at 6PM**

**CITY OF BUCKHANNON  
BUILDING COMMISSION  
NOTICE OF PUBLIC HEARING  
REGARDING BOND ORDINANCE  
(STOCKERT YOUTH AND COMMUNITY CENTER)**

---

A public hearing will be held on the following-entitled Ordinance at a special meeting of the City of Buckhannon Building Commission (the "Building Commission") to be held on **Thursday, December 7, 2023 at 6:00 p.m.**, in the Council Chambers, City Hall, 70 East Main Street, Buckhannon, West Virginia. To participate in the public hearing remotely, join the meeting from your computer, tablet or smartphone at <https://meet.goto.com/998683501>, or by calling (312) 757-3121, access code 998-683-501. At such hearing any person interested may appear before the Building Commission and present protests, comments and suggestions, and all protests, comments and suggestions shall be heard by the Building Commission and it shall then take such action as it shall deem proper in the premises upon an Ordinance entitled:

**AN ORDINANCE APPROVING AND AUTHORIZING THE DESIGN, ACQUISITION, CONSTRUCTION AND EQUIPPING OF IMPROVEMENTS AND ADDITIONS TO THE CITY OF BUCKHANNON'S STOCKERT YOUTH AND COMMUNITY CENTER; THE ACQUISITION FROM THE CITY OF BUCKHANNON OF CERTAIN PROPERTY WHICH IS NECESSARY IN CONNECTION WITH SAME; THE ISSUANCE BY THE CITY OF BUCKHANNON BUILDING COMMISSION OF ITS BOND ANTICIPATION NOTES, SERIES 2024, IN ONE OR MORE SERIES, IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT MORE THAN \$5,000,000, THE PROCEEDS OF WHICH SHALL BE EXPENDED TO TEMPORARILY FINANCE A PORTION OF THE COSTS OF SUCH PROJECT AND PAYING COSTS IN CONNECTION WITH THE ISSUANCE AND SUCH RELATED COSTS; AUTHORIZING THE EXECUTION AND DELIVERY OF A DEED OF TRUST, AN AGREEMENT AND LEASE, A LEASE ASSIGNMENT AND OTHER INSTRUMENTS AND DOCUMENTS AND APPROVING OTHER MATTERS RELATING TO THE TERMS AND SECURITY OF SUCH NOTES; DEFINING AND PRESCRIBING THE TERMS AND PROVISIONS OF THE NOTES; PROVIDING GENERALLY FOR THE RIGHTS AND REMEDIES AND SECURITY OF THE HOLDERS OF THE NOTES; PROVIDING FOR CERTAIN OTHER MATTERS IN CONNECTION THEREWITH; AND PROVIDING WHEN THIS ORDINANCE SHALL TAKE EFFECT.**

The above-quoted title of the Ordinance describes generally the contents thereof and the purposes of the Note issue contemplated thereby. The proceeds of the Notes will be used to design, acquire, construct and equip improvements and additions to the City's Stockert Youth and Community Center, including, repairs, renovations or improvements to the existing Community Center, together with all appurtenant facilities (the "Project"), located in the vicinity of 79 East Main Street, Buckhannon, Upshur County, West Virginia, together with all improvements and appurtenances thereto which constitutes the current site of the Stockert Youth and Community Center and surrounds (the "Property"). The Building Commission approves the acquisition of the Property from the City of Buckhannon (the "City") as well as the issuance of its Bond Anticipation Notes, Series 2024, in one or more series, for the purpose of facilitating the temporary financing of costs of the Project, all as described in the Ordinance.

The Ordinance also approves the leasing of the Property to the City from the Building Commission pursuant to an Agreement and Lease, by and between the City and the Building Commission (the "Lease") and the payment of lease rentals by the City to the Building Commission at such time and in such amount as to pay the principal of and interest on the Notes as the same becomes due and payable. The Notes will be payable solely from the lease rentals to be paid by the City to the Building Commission pursuant to the Lease. No taxes may at any time be levied for the payment of the Notes or the interest thereon.

A certified copy of the above-entitled Ordinance is on file with the Building Commission for review by interested parties during regular office hours.

Following said public hearing, the Building Commission intends to consider enactment of the said Ordinance on third and final reading and placement of such Ordinance into effect if such action appears to be appropriate after taking into consideration the comments and suggestions made at the public hearing.

Dated: November 15, 2023.

/s/ Randy Sanders  
City Recorder

Publish Dates RD 11/22/23, 11/29/23

**E.2 City of Buckhannon Notice of Public Hearing re: Bond Ordinance SYCC on December 7, 2023 at 7PM**

**CITY OF BUCKHANNON  
NOTICE OF PUBLIC HEARING  
REGARDING BOND ORDINANCE  
(STOCKERT YOUTH AND COMMUNITY CENTER)**

---

A public hearing will be held on the following-entitled Ordinance at a regular meeting of the City Council of the City of Buckhannon (the "City") to be held on **Thursday, December 7, 2023 at 7:00 p.m.**, in the Council Chambers, City Hall, 70 East Main Street, Buckhannon, West Virginia. To participate in the public hearing remotely, join the meeting from your computer, tablet or smartphone at <https://global.gotomeeting.com/join/443910693>, or by calling (571) 317-3112, access code 443-910-693. At such hearing any person interested may appear before the Council and present protests, comments and suggestions, and all protests, comments and suggestions shall be heard by the Council and it shall then take such action as it shall deem proper in the premises upon an Ordinance entitled:

**AN ORDINANCE AUTHORIZING AND APPROVING THE TEMPORARY FINANCING OF THE COSTS OF THE DESIGN, ACQUISITION, CONSTRUCTION, AND EQUIPPING OF IMPROVEMENTS AND ADDITIONS TO THE CITY OF BUCKHANNON'S STOCKERT YOUTH AND COMMUNITY CENTER; AUTHORIZING THE CONVEYANCE OF REAL PROPERTY, FIXTURES AND PERSONAL PROPERTY AND APPURTENANCES TO THE CITY OF BUCKHANNON BUILDING COMMISSION, FOR THE PURPOSE OF FACILITATING THE DESIGN, ACQUISITION, CONSTRUCTION AND EQUIPPING OF IMPROVEMENTS AND ADDITIONS TO THE CITY OF BUCKHANNON'S STOCKERT YOUTH AND COMMUNITY CENTER; THE LEASING OF SUCH PROPERTY AND ALL PROJECT IMPROVEMENTS AND APPURTENANCES THERETO BY THE CITY OF BUCKHANNON FROM THE CITY OF BUCKHANNON BUILDING COMMISSION; THE SALE AND ISSUANCE BY THE CITY OF BUCKHANNON BUILDING COMMISSION OF ITS BOND ANTICIPATION NOTES, SERIES 2024 IN AN AMOUNT NOT TO EXCEED \$5,000,000 PRINCIAL AMOUNT, ISSUED IN ONE OR MORE SERIES TO PROVIDE TEMPORARY FINANCING FOR THE IMPROVEMENTS TO STOCKERT YOUTH AND COMMUNITY CENTER; AUTHORIZING THE EXECUTION AND DELIVERY OF AN AGREEMENT AND LEASE AND OTHER INSTRUMENTS AND AUTHORIZING AND APPROVING OTHER DOCUMENTS AND MATTERS RELATING TO THE TERMS AND SECURITY OF SUCH SERIES 2024 NOTES; AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH.**

The above-quoted title of the Ordinance describes generally the contents thereof and the purposes of the Note issue contemplated thereby. The proceeds of the Notes will be used to design, acquire, construct and equip improvements and additions to the City's Stockert Youth and Community Center, including, repairs, renovations or improvements to the existing Community Center, together with all appurtenant facilities (the "Project"), located in the vicinity of 79 East Main Street, Buckhannon, Upshur County, West Virginia, together with all improvements and appurtenances thereto which constitutes the current site of the Stockert Youth and Community Center and surrounds (the "Property"). The City approves the conveyance of the Property to the City of Buckhannon Building Commission (the "Building Commission") and the issuance by the Building Commission of its Bond Anticipation Notes, Series 2024, in one or more series, for the purpose of facilitating the temporary financing of costs of the Project, all as described in the Ordinance.

The Ordinance also approves the leasing of the Property by the City from the Building Commission pursuant to an Agreement and Lease, by and between the City and the Building Commission (the "Lease") and the payment of lease rentals by the City to the Building Commission at such time and in such amount as to pay the principal of and interest on the Notes as the same becomes due and payable. The Notes will be payable solely from the lease rentals to be paid by the City to the Building Commission pursuant to the Lease. No taxes may at any time be levied for the payment of the Notes or the interest thereon.

A certified copy of the above-entitled Ordinance is on file with the City for review by interested parties during regular office hours.

Following said public hearing, the City Council intends to consider enactment on second reading of the said Ordinance and placement of such Ordinance into effect if such action appears to be appropriate after taking into consideration the comments and suggestions made at the public hearing.

Dated: November 15, 2023.

/s/ Randy Sanders  
City Recorder

Publish Dates RD 11/22/23, 11/29/23

**E.3 FOIA Request-SmartProcure on 12/03/23 re: PO/Vendor Information**

**E.4 Advertisement for Bids Gateway West Phase II Street Light Pole Assemblies & Globes**



**ADVERTISEMENT FOR BIDS  
CITY OF BUCKHANNON STREET DEPARTMENT  
LIGHT POLE ASSEMBLIES AND GLOBES**

The City of Buckhannon (City) will accept sealed bids for the purchase and delivery of four (4) light pole assemblies and (4) globes at City Hall at 70 East Main Street, Buckhannon, WV 26201 until 1:00 PM EST on December 28, 2023, at which time all received bids shall be publicly opened and read.

The light poles assemblies and globes to be provided are based upon the P2063 light pole product line and R34 refractive globes product line respectively as produced by Philips Hadco. It should be noted that Engineer-approved equals will be accepted provided they generally conform in style (with minor variations) to the existing light poles and globes currently installed in the City of Buckhannon.

General specifications of the light poles and the globes to be provided by this bid are as follows:

- Light Pole Assembly Order Designation Code: CP5997C
- Globe Order Designation Code: C5997L

The bid package, containing the detailed specifications and additional information will be available on December 6, 2023. Interested parties should contact James S. Hollen, III, City Engineer for the City of Buckhannon (304-472-1651, extension 1006) for pickup options of the bid package. All clarifications, questions or comments regarding the contents of the bid package must be submitted in writing and either mailed, faxed or emailed to the address below. No clarifications and questions will be accepted after 12:00 PM EST on December 13, 2023.

All light pole assemblies and globes are to be delivered by the successful Bidder to the City's Street Department's Office, which is located at 395 Mud Lick Road in Buckhannon, West Virginia.

If a Bidder is submitting alternate products to the types specified above, the Bidder shall provide product literature, including detailed specifications, drawings and information, for review by the Engineering and Street Departments for conformity with the bid specifications no later than December 13, 2023.

Sealed bids should be clearly labeled on a sealed envelope as "Gateway West Phase II Street Light Pole Assemblies and Globes Bid" and may either be hand delivered or mailed to the following address:

Mr. James S. Hollen, III, PE – City Engineer  
City of Buckhannon  
70 East Main Street  
Buckhannon, WV 26201

The City shall evaluate all Bids received based upon price, compliance with the Project Specifications, customer satisfaction, service availability and the general suitability of the Light Pole Assemblies and Globes for their intended use. The City reserves the right to reject any and all Bids that are not in the best interest of the City. The City reserves the right to select any Bid that best meets the needs of the City, including the right to award the Contract(s) to a Bidder other than the apparent Low Bidder. The City reserves the right to waive any bidding informalities that may arise. In addition, the City also reserves the right to terminate the contract at any time due to noncompliance with the information contained in the Invitation to Bid Letter, the Project Specifications and the Fixture Drawings.

Honorable Robert N. Skinner, III, Mayor  
City of Buckhannon

Charleston Gazette Run Date 11/29/23 & 12/06/23  
The Intermountain Run Date 11/30/23 & 12/07/23

**F. Consent Agenda** - Mayor Skinner presented an overview of the following to Council and asked for action:

**F.1 Approval of Minutes - Regular Meeting 11/16/23**

**F.3 Approval of Payment of the Bills**



DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
TOTAL:					55,591.39
MAYOR'S OFFICE	RALSTON PRESS INC	409-341-00	MAYOR'S SUPPLIES & M	RECEIPT BOOKS STRTG 58001	420.46
		409-341-00	MAYOR'S SUPPLIES & M	WINDOW ENVELOPES	115.68
	REGION VII PLANNING PDC	409-341-00	MAYOR'S SUPPLIES & M	SEP & OCT 2023 GIS SERVIC	55.00
		409-341-00	MAYOR'S SUPPLIES & M	OCT 2023 GIS SERVICE	55.00
	LEAF	409-341-00	MAYOR'S SUPPLIES & M	DEC 2023 CITY HALL COPIERS	155.50
	ENCOVA INSURANCE	409-226-00	MAYOR'S INSURANCE &	WCN6007140 10/2-11/1-2023	3.41
	WV PUBLIC EMPLOYEES INSURANC	409-105-00	MAYOR'S INSURANCE	GF NOV HEALTH INS	1,607.96
	BUCKHANNON CHAMBER OF COMMER	409-341-00	MAYOR'S SUPPLIES & M	2024 MEMBERSHIP DUES	620.00
	WV PUBLIC EMPLOYEES RETIREME	409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	70.20
		409-106-00	MAYOR'S RETIREMENT	WV RETIREMENT CONTRIBUTION	71.75
		409-106-00	MAYOR'S RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	18.01
	BUCKHANNON POSTMASTER	409-218-00	MAYOR'S POSTAGE	PERMIT #10 POSTAGE	750.00
	PAYROLL ACCOUNT (ALL DEPTS)	409-341-00	MAYOR'S SUPPLIES & M	SEPT AA FEES	231.78
		409-341-00	MAYOR'S SUPPLIES & M	OCT AA FEES	223.38
	COLLECTION ACCOUNT	409-341-00	MAYOR'S SUPPLIES & M	OCT 2023 CC FEES	2,218.76

Employees Voluntary deduction

Not in system yet

DC ELEVATOR COMPANY	\$4,178.88	LABOR CHAIR LIFT AT CAC	001-906-459-00
HI-TECH AUTO	\$270.63	BRAKES & STATE INSPECTION UNIT 1121	001-706-343-00
ST JOSEPH'S HOSPITAL	\$51.00	MEADS FOR E-11	001-706-341-00

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	WV PUBLIC EMPLOYEES RETIREME	440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	124.74
		440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	129.94
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	85.02
		440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	88.60
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	19.88
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	20.72
	PAYFLEX	440-105-00	CITY HALL JANITOR IN	GF NOV HSA FEES	3.25
	HARTLEY: DAVID	440-341-00	CITY HALL SUPPLIES	RPR SOUND IN COUNCIL CHAMB	125.00
	**PAYROLL EXPENSES			11/01/2023 - 11/30/2023	2,829.75
	TOTAL:				5,057.82
POLICE	ENCOVA INSURANCE	700-226-00	POLICE DEPT. INSURAN	WCN6007140 10/2-11/1-2023	1,286.51
	MIDWEST RADAR & EQUIPMENT	700-341-00	POLICE DEPT. MAT & S	RADAR CALIBRATION	360.00
	WV PUBLIC EMPLOYEES INSURANC	700-105-00	POLICE DEPT. GROUP I	GF NOV HEALTH INS	8,042.76
	AUTO ZONE	700-343-00	POLICE DEPT. AUTO SU	BATTERY VIPS CAR	141.99
	LOWES BUSINESS ACCOUNTS	700-343-00	POLICE DEPT. AUTO SU	PARTS FOR TASK FORCE	5.13
	SUPER SPLASH LLC	700-343-00	POLICE DEPT. AUTO SU	OCT 2023 CAR WASHES	60.25
	WV PUBLIC EMPLOYEES RETIREME	700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUTION	1,968.64
		700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUTION	2,087.15
	BUCKHANNON POSTMASTER	700-341-00	POLICE DEPT. MAT & S	PCRD-POSTAGE SHIP EVIDENCE	13.60
	STATE TREASURER CVR LET RJ	700-341-04	CVR-LET-RJ FEES EXPE	OCT COURT FEES	212.00
	WV CONSOLIDATED PUBLIC RETIR	700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPFRS CONTRIBUTI	1,157.66
		700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPFRS CONTRIBUTI	1,240.16
	ENTERPRISE FM TRUST	700-459-00	POLICE DEPT. NEW EQU	25QCLL 2022 INTERCEPTOR	758.94
		700-459-00	POLICE DEPT. NEW EQU	25QCLM 2022 INTERCEPTOR	747.81
		700-459-00	POLICE DEPT. NEW EQU	25QCLN 2022 INTERCEPTOR	762.59
		700-459-00	POLICE DEPT. NEW EQU	25QCLP 2022 INTERCEPTOR	758.94
		700-459-00	POLICE DEPT. NEW EQU	25QCLJ 2022 INTERCEPTOR	781.54
		700-459-00	POLICE DEPT. NEW EQU	22SF24 2018 INTERCEPTOR PY	693.66
		700-459-00	POLICE DEPT. NEW EQU	22SF27 2018 INTERCEPTOR PY	693.66
		700-459-00	POLICE DEPT. NEW EQU	22SC22 2018 INTERCEPTOR PY	687.33
		700-343-00	POLICE DEPT. AUTO SU	23H64C MAINT OLDER CRUISER	6.00
		700-343-00	POLICE DEPT. AUTO SU	23H64V MAINT OLDER CRUISER	6.00
		700-459-00	POLICE DEPT. NEW EQU	23KN29 2020 POLICE INTERCE	706.76
		700-459-00	POLICE DEPT. NEW EQU	23KN2N 2020 POLICE INTERCE	701.54
		700-459-00	POLICE DEPT. NEW EQU	23KNZS 2020 POLICE INTERCE	803.87
	BLUE360 MEDIA LLC	700-341-00	POLICE DEPT. MAT & S	PCRD-WV CRIMES MANUAL	72.75
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	2,184.18
		700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	2,325.99
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	510.82
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	543.97
	AMAZON.COM	700-345-00	POLICE DEPT. UNIFORM	PCRD-SAFETY BOOTS WADE LOU	144.95
		700-341-00	POLICE DEPT. MAT & S	PCRD-CALCULATOR	77.99
		700-341-00	POLICE DEPT. MAT & S	PCRD-FELT MUSEUM POSTER FR	37.99
	USI INSURANCE SERVICES LLC	700-105-00	POLICE DEPT. GROUP I	GRP BENEFIT JULY- SEP 2023	639.32
		700-105-00	POLICE DEPT. GROUP I	GRP BENEFIT OCT-DEC 2023	639.32
	PAYFLEX	700-105-00	POLICE DEPT. GROUP I	GF NOV HSA FEES	32.50
	CHEWY.COM	700-341-00	POLICE DEPT. MAT & S	PCRD-DOG FOOD	188.97
	AT&T MOBILITY	700-211-00	POLICE DEPT. TELEPHO	PCRD-OCT CELL PHN & GEOTAB	936.88
	WILLIAM COURTNEY	700-343-00	POLICE DEPT. AUTO SU	REIMB FUEL K9 RECENT TRAVE	44.00
	PICKUP CITY	700-343-00	POLICE DEPT. AUTO SU	ANTI-LOCK BRAKES	50.00
	STAPLES ADVANTAGE	700-341-00	POLICE DEPT. MAT & S	OFFICE SUPPLIES POLICE	204.76
	FRONTIER	700-211-00	POLICE DEPT. TELEPHO	304-001-6194-111398-4 POL	133.42
		700-211-00	POLICE DEPT. TELEPHO	473-7911-073014-4 POL FAX	94.87

12-06-2023 07:34 PM		DISBURSEMENTS 11-01-23 to 11-30-23			PAGE: 5
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	ALL AMERICAN UNIFORM, LLC TRAVELERS INSURANCE **PAYROLL EXPENSES	700-211-00	POLICE DEPT. TELEPHO	304-001-6194-111398-4 POL	133.42
		700-345-00	POLICE DEPT. UNIFORM	LAPEL PINS	127.95
		700-226-00	POLICE DEPT. INSURAN	INS PREMIUM AUTO LIAB NOV	2,568.28
				11/01/2023 - 11/30/2023	73,274.02
			TOTAL:		109,650.84
FIRE	JP MORGAN EQUIPMENT FINANCE ENCOVA INSURANCE WV PUBLIC EMPLOYEES INSURANC GALLS LLC	706-459-00	FIRE DEPT. CAPITAL O	DEC 2023 FIRE TRK PYMT	3,678.20
		706-226-00	FIRE DEPT. INSURANCE	WCN6007140 10/2-11/1-2023	1,126.71
		706-105-00	FIRE DEPT. GROUP INS	GF NOV HEALTH INS	5,603.80
		706-345-00	FIRE DEPT. UNIFORMS	PCRD-TACTICAL PANTS MILLER	99.22
	LOWES BUSINESS ACCOUNTS DODSON BROS EXTERMINATING CO WV PUBLIC EMPLOYEES RETIREME WV CONSOLIDATED PUBLIC RETIR	706-345-00	FIRE DEPT. UNIFORMS	PCRD-TACTICAL PANTS MILLER	297.69
		706-341-00	FIRE DEPT. MATERIAL	BOTTLED WATER	365.80
		706-341-00	FIRE DEPT. MATERIAL	NOV 2023 FIRE PEST CONTROL	42.00
		706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	734.93
	ENTERPRISE FM TRUST CITIZENS BANK OF WV CASEYEARL'S	706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	734.94
		706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTIBU	1,375.94
		706-459-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTIBU	1,192.28
		706-459-00	FIRE DEPT. CAPITAL O	268ST6 2023 RAM 2500	934.93
	INTERNAL REVENUE SERVICE	706-459-00	FIRE DEPT. CAPITAL O	2021 PUMPER TRK NOV 2023	4,790.11
		706-345-00	FIRE DEPT. UNIFORMS	PCRD-POLO WORK T-SHIRT	168.52
		706-345-00	FIRE DEPT. UNIFORMS	NAVY POLO- JB KIMBLE	80.00
		706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,545.28
	AMAZON.COM TAYLOR TINS USI INSURANCE SERVICES LLC	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,396.56
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	361.39
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	326.61
		706-345-00	FIRE DEPT. UNIFORMS	PCRD-SWEATSHIRT ETHAN SMIT	49.99
	PAYFLEX OZARK MOUNTAIN LEATHER WORKS FIRE RESCUE & TACTICAL INC	706-341-00	FIRE DEPT. MATERIAL	PCRD-CLASSIC TIN	60.00
		706-105-00	FIRE DEPT. GROUP INS	GRP BENEFIT JULY- SEP 2023	406.84
		706-105-00	FIRE DEPT. GROUP INS	GRP BENEFIT OCT-DEC 2023	406.84
		706-105-00	FIRE DEPT. GROUP INS	GF NOV HSA FEES	32.50
	AT&T MOBILITY J & S HYDRAULICS, INC. FRONTIER	706-345-00	FIRE DEPT. UNIFORMS	PCRD-CHIN STRAP & SHACKLE	60.00
		706-345-00	FIRE DEPT. UNIFORMS	FAST TAC URBAN PANTS	169.56
		706-211-00	FIRE DEPT. TELEPHONE	PCRD-OCT CELL PHN & GEOTAB	190.28
		706-343-00	FIRE DEPT. AUTO SUPP	EXT CYLINDER LADDER TRK	1,450.00
	CUMMINS SALES & SERVICE FAIR COMMAND, LLC DBA COMMAND TE TRAVELERS INSURANCE **PAYROLL EXPENSES	706-343-00	FIRE DEPT. TELEPHONE	472-2868-101915-4 FIRE	99.78
		706-343-00	FIRE DEPT. AUTO SUPP	EXHAUST RCN COOLER ENG 1	2,391.59
		706-343-00	FIRE DEPT. AUTO SUPP	TRUCK 11 ANNUAL TEST	725.00
		706-226-00	FIRE DEPT. INSURANCE	INS PREMIUM AUTO LIAB NOV	718.32
				11/01/2023 - 11/30/2023	46,546.01
				TOTAL:	
STREET	MON POWER	750-213-00	STREET DEPT. UTILITI	110 123 905 108 25 N LOCUS	9.60
		750-213-00	STREET DEPT. UTILITI	110 148 156 588 RT 6 395	514.22
		750-213-00	STREET DEPT. UTILITI	110 148 255 778 395 MUDLIC	676.09
		750-213-00	STREET DEPT. UTILITI	110 148 096 107 15 MADISON	0.00
	ENVIRONMENTAL SYSTEMS RESEAR FISHER AUTO PARTS INC UNIFIRST CORP.	750-341-00	STREET DEPT. MAT & S	ARCGIS DESKTOP & ONLINE	330.00
		750-343-00	STREET DEPT. AUTO SU	WIPER BLADES	60.18
		750-345-00	STREET DEPT. UNIFORM	ALL DEPT UNIFORMS OCT 2023	360.22
		750-343-00	STREET DEPT. AUTO SU	TRAILER PLUG & CABLE	83.19
	WV PAGING RITE-WAY HEATING & PLUMBING ENCOVA INSURANCE WV PUBLIC EMPLOYEES INSURANC	750-213-00	STREET DEPT. UTILITI	NOV 2023 STREET DEPT PAGER	23.00
		750-341-00	STREET DEPT. MAT & S	DUCT TAPE	16.40
		750-226-00	STREET DEPT. INSURAN	WCN6007140 10/2-11/1-2023	996.01
		750-105-00	STREET DEPT. GROUP I	GF NOV HEALTH INS	5,581.84
	WORLDWIDE-JANE LEW	750-343-00	STREET DEPT. AUTO SU	WINDSHEILD MOULDING S-8	426.37
12-06-2023 07:34 PM		DISBURSEMENTS 11-01-23 to 11-30-23			PAGE: 6
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	AUTO ZONE NAPA-AMTOWER AUTO SUPPLY	750-343-00	STREET DEPT. AUTO SU	BATTERY FOR MOWER	37.99
		750-343-00	STREET DEPT. AUTO SU	HYD FITTINGS FOR S-10	202.80
		750-343-00	STREET DEPT. AUTO SU	HYD FITTINGS FOR S-10	188.58
		750-343-00	STREET DEPT. AUTO SU	BULK TRAILER WIRE	119.00
	HARBOR FREIGHT TOOLS LOWES BUSINESS ACCOUNTS ATCO INTERNATIONAL JENKINS FORD INC	750-343-00	STREET DEPT. AUTO SU	HYD FITTINGS FOR S-10	87.42
		750-341-00	STREET DEPT. MAT & S	PCRD-WRK LGHT TRAILER JACK	228.46
		750-459-00	STREET DEPT. CAPITAL	LADDERS & CHAINSAWS	917.70
		750-341-00	STREET DEPT. MAT & S	TRANS SEAL SILICONE	244.85
	SEALCOAT CONCEPTS LLC WV PUBLIC EMPLOYEES RETIREME	750-343-00	STREET DEPT. AUTO SU	INSTALL MULTI SWITCH S-14	213.35
		750-459-00	STREET DEPT. CAPITAL	DEC 2023 CONCRETE TRK PYMT	2,676.74
		750-341-00	STREET DEPT. MAT & S	PAINT CURBS VICT & MAIN	835.00
		750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,252.21
	SYLVESTER W. LOWTHER	750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,251.74
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTUTI	418.95
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTUTI	470.03
		750-343-00	STREET DEPT. AUTO SU	HYD FITTINGS FOR S-10	76.20
	ENTERPRISE FM TRUST	750-343-00	STREET DEPT. AUTO SU	HYD FITTINGS FOR S-10	54.30
		750-343-00	STREET DEPT. AUTO SU	BELTS FOR S-6	22.40
		750-343-00	STREET DEPT. AUTO SU	BELTS FOR S-6	22.20
		750-459-00	STREET DEPT. CAPITAL	25QBZJ 2022 RAM 1500	426.56
	CITIZENS BANK OF WV WALMART STORES INC -BUCKHANN	750-459-00	STREET DEPT. CAPITAL	22WGHV 5500 CHASSIS DUMP T	811.43
		750-459-00	STREET DEPT. CAPITAL	23P226 2020 RAM 2500	690.58
		750-459-00	STREET DEPT. CAPITAL	23P47T 2020 RAM 2500	684.15
		750-459-00	STREET DEPT. CAPITAL	DEC 2023 STREET DEPT EXCAV	2,736.13
	MOUNTAIN STATE PEST GUARD DUNCAN PARNELL INC INTERNAL REVENUE SERVICE	750-341-00	STREET DEPT. MAT & S	PCRD-OFFICE SUPPLIES	124.45
		750-341-00	STREET DEPT. MAT & S	PCRD-OFFICE SUPPLIES	127.08
		750-341-00	STREET DEPT. MAT & S	NOV 2023 STREET PEST CNTR	33.50
		750-341-00	STREET DEPT. MAT & S	TERRA FLEX YEARLY SUBSCRI	80.00
	PEOPLES NATURAL GAS AMAZON.COM USI INSURANCE SERVICES LLC	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,149.42
		750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,184.30
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	268.83
		750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	276.99
	PAYFLEX HINKLE TRUCKING, INC. FIRST COMMUNITY BANK CORPORA AT&T MOBILITY	750-213-00	STREET DEPT. UTILITI	200012037079 395 MUD LICK	509.16
		750-343-00	STREET DEPT. AUTO SU	PCRD-REGISTRATION & INSURA	53.70
		750-105-00	STREET DEPT. GROUP I	GRP BENEFIT JULY- SEP 2023	464.96
		750-105-00	STREET DEPT. GROUP I	GRP BENEFIT OCT-DEC 2023	464.96
	BENJAMIN LEE ARISMAN	750-105-00	STREET DEPT. GROUP I	GF NOV HSA FEES	29.25
		750-458-05	STREET DEPT PROJECTS	HAULING BULK CEMENT	655.90
		750-459-22	PROPERTY PAYMENT MUDL	NOV 2023 PUBLIC WORKS BLDG	9,774.80
		750-211-00	STREET DEPT. TELEPHO	PCRD-OCT CELL PHN & GEOTAB	412.49
	FRONTIER TRAVELERS INSURANCE **PAYROLL EXPENSES	750-341-00	STREET DEPT. MAT & S	MOW CITY LOTS 10/9-10/22	3,330.00
		750-341-00	STREET DEPT. MAT & S	MOW CITY LOTS 10/23-10/29	1,665.00
		750-211-00	STREET DEPT. TELEPHO	472-5755-101615-4 STREET	95.91
		750-211-00	STREET DEPT. TELEPHO	472-5755-101615-4 STREET	99.31
		750-226-00	STREET DEPT. INSURAN	INS PREMIUM AUTO LIAB NOV	1,836.11
				11/01/2023 - 11/30/2023	37,699.06
			TOTAL:		84,081.07
STREET LIGHTS	MON POWER	751-213-00	STREET LIGHTS	110 087 818 008 MAIN ST	5,867.82
		751-213-00	STREET LIGHTS	110 151 101 430 99 W MAIN	188.68
		751-213-00	STREET LIGHTS	110 088 782 484 E MAIN ST	122.25
		751-213-00	STREET LIGHTS	110 100 156 733 107 E MAIN	143.14
		751-213-00	STREET LIGHTS	110 158 087 939 MAIN ST CA	7.19
		751-213-00	STREET LIGHTS	110 160 309 701 31 S KANAW	24.34



FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
				TOTAL:	6,353.42
TRAFFIC SIGNALS & SIGN MON POWER		752-213-00	TRAFFIC SIGNALS POWE	110 088 985 459 RT 119	49.04
		752-213-00	TRAFFIC SIGNALS POWE	110 088 985 624 RT 20 BK	56.34
		752-213-00	TRAFFIC SIGNALS POWE	110 081 822 063 W MAIN ST	43.00
		752-213-00	TRAFFIC SIGNALS POWE	110 088 820 243 MAIN ST	40.54
		752-213-00	TRAFFIC SIGNALS POWE	110 080 768 291 E MAIN ST	27.59
		752-213-00	TRAFFIC SIGNALS POWE	110 087 174 485 S KANAWHA	26.69
		752-213-00	TRAFFIC SIGNALS POWE	110 088 235 830 REGER ST	56.74
				TOTAL:	299.94
SNOW REMOVAL	BRUFFEY TRUCKING INC	753-341-00	SNOW REMOVAL	71.43 TONS SALT	8,511.60
				TOTAL:	8,511.60
PARK 30% TO CPWB	CONSOLIDATED PUBLIC WORKS BD	900-341-00	PARK-30% HOT/MOT PD	OCT 2023 HOTEL-MOTEL TAX	1,896.28
				TOTAL:	1,896.28
CVB 70% TO CVB	UPSHUR COUNTY CVB	901-235-00	HOTEL/MOTEL 70% PAID	OCT 2023 HOTEL-MOTEL TAX	4,424.64
				TOTAL:	4,424.64
ARTS-THEATRE	BUCKHANNON UTIL BOARDS	906-213-00	CAC UTILITIES	NOV 2023 THEATRE WASTE	58.66
	MON POWER	906-213-00	CAC UTILITIES	110 122 154 542 48 E MAIN	300.31
	UNIFIRST CORP.	906-341-00	CAC SUPPLIES & EXPEN	ALL DEPT UNIFORMS OCT 2023	45.46
	RITE-WAY HEATING & PLUMBING	906-450-01	THEATRE BLDG	BOXES AND CORD	45.93
		906-450-01	THEATRE BLDG	PIPE FOR COSTUME RACK	84.03
	ENCOVA INSURANCE	906-226-00	CAC INSURANCE & BOND	WCN6007140 10/2-11/1-2023	3.41
	WV PUBLIC EMPLOYEES INSURANC	906-105-00	CAC HEALTH INS	GF NOV HEALTH INS	390.98
	MOUNTAINEER GAS COMPANY	906-213-00	CAC UTILITIES	268704-483167 48 E. MAIN S	61.14
	NAPA-AMTOWER AUTO SUPPLY	906-450-01	THEATRE BLDG	PAINT FOR FRIDGE PROP	210.58
	LOWES BUSINESS ACCOUNTS	906-459-00	THEATRE CAPITAL	MASONITE BALCONY THEATRE	169.68
		906-450-01	THEATRE BLDG	PCRD-PAINT PAD LOCK SET CL	146.13
	GEORGE L. WILSON INC.	906-450-01	THEATRE BLDG	DOOR LOCK SET THEATR	89.00
	DODSON BROS EXTERMINATING CO	906-216-00	THEATRE MAINTENANCE/	OCT 2023 CAC PEST CONTROL	100.00
		906-216-00	THEATRE MAINTENANCE/	NOV 2023 CAC PEST CONTROL	100.00
	WV PUBLIC EMPLOYEES RETIREME	906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	120.66
		906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	117.52
	CITIZENS BANK OF WV	906-459-00	THEATRE CAPITAL	CAC SEATING DEC 2023 PYMT	5,220.65
	CRITES ELECTRICAL SUPPLY INC	906-450-01	THEATRE BLDG	TOGGLE BOLTS	10.84
		906-450-01	THEATRE BLDG	CONDUIT HANGER AND SCREWS	16.16
	WALMART STORES INC -BUCKHANN	906-341-00	CAC SUPPLIES & EXPEN	PCRD-BLINDS FOR THEATRE	163.74
	SAM'S PIZZA	906-341-00	CAC SUPPLIES & EXPEN	BUMS THEATRE CLUB SHOW	98.00
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	83.12
		906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	80.96
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	19.44
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	18.93
	AMAZON.COM	906-341-00	CAC SUPPLIES & EXPEN	PCRD-GLOW TAPE LGHTS THEA	52.94
		906-450-01	THEATRE BLDG	PCRD-EXHAUST FAN GLOW TAPE	92.97
		906-450-01	THEATRE BLDG	PCRD-RESISTORS FOR STAIR L	35.96
		906-450-01	THEATRE BLDG	PCRD-FIRE EXT HOOKS	6.97
	PAYFLEX	906-105-00	CAC HEALTH INS	GF NOV HSA FEES	3.25
	AT&T MOBILITY	906-213-00	CAC UTILITIES	PCRD-OCT CELL PHN & GEOTAB	50.72
	FRONTIER	906-213-00	CAC UTILITIES	473-8987-052821-4 THEATRE	117.66
	JASON A YOUNG DBA: THE VINTA	906-341-01	CAC BOOKINGS	FEARLESS FOOLS COMEDY IMPR	450.00
	HARTLEY: DAVID	906-341-00	CAC SUPPLIES & EXPEN	REIMB FOR SURGE PROTECTOR	52.67

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		906-450-01	THEATRE BLDG	SOUND INSTALL AT THEATRE	625.00
	CHRISTINA GREEN	906-450-01	THEATRE BLDG	CAC STAGE FLOOR	75.00
	ELIJAH DICKEY	906-450-01	THEATRE BLDG	FLOOR STAGE FLOOR	87.50
	BUCKHANNON COMMUNITY THEATRE	906-450-01	THEATRE BLDG	REIMB HARDBOARD STAGE FLOO	860.71
	**PAYROLL EXPENSES			11/01/2023 - 11/30/2023	2,646.38
				TOTAL:	12,913.06
STOCKERT YOUTH CENTER	MON POWER	907-213-00	UTILITIES	110 084 767 208 79 E MAIN	35.18
		907-213-00	UTILITIES	110 084 592 119 SYC	525.60
		907-213-00	UTILITIES	110 084 767 208 79 E MAIN	9.68
	UNIFIRST CORP.	907-216-00	MAINTENANCE	ALL DEPT UNIFORMS OCT 2023	236.88
	LEAF	907-341-01	OPERATING EXPENSES	SYC COPIER LEASE	182.69
	ENCOVA INSURANCE	907-226-00	INSURANCE & BONDS	WCN6007140 10/2-11/1-2023	140.10
	CARTER: LARRY	907-363-00	KARATE CLASS INSTRUC	KARATE INSTRCTR OCT 2023	39.00
	BANDLAND, LLC	907-354-00	DRILL TEAM	PCRD-BATON	37.98
	WV PUBLIC EMPLOYEES INSURANC	907-105-00	GROUP INSURANCE	GF NOV HEALTH INS	2,577.92
	MOUNTAINEER GAS COMPANY	907-213-00	UTILITIES	383925-483167 70 E MAIN ST	404.17
	UPSHUR COUNTY FRN	907-361-00	AFTER SCHOOL SUPPLIE	PCRD-STAFF T-SHIRTS	400.00
	WV PUBLIC EMPLOYEES RETIREME	907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	214.05
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	236.39
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	180.45
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	182.21
	INDEED.COM	907-341-00	MATERIALS & SUPPLIES	PCRD-SYCC YOUTH ACTIVITY C	77.05
	WALMART STORES INC -BUCKHANN	907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS	97.07
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SUPPLIES	25.38
	MOUNTAIN STATE PEST GUARD	907-216-00	MAINTENANCE	NOV 2023 SYC PEST CONTROL	38.50
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	487.55
		907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	521.42
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	114.02
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	121.95
	APRIL E SMALL	907-368-01	ZUMBA	KICKBOXING INSTRCTR OCT	96.00
	AMAZON.COM	907-341-00	MATERIALS & SUPPLIES	PCRD-PLANNER CALENDAR	29.98
	USI INSURANCE SERVICES LLC	907-105-00	GROUP INSURANCE	GRP BENEFIT JULY- SEP 2023	116.24
		907-105-00	GROUP INSURANCE	GRP BENEFIT OCT-DEC 2023	116.24
	PAYFLEX	907-105-00	GROUP INSURANCE	GF NOV HSA FEES	9.75
	LYNX WV INC	907-213-00	UTILITIES	NOV 2023 SYC INTERNET	145.00
	AT&T MOBILITY	907-211-00	TELEPHONES	PCRD-OCT CELL PHN & GEOTAB	38.85
	DAWN WEBB	907-363-00	KARATE CLASS INSTRUC	KARATE INSTRUCTOR OCT	117.00
	SAMS CLUB	907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTER SCHOOL SNACKS	597.89
	FRONTIER	907-211-00	TELEPHONES	473-0145-042701-4 SYC	201.35
		907-211-00	TELEPHONES	473-0145-042701-4 SYC	205.60
	FLYERS ENERGY LLC	907-216-00	MAINTENANCE	OCT 2023 SYC FUEL	347.59
	JAMIE PAULHAMUS	907-356-00	YOUTH BASKETBALL	REFUND BBALL REGISTRATION	55.00
	TRAVELERS INSURANCE	907-226-00	INSURANCE & BONDS	INS PREMIUM AUTO LIAB NOV	333.00
	**PAYROLL EXPENSES			11/01/2023 - 11/30/2023	16,274.05
				TOTAL:	25,568.78
CONVENTION CENTER	AMBERLE JENKINS	910-341-00	EVENT CENTER SUPPLIE	TAPE EVENT CENTER CRAFT SH	14.64
	ENCOVA INSURANCE	910-226-00	INSURANCE & BONDS	WCN6007140 10/2-11/1-2023	3.41
	USDA, RURAL DEVLEOPMENT	910-457-00	CONFERENCE CENTER PA	CONFCENTER DEC 2023	3,351.00
	INDEED.COM	910-341-00	EVENT CENTER SUPPLIE	PCRD-EVENT CENTER EMPLOYME	500.54
	INTERNAL REVENUE SERVICE	910-104-00	FICA TAX	FICA WITHHELD AND MATCHED	5.66
		910-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	1.32
	ADJUTANT GENERAL'S OFFICE	910-213-00	UTILITIES-ADJUTANT G	READINESS CNTR CRTRK OCT &	2,435.96

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES		11/01/2023 - 11/30/2023		91.25
			TOTAL:		6,403.78
PUBLIC SAFETY	UNIFIRST CORP.	976-216-00	SAFETY COMPLEX MAINT ALL DEPT UNIFORMS OCT 2023		54.66
	MOUNTAINEER GAS COMPANY	976-213-00	SAFETY COMPLEX UTILI 383931-483167 20 S FLORIDA		62.40
	MOUNTAIN STATE ELECTRICAL CO	976-459-36	FEMA GRANT#1 GENERAT INSTALL PSC GENERATOR		61,483.64
	DODSON BROS EXTERMINATING CO	976-216-00	SAFETY COMPLEX MAINT NOV 2023 POLICE PEST CONTR		47.00
	LYNX WV INC	976-213-00	SAFETY COMPLEX UTILI NOV 2023 PSC INTERNET		150.00
	WRIGHT NATIONAL FLOOD INSURA	976-226-00	SAFETY COMPLEX INSUR FLOOD INS 22 S FLORIDA - P		2,436.00
	USA CONTAINERS	976-459-01	PUBLIC SAFETY TRAINI 2-CONEX BOXES FOR TRAN FAC		26,556.16
			TOTAL:		90,789.86

Motion to approve the following minutes as presented – (E.1) Regular Meeting 11/16/23, and to approve (E.3) Payment of the Bills was made by Thomas/Rylands. Motion carried.

E.2 Approval of Building and Wiring Permits – Councilman Reger recused himself from discussion of this Consent Agenda Item as he noted that he had a conflict of interest.



Permit Fee Report #76063-#76075

11/16/2023 - 12/06/2023

Permit #	Applicant Name	Applicant Address	Primary Contractor	Description	Project Cost	Fee Amount	Electrical Property Type	Asbestos Inspection	Zoning Approval Date	Historic Property	Flood Zone Area	Flood Zone /Elevation Certificate	FEMA Accessory Use
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Group: Commercial Electrical Fee

76074	FOSTER'S MARKETING GROUP	2 TRADE R ALLEY SUITE 102	TWISTED WIRE	MON POWER SAYS NEEDS INSPECTION TO PUT IN METER	10,000.00	100.00	A Commercial Property	No		Yes	Zone AE	No	No
76075	Foster Marketing Group	23 E Main St	TWISTED WIRE	800 AMP Electrical Service	1,000.00	100.00	A Commercial Property			Yes	N/A	No	
					11,000.00	200.00							

Group Total: 2

Group: Commercial-Industrial (nonresidential)

76071	GarVal Property Rentals	91 Elm St		Drywall Kitchen & Remodel	1,900.00	15.00		No		Yes	N/A	No	
76072	DELMAR LIGHT	102 E MAIN ST	ULTIMATE ROOFING WV LLC	REROOF-REPLACE SHINGLES WITH SHINGLES	30,000.00	225.00		Yes -If yes attach report		Yes	Zone AE	No	No
					31,900.00	240.00							

Group Total: 2

Group: No Charge

76065	Upshur County Commission	91 W Main St		6ft Hght Vinyl Fence	2,500.00	0.00			11/22/2023	Yes	Zone AE	Yes-Elevation Cert. Not Required	
					2,500.00	0.00							

Group Total: 1

Group: Residential (non-commercial)

76073	JACK REGER	27 LINCOLN WAY	REGER COMPANIES, LLC	REROOF-REPLACE SHINGLES WITH SHINGLES	0.00	197.40		Yes -If yes attach report		No	N/A	No	No
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76069	ROSS CAMPBELL	151 FAYETTE	TRADEWORK	CURB CUT OKAY'D BY BRAD AND ETHAN	400.00	10.00		No		No	N/A	No	No
76070	Randolph Hurst	45 College Ave	Smalls Seal Coating & Patching	Widening & Paving Rear Driveway	15,000.00	165.00			12/4/2023	Yes	N/A	No	
76068	Jason Cavender	22 Upper Dr	CITY WINDOW & CONSTRUCTION COMPANY	Re-Roof, Replacement Gutters, Windows, Doors, Rebuild Crawl Space, Replace Rear Deck 10x10, Paint Exterior	54,820.00	383.74		Yes -If yes attach report		No	N/A	No	
76066	Rosemary Queen	184 Randolph St	MILLERS SEAMLESS GUTTERS AND FLOOR COATING LLC	Replace & Install new Metal Roof & Drywall	9,816.00	107.98		No		No	N/A	No	
76067	Robert Miller	147 Camden Ave	Crites Electric, Inc.	Generator Install on concrete pad 30"x52"	7,740.00	85.14	B2 Single Family Residential (500 sq ft)		11/27/2023	No	N/A	No	
76064	GARY LONGWELL	224 CAMDEN AVE		ADD PARKING TO FRONT AND BACK; MOVE FENCE IN BACK - 6' CEDAR PLANK FENCING	1,500.00	16.50		No	10/27/2023	No	N/A	No	No
76063	THOM KEELEY	320 W VICTORIA ST	A-1 GENERAL CONTRACTING	REROOF-SHINGLES; GUTTERS	27,300.00	245.70		Yes -If yes attach report		No	N/A	No	No
					116,576.00	1,211.46							

Group Total: 8

Group: Residential Electrical Fee

76067	Robert Miller	147 Camden Ave	Crites Electric, Inc.	Generator Install on concrete pad 30"x52"	7,740.00	100.00	B2 Single Family Residential (500 sq ft)		11/27/2023	No	N/A	No	
					7,740.00	100.00							

Group Total: 1

Group: Zoning Application Fee

76070	Randolph Hurst	45 College Ave	Smalls Seal Coating & Patching	Widening & Paving Rear Driveway	15,000.00	20.00			12/4/2023	Yes	N/A	No	
76067	Robert Miller	147 Camden Ave	Crites Electric, Inc.	Generator Install on concrete pad 30"x52"	7,740.00	20.00	B2 Single Family Residential (500 sq ft)		11/27/2023	No	N/A	No	

76064	GARY LONGWELL	224 CAMDEN AVE		ADD PARKING TO FRONT AND BACK; MOVE FENCE IN BACK - 6' CEDAR PLANK FENCING	1,500.00	20.00		No	10/27/2023	No	N/A	No	No
					24,240.00	60.00							
Group Total: 3													
					193,956.00	1,811.46							

Total Records: 1712/7/2023

Motion to approve the Building and Wiring Permits was made by Sanders/Rylands. Motion carried with Mayor Councilman Reger abstaining.

- G. Strategic Issues for Discussion and/or Vote:
- G.1 Consideration of adoption on second and final reading following a public hearing of Ordinance No. 465 relating to the temporary financing of the design, acquisition, construction, and equipping of improvements and additions to the City of Buckhannon’s Stockert Youth and Community Center – Action taken earlier in the meeting.
- G.2 Call for Election on May 14, 2024 – Discussed earlier in the meeting.
- G.3 Approval 2024 COB Holiday Closing Schedule – Action taken earlier in the meeting.
- G.4 Discussion Proposed Ordinance No. \_\_To Vacate Certain Alleys pursuant to WVWC Property Exchange (Ord #463) – Mayor Skinner recognized City Attorney Tom O’Neill who provided an overview of the proposed ordinance for City Council to consider. No action was necessary regarding this item tonight.
- DRAFT ORDINANCE NO. \_\_ OF THE CITY OF BUCKHANNON, AN ORDINANCE VACATING THREE (3) CERTAIN ALLEYS SITUATED WITHIN THE CORPORATE LIMITS OF THE CITY OF BUCKHANNON**

WHEREAS, by Ordinance No. 463, the City of Buckhannon authorized the exchange of certain properties between the City and West Virginia Wesleyan College, Inc., a West Virginia non-profit corporation; and,

WHEREAS, in addition to the exchange of properties as contemplated in said Ordinance, which has been fully enacted and has taken effect as of June 15, 2023, the City agreed to vacate three certain alleys which abut property owned by West Virginia Wesleyan College; and,

WHEREAS, it is now ripe for the Council of the City of Buckhannon to consider vacating said alleys; and,

WHEREAS, pursuant to the statutory provisions of Chapter 8, Article 12, Section 5(1) of the West Virginia Code, as amended, the City is specifically authorized and empowered to vacate, discontinue and close streets, avenues, roads, alleys, ways, and sidewalks; and,

WHEREAS, when a public street, way, or alley is closed, discontinued, or vacated, title thereto is vested in the adjoining property owners in equal portions divided by the center line thereof; and,



WHEREAS, the Council of the City of Buckhannon desires in all respects to comply with the statutes of the State of West Virginia and particularly with the immediately hereinbefore referenced state statutes insofar as the closing of alleys is concerned.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE COUNCIL OF THE CITY OF BUCKHANNON, AS FOLLOWS:

ARTICLE I - FINDINGS OF COUNCIL: The Council of the City of Buckhannon hereby makes the following findings:

(1) The Council has previously adopted Ordinance No. 463, which provides – in part – for the vacating of all or part of three alleys within the corporate limits of the City of Buckhannon, which abut properties currently owned by West Virginia Wesleyan College;

(2) The subject alleys are described in Ordinance No. 463 as follows:

a) Silverbells Lane, from its origination point at the railroad tracks south of the walk trail to a point 178 feet south of its intersection with Braxton Street.

b) Snowgoose Lane, from its origination point at the walk trail to a point 178 feet south of its intersection with Braxton Street.

c) Stewart Lane

ARTICLE II – DISCONTINUANCE, CLOSING, AND VACATION OF ALLEYS:

The Council of the City of Buckhannon, pursuant to its authority under West Virginia Code Chapter 8, Article 12, Section 5(1), does hereby vacate, discontinue, and close the following roads, alleys, and ways situate and located within the corporate limits of the City of Buckhannon:

a) Silverbells Lane, from its origination point at the railroad tracks south of the walk trail to a point 178 feet south of its intersection with Braxton Street.

b) Snowgoose Lane, from its origination point at the walk trail to a point 178 feet south of its intersection with Braxton Street.

c) Stewart Lane

ARTICLE III - EFFECTIVE DATE: This Ordinance shall be deemed effective thirty (30) days following the second (2nd) reading, passage and adoption by the Council of the City of Buckhannon, i.e., \_\_\_\_\_.

FIRST READING: \_\_\_\_\_

SECOND READING, PASSAGE AND ADOPTION: \_\_\_\_\_

\_\_\_\_\_  
Robert N. Skinner, III, Mayor

CERTIFICATE OF ENACTMENT

I, Randall H. Sanders, City Recorder, do hereby certify that the foregoing Ordinance No. \_\_\_\_\_ was lawfully ordained and enacted by the Council of the City of Buckhannon at a regular session of the said Council assembled on \_\_\_\_\_.

\_\_\_\_\_  
Randall H. Sanders, City Recorder

**G.5 Approval Modification to Clarify COB Employee Handbook “Return to Work” Section** - City Attorney Tom O’Neill provided an overview of the proposed modification that is meant to clarify the applicability of the Return to Work policy for the employees of the City.

**(Proposed) revised “Return to Work” section of Employee Handbook:**

**Return to Work Program**

The City of Buckhannon is committed to providing a safe and healthy workplace for our employees. Preventing on-the-job injuries and illnesses is one of our City's primary objectives. In furtherance of that commitment, the City of Buckhannon has established a “Return to Work” Program (also known as “Light Duty”) to accommodate employees who become ill or injured as a result of workplace activity.

The “Return to Work” or “Light Duty” program is not available for employees who become ill or injured as a result of non-work or off-time activities or circumstances. Employees who suffer illness or injury off-the-job must use their Paid Time Off leave for recovery time. Employees who do not have sufficient sick leave or vacation time to adequately recover from such a non-workplace injury or illness may receive donated time from other employees, or must otherwise take an uncompensated leave of absence during their recovery.

If an employee is injured in the performance of their work and requires accommodation, the appropriate city department supervisor will seek to return the employee to some modified or alternative work as soon after the injury as possible. This will be accomplished by temporarily modifying the employee's pre-injury position or providing the employee with an alternative position. The employee’s medical condition together with any limitations or restrictions established by the employee's attending physician will be considered as a priority when identifying the modified or alternative position.

Department supervisors are not authorized to grant, and employees are not authorized to accept, “Light Duty” or other modification of the employee’s responsibilities due to illness or injury without express written pre-approval of the Director of Finance and Administration.

**Note:** The availability of the Return to Work or “Light Duty” program to an employee is at the discretion of the employee’s department supervisor and the subject to the express pre-approval of the Director of Administration and Finance. The program may not be applicable to all departments as it relates to specific job duties and performance requirements. Employees shall be notified by their department supervisor if they are ineligible to return to work in the form of light duty.

This program is intended to provide City employees with an opportunity to continue as valuable members of our team while recovering from a workplace injury or illness. We want to minimize any adverse effects of an on-the-job injury or illness to any of our employees and ultimately return the injured employee to their original pre-injury position. This program is intended to benefit a workplace-injured employee by promoting a speedy recovery, while maintaining their work patterns and income. This program applies to all employees of the City of Buckhannon and its Utility Boards

In the event of a work-related injury, the employee shall:

[balance of section unchanged]

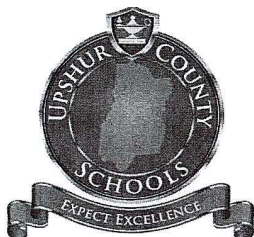
Thomas J. O’Neill  
City Attorney

**Motion to approve the modification to clarify the COB Employee Handbook “Return to Work” section was made by Rylands/McCauley. Motion carried.**

**G.6 Approval Letter of Request from UCBOE for assistance in the Demolition Project at 21 E Victoria Street** - City Attorney Tom O’Neill provided an overview of the Letter of Request from the Upshur County Schools for assistance in the demolition project at 21 E. Victoria Street. Mr. Rylands asked for clarification on who was making the request since the local BOE had been relieved of its ability to conduct business by the West Virginia Department of Education (WVDE). Mr. O’Neill clarified that the request had been approved by the WVDE. Mr. Rylands then pointed out that the WVDE was the same group that put the WAMSB 2023 event in financial jeopardy with their decisions concerning the event. Mr. McCauley added that while we have had a wonderful working relationships with previous local BOE’s and Superintendents, it has recently been strained by certain actions of the WVDE and before we can continue with a working relationship we need to

have some assurances that we can work together for the positive benefit of all concerned. Recorder Sanders, who was also the chairman (and President) of the 501c3 organization that produced the World Association of Marching Show Bands 2023 World Championships, explained how the decisions of the WVDE, which was to not honor the agreements that were in place between the UCBOE and WAMSB 2023, financially affected the WAMSB event. Mayor Skinner stressed that while he recognizes Councils frustration with the current situation, we must work towards a resolution as the Upshur County school system needs to return to its greatness for the community to remain strong. He suggested that we not take action on the matter until we explored having a meeting with the UCBOE and the WVDE to discuss these frustrations.

Administration  
Mrs. Christine Miller  
Superintendent  
Mr. George "Russ" Collett  
Assistant Superintendent



Board of Education  
Dr. Tammy Samples, President  
Mrs. Jan Craig, Vice-President  
Mrs. Sherry Dean  
Mr. Roy Wager  
Mrs. Daya Wright

December 5, 2023

Dear Mayor Skinner and Members of the City Council,

As you are aware Upshur County Schools has undergone many changes over the last several months. One thing that has not changed is the desire to improve our system for the betterment of the education of students. We are always looking for ways that we can make improvement.

In the spring of 2023, the City of Buckhannon was instrumental in assisting Upshur County Schools with the demolition of two dilapidated properties on Victoria Street to allow for the future expansion of greenspace, parking, and playground space. These razing of these two houses made for a better appearance of the school property. It also enhanced the area for neighbors to our school property.

Upshur County Schools is asking again for assistance from the City of Buckhannon to raze the final house on Victoria Street that the Board of Education owns to complete the first phase of this expansion project. This house is located at 21 E. Victoria Street. It is understood that Upshur County Schools will be responsible for all associated costs, including tipping and disposal fees. We will inspect the residence for hazardous materials prior to demolition. Razing of this house has been approved by the West Virginia Department of Education Facilities Division.

The Upshur County Board of Education and the City of Buckhannon have had a long-standing positive relationship, and we wish to continue that outstanding partnership for years to come.

Respectfully,



Timothy S. Derico  
Facilities Director  
Upshur County Schools

**Motion to table the approval of the letter of request from UCBOE for assistance in the demolition project at 21 E Victoria Street until we can have a meeting with representatives of the UCBOE and the WVDE to discuss City Council concerns was made by McCauley/Thomas. Motion carried.**

**G.7 Recommendation from the Revenue Review Committee regarding the funding request from JCFilms – Action taken earlier in the meeting.**

## **H. Comments and Announcements**

**H.1 Pamela Bucklew:** Mrs. Bucklew announced that Buckhannon-Upshur High School was having an event tomorrow, from 5:00 to 9:00 PM, featuring the new Community Band, High School Choir and Show Choir at the High School. She also mentioned the BCT's "A Christmas Story" will be held at the Colonial Arts Center this weekend; the Christmas in Fairyland event will be held Saturday evening at the Baxa Inn. She also asked that we remember Edward Brandt who was a member of the Buckhannon VIPS program as he recently passed away. She wished everyone a Merry Christmas.

**H.2 David McCauley:** Mr. McCauley noted that he didn’t want his remarks about the UCBOE and WVDE to be taken incorrectly as he continues to be very supportive of the county school children. He commented that the Dickens event was very successful. He complimented the Street Department for removing the garage next to SYCC. He concluded by reminding everyone that donations can still be made to the SYCC Capital Campaign and the Colonial Arts Center.

**H.3 Jack Reger:** Mr. Reger commended the students from WVWC on their presentation on the feral cats and the Buckhannon-Upshur Counselors on their presentation regarding their services. He agrees with the Mayor in that we all need to work together on the Upshur County School system problems to get it turned around. He is looking forward to JCFilms coming back to Buckhannon and the positive image that there are providing of West Virginia through their films.

**H.4 Dave Thomas:** Mr. Thomas agreed with much of what has already been said during this comment period. He is concerned with the way the State is handling the school situation and he looks forward to working with. He was appreciative of what the BUHS Counselors has to say. He has concerns with the technology that is emerging, including AI (Artificial Intelligence), and the effect that it all may have on society. He wished everyone a Happy Holiday Season.

**H.5 CJ Rylands:** Mr. Rylands wished everyone a Merry Christmas.

**H.6 Randall Sanders:** Mr. Sanders mentioned that he was honored to attend the Menorah Lighting Ceremony earlier in the evening and he thanked Daya Masada Wright and her family for not only providing the Menorah but also for planning the event. Due to the timing of the event, Mr. Sanders represented the City as Mayor Skinner was presiding over the Public Hearing of Ordinance No. 465. He also congratulated the Upshur County Commission for their victory in the food collection challenge with the Buckhannon City Council. The challenge was to collect food items for the Parish House and the final total was 609 items were collected; Recorder Sanders announced that the County had a strong victory having collected 564 of those items, while the City collected 45 items. Without objection, he issued a new challenge for the same during the month of November 2024, being a competition between the members of the City Council of Buckhannon and the Upshur County Commissioners of collecting food items for the Upshur Parrish House.

**I. Mayor’s Comments and Announcements:** Mayor Skinner thanked Mr. Sanders for appearing at the Menorah Lighting Ceremony and representing the City. While he wished everyone a Happy Holiday Season, he encouraged us to check on those in need as while this is a very happy time of the year, it may be a difficult time for some. Mayor Skinner again wished everyone a Merry Christmas and a Happy New Year.

**J. Adjournment**

**Motion to adjourn at 9:30 PM was made by Thomas.**

**Mayor Robert N. Skinner III** \_\_\_\_\_

**City Recorder Randall H. Sanders** \_\_\_\_\_