

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

A regular meeting of the Buckhannon City Council was held on Thursday, February 2, 2023, at 7:00 p.m., in the Council Chambers of City Hall. The following individuals were in attendance (GTM – GoToMeeting). *To participate in a City Council meeting participants were invited to contact us at 304-472-1651 for the GoToMeeting link/access.*

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Council Member	Pam Bucklew	Present - GTM
Council Member	David McCauley	Present
Council Member	Jack Reger	Absent
Council Member	CJ Rylands	Present
Council Member	David Thomas	Absent
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	Absent
Channel 3	Rodney Irvin	Present
MyBuckhannon.com	Katie Kuba	Present
MyBuckhannon.com	Beth Broschart	Present
WV News	Jonathan W	Present

Guests: Kaylie Brinkman, Sadie Nicholas-WVWC; Catherine Norko- Charles W. Gibson Public Library; Brian Ingelson- World Association of Marching Show Bands, Jim Valenson, Haley Gompers-WAMSB, Hoyt Kimble, Megan Kimble, Michelle Dea, Donna Broslawsky, Laura Meadows-UCCVB, Eli Baxa, Scott Baxa, Pam Fabbricatore, Tammy Reger-UCCOC, Kimberly Farry, Kathy Jenkins, Lynn Green, Laura Brugnoli, Mackenzie Michael, Amanda Beale; Members of the Buckhannon Fire Department.

***City Council of Buckhannon – 7:00 pm in Council Chambers
Meeting Agenda for Thursday, February 2, 2023***

- A. Call to Order**
 - A.1 Moment of Silence
 - A.2 Pledge to the Flag of the United States of America
- B. Recognized Guests**
 - B.1 Brian Ingelson-World Association of Marching Show Bands International Coordinator for the USA
 - B.2 Firefighter Recognition Presentation
 - B.3 Kaylie Brinckman- West Virginia Wesleyan College Student Senate Representative
- C. Department & Board Report**
 - C.1 Fire Chief- JB Kimble
 - C.2 Public Works Director- Jerry Arnold
 - C.3 Finance Director- Amberle Jenkins
 - C.4 City Attorney- Tom O'Neill
- D. Correspondence & Information**
 - D.1 FOIA Request from WV Open the Books for Employee Information
 - D.2 Report of Cat & Dog Activity –Upshur County Commission-December 2022
 - D.3 Resolution -Upshur County Convention & Visitors Bureau
 - D.4 Notice of Advertisement & Bid Package-COB Colonial Arts Center Theatre Seating Installation Project Contact A & B
- E. Consent Agenda**
 - E.1 Approval of Minutes -Regular Meeting 01/05/23, 01/19/23
 - E.2 Approval of Building and Wiring Permits
 - E.3 Approval of Payment of the Bills
 - E.4 Accept Resignations from the Buckhannon Planning Commission
- F. Strategic Issues for Discussion and/or Vote**
 - F.1 Approval outside Entity Funding Request- ART26201
 - F.2 Request to Set Meeting Dates for the General Fund Budget Session
 - F.3 Recommendation from the Colonial Arts Center Board to Direct City Attorney to draft Agreement to Partner with a Local 501(c)(3) Organization to Accept Donations on behalf of the CAC
 - F.4 Management of The Event Center at Brushy For
 - F.5 Public Survey for Emergency Services Study
- G. Comments and Announcements**
 - G.1 Pamela Bucklew
 - G.2 David McCauley
 - G.3 Jack Reger
 - G.4 David Thomas
 - G.5 CJ Rylands
 - G.6 Randall Sanders
- H. Mayor's Comments and Announcements**
- I. Adjournment**

Posted 01/30/2023

A. Call to Order: Mayor Robbie Skinner called the regular meeting of the Buckhannon City Council for February 2, 2023 to order and asked that we remember Councilperson Jack Reger who is ill, Councilperson Dave Thomas with travel mercies, and community member Betty Heavner, who we lost this week. The Mayor then asked all to join him in a Moment of Silence and the Pledge to the Flag of the United States of America.

B. Recognized Guests:

B.1 Brian Ingelson-World Association of Marching Show Bands International Coordinator for the USA: City Recorder Sanders welcomed Brian Ingelson and gave these introductory remarks. *Brian Ingelson, Emeritus Director of Bands at Palm Springs High School, is an educator, conductor, producer, director and international adjudicator, clinician and judge. In 2013, the Palm Springs High School band was selected from more than 2,800 groups across the United States to perform at the 47th Inaugural Parade in Washington DC for President Obama. His jazz bands have performed in concert with Barry Manilow, Max Weinberg, Carol Channing, and Suzanne Somers. In 2017 he led the organizing team to host the WAMSB World Championships in Palm Springs, California. Mr. Ingelson is now a sanctioned judge of the World Association of Marching Show Bands (WAMSB) and has judged for National, Regional and World Championships in Canada, Germany, Spain, Britain, Colombia, Malaysia, and Indonesia. He also serves as the World Association of Marching Show Bands International Coordinator for the USA.*

Mr. Ingelson spoke on the history of WAMSB and congratulated Buckhannon as being sanctioned the host for 2023 on behalf of Palm Springs and WAMSB. Mr. Sanders thanked Mr. Ingelson and specifically thanked a few community members for their work on WAMSB including Alisa Lively, Amberle Jenkins, Barbara Hinkle, Laura Meadows, Brad Kellison, Jim Valenson, and Haley Gompers. He also thanks the many additional committee members and sponsors and mentioned that there was still a need for volunteers.

B.2 Firefighter Recognition Presentation: Mayor Skinner recognized Chief JB Kimble who announced that Maria Potter and Shane Jenkins had finished their probationary periods and are now official BFD Firefighters. He also announced that John Brugnoli has met all requirements to become a Lieutenant. Family members assisted with the traditional pinning of the appropriate badges and/or marking to each.

Chief Kimble also presented recognition to Firefighters Captain Joey Baxa, Captain Linn Baxa, Captain Brian Elmore, Lt. John Brugnoli, Firefighters Shane Jenkins, Steve Michaels, Maggie Petitto, Maria Potter, Volunteer BVFD Captain Glen Davis and Volunteer Firefighter Justin Boggs for their incredible work and bravery at the Pocahontas Street fire. Firefighter First Class Ethan Smith and Volunteer Firefighter Hunter Wilfong were also recognized for their work during a rescue operation in November where a life was saved and a member of the team was injured. He stated that he is proud of this team.

Chief Kimble also presented the Mayor and City Council a gift for their support of the Fire Department and the training they sponsor. Captain Brian Elmore also voiced his appreciation to the Mayor and City Council.

After a short recess following the Firefighter Recognition Presentation, the City Council returned to regular session.

B.3 Kaylie Brinckman- West Virginia Wesleyan College Student Senate Representative: Sadie Nichols, previous WVWC Student Senate Representative, introduced the new Student Senate Representative, Kaylie Brinckman, who is a freshman exercise science major from Clendenin, West Virginia and the new Alumni and Community Relations Chair for Student Senate, a Service Scholar, and a member of the lead youth security team. Ms. Brinckman provided these WVWC updates and announcements to City Council.

Service Events

- WVWC hosted a Special Needs Prom on Saturday, January 28th. Wesleyan students, alumnae, and community member came together to offer dresses, makeup and hair appointments, and snacks in addition to the event itself. We are also looking forward to being involved in the upcoming Polar Plunge on February 11th hosted by Special Olympics. Registration for that event opens at 12:30, costume contest at 1:30 and plunge at 2:00!! Our own President, Sadie Nichols will be plunging!!!
- The WE LEAD Poverty Reduction team shared unknown facts about Buckhannon and Upshur County during the lunch hour on January 30th. We believe that in order to truly live in the greater community

of Buckhannon, we have to best understand the strengths and challenges our community faces.

- The WE LEAD Youth Security team is preparing to dig into the community by meeting with the Buckhannon-Upshur Middle School counselors to see how the college can be better partners.
- We are currently collecting plastic bags for a sustainability project where students will make “plastic yarn”. In addition, we will be donating bags to the Really Really Free Market meals offered two Saturdays of the month. Wesleyan students have been regularly volunteering with the meals and the Free Meals Appalachia organization.
- We hosted a Red Cross Blood Drive on campus today
- Students are partnering with Upshur County Trails to support a few trail maintenance days this semester. The first one is set for Saturday, February 4th.
- Students will be assisting with the Livestock Association Elimination Dinner on February 18th.
- Student athletes will come together in celebration of Division II Day on February 22nd to package Easter Eggs for all the children served by Upshur County Head Start.
- Our men’s and women’s basketball teams will be volunteering and hosting a Special Olympics regional basketball tournament on Feb 12
- February 25th, the college will be hosting its annual Orange and Black Day, a premiere recruitment event of accepted students. We expect over 100 students and their families to attend to experience the campus culture, many spending the night in town.

C. Department & Board Reports:

C.1 Fire Chief- JB Kimble: Mayor Skinner recognized Chief Kimble for his monthly report. Chief Kimble reported that the Department has been a part of the Incident Action Plan development for the World Association of Marching Show Bands event in July and they plan on using the WV Strawberry Festival as the first event to implement it. The Country Roads Fire Expo had a good turnout and was a good program. There is upcoming training for Fire Fighter II available county wide. On February 22nd BFD will host a free Fire Fighter I Class at the fire department. Due to a grant, all paid and volunteer fire fighters were able to get dress uniforms, which there were wearing at tonight’s meeting. City Recorder Sanders congratulated the department on their achievements. Councilperson Rylands encouraged the department to continue with retention, to think beyond city limits into the county, and said that he appreciated the leadership in the department. Councilperson McCauley questioned the empirical data that showed what percentage of calls were for city and what was for county assistance. What “bang for the buck” do we get for financing the BFD? Chief Kimble reported that \$25,000 comes from the county fire fee. Mr. McCauley stated that he felt we would be getting more calls on Corridor H when that is completed. We will need to crunch the numbers to fund BFD equitably. Here is the activities report submitted by Chief Kimble:

<div><div>Buckhannon</div><div><div>Buckhannon, WV</div><div>This report was generated on 1/31/2023 11:10:30 AM</div></div></div>			
<div>AFG Report - Call Volume Data</div> <div>Year: 2023</div>			
DEPARTMENT CHARACTERISTICS IV - CALL VOLUME DATA			
Call Volume - General	2022	2021	2020
a. Fires	30	38	34
b. How many EMS-BLS Response Calls	336	460	352
c. How many EMS-ALS Response Calls	131	7	2
f. Vehicle Extrications	9	6	4
g. How Many Community Paramedics Calls	0	0	0
h. Other Rescue	3	8	5
i. Hazardous Condition/Materials Call	0	0	1
Call Volume for Emergency Medical Services	2022	2021	2020
a. Total calls Requiring transport, exclusive of scheduled transport/declared above	0	0	0
b. All Other Calls and Incidents not declared above, including fire, good intent, etc.	1138	1207	1043
Call Volume for Fire Department	2022	2021	2020
a. Fires - NFIRS Series 100	30	38	34
b. Overpressure Rupture, Explosion, Overheat (No Fire) - NFIRS Series 200	1	2	1
c. Rescue & Emergency Medical Service Incident - NFIRS Series 300	718	784	629
d. Hazardous Condition (No Fire) - NFIRS Series 400	57	60	38
e. Service Call - NFIRS Series 500	41	29	78
f. Good Intent Call - NFIRS Series 600	224	204	196
g. False Alarm & False Call - NFIRS Series 700	65	75	58
h. Severe Weather & Natural Disaster - NFIRS Series 800	1	15	7
i. Special Incident Type - NFIRS Series 900	1	0	2
Call Volume for Fires:	2022	2021	2020
a. Of the NFIRS Series 100 calls, how many are "Structure Fires" (NFIRS Codes 111-120)	15	20	20
b. Of the NFIRS Series 100 calls, how many are "Vehicle Fires" (NFIRS Codes 130-138)	7	10	8
c. Of the NFIRS Series 100 calls, how many are "Vegetation Fires" (NFIRS Codes 140-143)	3	5	3
d. What is the total acreage of all vegetation fires?	10	8.25	2
<div><div>This report is in BETA. Please complete manual validation for critical data to the grant. Year parameter should be selected for year applying for grant. Report will display data for 3 years prior. Data provided for "HOW MANY COMMUNITY PARAMEDIC CALLS" is determined by a custom question: "WAS THIS A COMMUNITY PARAMEDIC CALL" with an answer of "Yes". Must be an incident type between 300-399 to be counted as a paramedic call. Only reviewed incidents will populate this report.</div><div><div>EMERGENCY REPORTING</div><div>emergencyreporting.com</div><div>Doc Id: 1819</div><div>Page # 1 of 2</div></div></div>			

DEPARTMENT CHARACTERISTICS IV - CALL VOLUME DATA			
Call Volume for Rescue and Emergency Medical Service Incidents:	2022	2021	2020
* How many responses per year by category? (Enter whole number only. If you have no calls for any of the categories, Enter 0)			
a. Of the NFIRS Series 300 calls, how many are "Motor Vehicle Accidents" (NFIRS Codes 322-324)	185	219	208
b. Of the NFIRS Series 300 calls, how many are "Extrications from Vehicles" (NFIRS Code 352)	6	6	4
c. Of the NFIRS Series 300 calls, how many are "Rescues" (NFIRS Codes 300, 351, 353-381)	11	8	2
d. How many EMS-BLS Response Calls	335	458	351
e. How many EMS-ALS Response Calls	131	7	2
h. How many Community Paramedic Response Calls	0	0	0
Call Volume for Mutual and Automatic Aid:	2022	2021	2020
a. How many times did your organization receive Mutual Aid?	8	8	2
b. How many times did your organization receive Automatic Aid?	25	45	50
c. How many times did your organization provide Mutual Aid?	15	20	19
d. How many times did your organization provide Automatic Aid?	65	66	67
e. Of the Mutual and Automatic Aid responses, how many were structure fires?	29	34	19

C.2 Public Works Director- Jerry Arnold: Mr. Arnold was absent so Mayor Skinner present his report, which appears below.

Buckhannon City Council -Public Works Director Report
February 2, 2023
 Jerry Arnold

Director:

- Brad Hawkins and I have been working on razing the houses on Victoria St. for the UCBOE. We are about 85% completed on the project.
- I attended the online auction for the Peterstown Middle School yesterday evening. We were not successful in securing any of the gymnasium equipment but did purchase some metal storage cabinets for Street Department, stainless steel table and menu board for SYCC, and some classroom furnishings for the CAC.
- Our Entry Level Driver Training is going very well. I have administered several unit tests since our program orientation on January 17th with about a 90% pass rate.
- The fence for the Police Departments impound lot has been installed at the Mud Lick Facility and we will be moving the storage container from Factory Street out there next week.
- The cameras have been installed at N. Buckhannon Park, Main St., and the new impound lot on Mud Lick. We are waiting on Lynx to program them.

Street:

- One concrete crew have been working on the Gateway West Project and the second crew are pouring the walls for our salt storage bins.
- We will begin the installation of the Madison Street Lot electrical service next week.

Sewer:

- Nothing new to report.

Water:

- Nothing new to report.

Waste:

- We have hired 2-employees and they are doing good.
- Waste Collection will be conducting an audit of our commercial customers this month.

Engineering:

- Tennerton Booster Station – The bid openings for both contracts were held on January 11, 2023 at 1:00 PM. The Apparent Low Bidder for Contract A was Pro Contracting with a bid of \$271,000.00. The Apparent Low Bidder for Contract B was Pro Contracting with a bid of \$275,000.00. A decision will be made at next week’s Water Board Meeting on awarding the contracts.

Councilperson Rylands questioned if bids were in line with our original idea. Mayor Skinner referred him to City Engineer for clarification.

C.3 Finance Director- Amberle Jenkins: Mayor Skinner recognized Amberle Jenkins who provided the following information and report on the Stockert Youth & Community Center multi-purpose building: We are working on the USDA grant. Councilperson McCauley questioned if we will break ground on the new SYCC building in 2023. She also stated it will be six months before we receive anything. This is a long process and will necessitate public forums.

She also provided the following financial report and information:

Amby report 2-2-23



Balances January 2023

General Fund mm checking	\$744,587.28	CD \$86,537
Historic Landmark savings	\$3,027	
Stockert Youth Center Capitol Campaign	\$439,847	+ 12,000 pledge =\$451,847
Coal Tax	\$65,579	
Municipal Stabilization Fund	\$915,160	
Flood Control Acct	\$78,295	
Consolidated Public Works Board	\$90,929	Cem CD \$235,295
Sales Tax	\$2,121,689.	(\$540,884 deposit 1/23/23)
American Rescue Plan Acct	\$1,978,616	
Update of USDA application – SYCC project		

Pre-Application notice was received with a request to start on the list of Post eligibility items.

There are several items required by USDA that Jay and I have been working on.

- Financial Feasibility Study
- Financial Statements
- Evidence that “other credit” is not available
- Environmental Report
- Existing indebtedness
- Preliminary Architectural Report
- Agreement for Architectural Services
- Agreement for Accounting Services
- Legal Services Agreements
- Bond Counsel Statements
- Documentation of Service Area
- Comments from the Appropriate Regional Planning and Development Council
- Survey for Ensuring Equal Opportunity for Applicants
- Conflict of Interest Policy

A Proforma of the city financials will be needed - This should come from an outside accountant

The Environmental Review will also require professional help. The work that occurred on the lot today was to test the soil for the type of foundation that would be required for the building. This not part of an environmental study needed by USDA.

A public hearing, to allow citizens an opportunity to become acquainted with the proposed project will need to be held between the time of the pre-app and before loan/grant application approval.

Some of the items were readily available, but others will take a few months to complete.

2-02-2023 12:54 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2023

001-GENERAL FUND		% OF YEAR COMPLETED: 58.33				
REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
TAXES						
001-301-000-01 AD VALOREM TAXES	858,331	11,709.78	584,349.98	0.00	273,981.02	68.08
001-301-000-02 PRIOR YEAR TAXES	25,000	316.11	41,444.27	0.00 (16,444.27)	165.78
001-303-000-00 GAS & OIL SEVERANCE TAX	30,000	0.00	30,158.53	0.00 (158.53)	100.53
001-304-000-00 2% UTILITY TAX	240,000	24,444.21	128,251.66	0.00	111,748.34	53.44
001-305-000-00 B & O TAX	1,300,000	227,129.29	1,041,950.75	0.00	258,049.25	80.15
001-305-000-01 B&O CONTRACTORS	95,000	7,194.39	39,160.91	0.00	55,839.09	41.22
001-306-000-00 LIQUOR TAX	75,000	22,580.74	62,257.26	0.00	12,742.74	83.01
001-307-000-00 ANIMAL CONTROL TAXES	1,100	18.90	750.00	0.00	350.00	68.18
001-308-000-00 HOTEL MOTEL TAX	120,000	8,198.81	91,618.70	0.00	28,381.30	76.35
001-310-000-00 Auditor Taxes Accrued	0	0.00	0.00	0.00	0.00	0.00
TOTAL TAXES	2,744,431	301,592.23	2,019,942.06	0.00	724,488.94	73.60
FINES AND FEES						
001-320-000-00 COURT COSTS, FEES & CHARG	13,000	734.00	4,304.00	0.00	8,696.00	33.11
001-320-000-01 BASIC FEE (POLICE DEPT.)	0	0.00	100.00	0.00 (100.00)	0.00
001-320-000-02 POLICE FEE -CITATION	5,000	120.00	1,440.00	0.00	3,560.00	28.80
001-320-000-03 POLICE/FINGERPRINT REVENUE	50	0.00	0.00	0.00	50.00	0.00
001-320-000-04 SUMMONS FEE FOR PARKING T	0	0.00	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	18,050	854.00	5,924.00	0.00	12,126.00	32.82
LIC PERMITS & FRANCHISE						
001-325-000-00 CITY BUSINESS LICENSE	19,000	595.00	19,625.50	0.00 (625.50)	103.29
001-326-000-00 BUILDING PERMIT FEES	46,000	2,416.69	48,490.44	0.00 (2,490.44)	105.41
001-326-000-10 PROPERTY REGIST -VACANT	0	0.00	0.00	0.00	0.00	0.00
001-328-000-00 FRANCHISE FEES	55,000	10,655.12	32,643.16	0.00	22,356.84	59.35
001-330-000-00 IRP TRUCK FEE	55,000	0.00	6,330.28	0.00	48,669.72	11.51
TOTAL LIC PERMITS & FRANCHISE	175,000	13,666.81	107,089.38	0.00	67,910.62	61.19
OTHER FEES						
001-340-000-00 DONATIONS THEATRE	104,200	2,489.00	12,120.00	0.00	92,080.00	11.63
001-340-345-00 CAC REV, CONCESSIONS, MERCH	5,000	24.00	1,521.00	0.00	3,479.00	30.42
001-340-345-01 CAC REVENUE RENTALS	0	0.00	0.00	0.00	0.00	0.00
001-340-345-02 CAC REVENUE TICKETS	0	0.00	0.00	0.00	0.00	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	48,000	0.00	2,500.00	0.00	45,500.00	5.21
TOTAL OTHER FEES	157,200	2,513.00	16,141.00	0.00	141,059.00	10.27
HEALTH AND SAFETY						
001-351-000-00 POLICE PROTECTION FEES	75,000	6,101.43	42,795.02	0.00	32,204.98	57.06
001-352-000-00 FIRE PROTECTION FEES	152,000	12,383.75	86,870.57	0.00	65,129.43	57.15
TOTAL HEALTH AND SAFETY	227,000	18,485.18	129,665.59	0.00	97,334.41	57.12
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	179.00	1,247.46	0.00	1,252.54	49.90

2-02-2023 12:54 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2023

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
001-362-000-02 SYC CAMP BUCANNEER FEES	33,200	160.00	33,553.00	0.00 (353.00)	101.06
001-362-000-03 SYC DRILL TEAM FEES	0	0.00	15.00	0.00 (15.00)	0.00
001-362-000-04 SYC BASKETBALL FEES	18,000	2,350.00	12,765.00	0.00	5,235.00	70.92
001-362-000-05 SYC ROOM RENTAL FEES	6,000	710.00	4,140.00	0.00	1,860.00	69.00
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	170,000	11,642.56	185,543.86	0.00 (15,543.86)	109.14
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	2,800.00	17,050.00	0.00 (15,050.00)	852.50
001-362-000-10 SYC KARATE FEES	1,000	270.00	1,575.00	0.00 (575.00)	157.50
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 GOLEING	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	400.00	0.00 (400.00)	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	175.00	460.00	0.00	1,540.00	23.00
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	2,000	0.00	2,265.00	0.00 (265.00)	113.25
001-362-000-99 SYC BEQUEST	0	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES FOR SERVICES	281,700	18,286.56	259,014.32	0.00	22,685.68	91.95

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	275,844	0.00	58,093.90	0.00	217,750.10	21.06
001-365-000-36 FEMA GRANT #1 GENERATOR	1,156,895	0.00	310,086.33	0.00	846,808.67	26.80
001-366-000-00 POLICE DEPT. - GRANTS	23,000	0.00	2,545.30	0.00	20,454.70	11.07
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	40,000	1,611.96	2,299.95	0.00	37,700.05	5.75
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	170,899	30,716.43	30,716.43	0.00	140,182.57	17.97
001-366-000-13 LAND WATR CONS GRT(LWCF)F	0	0.00	0.00	0.00	0.00	0.00
001-366-000-14 CULTURE ARTS GRNT (THEATR	39,000	0.00	39,000.00	0.00	0.00	100.00
001-366-000-15 REAP-CLEAN UP GRANT	0	0.00	0.00	0.00	0.00	0.00
001-366-000-16 CULTURE ARTS GRNT(ADA THE	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
TOTAL GRANTS	1,715,638	32,328.39	442,741.91	0.00	1,272,896.09	25.81

2-02-2023 12:54 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2023

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
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	2,088,223	0.00	500,000.00	0.00	1,588,223.00	23.94
001-370-000-00 LATE CHARGES - GEN FUND	200	65.20	427.93	0.00 (227.93)	213.97
TOTAL INTRAFUND CONTR/CHARGES	2,088,423	65.20	500,427.93	0.00	1,587,995.07	23.96
OTHER REVENUE						
001-376-000-00 GAMING TAX INCOME	10,000	993.61	6,509.74	0.00	3,490.26	65.10
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	34.90	187.73	0.00	212.27	46.93
001-381-000-00 STREET DEPT. BILLING/PCAR	10,000	0.00	10,240.00	0.00 (240.00)	102.40
001-382-000-00 REBATES-REFUNDS PCARD	3,500	801.98	2,258.41	0.00	1,241.59	64.53
001-394-000-00 POLICE EXPENDITURE CONFISC	0	1,517.45	1,952.50	0.00 (1,952.50)	0.00
001-397-000-00 VIDEO LOTTERY	17,000	0.00	10,248.51	0.00	6,751.49	60.29
001-399-000-00 MISCELLANEOUS REVENUE	20,000	2,668.87	62,568.60	0.00 (42,568.60)	312.84
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	10,000	0.00	5,000.00	0.00	5,000.00	50.00
TOTAL OTHER REVENUE	70,900	6,016.81	98,965.49	0.00 (28,065.49)	139.58

TOTAL REVENUE	7,478,342	393,808.18	3,579,911.68	0.00	3,898,430.32	47.87
---------------	-----------	------------	--------------	------	--------------	-------

2-02-2023 12:54 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2023

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

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	20,000.00	40,000.00	0.00	0.00	100.00
TOTAL CONTRIBUTIONS	40,000	20,000.00	40,000.00	0.00	0.00	100.00
TOTAL ECONOMIC DEVELOPMENT	40,000	20,000.00	40,000.00	0.00	0.00	100.00
MAYOR'S OFFICE						
SALARIES & BENEFITS						
001-409-101-00 MAYOR'S ELECTED SALARY	3,000	250.00	1,750.00	0.00	1,250.00	58.33
001-409-103-00 MAYOR'S ASSISTANT SALARY	32,000	2,022.24	14,879.81	0.00	17,120.19	46.50
001-409-104-00 MAYOR'S F.I.L.C.A.	2,550	172.04	1,279.67	0.00	1,270.33	50.18
001-409-105-00 MAYOR'S INSURANCE	21,500	0.00	12,773.04	0.00	8,726.96	59.41
001-409-106-00 MAYOR'S RETIREMENT	2,880	144.14	1,097.57	0.00	1,782.43	38.11
001-409-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	61,930	2,588.42	31,780.09	0.00	30,149.91	51.32
CONTRACTUAL SERVICES						
001-409-211-00 MAYOR'S TELEPHONE	3,000	383.54	1,589.68	0.00	1,410.32	52.99
001-409-214-00 MAYOR'S TRAVEL	0	0.00	0.00	0.00	0.00	0.00
001-409-218-00 MAYOR'S POSTAGE	10,000	107.30	7,486.97	0.00	2,513.03	74.87
001-409-220-00 MAYOR'S LEGAL PUBLICATION	2,700	0.00	921.64	0.00	1,778.36	34.13
001-409-222-00 MAYOR'S DUES	3,600	0.00	1,400.22	0.00	2,199.78	38.90
001-409-223-00 PROFESSIONAL SERVICES	11,000	0.00	4,500.00	0.00	6,500.00	40.91
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	2.60	70.66	0.00	1,429.34	4.71
TOTAL CONTRACTUAL SERVICES	31,800	493.44	15,969.17	0.00	15,830.83	50.22
COMMODITIES						
001-409-341-00 MAYOR'S SUPPLIES & MATERI	51,300	3,745.61	28,822.21	52.79	22,425.00	56.29
001-409-341-05 EVENT/FIREWORK EXPENSE	21,000	6,341.98	11,341.98	0.00	9,658.02	54.01
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	0.00	0.00	20,000.00	0.00
TOTAL COMMODITIES	92,300	10,087.59	40,164.19	52.79	52,083.02	43.57
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

2-02-2023 12:54 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2023

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

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	186,030	13,169.45	87,913.45	52.79	98,063.76	47.29
COUNCIL						
=====						
SALARIES & BENEFITS						
001-410-101-00 COUNCIL'S ELECTED SALARIE	12,000	1,000.00	7,000.00	0.00	5,000.00	58.33
001-410-103-00 CAT CONTROL SALARY	1,000	0.00	100.00	0.00	900.00	10.00
001-410-104-00 COUNCIL'S F.I.C.A.	1,000	76.50	546.25	0.00	453.75	54.63
001-410-106-00 COUNCIL'S RETIREMENT	225	18.00	138.21	0.00	86.79	61.43
TOTAL SALARIES & BENEFITS	14,225	1,094.50	7,784.46	0.00	6,440.54	54.72
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)	11,250	1,250.00	6,250.00	0.00	5,000.00	55.56
001-410-226-00 COUNCIL INSURANCE (PROPER	12,800	479.08	8,555.02	0.00	4,244.98	66.84
TOTAL CONTRACTUAL SERVICES	24,050	1,729.08	14,805.02	0.00	9,244.98	61.56
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 GRN**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	500	0.00	110.00	0.00	390.00	22.00
TOTAL CAPITAL OUTLAY	500	0.00	110.00	0.00	390.00	22.00
CONTRIBUTIONS						
001-410-566-00 CONTRIBUITONS(facade)	5,000	0.00	0.00	0.00	5,000.00	0.00
TOTAL CONTRIBUTIONS	5,000	0.00	0.00	0.00	5,000.00	0.00

2-02-2023 12:54 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2023

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

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	3,775	2,823.58	22,699.48	0.00	21,075.52	51.85
RECORDER						
=====						
SALARIES & BENEFITS						
001-411-101-00 RECORDER'S ELECTED SALARY	6,000	500.00	3,500.00	0.00	2,500.00	58.33
001-411-104-00 RECORDER'S F.I.C.A.	460	38.25	267.75	0.00	192.25	58.21
001-411-106-00 RECORDER'S RETIREMENT	540	17.29	121.03	0.00	418.97	22.41
TOTAL SALARIES & BENEFITS	7,000	555.54	3,888.78	0.00	3,111.22	55.55
CONTRACTUAL SERVICES						
001-411-214-00 RECORDER TRAVEL	600	0.00	162.50	0.00	437.50	27.08
001-411-222-00 RECORDER DUES	50	0.00	0.00	0.00	50.00	0.00
001-411-226-00 INSURANCE/COMPENSATION/bo	1,000	0.22	183.66	0.00	816.34	18.37
TOTAL CONTRACTUAL SERVICES	1,650	0.22	346.16	0.00	1,303.84	20.98
TOTAL RECORDER	8,650	555.76	4,234.94	0.00	4,415.06	48.96
TREASURER						
=====						
SALARIES & BENEFITS						
001-413-101-00 TREASURER'S SALARY	8,150	626.36	4,697.70	0.00	3,452.30	57.64
001-413-103-00 TREASURER'S ASSISTANT SAL	0	0.00	0.00	0.00	0.00	0.00
001-413-104-00 TREASURER'S F.I.C.A.	625	47.92	359.40	0.00	265.60	57.50
001-413-105-00 TREASURER'S GROUP INSURAN	2,150	0.00	499.44	0.00	1,650.56	23.23
001-413-106-00 TREASURER'S RETIREMENT	734	56.38	422.85	0.00	311.15	57.61
001-413-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	11,659	730.66	5,979.39	0.00	5,679.61	51.29
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	5,000	0.00	811.50	0.00	4,188.50	16.23
001-413-226-00 TREASURER'S INSURANCE & B	1,000	0.85	15.62	0.00	984.38	1.56
TOTAL CONTRACTUAL SERVICES	6,000	0.85	827.12	0.00	5,172.88	13.79
TOTAL TREASURER	17,659	731.51	6,806.51	0.00	10,852.49	38.54

2-02-2023 12:54 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2023

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>COMMODITIES</u>						
001-706-341-00 FIRE DEPT. MATERIAL & SUP	30,000	6,662.90	17,590.24	0.00	12,409.76	58.63
001-706-341-01 VOLUNTEER FIREFIGHTER EXP	5,000	0.00	0.00	0.00	5,000.00	0.00
001-706-343-00 FIRE DEPT. AUTO SUPPLIES	45,000	2,501.14	31,693.11	0.00	13,306.89	70.43
001-706-345-00 FIRE DEPT. UNIFORMS	5,000	35.00	1,682.41	0.00	3,317.59	33.65
001-706-348-00 FIRE DEPT HAZARDOUS MAT R	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	85,000	9,199.04	50,965.76	0.00	34,034.24	59.96
<u>CAPITAL OUTLAY</u>						
001-706-459-00 FIRE DEPT. CAPITAL OUTLAY	131,939	8,468.31	70,191.90	0.00	61,747.10	53.20
001-706-461-00 NEW FIRE FACILITY	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	131,939	8,468.31	70,191.90	0.00	61,747.10	53.20
<u>CONTRIBUTIONS</u>						
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
<u>NON-OPERATING EXPENSES</u>						
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 1,122,539 80,988.55 598,387.01 438.02 523,713.97 53.35

DOG WARDEN - CONTRACTED
=====

<u>CONTRACTUAL SERVICES</u>						
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
=====

<u>CONTRACTUAL SERVICES</u>						
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

2-02-2023 12:54 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2023

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<u>CONTRACTUAL SERVICES</u>						
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
<u>TOTAL FIRE - CONTRACTED</u>						
	0	0.00	0.00	0.00	0.00	0.00
<u>STREET</u>						
=====						
<u>SALARIES & BENEFITS</u>						
001-750-000-00 AUDITOR OPEB	0	0.00	0.00	0.00	0.00	0.00
001-750-103-00 STREET DEPT. SALARIES	545,000	40,126.03	275,140.30	0.00	269,859.70	50.48
001-750-104-00 STREET DEPT. FICA TAX	45,000	3,065.16	21,020.00	0.00	20,980.00	50.05
001-750-105-00 STREET DEPT. GROUP INSURA	95,500	0.00	44,382.18	0.00	54,117.82	45.06
001-750-106-00 STREET DEPT. GROUP RETIRE	49,100	3,408.37	23,812.66	0.00	25,287.34	48.50
001-750-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	734,600	46,599.56	364,355.14	0.00	370,244.86	49.60
<u>CONTRACTUAL SERVICES</u>						
001-750-211-00 STREET DEPT. TELEPHONES	7,100	1,494.55	5,728.69	0.00	1,371.31	80.69
001-750-213-00 STREET DEPT. UTILITIES	20,000	5,946.08	22,513.18	0.00	2,513.18	112.57
001-750-215-00 CONTRIBUTION TO FLOWER CP	100,000	0.00	0.00	0.00	100,000.00	0.00
001-750-226-00 STREET DEPT. INSURANCE &	50,000	2,754.66	24,481.94	0.00	25,518.06	48.96
TOTAL CONTRACTUAL SERVICES	177,100	10,195.29	52,723.81	0.00	124,376.19	29.77
<u>COMMODITIES</u>						
001-750-341-00 STREET DEPT. MAT & SUPPLI	127,100	2,041.91	66,236.62	0.00	60,863.38	52.11
001-750-343-00 STREET DEPT. AUTO SUPPLIE	50,000	3,599.23	30,580.53	246.04	19,173.43	61.65
001-750-345-00 STREET DEPT. UNIFORMS	6,800	380.04	3,531.95	0.00	3,268.05	51.94
001-750-379-00 DISPOSAL/SALE ASSETS	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	183,900	6,021.18	100,349.10	246.04	83,304.86	54.70
<u>CAPITAL OUTLAY</u>						
001-750-458-00 WALK TRAIL	40,000	0.00	0.00	0.00	40,000.00	0.00
001-750-458-01 SAFE WAYS TO SCHOOL GRANT	0	0.00	0.00	0.00	0.00	0.00
001-750-458-02 STORM SEWER PROJECTS	0	0.00	0.00	0.00	0.00	0.00
001-750-458-03 DOG PARK	0	0.00	0.00	0.00	0.00	0.00
001-750-458-04 TRANSPORTATION ENHANCE GR	0	0.00	0.00	0.00	0.00	0.00
001-750-458-05 STREET DEPT PROJECTS	558,137	79,186.43	316,001.76	0.00	242,135.24	56.62
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	213,624	10,016.64	24,733.08	0.00	188,890.92	11.58
001-750-459-00 STREET DEPT. CAPITAL OUTL	113,700	10,334.45	69,602.23	0.00	44,097.77	61.22
001-750-459-22 PROPERTY PAYMENT MUDLICK	117,300	9,774.80	68,423.60	0.00	48,876.40	58.33
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	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	1,422,761	109,312.32	478,760.67	0.00	564,000.33	45.91

2-02-2023 12:54 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2023

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRIBUTIONS						
001-750-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
NON-OPERATING EXPENSES						
001-750-670-00 NOTE PAYABLE INT EXP	0	0.00	0.00	0.00	0.00	0.00
001-750-670-03 RDT LEASE RAM TRK	0	0.00	0.00	0.00	0.00	0.00
001-750-670-04 RDT RECORD LEASE PMNT RAM	0	0.00	0.00	0.00	0.00	0.00
001-750-670-05 NOTE PAYABLE INT EXP CONC	0	0.00	0.00	0.00	0.00	0.00
001-750-670-06 N/P INT EXP ENTERPRISE RA	0	0.00	0.00	0.00	0.00	0.00
001-750-672-00 N/P INT 2020 BOND MUDLICK	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL STREET	2,138,361	172,128.35	996,188.72	246.04	1,141,926.24	46.60
STREET LIGHTS =====						
CONTRACTUAL SERVICES						
001-751-213-00 STREET LIGHTS	70,000	6,199.35	42,251.92	0.00	27,748.08	60.36
TOTAL CONTRACTUAL SERVICES	70,000	6,199.35	42,251.92	0.00	27,748.08	60.36
TOTAL STREET LIGHTS	70,000	6,199.35	42,251.92	0.00	27,748.08	60.36
TRAFFIC SIGNALS & SIGNS =====						
CONTRACTUAL SERVICES						
001-752-213-00 TRAFFIC SIGNALS POWER	3,500	282.47	1,744.97	0.00	1,755.03	49.86
001-752-230-00 SIGNS & SIGNALS	26,000	0.00	19,079.67	0.00	6,920.33	73.38
TOTAL CONTRACTUAL SERVICES	29,500	282.47	20,824.64	0.00	8,675.36	70.59
TOTAL TRAFFIC SIGNALS & SIGNS	29,500	282.47	20,824.64	0.00	8,675.36	70.59
SNOW REMOVAL =====						
COMMODITIES						
001-753-341-00 SNOW REMOVAL	20,000	2,608.43	7,366.97	0.00	12,633.03	36.83
TOTAL COMMODITIES	20,000	2,608.43	7,366.97	0.00	12,633.03	36.83
TOTAL SNOW REMOVAL	20,000	2,608.43	7,366.97	0.00	12,633.03	36.83

2-02-2023 12:54 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2023

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
AIRPORT =====						
CONTRIBUTIONS						
001-758-567-00 AIRPORT	15,000	7,500.00	15,000.00	0.00	0.00	100.00
TOTAL CONTRIBUTIONS	15,000	7,500.00	15,000.00	0.00	0.00	100.00
TOTAL AIRPORT	15,000	7,500.00	15,000.00	0.00	0.00	100.00
PUBLIC TRANSIT =====						
CONTRIBUTIONS						
001-759-568-00 PUBLIC TRANSIT	15,000	7,500.00	15,000.00	0.00	0.00	100.00
TOTAL CONTRIBUTIONS	15,000	7,500.00	15,000.00	0.00	0.00	100.00
TOTAL PUBLIC TRANSIT	15,000	7,500.00	15,000.00	0.00	0.00	100.00
HEALTH DEPT =====						
CONTRIBUTIONS						
001-803-568-00 BUCKHANNON-UPSHUR HEALTH	5,000	2,500.00	5,000.00	0.00	0.00	100.00
TOTAL CONTRIBUTIONS	5,000	2,500.00	5,000.00	0.00	0.00	100.00
TOTAL HEALTH DEPT	5,000	2,500.00	5,000.00	0.00	0.00	100.00
STORM WATER =====						
COMMODITIES						
001-805-348-00 STORM WATER TO SANITARY	100,000	50,000.00	100,000.00	0.00	0.00	100.00
TOTAL COMMODITIES	100,000	50,000.00	100,000.00	0.00	0.00	100.00
TOTAL STORM WATER	100,000	50,000.00	100,000.00	0.00	0.00	100.00
PARK 25% TO CPWB =====						
SALARIES & BENEFITS						
001-900-080-00 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

2-02-2023 12:54 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2023

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
COMMODITIES						
001-900-341-00 PARK-30% HOT/HOT PD TO CP	36,000	3,326.57	25,026.00	0.00	10,974.00	69.52
TOTAL COMMODITIES	36,000	3,326.57	25,026.00	0.00	10,974.00	69.52
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	3,326.57	25,026.00	0.00	10,974.00	69.52
CVB 75% TO CVB						
=====						
CONTRACTUAL SERVICES						
001-901-235-00 HOTEL/MOTEL 70% PAID TO C	84,000	7,761.98	58,393.89	0.00	25,606.11	69.52
TOTAL CONTRACTUAL SERVICES	84,000	7,761.98	58,393.89	0.00	25,606.11	69.52
TOTAL CVB 75% TO CVB	84,000	7,761.98	58,393.89	0.00	25,606.11	69.52
ARTS & HUMANITIES						
=====						
SALARIES & BENEFITS						
001-906-101-00 CAC SALARIES	50,000	2,400.00	17,157.08	0.00	32,842.92	34.31
001-906-104-00 CAC FICA	3,825	183.60	1,312.50	0.00	2,512.50	34.31
001-906-105-00 CAC HEALTH INS	5,000	0.00	1,387.32	0.00	4,612.68	23.12
001-906-106-00 CAC RETIREMENT	4,000	216.00	1,544.15	0.00	2,455.85	38.60
TOTAL SALARIES & BENEFITS	63,825	2,799.60	21,401.05	0.00	42,423.95	33.53
CONTRACTUAL SERVICES						
001-906-213-00 CAC UTILITIES	8,600	1,075.75	4,558.97	0.00	4,041.03	53.01
001-906-216-00 THEATRE MAINTENANCE/UTILI	9,000	0.00	4,283.74	450.00	4,266.26	52.60
001-906-223-00 CAC PROFESSIONAL SERVICES	20,000	2,000.00	10,000.00	0.00	10,000.00	50.00
001-906-226-00 CAC INSURANCE & BONDS	2,000	0.00	1,578.42	0.00	421.58	78.92
TOTAL CONTRACTUAL SERVICES	39,600	3,075.75	20,421.13	450.00	18,728.87	52.70
COMMODITIES						
001-906-341-00 CAC SUPPLIES & EXPENSES	10,000	128.88	4,899.48	0.00	5,100.52	48.99
TOTAL COMMODITIES	10,000	128.88	4,899.48	0.00	5,100.52	48.99
CAPITAL OUTLAY						
001-906-450-01 THEATRE BLDG	53,000	50,304.49	238,579.71	9,379.55	105,040.74	70.24
001-906-459-00 THEATRE CAPITAL	3,200	6,524.00	13,655.83	0.00	4,455.83	148.43
001-906-459-01 CULTURE ARTS GRANT (ADA T	0	0.00	1,630.00	0.00	1,630.00	0.00
TOTAL CAPITAL OUTLAY	56,200	56,828.49	253,865.54	9,379.55	98,954.91	72.68
TOTAL ARTS & HUMANITIES	475,625	62,832.72	300,587.20	9,829.55	165,208.25	65.27

2-02-2023 12:54 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2023

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

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	196,000	13,237.64	100,173.23	0.00	95,826.77	51.11
001-907-103-00 CAMP BUCANNEER SALARIES	24,000	983.75	22,967.10	0.00	1,032.90	95.70
001-907-103-01 SYNC BUS DRIVERS	1,000	0.00	0.00	0.00	1,000.00	0.00
001-907-104-00 FICA TAX	17,000	1,087.94	9,420.25	0.00	7,579.75	55.41
001-907-105-00 GROUP INSURANCE	39,000	0.00	20,122.85	0.00	18,877.15	51.60
001-907-106-00 GROUP RETIREMENT	11,900	867.51	5,777.54	0.00	6,122.46	48.55
001-907-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	288,900	16,176.84	158,460.97	0.00	130,439.03	54.85
CONTRACTUAL SERVICES						
001-907-211-00 TELEPHONES	3,600	787.60	2,345.94	0.00	1,254.06	65.17
001-907-213-00 UTILITIES	17,000	2,391.21	9,834.36	0.00	7,165.64	57.85
001-907-214-00 TRAVEL EXPENSE	500	0.00	0.00	0.00	500.00	0.00
001-907-216-00 MAINTENANCE	7,000	94.28	2,351.62	0.00	4,648.38	33.59
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	506.76	6,846.86	0.00	6,153.14	52.67
001-907-230-00 SYNC 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	3,779.85	21,378.78	0.00	20,246.22	51.36
COMMODITIES						
001-907-341-00 MATERIALS & SUPPLIES EXPE	0.000	145.40	3,629.30	0.00	2,370.70	60.49
001-907-341-01 OPERATING EXPENSES	2,500	177.51	937.04	0.00	1,562.96	37.48
001-907-343-00 SYNC AUTO SUPPLIES	4,000	591.19	2,305.82	0.00	1,694.18	57.65
001-907-354-00 DRILL TEAM	1,000	0.00	0.00	0.00	1,000.00	0.00
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	675.15	3,754.69	0.00	14,245.31	20.86
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	1,000	0.00	0.00	0.00	1,000.00	0.00
001-907-360-00 CAMP BUCANNEER SUPPLIES	4,500	0.00	1,596.96	0.00	2,903.04	35.49
001-907-361-00 AFTER SCHOOL SUPPLIES	7,000	606.43	3,917.32	0.00	3,082.68	55.96
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	4,800	0.00	1,276.00	0.00	3,524.00	26.58
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/RYC	0	0.00	0.00	0.00	0.00	0.00
001-907-368-01 ZUMBA	500	20.00	204.00	0.00	1,296.00	13.60
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	145.71	0.00	1,854.29	7.29
001-907-368-05 GRANT EXP SYCC	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	52,400	2,215.68	17,766.84	0.00	34,633.16	33.91

2-02-2023 12:54 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2023

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

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	1,250	0.00	947.98	0.00	302.02	75.84
001-907-458-02 SYCC BUILDING	0	0.00	0.00	0.00	0.00	0.00
001-907-459-00 CAPITAL OUTLAY	5,000	0.00	4,630.00	0.00	370.00	92.60
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	6,250	0.00	5,577.98	0.00	672.02	89.25
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	389,175	22,172.37	203,184.57	0.00	185,990.43	52.21
CONVENTION CENTER						
CAPITAL OUTLAY						
001-910-457-00 CONFERENCE CENTER PAYMENT	40,250	3,351.00	26,808.00	0.00	13,442.00	66.60
TOTAL CAPITAL OUTLAY	40,250	3,351.00	26,808.00	0.00	13,442.00	66.60
TOTAL CONVENTION CENTER	40,250	3,351.00	26,808.00	0.00	13,442.00	66.60
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
PUBLIC SAFETY						
CONTRACTUAL SERVICES						
001-976-213-00 SAFETY COMPLEX UTILITIES	80,000	374.23	5,973.26	0.00	14,026.74	29.87
001-976-216-00 SAFETY COMPLEX MAINT	7,000	94.00	1,754.01	0.00	5,245.99	25.06
001-976-226-00 SAFETY COMPLEX INSURANCE	8,000	0.00	3,918.24	0.00	5,081.76	43.54
TOTAL CONTRACTUAL SERVICES	95,000	468.23	11,645.51	0.00	24,354.49	32.35
CAPITAL OUTLAY						
001-976-459-00 SAFETY COMPLEX CAPITAL IM	80,000	0.00	0.00	0.00	80,000.00	0.00
001-976-459-35 FEMA GRANT #2 GENERATOR EX	275,844	5,820.00	58,731.43	0.00	217,112.57	21.29
001-976-459-36 FEMA GRANT #1 GENERATOR EX	1,156,895	27,870.63	314,659.59	0.00	842,235.41	27.20

2-02-2023 12:54 PM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JANUARY 31ST, 2023

001-GENERAL FUND

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
001-976-461-00 SAFETY COMPLEX POLICE DEP	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	8,512,739	33,690.63	373,391.02	0.00	1,139,347.98	24.68
TOTAL PUBLIC SAFETY	1,163,739	34,158.86	385,036.53	0.00	1,163,702.47	24.86
TOTAL EXPENDITURES	8,635,809	612,890.89	3,897,266.08	13,213.54	4,725,329.38	45.28
REVENUE OVER/(UNDER) EXPENDITURES	(1,157,467)	(219,082.71)	(317,354.40)	(13,213.54)	(826,899.06)	28.56

C.4 City Attorney- Tom O'Neill- Mr. O'Neill has deferred his comments to Strategic Issues for Discussion and/or Vote.

D. Correspondence & Information:
D.1 FOIA Request from WV Open the Books for Employee Information

New Freedom of Information Act - City of Buckhannon submitted on 01/20/2023

1 message

WestVirginia@openthebooks.com <WestVirginia@openthebooks.com>
To: foia@buckhannonwv.org

Fri, Jan 20, 2023 at 1:47 PM

01/20/2023
Susan Aloï

Pursuant to the Freedom of Information Act, this is a request for a copy of the following records: An electronic copy of any and all employees for year of 2022, (fiscal or calendar year). At minimum, each employee record should contain the employee's full name and gross annual wages. This data should be broken down by employer, employee and year.

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

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

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

Sincerely,

Jennifer McPherson
American Transparency
P.O. Box 970999
Boca Raton, FL 33497-0999

D.2 Report of Cat & Dog Activity –Upshur County Commission-December 2022

- | | |
|---------------------------------------------|----|
| • Cats brought in by City Trapper | 0 |
| • Cats brought in by Animal Control Officer | 0 |
| • Cats brought in by County Residents | 32 |
| • Dogs brought by Animal Control Officer | 15 |

D.3 Resolution-Upshur County Convention & Visitors Bureau- The UCCVB Board of Directors Relinquish the management role of the Event Center at Brushy Fork.



January 27, 2023

RESOLUTION

The Upshur County Convention and Visitors Bureau Board of Directors do hereby relinquish our management role of the Event Center at Brushy Fork, located within the Buckhannon Readiness Center, effective March 31st, 2023. The Board of Directors approved this resolution by unanimous vote during a Board Meeting held on January 26th, 2023.

Upshur County CVB Board President

11 – 27- 2023

Date

Rise Hanifan

Print Name

D.4 Notice of Advertisement & Bid Package-COB Colonial Arts Center Theatre Seating Installation Project Contact A & B

ADVERTISEMENT FOR BIDS
CITY OF BUCKHANNON
COLONIAL ARTS CENTER
THEATRE SEATING INSTALLATION PROJECTS
CONTRACT A AND CONTRACT B

Sealed Bids for the Colonial Arts Center (CAC) new theater seating shall be received by the City of Buckhannon, located at 70 East Main Street, Buckhannon, West Virginia 26201, until February 22, 2023 at 1:00 PM EST, at which time all bids which have been submitted in accordance with the conditions of this project will be publicly opened and read aloud.

The Project consists of furnishing all labor, materials & equipment and performing all work set forth in the Advertisement for Bids, Information for Bidders, the Official Bid Form, the technical specifications and drawings and all addenda issued prior to receipt of Bids.

The Work to be bid upon is generally described as follows: Purchase & installation of (81) fixed seats, including seat supports, custom shims and all necessary appurtenances in the balcony area of the CAC and the purchase & installation of two (2) wall-attached, power operated telescoping platform systems (each platform system will contain a minimum of (62) chairs (for a total of (124) chairs), power cords, platform electric connections and all necessary appurtenances to make the telescoping platform systems operational.

The Issuing Office for the Bidding Documents is the City of Buckhannon, located at 70 East Main Street, Buckhannon, West Virginia 26201. Call 304-472-1651, extension 1006 to obtain the necessary Bidding Documents. Bidding Documents will be released upon request for an electronic PDF set.

The Owner shall be responsible for full or partial sets of Bidding Documents, including addenda, if any, obtained from sources other than the City Engineer or City Hall.

Bids will be opened using a two-envelope bidding system as outlined in the contract documents. Bid security shall be furnished in accordance with the Instructions to Bidders. Evidence of a current and valid West Virginia Contractor's License, a Certification of Equal Employment Opportunity, a Certification of Non-segregated Facilities, a Drug Free Workplace Conformance Affidavit, and a West Virginia Jobs Act Compliance Certification is required. Bids received after the scheduled closing time for the reception of bids will be returned unopened to the bidders.

All interested companies should contact Jerry L. Arnold (Director of Public Works for the City of Buckhannon (304-472-1651, extension 1001) for additional project information. All clarifications, questions or comments regarding the contracts 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 February 8, 2023.

Sealed bids should be clearly labeled on both the envelopes required for the Bid as "CAC Theatre Seating Bid". The separate inner envelope, which will contain the Official Bid Form only shall be sealed and be inserted in a separate "outer" envelope and may be either hand-delivered or mailed to the following address:

Mr. Jerry L. Arnold, Director of Public Works
City of Buckhannon
70 East Main Street
Buckhannon, WV 26201

The City reserves the right to reject any and all bids, to award the Project to a Bidder other than the low Bidder and to waive any informality in bidding. The City reserves the right to reject any and all bids that are not in the best interest of the City. In addition, the City also reserves the right to terminate the Work at any time due to noncompliance with the City of Buckhannon and/or the Water Department's expectations and requirements.

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

END OF ADVERTISEMENT FOR BIDS

Publish Dates RD & Gazette 01/25/23; 02/01/23

- E. Consent Agenda**
 - E.1 Approval of Minutes -Regular Meeting 01/05/23.** We do not have minutes for 01/19/23
 - E.2 Approval of Building and Wiring Permits**



Permit Fee Report #75764 - #75777

01/19/2023 - 02/01/2023

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
----------	----------------	-------------------	--------------------	-------------	--------------	------------	--------------------------	---------------------	----------------------	-------------------	-----------------	------------------------------------	--------------------

Group: Commercial-Industrial (nonresidential)

75775	Diversified Assessment & Therapy Services	2 Traders Alley	CASEY EARL'S LLC	Window & Door Decal Signage	553.62	15.00			1/18/2023	No	Zone AE	Yes-Elevation Cert. Not Required	
75770	St Joseph Hospital	1 Amalia Drive	H E Neumann Company	Sanitary Drain Replacement	19,442.00	165.26				No		No	
75771	DONUT STOP	51 N LOCUST	THE SIGN GUY	SIGNAGE. 4FT BY 8FT-2 NEW READER BOARDS SAME SIZE AS EXISTING . 2FT H BY 10FT W PANFACE ACRYLIC	5,000.00	47.50		No	1/25/2023	No	Zone AE	No	No
75768	UCC Day Report Center	85 W Main St	SUPERIOR ENVIRONMENTAL/CONTRACTOR	Partial Re-Roof Upper Section	14,000.00	119.00		Yes -If yes attach report		Yes	Zone AE	Yes-Elevation Cert. Not Required	
75769	VFW	12 S KANAWHA	LEIGH ENTERPRISES LLC	TEAR DOWN OF WOOD PANEL AND INSULATION AND REPLACE	5,000.00	47.50		No		Yes	N/A	No	No
75764	Elks Lodge #1736	47 N Kanawha St		Kitchen Remodel	2,500.00	23.75				Yes	N/A	No	
					46,495.62	418.01							

Group Total: 6

Group: Demolition

75777	Sheri Walton	19 Second St	SUPERIOR ENVIRONMENTAL/ASBESTOS	Razing Burnt Garage	0.00	20.00		Yes -If yes attach report		No	N/A	No	
					0.00	20.00							

Group Total: 1

Group: No Charge

75766	WWWC	Meade St-Agnes Howard Hall		Concrete Pad for Fire Emergency Access (two parking spaces yellow zone)	0.00	0.00			1/20/2023	Yes	N/A	No	
					0.00	0.00							

Group Total: 1

Group: Residential (non-commercial)

75776	A. Andrews	4 Willowbrook St	DOUBLE A CONSTRUCTION	4' Chain Link Fence	4,500.00	49.50			1/25/2023	No	N/A	No	
75774	Soran Jenkins	8 Reger Ave	Magill Enterprises	Re-Roof	7,600.00	83.60		Yes -If yes		No	N/A	No	

								attach report					
7577 2	Edith Bender	215 Camden Ave	Crites Electric, Inc.	Generator Install on Concrete Pad 30"x52"	8,159.00	89.75	B2 Single Family Residen tial (500 sq ft)		1/25/20 23	No	N/A	No	
					20,259. 00	222.8 5							

Group Total: 3

Group: Residential Electrical Fee

7577 3	Jake Carpente r	105 Barbour St	Alvin D. Suder	Electrical Upgrade	1,000.00	100.00	B2 Single Family Residen tial (500 sq ft)			No	N/A	No	
7577 2	Edith Bender	215 Camden Ave	Crites Electric, Inc.	Generator Install on Concrete Pad 30"x52"	8,159.00	100.00	B2 Single Family Residen tial (500 sq ft)		1/25/20 23	No	N/A	No	
7576 7	ANDRE W SHAY	49 ISLAND	Junction Box Electric	ELECTRIC UPGRADE	1,900.00	100.00	B2 Single Family Residen tial (500 sq ft)	No	1/20/20 23	Yes	N/A	No	No
7576 5	Karen Heck	117 Fayette	Tygart Electric LLC	Electrical Upgrade and Partial Rewire	14,294.0 0	100.00	B2 Single Family Residen tial (500 sq ft)	No		No	N/A	No	No
					25,353. 00	400.0 0							

Group Total: 4

Group: Zoning Application Fee

7577 6	A. Andrews	4 Willowbr ook St	DOUBLE A CONSTRUCTION	4' Chain Link Fence	4,500.00	20.00			1/25/20 23	No	N/A	No	
7577 5	Diversifi ed Assessm ent & Therapy Services	2 Traders Alley	CASEY EARL'S LLC	Window & Door Decal Signage	553.62	20.00			1/18/20 23	No	Zon e AE	Yes- Elevation Cert. Not Required	
7577 2	Edith Bender	215 Camden Ave	Crites Electric, Inc.	Generator Install on Concrete Pad 30"x52"	8,159.00	20.00	B2 Single Family Residen tial (500 sq ft)		1/25/20 23	No	N/A	No	
					13,212. 62	60.00							

Group Total: 3

					105,320. .24	1,120. 86							
--	--	--	--	--	-----------------	--------------	--	--	--	--	--	--	--

E.3 Approval of Payment of the Bills

\$1,010.62	BREATHING AIR SYSTEMS CORP	SEMI ANNUAL PREVENTATIVE MAINTENANCE
\$1,007.14	MY BUCKHANNON	HIRING FIREFIGHTER AD
\$3,629.40	ESO SOLUTIONS, INC.	FIRE REPORTING SOFTWARE
\$3,096.53	LE GEAR ENGINEERING	HYDRANTS TO NOZZLE LECTURE - FIRE DEPT
\$3,356.02	SCOTT ELECTRIC CORP	SUPPLIES FOR UNDERGROUND ELEC SVC AT MADISON LOT
\$1,371.99	BRUFFEY TRUCKING	#57S STONE FOR FLORIDA ST PROJECT
\$4,979.50	RDR ENERGY RESOURCES	CONCRETE FOR S FLORIDA ST PROJECT
\$2,357.75	RDR ENERGY RESOURCES	CONCRETE FOR GWW
\$12,281.38	TRADEWORX	LABOR ON S FLORIDA ST PROJECT
\$1,683.00	CENTRAL SUPPLY CO	#4 REBAR FOR SALT SHED WALLS
\$14,801.38	TRADEWORX	LABOR ON CAC - BASEMENT EXT WATERPROOFING
\$27,602.88	TRI-COUNTY ELECTRIC	FEMA GRANT #1 - INSTALL RWI GENERATOR

UND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	INTERNAL REVENUE SERVICE	411-104-00	RECORDER'S F.I.C.A.	FICA WITHHELD AND MATCHED	31.00
		411-104-00	RECORDER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	2.25
				TOTAL:	55.54
TREASURER	WV PUBLIC EMPLOYEES RETIREME	413-106-00	TREASURER'S RETIREME	WV RETIREMENT CONTRIBUTION	28.19
		413-106-00	TREASURER'S RETIREME	WV RETIREMENT CONTRIBUTION	28.19
	INTERNAL REVENUE SERVICE	413-104-00	TREASURER'S F.I.C.A.	FICA WITHHELD AND MATCHED	19.42
		413-104-00	TREASURER'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	4.54
				TOTAL:	80.34
SHERIFF	INTERNAL REVENUE SERVICE	416-104-00	POLICE JUDGE FICA	FICA WITHHELD AND MATCHED	38.75
		416-104-00	POLICE JUDGE FICA	MEDICARE WITHHELD & MATCHE	9.06
				TOTAL:	47.81
CITY ENGINEER	WV PUBLIC EMPLOYEES RETIREME	420-106-00	CITY ENGINEER RETIRE	WV RETIREMENT CONTRIBUTION	74.10
		420-106-00	CITY ENGINEER RETIRE	WV RETIREMENT CONTRIBUTION	74.10
	INTERNAL REVENUE SERVICE	420-104-00	CITY ENGINEER FICA T	FICA WITHHELD AND MATCHED	7.51
		420-104-00	CITY ENGINEER FICA T	MEDICARE WITHHELD & MATCHE	10.05
				TOTAL:	211.76
ZONING	WV PUBLIC EMPLOYEES RETIREME	437-106-00	ZONING RETIREMENT	WV RETIREMENT CONTRIBUTION	135.00
		437-106-00	ZONING RETIREMENT	WV RETIREMENT CONTRIBUTION	135.00
	INTERNAL REVENUE SERVICE	437-104-00	ZONING F.I.C.A.	FICA WITHHELD AND MATCHED	93.00
		437-104-00	ZONING F.I.C.A.	MEDICARE WITHHELD & MATCHE	21.75
				TOTAL:	384.75
CITY HALL	MON POWER	440-213-00	CITY HALL UTILITIES	110088782062 70 E MAIN ST	1,242.41
	UNIFIRST CORP.	440-216-00	CITY HALL MAINTENANC	ALL DEPT UNIFORMS JAN 2023	112.50
	DODSON BROS EXTERMINATING CO	440-216-00	CITY HALL MAINTENANC	CITY HALL JAN 2023 PEST CN	31.00
	WV PUBLIC EMPLOYEES RETIREME	440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	122.14
		440-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	121.03
	INTERNAL REVENUE SERVICE	440-104-00	CITY HALL FICA	FICA WITHHELD AND MATCHED	83.23
		440-104-00	CITY HALL FICA	MEDICARE WITHHELD & MATCHE	19.47
				TOTAL:	1,731.78
POLICE	SUPER SPLASH LLC	700-343-00	POLICE DEPT. AUTO SU	CAR WASHES DEC 2022	30.00
	WV PUBLIC EMPLOYEES RETIREME	700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUTION	2,080.11
		700-106-00	POLICE DEPT. RETIREM	WV RETIREMENT CONTRIBUTION	1,850.86
	MOTOROLA SOLUTIONS, INC.	700-341-00	POLICE DEPT. MAT & S	VIDEO STRGE AUG, SEP, OCT	751.14
	WV CONSOLIDATED PUBLIC RETIR	700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPFRS CONTRIBUTI	894.22
		700-106-00	POLICE DEPT. RETIREM	WV RETIRE MPFRS CONTRIBUTI	971.11
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	2,059.41
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	481.63
	SIRCHIE ACQUISITION COMPANY,	700-341-00	POLICE DEPT. MAT & S	EVIDENCE BAGS	141.91
	T-MOBILE	700-211-00	POLICE DEPT. TELEPHO	POLICE DEPT GEOTABS FINAL	274.83
	BODY ARMOR MMA, LLC	700-221-00	POLICE DEPT. TRAININ	JIU-JITSU TRNING NOV-DEC	100.00
	STAPLES ADVANTAGE	700-341-00	POLICE DEPT. MAT & S	FOAM CUPS, YELLOW INK	167.06
	FRONTIER	700-211-00	POLICE DEPT. TELEPHO	304-001-6194-111398-4 POL	116.02
	TRAVELERS INSURANCE	700-226-00	POLICE DEPT. INSURAN	INS PREM AUTO LIAB JUL 202	2,340.29
				TOTAL:	12,263.80
FIRE	J.P. MORGAN EQUIPMENT FINAN	706-459-00	FIRE DEPT. CAPITAL O	FEB 2023 FIRE TRK PAYMENT	3,478.20
	COLE TRUCK PARTS INC	706-343-00	FIRE DEPT. AUTO SUPP	ABS SENSOR TRK 11	41.07
	CAPITAL DOORS INC.	706-216-00	FIRE DEPT. MAINTENAN	BAY 2 SPRING INSTALLATION	1,170.64

2-01-2023 09:40 AM

DISBURSEMENTS 1/19/23 to 1/31/23

UND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	NAPA-AMTOWER AUTO SUPPLY	706-343-00	FIRE DEPT. AUTO SUPP	COUPLING ENG 1 AIRLINE	11.19
	ON POINT ATHLETICS LLC	706-345-00	FIRE DEPT. UNIFORMS	EMBROIDERED POLO M POTTER	35.00
	LOWES BUSINESS ACCOUNTS	706-341-00	FIRE DEPT. MATERIAL	CLEANING SUPPLIES	37.34
	BREATHING AIR SYSTEMS CORP	706-216-00	FIRE DEPT. MAINTENAN	SEMI ANNUAL PREV MAINT	1,010.62
	DODSON BROS EXTERMINATING CO	706-341-00	FIRE DEPT. MATERIAL	FIRE DEPT JAN 2023 PEST CN	42.00
	WV PUBLIC EMPLOYEES RETIREME	706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	733.11
		706-106-00	FIRE DEPT. GROUP RET	WV RETIREMENT CONTRIBUTION	701.47
	WV CONSOLIDATED PUBLIC RETIR	706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTI	1,337.95
		706-106-00	FIRE DEPT. GROUP RET	WV RETIRE MPFRS CONTRIBUTI	1,370.65
	MY BUCKHANNON	706-341-00	FIRE DEPT. MATERIAL	FIREFIGHTER AD	1,007.14
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,480.96
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	346.35
	WITMER PUBLIC SAFETY GROUP I	706-341-00	FIRE DEPT. MATERIAL	LIEUTENANT BADGES	280.20
		706-341-00	FIRE DEPT. MATERIAL	(2) HELMETS	866.00
	ESO SOLUTIONS, INC.	706-341-00	FIRE DEPT. MATERIAL	FIRE REPORTING SOFTWARE	3,629.40
	MAGNEGRIIP	706-343-00	FIRE DEPT. AUTO SUPP	TAILPIPE ASSY 5" - ENG 11	396.40
	LEGEAR ENGINEERING FD CONSUL	706-221-00	FIRE DEPT. TRAINING	HYDRNTS TO NOZZLE LECTURE	3,096.53
	NOVA RUBBER COMPANY	706-343-00	FIRE DEPT. AUTO SUPP	HOSE ASSY	36.00
	FRONTIER	706-211-00	FIRE DEPT. TELEPHONE	472-2868-101915-4 FIRE	98.55
	TRAVELERS INSURANCE	706-226-00	FIRE DEPT. INSURANCE	INS PREM AUTO LIAB JUL 202	774.91
				TOTAL:	22,510.69
STREET	MON POWER	750-213-00	STREET DEPT. UTILITI	110088783078 22 S FLORIDA	1,069.11
	UNIFIRST CORP.	750-345-00	STREET DEPT. UNIFORM	ALL DEPT UNIFORMS JAN 2023	380.04
	RITE-WAY HEATING & PLUMBING	750-341-00	STREET DEPT. MAT & S	GAS LINE & FITTINGS SHOP	71.83
	SCOTT ELECTRIC CORP	750-458-05	STREET DEPT PROJECTS	UNDERGROUND SERVICE	3,356.02
		750-458-05	STREET DEPT PROJECTS	200A PANEL, TIME SWI	804.48
		750-458-05	STREET DEPT PROJECTS	SERVICE SUPPLIES KANAWHA	584.70
		750-343-00	STREET DEPT. AUTO SU	BATTERY FOR ROLLER	120.55
	NAPA-AMTOWER AUTO SUPPLY	750-341-00	STREET DEPT. MAT & S	KNEE PADS	28.48
		750-458-08	GATEWAY WEST GRANT E	SCREWS & 2X12X10 FOR GW	49.31
	GEORGE L. WILSON INC.	750-458-05	STREET DEPT PROJECTS	36" STAKES FOR PROJE	548.03
		750-458-05	STREET DEPT PROJECTS	1-1/2 CR STONE MADISON ST	577.92
	BRUFFEY TRUCKING INC	750-458-05	STREET DEPT PROJECTS	1-1/2 CR STONE MADISON ST	72.40
		750-458-05	STREET DEPT PROJECTS	#57S STONE FLORIDA ST	1,471.99
		750-458-08	GATEWAY WEST GRANT E	24.24T 57'S STONE GW	702.98
		750-458-08	GATEWAY WEST GRANT E	#4 REABAR 48" FOR GW	111.60
		750-458-05	STREET DEPT PROJECTS	16" FLOAT AND BULL FLOAT	65.14
		750-458-05	STREET DEPT PROJECTS	FORM OIL & EDGE GROV	162.37
		750-458-05	STREET DEPT PROJECTS	FORM OIL & FIBER BOA	202.10
		750-343-00	STREET DEPT. AUTO SU	2.5 GAL MIXING OIL	57.96
	STATE EQUIPMENT INC.	750-459-00	STREET DEPT. CAPITAL	FEB 2023 CONCRETE TRK PAYM	2,676.74
	FIRST COMMUNITY BANK	750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,229.98
	WV PUBLIC EMPLOYEES RETIREME	750-106-00	STREET DEPT. GROUP R	WV RETIREMENT CONTRIBUTION	1,237.03
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	460.31
		750-106-00	STREET DEPT. GROUP R	WV RETIRE TIER2 CONTRIBUTI	481.05
		750-458-05	STREET DEPT PROJECTS	3.77T COLD PATCH BULK	282.75
	UNIQUE PAVING MATERIALS CORP	750-459-00	STREET DEPT. CAPITAL	STREET DEPT EXCAVATOR FEB	2,736.13
	CITIZENS BANK OF WV	750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,215.39
	INTERNAL REVENUE SERVICE	750-104-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	284.25
		750-213-00	STREET DEPT. UTILITI	200012037079 395 MUD LICK	669.62
	PEOPLES NATURAL GAS	750-458-05	STREET DEPT PROJECTS	11 YDS CONCRETE S FLA ST	2,489.75
	RDR ENERGY RESOURCES LLC	750-458-08	GATEWAY WEST GRANT E	11 YDS CONCRETE GW	2,477.75
		750-458-05	STREET DEPT PROJECTS	11YDS CONCRETE S. FLORIDA	2,479.75

2-01-2023 09:40 AM

DISBURSEMENTS 1/19/23 to 1/31/23

UND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	ASCENT CONSULTING & ENGINEER	750-458-08	GATEWAY WEST GRANT E MATRLS TESTING: CYL BREAK		824.50
	ROZELLE ENTERPRISES DBA TRAD	750-458-05	STREET DEPT PROJECTS S. FLORIDA ST PROJECT		12,111.38
	FREEDOM AG & ENGERY COOPERAT	750-341-00	STREET DEPT. MAT & S BOOTS FOR ANDREW		114.99
	FRONTIER	750-211-00	STREET DEPT. TELEPHO 472-5755-101615-4 STREET		94.70
	TRAVELERS INSURANCE	750-226-00	STREET DEPT. INSURAN INS PREM AUTO LIAB JUL 202		1,744.36
			TOTAL:		47,905.44
STREET LIGHTS	MON POWER	751-213-00	STREET LIGHTS	110088782484 E. MAIN ST	145.56
		751-213-00	STREET LIGHTS	110100156733 107 E MAIN ST	187.81
		751-213-00	STREET LIGHTS	110158087939 MAIN ST CAMER	6.39
			TOTAL:		340.12
TRAFFIC SIGNALS & SIGN MON POWER		752-213-00	TRAFFIC SIGNALS POWE	110087174485 S. KANAWHA ST	27.81
		752-213-00	TRAFFIC SIGNALS POWE	110088235830 REGER ST RT 2	56.78
			TOTAL:		84.59
SNOW REMOVAL	LOWES BUSINESS ACCOUNTS	753-341-00	SNOW REMOVAL	9- DRY PLY	454.68
		753-341-00	SNOW REMOVAL	SCREWS BITS FOR SALT SHED	341.82
		753-341-00	SNOW REMOVAL	1- DRY PLY	50.53
	GEORGE L. WILSON INC.	753-341-00	SNOW REMOVAL	12" LOOP TIES	14.40
	CENTRAL SUPPLY CO	753-341-00	SNOW REMOVAL	#4 REBAR- SALT SHED WALLS	1,681.00
			TOTAL:		2,600.43
RTS-THEATRE	SCOTT ELECTRIC CORP	906-450-01	THEATRE BLDG	CAT 5 JACKS - THEATRE	87.49
	LOWES BUSINESS ACCOUNTS	906-450-01	THEATRE BLDG	2X6X92 5/8 STUDS	19.91
		906-450-01	THEATRE BLDG	RTRN GRLL, PAINT SUP	227.28
		906-450-01	THEATRE BLDG	SHIMS & BRAD NAILS	44.22
		906-450-01	THEATRE BLDG	PAINT ROLLERS	11.18
		906-450-01	THEATRE BLDG	RTRN GRLL, ACCESSPAN	124.06
		906-450-01	THEATRE BLDG	CLIPS & SCREWS	79.83
		906-450-01	THEATRE BLDG	2X6X8 & ALUM SEAL	33.20
		906-450-01	THEATRE BLDG	MASONRY NAILS	16.12
		906-450-01	THEATRE BLDG	PAINT & ROLLERS	155.79
		906-450-01	THEATRE BLDG	2X6X92 5/8 STUDS	19.92
		906-450-01	THEATRE BLDG	RTRN GRLL, PAINT SUP	267.13
		906-450-01	THEATRE BLDG	SWITCH BOX & CONDUIT	193.50
		906-450-01	THEATRE BLDG	PAINT SUPPLIES	190.62
		906-450-01	THEATRE BLDG	WIPING CLOTHS & ADAP	75.96
		906-450-01	THEATRE BLDG	PAINT ROLLER KNIFE B	51.22
		906-450-01	THEATRE BLDG	JOINT COMPOUND	27.31
		906-450-01	THEATRE BLDG	SHIMS FOAM WEATHER S	141.01
		906-450-01	THEATRE BLDG	SPRAY ADH, SV FLTR	361.7
	WV PUBLIC EMPLOYEES RETIREME	906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	108.00
		906-106-00	CAC RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	108.00
	THE SIGN GUY LLC	906-450-01	THEATRE BLDG	(4) COB STENCILS	80.00
	KAREN BROWN SAINI	906-223-00	CAC PROFESSIONAL SER	JAN 2023 CONSULTING SVC CA	2,000.00
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	74.40
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	17.40
	H-D MEDIA COMPANY LLC	906-450-01	THEATRE BLDG	LGL AD CAC SEATING PROPS	211.83
	ROZELLE ENTERPRISES DBA TRAD	906-450-01	THEATRE BLDG	BASEMENT EXT WATERPROOFIN	1,801.38
			TOTAL:		15,074.94
POCKERT YOUTH CENTER	MON POWER	907-213-00	UTILITIES	110084592119 SYC	464.35
		907-213-00	UTILITIES	110084767208 79 E MAIN ST	5.31

2-01-2023 09:40 AM

DISBURSEMENTS 1/19/23 to 1/31/23

UND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	A T WENDLING INC	907-341-00	MATERIALS & SUPPLIES	FLOOR CLEANER	57.30
	UNIFIRST CORP.	907-216-00	MAINTENANCE	ALL DEPT UNIFORMS JAN 2023	45.78
	COLE TRUCK PARTS INC	907-343-00	SYC AUTO SUPPLIES	MUFFLER & CLAMP- BUS	207.43
	MOUNTAINEER GAS COMPANY	907-213-00	UTILITIES	383925-483167 70 E MAIN ST	1,511.55
	BUCKHANNON UPSHUR HIGH SCHOO	907-356-00	YOUTH BASKETBALL	CUSTODIAL EXPENSES 1/7/23	131.17
		907-356-00	YOUTH BASKETBALL	CUSTODIAL EXPENSE 1/14/23	14.39
	WV PUBLIC EMPLOYEES RETIREME	907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	247.73
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	203.49
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	227.81
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	188.11
	WALMART STORES INC -BUCKHANN	907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SUPPLIES	99.80
		907-341-00	MATERIALS & SUPPLIES	POST ITS, FOLDER, PAPER	34.36
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS	57.66
		907-356-00	YOUTH BASKETBALL	BBALL SUPPLIES	71.94
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SUPPLIE	48.36
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS	16.40
		907-341-00	MATERIALS & SUPPLIES	PAD LOCK	8.84
	SAM'S PIZZA	907-361-00	AFTER SCHOOL SUPPLIE	10 PIZZAS FOR AFTERSCHOOL	72.00
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	663.68
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	131.82
	DANIEL HEPLER	907-356-00	YOUTH BASKETBALL	JAN 2023 BBALL REF (8 GAME	300.00
	LYNX WV INC	907-213-00	UTILITIES	SYC INTERNET JAN 2023	144.00
	FRONTIER	907-211-00	TELEPHONES	473-0145-042701-4 SYC	261.09
	TRAVELERS INSURANCE	907-226-00	INSURANCE & BONDS	INS PREM AUTO LIAB JUL 202	428.93
			TOTAL:		5,844.67
CONVENTION CENTER	USDA, RURAL DEVELOPMENT	910-457-00	CONFERENCE CENTER PA CONF CENTER FEB 2023		3,351.00
			TOTAL:		3,351.00
PUBLIC SAFETY	UNIFIRST CORP.	976-216-00	SAFETY COMPLEX MAINT	ALL DEPT UNIFORMS JAN 2023	49.00
	MOUNTAINEER GAS COMPANY	976-213-00	SAFETY COMPLEX UTILI	383931-483167 20 S FLORIDA	224.23
	DODSON BROS EXTERMINATING CO	976-216-00	SAFETY COMPLEX MAINT	POLICE DEPT JAN 2023 PEST	45.00
	CIVIL & ENVIROMENTAL CONSULT	976-459-36	FEMA GRANT#1 GENERAT	REVIEW DWG ELEV PLATFORM	267.75
	TRI-COUNTY ELECTRIC CO. INC	976-459-36	FEMA GRANT#1 GENERAT	INSTALL RWI GENERATOR	27,602.88
			TOTAL:		28,188.86

E.4 Accept Resignations from the Buckhannon Planning Commission: Sarah St. Clair and Rich Clemens resigned. Mayor Skinner has asked two people if they would be willing to serve on this commission, but he has not received a response yet. If anyone has any suggestions, please let him know.

January 19, 2023

To Whom It May Concern:

This letter is to notify the Planning Commission and City Council, that effective immediately I have made the difficult decision to resign my position on the Planning Commission. I've enjoyed my time serving our community, but due to schedule conflicts and limited free time I feel unable to continue my service. I appreciate your understanding and look forward to helping in the future.

Respectfully,
Sarah St. Clair

January 31, 2023

I need to resign from the Planning Commission as I am now a resident of Monongalia County and Morgantown. I would like to stay on the list for meeting notices as I will probably attend as I am still interested in their work.

Thanks, Rich Clemens

Motion by Rylands/McCauley to approve consent agenda. Motion carries unanimously.

F. Strategic Issues for Discussion and/or Vote

F.1 Approval outside Entity Funding Request- ART26201: A request for \$2,000 to help with hosting artists. Mr. Sanders said that there have been great shows with wonderful receptions and response to the shows, and that the artists are now ambassadors to Buckhannon.

The Revenue Review Committee met on January 26, 2023 at 9:00 am

- **ART26201 Application:**

Motion Randall/Thomas to recommend to City Council to fund the request from ART26201 in the amount of \$2,000.00 for fiscal year ending 6/30/23 and to consider the amount requested \$7,000.00 for the budget sessions for the fiscal year 2023-24. Noting that the committee highly recommends that the artists selling art from the CAC building/gallery should pay a commission to offset the costs. Motion carried.

Motion by Sanders/McCauley to approve. Motion carried unanimously.

F.2 Request to Set Meeting Dates for the General Fund Budget Sessions: Dates to begin discussion. First meeting will be 2/15/2023 at 3:00.

F.3 Recommendation from the Colonial Arts Center Board to Direct City Attorney to draft Agreement to Partner with a Local 501(c)(3) Organization to Accept Donations on behalf of the CAC: The CAC has reached out to a couple organizations who say that they will help. Some grants need a 501c3 to be the fiscal entity in order to reward grants.

Sanders/Ryland make motion to wait to draft agreement pending further discussion. Motion carries.

F.4 Management of The Event Center at Brushy Fork: The UCCVB is no longer able to operate the Event Center at Brushy Fork. There are rules that the UCCVB must follow decreeing the amount of their budget that is spent on various items. By relinquishing the management of The Event Center, the budget will fall into line. The City of Buckhannon has the lease with armory and the agreement for paying 17% of the utility and maintenance costs. The Army National Guard would have to release our obligation of utilities, and City Attorney O'Neill does not think they would be willing to take over the USDA loan. Mr. Rylands believes we need to look into costs first before we decide. It does not have to pay for itself, but we have to be fiscally responsible. Mr. Sanders states that we have to honor any contracts that are already signed and thinks we should meet with the Guard as soon as possible. Laura Meadows, UCCVB director, states that it is a service that is offered. Mr. Sanders thanked her for her service as March 31st is her last day. Mayor Skinner will reach out to the Guard to schedule a meeting and requests that Ms. Meadows returns for the last meeting in March.

F.5 Public Survey for Emergency Services Study: City/County jointly hired Dr. Jeff Harvey to complete survey. Please see the BUES study update. **No action – just discussion.**

**BUCKHANNON-UPSHUR EMERGENCY SERVICES STUDY
02/02/2023 STATUS UPDATE**

Completed Tasks

- “Road show” items
- Generated and reviewed survey for public participation (discussed below)
- Reviewed numerous standards/metrics documents and compiled those into a framework organized by the USDHS/FEMA core capabilities (discussed below)

- *Resource information (less training) for fire departments received (thanks to the UCDHSEM for sharing the information)*

Tasks Currently Ongoing

- *Providing/discussing/obtaining resource inventory data sheets for law enforcement, EMS, and public works entities*
- *Conducting follow-up interviews with non-traditional partners (e.g., non-profits, faith-based etc.) regarding their resource availabilities*
- *Reviewing and evaluating call volume and response time data (as available)*
- *Updating core capability “narrative” as we receive data; creating a working list of findings (also as we receive and consider data)*

Upcoming Tasks

- *Obtain outstanding resource inventory data (as available)*
- *Finalize core capability “narrative”*
- *Finalize list of recommendations and other considerations*

Discussion

In early January, we met with Tabatha Perry and Randy Sanders to re-group on the project. We realize the project has been delayed, and the meeting was a means of (a) kick starting the momentum on the project, (b) establishing a process for accountability to ensure it doesn’t fall behind again, and (c) an opportunity to discuss revised invoicing for the project.

Creating a “standards” document to enable an objective examination of our capabilities was more difficult than anticipated. Many of the standards that exist within emergency services are, more accurately, recommendations. Regulation-driven standards are either few and far between or establish a minimum capability. As an example, West Virginia Code sets forth that counties shall have an emergency management position, but the expectations of what that position should do are not outlined in code. There are professional organizations, grant programs, etc. that prescribe actions, but those are tied to the mission of those organizations or the intent of the funding. For other emergency services entities, there are organizations and “standards” (e.g., NFPA for the fire service, CALEA for law enforcement, the Commission on Accreditation of Ambulance Services [CAAS] for EMS agencies, etc.) that are excellent outlines, but they do not appear in code in the traditional sense.

Our efforts to create a standards document for the study have tried to account for this by identifying the minimum regulatory requirement we can find and then identifying additional best practices on top of that. Though this effort is not the sole reason the project has been delayed, it did require more time than we anticipated.

Since our status meeting in early January, we have started to receive resource inventory data that will help us compare what is available locally to the standards document that we created. As we collect the inventory information, we’ll be talking about the responses with our agencies to fill in any gaps, ensure we are reading the data correctly, etc. We have conducted interviews with other communities (in and out of West Virginia) to discuss how they have addressed some of the challenges we are facing.

We are also in a position to collect feedback from the general public via an online survey. The survey is intentionally brief, and we're interested in our residents' concerns (as it relates to potential emergencies) as well as their opinions on what our critical challenges are.

F.6 Approval Resolution 2023-02 General Fund Budget Revision #4 FY 2022/23: Amberle Jenkins provided the following overview of the 2023-02 General Fund Budget Revision #4 FY 2022/23 request: The city received a grant for \$100,000 that will be used to raze buildings. We will need to add \$22,700 to budget: RE: \$20,000 additional to Strawberry Festival, \$2,000 to ART 26201, and \$700 to the Grinch Festival in December. Recorder Sanders said we need to be aware of the organizations needs each year and not just automatically provided the same dollar amounts from year to year. Mr. McCauley cautions that we must be sure that everyone is held to the same standards.

McCauley/Rylands make a motion to approve.

Call for Resolution:

Bucklew: Yes

McCauley: Yes

Rylands: Yes

Skinner: Yes

Sanders: Yes

Resolution carried unanimously.

RESOLUTION 2023-02

At a regular session of the municipal council, held (Month, day and year) February 2, 2023 the following order was made and entered:

SUBJECT: The revision of the Levy Estimate (Budget) of the City of Buckhannon. The following resolution was offered:

RESOLVED: That subject to approval of the State Auditor as ex officio chief inspector of public offices the municipal council does hereby direct the budget be revised PRIOR TO THE EXPENDITURE OR OBLIGATION OF FUNDS FOR WHICH NO APPROPRIATION OR INSUFFICIENT APPROPRIATION CURRENTLY EXISTS, as shown on budget revision number General Fund #4, a copy of which is entered as part of this record.

The adoption of the foregoing resolution having been moved by David McCauley, and duly seconded by C S Rylands the vote thereon was as follows:

<u>Pamela Bucklew</u>	<u>(Yes)</u> or No
David McCauley <u>[Signature]</u>	<u>(Yes)</u> or No
Jack Reger <u>absent</u>	Yes or No
J David Thomas <u>absent</u>	Yes or No
Clifford Rylands <u>[Signature]</u>	<u>(Yes)</u> or No
Robert Skinner <u>[Signature]</u>	<u>(Yes)</u> or No
Randall Sanders <u>[Signature]</u>	<u>(Yes)</u> or No

WHEREUPON, Randall Sanders - Recorder, declared said resolution duly adopted, and it is therefore ADJUDGED and ORDERED that said resolution be, and the same is, hereby adopted as so stated above, and the Randall Sanders is authorized to fix his signature on the attached "Request for Revision to Approved Budget" to be sent to the State Auditor for approval.

LGSD BR (Ver. 2020)

Ora Ash, Deputy State Auditor
West Virginia State Auditor's Office
200 West Main Street
Clarksburg, WV 26301
Phone: 627-2415 ext. 5114
Fax: 304-340-5090
Email: lgs@wvsao.gov

REQUEST FOR REVISION TO APPROVED BUDGET

Subject to approval of the state auditor, the governing body requests that the budget be revised prior to the expenditure or obligation of funds for which no appropriation or insufficient appropriation currently exists.
(\$ 11-8-26a)

CONTROL NUMBER
Fiscal Year Ending: 6/30/2023
Fund: 1
Revision Number: 4
Pages: 1 of 1

CITY OF BUCKHANNON

GOVERNMENT ENTITY

70 E MAIN ST
STREET OR PO BOX
Municipality
Government Type

BUCKHANNON WV
CITY ZIP CODE

Person To Contact Regarding Request:
Name: Amberle Jenkins
Phone: 304-472-1651
Fax: 304-472-0934
Email: amby.jenkins@buckhannonwv.org

REVENUES: (net each acct.)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
366	State Government Grants		100,000		100,000
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Revenues (ALL PAGES)100,000

Explanation for Account # 378, Municipal Specifics:
Explanation for Account # 369, Contributions from Other Funds:

EXPENDITURES: (net each account category)

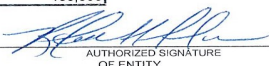
(WV CODE 7-1-9)

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	PREVIOUSLY APPROVED AMOUNT	(INCREASE)	(DECREASE)	REVISED AMOUNT
409	Mayor's Office	186,030	22,700		208,730
436	Building Inspection	35,000	100,000		135,000
699	Contingencies*	96,853		22,700	74,153
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				
	#N/A				

NET INCREASE/(DECREASE) Expenditures100,000

APPROVED BY THE STATE AUDITOR

BY: Deputy State Auditor, Local Government Services Division Date


AUTHORIZED SIGNATURE OF ENTITY

11/3/2022
APPROVAL DATE

General Fund Budget Revision					
#4					
Revenues		original budget	adjustment	final	
001-366-000-15	REAP-Clean up Grant		100000	100000	Grant from REAP DEP Dilapidated Properties
			100000		
001-409-341-05	Events	21000	22700	43700	original budget had \$5TFestFri; \$5TStrawFest; \$8Tfireworks;\$3TWamsb Revised budget add \$2TArt26201; \$20TStrawFest;\$7HGrinch
001-436-354-00	Housing Enforcement	30000	100000	130000	REAP DEP Dilapidated Properties Clean
001-699-568-00	Contingency Council	96583	-22700	73883	
			100000		

G. Comments and Announcements:

- G.1 Pamela Bucklew:

Mrs. Bucklew reported that she attended the first meeting of the Parks and Recreation Advisory Board. It was a good meeting with lots of good discussions and ideas such as a pollinator’s garden. She is glad to be serving on it.
- G.2 David McCauley:

Mr. McCauley reminded the Council that there are property matters that need attended to. He provided kudos to Laura Meadows for her work.
- G.3 Jack Reger:

Mr. Reger was absent – May Skinner asked that we keep him in our prayers.
- G.4 David Thomas:

Mr. Thomas was absent due to some scheduled travel.
- G.5 CJ Rylands:

Mr. Rylands is concerned because of an uptick in transients. He found a man in a top floor apartment that they are renovating. Becky Westfall of Just Cuttin’ Up Hair Salon was at work early in the morning, and a man tried to break into her salon. She called 9-1-1, but received no response. Mr. Rylands states that the lack of response also needs to be followed up on.
- G.6 Randall Sanders:

Mr. Sanders reminded everyone of the Opera House Elimination Dinner that supports both WAMSB and Create Buckhannon. All profits will be split 50/50 between the two entities. It is an international themed event.

H. Mayor’s Comments and Announcements: Mayor Skinner stated that pepperoni rolls and doughnuts are coming back! There is a ribbon cutting at the Donut Spot at 3:00 on Friday, 2/3/23. The City Council meeting scheduled for 3/16/23 will need to be moved to 3/14/23 due to the Chambers of Commerce

Awards Dinner on 3/16/23 at the Brushy Fork Event Center. He asks that everyone support the Polar Plunge benefiting UC Special Olympics next weekend, and he thanked everyone for a good meeting.

I. **Adjournment:** Meeting adjourned at 8:49.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders