

**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 16, 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-GTM
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	Rodney Irvin	Present
Channel 3	Dennis Cortes	Present
MyBuckhannon.com	Katie Kuba	Present

Guests: Tammy Reger, Buckhannon-Upshur Chamber of Commerce; Mike Ruffing, Upshur County Regional Airport Authority; Rachel Ruffing and Mikey Ruffing; Laura Ward, County Roads Transit; Russell Ward; Jerry Henderson; Catherine Norko, Charles W Gibson Public Library; Jody Light, DeAnna and Annabelle Grogg, Almost Heaven BBQ Bash; Laura Meadows, Upshur County Visitors Center; Katelyn Wine, Director - Event Center at Brushy Fork.

***City Council of Buckhannon – 7:00 pm in Council Chambers  
Meeting Agenda for Thursday, February 16, 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 County Roads Transit-Executive Director Laura Ward
- C.

Department & Board Reports

C.1 Public Works Director- Jerry Arnold

C.2 Finance Director- Amberle Jenkins

C.3 Police Chief- Matthew Gregory

C.4 City Attorney- Tom O'Neill
- D.

Correspondence & Information

D.1 Colonial Arts Center Organizational Chart

D.2 Charles Gibson Library Director’s Report January 2023

D.3 Emergency Services Study

<https://docs.google.com/forms/d/e/1FAIpQLSfEYcnZS0wztXMNgCmu-GbpbPQ8iOMuaWkznA0y3o5gnA1ROA/viewform>
- E.

Consent Agenda

E.1 Approval of Minutes -Regular Meeting 01/19/23, 02/02/23

E.2 Approval of Building and Wiring Permits

E.3 Approval of Payment of the Bills
- F.

Strategic Issues for Discussion and/or Vote

F.1 Approval Outside Entity Funding Request-Contribution to B-U Chamber of Commerce \$1,250

F.2 Approval Outside Entity Funding Request-2023 Almost Heaven BBQ Bash Event \$10,000

F.3 Approval Outside Entity Funding Request-Region VII Planning & Development Multi-Hazard Mitigation Plan \$1,000

F.4 Request to move City Council Meeting to Tuesday, March 14 due to the Annual Chamber of Commerce Awards Dinner

F.5 SYCC USDA Grant Application Requirement - Environmental Assessment / Report by Potesta

F.6 SYCC USDA Grant Application Requirement - Financial Feasibility Study by Outside Consultant (TBD)

F.7 Approval Recommendation from the Colonial Arts Center Board- Naming Opportunity Agreement between St. Joseph’s Hospital & COB

F.8 Management of The Event Center at Brushy Fork

F.9 Appointments to the Buckhannon Planning Commission
- 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 02/13/2023**

**A. Call to Order:** Mayor Robbie Skinner called the regular meeting of the Buckhannon City Council for February 16, 2023 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 County Roads Transit-Executive Director Laura Ward** - Mayor Skinner recognized Laura Ward, Executive Director of Country Roads Transit who provided the annual report to City Council. Mrs. Ward reported that the Transit is almost back to Pre-Covid numbers as far as people served. She noted that the program that exists in Upshur County is a 50/50 match program with Federal Transit Administration dollars. She provided examples of people who frequently use the service and stressed how valuable the service is to so many. She requested that Council Members make an effort to ride with them to better understand the services provided. She thanked City Council for the support in the past and noted that she has submitted the request for financial assistance from the City of Buckhannon in the upcoming budget (2023-2024). She participated in a Q & A with council members and added that in the last year there were a total of 5,814 riders, of which 2,726 were a result of routes served and 3,088 were from demand response (requests). A majority of the rides remain in the city limits.

### **From the Sign-in Attendance Sheet:**

**Mike Ruffing, President of the Upshur County Regional Airport Authority and one of the City's representatives on that authority** - Mr. Ruffing was recognized by the Mayor and he provided an overview on the Upshur County Regional Airport including the expansion of the role of Jenny Powers who has become the full-time Airport Manager; the conversion of ½ a hanger for short-term rental; the addition of a courtesy car provided by the Upshur County Commission; offering the best fuel prices in the area; and that a new marketing program will be launched soon. There was a brief Q & A with Council.

Mayor Skinner asked if there were any other persons interested in speaking during the Public Comment Period. Having no requests, Mayor Skinner closed the Public Comment period at 7:18 pm.

## **C. Department & Board Reports**

**C.1 Public Works Director- Jerry Arnold:** Mr. Arnold presented the following report:

### **Director:**

- I damaged an underground telephone cable while excavating for the electric service at Madison Street.

### **Street:**

- Crews continue to work on Gateway West project and Florida Street sidewalks.

### **Sewer:**

- Finished sewer upgrade on Westview Acres and working on service upgrades on S. Florida Street.

### **Water:**

- Crews have been changing out meters and laying a new line on Colorado Street.

### **Waste:**

- I have ordered a scale that can be attached to our winch cables on the garbage trucks and will be conducting a waste audit on all our commercial customers.

### **Engineering:**

- Tennerton Booster Station – The bid for Contract A – Waterline Replacement Project was approved at the 2-9-23 Water Board Meeting and the Notice of Award will be executed and delivered to Pro Contracting this week. The bid for Contract B – Booster Station Building Replacement Project was rejected at the 2-9-23 Water Board Meeting. The Contractor has been notified and the contract will be re-advertised on 2-14-23 and 2-21-23.

Council Member Bucklew noted two lights were out on Boggess Street and Mayor Skinner recommended that it was best if you simply gather the id information from the pole and report it directly to Mon-Power using the pole id information. Mr. Arnold also reported that if someone has a report on a street issue, for them to simply call City Hall and report the issue, which will cause a work order to be created and it will be tracked from that point until the issue is resolved.

**C.2 Finance Director - Amberle Jenkins:** Mayor Skinner recognized Finance Director, Amberle Jenkins, who provided the following financial reports:

Amby report 2-16-23

Balances in the Enterprise Funds January 31, 2023

Waste Collection Board	mm/cking	\$1,289,817	cd/sav \$58,713
Plus a letter of credit for \$64,000			
Water Board	mm/cking	\$887,322	work/capital& savings \$874,401
Sanitary Board	mm/cking	\$967,441	work/capital \$459,184
Storm water Fund	mm/cking	\$249,232	

Stockert Youth  
The basketball program is going well and they are ready to start tournaments next week. This program has about 300 participants

The After School Program is running smooth – 35 to 45 youth attend that each week day.

City Council has held one working session so far. The Stockert Youth Center Director and Fire Chief presented and explained their proposed budgets for the fiscal year 2023-24. We also went over a few revenue items and the need to update the security system and IT network in City Hall.

The next working session is tentatively scheduled for February 27<sup>th</sup>. The budgets for the Police Department, Street Department and Colonial Art Center will be discussed during that session.

**C.3 Police Chief – Matt Gregory:** Mayor Skinner recognized Police Chief Matt Gregory who provided the Buckhannon City Police Department’s Annual Report-2022, which is a part of the meeting packet and on file at the BPD & City Hall. Following the report a Q & A took place with City Council concerning several elements of the report.




Mayor and Members of City Council,

I am very pleased to present the 2022 Annual Report for the City of Buckhannon Police Department. The report itself contains many elements, which reflects the scope of the operations of the police department. This is particularly the case with the department having gained full accreditation through CALEA in 2021 and having logged a full year of accreditation in 2022.

The first part of the report contains the annual activity of the police department. This activity is comprised of data from officers’ monthly reports, the police department’s records management system, as well as a report from Upshur County Emergency Communications Center annual 911 data for the City of Buckhannon. As a companion to this data, this report also contains annual statistics from the Mountain Lakes Drug and Violent Crimes Unit, which the Buckhannon Police Department has been a member of for five years now, as well as an annual report on the activity of K-9 Erros.

Beyond this, the annual report is also reflective of the efforts of the police department to maintain its accreditation status through CALEA. The last half of the report includes an annual analysis of the following department operations: 1) Use of Force, 2) Bias-Based Profiling review and 3) Post Pursuits. Each of these analyses are time-sensitive standards that are required to be submitted to CALEA to coincide with the department’s annual activity. In addition to this, the police department is also required to submit a statistical report known as CIMRS to CALEA each year. This report collects a wide variety of information covering everything from operational data to human resources information.

The annual report concludes with the annual activity of VIPS, which continues to be a major asset for not only the police department, but also the whole community.

  
Matthew Gregory  
Chief of Police

MONTHLY ACTIVITY REPORT  
January 2023

	301	302	303	304	305	306	307	308	309	310	311	312	TOTAL
Calls Answered	1	33	68	89	42	25	14	48	28	7	11		366
Community Policing	2	8				2			6				18
Road Patrol		49	88	80	105	124	48	51	59	14	26	34	678
Traffic Hours		4	59			1	20		16	14	1	2	117
Criminal Inv.	8	20	21	64	61	32	95	59	39	6	9	9	423
Court Hours									6				6
Report Writing	17	86	9	21	18	4	11	41	30	3	2	1	243
Other Hours	115	12		16	6		2	21	9	123	30	130	464
Miles													6,098
Accidents - Prop.		2	8	1				1					12
Injury													
Fatality													
Parking Tickets													
Criminal Reports		3	4	7	4	2	1	6	4			2	33
Reports Cleared		2	3	4	2	1	0	4	2			1	19
Clearance Rate		66%	75%	57%	50%	50%	0%	67%	50%			50%	58%

POLICE ACTIVITIES

MONTH: January

YEAR: 2023

ACTIVITIES:

Parking Tickets Issued:

By Parking Enforcement Officer:

By Officers:

TOTAL ISSUED:

Citations Issued:

Misdemeanor Arrests:

Felony Arrests:

Calls Answered:

Complaint Reports:

Accidents Investigated:

Community Policing Hours:

Patrol Mileage:

MISDEMEANOR ARRESTS - January 2023

	TOTAL
ANIMAL CARE AND CONTROL ORD.	2
BRANDISHING	1
DISORDERLY CONDUCT	1
DOG/CAT AT LARGE	2
DOMESTIC BATTERY	1
DUI	1
PETIT LARCENY	3
SHOPLIFTING	6
TRESPASSING	2
VIOLATION OF PROT. ORDER	1
TOTAL MISDEMEANORS	20

FELONY ARRESTS - January 2023

	TOTAL
FRAUDULENT USE OF ACCESS DEVICE	5
GRAND LARCENY	1
TOTAL FELONIES	6



2023 WARNINGS

WARNINGS ISSUED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
ATV ON CITY STREET													0
CELL PHONE													0
CHILD SAFETY													0
EQUIPMENT, DEFECTIVE		9											9
EQUIPMENT, W/O REQUIRED													0
EXHAUST, NO													0
FAILURE TO DIM HIGHBEAMS													0
FAILURE TO MAINTAIN CONTROL													0
FAILURE TO OBEY TRAFFIC CONTROL DEVICE													0
FAILURE TO YIELD													0
FOLLOWING TO CLOSE													0
HEADLIGHTS, VIOLATION		1											1
ILLEGAL LEFT TURN													0
IMPEDING TRAFFIC													0
IMPROPER BACKING													0
INSURANCE, NO PROOF		2											2
LANE VIOLATION		3											3
LEFT OF CENTER													0
LICENSE PLATE, NO													0
LITTERING													0
LOUD EXHAUST													0
MORE THAN 4 LAMPS ON FRONT		1											1
MVI, EXPIRED		1											1
MVI, FALSE													0
MVI, MODIFIED													0
MVI, NO													0
NO HELMET													0
OBSTRUCTED VIEW													0
ONE WAY VOILATION													0
OPEN CONTAINER		1											1
OPERATORS WV, FAILURE TO OBTAIN													0
OPERATORS, ADDRESS CHG													0
OPERATORS, EXPIRED													0

2023 WARNINGS

WARNINGS ISSUED	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
OPERATORS, LEARNER PERMIT VIOLATION													0
OPERATORS, NO													0
OPERATORS, NO PROOF													0
PASSING, IMPROPER													0
RECKLESS DRIVING													0
RED LIGHT VIOLATION		2											4
REGISTRATION, ADDRESS CHG													0
REGISTRATION, EXPIRED		9											9
REGISTRATION, IMPROPER													0
REGISTRATION, IMPROPER DISPLAY													0
REGISTRATION, NO		2											2
REGISTRATION, NO PROOF													0
REGISTRATION, UNSIGNED													0
ROAD CONDITIONS, TOO FAST FOR													0
SEATBELT													0
SPEED VIOLATION WARNING		8											8
STOP SIGN		5											5
TURN LANE, IMPROPER USE													0
TURN, IMPROPER		2											2
WINDOW TINT		1											1
WRONG WAY		1											1
TOTAL	48	0	0	0	0	0	0	0	0	0	0	0	48

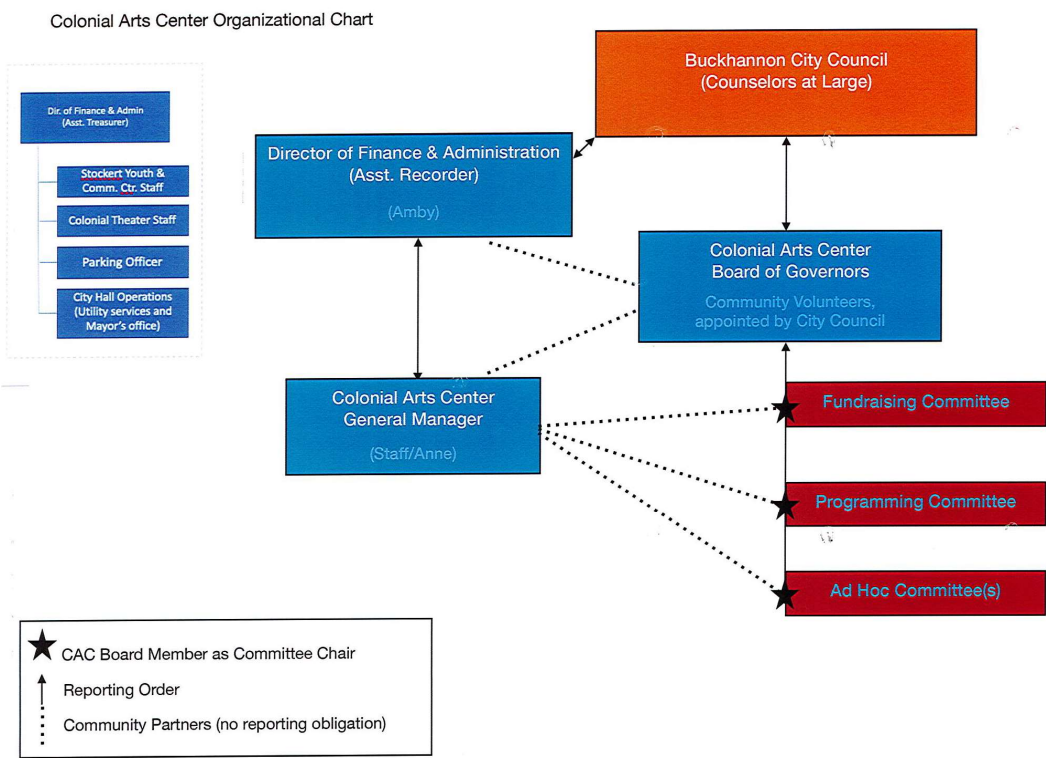
TRAFFIC CITATIONS - January 2023

	Gregory	Loudin	Posey	Stewart	Courtney	Hissam	O'Connor	McCauley	Fisher	W. Loudin	Warner	Major	TOTAL
DEFECTIVE EQUIPMENT									1				1
DRIVING REVOK/SUSP		1											1
EXPIRED MVI STICKER									1				1
FAILURE TO OBTAIN WV REGISTRATION									1				1
NO OPERATORS		1											1
SPEEDING							1	1	1				3
TOTAL TRAFFIC CITATIONS	0	2	0	0	0	0	1	1	4	0	0	0	8

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: – The Mayor reviewed the following with Council:

D.1 Colonial Arts Center Organizational Chart



D.2 Charles Gibson Library Director’s Report January 2023

February 2023 Director’s Report

January Building Use Statistics

Door Count	481	Notary Service:	4
Public Computer Use	71	Wi-Fi Pass:	40
Reference Transactions	3		
Curbside Pickup	0		

January Circulation Statistics

ITYPE	NOV	DEC	JAN
Adult Fiction	157	170	181
Adult Nonfiction	17	29	37
Books on CD	10	6	1
Easy Books	85	65	82
eBooks (WVReads)	187	129	161
eAudio (WVReads)	43	44	53
eMagazines (WV Reads)	8	9	12
Juvenile Fiction	15	12	44
Juvenile Nonfiction	15	6	22
Large Print	259	238	274
New Books	192	169	179
New Media	5	4	13
Paperback	50	43	47
Reference	0	0	0
West Virginia Material	6	1	1
Young Adult Fiction	14	14	21
Young Adult Nonfiction	1	0	0
TOTAL	1064	939	1128

January Money Drawer Report

Donations	Copies	Faxes	Book Sale	Billed/Lost	Lamination
\$58.45	\$113.85	\$57.50	\$29.00	\$0.00	\$0.00
Total: \$268.80					

Upcoming Dates

February 14	Board of Trustees Meeting
February 20	Library Closed – Presidents’ Day
March 11	Teatime Book Discussion
March 14	Board of Trustees Meeting
March 27	Library Closed – Service Center Training Day

D.3 Emergency Services Study

The Upshur County Commission and the City of Buckhannon have partnered with one another to conduct a strategic planning study of the delivery of emergency services throughout the city and the unincorporated areas of the county. We need your help!

Our residents and businesses benefit the most from the services provided by our emergency agencies. We want to know how you think we are doing in providing those services and where you think we are facing challenges. We also want to know if you think there is anything specific, we can do to improve our emergency services to you.

The survey is very short, and it should only take a few minutes to complete. Responses are anonymous, though if you wish to participate in potential future public outreach, there is a link that directs you to a separate website where you can register to be notified of that future outreach. Click here to take the survey:

<https://docs.google.com/forms/d/e/1FAIpQLSfEYcnZS0wztXMNgCmuGbpPQ8iOMuaWkznA0y3o5gnA1R0A/viewform>

E. Consent Agenda - Mayor Skinner presented an overview of the following to Council:

E.1 Approval of Minutes -Regular Meeting 01/19/23, 02/02/23

E.2 Approval of Building and Wiring Permits



Permit Fee Report #75778-#75788  
02/02/2023 - 02/15/2023

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

75780	Novelis	1 Moore Ave	Mon Valley Electrical Inc	Networking Upgrade	26,997.00	100.00	A Commercial Property	No		No	Zone A	Yes -If yes attach report	No
					26,997.00	100.00							

Group Total: 1

Group: Commercial-Industrial (nonresidential)

75785	KSM HOTELS/P ARAG PATEL/ WINGATE	1 COMMERCE BLVD	ATLANTIC SIGN	SIGNAGE, 2 WALL SIGNS	26,618.00	199.64		No	2/1/2023	No	N/A	No	No
75786	BUCKHAN NON HOUSING AUTHORITY	7 HINKLE DR	JD BUILDERS JOSHUA DEAN	FLOORING OVER TILE	3,520.00	33.00		No		No	N/A	No	No
75787	BUCKHAN NON TOBACCO AND VAPE	57 N LOCUST	FLOYD SIGN CO	3X6 SIGN	200.00	15.00		No	2/9/2023	No	Zone AE	No	No
75781	CHERYL LANASA	89 S KANAWHA	THE SIGN GUY	18 IN H BY 12 IN W SIGN & IN HOME OCCUPATION	80.00	15.00		No	1/27/2023	Yes	N/A	No	No
75779	MAYFAIR HOTELS, INC.	1 COMMERCE BLVD	PERRY ELECTRIC, INC.	CUTTING & REPLACING DRYWALL / REPLACING FLOORING---DUE TO	40,000.00	300.00		No		No	N/A	No	

				WATER DAMAGE									
					70,418.00	562.64							

Group Total: 5

Group: Residential (non-commercial)

75788	Arnold Monroe	86 Fayette St	OWENS SITE CONSTRUCTION	Inside Demolition & Remodel due to Fire Damage	85,000.00	595.00		Yes -If yes attach report		No	N/A	No	
75784	CHRISTIN A DUARTE	121 FAYETTE ST	APPROACH CONTRACTING JUSTIN BURCH	BATHROOM REMODEL / PAINTING / REPLACING VANITIES, AND FLOORING	5,000.00	55.00		No		No	N/A	No	No
75783	HENRY RUPPENTHAL	123 RANDOLPH		REROOF-SHINGLES OVER SHINGLES NOT REMOVING ANY SHINGLES	4,000.00	44.00		No		No	N/A	No	No
75782	STEPHEN AND JULIETTE OLDAKER	27 PARK ST	Stephen Corder	CURBCUT, DRIVEWAY INSTALL PARKING AREA-GRAVEL	1,000.00	11.00		No	2/3/2023	No	N/A	No	No
75778	JOHN MARANS	11 THIRD ST	JES CONSTRUCTION	CRAWL SPACE DEWATERING SYSTEM TO INCLUDE DEHUMIDIFIER AND PUMP DISCHARGE INTO YARD INSTALL DOOR FOR CRAWLSPACE	17,788.00	195.67		No		No	Zone AE	No	No
					112,788.00	900.67							

Group Total: 5

					210,203.00	1,563.31							
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Total Records: 11

2/16/2023

E.3 Approval of Payment of the Bills



FEBRUARY 1-15-2023 GENERAL FUND PAYMENT OF BILLS 2-16-2023 CITY COUNCIL MEETING

- \$25,000.00 – WV STRAWBERRY FESTIVAL – 2023 SPONSORSHIP
- \$7,000.00 – ROZELLE ENTERPRISES – DRYVIT FOUNDATION & EPOXY FLOOR AT CITY HALL
- \$1,951.80 – SCOTT ELECTRIC – MATERIALS FOR MADISON ST PROJECT
- \$2,484.14 – RED BUD SUPPLY – 28” TRAFFIC CONES
- \$2,489.75 – RDR ENERGY RESOURCES – 11YDS CONCRETE FOR GATEWAY WEST PROJECT
- \$4,964.00 – ROZELLE ENTERPRISES – PREP WORK FOR FLORIDA STREET SIDEWALKS
- \$14,393.25 – ROZELLE ENTERPRISES – LABOR AT THEATRE

02-16-2023 09:29 AM		DISBURSEMENTS 2/1/23 to 2/15/23			
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
MAYOR'S OFFICE	GATES SUPPLY	409-341-00	MAYOR'S SUPPLIES & M	GRAY & PHOTO BLACK INK	47.93
	ENCOVA INSURANCE	409-226-00	MAYOR'S INSURANCE &	WCN6007140 JAN 2023	2.60
	CITY OF BUCKHANNON GENERAL F	409-341-00	MAYOR'S SUPPLIES & M	FEB 2023 LOC FEES	92.12
	WV PUBLIC EMPLOYEES INSURANC	409-105-00	MAYOR'S INSURANCE	GF FEB 2023 HEALTH INS	1,233.52
		409-105-00	MAYOR'S INSURANCE	GF FEB 2023 RETIREE'S INS	140.00
	WV STRAWBERRY FESTIVAL ASSOC	409-341-05	EVENT/FIREWORK EXPEN	2023 STRAWBERRY FEST SPNSR	25,000.00
	COLLECTION ACCOUNT	409-341-00	MAYOR'S SUPPLIES & M	JANUARY 2023 CREDIT CARD F	1,770.13
	BADZIK PRINTING SERVICE, INC	409-341-00	MAYOR'S SUPPLIES & M	TAX FORMS 2022	156.3
	WVNET	409-341-00	MAYOR'S SUPPLIES & M	WEB HOSTING 2ND QTR FY 23	18.75
	WALMART STORES INC -BUCKHANN	409-341-00	MAYOR'S SUPPLIES & M	CLEANING SUPP CITY HALL	52.75
	INTERNAL REVENUE SERVICE	409-104-00	MAYOR'S F.I.C.A.	FICA WITHHELD AND MATCHED	42.77
		409-104-00	MAYOR'S F.I.C.A.	MEDICARE WITHHELD & MATCHE	10.00
	UPSHUR COUNTY CLERK	409-341-00	MAYOR'S SUPPLIES & M	LIEN FIRE AT 172 POCAHONTA	12.00
	U.S. POSTAL SERVICE (CMRS-FP	409-218-00	MAYOR'S POSTAGE	FEB 2023 POSTAGE	250.00
	COLLECTION ACCOUNT 2	409-341-00	MAYOR'S SUPPLIES & M	CC FEES FOR RECDESK	63.45
	RANDY SANDERS	409-341-05	EVENT/FIREWORK EXPEN	REIMB CHICAGO TRIP-WAMSB	598.20
	**PAYROLL EXPENSES			2/01/2023 - 2/15/2023	701.47
				TOTAL:	30,192.04
COUNCIL	ENCOVA INSURANCE	410-226-00	COUNCIL INSURANCE (P	WCN6007140 JAN 2023	0.22
				TOTAL:	0.22
RECORDER	ENCOVA INSURANCE	411-226-00	INSURANCE/COMPENSATI	WCN6007140 JAN 2023	0.22
				TOTAL:	0.22
TREASURER	ENCOVA INSURANCE	413-226-00	TREASURER'S INSURANC	WCN6007140 JAN 2023	0.85
	WV PUBLIC EMPLOYEES INSURANC	413-105-00	TREASURER'S GROUP IN	GF FEB 2023 HEALTH INS	1.14
		413-105-00	TREASURER'S GROUP IN	GF FEB 2023 RETIREE'S INS	70.00
	DAVID L HOWELL CPA	413-224-00	AUDIT	BILL #1 2021-22 AUDIT	1,701.25
	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
	**PAYROLL EXPENSES			2/01/2023 - 2/15/2023	313.18
				TOTAL:	2,110.38
COURT	ENCOVA INSURANCE	416-226-00	POLICE JUDGE INS BON	WCN6007140 JAN 2023	4.79
				TOTAL:	4.79
CITY ATTORNEY	ENCOVA INSURANCE	417-226-00	CITY ATTORNEY INS UN	WCN6007140 JAN 2023	9.66
				TOTAL:	9.66
CITY ENGINEER	INTERNAL REVENUE SERVICE	420-104-00	CITY ENGINEER FICA T	FICA WITHHELD AND MATCHED	51.51
		420-104-00	CITY ENGINEER FICA T	MEDICARE WITHHELD & MATCHE	12.05
02-16-2023 09:29 AM		DISBURSEMENTS 2/1/23 to 2/15/23			
FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			2/01/2023 - 2/15/2023	823.30
				TOTAL:	886.86
ZONING	ENCOVA INSURANCE	437-226-00	ZONING INSURANCE & B	WCN6007140 JAN 2023	69.09
	WV PUBLIC EMPLOYEES INSURANC	437-105-00	ZONING HEALTH INS	GF FEB 2023 HEALTH INS	266.14
		437-105-00	ZONING HEALTH INS	GF FEB 2023 RETIREE'S INS	70.00
	VINCENT SMITH	437-214-00	TRAVEL EXPENSE	CODE ENF MILEAGE DEC 2022	114.08
		437-214-00	TRAVEL EXPENSE	CODE ENF MILEAGE JAN 2023	132.31
		437-214-00	TRAVEL EXPENSE	CODE ENF MILEAGE NOVEMBER	117.58
	ST JOSEPH HOSPITAL OF BUCKHA	437-341-00	ZONING SUPPLIES	LAB RESULTS VINCENT SMITH	56.00
	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
	**PAYROLL EXPENSES			2/01/2023 - 2/15/2023	1,500.00
				TOTAL:	2,439.95
DATA PROCESSING	RAVEN ROCK NETWORKS INC	439-230-00	DATA PROCESSING	FEB 2023 IT SVC CONTRACT	375.00
	OPTIMUM B2B, DEPT. 1264	439-230-00	DATA PROCESSING	FEB 2023 CITY HALL INTERNE	214.62
				TOTAL:	589.62
CITY HALL	RALSTON PRESS INC	440-341-00	CITY HALL SUPPLIES	NOTARY STAMP ALICE TEETS	26.50
	ENCOVA INSURANCE	440-226-00	CITY HALL INSURANCE	WCN6007140 JAN 2023	62.76
	WV PUBLIC EMPLOYEES INSURANC	440-105-00	CITY HALL JANITOR IN	GF FEB 2023 HEALTH INS	1.14
		440-105-00	CITY HALL JANITOR IN	GF FEB 2023 RETIREE'S INS	70.00
	MOUNTAINEER GAS COMPANY	440-213-00	CITY HALL UTILITIES	269245-314199 1 S-FLORIDA	242.86
	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
	ROZELLE ENTERPRISES DBA TRAD	440-459-00	CITY HALL CAPITAL	DRYVIT FNDTN, EPOXY FLOOR,	7,000.00
	**PAYROLL EXPENSES			2/01/2023 - 2/15/2023	1,357.13
				TOTAL:	8,863.09
POLICE	ENCOVA INSURANCE	700-226-00	POLICE DEPT. INSURAN	WCN6007140 JAN 2023	1,038.27
	WV PUBLIC EMPLOYEES INSURANC	700-105-00	POLICE DEPT. GROUP I	GF FEB 2023 HEALTH INS	5,986.12
		700-105-00	POLICE DEPT. GROUP I	GF FEB 2023 RETIREE'S INS	770.00
	SUPER SPLASH LLC	700-343-00	POLICE DEPT. AUTO SU	JAN 2023 CAR WASHES	14.00
	STATE TREASURER CVR LET RJ	700-341 04	CVR-LET-RJ FEES EXPE	JAN 2023 CVC LET RJ COURT	170.00
	ENTERPRISE FM TRUST	700-459-00	POLICE DEPT. NEW EQU	22HZS3 2017 INTERCEPTOR PY	455.73
		700-459-00	POLICE DEPT. NEW EQU	22HZSX 2017 INTERCEPTOR PY	475.21
		700-459-00	POLICE DEPT. NEW EQU	22SF24 2018 INTERCEPTOR PY	774.08
		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	23H655 MAINT OLDER CRUISER	6.00
		700-343-00	POLICE DEPT. AUTO SU	23H64V MAINT OLDER CRUISER	6.00
		700-343-00	POLICE DEPT. AUTO SU	23H64Z 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	23KNZN 2020 POLICE INTERCE	795.96
		700-459-00	POLICE DEPT. NEW EQU	23KNZS 2020 POLICE INTERCE	803.87
		700-459-00	POLICE DEPT. NEW EQU	25QCLL 2022 INTERCEPTOR	761.14
		700-459-00	POLICE DEPT. NEW EQU	25QCLM 2022 INTERCEPTOR	795.91
		700-459-00	POLICE DEPT. NEW EQU	25QCLN 2022 INTERCEPTOR	761.14
		700-459-00	POLICE DEPT. NEW EQU	25QCLP 2022 INTERCEPTOR	761.14
	ST JOSEPH HOSPITAL OF BUCKHA	700-341-00	POLICE DEPT. MAT & S	LAB RESULTS DARIN HISSAM	56.00
	INTERNAL REVENUE SERVICE	700-104-00	POLICE DEPT. FICA TA	FICA WITHHELD AND MATCHED	2,009.35
		700-104-00	POLICE DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	469.92

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DISBURSEMENTS 2/1/23 to 2/15/23

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
FIRE	WORLD FUEL SERVICES, INC.	700-343-00	POLICE DEPT. AUTO SU	POLICE FUEL BILL JAN 2023	1,781.43
	FRONTIER	700-211-00	POLICE DEPT. TELEPHO	473-7911-073014-4 POL FAX	91.58
	**PAYROLL EXPENSES			2/01/2023 - 2/15/2023	32,826.61
				TOTAL:	53,709.21
	ENCOVA INSURANCE	706-226-00	FIRE DEPT. INSURANCE	WCN6007140 JAN 2023	1,052.25
	WV PUBLIC EMPLOYEES INSURANC	706-105-00	FIRE DEPT. GROUP INS	GF FEB 2023 HEALTH INS	3,810.84
		706-105-00	FIRE DEPT. GROUP INS	GF FEB 2023 RETIREE'S INS	630.00
	LOWES BUSINESS ACCOUNTS	706-341-00	FIRE DEPT. MATERIAL	POWER CORD	60.16
	CITIZENS BANK OF WV	706-459-00	FIRE DEPT. CAPITAL O	2021 PUMPER TRK FEB 2023 P	4,790.11
	ST JOSEPH HOSPITAL OF BUCKHA	706-341-00	FIRE DEPT. MATERIAL	LAB RESULTS GLENN DAVIS VF	56.00
		706-341-00	FIRE DEPT. MATERIAL	LAB RESULTS TRAVIS DEAN VF	56.00
		706-341-00	FIRE DEPT. MATERIAL	LAB RSLTS CHESTER CUTRIGHT	56.00
	INTERNAL REVENUE SERVICE	706-104-00	FIRE DEPT. FICA TAX	FICA WITHHELD AND MATCHED	1,382.19
		706-104-00	FIRE DEPT. FICA TAX	MEDICARE WITHHELD & MATCHE	323.26
	WORLD FUEL SERVICES, INC.	706-343-00	FIRE DEPT. AUTO SUPP	FIRE FUEL BILL JAN 2023	894.14
	MOUNTAIN STATE EDUCATIONAL S	706-221-00	FIRE DEPT. TRAINING	INSTRCTR 1 COURSE SHANE J	150.00
	WV NEWS	706-341-00	FIRE DEPT. MATERIAL	FIRE CIVIL SVC ADS LIST OF	890.01
	NOVA RUBBER COMPANY	706-343-00	FIRE DEPT. AUTO SUPP	SVC CHARGE ON INV 380641	2.50
	**PAYROLL EXPENSES			2/01/2023 - 2/15/2023	22,293.18
				TOTAL:	36,446.64
STREET	BUCKHANNON UTIL BOARDS	750-341-00	STREET DEPT. MAT & S	STREET DEPT WASTE FEB 2023	210.52
	MON POWER	750-213-00	STREET DEPT. UTILITI	110123905108 25 N LOCUST S	9.73
		750-213-00	STREET DEPT. UTILITI	110148156588 RT 6 395 MUDL	579.46
		750-213-00	STREET DEPT. UTILITI	110148255778 395 MUDLICK R	752.12
	FISHER AUTO PARTS INC	750-343-00	STREET DEPT. AUTO SU	WIPER BLADES S-11 & S-14	35.96
	COLE TRUCK PARTS INC	750-343-00	STREET DEPT. AUTO SU	ALTERNATOR DUMP TRK	246.04
		750-343-00	STREET DEPT. AUTO SU	COMPRSSR & FAN BLADE S-10	610.36
		750-343-00	STREET DEPT. AUTO SU	CB RADIO & SPEAKER	176.89
	VALLEY STEEL SERVICE	750-343-00	STREET DEPT. AUTO SU	PLATE & ANGLE FOR TRAIL;E	338.82
	WV PAGING	750-213-00	STREET DEPT. UTILITI	FEB 2023 STREET DEPT PAGER	23.00
	RITE-WAY HEATING & PLUMBING	750-458-05	STREET DEPT PROJECTS	PIPE & FITTINGS- FLA ST	33.76
		750-343-00	STREET DEPT. AUTO SU	6" FERNCO, 6" S&D 90DEG	58.45
		750-458-05	STREET DEPT PROJECTS	4X2 BUSHING FOR FLORIDA S	9.92
	ENCOVA INSURANCE	750-226-00	STREET DEPT. INSURAN	WCN6007140 JAN 2023	1,013.30
	AIRGAS USA, LLC	750-341-00	STREET DEPT. MAT & S	CYLINDER LEASE 2023-2024	194.12
	WV PUBLIC EMPLOYEES INSURANC	750-105-00	STREET DEPT. GROUP I	GF FEB 2023 HEALTH INS	4,150.84
		750-105-00	STREET DEPT. GROUP I	GF FEB 2023 RETIREE'S INS	630.00
	CAPITAL ELECTRIC	750-458-08	GATEWAY WEST GRANT E	LGHT POLE ANCHOR BLTS GWW	687.71
	MATHENY MOTOR TRUCK CO	750-343-00	STREET DEPT. AUTO SU	GASKET FOR MOTOR S-10	34.02
	SCOTT ELECTRIC CORP	750-458-05	STREET DEPT PROJECTS	WIRE & 2" CAPS ST LIGHTS	270.60
		750-458-05	STREET DEPT PROJECTS	CONDUIT & FTTGS MADISON S	1,426.96
		750-458-05	STREET DEPT PROJECTS	5/16 SPRING NUT MADI	27.74
		750-341-00	STREET DEPT. MAT & S	HAMMER DRILL	219.00
		750-341-00	STREET DEPT. MAT & S	PHOTO CONTROL	7.50
	AUTO ZONE	750-343-00	STREET DEPT. AUTO SU	BRAIDED LOOM FOR S-10	22.49
	RED BUD SUPPLY CO INC	750-341-00	STREET DEPT. MAT & S	(100) 28" TRAFFIC CONES	2,484.14
	PRECISION MACHINE & HYDRAULI	750-343-00	STREET DEPT. AUTO SU	CYL REPAIR FOR S-9 DUMP B	450.24
	LOWES BUSINESS ACCOUNTS	750-343-00	STREET DEPT. AUTO SU	6"X2' PVC EXT & 90 - S-10	29.22
	SYLVESTER W. LONTHER	750-343-00	STREET DEPT. AUTO SU	A32 BELTS FOR S-10	15.20
	ENTERPRISE FM TRUST	750-459-00	STREET DEPT. CAPITAL	22WCNZ 2019 RAM 1500	635.79
		750-459-00	STREET DEPT. CAPITAL	22WGHW 5500 CHASSIS DUMP T	961.06
		750-459-00	STREET DEPT. CAPITAL	23P226 2020 RAM 2500	690.58

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DISBURSEMENTS 2/1/23 to 2/15/23

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
STREET	THE SIGN GUY LLC	750-459-00	STREET DEPT. CAPITAL	23P47T 2020 RAM 2500	684.15
	INTERNAL REVENUE SERVICE	750-104-00	GATEWAY WEST GRANT E	SIGN PATCHES FOR GWW	34.00
		750-104-00	STREET DEPT. FICA TA	FICA WITHHELD AND MATCHED	1,203.36
	CLEVELAND BROTHERS EQUIPMENT	750-343-00	STREET DEPT. FICA TA	MEDICARE WITHHELD & MATCHE	281.45
	RDR ENERGY RESOURCES LLC	750-458-08	STREET DEPT. AUTO SU	GLASS DOOR & PINS - EXCAV	716.23
	ASCENT CONSULTING & ENGINEER	750-458-08	GATEWAY WEST GRANT E	11YDS CONCRETE GWW	2,489.75
	FIRST COMMUNITY BANK CORPORA	750-459-22	GATEWAY WEST GRANT E	GWW MTRL TESTING SVC JAN	587.50
	ROZELLE ENTERPRISES DBA TRAD	750-458-05	PROPERTY PAYMENT MUDL	FEB 2023 PUBLIC WRKS BLDG	9,774.80
	WORLD FUEL SERVICES, INC.	750-343-00	STREET DEPT PROJECTS	PREP FOR & POUR FLORIDA S	4,964.00
	SOUTH END GLASS	750-343-00	STREET DEPT. AUTO SU	STREET FUEL BILL JAN 2023	2,633.13
	ANDREW LOUDIN	750-341-00	STREET DEPT. AUTO SU	INSTALL GLASS EXCAVATOR	90.00
	**PAYROLL EXPENSES		STREET DEPT. MAT & S	TRVL REIMB PCKUP AUCTION I	47.91
				2/01/2023 - 2/15/2023	19,438.17
				TOTAL:	59,979.99
STREET LIGHTS	MON POWER	751-213-00	STREET LIGHTS	110 087 818 008 MAIN ST	5,874.65
		751-213-00	STREET LIGHTS	110 151 101 430 99 W. MAIN	156.49
				TOTAL:	6,031.14
TRAFFIC SIGNALS & SIGN	MON POWER	752-213-00	TRAFFIC SIGNALS POWE	110 088 985 459 RT. 119	55.93
		752-213-00	TRAFFIC SIGNALS POWE	110088985624 RT. 20 BKN C	59.49
		752-213-00	TRAFFIC SIGNALS POWE	110081822063 W. MAIN ST	31.57
		752-213-00	TRAFFIC SIGNALS POWE	110088820243 MAIN ST	41.18
		752-213-00	TRAFFIC SIGNALS POWE	110080768291 E. MAIN ST	27.59
	VALLEY STEEL SERVICE	752-230-00	SIGNS & SIGNALS	1/4"X1" FLAT ST SIGN	250.20
	NAPA-AMTOWER AUTO SUPPLY	752-230-00	SIGNS & SIGNALS	LACQUER THINNER ST SIGNS	76.90
				TOTAL:	542.86
SNOW REMOVAL	A F WENDLING INC	753-341-00	SNOW REMOVAL	ICE MELT	843.78
	LOWES BUSINESS ACCOUNTS	753-341-00	SNOW REMOVAL	TAP CONS & PRO STABI	75.91
		753-341-00	SNOW REMOVAL	TAP CONS & LUMBER SALT SH	401.97
				TOTAL:	1,321.66
PARK 30% TO CPWB	CONSOLIDATED PUBLIC WORKS BD	900-341-00	PARK-30% HOT/MOT PD	JAN 2023 HOTEL MOTEL TAX	2,459.65
				TOTAL:	2,459.65
CVB 70% TO CVB	UPSHUR COUNTY CVB	901-235-00	HOTEL/MOTEL 70% PAID	JAN 2023 HOTEL MOTEL TAX	5,739.16
				TOTAL:	5,739.16
ARTS-THEATRE	BUCKHANNON UTIL BOARDS	906-213-00	CAC UTILITIES	THEATRE WASTE FEB 2023	133.38
	MON POWER	906-213-00	CAC UTILITIES	110122154542 48 E. MAIN ST	272.26
	WV PUBLIC EMPLOYEES INSURANC	906-105-00	CAC HEALTH INS	GF FEB 2023 HEALTH INS	266.76
	MOUNTAINEER GAS COMPANY	906-213-00	CAC UTILITIES	268704-483167 48 E. MAIN S	464.35
	DODSON BROS EXTERMINATING CO	906-216-00	THEATRE MAINTENANCE/	JAN 2023 PEST CNTRL CAC	100.00
	LIFETTE METAL PRODUCTS	906-450-01	THEATRE BLDG	COCOA BROWN TRIM	200.00
	WALMART STORES INC -BUCKHANN	906-341-00	CAC SUPPLIES & EXPEN	OFFICE SUPPLIES CAC	200.50
		906-341-00	CAC SUPPLIES & EXPEN	OFFICE SUPPLIES CAC	295.02
	INTERNAL REVENUE SERVICE	906-104-00	CAC FICA	FICA WITHHELD AND MATCHED	74.40
		906-104-00	CAC FICA	MEDICARE WITHHELD & MATCHE	17.40
	ROZELLE ENTERPRISES DBA TRAD	906-450-01	THEATRE BLDG	LABOR ON THEATRE 1/23-2/3	14,393.25
	ANDREW LOUDIN	906-450-01	THEATRE BLDG	TRVL REIMB PCKUP AUCTION I	47.92
	FRONTIER	906-213-00	CAC UTILITIES	473-8987-052821-4 THEATRE	88.88



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FUND: GENERAL FUND					
DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	**PAYROLL EXPENSES			2/01/2023 - 2/15/2023	1,200.00
				TOTAL:	17,754.12
STOCKERT YOUTH CENTER	BUCKHANNON UTIL BOARDS	907-213-00	UTILITIES	SYC WASTE FEB 2023	52.23
	A F WENDLING INC	907-341-00	MATERIALS & SUPPLIES	TOILET PAPER; PAPER TOWEL	202.29
	LEAF	907-341-01	OPERATING EXPENSES	COPIER LEASE SYC JAN 23	177.51
	WV DEPT OF NATURAL RESOURCES	907-341-00	MATERIALS & SUPPLIES	SYCC PROJECT FACILITY PERM	75.00
	ENCOVA INSURANCE	907-226-00	INSURANCE & BONDS	WCN6007140 JAN 2023	77.83
	CARTER: LARRY	907-363-00	KARATE CLASS INSTRUC	JAN 2023 KARATE INSTRCTR	54.00
	WV PUBLIC EMPLOYEES INSURANC	907-105-00	GROUP INSURANCE	GF FEB 2023 HEALTH INS	2,002.04
		907-105-00	GROUP INSURANCE	GF FEB 2023 RETIREE'S INS	350.00
	BUCKHANNON UPSHUR HIGH SCHOO	907-356-00	YOUTH BASKETBALL	CUSTODIAL EXP BBALL 1/21	130.17
	NAPA-AMTOWER AUTO SUPPLY	907-341-00	MATERIALS & SUPPLIES	BATTERIES SYC BUS	284.64
	ST JOSEPH HOSPITAL OF BUCKHA	907-341-00	MATERIALS & SUPPLIES	PREEMPLMT LABS REBECCA HAN	56.00
		907-341-00	MATERIALS & SUPPLIES	PRE EMLMT LABS BROOKLYN C	56.00
		907-341-00	MATERIALS & SUPPLIES	PREEMPLMT LABS PARKER LOCK	56.00
		907-341-00	MATERIALS & SUPPLIES	PREEMPLMT LABS WILLIAM MAR	56.00
	WALMART STORES INC -BUCKHANN	907-356-00	YOUTH BASKETBALL	BASKETBALL CONCESSIONS	229.96
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SUPPLIES	85.26
		907-361-00	AFTER SCHOOL SUPPLIE	AFTERSCHOOL SUPPLIES	186.43
	SAM S PIZZA	907-356-00	YOUTH BASKETBALL	BBALL CONCESSIONS JAN '23	273.00
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	511.03
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	119.53
	APRIL E SMALL	907-368-01	ZUMBA	JAN 2023 KCKBOXING INSTRC	140.00
	WORLD FUEL SERVICES, INC.	907-343-00	SYC AUTO SUPPLIES	SYC FUEL BILL JAN 2023	467.51
	DAWN WEBB	907-363-00	KARATE CLASS INSTRUC	JAN 2023 KARATE INSTRCTR	162.00
	ANDREW LOUDIN	907-214-00	TRAVEL EXPENSE	TRVL REIMB PICKUP AUCTION I	47.92
	**PAYROLL EXPENSES			2/01/2023 - 2/15/2023	8,242.19
				TOTAL:	14,094.54
PUBLIC SAFETY	DIEFFENBAUCH & HRITZ, LLC	976-459-36	FEMA GRANT#1 GENERAT	ELEV CERTS FEMA GRANT #1	1,350.00
				TOTAL:	1,350.00

Mayor Skinner asked for approval of the Consent Agenda as presented.

**The motion to approve the Consent Agenda as presented was made by McCauley/Reger. Motion carried.**

**F. Strategic Issues for Discussion and/or Vote** - Mayor Skinner reminded all that the City has established a Revenue Review committee that reviews all outside funding request and makes recommendations for consideration to the City Council. Recorder Sanders added that Council can approve, deny or amend the amount recommended for approval at their discretion.

**F.1 Approval Outside Entity Funding Request-Contribution to B-U Chamber of Commerce \$1,250** – Mayor Skinner provided an overview of the request, noting that the original request was for \$2,000, which would have included tickets for the event. The West Virginia Ethics Department has ruled that City and County entities are not allowed to provide tickets to events so the Committee deduct the cost of the tickets from the request, lowering it to \$1,250 and asked Council for action.

**Motion to approve a contribution to the B-U Chamber of Commerce for the Annual Awards Dinner in the amount of \$1,250 was made by Sanders/Thomas. Motion carried.**

**F.2 Approval Outside Entity Funding Request-2023 Almost Heaven BBQ Bash Event \$10,000** - Mayor Skinner provided an overview of the request noting that the original request was for \$15,000 but it included infrastructure that the City feels it is able to provide, therefore lowering the amount requested for approval to \$10,000. Jody Light, organizer of the event, provided an update of the event itself. A discussion took place with concerns voiced for the amount recommended by the Revenue Review Committee. All Council Members support the event but Council Member McCauley felt the amount of the recommended contribution was too high.

**Motion to approve the Outside Entity Funding Request from the 2023 Almost Heaven BBQ Bash Event for \$10,000 was made by Thomas/Sanders. An extensive discussion took pace with comments and questions from all Council Members followed by a call for the question by Mayor Skinner. Motion carried with all Council Members Voting for the motion except for Council Member McCauley who voted against the motion.**

**F.3 Approval Outside Entity Funding Request-Region VII Planning & Development Multi-Hazard Mitigation Plan \$1,000** - Mayor Skinner provided an overview of the request.

**Motion to approve the Outside Entity Funding Request from Region VII Planning & Development for the Multi-Hazard Mitigation Plan in the amount of \$1,000 was made by McCauley/Sanders. Motion carried.**

**F.4 Request to move City Council Meeting to Tuesday, March 14 due to the Annual Chamber of Commerce Awards Dinner** - Mayor Skinner provided an overview of the request.

**Motion to approve moving the March 16, 2023 City Council Meeting to Tuesday, March 14, 2023 due to the Annual Chamber of Commerce Awards Dinner was made by Bucklew/Sanders. Motion carried.**

**F.5 SYCC USDA Grant Application Requirement - Environmental Assessment / Report by Potesta** – Mayor Skinner recognized Amberle Jenkins who explained the need for the Environmental Assessment Report that is required by the USDA as part of the Grant Application for the financing of the Stockert Youth & Community Center can be performed by our on call engineering firm Potesta & Associates, Inc., at a cost of \$8,000.

**Motion to approve the SYCC USDA Grant Application Requirement to have an Environmental Assessment Report by Potesta & Associates, Inc., at a cost of \$8,000 was made by McCauley/Thomas. Motion carried.**

**F.6 SYCC USDA Grant Application Requirement - Financial Feasibility Study by Outside Consultant (TBD)** – This matter was tabled for a future meeting.

**F.7 Approval Recommendation from the Colonial Arts Center Board- Naming Opportunity Agreement between St. Joseph’s Hospital & COB** – City Attorney Tom O’Neill provided an overview of the Colonial Arts Center Board Naming Opportunity Agreement between St. Joseph’s Hospital & COB. Discussion took place.

**Motion to approve the recommendation from the Colonial Arts Center Board regarding the Naming Opportunity Agreement between St. Joseph’s Hospital & COB was made by Sanders/Bucklew. Motion carried.**

**Naming Opportunity Agreement**  
**Colonial Arts Center, Buckhannon, West Virginia**

This Agreement, made the \_\_\_\_ day of \_\_\_\_\_, 2023 between St. Joseph’s Hospital of Buckhannon, Inc. and the City of Buckhannon, West Virginia, grants an exclusive naming opportunity to St. Josephs’ Hospital of the eight-room Educational Suite of the Colonial Arts Center located at 55 East Main Street, Buckhannon, West Virginia.

In consideration of the naming opportunity, St. Joseph’s Hospital agrees to make a \$50,000 donation from its marketing budget made payable to The City of Buckhannon in \$10,000 increments over a five-year period beginning \_\_\_\_\_, 2023.

The City of Buckhannon agrees to the following in exchange for the naming opportunity:

- 1. Branding of St. Joseph’s Hospital on the entry wall leading into the Educational suite, in the lobby of the suite, and along the walls of the suite, in the Colonial Arts Center. St. Joseph’s Hospital will produce and/or provide and install, or arrange for the installation of, all signage or other visual media, with the design and final placement being subject to prior approval of the City of Buckhannon, through its designee, which approval will not be unreasonably withheld, conditioned, or delayed. Usage of the logo to be approved by St. Joseph’s Hospital.
- 2. Usage of meeting space on a quarterly basis (defined as one usage within a calendar quarter of three months) in the Colonial Arts Center for St. Joseph’s Hospital’s educational sessions for staff with rental fees waived for a five-year period beginning with the opening of the meeting space for public occupancy. Dates of sessions shall be coordinated with the City of Buckhannon Colonial Arts Center Manager. St. Joseph’s Hospital shall designate one individual, in writing, upon the execution of this Agreement, who exercises St. Joseph’s rights with respect to the use of the meeting space. St. Joseph’s Hospital may from time to time designate a new authorized individual in writing to the Colonial Arts Center Manager.
- 3. St. Joseph’s Hospital will be the only medical facility with naming rights within the Colonial Arts Center.
- 4. Naming opportunity and branding will remain in place for a ten-year period beginning upon the opening of the meeting space for public occupancy.

St. Joseph’s Hospital of Buckhannon, Inc.	City of Buckhannon, West Virginia
By: _____	By: _____
Date: _____	Date: _____



**F.8 Management of The Event Center at Brushy Fork** – Mayor Skinner reported that he and Recorder Sanders have reached out to the Leadership Team of the WV National Guard Readiness Center at Brushy Fork, which houses The Event Center at Brushy Fork (Event Center). Once we have more direct talks with them, we will better understand the best path forward. Recorder Sanders explained that the City of Buckhannon (City) is the Lessee of the Event Center with the Upshur County Convention and Visitors' Bureau (UCCVB) being the designated Tenant. All bookings for events have been made by the UCCVB but as an agent for the City. Mr. Sanders stressed the importance of honoring those bookings for events that have been made after the UCCVB relinquishes its role as the designated Tenant on March 31, 2023. Mr. Sanders proposed that the City approach the current Manager of the Event Center, Katelyn Wine, to see if she would be interested in a temporary part-time position working for the City continuing her duties as the Manager of the Event Center for up to 90 days beyond March 31, 2023. It is understood that if the City determines it is in its best interest to operate the Event Center long term, it will create a job description for the position of Manager of the Event Center and accept applications for a full-time position. An extensive discussion conceding the future of the Event Center took place among Council Members.

**Motion to approve the City of Buckhannon taking over the management of The Event Center at Brushy Fork once the Upshur County Convention and Visitors' Bureau relinquishes their role as Tenant in order to fulfill all obligations for events beyond March 31, 2023 that have been negotiated by the Upshur County Convention and Visitors' Bureau and allow the City to have a discussion with the current Manager of the Event Center, Katelyn Wine, about a possible temporary part-time position working for the City continuing her duties as the Manager of the Event Center for up to 90 days beyond March 31, 2023 was made by McCauley/Bucklew. Motion carried unanimously.**

**F.9 Appointments to the Buckhannon Planning Commission** – Mayor Skinner recommended Mr. Tom Lynch as a new member of the Buckhannon Planning Commission.

**Motion to approve Mr. Tom Lynch as a new member of the Buckhannon Planning Commission was made by Thomas/Reger. Motion carried.**

- **Pamela Bucklew:** Mrs. Bucklew had nothing further.
- **David McCauley:** Mr. McCauley noted that while he doesn't want to come across as doom and gloom about finances and notes that we are better off now than we were in 2016 but he agrees with Mr. Thomas about the fixed cost that we have in place and are planning for, like the SYCC, have to be acknowledged. We want to keep great employees so we need to be careful with our finances and he plans to be the one to keep that conversation going.
- **Jack Reger:** Mr. Reger commended Chief Gregory for the continued successes with the Police Department. He is also pleased with the progress at the Airport. He spoke highly of the Almost Heaven BBQ Bash, The WV Strawberry Festival and WAMSB. He is proud of all the events that are slated to help keep Buckhannon in the spotlight.
- **Dave Thomas:** Mr. Thomas concurred with all the comments made by his fellow council members and noted that next year with Mrs. Ward reports on the County Roads Transit that he will have ridden in one of the vans!
- **CJ Rylands:** Mr. Rylands had nothing forward.
- **Randall Sanders:** Mr. Sanders gave a shout out to Senator Shelley Moore Capito's office for assisting with WAMSB, particularly working with South American Bands who have had difficulties getting appoints with their respective USA Embassy, who are still backed up due to COVID. The Senator's office is helping to expedite those appointments.

**H. Mayor’s Comments and Announcements:** Mayor Skinner reported that Parks & Recreation Board and the two sub-committees have been meeting and they are making great progress including planning visits to each park and work on programming. Mayor Skinner also reported on the WV Municipal Leagues and the recent meetings that were held in Charleston. Mayor Skinner is currently the Treasurer of the League and is in line to eventually become President. He spoke of all the many great things the organization is doing for the city municipalities.

Mayor Skinner asked for a brief Executive Session to discuss Property Issues.

**Motion to adjoin into Executive Session at 8:48 PM was made by Thomas/Reger. Motion carried.**

**Motion to adjoin out of Executive Session at 9:09 PM was made by Sanders/Thomas. Motion carried.**

**I. Adjournment**

Motion to adjourn at 9:10 PM was made by Thomas/Sanders.

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

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