

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

A scheduled meeting of the Consolidated Public Works Board was held at Buckhannon City Hall, 70 East Main Street, on Thursday, February 22, 2024, at 7:30 a.m., with the following in attendance (GTM – GoToMeeting):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Board Member	Pamela Bucklew	Present
Board Member	Jack Reger	Present
Board Member	Mark Waldo	Present
Board Member	Nancy Shobe	Present
Director of Finance & Admin/Asst Recorder	Amberle Jenkins	Absent
Director of Public Works	Jerry Arnold	Present
City Engineer	Jay Hollen	Absent
Street Superintendent	Bradley Hawkins	Present
Assistant Street Superintendent	Andrew Loudin	Present
Office Manager	Barb Hinkle	Present
Mybuckhannon	Monica Zalaznik	Present
Minute Taker	Alice Teets	Present

Guests: Jody Light, Jim Valenson, Shane Jenkins, John Hyre, Misty Post

To Participate in the Board meeting virtually,
Please join the meeting from your computer, tablet or smartphone: <https://global.gotomeeting.com/join/376934309>
You can also dial in using your phone: United States: [+1 \(872\) 240-3212](tel:+18722403212) Access Code: 376-934-309

***City of Buckhannon Consolidated Public Works Board 7:30AM in Council Chambers
Meeting Agenda for Thursday, February 22, 2024***

A. Call to Order

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

B. Recognized Guest

- B.1 Leah Mullins-Community Care of WV
- B.2 WVSF President Shane Jenkins & WVSF Board Member Jim Valenson

C. Department Report

- C.1 Bradley Hawkins

D. Financial Report-Amberle Jenkins

- D.1 January 2024

E. Correspondence and Information

- E.1 Addressing/Mapping Verification 14 Ritchie Street, Apartment 101, Buckhannon, WV 26201
- E.2 Addressing/Mapping Verification 14 Ritchie Street, Apartment 201, Buckhannon, WV 26201
- E.3 Upshur Co Senior Center Car Show on Private Property (Lower & Upper Parking Lot) June 1, 2024
- E.4 Notice of Cemetery Annual Spring Clean-up March 25 through March 29, 2024
- E.5 Cemetery Cleaning Schedule Calendar for the 2024 Season
- E.6 Cemetery Mowing Schedule Calendar for the 2024 Season
- E.7 Cemetery Mowing Bid Notice & Specifications for the 2024 Season
- E.8 City Owned Properties Mowing Bid Notice & Specifications for the 2024 Season

F. Consent Agenda

- F.1 Approval of Minutes 01/23/24

G. Strategic Issues for Discussion and/or Vote

- G.1 Event Request Recover Out Loud- Community Care WV- Jawbone Park 06/22/24 6-8pm
- G.2 Event Request West Virginia Strawberry Festival RE: Street Closures, Parades, Events, Use of City Owned Properties & Services during the 82nd Annual Event May 11-19, 2024 – Approval Recommendation to City Council
- G.3 Discussion/Possible Vote No Parking on E. Lincoln Street during Parades
- G.4 Event Request Create Buckhannon Festival Fridays 06/07/2024 to 08/23/2024 at Jawbone Park
- G.5 Approval Consolidated Public Works Board Budget Revision FY 23/24
- G.6 Downtown Seasonal Decoration Committee Request Financial Support of \$10,000.00 & Approval of Design Plan: Approval Recommendation to City Council
- G.7 WVWC Request City to Paint a Pedestrian Crosswalk on College Avenue from the Virginia Thomas Law Center for the Performing Arts to the Sidewalk by the Lynch Raine Administrative Building
- G.8 Resident Request Pedestrian Crossing & Speed Signage Intersection of Thurman & First Streets
- G.9 Request Placement of Upright Monument 2nd Addition Lot 12 Section H Space 3
- G.10 Design/Cost Stage at Jawbone Park
- G.11 Event Request 2024 Almost Heaven BBQ Bash June 13-15, 2024 RE: Street Closures, Use of Jawbone Park, Public Safety Complex, Madison St Parking Lots Old Bank Lot & Lot #6
- G.12 Revisit Apothecary Way
- G.13 Event Request -Buckhannon Events-Easter Egg Hunt

H. Board Members Comments and Announcements

I. Adjournment

Posted 02/16/24

A. Call to Order: The meeting was called to order by Mayor Skinner who then asked all to join him in a Moment of Silence followed by the Pledge to the Flag of the United States of America.

B. Recognized Guest:

B.1 Leah Mullins-Community Care of WV- Ms. Mullins did not attend the meeting.

B.2 WVSF President Shane Jenkins & WVSF Board Member Jim Valenson- Mayor recognized WVSF Shane Jenkins & Jim Valenson and without objection, Mayor brought to the table for discussion/vote: ***G.2 Event Request West Virginia Strawberry Festival RE: Street Closures, Parades, Events, Use of City Owned Properties & Services during the 82nd Annual Event May 11-19, 2024 – Approval Recommendation to City Council***

There was discussion regarding the WV Strawberry Festival requests. Recorder Randy Sanders mentioned that the WVSF Board had spoken about needing space to store floats, which the city does not currently have to offer. The Revenue Review Committee has met and has recommended the outside entity funding request to City Council for approval. Jim Valenson spoke briefly about the requests for Main Street Closure. They are moving the car show to Sunday.

WVSF

SERVICE REQUESTS

The West Virginia Strawberry Festival Association annually requests additional support in the form of services, including those assisted, facilitated and enforced by city crews such as: street closures, fire/police/medical coverage, trash, sewer, street, water and other departments assistance as necessary. Below are requests for 2024 events.

Please note, the WVSF Board of Directors works closely with health officials and monitors state guidelines to ensure a successful festival while maintaining the priority of public health and safety. Therefore, the following requests are subject to change. Changes to this submission will be submitted in writing to the City of Buckhannon and communicated to specific department/personnel as necessary.

The West Virginia Strawberry Festival Association, Inc. would like to make the following requests for the use of city owned property and services during the 82nd annual event on May 11-19, 2024.

- Jawbone Park area for vendors/carnival and additional space surrounding Jawbone Park from May 11-19, 2024.
- Permission to place licensed vendors and marketing booths in various approved locations throughout city owned property during our events. (Main, Spring, Madison, etc.)
- Permission to use Main Street from City Hall to the Courthouse for the purpose of entertainment on Thursday (approx 17:00-23:00 for parade and street entertainment), Friday (approx 17:00-00:00 for parade and entertainment), and Saturday (10:00-00:00 for parade and entertainment/concert) and Sunday (11:00-18:00 for a car show and entertainment).
- Closure of North Spring Street at the East Main Street intersection and extending to city lot located on N Spring St from approx 07:00 on Friday, May 17-00:00 Sunday, May 19 for the purpose of safely securing and production with an entertainment stage.
- Permission to block Friendly Way from South Florida Street to South Spring Street during Carnival hours.
- Use of parking lot areas on Madison Street and all city owned areas near Jawbone Park for vendors and supply trucks/carnival; along with the parking lot at the Buckhannon Fire Dept/public safety complex.
- Use of the Buckhannon River ramp area for the purpose of a canoe race, May 19, 2024. (Sunday)
- Use of city water and dumpsters in the Food Vendor Lot/area and the Latham House area (parking lot), along with the assistance of necessary crews to assist with setup of vendors.
- Complimentary sanitary sewage dumping for visiting buses.
- Pre-event inspection and repair of any problem-areas on the parade route.
- City crew assistance with street decorative painting in which specifics will be communicated at a later date.

- Assistance from J. Arnold, B. Hawkins and crew to plan and set vendors on May 14, 2024.
- Placement of 'Road Closed' hard and soft barricades, along with all available personnel, according to OEM IAP for street closures during the festival.
- Participation of the Buckhannon City Police Dept./VIPS, Fire, water, Streets, waste depts during events. *We will work with the Chief/departments heads on special arrangements for the various events.
- Use/assistance with Main Street sound system for emergency alerts/announcements.
- Extra trash cans placed around Main Street and Jawbone Park.
- The closure of Barbour, Pocahontas, Marion, Camden (both sides) Streets for Parade Lineup on May 18, 2024, for Grand Feature Parade Lineup.
- The closure of Streets along Strawberry Lane (Marion, College, S. Kanawha, Main, E. Main, Sedgwick, etc) for parade use on May 16, 17, 18, 2024.
- The Closure of South Spring Street to the Post office for carnival, vendors and entertainment.

- The closure of Madison Street from South Spring Street intersection to South Florida Street intersection during carnival/vendor hours for placement of vendors and/or carnival overflow.
- Approval for use of UTV/golf carts in event areas for efficiency and transport of board members and event materials.
- Supplied sound technician labor and necessary additional equipment for entertainment at Jawbone Park including but not limited to setup for a full band.
- Use of Jawbone Park and stage/sound for opening ceremonies and pet show on May 11, 2024.
- The use of Traders Alley for mobile performing units and entertainment. (We will not block this area for an extended period, and never when Main Street is not closed)
- Additional assistance as required by public works, public safety, and other city resources as needed to produce a safe event allowing our presentations to highlight the best of the area.
- Assistance and permission to block the entrance to N Spring St from E Main St at sidewalk with a professionally set stage from approximately 07:00 May 17 to approximately midnight May 19. (Early setup due to crowd safety and maneuverability)

The West Virginia Strawberry Festival also requests any assistance available or references for storage of stages and floats. We have invested countless hours and money into 2 floats and 2 stages, along with multiple different coverings. All of which have failed to stay intact and left our items exposed to the weather, thus ruining our investments and resulting in starting the process over again with already strained volunteers and finances.

In addition to these above requests, we appreciate the normal customary activities that the city performs during the week of festival. The Board of Directors would like to thank the City of Buckhannon for their contributions, and recognize the significance of such, given to the festival and its board each year. Your partnership with the festival is invaluable and proves our unwavering commitment to ensuring mutual success.

Thank you,

Shane Jenkins

President

82nd WV Strawberry Festival Association

Board of Directors

After discussion Reger/Bucklew motion to recommend to City Council on 03/05/2024 to approve the Event Request West Virginia Strawberry Festival RE: Street Closures, Parades, Events, Use of City Owned Properties & Services during the 82nd Annual Event May 11-19, 2024 as detailed. Motion carried unanimously.

B.3 John Hyre, Jr: Mr. Hyre came to speak about the Adopt-A-Spot program. Mayor Robbie Skinner stated that Create Buckhannon presented the proposal to City Council back in September. The UCDA gave permission for the program to adopt the parking lot on Madison Street by Lanora's Framing. It was suggested that he attend the Create Buckhannon meeting today at noon.

B.4 Jody Light: Mayor recognized Jody Light and without objection, Mayor brought to the table for discussion/vote: **G.11 Event Request 2024 Almost Heaven BBQ Bash June 13-15, 2024 RE: Street Closures, Use of Jawbone Park, Public Safety Complex, Madison St Parking Lots Old Bank Lot & Lot #6**

Jody Light presented information regarding the 2024 Almost Heaven BBQ Bash. She is looking for back up space. Recorder Randy Sanders suggested she meet with the Post Master regarding what space is needed from the post office.



June 13-15, 2024

PO Box 2054
Buckhannon, WV 26201

E-mail: almosttheavenbbqbash@gmail.com
Website: www.almosttheavenbbqbash.com

FROM: Jody Light
DATE: Feb. 12, 2024
SUBJECT: Proposed Street Closures for BBQ Bash

We respectfully request the following street closures during the BBQ Bash:

Thursday, June 13th – 9:00 AM – Saturday evening – approx. 9:00 PM

~ Spring Street from intersection at post office to Madison Street (leaving traffic access to the post office)

~ Madison Street from Rt. 20 (Wendy's) to South Florida intersection (by Sweet A Licious)

**** Reason for closures:**

~ ALL Food vendors will begin arriving by 9:00 AM to set up in Jawbone Park with various trailers, etc. needing to maneuver in the area.

~ BBQ Teams also begin arriving to set-up in the old Chase Bank lot, UCDA lot (and Travis Foster lot on Main/Spring) after noon thru the afternoon & evening

~ Due to limited space/power, we may need to locate 2-3 BBQ teams and/or vendors on one side of Madison or Spring Street (similar to carnival set-up)

NOTE: We did not close Madison from Rt. 20 to Spring or Spring from the post office to Madison this year hoping to keep traffic flowing, however, local vehicles attempting to go thru that area caused multiple back-ups for the locals and those moving large rigs into place.

Saturday, June 15th – 11:00 AM – 4:00 PM

~ Same closures as above, but addition of South Florida from corner of South Florida and Madison (Sweet-A-Licious corner) to corner by fire dept. entrance

~ Main Street from Courthouse to City Hall from 9:00 AM – 4:30 PM

**** Reason for closures:**

~ South Florida will be utilized as pedestrian crossing for BBQ teams taking entries to the Safety Complex on Saturday

~ Main Street will be used (Saturday) for a Cruise-In

If you have any questions, please give me a call at 304 / 439-3033. Thanks in advance.



June 13-15, 2024

PO Box 2054
Buckhannon, WV 26201

E-mail: almosttheavenbbqbash@gmail.com
Website: www.almosttheavenbbqbash.com

FROM: Jody Light
DATE: Feb. 10, 2024
SUBJECT: Requested Use of City Properties/Facilities

The following is a basic list of proposed properties and their use during the BBQ Bash (in addition to proposed street closures)

~ Old Chase Bank lot ~ BBQ team sites (need power & water)

~ Jawbone Park ~ Food vendors & misc. activities

~ Parking lot behind Jawbone ~ Arts & Crafts area

~ Safety Complex / parking ~ Front portion of lot / back-up area in case of rain/mud in Hinkle lot behind Fire Dept.

~ Safety Complex / Training Room:

~ BBQ Cook's Meeting - Friday 4:30 PM

~ BBQ Team Breakfast – Saturday 7:00 – 8:00 PM

~ BBQ Judge Check-In & Meeting – Saturday 9:30 AM

~ BBQ Judging – Saturday 11:00 AM – 3:00 PM

~ Post Office/Spring St lot ~ Possible use for BBQ Teams / ArtCars
Friday & Saturday only

~ UCDA Lot ~ same (will seek their approval as well)

We'll update as we finalize our plans based on participant numbers & space needed. Thanks in advance.

TO: City of Buckhannon / Consolidated Public Works Board

FROM: Jody Light, Almost Heaven BBQ Bash

DATE: Feb. 10, 2024

SUBJECT: Event Request / Additional Information

FYI, the waiver below is included on ALL BBQ team, artists & crafters, and food and other vendors application, and must be signed to participate in the BBQ Bash.

In addition, all Food Vendors must provide:

- ~ Signed application and signed Waiver of Liability
 - ~ List of all items to be sold with photos of their rig / stand / set-up
 - ~ Certificate of Insurance for minimum of \$1 Million listing BBQ Bash and City of Buckhannon as "additional insureds"
 - ~ Application for permit, or copy of current Upshur County Health Permit
- ** Vendors submit fees with their application, we submit all to Health Dept. with one check, health inspector checks and issues permits Friday morning prior to any food sales.**

Artists & Crafters must provide:

- ~ Signed application & signed Waiver of Liability
- ~ List / photo of items to be sold
- ~ Certificate of Insurance for minimum of \$1 Million listing BBQ Bash and City of Buckhannon as "additional insureds"

WAIVER OF LIABILITY: In acceptance of this entry, the undersigned, intending to be legally bound for myself, my heirs, employees, guests, executors and administrators, agree to indemnify, defend, & hold harmless the officers, directors, employees, representatives & event volunteers of the Almost Heaven BBQ Bash, Inc., KCBS, the City of Buckhannon, WV and Upshur County Development Authority from and against any & all claims, damages, losses, liabilities, & costs (including without limitation reasonable attorney's fees, expert witnesses, & litigation costs) related in any manner, directly, or indirectly, in whole or in part to: a) any act or omission of vendor, its employees, agents, guests, invitees, licensees, visitors, consultants, or contractors, b) any failure to perform according to the negotiated terms of this agreement, c) any accident involving injury to any person or property occurring or other circumstances existing on or about the premises at any time during this event due to any cause whatsoever, provided, however, that this assumption of risk, waiver, release, & discharge shall not apply to exempt anyone for his/her own fraud, or willful injury to the person or property of another, or violations of law, whether willful or negligent. I also grant full permission to the Almost Heaven BBQ Bash, Inc. to use any photographs, video tapes, motion pictures, recordings and any other record of this event for any legitimate purpose. I agree to the terms of this Waiver of Liability, and will abide by the rules of the event and all KCBS rules. Acceptance of all entries is based on a first come basis, however, Almost Heaven BBQ Bash, Inc. reserves the final right of refusal to any and all teams. There is no "Rain Day" schedule for this event, and if required, the event may be cancelled in whole or in part by Almost Heaven BBQ Bash, Inc., with no cash refunds, however we will provide free entry to the following year's event to fully paid, registered teams in the event of an unforeseen cancellation. I have read & agree to adhere to all the rules and regulations of the KCBS and Almost Heaven BBQ Bash, Inc. and understand that failure to adhere to these may be cause for immediate, non-negotiable expulsion from the event with no refund.

Signature: _____ Date: _____

After discussion, Shobe/Waldo motion to recommend to City Council on 03/05/2024 to approve the Event Request 2024 Almost Heaven BBQ Bash June 13-15, 2024 RE: Street Closures, Use of Jawbone Park, Public Safety Complex, Madison St Parking Lots Old Bank Lot & Lot #6. Motion carried unanimously.

B.5 Misty Post: Mayor recognized Misty Post and without objection, Mayor brought to the table for discussion/vote **G.13 Event Request -Buckhannon Events-Easter Egg Hunt.** Misty Post is interested in having another Easter Egg Scavenger Hunt like she had done last year. No special set up or spaces need reserved; just requesting to do as she did last year, which is to hide Easter Eggs around town with donated prizes, some of which may be on city property.

After discussion, Bucklew/Shobe motion to approve the event request as presented. Motion carried unanimously.

C. Department Report:

C.1 Bradley Hawkins:

- Working at the Theater.
- Installing a bench at the walk trail in the boat ramp area where the flower bed used to be.
- Assisting the Waste with the CD dock and restroom extension on the scale house.
- We are getting ready to start back on the Madison St. lot finishing up the concrete work.
- We are getting ready to do some tree removal around town.
- We are going to start doing some residential sidewalks that are needing done.

Mayor Skinner asked if there was any update on the upgrades at City Park. Andrew Loudin stated that they are working with a high school group to provide benches. He suggested that anyone interested come to Parks & Recs meeting.

Regarding the theater, David Hartley from WVWC donated sound equipment. Mr. Sanders stated that the CAC is becoming more efficient.

Board member Waldo questioned if we could have hinge lids on the lights at the bathroom at the River Walk. Mr. Arnold reported that does not really deter any of the vandalism, and that vandalism does increase in the winter at the River Walk restrooms due to people staying in them.

Board member Pam Bucklew asked if we are taking applications for a city park attendant. Notice to accept application will be published in the newspaper and on facebook.

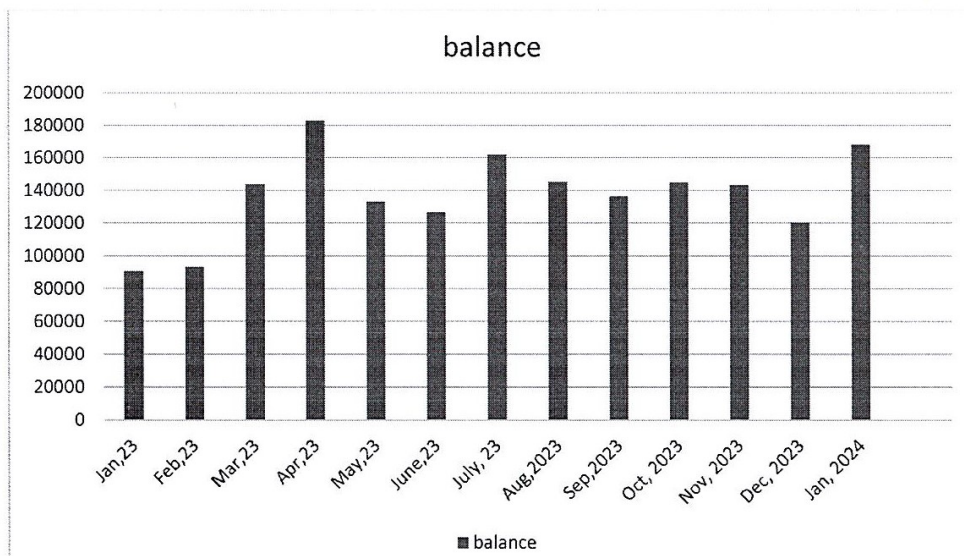
D. Financial Report-Amberle Jenkins

D.1 January 2024

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

**Money market & checking balance:
January 31, 2024 \$168,271.70**

Cemetery CD and savings (CD renews Apr 24) \$ 235,333.49



DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
BOARD	MON POWER	700-343-00	MAT&SUPP-PARKS	CONS ELEC 1-30-24	576.16
		700-342-00	MAT & SUPP - PARKING	110112520876 PRK LOT 3	48.03
		700-342-00	MAT & SUPP - PARKING	110112520819 PRK LOT 3	5.25
		700-342-00	MAT & SUPP - PARKING	110112520926 PRK LOT 3	5.25
		700-342-00	MAT & SUPP - PARKING	110116755015 LOT 3 FAIRS &	6.35
		700-343-00	MAT&SUPP-PARKS	110149193085 JAWBONE PRK 1	25.85
	ENCOVA INSURANCE	700-226-00	INSURANCE & BONDS	WCN6007140 12/4/23-1/1/202	117.60
	LOWES BUSINESS ACCOUNTS	700-341-00	MAT & SUPP - CEMETER	BOARDS & PINS - CEMETERY	71.20
	WV MUNICIPAL LEAGUE	700-226-00	INSURANCE & BONDS	CONS 4TH QTR UNEMPLOYMENT	2.84
	WV PUBLIC EMPLOYEES RETIREME	700-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	18.00
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	54.00
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	187.20
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	60.92
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	187.20
	LIFETIME METAL PRODUCTS	700-343-00	MAT&SUPP-PARKS	FASCIA TRIM PAV 3 CITY PK	18.50
	INTERNAL REVENUE SERVICE	700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	166.16
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	252.96
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	38.86
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	59.16
		700-343-00	MAT&SUPP-PARKS	PCRD-6X6 POST CAPS FOR CIT	83.93
		700-341-00	MAT & SUPP - CEMETER	REF PERMIT FEE B.SMITH&C.M	200.00
	AMAZON.COM	700-342-00	MAT & SUPP - PARKING	PCRD-CELL PHN & GEOTAB NOV	45.68
UPSHUR MONUMENTS			1/01/2024 - 1/31/2024	6,760.00	
AT&T MOBILITY			TOTAL:	8,991.10	
**PAYROLL EXPENSES					

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 58.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OTHER FEES						
093-340-000-01 DONATION BEAUTIFICATION U	60	6.00	42.00	0.00	18.00	70.00
093-340-000-02 DONATION DOG PARK UTL&PRI	60	7.00	119.01	0.00	59.01	198.35
093-342-000-00 PARKING METERS LOT 1	0	0.00	0.00	0.00	0.00	0.00
093-342-000-01 PARK.PEN.LOT 1	25	0.00	0.00	0.00	25.00	0.00
093-342-000-02 LOT 1 STICKERS	0	0.00	0.00	0.00	0.00	0.00
093-343-000-00 PARKING LOT 2 RENTAL	0	0.00	0.00	0.00	0.00	0.00
093-343-000-01 PARK.PEN.LOT 2	0	0.00	0.00	0.00	0.00	0.00
093-343-000-02 STICKERS LOT 2	0	0.00	0.00	0.00	0.00	0.00
093-344-000-00 PARKING METERS LOT 3	0	0.00	0.00	0.00	0.00	0.00
093-344-000-01 PARK.PEN.LOT 3	0	0.00	0.00	0.00	0.00	0.00
093-344-000-02 STICKERS LOT 3	1,500	37.00	299.50	0.00	1,200.50	19.97
093-345-000-00 PARKING METERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-01 PARK.PEN.LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-02 STICKERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-346-000-00 PARKING METERS ON STREET	0	0.00	0.00	0.00	0.00	0.00
093-346-000-01 PARK.PEN.ON STREET	5,000	190.00	3,430.00	0.00	1,570.00	68.60
093-347-000-00 OPENING & CLOSING GRAVES	30,000	5,000.00	27,150.00	0.00	2,850.00	90.50
093-347-000-01 SALE OF LOTS	10,000	0.00	25,000.00	0.00	15,000.00	250.00
093-347-000-03 PLACEMENT OF MARKERS	1,500	100.00	1,800.00	0.00	300.00	120.00
093-349-000-01 PARK.PEN.LOT6	0	0.00	0.00	0.00	0.00	0.00
093-349-000-02 STICKERS LOT 6	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER FEES	48,145	5,340.00	57,840.51	0.00	9,695.51	120.14
GRANTS						
093-366-000-00 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
093-367-000-01 HOTEL OCCUPANCY TAX	36,000	1,277.54	27,711.93	0.00	8,288.07	76.98
093-368-000-00 RENTAL OF PAVILION	4,000	250.00	3,770.00	0.00	230.00	94.25
TOTAL GRANTS	40,000	1,527.54	31,481.93	0.00	8,518.07	78.70
OTHER REVENUE						
093-380-000-00 INTEREST	50	0.00	543.11	0.00	493.11	1,086.22
093-399-000-00 MISCELLANEOUS	0	0.00	10.00	0.00	10.00	0.00
093-399-000-02 DONATIONS BEAUTY/GARDENS	0	0.00	0.00	0.00	0.00	0.00
093-399-000-03 CONTRIB FROM GENERAL FUND	100,000	50,000.00	100,000.00	0.00	0.00	100.00
093-399-000-04 COMMUNITY ENHANCE DONATIO	0	0.00	750.00	0.00	750.00	0.00
TOTAL OTHER REVENUE	100,050	50,000.00	101,303.11	0.00	1,253.11	101.25
TOTAL REVENUE	188,195	56,867.54	190,625.55	0.00	2,430.55	101.29

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBT						
=====						
NON-OPERATING EXPENSES						
093-550-676-00 BAD DEBT EXPENSE(return c	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT	0	0.00	0.00	0.00	0.00	0.00
BOARD						
=====						
SALARIES & BENEFITS						
093-700-101-00 BOARD SALARIES	16,800	1,400.00	9,800.00	0.00	7,000.00	58.33
093-700-103-00 SALARIES	49,000	1,200.00	21,780.75	0.00	27,219.25	44.45
093-700-103-01 FLOWER SALARIES	82,000	4,160.00	37,517.29	0.00	44,482.71	45.75
093-700-104-00 FICA TAX	11,350	517.14	5,286.01	0.00	6,063.99	46.57
093-700-105-00 HEALTH INSURANCE	0	0.00	0.00	0.00	0.00	0.00
093-700-106-00 GROUP RETIREMENT	3,600	132.92	1,067.63	0.00	2,532.37	29.66
093-700-106-01 CONSOLIDATED RETFLOWER	5,700	374.40	3,050.52	0.00	2,649.48	53.52
TOTAL SALARIES & BENEFITS	168,450	7,784.46	78,502.20	0.00	89,947.80	46.60
CONTRACTUAL SERVICES						
093-700-214-00 CPWB UNIFORMS	0	0.00	0.00	0.00	0.00	0.00
093-700-225-00 LOT 4 EXPENSE	0	0.00	0.00	0.00	0.00	0.00
093-700-226-00 INSURANCE & BONDS	10,000	120.44	3,564.33	0.00	6,435.67	35.64
TOTAL CONTRACTUAL SERVICES	10,000	120.44	3,564.33	0.00	6,435.67	35.64
COMMODITIES						
093-700-340-00 MAT & SUPP - STORM DRAIN	0	0.00	0.00	0.00	0.00	0.00
093-700-341-00 MAT & SUPP - CEMETERY	7,000	271.20	21,666.05	0.00	14,666.05	309.52
093-700-342-00 MAT & SUPP - PARKING	5,000	110.56	2,208.30	0.00	2,791.70	44.17
093-700-343-00 MAT&SUPP-PARKS	35,555	704.44	20,843.31	0.00	14,711.69	58.62
093-700-343-01 DOG PARK EXP	1,500	0.00	158.11	0.00	1,341.89	10.54
093-700-344-00 AUTO SUPPLIES	1,000	0.00	2,281.34	0.00	1,281.34	228.13
093-700-345-00 TREE MAINTENANCE	10,000	0.00	767.93	0.00	9,232.07	7.68
093-700-346-00 COMMUNITY ENHANCE DONATIO	0	0.00	0.00	0.00	0.00	0.00
TOTAL COMMODITIES	60,055	1,086.20	47,925.04	0.00	12,129.96	79.80
CAPITAL OUTLAY						
093-700-464-00 HOTEL-MOTEL (FLOWERS)	20,000	0.00	1,978.06	0.00	18,021.94	9.89
093-700-465-00 CONTRACT MOWING CEMETERY	66,690	0.00	17,290.00	0.00	49,400.00	25.93
TOTAL CAPITAL OUTLAY	86,690	0.00	19,268.06	0.00	67,421.94	22.23
CONTRIBUTIONS						
093-700-500-00 DEPRECIATION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
093-700-568-00 CONTINGENCY-CPWB	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 58.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
NON-OPERATING EXPENSES						
093-700-999-00 MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BOARD	325,195	8,991.10	149,259.63	0.00	175,935.37	45.90
TOTAL EXPENDITURES	325,195	8,991.10	149,259.63	0.00	175,935.37	45.90
REVENUE OVER/(UNDER) EXPENDITURES	(137,000)	47,876.44	41,365.92	0.00	(178,365.92)	30.19-

Motion by Shobe/Waldo to accept the financial report as presented by Barb Hinkle. Motion carried unanimously.

Mayor Skinner asks at this point that we keep Amby Jenkins in our thoughts and prayers.

E. Correspondence and Information:

E.1 Addressing/Mapping Verification 14 Ritchie Street, Apartment 101, Buckhannon, WV 26201

E.2 Addressing/Mapping Verification 14 Ritchie Street, Apartment 201, Buckhannon, WV 26201

E.3 Upshur Co Senior Center Car Show on Private Property (Lower & Upper Parking Lot) June 1, 2024

E.4 Notice of Cemetery Annual Spring Clean-up March 25 through March 29, 2024

City of Buckhannon

Notice of Cemetery Annual Spring Clean-up March 25 through March 29, 2024

2024 Annual Spring Cemetery Clean-Up

The City of Buckhannon will be performing the annual spring clean-up of the cemeteries (Buckhannon Memorial Park, Old Heavner, Second Addition, Veterans and Old Baptist) on March 25, 2024 through March 29, 2024. ALL ITEMS MUST be removed before the scheduled Clean-Up. Any items left will be disposed of during cemetery clean-up. If you have any questions, you may call 304-472-1651 or 304-472-5755 between the hours of 8:30 a.m. - 4:30 p.m. M-F.

E.5 Cemetery Cleaning Schedule Calendar for the 2024 Season

2024 Cemetery Cleaning Calendar							
January S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		April S M T W T F S 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		July S M T W T F S 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		October S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	
February S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29		May S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		August S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		November S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	
March S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		June S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		September S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		December S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	

E.6 Cemetery Mowing Schedule Calendar for the 2024 Season

2024 Cemetery Mowing Calendar																												
All mowing to be conducted in the week following date indicated weather permitting.																												
January							April							July							October							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6	7	8	9	10	11	12	13	7	8	9	10	11	12	13	6	7	8	9	10	11	12	
7	8	9	10	11	12	13	14	15	16	17	18	19	20	14	15	16	17	18	19	20	13	14	15	16	17	18	19	
14	15	16	17	18	19	20	21	22	23	24	25	26	27	21	22	23	24	25	26	27	20	21	22	23	24	25	26	
21	22	23	24	25	26	27	28	29	30					28	29	30	31				27	28	29	30	31			
28	29	30	31																									
February							May							August							November							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	4	5	6	7	8	9	10	11	4	5	6	7	8	9	10	3	4	5	6	7	8	9
4	5	6	7	8	9	10	12	13	14	15	16	17	18	11	12	13	14	15	16	17	10	11	12	13	14	15	16	
11	12	13	14	15	16	17	19	20	21	22	23	24	25	18	19	20	21	22	23	24	17	18	19	20	21	22	23	
18	19	20	21	22	23	24	26	27	28	29	30	31		25	26	27	28	29	30	31	24	25	26	27	28	29	30	
25	26	27	28	29																								
March							June							September							December							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2	2	3	4	5	6	7	8	1	2	3	4	5	6	7	1	2	3	4	5	6	7	
3	4	5	6	7	8	9	9	10	11	12	13	14	15	8	9	10	11	12	13	14	8	9	10	11	12	13	14	
10	11	12	13	14	15	16	16	17	18	19	20	21	22	15	16	17	18	19	20	21	15	16	17	18	19	20	21	
17	18	19	20	21	22	23	23	24	25	26	27	28	29	22	23	24	25	26	27	28	22	23	24	25	26	27	28	
24	25	26	27	28	29	30								29	30					29	30	31						
31							30																					

E.7 Cemetery Mowing Bid Notice & Specifications for the 2024 Season

CITY OF BUCKHANNON 2024 CEMETERY MOWING AD FOR BIDS

The City of Buckhannon Consolidated Public Works Board will accept bids from responsible contractors for the mowing and trimming of the Heavner and Buckhannon Memorial Park Cemeteries for the 2024 season. The successful low bidder must provide proof of liability insurance in the amount of not less than \$ 1,000,000 and certification of Workmen’s Compensation coverage. The mowing contract will begin on April 1, 2024 and end on October 31, 2024 for a total of 27 mowings. The bids must be submitted in a cost per mowing format on a one-year bid basis. Bids must be received by 4:00 PM on March 27, 2024. Bids will be opened during the Consolidated Public Works Board meeting on March 28, 2024 at 7:30 AM. The City of Buckhannon reserves the right to reject any and all bids for failure to meet the requirements herein, and to reject irresponsible bidders in accordance with state and local law. Bid specifications are available for inspection during regular business hours, at the Director of Public Works Office at 395 Mud Lick Road, Buckhannon, WV 26201 or at Buckhannon City Hall, 70 East Main Street, Buckhannon, WV 26201. Any questions should be addressed to Brad Hawkins at 304-642-1601 or email to: streetdept@gmail.com. Bids must be mailed or delivered in person to:

**Consolidated Public Works Board
70 East Main Street
Buckhannon, WV 26201**

“Bids must be submitted in a sealed envelope clearly marked “Cemetery Mowing Bids”

E.8 City Owned Properties Mowing Bid Notice & Specifications for the 2024 Season

CITY OF BUCKHANNON 2024 CITY PROPERTY MOWING AD FOR BIDS

The City of Buckhannon Consolidated Public Works Board will accept bids from responsible contractors for mowing and trimming 31 City owned properties identified herein. Bidders must provide proof of liability insurance in the amount of not less than \$ 1,000,000 and certification of Workmen’s Compensation coverage. The mowing

contract will begin on April 1, 2024 and end on October 31, 2024 for a total of 27 mowings. The bids must be submitted in a cost per mowing format for each parcel on a one-year bid basis. Bids must be received by 4:00 PM on March 27, 2024. Bids will be opened during the Consolidated Public Works Board meeting on March 28, 2024 at 7:30 AM. The City of Buckhannon reserves the right to reject any and all bids for failure to meet the requirements herein, and to reject irresponsible bidders in accordance with state and local law. Bid specifications are available for inspection during regular business hours, at the Street Department Office at 395 Mud Lick Road, Buckhannon, WV 26201 or at Buckhannon City Hall 70 East Main Street, Buckhannon, WV 26201. Any questions should be addressed to Brad Hawkins at 304-642-1601 or email to: streetdept@gmail.com. Bids must be mailed or delivered in person to:

**Consolidated Public Works Board
70 East Main Street
Buckhannon, WV 26201**

“Bids must be submitted in a sealed envelope clearly marked “Mowing Bids”

F. Consent Agenda:

F.1 Approval of Minutes 01/23/24 -Not ready for approval.

G. Strategic Issues for Discussion and/or Vote:

G.1 Event Request Recover Out Loud- Community Care WV- Jawbone Park 06/22/24 6-8pm.

Motion Reger/Waldo to approve the Event Request Recover Out Loud- Community Care WV- Jawbone Park 06/22/24 6-8pm as presented. Motion carried unanimously.

G.2 Event Request West Virginia Strawberry Festival RE: Street Closures, Parades, Events, Use of City Owned Properties & Services during the 82nd Annual Event May 11-19, 2024 – Approval Recommendation to City Council. -Action taken earlier in the meeting under B.2

G.3 Discussion/Possible Vote No Parking on E. Lincoln Street during Parades-Mayor Skinner has already discussed this with the Police and Fire Departments. He recommends that the board ask the City Council to approve not parking on E. Lincoln Street when Main Street is closed and during parades.

Motion Waldo/Shobe to recommend to the City Council on 03/05/24 for approval for No Parking on E. Lincoln Street when Main Street is Closed & During Parades. Motion carried unanimously.

G.4 Event Request Create Buckhannon Festival Fridays 06/07/2024 to 08/23/2024 at Jawbone Park



1 February 2024

Consolidated Public Works Board
City of Buckhannon
70 E Main St
Buckhannon, WV 26201

Dear Board Members:

Create Buckhannon is pleased to be planning its 13th season of Festival Fridays. We are requesting usage of the Jawbone Park facility every Friday evening from June 7, 2024 through August 23, 2024 from 3p – 9p, with the exception of the following: Friday, June 14, 2024 (Almost Heaven BBQ Bash

We greatly appreciate the support and collaboration with the City of Buckhannon for this popular event.

If you have questions and/or concerns, please contact Executive Director CJ Rylands (cjmbuc@cebridge.net) or me (saloiwv@gmail.com; 304.439.4334).

Sincerely,
Susan Aloï, Secretary **Create Buckhannon**

Motion by Waldo/Reger to approve the Event Request Create Buckhannon Festival Fridays 06/07/2024 to 08/23/2024 at Jawbone Park as presented. Motion carried unanimously.

G.5 Approval Consolidated Public Works Board Budget Revision FY 23/24.

Consolidated					
Budget Revision 2-22-24					
Revenue					
093-399-000-03	Contrib From General Fund	\$ 100,000	\$ 100,000	\$ 200,000	Addnl contributed from General Fund for parks
093-347-000-01	Sale of Lots	\$ 10,000	\$ 2,000	\$ 12,000	
			\$ 102,000		
Expenses					
093-700-343-00	Parks -materials and supplies	\$ 35,555	\$ 100,000	\$ 135,555	
093-700-344-00	auto supplies	\$ 1,000	\$ 2,000	\$ 3,000	aluminum cab shield
			\$ 102,000		

Motion by Shobe/Waldo to approve Budget Revision as presented. Motion carried unanimously.

G.6 Downtown Seasonal Decoration Committee Request Financial Support of \$10,000.00 & Approval of Design Plan: Approval Recommendation to City Council

Pam Bucklew states that the committee would like to have two flag designs; downtown would have the design of flowers and Jawbone Park would have the design of kites. With approval from WVDOH, the committee would like to have “over the Main Street” decorations similar to other towns for the Christmas holiday season.

Motion by Reger/Waldo to recommend to the City Council the Downtown Seasonal Decoration Committee Request Financial Support of \$10,000 & Approval of Design Plan Motion carried unanimously.

G.7 WVWC Request City to Paint a Pedestrian Crosswalk on College Avenue from the Virginia Thomas Law Center for the Performing Arts to the Sidewalk by the Lynch Raine Administrative Building: There was some discussion about lighting in that area, suggestion the City to partner with the College. However, at this time, just the crosswalk painting is requested.



February 7, 2024

City of Buckhannon Consolidated Public Works Board
70 East Main Street
Buckhannon, WV 26201

To the Board,

On behalf of West Virginia Wesleyan College’s Student Senate, we would like to request for the City of Buckhannon to paint a crosswalk on College Avenue from the Virginia Thomas Law Center for the Performing Arts (PAC) to the sidewalk by the Lynch Raine Administration Building. Our representative to City Council, Meredith Cottrell, brought the request to City Council on February 1, 2024, and our students feel that vehicles travel too fast on that stretch of College Avenue and it is sometimes dangerous for our students crossing from the PAC or the commuter parking lot. We do appreciate the speed tracking device that has been placed there!

In addition, there are a couple of street lights around the campus maintained by the City that we would like to see repaired for safety and security purposes. One in on Lumber Street, the street light that is by the old tennis courts and the Track & Field throwing pit, and the other is near the intersection of Camden Avenue and Meade Street, the double light on the very end near Dunn Hall.

Thank you for your time in reviewing this request. As always, we appreciate all that the City of Buckhannon does for our students.

Sincerely,

Sadie Nichols
Sadie Nichols
Student Senate President
Nichols.sd.2021@wvwc.edu

Alisa Lively
Alisa Lively
Dean of Students
Student Senate Advisor
Lively_a@wvwc.edu

Motion by Waldo/Bucklew to paint a pedestrian crosswalk on College Avenue at location requested. Motion carried unanimously.

G.8 Resident Request Pedestrian Crossing & Speed Signage Intersection of Thurman & First Streets.

Motion by Shobe/Waldo for placement of crossing and speed signage at intersection of Thurman and First Streets. Motion carried unanimously.

G.9 Request Placement of Upright Monument 2nd Addition Lot 12 Section H Space 3. Brad went on site and determined if they can align stones with grave spot, they can have monument.

February 7, 2024

Consolidated Board of the City of Buckhannon
Buckhannon, WV

To Whom It May Concern,

I would like to petition for a single upright monument, to be purchased from Upshur Monuments, to be placed at the grave of my mother, Betty Ladson. She was born May 4, 1939 and died November 14, 2023.

My family would like to thank the Consolidated Board of the City of Buckhannon for considering my petition.

Sincerely,

Roberta Campbell

roberta.campbell.flute@gmail.com

662-415-7168



Motion by Reger/Waldo to allow placement of upright monument with the understanding that it must be aligned with grave spot in requested location. Motion carried.

G.10 Design/Cost Stage at Jawbone Park: Discussion regarding new stage cost and design. There were questions regarding liabilities with taller stage; will need to check with our City Attorney and Jamie Powell, Insurance Agent regarding this. This stage would not be for this FY budget; for this season, we will just need some maintenance. Director of CPW Jerry Arnold recommended that this be added to the budget for the 2024-2025 FY.

Jawbone Park Stage Material Pricing

Quote #1

For a 2' tall 16' deep and 24' long stage.

Wall 3.5 yds of concrete @ \$240 per yd \$840.00

Floor 7yds of concrete @ \$240 per yd \$1680.00

3/4CR Stone for bedding 40 Tons @ \$16 per ton \$640.00

Total for materials \$3,160.00

Quote #2

For a 4' tall 29' deep and 38' long stage.

Wall 11yds of concrete @ \$240 per yd \$2,640.00

Floor 20yds of concrete @ \$240 per ton \$4,800.00

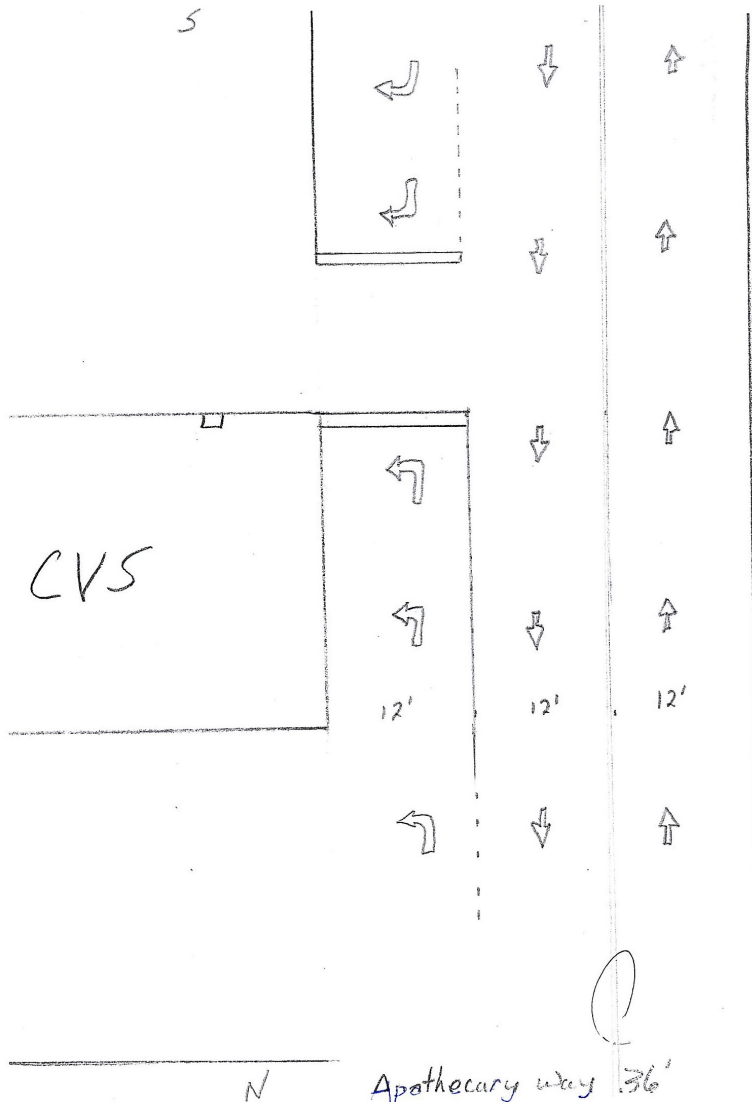
3/4CR stone for bedding 230 tons @ \$16 per ton 3,680.00

Total for materials \$11,120.00

Continued discussion warranted. No decision made.

G.11 Event Request 2024 Almost Heaven BBQ Bash June 13-15, 2024 RE: Street Closures, Use of Jawbone Park, Public Safety Complex, Madison St Parking Lots Old Bank Lot & Lot #6:
Action taken earlier in the meeting under B.4

G.12 Revisit Apothecary Way: Continued discussion regarding this situation. Jerry Arnold presented a drawing of how he thinks this would work best.



Motion by Reger/Waldo to meet with CVS regarding a proposal with 2-way street with signage. Motion carried unanimously.

G.13 Event Request -Buckhannon Events-Easter Egg Hunt- Action taken earlier in the meeting under B.5

H. Board Members Comments and Announcements

H.1: Pam Bucklew: Nothing

H.2: Jack Reger: Nothing

H.3: Mark Waldo: Nothing

H.4: Nancy Shobe: She asked about blessing boxes. Andrew Loudin will go to Lowes to see if we can get supplies donated. She also questioned that the governor has a fund that he can “dole” out. Mayor Skinner stated that the UCDA has applied multiple times, but have never received funding.

H.5: Randy Sanders: He was approached by a citizen regarding the homeless people in Jawbone Park; they do not feel safe in Jawbone Park and have seen needles there. Homeless people can be there. If laws are broken, the police will respond. Mayor Skinner reminded that the Homeless Coalition is still having meetings. He stated that private businesses need to have signage that state “No Trespassing, No Solicitation.” All city parks have signage that they are closed from sundown to sunrise. The CAC had a successful event on Tuesday, Jazz & Java, and is looking forward to O’Pioneer on Friday at 6:00 p.m.

I. Adjournment: Motion to adjourn the meeting at 9:18 AM, was made by Shobe.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders
