

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

The regular monthly meeting of the Consolidated Public Works Board was held at Buckhannon City Hall, 70 East Main Street, on the special date of Tuesday, January 23, 2024, at 9:00 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	Present
Director of Public Works	Jerry Arnold	Absent
Street Superintendent	Bradley Hawkins	Present
Asst Street Supervisor	Andrew Loudin	Present
My Buckhannon	Monica Zalaznik	Present

Guests: JB Kimble, Chief of BFD; Amanda Hayes, Create Buckhannon.

***City of Buckhannon Consolidated Public Works Board 9:00 AM in Council Chambers  
Meeting Agenda for Tuesday, January 23, 2024***

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**A. Call to Order**

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

**B. Recognized Guest**

- B.1 Amanda Hayes - Create Buckhannon
- B.2 Buckhannon Fire - Chief JB Kimble

**C. Department Report**

- C.1 Bradley Hawkins

**D. Financial Report - Amberle Jenkins**

- D.1 December 2023

**E. Correspondence and Information**

- E.1 Bid Award to Capital Electric Supply- Gateway West Phase II Street Light Pole Assemblies & Globes
- E.2 Addressing/Mapping Verification 35 Marion Street, Suite 101, Buckhannon, WV 26201
- E.3 Addressing/Mapping Verification 35 Marion Street, Apartment 102, Buckhannon, WV 26201

**F. Consent Agenda**

- F.1 Approval of Minutes 12/07/23

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

- G.1 Discussion Create Buckhannon regarding the Stage at Jawbone Park
- G.2 BFD Chief Kimble Request Fire Lane at Corner of SYCC
- G.3 Event Request-South Buckhannon Mission Church Easter Egg Hunt-City Park- Sunday, 03/31/24, 10-1 pm
- G.4 Upshur County Development Authority Requesting COB Services to Plow the UCDA Parking Lot
- G.5 Approval to Advertise for Bids- Mowing Season 2024
  - 29 City-Owned Properties -Discussion Addendum regarding Weeding of the Curbs
  - Heavner Cemetery
- G.6 Preliminary Sketch of the WAMSB Music Notes Welcome Sign
- G.7 Event Request-Buckhannon Lions Club Easter Egg Hunt on Saturday, 03/30/24 at City Park 8 am-12noon

**H. Board Members Comments and Announcements**

**I. Adjournment**

Posted 01/18/24

**A. Call to Order**—Mayor Skinner called the meeting to order and 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 Amanda Hayes - Create Buckhannon** – Mayor Skinner used the Chair’s prerogative to move *G.1 Discussion Create Buckhannon regarding the Stage at Jawbone Park* to the table and then recognized Amanda Hayes.

Jan. 22, 2024

To Consolidated Public Works Board:

Create Buckhannon is preparing for our 12<sup>th</sup> season of Festival Fridays this summer in Jawbone Park. The stage in Jawbone was originally built with volunteers and is showing wear and tear on the outer edge.

This stage sees use from our event in the summer as well as others throughout the year. We would like to install an angle iron around the outer edge as well as paint the stage prior to Festival Fridays beginning June 7.

Any help from the city will be appreciated. As always, we thank the City of Buckhannon for their continued support.

Sincerely,

Create Buckhannon

Ms. Hayes provided photos of the stage in Jawbone Park, showing its current condition and noting that it is in need of some repairs and a fresh coat of paint. She also stated that Create Buckhannon's Festival Fridays would start their season soon and utilize the stage for each event. Her request is to be permitted to have the Create Buckhannon volunteers edge the stage with an iron trimming and to paint the stage before the beginning of the season. She also requested any assistance from the City that was available. A discussion of the current condition of the stage took place by the Board. Mrs. Shobe asked about the cost of the requested repairs; Mr. Reger asked about the current framing underneath; and Mrs. Bucklew suggested that we replace the current stage with a concrete stage. Additional discussion took place with the Mayor supporting Mrs. Bucklew's suggestion. The discussion concluded with Mayor Skinner asking the Street Department to provide the Board with a quote on a concrete stage and noted that if we were to approve it, we would need to have it installed by May 1, 2024.

**The motion to request the Street Department to determine the appropriate dimensions of a concrete stage and the costs of installing it to present to the Board at the February meeting was made by Bucklew/Shobe. Motion carried.**

**B.2 Buckhannon Fire - Chief JB Kimble** – Mayor Skinner provided an overview of concerns with the current situation at the corner of SYCC near the Safety Complex. He then recognized Chief JB Kimble, who further explained the situation and the problems that it presents to the Fire Department when certain pieces of fire equipment are being driven out of the station and cars are parked on the Northeast side of Friendly Way. Mayor Skinner suggested that we close the throughway from the bay doors of SYCC heading towards the Safety Complex, specifically the Fire Department, to through traffic. Discussion took place. Mayor Skinner used the Chair's prerogative to move ***G.2 BFD Chief Kimble Request Fire Lane at Corner of SYCC*** to the table for action.

**The motion to close the throughway to traffic from the bay doors of SYCC heading towards the Safety Complex, specifically the Fire Department, and install appropriate signage and paint any necessary markings was made by Waldo/Bucklew. Motion carried.**

Chief Kimble also provided an overview of potential traffic problems for First Responders during the upcoming West Virginia Strawberry Festival. Discussion took place, but no action was taken.

### **C. Department Report**

**C.1 Bradley Hawkins:** Mayor Skinner recognized Brad Hawkins, who presented the following report; Mr. Hawkins then participated in a Q&A with the Board.

- The Streets Department has removed the Christmas Decorations except for the trees in Jawbone Park and Main Street.

- They have been cleaning and straightening up the shop.

- Working on snow removal.

- The volunteers have completed Pavilion #3 except for the handrails at the City Park.

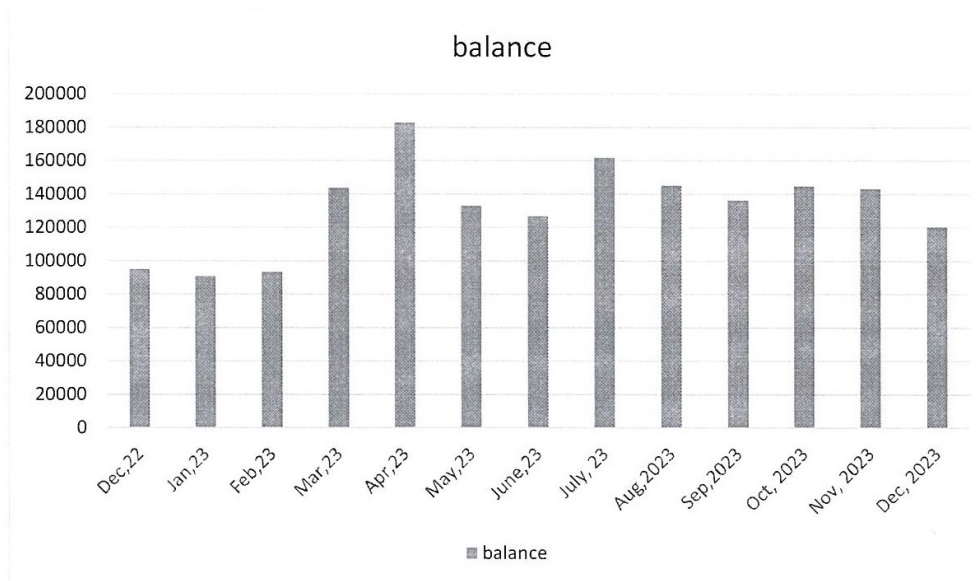
As part of the Q&A, street signs were discussed, and it was noted that as soon as the asphalt plant opens in the spring, pothole repairs will take place.

**D. Financial Report-Amberle Jenkins**  
**D.1 December 2023**

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

Money market & checking balance:  
 December 31, 2023 \$120,408.26

Cemetery CD and savings (CD renews Apr 24) \$ 235,333.12



1-22-2024 04:47 PM

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

PAGE: 2

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 50.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>OTHER FEES</b>						
093-340-000-01 DONATION BEAUTIFICATION U	60	6.00	36.00	0.00	24.00	60.00
093-340-000-02 DONATION DOG PARK UTL&PRI	60	7.00	112.01	0.00 (	52.01)	186.68
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	25.00	262.50	0.00	1,237.50	17.50
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	620.00	3,240.00	0.00	1,760.00	64.80
093-347-000-00 OPENING & CLOSING GRAVES	30,000	1,200.00	22,150.00	0.00	7,850.00	73.83
093-347-000-01 SALE OF LOTS	10,000	100.00	25,000.00	0.00 (	15,000.00)	250.00
093-347-000-03 PLACEMENT OF MARKERS	1,500	400.00	1,700.00	0.00 (	200.00)	113.33
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
<b>TOTAL OTHER FEES</b>	<b>48,145</b>	<b>2,358.00</b>	<b>52,500.51</b>	<b>0.00 (</b>	<b>4,355.51)</b>	<b>109.05</b>
<b>GRANTS</b>						
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	5,895.76	26,434.39	0.00	9,565.61	73.43
093-368-000-00 RENTAL OF PAVILION	4,000	50.00	3,520.00	0.00	480.00	88.00
<b>TOTAL GRANTS</b>	<b>40,000</b>	<b>5,945.76</b>	<b>29,954.39</b>	<b>0.00</b>	<b>10,045.61</b>	<b>74.89</b>
<b>OTHER REVENUE</b>						
093-380-000-00 INTEREST	50	91.79	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	0.00	50,000.00	0.00	50,000.00	50.00
093-399-000-04 COMMUNITY ENHANCE DONATIO	0	0.00	750.00	0.00 (	750.00)	0.00
<b>TOTAL OTHER REVENUE</b>	<b>100,050</b>	<b>91.79</b>	<b>51,303.11</b>	<b>0.00</b>	<b>48,746.89</b>	<b>51.28</b>
<b>TOTAL REVENUE</b>	<b>188,195</b>	<b>8,395.55</b>	<b>133,758.01</b>	<b>0.00</b>	<b>54,436.99</b>	<b>71.07</b>

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 50.00

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	8,400.00	0.00	8,400.00	50.00
093-700-103-00 SALARIES	49,000	1,200.00	20,580.75	0.00	28,419.25	42.00
093-700-103-01 FLOWER SALARIES	82,000	3,260.00	33,357.29	0.00	48,642.71	40.68
093-700-104-00 FICA TAX	11,350	448.29	4,768.87	0.00	6,581.13	42.02
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	934.71	0.00	2,665.29	25.96
093-700-106-01 CONSOLIDATED RETFLOWER	5,700	293.40	2,676.12	0.00	3,023.88	46.95
TOTAL SALARIES & BENEFITS	168,450	6,734.61	70,717.74	0.00	97,732.26	41.98
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	790.89	3,443.89	0.00	6,556.11	34.44
TOTAL CONTRACTUAL SERVICES	10,000	790.89	3,443.89	0.00	6,556.11	34.44
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	69.90	21,394.85	0.00	14,394.85	305.64
093-700-342-00 MAT & SUPP - PARKING	5,000	537.01	2,097.74	0.00	2,902.26	41.95
093-700-343-00 MAT&SUPP-PARKS	35,555	6,059.29	20,138.87	0.00	15,416.13	56.64
093-700-343-01 DOG PARK EXP	1,500	58.95	158.11	0.00	1,341.89	10.54
093-700-344-00 AUTO SUPPLIES	1,000	25.96	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	6,751.11	46,838.84	0.00	13,216.16	77.99
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: 50.00

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	14,276.61	140,268.53	0.00	184,926.47	43.13
TOTAL EXPENDITURES	325,195	14,276.61	140,268.53	0.00	184,926.47	43.13
REVENUE OVER/(UNDER) EXPENDITURES	( 137,000)	( 5,881.06)	( 6,510.52)	0.00	( 130,489.48)	4.75

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT	
BOARD	MON POWER	700-343-00	MAT&SUPP-PARKS	110088938128 44 6TH ST	7.67	
		700-343-00	MAT&SUPP-PARKS	110088938045 61 CLEVELAND	5.95	
		700-343-00	MAT&SUPP-PARKS	110088938086 PARK STREET	101.81	
		700-343-00	MAT&SUPP-PARKS	110087901580 FLAG POLE-	5.00	
		700-342-00	MAT & SUPP - PARKING	110112520876 PRK LOT 3	44.91	
		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 &	6.50	
		700-343-00	MAT&SUPP-PARKS	110149193085 JAWBONE PRK 1	25.85	
		700-343-00	MAT&SUPP-PARKS	110089164682 JAWBONE PARK	308.71	
		700-343-00	MAT&SUPP-PARKS	110086639413 PARK STREET	134.41	
		700-343-01	DOG PARK EXP	110137251630 WALK TRAIL LN	5.95	
		700-343-00	MAT&SUPP-PARKS	110141766342 13 MARION ST	5.25	
		700-343-00	MAT&SUPP-PARKS	110160309727 15 MADISON ST	53.43	
		700-343-00	MAT&SUPP-PARKS	110160309776 15 MADISON ST	42.32	
		700-226-00	ENCOVA INSURANCE	INSURANCE & BONDS	WCN6007140 11/2-12/3/2023	117.60
		700-342-00	NAPA-AMTOWER AUTO SUPPLY	MAT & SUPP - PARKING	OIL & FILTERS PARKING ENF	69.42
		700-226-00	WESTFIELD INSURANCE	INSURANCE & BONDS	10-1-23 TO 10-1-24 QTRLY P	97.68
		700-226-00	INSURANCE & BONDS	INSURANCE & BONDS	10-1-23 TO 10-1-24 QTRLY P	411.67
		700-343-00	LOWES BUSINESS ACCOUNTS	MAT&SUPP-PARKS	2- 6X6 POST FOR PAV 3 -CP	81.23
		700-343-00	MAT&SUPP-PARKS	MAT&SUPP-PARKS	CABLE TIES & CORDS	751.97
		700-343-00	MAT&SUPP-PARKS	MAT&SUPP-PARKS	EXTENSION CORDS	88.72
		700-343-00	MAT&SUPP-PARKS	MAT&SUPP-PARKS	LED LIGHTS FOR JAWBONE PA	418.77
		700-343-00	MAT&SUPP-PARKS	MAT&SUPP-PARKS	SILICONE & POST TOPS PAV3	49.78
		700-343-00	MAT&SUPP-PARKS	MAT&SUPP-PARKS	CABLE TIES & CORDS	63.88
		700-343-00	MAT&SUPP-PARKS	MAT&SUPP-PARKS	8'X3' HAND RAILING	1,551.00
		700-106-00	WV PUBLIC EMPLOYEES RETIREME	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	18.00
		700-106-00	GROUP RETIREMENT	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	60.92
		700-106-01	CONSOLIDATED RETFLOW	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	160.20
		700-106-00	GROUP RETIREMENT	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	54.00
		700-106-01	CONSOLIDATED RETFLOW	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	133.20
		700-343-01	BRICKS-R-US	DOG PARK EXP	DOG PARK DONOR BRICKS	53.00
		700-342-00	WALMART STORES INC -BUCKHANN	MAT & SUPP - PARKING	PCRD- TIRES FOR PARKING EN	360.00

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	INTERNAL REVENUE SERVICE	700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	234.36
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	128.96
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHED	54.81
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHED	30.16
	AMAZON.COM	700-344-00	AUTO SUPPLIES	PCRD-SWITCH PULL CORD FOR	25.96
		700-343-00	MAT&SUPP-PARKS	PCRD-LIGHTS FOR TREES AT J	263.96
		700-343-00	MAT&SUPP-PARKS	PCRD-LIGHTS FOR TREES AT J	499.90
		700-343-00	MAT&SUPP-PARKS	PCRD-LIGHTS FOR TREES AT J	999.80
		700-343-00	MAT&SUPP-PARKS	PCRD-LIGHTS FOR TREES AT J	599.88
	AT&T MOBILITY	700-342-00	MAT & SUPP - PARKING	PCRD-MOV CELL PHN GEO TAB	45.68
	FREEDOM AG & ENGERY COOPERAT	700-341-00	MAT & SUPP - CEMETER	10 BALES OF HAY FOR MULCH	69.90
	TRAVELERS INSURANCE	700-226-00	INSURANCE & BONDS	INS PREMIUM AUTO LIAB DEC	163.94
	**PAYROLL EXPENSES			12/01/2023 - 12/31/2023	5,860.00
				TOTAL:	14,276.61

**Motion to accept the December 2023 Financial Report was made by Reger/Shobe. Motion Carried.**

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

**E.1 Bid Award to Capital Electric Supply- Gateway West Phase II Street Light Pole Assemblies & Globes**

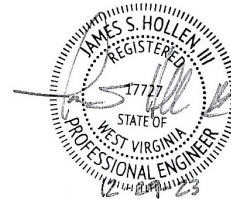
City of Buckhannon Consolidated Public Works Board  
 Gateway West Phase II Transportation Alternatives Program Project  
 Contract No. 1 - Light Pole Assemblies and Globes

Bid Opening Sign-In and Results Sheet - December 28, 2023 at 1:00 PM EST

Name	Company	Email Address	Contact Phone Number	Bid Bond Included (Y/N)	Base Bid Amount
Jay Hollen	City of Buckhannon, WV	<a href="mailto:jay.hollen@buckhannonwv.org">jay.hollen@buckhannonwv.org</a>	304-472-1651, x1006		
Amby Jenkins	City of Buckhannon, WV	<a href="mailto:amby.jenkins@buckhannonwv.org">amby.jenkins@buckhannonwv.org</a>	304-472-1651, x1016		
	Capital Electric Supply Cumberland, MD			N/A	\$12,251.00

Note: No Bid Bond was required for this Project since the Light Pole Assemblies and Globes were being supplied by, and not being installed by, the Bidders.

Upon review of the received bid for compliance with the Bid Package, Drawings and Project Specifications, the Apparent Low Bidder is Capital Electric Supply with a Base Bid of \$12,251.00



**E.2 Addressing/Mapping Verification 35 Marion Street, Suite 101, Buckhannon, WV 26201**

**E.3 Addressing/Mapping Verification 35 Marion Street, Apartment 102, Buckhannon, WV 26201**

**F. Consent Agenda**

**F.1 Approval of Minutes 12/07/23 - Mayor Skinner asked for any additions or corrections or a motion to approve the meeting minutes 12/07/23.**

**A motion to approve the meeting minutes of 12/07/23 was made by Shobe/Waldo. Motion carried.**

**G.1 Discussion Create Buckhannon regarding the Stage at Jawbone Park – Action taken earlier in the meeting.**

**G.2 BFD Chief Kimble Request Fire Lane at Corner of SYCC – Action taken earlier in the meeting.**

**G.3 Event Request-South Buckhannon Mission Church Easter Egg Hunt-City Park-Sunday, 03/31/24 10-1pm** – Mayor Skinner provided an overview and the Board reviewed the Event Request form in the packet. Mayor Skinner did express concern with what type of construction could be taking place in the City Park at that time.

**A motion to approve the request for the South Buckhannon Mission Church Easter Egg Hunt on Sunday, 03/31/24, from 10-1 pm with the recommendation to move it to the North Buckhannon Riverfront Park this year was made by Bucklew/Reger. Motion carried.**

**G.4 Upshur County Development Authority Requesting COB Services to Plow the UCDA Parking Lot** – Mayor Skinner asked that we table this matter.

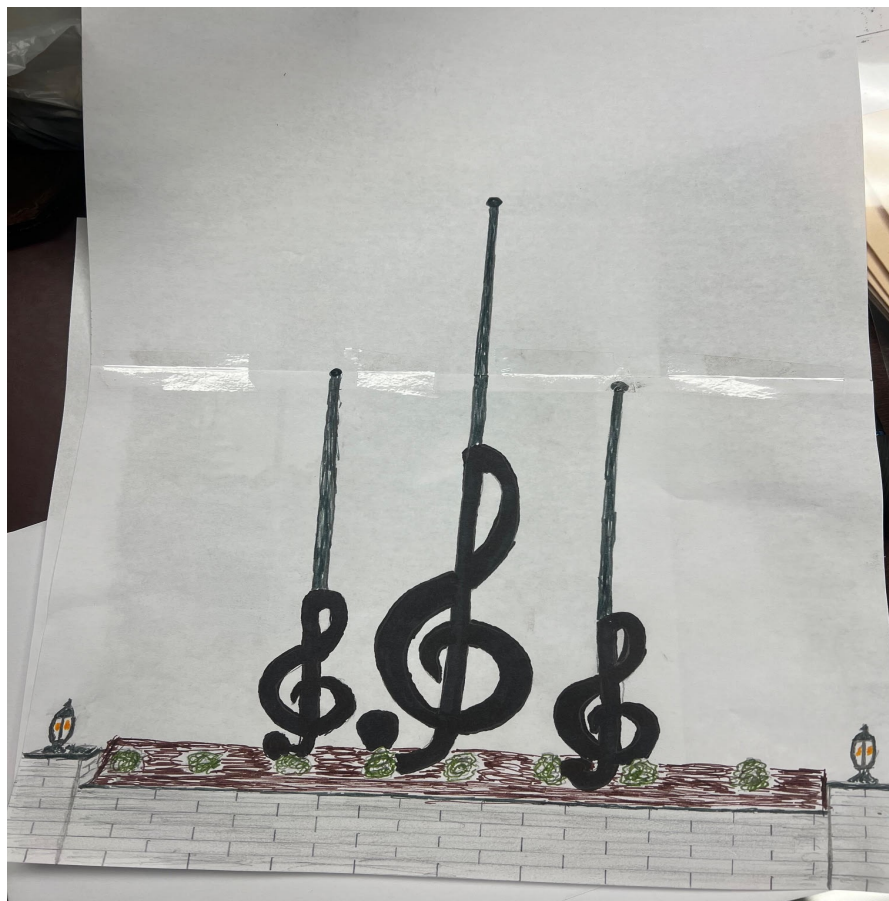
**G.5 Approval to Advertise for Bids- Mowing Season 2024**

- **29 City Owned Properties -Discussion Addendum regarding Weeding of the Curbs**
- **Heavner Cemetery**

Mayor Skinner provided an overview and suggested adding a supplement (addendum) to bid out the curb trimming. Discussion took place.

**A motion to approve Advertise for Bids for the Mowing Season 2024, as described in the agenda was made by Bucklew/Shobe. Motion carried.**

**G.6 Preliminary Sketch of the WAMSB Music Notes Welcome Sign** – Brad Hawkins presented the preliminary sketch of the WAMSB Music Notes that is being proposed as a Welcome Sign with the wording “Welcome to the Buckhannon, host of the 2023 World Association of Marching Show Bands” as well as a strawberry to recognize the West Virginia Strawberry Festival and a W to recognize West Virginia Wesleyan College. Discussion took place as to whether the sign would be across the road from the Sheetz location or as part of the Madison Street property project. If it is, a welcome sign across from Sheetz will require permission from the WVDOH. Mayor Skinner will begin that process. No further action was taken.



**G.7 Event Request-Buckhannon Lions Club Easter Egg Hunt on Saturday, 03/30/24 at City Park 8 am-12 noon** – Mayor Skinner provided an overview, and the Board reviewed

the Event Request form in the packet. The same concern, as stated in the G.3 discussion was recognized.

**A motion to approve the request for the Buckhannon Lions Club Easter Egg Hunt on Saturday, 03/30/24 at City Park 8 am-12noon with the recommendation to move it to the North Buckhannon Riverfront Park this year was made by Waldo/Shobe. Motion carried.**

**H. Board Members Comments and Announcements**

**Pam Bucklew:** Mrs. Bucklew discussed her upcoming Downtown Seasonal Decorating Committee meeting.

**Jack Reger:** Mr. Reger had nothing further.

**Mark Waldo:** Mr. Waldo had nothing further.

**Nancy Shobe:** Mrs. Shobe asked for an update on repairing and/or replacing the Blessing Boxes, which has been discussed in prior meetings. Andrew Loudin will follow up and report at the next meeting.

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

**Mayor Robbie Skinner** – Mayor Skinner expressed his appreciation for the Board agreeing to the special date for this meeting.

**I. Adjournment:** A motion to adjourn the meeting at 9:52 AM, was made by Bucklew.

**Mayor Robert N. Skinner III**

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**City Recorder Randall H. Sanders**

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