

**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 Thursday, March 28, 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	Present
Director of Public Works	Jerry Arnold	Present
Street Superintendent	Bradley Hawkins	Present
Asst Street Supervisor	Andrew Loudin	Present
Mayor's Office	Barbara Hinkle	Present
City Engineer	Jay Hollen	Present - GTM
My Buckhannon	Monica Zalaznik	Present

Guests: Tim Reese- GTM; Owen Bleigh, Kayla Kerns, Heather Blankenship; Katherine Minnix, Walter Carr; Ben Arisman.

*City of Buckhannon Consolidated Public Works Board 7:30 AM in Council Chambers  
Meeting Agenda for Thursday, March 28, 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

**C. Bid Openings**

**C.1 29 City Owned Properties- Mowing Season 2024 Bid**

- Notice Class II Legal Advertisement to The Record Delta
- City Owned Properties Mowing Season 2024 Bid Specifications
- Bid Opening Results

**C.2 Cemetery Mowing Season 2024 Bid**

- Notice Class II Legal Advertisement to The Record Delta
- Cemetery Mowing Season 2024 Bid Specifications
- Bid Opening Results

**D. Department Report**

- D.1 Bradley Hawkins

**E. Financial Report - Amberle Jenkins**

- E.1 February 2024

**F. Correspondence and Information**

- F.1 Buckhannon Upshur Farmer's Market 2024 Season May 24th -Oct 25th Hours 4pm-8pm on Fridays at Jawbone Park
- F.2 Notice Accepting Applications for the Position of One Seasonal Park Attendant
- F.3 West Virginia Wesleyan College Proposal for Comprehensive Address & GIS Mapping Update-City Council Approval 03/05/2024
- F.4 WVSF Amended Request- Street Closure for the Junior Royalty Parade Lineup on Thursday, May 16, 2024 & For the Grand Feature Parade Lineup on Saturday, May 18, 2024-City Council Approval 03/21/24

**G. Consent Agenda**

- G.1 Approval of Minutes 01/23/2024; 02/22/2024

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

- H.1 Approval of Bid Opening-City Owned Properties Mowing Season 2024
- H.2 Approval of Bid Opening-Cemetery Mowing Season 2024
- H.3 Request Removal of the Farmer's Market Signage at Jawbone Park
- H.4 Event Request-Cornerstone Church Celebrate Recovery- May to September on 4th Tuesdays 5:30pm-8pm
- H.5 Event Request-Blast From the Past Car Show-Main Street Closure Saturday, July 27, 2024 5:00pm-9pm
- H.6 Event Request-WV Classic Wheels Labor Day Car Show at NBRFP on Monday, Sept 2, 2024 Sunrise to Sunset
- H.7 Event Request-Jim Harris 90th Birthday Celebration on Saturday, June 1, 2024 3:00pm-6pm at Jawbone Park
- H.8 Event Request-Upshur Cooperative Parish Pentecost Sing on Sunday, June 2, 2024 6:00pm-8pm at Jawbone
- H.9 Approval Dixie's Recommendation for the Adopt A Spot Program-List of Potential Areas & Plant Species
- H.10 Revisit Design/Cost Stage at Jawbone Park
- H.11 CPWB Draft Budget FY 2024/2025
- H.12 Buckhannon Fire Department Request to meet State Code for Fire Suppression Systems (fire hydrants, sprinkler connections) to be Painted Red
- H.13 Event Request-Really Really Free Market at Jawbone Park Season 2024
- H.14 Blessing Boxes-Donation & Location

**I. Board Members Comments and Announcements**

**J. Adjournment**

Posted 03/22/2024

**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** None, other than those who signed in for Agenda Items.

Without objection, Meeting Mayor Skinner moved ***H.13 Event Request-Really Really Free Market at Jawbone Park Season 2024*** to the table and recognized Owen Bleigh who provided an overview regarding the request to use Jawbone Park as the site for the Really Really Free Market for the 2024 season. The goal is to hold 3 separate events between April and October. The organization’s social media has a large following, with as many as 11,000 Facebook members. Mr. Bleigh explained the group was not in the financial position to obtain the required insurance for holding a public event in Jawbone Park, as outlined in the Event Request Documents and a discussion took place with the Board regarding options for them to explore. The most common options discussed was for them to either find a sponsoring organization and request to be placed under that group’s policy or find a way to establish their own organization and obtain the required insurance through an annual policy or a separate special event policy for each scheduled event.

**Shobe/Bucklew made a motion to approve the request for quarterly events in Jawbone Park by the Really, Really Free Market on the condition they obtain the required insurance on their own or through a partnering organization. Motion carried.**

**C. Bid Openings**

**C.1 City Owned Properties- Mowing Season 2024 Bid**

- Notice Class II Legal Advertisement to The Record Delta
- City Owned Properties Mowing Season 2024 Bid Specifications
- Bid Opening Results

**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](mailto: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”**

**CITY OF BUCKHANNON  
CONSOLIDATED PUBLIC WORKS BOARD  
MOWING BID SPECIFICATIONS 2024**

The purpose of these specifications is to clearly outline what is expected of the mowing contractor, during the period from April 1, 2024, to October 31, 2024, on all 31 identified City owned properties contained herein. All parcels will be mowed and trimmed on a weekly basis, except September 2, 2024, thru October 31, 2024, all properties will be mowed and trimmed, on a 10-day basis. The total amount of mowing’s for the 2024 mowing season will be 27. The total acreage of the contract area is 24.31 acres. Bidders must fill in the attached “Mowing Bid Form 2024” with the amount per mowing on each parcel they wish to enter a bid. A detailed map of all parcels

is included in these specifications. I would like to add a denim for cleaning grass and weeds from curb lines, and around Street sign's along with spraying for better control price per 1,000 ft of curb. I would encourage all bidders to visit all sites for which they are bidding prior to submitting any bids. Any questions regarding these specifications may be addressed to The Street Dept. Supervisor at 304-642-1601 or by email at streetdept@gmail.com

**THE CITY SHALL:**

- A. Designate an individual who shall be the City's liaison with contractor, who until further written notice from the City shall be the City Street Supervisor or his designee. The City shall notify the contractor in writing in the event of any change in the City's liaison.
- B. Generally direct and coordinate the work to be performed hereunder by contractor, without unduly interfering with the work.
- C. Maintain ongoing communication with the contractor and/or contractor's designee(s) respecting all matters pertinent to this agreement.
- D. Promptly notify the contractor of any special or emergency circumstances which may impact upon the work to be performed by the contractor.
- E. Pay contractor based on approved invoices submitted.

**CONTRACTOR SHALL:**

- A. Designate an individual or individuals who shall be contractor liaison with the City, who until further written notice from contractor shall be contacted exclusively. The contractor shall notify the City in writing in the event of any change in contractor liaison.
- B. Always maintain workers compensation coverage for all employees during the period of this contract, i.e., April 1, through October 31, 2024, and further shall provide written certificates of coverage to the City to evidence such coverage.
- C. Maintain general, commercial liability insurance in an amount of not less than One Million Dollars (\$1,000,000.00) per occurrence at all times during the period of this contract, and further shall provide written certificates of liability insurance to the City to evidence such coverage.
- D. Promptly submit invoices to the City for all work performed under this contract.
- E. Notify the City Streets Supervisor or his designee when the weekly mowing and trimming is complete at which point the City will inspect and sign off on Contractor's Invoice.
- F. Attend a pre-mowing season meeting with the Director of Public Works and/or his designee.
- G. Refrain from any work other than mowing and trimming. To avoid any possible misunderstanding, the contractor shall not perform any landscaping, planting, excavation or any other work upon any City property.
- H. Refrain from working in the general vicinity park attendees. The discretion of the City Streets Supervisor or his designee shall be controlling in this matter.
- I. Maintain proper decorum and respect for the purpose of all visitors at the parks.
- J. Avoid any and all damages to trees, plantings, benches, equipment and any/other structures or features situated on City properties.
- K. Promptly report to the City any damage observed by the contractor or his employees as occurring to features and structures, whether or not such damage is caused by the contractor or his employees.
- L. Proportionately reduce any weekly invoice in any event when City employees are required to assist the contractor in completing work under this contract. Such a determination of assistance being required by City employees shall be made in the discretion of the City.
- M. Be particularly attentive to the need for all properties to be in excellent appearances during holidays, such as Memorial Day, the Fourth of July, Mother's Day and Father's Day.
- N. Promptly report to the Street Supervisor any surface subsidence, i.e., ground sinking, as observed during the performance of the work required pursuant to this contract.
- O. Be exclusively responsible for the furnishing, repair, maintenance, and replacement of all equipment necessary to perform the work required by the contractor pursuant to this contract.
- P. Refrain from storing or parking any equipment or vehicles on City property except when work is being conducted.
- Q. Save, hold harmless, indemnify and defend the City from any action instituted by any person whomsoever who may allege personal injury or property damage as a consequence of contractor's activities upon the City's premises.

**City of Buckhannon  
City Properties Bid Submission Form  
For contract year 2024**

**Date Submitted:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Owner:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contractor's License Number:** \_\_\_\_\_

**Amount Per Mowing:** \_\_\_\_\_

**Total Bid Amount:** \_\_\_\_\_

**Addendum Amount for curb and sign cleaning:** \_\_\_\_\_ **Per 1,000 ft**

## City of Buckhannon 2024 Mowing Bid Properties

Lot	Location	Acerage	Address	Bid	Comments
1	Moore's Lot	1.57	10 & 11 Ohio St. & 224 & 228 Randolph St.		
2	119 Randolph St.	0.14	119 Randolph St.		
3	129 Wood St.	0.28	129 Wood St.		
4	Lot at end of S. Florida & Walktrail porti	0.88	203 S. Florida & along Railroad Ave.		
5	Wood St. Park	0.21	196 S. Florida St.		
6	Dog Park	1.77	13 Wood St.		
7	Boat Ramp & Walktrail	1.34	54 Wood St.		
8	Island on Camden Ave	1.17	Islands on Camden Ave.		
9	Fred Brooks Memorial Park	1.29	13 Marion St		
10	City Park	3	159 Park St.		
11	Jawbone Park	1.33	17 Friendly Way		
12	Chase Lot	0.15	15 Madison St.		
13	Public Safety Complex	0.18	22 S. Florida St.		
14	Stockert Youth Center	1.2	79 E. Main St.		
15	City Hall	0.11	70 E. Main St.		
16	Gibson Library & Triangle	0.48	302 E. Main St.		
17	End of Elias St.	0.04	Dead end of Elias St. ROW		
18	1 Cleveland Ave. minis the Wild Flowers	0.61	1 Cleveland Ave.		
19	15 Cleveland & along ROW	0.44	15 Cleveland Ave.		
20	Second St. ROW	0.6	Between Cleveland Ave. & Thurman Ave.		
21	57 Cleveland Ave.	0.11	57 Cleveland Ave		
22	North Buckhannon River Front Park	4.69	22 Sixth St.		
23	Thurman Ave. FEMA Lot.	0.78	25, 27, & 29 Thurman Ave.		
24	Mackey Lot minis the Wild Flower	0.35	46 Thurman Ave.		
25	Upper Dr.	0.1	Two Triangles at Intersections		
26	Under Pass Old Weston Rd.	0.38	Triangle at Under Pass & along Sidewalk		
27	Lot 3	0.28	17 N. Spring St.		
28	39 Sedgwick St.	0.14	39 Sedgwick St.		
29	31 Upper Dr.	0.28	31 Upper Dr.		
30	6 Ambrose St.	0.18	6 Ambrose St.		
31	11 Nona St.	0.23	11 Nona St		
		24.31			

Mayor Skinner recognized Bard Hawkins who opened the received bids and announced the following results, which includes curb cleaning twice a year:

Elite Mowing LLC - \$80,280.06  
Wanderscape LLC - \$56,547.20  
Lowther's Property Maintenance - \$70,304.08  
Everson-Carr Farms, LLC - \$69,166.00

Discussion took place with some concerns over the curb cleaning bids. Mr. Hawkins suggested that we table the matter until all bid specs can be verified.

**Shobe/Waldo made a motion to table a decision on the bid opening results for the City Owned Properties - Mowing Season 2024 until all specifications have been reviewed by the Street Department. Motion carried.**

### C.2 Cemetery Mowing Season 2024 Bid

- Notice Class II Legal Advertisement to The Record Delta
- Cemetery Mowing Season 2024 Bid Specifications
- Bid Opening Results

#### 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](mailto: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”**

**City of Buckhannon  
Cemetery Maintenance Bid Submission Form  
For contract year 2024**

**Date Submitted:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Owner:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contractor’s License Number:** \_\_\_\_\_

**Amount Per Mowing:** \_\_\_\_\_

**Amount Cleaning Markers:** \_\_\_\_\_

**Total Bid Amount:** \_\_\_\_\_

**CITY OF BUCKHANNON  
CONSOLIDATED PUBLIC WORKS BOARD  
CEMETERY BID SPECIFICATIONS 2024**

The purpose of these specifications is to clearly outline what is expected of the mowing contractor. During the period from April 1, 2024, to October 31, 2024 with the exception of May 27<sup>th</sup> thru June 3<sup>rd</sup> (the week of Memorial Day) all cemeteries (Buckhannon Memorial Park, Old Heavner, Heavner 2<sup>nd</sup> Addition) will be mowed, trimmed, and the excessive grass removed from the markers on a weekly basis. September 2, 2024, thru October 31, 2024, all cemeteries will be mowed, trimmed, and the excessive grass removed from the markers on a 10-day basis. The total amount of mowing’s for the 2024 mowing season will be 27. The total acreage of the contract area is 35.2 acres of which there are 28 acres containing approximately 1600 upright monuments. The remaining area contains only flat markers.

The City of Buckhannon wishes to add the edging and cleaning all vegetation from all visible flat markers in the entire cemetery twice per mowing season. This will include edging all sides of the marker and cleaning all vegetation from the marker. See 1.A below for additional information. Any questions regarding these specifications may be addressed to The Street Department Supervisor at 304-642-1601 or by email at [streetdept@gmail.com](mailto:streetdept@gmail.com).

**THE CITY SHALL:**

- A. Designate an individual who shall be the City’s liaison with contractor, who until further written notice from the City shall be the City Street Supervisor or his designee. The City shall notify contractor in writing in the event of any change in the City’s liaison.
- B. Generally direct and coordinate the work to be performed hereunder by contractor, without unduly interfering with the work.
- C. Maintain ongoing communication with the contractor and/or contractor’s designee(s) respecting all matters pertinent to this agreement.
- D. Promptly notify the contractor of any special or emergency circumstances which may impact upon the work to be performed by the contractor.
- E. Pay contractor based on approved invoices submitted.

**CONTRACTOR SHALL:**

- A. Designate an individual or individuals who shall be contractor liaison with the City, who until further written notice from contractor shall be contacted exclusively. Contractor shall notify the City in writing in the event of any change in contractor liaison.
- B. Maintain workers compensation coverage for all employees at all times during the period of this contract, i.e., April 1, through October 31, 2024, and further shall provide written certificates of coverage to the City to evidence such coverage.
- C. Maintain general, commercial liability insurance in an amount of not less than One Million Dollars (\$1,000,000.00) per occurrence at all times during the period of this contract, and further shall provide written certificates of liability insurance to the City to evidence such coverage.
- D. Promptly submit invoices to the City for all work performed under this contract.

- E. Refrain from work on Sundays, and after dark. To avoid any possible misunderstandings, the contractor shall be prohibited from all mowing and trimming work within Heavner Cemetery on all Sundays and the week of Memorial Day during the period of this contract.
- F. Notify the City Streets Supervisor or his designee when the weekly mowing and trimming is complete at which point the City will inspect and sign off on Contractor's Invoice.
- G. Attend a pre-mowing season meeting with the Street Dept. Supervisor and/or his designee.
- H. Refrain from any work other than mowing and trimming. To avoid any possible misunderstanding, the contractor shall not perform any landscaping, planting, excavation or any other work within Heavner Cemetery unless such work is contracted with the City, independent of this contract.
- I. Refrain from work in the general vicinity of a new interment, immediately prior to, and immediately following any interment or memorial service. The discretion of the City Streets Supervisor or his designee shall be controlling in this matter.
- J. Maintain proper decorum and respect for the purpose of Heavner Cemetery, and for all visitors at the cemetery.
- K. Avoid any and all damages to monuments, mausoleums, and other property situated within Heavner Cemetery.
- L. Promptly report to the City any damage observed by the contractor or his employees as occurring to monuments, mausoleums, and other property situated within the cemetery, whether or not such damage is caused by the contractor or his employees.
- M. Proportionately reduce any weekly invoice in any event when City employees are required to assist the contractor in completing work under this contract. Such a determination of assistance being required by City employees shall be made in the discretion of the City.
- N. Be particularly attentive to the need for Heavner Cemetery's lawn to be in excellent appearances during holidays, such as Memorial Day, the Fourth of July, Mother's Day and Father's Day.
- O. Refrain from removing grave decorations except at the instruction of, or approval by the City.
- P. Promptly report to the Street Supervisor any surface subsidence, i.e., ground sinking, as observed during the performance of the work required pursuant to this contract.
- Q. Keep all monuments free from excess grass buildup occurring from mowing and/or trimmings.
- R. Be exclusively responsible for the furnishing, repair, maintenance, and replacement of all equipment necessary to perform the work required by contractor pursuant to this contract
- S. Refrain from storing or parking any equipment or vehicles upon the Heavner Cemetery grounds except when work is being conducted.
- T. Save, hold harmless, indemnify and defend the City from any action instituted by any person whomsoever who may allege personal injury or property damage as a consequence of contractor's activities upon the City's premises.

I.A.- The City of Buckhannon wishes to add as an additional alternate to the cemetery maintenance contract bid the edging and removal of all vegetation from the flat markers in the cemetery. This work will be in accordance with all previously listed specifications. All visible flat markers will be edged and grass, debris and any other vegetation removed from the entire marker in such a way as to prevent damage to the surface of the marker. This work will be performed twice during the duration of the season.

Mr. Hawkins opened the received bids and announced the following results:

**Wanderscape LLC - \$86,000.00**  
**Everson-Carr Farms, LLC - \$66,960.00**  
**Sam's Lawn and Garden - \$61,994.00**

Discussion took place and it was recommended by Mr. Hawkins that the Board approve the bid from Everson-Carr Farms LLC.

**Bucklew/Shobe made a motion to accept the bid of \$66,690.00 from Everson-Carr Farms, LLC for the Cemetery Mowing Season 2024. Motion carried.**

#### **D. Department Report**

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

- Working in the Colonial Arts Theater
- Spring Cleaning of the Cemetery on March 24, 2024
- Completed the map for the Jawbone Park vendors for the WV Strawberry Festival
- Worked with volunteers from Citizens Bank who painted picnic tables at Jawbone Park
- Cleaned and repaired the fence at Lot 1
- Completed some repairs to tables and trash can boxes in some of the parks
- Completed some cold patch work on deeper potholes around town. Reaching out to the blacktop plants to acquire materials for repairs of all potholes. Plants are not open yet.

During the Q&A, Board members requested the following be looked at for possible action: Two benches at the Soccer Fields need removed (Pam Bucklew); Split rail fence at the River Walk needs replaced; The split rail fence on Lincoln needs replaced by guard rails (Jerry Arnold); and white fence in the City Park needs replaced.

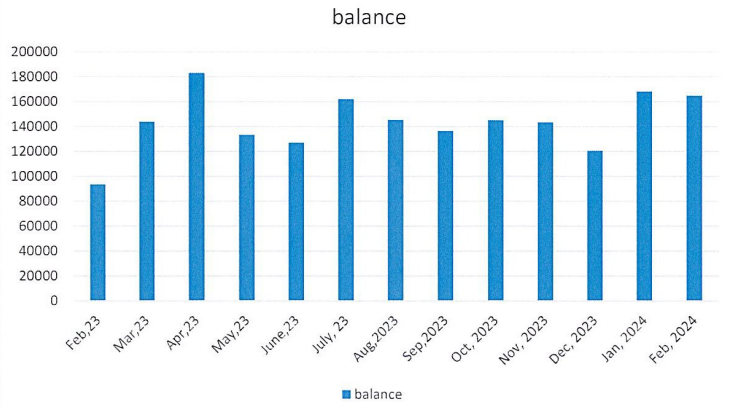
# E. Financial Report-Amberle Jenkins

## E.1 February 2024

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

Money market & checking balance:  
February 29, 2024 \$164,800.37

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



03-26-2024 09:37 AM DISBURSEMENTS 02-01-24 to 02-29-24 PAGE: 11

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	7.28	
		700-343-00	MAT&SUPP-PARKS	110088938045 61 CLEVELAND	5.54	
		700-343-00	MAT&SUPP-PARKS	110088938086 PARK STREET	33.93	
		700-343-00	MAT&SUPP-PARKS	110087901580 FLAG POLE-	5.00	
		700-342-00	MAT & SUPP - PARKING	110112520876 PRK LOT 3	56.13	
		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 &	6.37	
		700-343-01	DOG PARK EXP	110137251630 WALK TRAIL LN	5.81	
		700-343-00	MAT&SUPP-PARKS	110149193085 JAWBONE PRK 1	25.85	
		700-343-00	MAT&SUPP-PARKS	110089164682 JAWBONE PARK	212.02	
		700-343-00	MAT&SUPP-PARKS	110086639413 PARK STREET	34.60	
		700-343-00	MAT&SUPP-PARKS	110096146953 J B PAVILION	42.32	
		700-343-00	MAT&SUPP-PARKS	110141766342 13 MARION ST	5.25	
		700-343-00	MAT&SUPP-PARKS	110160309727 15 MADISON ST	44.28	
		700-226-00	ENCOVA INSURANCE	WCN6007140 1-2 TO 2-1-24	INSURANCE & BONDS	117.60
		700-464-00	LOWES BUSINESS ACCOUNTS	HOTEL-MOTEL (FLOWERS	SCREEN GORILLA GLUE	47.63
		700-464-00	LOWES BUSINESS ACCOUNTS	HOTEL-MOTEL (FLOWERS	ASSORTED FLOWERS	53.26
		700-106-00	WV PUBLIC EMPLOYEES RETIREME	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	18.00
		700-106-00	WV PUBLIC EMPLOYEES RETIREME	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	60.92
700-106-01	WV PUBLIC EMPLOYEES RETIREME	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	187.20		
700-106-00	WV PUBLIC EMPLOYEES RETIREME	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	54.00		
700-106-01	WV PUBLIC EMPLOYEES RETIREME	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	189.70		
700-104-00	INTERNAL REVENUE SERVICE	FICA TAX	FICA WITHHELD AND MATCHED	252.96		
700-104-00	INTERNAL REVENUE SERVICE	FICA TAX	FICA WITHHELD AND MATCHED	167.88		
700-104-00	INTERNAL REVENUE SERVICE	FICA TAX	MEDICARE WITHHELD & MATCHE	59.16		
700-104-00	INTERNAL REVENUE SERVICE	FICA TAX	MEDICARE WITHHELD & MATCHE	39.26		
**PAYROLL EXPENSES					2/01/2024 - 2/29/2024	6,787.75
					TOTAL:	8,530.20

3-26-2024 09:40 AM CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) PAGE: 2  
AS OF: FEBRUARY 29TH, 2024

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET	% OF YEAR COMPLETED:	
							66.67	
<b>OTHER FEES</b>								
093-340-000-01	60	6.00	48.00	0.00	12.00	80.00		
093-340-000-02	60	7.00	126.01	0.00	(66.01)	210.02		
093-342-000-00	0	0.00	0.00	0.00	0.00	0.00		
093-342-000-01	25	0.00	0.00	0.00	25.00	0.00		
093-342-000-02	0	0.00	0.00	0.00	0.00	0.00		
093-343-000-00	0	0.00	0.00	0.00	0.00	0.00		
093-343-000-01	0	0.00	0.00	0.00	0.00	0.00		
093-343-000-02	0	0.00	0.00	0.00	0.00	0.00		
093-344-000-00	0	0.00	0.00	0.00	0.00	0.00		
093-344-000-01	0	0.00	0.00	0.00	0.00	0.00		
093-344-000-02	1,500	75.00	374.50	0.00	1,125.50	24.97		
093-345-000-00	0	0.00	0.00	0.00	0.00	0.00		
093-345-000-01	0	0.00	0.00	0.00	0.00	0.00		
093-345-000-02	0	0.00	0.00	0.00	0.00	0.00		
093-346-000-00	0	0.00	0.00	0.00	0.00	0.00		
093-346-000-01	5,000	445.00	3,875.00	0.00	1,125.00	77.50		
093-347-000-00	30,000	0.00	27,150.00	0.00	2,850.00	90.50		
093-347-000-01	12,000	800.00	25,800.00	0.00	(13,800.00)	215.00		
093-347-000-03	1,500	200.00	2,000.00	0.00	(500.00)	133.33		
093-349-000-01	0	0.00	0.00	0.00	0.00	0.00		
093-349-000-02	0	0.00	0.00	0.00	0.00	0.00		
TOTAL OTHER FEES	50,145	1,533.00	59,373.51	0.00	(9,228.51)	118.40		
<b>GRANTS</b>								
093-366-000-00	0	0.00	0.00	0.00	0.00	0.00		
093-367-000-01	36,000	3,107.87	30,819.80	0.00	5,180.20	85.61		
093-368-000-00	4,000	405.00	4,175.00	0.00	(175.00)	104.38		
TOTAL GRANTS	40,000	3,512.87	34,994.80	0.00	5,005.20	87.49		
<b>OTHER REVENUE</b>								
093-380-000-00	50	0.00	543.11	0.00	(493.11)	1,086.22		
093-399-000-00	0	0.00	10.00	0.00	(10.00)	0.00		
093-399-000-02	0	0.00	0.00	0.00	0.00	0.00		
093-399-000-03	200,000	0.00	100,000.00	0.00	100,000.00	50.00		
093-399-000-04	0	0.00	750.00	0.00	(750.00)	0.00		
TOTAL OTHER REVENUE	200,050	0.00	101,303.11	0.00	98,746.89	50.64		
TOTAL REVENUE	290,195	5,045.87	195,671.42	0.00	94,523.58	67.43		

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>BAD DEBT</b>						
=====						
<b>NON-OPERATING EXPENSES</b>						
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
<b>BOARD</b>						
=====						
<b>SALARIES &amp; BENEFITS</b>						
093-700-101-00 BOARD SALARIES	16,800	1,400.00	11,200.00	0.00	5,600.00	66.67
093-700-103-00 SALARIES	49,000	1,200.00	22,980.75	0.00	26,019.25	46.90
093-700-103-01 FLOWER SALARIES	82,000	4,187.75	41,705.04	0.00	40,294.96	50.86
093-700-104-00 FICA TAX	11,350	519.26	5,805.27	0.00	5,544.73	51.15
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	1,200.55	0.00	2,399.45	33.35
093-700-106-01 CONSOLIDATED RETFLOWER	5,700	376.90	3,427.42	0.00	2,272.58	60.13
TOTAL SALARIES & BENEFITS	168,450	7,816.83	86,319.03	0.00	82,130.97	51.24
<b>CONTRACTUAL SERVICES</b>						
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	117.60	3,681.93	0.00	6,318.07	36.82
TOTAL CONTRACTUAL SERVICES	10,000	117.60	3,681.93	0.00	6,318.07	36.82
<b>COMMODITIES</b>						
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	14,820.00	6,846.05	0.00	153.95	97.80
093-700-342-00 MAT & SUPP - PARKING	5,000	73.00	2,281.30	0.00	2,718.70	45.63
093-700-343-00 MAT&SUPP-PARKS	135,555	416.07	21,259.38	0.00	114,295.62	15.68
093-700-343-01 DOG PARK EXP	1,500	5.81	163.92	0.00	1,336.08	10.93
093-700-344-00 AUTO SUPPLIES	3,000	0.00	2,281.34	0.00	718.66	76.04
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	162,055	14,325.12	33,599.92	0.00	128,455.08	20.73
<b>CAPITAL OUTLAY</b>						
093-700-464-00 HOTEL-MOTEL (FLOWERS)	20,000	100.89	2,078.95	0.00	17,921.05	10.39
093-700-465-00 CONTRACT MOWING CEMETERY	66,690	14,820.00	32,110.00	245.64	34,334.36	48.52
TOTAL CAPITAL OUTLAY	86,690	14,920.89	34,188.95	245.64	52,255.41	39.72
<b>CONTRIBUTIONS</b>						
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: 66.67

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>NON-OPERATING EXPENSES</b>						
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	427,195	8,530.20	157,789.83	245.64	269,159.53	36.99
TOTAL EXPENDITURES	427,195	8,530.20	157,789.83	245.64	269,159.53	36.99
REVENUE OVER/(UNDER) EXPENDITURES	( 137,000)	( 3,484.33)	37,881.59	( 245.64)	( 174,635.95)	27.47-

**Shobe/Waldo made a motion to accept the February 2024 Financial Report. Motion carried.**

Without objection, **H.11 CPWB Draft Budget FY 2024/2025** for review, which was provided by Amberle Jenkins. No action was necessary.

**F. Correspondence & Information -Mayor Skinner reviewed the following with the Board:**

**F.1 Buckhannon Upshur Farmer’s Market 2024 Season May 24th -Oct 25th Hours 4pm-8pm on Fridays at Jawbone Park**

**F.2 Notice Accepting Applications for the Position of One Seasonal Park Attendant**

**City of Buckhannon Accepting Applications for the Position of One Seasonal Park Attendant**

The City of Buckhannon Street Department will be accepting applications for one seasonal Park Attendant for maintenance and cleaning of all City of Buckhannon owned parks.

- Applicants must be 18 years of age or older
- Possess a valid WV driver’s license
- Able to lift 50 pounds
- Applicants are subject to drug test and background check
- Must be willing to work split shifts and weekends



Applications may be obtained at City Hall, 70 E Main St, Buckhannon WV, Mon-Fri 8:30 am to 4:30 pm. The deadline to receive applications in City Hall is April 19, 2024 at 4:30 pm. Successful candidate will commence employment on or about April 29, 2024 and continue until October 31, 2024. The City of Buckhannon is an EEOC employer committed to the principle of equal opportunity for all qualified persons.

### **F.3 West Virginia Wesleyan College Proposal for Comprehensive Address & GIS Mapping Update-City Council Approval 03/05/2024**



Subject: Proposal for Comprehensive Address and GIS Mapping Update for West Virginia Wesleyan College: Ensuring Code Compliance and Emergency Response Efficiency

Dear Jerry Arnold,  
Addressing Officer/Director of public works  
City of Buckhannon

In continuation of our recent meeting on Monday, January 22, I am writing to present a detailed proposal for updating the GIS mapping and addressing system at West Virginia Wesleyan College. This proposal, a direct outcome of our collaborative discussions with Jay Hollen, City Engineer, Tanner Smith and JB Kimble of the Buckhannon Fire Department, Terri Jo Bennett from Upshur County Addressing & Mapping, and staff from the 911 center, is aimed at enhancing campus safety and ensuring compliance with relevant codes and regulations.

Our objective is not only to refine our emergency response capabilities but also to align with the latest code requirements. Here are the key elements of the proposal:

Addition of New Roads for Enhanced 911 Response:

- Wesley Chapel Drive: Proposed new road with specific address changes for the Wellness Center, Chapel, and Martin Religious Center.
- Tunnel Drive: Proposed for better access to the Wesleyan Pool, Mail Room, and Green Room Tunnel.

Name Change Proposals:

- Changing Tennis Court Drive to Cebe Ross Drive to alleviate confusion and honor a significant campus figure. This change affects several buildings including McCuskey, Doney Hall, Fleming, and others.

Address Updates for Off-Campus Student Houses:

- Adding "Student housing" designation to emergency response systems for various off-campus housing locations.

Confirmation of Current Addresses and Request for Building Designations in the 911 System:

- Ensuring that buildings like the Administration Building, Welcome Center, and others are correctly identified in emergency systems.

New Address Assignments for Locations Lacking Clear Designation:

- This includes the New Tennis Courts, Practice Soccer Field, Marching Band Practice Lot, and others.

Suggested Change of address for several locations:

- Proposals for address changes to the Performing Arts Center, Erickson Alumni Center, and Dunn Hall, among others.

Attached, the complete proposal outlines each change in detail, including the current and proposed addresses and the reasoning behind each adjustment.

We are committed to ensuring that these updates not only enhance the safety of our students, faculty, staff, and guests but also comply with all relevant codes and standards. We greatly appreciate any additional suggestions or changes from your team that could further assist in improving our emergency response effectiveness.

Thank you for your ongoing support and collaboration in this vital project. We are committed to working closely with the city and county officials to achieve these updates promptly and efficiently.

Respectfully Submitted,

John Bohman  
Director of Campus Safety and Security  
West Virginia Wesleyan College

#### **WEST VIRGINIA WESLEYAN CAMPUS ADDRESS PROJECT**

[Upshur County GIS Map](#)

#### **PROPOSE NEW ROAD ADDED FOR 911 RESPONSE TO THE FOLLOWING LOCATIONS: WESLEY CHAPEL DRIVE**

Located off of Meade St. between Jenkins and Loar Hall

**Wellness Center** - Attached to Jenkins Hall but not accessible to Jenkins Hall.  
Change to 64 Wesley Chapel Drive with new address and Pin

**Chapel**  
Currently 65 Camden Avenue - Change to 65 Wesley Chapel Drive with new address and Pin

**Martin Religious Center**  
Behind Chapel and has offices and classrooms  
Change to 67 Wesley Chapel Drive with new address and Pin

#### **NAME CHANGE - PROPOSE CHANGE OF TENNIS COURT DRIVE TO: CEBE ROSS DRIVE**

This will reduce confusion with our guests and alumni coming to visit our campus due to having two tennis courts. The name Cebe Ross is also synonymous with our football field complex.

**McCuskey**  
34 Tennis Court Drive to 34 Cebe Ross Drive

**Doney Hall**  
68 Tennis Court Drive to 68 Cebe Ross Drive

**Fleming**  
95 Tennis Court Drive 95 Cebe Ross Drive

**Old Tennis Courts (across from Doney hall)**  
107 Tennis Court Drive 107 Cebe Ross Drive

**Haymond**  
118 Tennis Court Drive Change to 118 Cebe Ross Drive

**Ross Football Field**  
137 Tennis Court Drive 137 Cebe Ross Drive

**Wesleyan Health Center**  
Change to 145 Cebe Ross Drive with new address and pin

**John D. Rockefeller Center - Gym**  
Currently 183 Camden Avenue change to 151 Cebe Ross Drive

**Library**  
198 Tennis Court Drive Change to 198 Cebe Ross Drive  
\*The Picture needs to be updated in the CIS county system.

**Christopher Hall**  
Currently - 203 Camden Avenue  
Change to 187 Cebe Ross Drive with address and Pin

**Reemsnyder Research Center**  
Change to 186 Cebe Ross Drive with address and Pin  
Please make a new address for this location. It is attached to Christopher Hall with a breezeway.

**PROPOSE NEW ROAD ADDED FOR 911 RESPONSE TO THE FOLLOWING LOCATIONS: TUNNEL DRIVE**

Located behind French See Dining hall and leads to the "Green Room Tunnel"- Clinics and practices happen in the Green Room

**Wesleyan Pool**

New address for this location and new pin  
21 Tunnel Dr.

**Tunnel Doorway - Green Room Location**

New address for this location and new pin  
28 Tunnel Dr.

**Mail Room - This is a legal Post office**

New address for this location and new pin  
25 Tunnel Dr.

**OFF CAMPUS STUDENT HOUSES - Wesleyan owns and assigns students to live in the following address locations:**

Please add "Student housing" to the following addresses of each house location to the 911 text message pin for first responders:

**Student housing**  
18 Baxter Street,

**Student housing**  
57 Meade Street

**Student housing**  
44 Sedgwick Street

**Student housing**  
59 Meade Street

**Student housing**  
48 Meade Street

**Student housing**  
72 Randolph Street

**Student housing**  
50 Randolph Street

**Student housing**  
75 Meade Street

**Student housing**  
51 College Avenue

**Student housing**  
82 Barbour Street

**Student housing**  
52 Randolph Street

**Student housing**  
84 Barbour Street

**Student housing**  
53 College Avenue

**Student housing**  
63 Wood Street

**THE FOLLOWING ADDRESSES ARE GOOD - Please add name of the building or field location to the text 911 pin for first responders:**

**Administration Building**  
59 College Avenue

**Holloway**  
76 Meade Street

**Welcome Center (Admissions Office)**  
52 College Avenue

**Benedum Hall**  
70 Meade Street

**Campus Center**  
67 Camden Avenue

**Loar Hall**  
66 Meade Street

**Dining Center**  
69 Camden Avenue

**Agnes Howard Hall**  
60 Meade Street

**Middleton**  
66 Camden Avenue.

**Jenkins**  
62 Meade Street

**Soccer Field**  
103 Wood Street

**Culpepper Softball**  
59 Wood Street

**Hank Ellis Baseball Field**  
52 Camden Ave.

**Child Development Center**  
66 Camden Avenue

**LOCATIONS THAT NEED A NEW ADDRESS TO BE ASSIGNED: Also, please add the name of field to the 911 pin system:**

**New Tennis Courts**

Suggest 74 Wood St. - Old house location of the entrance of the court system. Four other old house addresses are on the court.  
GIS 3-8-246

**Practice Soccer Field**

Suggest 31 Wood Street as its attached to the wood street complex and it's in the middle of the field of an old parcel  
GIS 3-8-202

**Marching Band Practice Lot**

Suggest 69 Wood St.  
Next door to 63 Wood St. and across the new tennis courts. GIS 3-8-228.1  
New address for this location and place a new pin

**Intramural Football Field -** Between split rail and Next to Hank Ellis baseball field (Currently part of GIS 3-5-123)

Community little league practice and track and field events happen frequently.  
New address for this location and new pin 30 Railroad Avenue.

**Practice football field -** Behind Hank Ellis baseball field. (Currently part of GIS 3-5-123)

Community use is high in this area for little league practice and the football & lacrosse teams will use it to practice.  
New address for this location and place a new pin. 47 Camden

**Outdoor bathroom complex** next to our practice football field. Adjacent to the field is the community walking trail for the.

Consider having an address and pin for that location as well. 49 Camden

**Water fountain**

Suggest 71 Camden Avenue  
Student pickup and drop off at this location for transportation and food deliveries. Host outdoor events in the green space area  
New address for this location and place a new pin

**PLEASE CONSIDER A CHANGE OF ADDRESS FOR THE FOLLOWING LOCATIONS:**

**Performing Arts Center**

Current address - 407 College Avenue. Please change to 58 College Ave.  
GIS 3-8-42

**Erickson Alumni Center**

Currently 394 Meade Street. Please Change to 55 Meade St.  
GIS 3-8-63

**Dunn Hall**

Currently 74 Braxton Street. Please change to 76 Camden Ave.  
GIS 3-8-173

**English Annex**

Currently no address for this location. The building is located in an awkward part of campus for vehicle accessibility. JB and Tanner from Buckhannon Fire Department recommend an address off of college avenue. The building is located between our library and the administration building.  
New address for this location and new pin 61 College Ave.

\* Note: Hank Ellis Field should be 51 Camden Avenue

**F.4 WVSF Amended Request- Street Closure for the Junior Royalty Parade Lineup on Thursday, May 16, 2024 & For the Grand Feature Parade Lineup on Saturday, May 18, 2024- City Council Approval 03/21/24**

**AMENDMENT TO APPROVED REQUESTS 3/14/2024**

**In addition to the above requests, the West Virginia Strawberry Festival would like to amend the request above highlighted in red: The closure of Barbour, Pocahontas, Marion, Camden (both sides) Streets for Parade Lineup on May 18, 2024, for Grand Feature Parade Lineup.**

The amended request would read: The closure of Barbour, Pocahontas, Marion, Camden (both sides) Streets for Parade Lineup on May 18, 2024, for Grand Feature Parade and Thursday, May 16, 2024 for Junior Royalty Parade lineup.

This addition simply adds request for closure of the lineup area for the Junior Royalty Parade, which was an oversight on my behalf during my original submission.

This request allows for the safety of our first responders, event staff, participants, and spectators.

Thank you,

Shane Jenkins  
President  
WV Strawberry Festival

**G. Consent Agenda**

**G.1 Approval of Minutes 01/23/2024; 02/22/2024** - Mayor Skinner asked for any additions or corrections or a motion to approve the meeting minutes 01/23/2024 and 02/22/2024

**Shobe/Waldo made a motion to approve the meeting minutes of 01/23/2024 and 02/22/2024. Motion carried.**

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

**H.1 Approval of Bid Opening-City Owned Properties Mowing Season 2024** – Action taken earlier in the meeting.

**H.2 Approval of Bid Opening-Cemetery Mowing Season 2024** - Action taken earlier in the meeting.

**H.3 Request Removal of the Farmer’s Market Signage at Jawbone Park** – Discussion took place.

I’m with the Buckhannon Upshur Farmers Market. Donnie introduced us one evening last season when he was asking about live music. You asked us to keep the city apprised of important information regarding the market. We were wondering if the city could just remove this sign? The days and times are no longer correct and it seems to confuse people. We don’t need it replaced or the info changed, we thought it was probably just easier for both the city and the BUFM if it was removed.

Thank you for your time,  
Kalyn Roberts  
Elbon Mill Farm  
Buckhannon, WV

**Waldo/Reger made a motion to approve the removal of the Farmer’s Market signage at Jawbone Park. Motion carried.**

**H.4 Event Request-Cornerstone Church Celebrate Recovery - May to September on 4th Tuesdays 5:30pm-8pm** – The Event Request Form was reviewed, and discussion took place.

**Waldo/Reger made a motion to approve the event request by Cornerstone Church Celebrate Recovery - May to September on the 4<sup>th</sup> Tuesday of each month from 5:30 p.m. – 8:00 p.m. in Jawbone Park, provided they provide the proof of insurance as required. Motion carried.**

**H.5 Event Request-Blast from the Past Car Show-Main Street Closure Saturday, July 27, 2024, 5:00pm-9pm** – The Event Request Form was reviewed, and discussion took place.

**Bucklew/Waldo made a motion to approve the event request for the Blast from the Past Car Show which includes Main Street closure on Saturday, July 27, 2024, from 5:00 p.m. – 9:00 p.m. Motion carried.**

**H.6 Event Request-WV Classic Wheels Labor Day Car Show at NBRFP on Monday, Sept 2, 2024, Sunrise to Sunset** – The Event Request Form was reviewed, and discussion took place.

**Waldo/Shobe made a motion to approve the event request for the WV Classic Wheels Labor Day Car Show at NBRFP on Monday, Sept 2, 2024, from Sunrise to Sunset. Motion carried.**

**H.7 Event Request-Jim Harris 90th Birthday Celebration on Saturday, June 1, 2024, from 3:00 p.m. – 6:00 p.m. at Jawbone Park** – The Event Request Form was reviewed, and discussion took place.

**Bucklew/Reger made a motion to approve the event request for the Jim Harris 90th Birthday Celebration on Saturday, June 1, 2024, from 3:00 p.m. – 6:00 p.m. at Jawbone Park, provided they provide the proof of insurance as required. Motion carried.**

**H.8 Event Request-Upshur Cooperative Parish Pentecost Sing on Sunday, June 2, 2024, 6:00 p.m. – 8:00 p.m. at Jawbone Park** – The Event Request Form was reviewed, and discussion took place.

**Shobe/Bucklew made a motion to approve the event request for the Upshur Cooperative Parish Pentecost Sing on Sunday, June 2, 2024, from 6:00 p.m. – 8:00 p.m. at Jawbone Park. Motion carried.**

**H.9 Approval Dixie's Recommendation for the Adopt a Spot Program-List of Potential Areas & Plant Species** – The recommendation was reviewed, and discussion took place.

2/23/2024

Adopt-A-Spot Plant Species Recommendations

Area: Walk trail/ dog park

Sun Exposure: Full/ Partial

\*No tree plantings in this location.

\*\*Refer to individual plant tags for spacing and planting instructions.

Perennial Flower Varieties:

Echinacea	Creeping Thyme
Delphinium	Black-eyed Susan
Peony	Columbine
Lobelia	Asters
Phlox	Lavender
Coreopsis	Hibiscus
Russian Sage	Daylilies
Beebalm	Shasta Daisy

Perennial Shrubs:

Boxwood	Juniper (dwarf/bush)
Azalea	Holly (soft touch/dwarf)
Rhododendron (dwarf)	Yew shrub
Butterfly bush	Barberry
Forsythia	Burning Bush
Lilac Bush (dwarf)	Spirea
Euonymus	Dogwood (bush)
Rose	Potentilla Shrubs
Hydrangea	

Annual Flowers/Vines:

\*tagged for full sun

Petunia	Coleus
Begonia	Dusty
Marigold	Snapdragons
Angelonia	Celosia
Vinca	Calibrachoa
Geranium	Lantana
Bacopa	Portulaca
Pentas	Nemesia
Dhalia	Sunpatiens
Ipomoea	Alyssum
Verbena	Dichondra
Lobularia	

Herbs:

**\*Absolutely no mint of any kind\***

Basil
Oregano
Chamomile
Dill
Parsley
Cilantro
Chives
Thyme
Rosemary



Figure 1.1 10' x 10' available spaces for Adopt-A-Spot Program

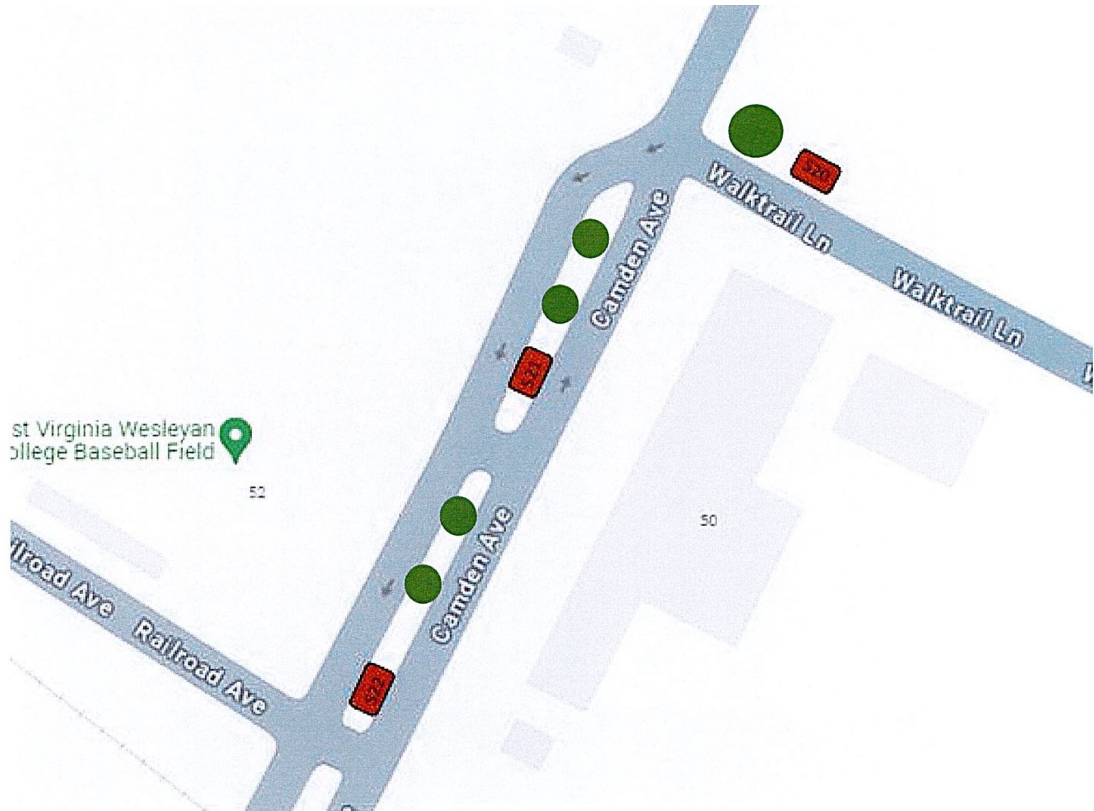


Figure 1.2 10' x 10' available spaces for Adopt-A-Spot Program

\*Spaces 21 and 22 cannot have plants/shrubs exceeding a height of three feet.

**Bucklew/Shobe made a motion to approve Dixie Green's recommendations for the Adopt-a-Spot Program - List of potential areas & plant species. Motion carried.**

**H.10 Revisit Design/Cost Stage at Jawbone Park** – Discussion centered around the actual footprint of the new stage. It was recommended that the Board approves a larger area for the new stage to be built next year.

**Bucklew/Reger made a motion to approve enlarging the footprint of the new stage at Jawbone Park, which will be built next year. Motion carried.**

**H.11 CPWB Draft Budget FY 2024/2025** - Discussed earlier in the meeting.

CONSOLIDATED		2020-21 actual	2021-22 actual	2022-23 actual	2023-24 proposed budget	Dec-23 actual thru dec	2024-25 proposed budget	
	EST. BALANCE ON HAND	161,274	170,690	0	137,000		136,875	
340-000-01	DONATION BEAUTIFICATION	97	72	72	60	36	60	donations & from utl bill
340-000-02	DONATION DOG PARK	109	84	119	60	42	60	donations & from utl bill
-93 342-000-00	PARKING METERS LOT 1	0	0	0	0	0	0	
-93 342-000-01	PARK.PEN LOT 1	145	50	240	25	25	0	
-93 342-000-02	LOT 1 STICKERS	75	0	0	0	0	0	
-93 343-000-00	PARKING LOT 2 RENTAL	0	0	0	0	0	0	carnival is supposed to pay according to sales
-93 343-000-01	PARK.PEN LOT 2	40	100	40	0	0	0	
-93 343-000-02	STICKERS LOT 2	25	0	0	0	0	0	
-93 344-000-00	PARKING METERS LOT 3	0	0	0	0	0	0	
-93 344-000-01	PARK.PEN LOT 3	0	0	0	0	0	0	
-93 344-000-02	STICKERS LOT 3	1,266	1,858	1,846	1,500	943	1,500	this is where we are putting parking stickers
-93 345-000-00	PARKING METERS LOT 4	0	0	0	0	0	0	
-93 345-000-01	PARK.PEN LOT 4	0	0	0	0	0	0	
-93 345-000-02	STICKERS LOT 4	0	0	0	0	0	0	
-93 346-000-00	PARKING METERS ON STREET	0	0	0	0	0	0	
-93 346-000-01	PARK.PEN.ON STREET OPENING & CLOSING	4,360	11,825	12,090	5,000	5,985	5,000	
-93 347-000-00	GRAVES	46,500	49,200	30,850	30,000	18,150	30,000	
-93 347-000-01	SALE OF LOTS	18,150	35,300	17,800	10,000	6,500	12,000	
-93 347-000-03	PLACEMENT OF MARKERS	3,200	4,200	3,800	1,500	1,700	1,500	
-93 347-00-02	STICKERS LOT 6	0	0	0	0	0	0	
-93 349-000-01	parking Pen Lot 6	0	0	0	0	0	0	
-93 366-000-00	STATE GRANTS	0	0	0	0	0	0	
-93 367-000-01	HOTEL OCCUPANCY TAX	32,863	38,956	38,196	36,000	21,699	36,000	30% estimated H&M frm GF
-93 368-000-00	RENTAL OF PAVILION	4,330	4,910	6,975	4,000	2,465	4,000	raised rental fee to \$50 all pav
-93 380-000-00	INTEREST	777	1,114	541	50	47	200	
-93 399-000-00	MISCELLANEOUS	403	290	495	0	95	0	
-93 399-000-03	GENERAL FUND CONTRIBUTION	60,000	135,000	100,000	100,000	0	100,000	20Tparks:20T DG 100%cpwb:60Tcemete ry mowing
-93 399-000-04	COM. ENHANCE DONATION	760	1,900	700	0	700	0	
	<b>TOTAL REVENUES</b>	<b>173,099</b>	<b>284,858</b>	<b>213,764</b>	<b>188,195</b>	<b>58,388</b>	<b>190,320</b>	
	w/balance on hand	334,373	455,548	213,764	325,195		327,195	

**H.12 Buckhannon Fire Department Request to meet State Code for Fire Suppression Systems (fire hydrants, sprinkler connections) to be Painted Red – Discussion took place.**



**WEST VIRGINIA SECRETARY OF STATE**  
**MAC WARNER**  
**ADMINISTRATIVE LAW DIVISION**

**eFILED**  
5/5/2020 9:37:57 AM  
Office of West Virginia  
Secretary Of State

**NOTICE OF FINAL FILING AND ADOPTION OF A LEGISLATIVE RULE AUTHORIZED BY THE WEST VIRGINIA LEGISLATURE**

AGENCY: Fire Commission TITLE-SERIES: 87-01  
RULE TYPE: Legislative Amendment to Existing Rule: Yes Repeal of existing rule: No  
RULE NAME: Fire Code  
CITE STATUTORY AUTHORITY: 29-3-5, 15A-11-3

The above rule has been authorized by the West Virginia Legislature.

Authorization is cited in (house or senate bill number) 4275

Section 64-6-1(a) Passed On 3/7/2020 12:00:00 AM

This rule is filed with the Secretary of State. This rule becomes effective on the following date:

August 1, 2020

This rule shall terminate and have no further force or effect from the following date:

August 01, 2025

**BY CHOOSING 'YES', I ATTEST THAT THE PREVIOUS STATEMENT IS TRUE AND CORRECT.**

**Yes**

**Stacy L Nowicki-Eldridge -- By my signature, I certify that I am the person authorized to file legislative rules, in accordance with West Virginia Code §29A-3-11 and §39A-3-2.**

10.7. A minimum of a fifty foot wide zone around the site perimeter inside the fence line shall be maintained;

10.8. All storage piles shall have a minimum of a thirty inch high earthen dike around each tire pile as the piles are established;

10.9. A maximum of eighteen tire piles may be established on a single site; and

10.10. No site may exceed the storage of more than three hundred thousand tires without the approval of the State Fire Marshal.

**§ 87-1-11. Stopping, Standing or Parking Prohibited in Specified Areas.**

11.1. No person shall stop, stand, or park a vehicle, except when necessary to avoid conflict with other traffic or in compliance with the law or the directions of a police officer or traffic-control device, in any of the following places:

11.1.a. Within fifteen feet of a fire hydrant; or

11.1.b. Within twenty feet of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within seventy-five feet of the entrance when properly sign-posted.

**Bucklew/Reger the Buckhannon Fire Department’s request to meet State Code for Fire Suppression Systems (fire hydrants, sprinkler connections) to be painted red. Motion carried.**

**H.13 Event Request-Really Really Free Market at Jawbone Park Season 2024 - Action taken earlier in the meeting.**

**H.14 Blessing Boxes-Donation & Location – Discussion took place where it was announced that Panhandle Cleaning & Restoration would pay for 2 new Blessing Boxes.**

**Bucklew/Walde made a motion to approve Panhandle Cleaning & Restoration paying for 2 new Blessing Boxes. Motion carried.**

**I. Board Members Comments and Announcements**

**Pam Bucklew:** Mrs. Bucklew had no further comments.

**Jack Reger:** Mr. Reger complimented Mrs. Jenkins on the selection of the new Council Table Chairs and feels that good things are happening in the city.

**Mark Waldo:** Mr. Waldo expressed concern on the low quality of the grass in the new Madison Street parking lot area. Jerry Arnold and Brad Hawkins explained the process that is taking pace and noted a better appearance is forthcoming.

**Nancy Shobe:** Mrs. Shobe had no further comments.

**Randy Sanders – Recorder Sanders had no further comments.**

**Jerry Arnold – Mr. Arnold provided a report on Apothecary Lane painting project.**

**Mayor Robbie Skinner – Mayor Skinner expressed his appreciation for the work by the Board.**

**I. Adjournment: Mayor Skinner adjourned the meeting at 8:53 a.m.**

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

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