

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

A regular meeting of the Stockert Youth & Community Center Board was held on Thursday, July 11, 2024, at 4:30 p.m., in City Hall Council Chambers with the following in attendance (GTM – GoToMeeting):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Assistant Recorder/Finance Director	Amberle Jenkins	Present
City Engineer	Jay Hollen	Present
Board Member	Pam Bucklew	Present
Board Member	Sam Nolte	Absent
Board Member	Tammy Samples	Absent
Board Member	Don Nestor	Present
Board Member	Nancy C. Shobe	Present
Board Member	Pamela Martin	Present
Board Member	Jessica Vincent	Present
SYCC Executive Director	Debora Brockleman	Present
MyBuckhannon	Monica Zalaznik	Present
Record Delta	Noah Jeffries	Present

Guests: Robyn Simons; Zack Karickhoff, GTM

*City of Buckhannon Stockert Youth & Community Center
Board of Directors Meeting – 4:30 pm in City Hall Council Chambers
Meeting Agenda for Thursday, July 11, 2024*

A. Call to Order

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

B. Recognized Guests

- B.1

C. Financial Report

D. Department Report- Debora Brockleman

- D.1 Staff Report: Upcoming Events and Current Programs

E. Correspondence & Information

- E.1 Meeting Notice Special Joint Session with City Council 07/11/24 at 5:30PM
- E.2 USDA Letter of Intent to Meet Conditions
- E.3 USDA Request for Obligation of Funds (Financial Assistance is subject to the Letter of Conditions)
- E.4 USDA Letter of Conditions for a Community Facilities Program Loan

F. Consent Agenda

- F.1 Approval of Minutes: 04/04/24

G. Strategic Issues for discussion and vote

- G.1 Repair Wood Panel Fence on South Florida Street Side- Security Issues
- G.2 Employee Pay Increase
- G.3 Continued Discussion Multi-Purpose Building/Gym-Building Options/Cost/Envision

H. Board Members Comments and Announcements

I. Adjournment

Posted 07/05/2024

A. Call to Order

A.1 Moment of Silence

A.2 Pledge to the Flag of the United States of America

Mayor Skinner called the meeting to order, followed by a moment of silence and led the attendees in the pledge to the Flag of the United States of America.

B. Recognized Guests:

B.1 None

C. Financial Report – Mayor Skinner recognized Amby Jenkins who presented the following report:

Interest (1388)apr-6/30/2023 mar75.63				\$	75.63	
6/30/2023 Interest savings 6-30-23				\$	430.16	
9/15/2023 McCauley, David	977730	\$	100.00	\$	-	
11/6/2023 J Walker	988997	\$	300.00	\$	400.00	Put in SYCC Savings 1-4-24
capital campaign						
Contributions				\$	549.82	
Interest Savings 9/30/23						
Interest Savings 12/31/23					550.87	
1/29/2024 McCauley, David	1005925	\$	100.00			
2/16/2024 McCauley, David	1010072	\$	100.00	\$	200.00	put in SYCC savomgs 4-17-24
Interest Savings 3/31/24				\$	544.41	
Interest savings 1388 6-30-24				\$	546.36	
interest mm2279						
apr,may,june				\$	332.01	
int 7451 June2024				\$	55.94	
				\$	448,030.69	
						D Thomas Pledge not received yet
					\$12,000.00	
Total receive with pledges	\$	448,030.69		\$	460,030.69	\$12,000.00

7-02-2024 08:38 AM

CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2024

PAGE: 7

001-GENERAL FUND

% OF YEAR COMPLETED: 100.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CHARGES FOR SERVICES						
001-362-000-00 SYC CONTRIB. UCC AND BOE	45,000	20,000.00	45,000.00	0.00	0.00	100.00
001-362-000-01 SYC UTILITY REVENUE	2,500	150.00	1,890.00	0.00	610.00	75.60
001-362-000-02 SYC CAMP BUCANNEER FEES	40,872	5,730.00	53,195.50	0.00 (12,323.50)	130.15
001-362-000-03 SYC DRILL TEAM FEES	0	0.00	1,009.00	0.00 (1,009.00)	0.00
001-362-000-04 SYC BASKETBALL FEES	18,000	0.00	19,906.00	0.00 (1,906.00)	110.59
001-362-000-05 SYC ROOM RENTAL FEES	6,000	527.00	5,625.00	0.00	375.00	93.75
001-362-000-06 SYC ART/DRAMA FEES	0	0.00	0.00	0.00	0.00	0.00
001-362-000-07 SYC AFTER SCHOOL FEES	48,600	11,882.53	203,910.88	0.00 (155,310.88)	419.57
001-362-000-08 SYC DRINK/SNACK MACHINE	0	0.00	0.00	0.00	0.00	0.00
001-362-000-09 SYC DONATIONS	2,000	0.00	2,000.00	0.00	0.00	100.00
001-362-000-10 SYC KARATE FEES	1,000	320.00	2,990.00	0.00 (1,990.00)	299.00
001-362-000-11 RED RIBBON WEEK	0	0.00	0.00	0.00	0.00	0.00
001-362-000-12 SYC GIRLS GO GOLFING	0	0.00	0.00	0.00	0.00	0.00
001-362-000-13 UCARE/SYC	0	0.00	0.00	0.00	0.00	0.00
001-362-000-14 SYC BINGO FUND RAISER	0	0.00	0.00	0.00	0.00	0.00
001-362-000-15 SYC CHILDRENS FESTIVAL DO	0	0.00	0.00	0.00	0.00	0.00
001-362-000-16 SYC TEEN DANCES	0	0.00	0.00	0.00	0.00	0.00
001-362-000-17 ZUMBA REVENUE	2,000	95.00	1,304.00	0.00	696.00	65.20
001-362-000-18 YOGA FITNESS CLASS REVENUE	0	0.00	0.00	0.00	0.00	0.00
001-362-000-19 GUITAR LESSONS REVENUE	0	0.00	0.00	0.00	0.00	0.00
001-362-000-20 SYC MISC ACTV REVENUE 1TI	0	0.00	968.00	0.00 (968.00)	0.00
001-362-000-21 DONATIONS-SYCC CAPITAL/EQ	1,000	0.00	3,527.23	0.00 (2,527.23)	352.72
001-362-000-99 SYC BEQUEST	0	0.00	0.00	0.00	0.00	0.00
TOTAL CHARGES FOR SERVICES	166,972	38,704.53	341,325.61	0.00 (174,353.61)	204.42

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CITY OF BUCKHANNON
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: JUNE 30TH, 2024

PAGE: 23

001-GENERAL FUND

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
SALARIES & BENEFITS						
001-907-101-00 STOCKERT YOUTH CENTER SAL	169,500	14,479.83	209,464.91	0.00 (39,964.91)	123.58
001-907-103-00 CAMP BUCANNEER SALARIES	61,250	6,251.28	24,955.19	0.00	36,294.81	40.74
001-907-103-01 SYC BUS DRIVERS	0	0.00	243.75	0.00 (243.75)	0.00
001-907-104-00 FICA TAX	17,672	1,585.91	17,951.74	0.00 (279.74)	101.58
001-907-105-00 GROUP INSURANCE	38,500	2,540.92	37,198.35	0.00	1,301.65	96.62
001-907-106-00 GROUP RETIREMENT	14,400	988.16	11,340.72	0.00	3,059.28	78.76
001-907-109-00 COMPENSATED ABSENCE	0	0.00	0.00	0.00	0.00	0.00
TOTAL SALARIES & BENEFITS	301,322	25,846.10	301,154.66	0.00	167.34	99.94
CONTRACTUAL SERVICES						
001-907-211-00 TELEPHONES	3,700	392.50	3,700.00	0.00	0.00	100.00
001-907-213-00 UTILITIES	20,500	1,059.46	20,048.66	0.00	451.34	97.80
001-907-214-00 TRAVEL EXPENSE	500	0.00	0.00	0.00	500.00	0.00
001-907-216-00 MAINTENANCE	12,000	237.07	9,978.23	0.00	2,021.77	83.15
001-907-218-00 POSTAGE	250	0.00	0.00	0.00	250.00	0.00
001-907-221-00 TRAINING	275	0.00	0.00	0.00	275.00	0.00
001-907-223-00 PROFESSIONAL SERVICES ENG	0	0.00	0.00	0.00	0.00	0.00
001-907-226-00 INSURANCE & BONDS	13,000	342.02	9,932.38	0.00	3,067.62	76.40
001-907-230-00 SYC CONTRACTURAL BUS SER	0	0.00	0.00	0.00	0.00	0.00
001-907-230-01 WORK STUDY/AMERICORP	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRACTUAL SERVICES	50,225	2,031.05	43,659.27	0.00	6,565.73	86.93
COMMODITIES						
001-907-341-00 MATERIALS & SUPPLIES EXPE	6,600	253.80	5,985.94	0.00	614.06	90.70
001-907-341-01 OPERATING EXPENSES	2,500	110.87	2,344.95	0.00	155.05	93.80
001-907-343-00 SYC AUTO SUPPLIES	5,050	407.20	4,655.73	0.00	394.27	92.19
001-907-354-00 DRILL TEAM	1,000	0.00	570.07	0.00	429.93	57.01
001-907-355-00 DANCE TEAM	0	0.00	0.00	0.00	0.00	0.00
001-907-356-00 YOUTH BASKETBALL	18,000	0.00	10,365.29	0.00	7,634.71	57.58
001-907-357-00 TUTORING	0	0.00	0.00	0.00	0.00	0.00
001-907-358-00 MISC. DANCE/PARTIES	100	0.00	0.00	0.00	100.00	0.00
001-907-359-00 ART/DRAMA PROGRAM	0	0.00	0.00	0.00	0.00	0.00
001-907-360-00 CAMP BUCANNEER SUPPLIES	4,500	2,448.27	4,711.62	0.00 (211.62)	104.70
001-907-361-00 AFTER SCHOOL SUPPLIES	11,800	605.48	12,255.16	0.00 (455.16)	103.86
001-907-362-00 DRINK/SNACK MACHINE	0	0.00	0.00	0.00	0.00	0.00
001-907-363-00 KARATE CLASS INSTRUCTION	2,500	228.00	2,505.50	0.00 (5.50)	100.22

001-GENERAL FUND

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
001-907-364-00 SKATEPARK	0	0.00	0.00	0.00	0.00	0.00
001-907-365-00 RED RIBBON WEEK EXPENSE	0	0.00	0.00	0.00	0.00	0.00
001-907-366-00 FUND RAISER	0	0.00	0.00	0.00	0.00	0.00
001-907-367-00 GIRLS GO GOLFING	0	0.00	0.00	0.00	0.00	0.00
001-907-368-00 UCARE/SYC	0	0.00	0.00	0.00	0.00	0.00
001-907-368-01 ZUMBA	1,100	108.00	969.60	0.00	130.40	88.15
001-907-368-02 YOGA FITNESS CLASS	0	0.00	0.00	0.00	0.00	0.00
001-907-368-03 GUITAR LESSONS	0	0.00	0.00	0.00	0.00	0.00
001-907-368-04 MISC ACTIVITIES-ONE TIME	2,000	470.00	721.85	0.00	1,278.15	36.09
001-907-368-05 GRANT EXP SYCC	1,000	1,178.05	1,178.05	0.00	(178.05)	117.81
TOTAL COMMODITIES	56,150	5,809.67	46,263.76	0.00	9,886.24	82.39
CAPITAL OUTLAY						
001-907-458-00 CAPITAL CAMPAIGN (BOE & U	0	0.00	0.00	0.00	0.00	0.00
001-907-458-01 SYC CHILDRENS FESTIVAL	2,300	0.00	2,211.65	0.00	88.35	96.16
001-907-458-02 SYCC BUILDING	216,000	0.00	35,000.00	0.00	181,000.00	16.20
001-907-459-00 CAPITAL OUTLAY	25,000	0.00	21,805.14	0.00	3,194.86	87.22
001-907-459-01 SYCC CAPITOL PROPERTY PUR	0	0.00	0.00	0.00	0.00	0.00
001-907-477-00 SYC TEEN DANCES	0	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL OUTLAY	243,300	0.00	59,016.79	0.00	184,283.21	24.26
CONTRIBUTIONS						
001-907-570-00 DEPRECIATION EXP CURR YR	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
TOTAL STOCKERT YOUTH CENTER	650,997	33,686.82	450,094.48	0.00	200,902.52	69.14

APRIL-JUNE 2024 SYCC PAYMENT OF BILLS

\$2,500.00 – RECDESK LLC – YEARLY FEE FOR ONLINE PAYMENT SOFTWARE

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
STOCKERT YOUTH CENTER	MON POWER	907-213-00	UTILITIES	110 161 100 208 MAIN ST	45.92
		907-213-00	UTILITIES	110 084 592 119 SYC	614.36
		907-213-00	UTILITIES	110 084 767 208 79 E MAIN	11.48
		907-213-00	UTILITIES	110 084 767 208 79 E MAIN	45.38
		907-213-00	UTILITIES	110 084 592 119 SYC	625.77
		907-213-00	UTILITIES	110 084 767 208 79 E MAIN	12.61
		907-213-00	UTILITIES	110 161 100 208 MAIN ST	59.72
		907-213-00	UTILITIES	110 084 592 119 SYC	858.21
		907-213-00	UTILITIES	110 084 767 208 79 MAIN S	42.02
		907-368-04	MISC ACTIVITIES-ONE	PCRD-CONCESSION STAND ITEM	52.50
		907-368-04	MISC ACTIVITIES-ONE	PCRD- HOTDOG SALE SUPPLIES	22.25
		907-368-04	MISC ACTIVITIES-ONE	CONCESSIONS FOR FLEA MRKT	152.85
907-368-04	MISC ACTIVITIES-ONE	HOT DOG SALE SUPPLY	31.65		
907-360-00	CAMP BUCANNEER SUPPL	CAMP BUC SUPPLIES	171.00		
UNIFIRST CORP.		907-216-00	MAINTENANCE	ALL DEPT UNIFORMS APRIL 20	101.80
		907-216-00	MAINTENANCE	ALL DEPT UNIFORMS MAR 2024	43.19
		907-216-00	MAINTENANCE	ALLDEPT MAY RUGS & UNIFORM	70.96
LEAF		907-216-00	MAINTENANCE	GF ALL DEPT APR 2024 UNIFO	70.96
		907-341-01	OPERATING EXPENSES	COPIER LSE TOSHIBA 4518A	290.71
		907-341-01	OPERATING EXPENSES	COPIER LEASE TOSH-4518A	53.24
RITE-WAY HEATING & PLUMBING		907-341-01	OPERATING EXPENSES	COPIER LEASE TOSH 4518A	110.87
		907-341-00	MATERIALS & SUPPLIES	TOILET REPAIR PART	5.29
		907-341-00	MATERIALS & SUPPLIES	FLANGE BOLTS FOR TOILET	5.29
CARTER: LARRY		907-341-00	MATERIALS & SUPPLIES	REPAIR KIT FOR WATER	8.59
		907-363-00	KARATE CLASS INSTRUC	KARATE INSTRUCTOR	19.20
		907-363-00	KARATE CLASS INSTRUC	KARATE INSTRUCTOR	8.00
BANDLAND, LLC		907-354-00	DRILL TEAM	PCRD-BATONS	35.98
		907-354-00	DRILL TEAM	PCRD-BATONS	239.10
FEOLA'S		907-360-00	CAMP BUCANNEER SUPPL	PCRD-CAMP BUCCANEER GARDEN	15.96
WV PUBLIC EMPLOYEES INSURANC		907-105-00	GROUP INSURANCE	GF MAY 2024 HEALTH INS	2,527.92
		907-105-00	GROUP INSURANCE	GF JUNE 2024 HEALTH INS	2,527.92
MOUNTAINEER GAS COMPANY		907-213-00	UTILITIES	383925-483167 70 E MAIN ST	871.86
		907-213-00	UTILITIES	GF GAS 5-30-24	460.87
		907-213-00	UTILITIES	383925-483167 70 E MAIN ST	85.56
BUCKHANNON UPSHUR HIGH SCHOO		907-356-00	YOUTH BASKETBALL	CUSTTODIAL COST FOR BBALL	411.09
NAPA-AMTOWER AUTO SUPPLY		907-343-00	SYC AUTO SUPPLIES	STOPLIGHT SWITCH FOR BUS	24.46
MICROSOFT STORE		907-341-00	MATERIALS & SUPPLIES	PCRD-MICROSOFT 365 RENEWAL	99.00
CARE XPRESS		907-341-00	MATERIALS & SUPPLIES	DOT PYSICAL BUS DRIVER	105.00
LOWES BUSINESS ACCOUNTS/SYCC		907-360-00	CAMP BUCANNEER SUPPL	CAMP BUC, GREEN HOUSE GAR	83.13
		907-360-00	CAMP BUCANNEER SUPPL	CAMP BUC, GREEN HOUSE	10.43
		907-360-00	CAMP BUCANNEER SUPPL	GARDENING PROJECT SOIL	81.56
		907-360-00	CAMP BUCANNEER SUPPL	GARDENING PROJECT SOIL	17.40
		907-341-00	MATERIALS & SUPPLIES	WEED SPRAY FOR POISTON IV	18.98
		907-341-00	MATERIALS & SUPPLIES	BUILDING SUPPLIES MAINT	51.55
		907-216-00	MAINTENANCE	PCRD-TOILET & FLOOR REPLAC	157.14
		907-360-00	CAMP BUCANNEER SUPPL	SUPPLIES FOR GARDENING	81.56
		907-341-00	MATERIALS & SUPPLIES	RPLCMNT OF PICNIC TABLES	532.95
		907-341-00	MATERIALS & SUPPLIES	RPLCMNT OF PICNIC TABLES	18.03
SUNSET GRAPHICS LLC		907-361-00	AFTER SCHOOL SUPPLIE	PCRD-SYC PLAYGROUND SIGNS	40.00
WV MUNICIPAL LEAGUE		907-226-00	INSURANCE & BONDS	GF 2ND QTR 2024 UNEMPLOYME	342.02
WV PUBLIC EMPLOYEES RETIREME		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	219.38

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	231.06
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	235.38
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	227.88
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	216.54
		907-106-00	GROUP RETIREMENT	WV RETIREMENT CONTRIBUTION	231.22
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	290.17
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	339.71
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	263.19
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	271.46
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	247.03
		907-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	293.37
	ST JOSEPH HOSPITAL OF BUCKHA	907-341-00	MATERIALS & SUPPLIES	ST LAB TEST BRITANY N REYN	67.00
		907-341-00	MATERIALS & SUPPLIES	LAB TEST KAILEY GIBSON	67.00
	WALMART STORES INC -BUCKHANN	907-360-00	CAMP BUCANNEER SUPPL	CAMP BUC SUPPLIES	210.16
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS	100.31
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS	23.55
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SUPPLIES	43.06
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SUPPLIES	56.12
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SUPPLIES	94.36
		907-341-00	MATERIALS & SUPPLIES	BUILDING SUPPLIES	24.82
		907-360-00	CAMP BUCANNEER SUPPL	CUPS	5.16
		907-368-04	MISC ACTIVITIES-ONE	HOTDOG SALE SUPPLIES	45.10
		907-341-00	MATERIALS & SUPPLIES	TAPE AND SUPPLIES	27.50
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS & SUP	11.45
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS & SUP	5.98
		907-341-00	MATERIALS & SUPPLIES	PAINT BRUSHES	6.37
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS SUPPL	62.54
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS SUPPL	34.10
		907-341-00	MATERIALS & SUPPLIES	PCRD-INK AND PAINT SUPPLIE	81.61
		907-360-00	CAMP BUCANNEER SUPPL	CAMP BUC SUPPLIES	15.80
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SUPPLIES	103.01
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SUPPLIES	3.94
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS	31.00
		907-360-00	CAMP BUCANNEER SUPPL	CAMP BUC SUPPLIES	33.18
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SNACKS	121.35
		907-361-00	AFTER SCHOOL SUPPLIE	AFTER SCHOOL SUPPLIES	50.21
		907-341-01	OPERATING EXPENSES	PCRD-PRINTER INK	0.48
	SAM'S PIZZA	907-356-00	YOUTH BASKETBALL	END OF SEASON PIZZA PARTY	21.00
	MOUNTAIN STATE PEST GUARD	907-216-00	MAINTENANCE	SYC PEST CONTROL APRIL 202	38.50
		907-216-00	MAINTENANCE	MAY 2024 SYC PEST CONTROL	38.50
		907-216-00	MAINTENANCE	JUNE 2024 SYC PEST CONTROL	38.50
	INTERNAL REVENUE SERVICE	907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	16.82
		907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	517.99
		907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	563.38
		907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	540.53
		907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	540.56
		907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	485.46
		907-104-00	FICA TAX	FICA WITHHELD AND MATCHED	799.88
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	3.93
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	121.12
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	131.75
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	126.42
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	126.40
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	113.52

FUND: GENERAL FUND

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		907-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	187.05
	APRIL E SMALL	907-363-00	KARATE CLASS INSTRUC	INSTRUCTOR FEES	152.00
		907-368-01	ZUMBA	KICKBOXING	96.00
		907-368-01	ZUMBA	KICK BOXING INSTRUCTOR	108.00
	AMAZON.COM	907-360-00	CAMP BUCANNEER SUPPL	PCRD-FOAM SOFTBALLS	20.14
		907-360-00	CAMP BUCANNEER SUPPL	PCRD-BEE TRAPS FOR PLAYGRO	48.98
		907-368-05	GRANT EXP SYCC	PCRD-21 GALLON AUTOMATIC T	319.98
		907-360-00	CAMP BUCANNEER SUPPL	PCRD-CAMP BUCCANEER SUPPLI	67.26
		907-368-05	GRANT EXP SYCC	PCRD-TOUCHLESS VACUUM AUTO	199.00
		907-360-00	CAMP BUCANNEER SUPPL	PCRD-CAMP BUCCANEER SUPPLI	328.18
		907-368-04	MISC ACTIVITIES-ONE	PCRD-CONCESSIONS FOR STRAW	29.84
		907-368-05	GRANT EXP SYCC	PCRD-MOP BUCKET TRASH CAN	479.98
		907-368-04	MISC ACTIVITIES-ONE	PCRD-CONCESSIONS FOR STRAW	283.06
		907-368-04	MISC ACTIVITIES-ONE	PCRD-CONCESSIONS FOR STRAW	104.60
		907-360-00	CAMP BUCANNEER SUPPL	PCRD-CAMP BUCCANEER SUPPLI	34.70
		907-368-05	GRANT EXP SYCC	PCRD-CANOPY FOR OUTDOOR CL	179.09
		907-341-00	MATERIALS & SUPPLIES	PCRD-PAPER TOWELS	18.27
	RECDESK LLC	907-459-00	CAPITAL OUTLAY	SOFTWARE FOR CAC SYCC PARK	2,500.00
	PAYFLEX - INSPIRA	907-105-00	GROUP INSURANCE	GF APR 2024 HSA FEES	13.00
		907-105-00	GROUP INSURANCE	GF MAY 2024 HSA FEES	13.00
		907-105-00	GROUP INSURANCE	GF JUNE HSA FEES	13.00
	LYNX WV INC	907-213-00	UTILITIES	SYCC APR 2024 CONTRACT SER	145.00
	AT&T MOBILITY	907-211-00	TELEPHONES	PCRD-MARCH CELL PHN & GEOT	38.85
		907-211-00	TELEPHONES	PCRD-APR GEOTAB BILL	38.85
		907-211-00	TELEPHONES	PCRD-MAY GEOTAB BILL	38.85
		907-211-00	TELEPHONES	PCRD-JUN CELL PHN & GEOTAB	24.90
		907-213-00	UTILITIES	PCRD-JUN GEOTAB BIL	13.95
		907-211-00	TELEPHONES	PCRD-FEB GEOTAB BILL	38.85
	DAWN WEBB	907-363-00	KARATE CLASS INSTRUC	KARATE INSTRUCTOR	172.80
		907-363-00	KARATE CLASS INSTRUC	KARATE INSTRUCTOR	72.00
		907-363-00	KARATE CLASS INSTRUC	KARATE INSTRUCTOR	228.00
	SAMS CLUB	907-341-00	MATERIALS & SUPPLIES	PCRD-LIDS FOR CONCESSIONS	20.98
		907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTER SCHOOL SNACKS	504.11
		907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTER SCHOOL SNACKS	86.58
		907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTER SCHOOL SNACKS	587.97
		907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTER SCHL SUPPLIES	223.10
		907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTER SCHOOL SUPPLIES	35.94
		907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTER SCHOOL SNACKS	491.10
		907-361-00	AFTER SCHOOL SUPPLIE	PCRD-AFTER SCHOOL SNACKS	114.38
		907-360-00	CAMP BUCANNEER SUPPL	PCRD-CAMP BUCCANEER SUPPLI	677.68
	APPALACHIAN SIGNALS & PRODUC	907-341-00	MATERIALS & SUPPLIES	2024-21957	468.00
	FRONTIER	907-211-00	TELEPHONES	473-0145-042701-4 SYC	331.43
		907-211-00	TELEPHONES	473-0145-042701-4 SYC	328.90
		907-211-00	TELEPHONES	473-0145-042701-4 SYC	328.75
	HOVATTERS WILDLIFE ZOO	907-360-00	CAMP BUCANNEER SUPPL	PCRD-CAMP BUCCANEER FIELD	680.15
		907-360-00	CAMP BUCANNEER SUPPL	PCRD-CAMP BUCCANEER FIELD	14.16
	FLYERS ENERGY LLC	907-343-00	SYC AUTO SUPPLIES	SYC MAR 2024 FUEL BILL	181.87
		907-343-00	SYC AUTO SUPPLIES	SYC APRIL 2024 FUEL BILL	394.82
		907-343-00	SYC AUTO SUPPLIES	SYC APRIL 2024 FUEL BILL	387.31
		907-343-00	SYC AUTO SUPPLIES	SYC MAY 2024 FUEL BILL	407.20
	CINTAS	907-216-00	MAINTENANCE	SYCC RUGS & CLEANING SUPPL	56.65
	STRONG ESCAPE LLC	907-360-00	CAMP BUCANNEER SUPPL	PCRD-MOBILE ESCAPE ROOM CA	200.00
	TRAVELERS INSURANCE	907-226-00	INSURANCE & BONDS	TRAVELERS INSURANCE	2,102.62
	COMFORTECH LLC	907-216-00	MAINTENANCE	SYC ADJUSTED BLOWER & FILT	250.02

D. Department Report:

D.1 Staff Report-Upcoming Events and Current Programs – Mayor Skinner recognized SYCC Director Deborah Brockleman who presented and explained the following report (We and Our refers to SYCC):

Jun-24					
Start Date	Start	End	Event	Location	# Attended
6/01/2024	8:00 AM	6:00 PM	Building Rental-Bucanicon	Gym and Outside	157
6/03/2024	7:00 AM	5:30 PM	SYCC Camp Buccaneer	Whole building	47
6/03/2024	5:30 PM	7:30 PM	Drill Team Pictures and Party	Cafeteria and Upstairs	27
6/03/2024	5:30 PM	8:30 PM	Karate	Gym	21
6/04/2024	7:00 AM	5:30 PM	SYCC Camp Buccaneer	Whole building	43
6/04/2024	5:30 PM	6:30 PM	Kickboxing	Gym	7
6/05/2024	7:00 AM	5:30 PM	SYCC Camp Buccaneer	Whole building	46
6/05/2024	12:00 PM	1:00 PM	Tobacco Coalition Meeting	Upstairs	5
6/06/2024	7:00 AM	5:30 PM	SYCC Camp Buccaneer	Whole building	37
6/06/2024	6:30 PM	8:30 PM	Karate	Gym	22
6/07/2024	7:00 AM	5:30 PM	SYCC Camp Buccaneer	Whole building	39
6/08/2024	10:00 AM	12:00 PM	Self Defense Class	Gym	7
6/08/2024	2:00 PM	4:00 PM	Party Rental	Gym, Lounge, Game room	16
6/08/2024	5:30 PM	7:30 PM	Party Rental	Gym, Lounge, Game room	23
6/10/2024	7:00 AM	5:30 PM	SYCC Camp Buccaneer	Whole building	40
6/10/2024	5:30 PM	8:30 PM	Karate	Gym	15
6/11/2024	7:00 AM	5:30 PM	SYCC Camp Buccaneer	Whole building	36
6/11/2024	2:00 PM	6:15 PM	Violin Lessons	Upstairs	4
6/11/2024	5:30 PM	6:30 PM	Kickboxing	Gym	9
6/12/2024	9:00 AM	10:00 AM	Gym Usage-Baton Practice	Gym	2
6/13/2024	7:00 AM	5:30 PM	SYCC Camp Buccaneer	Whole building	40
6/13/2024	6:30 PM	8:30 PM	Karate	Gym	10
6/14/2024	7:00 AM	5:30 PM	SYCC Camp Buccaneer	Whole building	28
6/14/2024	12:00 PM	1:00 PM	Playground Day-BCT CAC	Playground	37
6/15/2024	12:00 PM	5:00 PM	Party Rental	Gym, Lounge, Game room	38
6/17/2024	7:00 AM	5:30 PM	SYCC Camp Buccaneer	Whole building	47
6/17/2024	5:30 PM	8:30 PM	Karate	Gym	11
6/18/2024	7:00 AM	5:30 PM	SYCC Camp Buccaneer	Whole building	34
6/18/2024	2:00 PM	6:15 PM	Violin Lessons	Upstairs	4
6/18/2024	5:30 PM	6:30 PM	Kickboxing	Gym	6
6/19/2024	7:00 AM	5:30 PM	SYCC Camp Buccaneer	Whole building	42
6/19/2024	9:00 AM	10:00 AM	Gym Usage-Baton Practice	Gym	2
6/20/2024	7:00 AM	5:30 PM	SYCC Camp Buccaneer	Whole building	42
6/20/2024	6:30 PM	8:30 PM	Karate	Gym	15
6/21/2024	7:00 AM	5:30 PM	SYCC Camp Buccaneer	Whole building	37
6/24/2024	7:00 AM	5:30 PM	SYCC Camp Buccaneer	Whole building	49
6/24/2024	5:30 PM	8:30 PM	Karate	Gym	13
6/25/2024	7:00 AM	5:30 PM	SYCC Camp Buccaneer	Whole building	37

6/25/2024	5:30 PM	6:30 PM	Kickboxing	Gym	7
6/26/2024	7:00 AM	5:30 PM	SYCC Camp Buccaneer	Whole building	40
6/26/2024	12:00 PM	1:00 PM	Gym Usage-Baton Practice	Gym	2
6/27/2024	7:00 AM	5:30 PM	SYCC Camp Buccaneer	Whole building	44
6/27/2024	6:30 PM	8:30 PM	Karate	Gym	12
6/28/2024	7:00 AM	5:30 PM	SYCC Camp Buccaneer	Whole building	30

1230

Stockert Youth & Community Center
Board of Director's Meeting
Staff Report

April-July 2024

Fund Raising Activities and Events

We have had a few fundraising activities in April and May 2024. All fundraising proceeds will go toward the replacement of the existing gym floor at SYCC.

- Donut fund raiser with the Donut Spot, which we took orders for donuts.
- Indoor Flea Market April 20 at SYCC Gym and outdoor area and Hot Dog sale.
- During the Strawberry Festival we sold lemonade and pepperoni rolls
- We are planning a BINGO later this year on Sept 28 and Nov 2. This will allow us to get the Bingo and raffle permits.
- We are currently selling raffle tickets on a table and chair set which was handcrafted by a local Artisan. The ticket are available at SYCC. Cost is \$10 each.
- Karate student are having a car wash and bake Sale July 13, 12pm-4pm; all funds will be used to buy equipment for the dojo.

Camp Buccaneer

Camp began on June 3 and will end on Aug 9. We have had an average 50 per day. We have 98 campers registered. Campers have enjoyed field trips, swimming 2 days per week, gardening projects with the gardening club, bowling at Woody's Bowling Center and endless activities including arts and crafts, circle time, playground time, gym and game room time. Attached is the field trip schedule. Also on July 25 the campers will have a talent show which will be held at the Colonial Theater.

Building

- Health inspection with no issues found on June 4, 2024. Inspections are attached
- The current gym floor project will need to be bid out which will require the project to be placed in the local newspaper and bids to be submitted to City Hall. The gym specifications can be supplied and are available at SYCC.
- We also need the gym painted. I have called the one call contractor and waiting to find out when we can get on his schedule.
- There are repairs needed on the red bus. The City garage mechanic is trying to get repairs done in the next week before the after school program starts back. He also advised that the bus is getting too old to repair and we should start looking for a replacement.
- The wooden fence by the volley ball court is in need of repairs or removal. The fence is covered in poison ivy and over growth. A replacement fence may be needed due to being adjoined to another property and a busy side street.

Home School Service Provider

We have been approached by the Home School groups that use our building weekly during the school year. They have ask if you would consider being an Authorized Education Provider through the Hope Scholarship program. What this means for the SYCC, the programs we already have would be eligible for payment from the Hope Scholarship Fund for the students who are receiving the Hope Scholarship. The only additional program offerings would be a gym class and an Arts class which we have instructors already committed. For SYCC to become a provider we would need to become a provider by creating a profile and provide information related to the approved services offered for Hope Scholarship students and agree to the Education Service Provider Terms and Conditions. The Provider Responsibilities are listed in the Service Provider Handbook which I have and can make available if needed.

Handbooks

SYCC staff handbook, SYCC parent handbook, DHHR Regulations for staff, and the City of Buckhannon Handbook are the guidance we use in daily operations at SYCC. The handbooks are available at this meeting and copies can be made available if needed.

SYCC Youth Basketball gym use

I spoke with the superintendent of Upshur Co schools about our gym use during the winter and she sent a new form for us to use which is different due to the levy not passing. She didn't imply that anything would change with the school being a Quad A school now and we should still have amply time for our program. There will still be a charge for us to reserve gym time and I have submitted the necessary paperwork for the winter league.

Upcoming

- Planning for After School and will beginning Aug 15
- Children's Festival will be on Sept 14 and we are planning for it
- Bingo fund raiser will be on Sept 28; Doors will open at 12 pm and Bingo starts at 2pm. Volunteers needed!

-New Policy implementation as of April 3, 2024

Prior to April 3, 2024 during our After School and Summer Camp programs when our kids were outside on our playground it was a closed campus per the WV State Licensing regulations. After much concern as our playground is also for public use I contacted our Licensing Specialist about the current regulation. After several more phone calls and explanations as to how we operate and the age of children in our programs we have authorization to make a policy revision to the current regulation.

Our revised policy will read as follows:

Our playground is no longer a closed campus during the after school and summer camp programs. When involving children in outdoor activities, Staff counselors will divide children into small groups of 8 or less and supervise accordingly as done on field trips or off campus activities. Children can play and interact on the playground as they always have but Staff will be assigned to supervise children in their group. This revision should not affect the outdoor activities of our kids in any way. This revision is put in place as a layer of safety for children in our programs. All staff will continue to monitor playground activities and have a radio on their person for communication at all times.

A general Q&A with the board occurred following the Manager's report. Of the items discussed in detail; it was determined that we could not act on the Home School Service Provider utilizing the Hope Scholarship program until the next meeting as there was no agenda item for it. Also, while Mrs. Brockleman had copies of all the handbooks that the Board has requested to have for review, it was determined to be more efficient for her to email those copies either to the Board Members or to Teresa Summers for distribution to the Board Members.

E. Correspondence and Information:

E.1 Meeting Notice Special Joint Session with City Council 07/11/24 at 5:30PM

E.2 USDA Letter of Intent to Meet Conditions

Form RD 1942-46
(Rev. 6-10)

Position 3
UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT

FORM APPROVED
OMB NO. 0575-0015
OMB NO. 0570-0062

LETTER OF INTENT TO MEET CONDITIONS

Date 06-25-2024

TO: United States Department of Agriculture

Rural Development

(Name of USDA Agency)

1550 Earl Core Rd.
Morgantown, WV 26505

(USDA Agency Office Address)

We have reviewed and understand the conditions set forth in your letter dated 06-25-2024. It is our intent to meet all of them not later than 06-25-2025.

City of Buckhannon Municipal Building Commission

(Name of Association)

BY Jane Godwin
Jane Godwin, Chairwoman

(Title)

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0575-0015 and 0570-0062. The time required to complete this information collection is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data, needed, and completing and reviewing the collection of information.

E.3 USDA Request for Obligation of Funds (Financial Assistance is subject to the Letter of Conditions)

USDA Form RD 1940-1 (Rev. 06-10) REQUEST FOR OBLIGATION OF FUNDS FORM APPROVED OMB No. 0570-0062

INSTRUCTIONS-TYPE IN CAPITALIZED ELITE TYPE IN SPACES MARKED () Complete Items 1 through 29 and applicable Items 30 through 34. See FMI.					
1. CASE NUMBER ST CO BORROWER ID 57-049-*****0152		LOAN NUMBER		FISCAL YEAR	
2. BORROWER NAME City of Buckhannon Municipal Building Commission		3. NUMBER NAME FIELDS (1, 2, or 3 from Item 2)			
		4. STATE NAME West Virginia		5. COUNTY NAME Upshur	
GENERAL BORROWER/LOAN INFORMATION					
6. RACE/ETHNIC CLASSIFICATION 1-WHITE 4-HISPANIC 2-BLACK 5-API 3-ANIAN		7. TYPE OF APPLICANT 1-INDIVIDUAL 5-ORG. OF FARMERS 2-PARTNERSHIP 6-NONPROFIT-SECULAR 3-CORPORATION 8-NONPROFIT-FAITH BASED 4-PUBLIC BODY 9-INDIAN TRIBE 10-PUBLIC COLLEGE/UNIVERSITY 11-OTHER		8. COLLATERAL CODE 1-REAL ESTATE 4-MACHINERY ONLY 2-SECURED 5-LIVESTOCK ONLY 3-REAL ESTATE AND CHATTEL 6-CROPS ONLY 7-NOTE ONLY OR CHATTEL ONLY 8-RLF ACCT	
9. EMPLOYEE RELATIONSHIP CODE 1-EMPLOYEE 2-MEMBER OF FAMILY 3-CLOSE RELATIVE 4-ASSOC.		10. SEX CODE 1-MALE 3-FAMILY UNIT 2-FEMALE 4-ORGAN MALE OWNED 5-ORGAN FEMALE OWNED 6-PUBLIC BODY		11. MARITAL STATUS 1-MARRIED 2-UNMARRIED (INCLUDES WIDOWED/DIVORCED) 3-SEPARATED	
12. VETERAN CODE 1-YES 2-NO		13. CREDIT REPORT 1-YES 2-NO			
14. DIRECT PAYMENT (See FMI)		15. TYPE OF PAYMENT 1-MONTHLY 3-SEMI-ANNUALLY 2-ANNUALLY 4-QUARTERLY		16. FEE INSPECTION 1-YES 2-NO	
17. COMMUNITY SIZE 1-10 000 OR LESS (FOR SFH AND OVER 10,000 HRS ONLY)		18. USE OF FUNDS CODE (See FMI)			
COMPLETE FOR OBLIGATION OF FUNDS					
19. TYPE OF ASSISTANCE (See FMI)		20. PURPOSE CODE		21. SOURCE OF FUNDS	
22. TYPE OF ACTION 1-OBLIGATION ONLY 2-OBLIGATION/CHECK REQUEST 3-CORRECTION OF OBLIGATION		23. TYPE OF SUBMISSION 1-INITIAL 2-SUBSEQUENT		24. AMOUNT OF LOAN 4,000,000.00	
25. AMOUNT OF GRANT		26. AMOUNT OF IMMEDIATE ADVANCE		27. DATE OF APPROVAL MO DAY YR	
				28. INTEREST RATE 3.5 %	
				29. REPAYMENT TERMS 30	
COMPLETE FOR COMMUNITY PROGRAM AND CERTAIN MULTIPLE-FAMILY HOUSING LOANS					
30. PROFIT TYPE 1-FULL PROFIT 2-LIMITED PROFIT 3-NONPROFIT					
31. DISASTER DESIGNATION NUMBER (See FMI)			32. TYPE OF SALE 1-CREDIT SALE ONLY 2-ASSUMPTION ONLY 3-CREDIT SALE WITH SUBSEQUENT LOAN 4-ASSUMPTION WITH SUBSEQUENT LOAN		
33. OBLIGATION DATE MO DA YR			34. BEGINNING FARMER/RANCHER (See FMI)		

If the decision contained above in this form results in denial, reduction or cancellation of USDA assistance, you may appeal this decision and have a hearing or you may request a review in lieu of a hearing. Please use the form we have included for this purpose.

Position 2

ORIGINAL - Borrower's Case Folder COPY 1 - Finance Office COPY 2 - Applicant/Lender COPY 3 - State Office

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0570-0062. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

CERTIFICATION APPROVAL

For All Farmers Programs

EM, OL, FO, and SW Loans

This loan is approved subject to the availability of funds. If this loan does not close for any reason within 90 days from the date of approval on this document, the approval official will request updated eligibility information. The undersigned loan applicant agrees that the approval official will have 14 working days to review any updated information prior to submitting this document for obligation of funds. If there have been significant changes that may affect eligibility, a decision as to eligibility and feasibility will be made within 30 days from the time the applicant provides the necessary information.

If this is a loan approval for which a lien and/or title search is necessary, the undersigned applicant agrees that the 15-working-day loan closing requirement may be exceeded for the purposes of the applicant's legal representative completing title work and completing loan closing.

35. COMMENTS AND REQUIREMENTS OF CERTIFYING OFFICIAL
Financial assistance is subject to the Letter of Conditions.

36. I HEREBY CERTIFY that I am unable to obtain sufficient credit elsewhere to finance my actual needs at reasonable rates and terms, taking into consideration prevailing private and cooperative rates and terms in or near my community for loans for similar purposes and periods of time. I agree to use the sum specified herein, subject to and in accordance with regulations applicable to the type of assistance indicated above, and request payment of such sum. I agree to report to USDA any material adverse changes, financial or otherwise, that occur prior to loan closing. I certify that no part of the sum specified herein has been received. I have reviewed the loan approval requirements and comments associated with this loan request and agree to comply with these provisions.

(For FP loans at eligible terms only) If this loan is approved, I elect the interest rate to be charged on my loan to be the lower of the interest rate in effect at the time of loan approval or loan closing. If I check "NO", the interest rate charged on my loan will be the rate specified in Item 28 of this form. YES NO

WARNING: Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined under this title or imprisoned not more than five years, or both."

Date: Jan 26, 20 24 Jane Godwin
Jane Godwin, Chairwoman (Signature of Applicant)

Date: _____, 20 _____
(Signature of Co-Applicant)

37. I HEREBY CERTIFY that all of the committee and administrative determinations and certifications required by regulations prerequisite to providing assistance of the type indicated above have been made and that evidence thereof is in the docket, and that all requirements of pertinent regulations have been complied with. I hereby approve the above-described assistance in the amount set forth above, and by this document, subject to the availability of funds, the Government agrees to advance such amount to the applicant for the purpose of and subject to the availability prescribed by regulations applicable to this type of assistance.

(Signature of Approving Official)

Typed or Printed Name: _____

Date Approved: _____ Title: _____

38. TO THE APPLICANT: As of this date _____, this is notice that your application for financial assistance from the USDA has been approved, as indicated above, subject to the availability of funds and other conditions required by the USDA. If you have any questions contact the appropriate USDA Servicing Office.

E.4 USDA Letter of Conditions for a Community Facilities Program Loan



United States Department of Agriculture

June 26, 2024

Jane Godwin, Chairwoman
City of Buckhannon Municipal Building Commission
70 East Main Street
Buckhannon, WV 26201

Subject: Letter of Conditions for a Community Facilities Program Loan
to Stockert Youth & Community Center

Dear Ms. Godwin:

This letter, with attachments, establishes conditions that must be understood and agreed to by the applicant before further consideration may be given to the application for Federal Assistance. The State and Area Office staff of USDA Rural Development (RD) will administer the loan funds for this project on behalf of the Rural Housing Service. All parties may access information and regulations referenced in this letter at our website located at:

<https://www.rd.usda.gov/programs-services/community-facilities>. Any changes in project cost, source of funds, scope of services, or any other significant change (this includes significant changes in the Borrower's financial condition, operation, organizational structure or executive leadership) in the project or applicant must be reported to and approved by USDA Rural Development by written amendment to this letter. **Any changes not approved by USDA Rural Development will be cause for discontinuing processing of the application.** If you do not meet the conditions of this letter, the Agency reserves the right to withdraw Agency funding.

This letter is not to be considered as loan approval or as representation to the availability of funds. The application can be processed on the basis of a USDA Rural Development loan not to exceed **\$4,000,000**. Funds for this project are provided by the Rural Housing Service (RHS).

Please complete and return the attached Form RD 1942-46, "Letter of Intent to Meet Conditions," and Form RD 1940-1, "Request for Obligation of Funds," within the next ten (10) days, if you desire that we give further consideration to your application. The execution of these and all other documents required by USDA Rural Development must be authorized by appropriate resolutions of the applicant's governing body.

The loan will be considered approved on the date Form RD 1940-1, "Request for Obligation of Funds," is mailed by USDA Rural Development. This is also the date that the interest rate is established. If the interest rate is lower at the time of loan closing, you must make a request in writing to receive the lower rate in effect.

The loan will be repayable over a period not to exceed 30 years from the date of loan closing at the market interest rate. The loan repayment will be made in amortized monthly/annual installments.

Project Budget—Based on Standard Form 424, "Application for Federal Assistance," the project cost and funding will be as follows:

a.	<u>Project Cost</u>	<u>Total</u>	<u>USDA Loan</u>	<u>Applicant Contribution</u>
	Construction	\$3,636,000	\$3,636,000	
	Bond Counsel	\$47,500		\$47,500
	Contingencies	\$364,000	\$364,000	
	Construction Interest	\$391,500		\$391,500
	TOTAL:	\$4,439,000	\$4,000,000	\$439,000
b.	<u>Source of Funds</u>			
	USDA Loan	\$4,000,000		
	Applicant Contribution	\$439,000		
	TOTAL:	\$4,439,000		

Any changes in funding sources following obligation of Agency funds must be reported to the processing official. Project feasibility and funding will be reassessed if there is a significant change in project costs after bids are received. If actual project costs exceed the project cost estimates, an additional contribution by the borrower may be necessary.

The applicant will ensure projects are completed in a timely, efficient, and economical manner. Section I of the attached conditions (Items 1—21) must be satisfied prior to interim loan closing or before construction begins, whichever occurs first, in either case not later than one (1) year from the date of this letter. **In the event the project has not advanced to the point of construction within one (1) year, USDA Rural Development reserves the right to discontinue the processing of the application.**

If you have any questions, feel free to contact this office.

Sincerely,

**STEVEN
COLLINS**

STEVEN G. COLLINS
Area Director

Digitally signed by STEVEN
COLLINS
Date: 2024.06.26 13:53:17
-04'00'

F. Consent Agenda:

F.1 Approval of minutes 04/04/24 – Mayor Skinner asked for any necessary corrections or a motion to approve the minutes 04/04/24 as presented.

Martin/Nestor made a motion to approve the Consent Agenda as presented. Motion carried.

G. Strategic Issues for Discussion and Vote:

G.1 Repair Wood Panel Fence on South Florida Street Side- Security Issues – Mayor Skinner noted that we had discussed this earlier in the meeting but had not yet acted. He then asked for the will of the Board to be expressed. Board Member Pam Bucklew suggested that Jerry Arnold and the Street Department crew make any necessary repairs to it for now. With no objection, that suggestion was accepted by the Chair. No further action was necessary.



G.2 Employee Pay Increase – Debra Brockleman explained that she has several employees who have been with the program for a long time and we still making minimum wage. She is asking for certain increases for the full-time and the part-time employees. Recommendations for wage increase were provided to the Board Members for review. Afterwards, this motion was presented:

Nestor/Shobe motioned to approve the SYCC employee wage increases as presented by the SYCC Director, effective August 1, 2024. The motion carried.

G.3 Continued Discussion Multi-Purpose Building/Gym-Building Options/Cost/Envision –
Both Amby Jenkins and Jay Hollen reviewed the City of Buckhannon Stockert Youth & Community Center Project summary of items still needed before the Rural Development can authorize bidding on the contractor's contracts. A discussion took place.



United States Department of Agriculture

City of Buckhannon
Stockert Youth & Community Center Project
Items That Must Be Addressed Before Bidding Can Be Authorized
By USDA Rural Development – updated 07-08-24

This list is meant as a summary of the items still needed before Rural Development (RD) can authorize bidding on the construction contracts. The Letter of Conditions (LOC) dated June 26, 2024 is the "official" document outlining the USDA requirements. This unofficial list does not replace or modify those official documents in any way. Items in green are to be completed by USDA RD Staff.

1. The following documents should be adopted by the Commission and signed by the Chair:
 - a. Copy of minutes indicating that the Commission voted to proceed with the project as outlined in the USDA Letter of Conditions (LOC) dated June 26, 2024
 - b. Certification of Drug-Free Workplace – Form AD 1049
 - c. Assurance Agreement – Form RD 400-4
 - d. Loan Resolution – Form RD 1942-47 (item 3a)
 - e. Letter of Intent to Meet Conditions – Form RD 1942-46
 - f. Request for Obligation of Funds – Form RD 1940-1
 - g. Certification of Compliance
2. Copy of proposed interim financing package prior to execution (item 2a)
3. OGC Approval of interim financing documents
4. Copy of lease revenue bond with lease agreement (item 3b)
5. OGC review of lease revenue bond and lease agreement (item 3b)
6. Deposit Account Control Agreement (item 3d)
7. Copy of Appraisal Report (item 4)
8. USDA approval of appraisal
9. Evidence of insurance and fidelity bond coverage (item 5)
- ~~10. Written agreement with bond counsel (item 7)~~
- ~~11. Agreement for legal services (item 7)~~
- ~~12. Agreement with architect on form AIA B101 (item 7)~~
13. Preliminary Land and ROW's on Forms RD 442-21 and 442-22 (item 8)
14. USDA Review of Land and ROW
15. Evidence that all required permits have been obtained (item 10)
- ~~16. Conflict of Interest Policy (item 9a)~~
17. Disclosure of planned or potential transactions that may present the appearance of a conflict of interest or negative disclosure if none (item 9a)
18. Draft agreements of any contracts for other services/lease agreement (if applicable) (item 9b & 9d)

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- ~~19. Environmental Review (item 11)~~
- ~~20. Architectural contract documents, plans and specifications submitted for review and approval (item 12)~~
 - ~~i. Plans and specifications~~
 - ~~ii. Draft construction bid documents~~
21. USDA approval of plans and contract documents.
22. Bid Authorization

Once the items above have been submitted or adequately addressed, USDA Rural Development should be in a position to authorize bidding on the project construction contracts.

The items below will be submitted or addressed between the authorization to bid and the loan closing.

1. Evidence of debt service reserve account established (item 1 of LOC)
2. Evidence of capital asset replacement reserve account established (item 1)
3. Evidence of applicant contribution deposited to project account (item 2b)
4. Electronic Funds Transfer Payment Enrollment Form SF 3881 (item 2e)
5. Form RD 3550-28, "Authorization Agreement for Pre-Authorized Payments (item 16)
- ~~6. Evidence of SAM registration (item 19)~~
7. Debarment screening of principals (item 20)
8. Notice of pending litigation (if applicable) (item 21)
9. Final plans and specifications
10. Bid award information
11. USDA to issue concurrence for issuing the Notice of Award to the contractors, which will have a list of requirements to be met
12. Project Engineers written recommendation of contractors to the owner
13. Written acceptance of contractors by the owner (City of Buckhannon MBC)
14. Resumes of proposed project inspector (item 1 of LOC during construction list)
15. Written acceptance of inspectors by the project owner
16. Good project budget that is accurate, feasible, and acceptable to all parties involved
17. First requisition prepared and submitted to USDA for review and approval
18. OGC and USDA State Office Closing Instructions issued to Area Office

19. Date, time and location for pre-closing and pre-construction conference set and USDA closing letter sent out with a list of items to be addressed before loan and grant closing.
20. Payment and performance bonds for contractors submitted for USDA review
21. Executed contract documents
22. USDA State Engineer to sign concurrence on contract documents
23. Project attorney to sign certification regarding payment and performance bonds
24. Civil Rights Compliance Review completed by USDA
25. USDA to provide Form RD 400-3 Notice to each contractor along with the appropriate posters to display on their job sites.
26. Pre-closing meeting and pre-construction conference to be held
27. Final attorney work dated for the actual closing date
28. Bond transcript documents provided to USDA
29. USDA Area Office to request final OGC Opinion.
30. OGC to issue final opinion.

NOTES:

- The City must keep their System for Award Management (SAM) Registration current throughout the entire project. Our records indicate that this registration expires March 24, 2025.
- The Electronic Funds Transfer Enrollment Form will be sent to the City to be completed and returned shortly after USDA authorizes bidding on the construction contracts.
- This is provided as a checklist to assist the City in getting to the point of receiving an authorization to bid from USDA RD. Remember the LOC dated June 24, 2024 contains the official lists of conditions to be met.

H. Board Member Comments and Announcements:

Pam Bucklew asked for more details on the SYCC Bingo event and suggested that we sell TIPS.

Pam Martin spoke about the Camp Buccaneer and recounted some interactions she had. She was very pleased with the program.

Jessica Vincent thanked Debora Brockleman for a very productive meeting discussing the WVWC Community Partnership Program.

Nancy Shobe was very excited with the progress on the SYCC project and suggested to Mayor Skinner that perhaps there should be an SYCC Building Committee created by next year.

Don Nestor also expressed his pleasure with the progress of the building project. He then spoke of a recent article on the educational challenges students face in West Virginia.

Recorder Sanders expressed his appreciation at where we on concerning the SYCC Building project.

There were no other Board Member comments.

I. Adjournment:

Nestor made a motion to adjourn at 5:17 PM.

Mayor Robert N. Skinner III

Recorder Randall H. Sanders
