

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

A scheduled meeting of the Consolidated Public Works Board was held at Buckhannon City Hall, 70 East Main Street, on Thursday, March 27, 2025, at 7:30 a.m., with the following in attendance (GTM – GoToMeeting):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Absent
Board Member	Rob Zuliani	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
Office Manager	Barbara Hinkle	Present
Director of Public Works	Ethan Crosten	Present
City Engineer	Jay Hollen	Present -GTM
Street Superintendent	Bradley Hawkins	Present
Assistant Street Superintendent	Andrew Loudin	Present

Guests: Monica Zalaznik, My Buckhannon; Amanda Hayes, Miranda Osburn, HeadStart, -GTM

City of Buckhannon Consolidated Public Works Board Meeting Agenda
8:00 A.M. Thursday, December 5, 2024
Council Chambers 70 East Main Street

1. Call to Order
2. Moment of Silent Reflection
3. Pledge of Allegiance
4. Approval of Previous Meeting Minutes: 02/27/2025
5. Public Comment – Motion to Open & Close Requested
6. Recognition of Guests and Requests
 - a. Amanda Hayes, Chair of the Upshur County Tobacco Prevention Coalition: Public Service Message
7. Financial Report – Director of Finance, Amberle Jenkins
 - a. CPWB Budget Revision
8. Department Report –Street Department & Parks Superintendent Brad Hawkins
9. Old Business Discussions:
 - a. M.O.U COB & Foster Marketing Group/ Trader’s Alley Parking Lot-ADA Compliance
 - b. COB Horticultural Program 2025
10. New Business Discussions:
 - a. Event Request-Middlefork River Campground Fundraising Public Event - NPRFP Pav #1 on 05/17/25
 - b. Event Request- Relay for Life Celebration at Jawbone Park on 07/19/25 (No Road Closure)
 - c. Event Request-Head Start Easter Egg Hunt on 04/11/25 NBRFP
 - d. Event Request-Fred Brooks Garden Club Plant Sale at Jawbone Park on 05/19/25
 - e. Event Request-Blast From the Past Car Show-Main Street Closure on 0726/25
 - f. 2nd Addition Cemetery Take Back- Section B Lot 45R Space 2
 - g. 2nd Addition Cemetery Take Back -Section B Lot 43R Spaces 2 & 4 And Section B Lot 45R Spaces 6 & 8
 - h. The Bob Wallace Bridge at the Poundstone River Walk Trail Replace with Culvert
 - i. Nature Park & Learning Trail at the Poundstone River Walk Trail Informational Signage Installation
 - j. Approval/Recommendation Street Department Projects FY 2025/2026
 - k. Fence installation at SYCC
 - l. Discussion/Possible Action Recommendations from the Parks & Recreation Advisory Board
11. Report of Events, Correspondence, and Information
 - a. Health Dept. Sanitation Inspection Report- NBRFP & City Park
 - b. 2025 Street Paving Projects Priority List
 - c. 2025 Cemetery Mowing Contract- COB & Everson Carr Farms LLC
 - d. 2025 City Owned Properties Mowing Contract-COB & Wanderscape LLC
 - e. Morton Ave Sidewalk & Lighting Project: Selection of Consulting Engineer Firm for Surveying Services & Notice to Proceed
 - f. Request For Proposal Vehicle Third Party Towing & Storage Services
 - g. Approved WVDOH MM109 Permits for Main Street Closure during the WVSF Events
12. Board Members’ Remarks and Announcements
13. Declaration of Adjournment

1. Call to Order: At 7:30 a.m., Mayor Robbie Skinner called the March 27, 2025, meeting of the Consolidated Public Works Board to order.

2. Moment of Silent Reflection: Mayor Skinner invited those in attendance to join in silent reflection.

3. Pledge of Allegiance: Mayor Skinner led those in attendance in the Pledge of Allegiance.

4. Approval of Previous Meeting Minutes: 02/27/2025

5. Public Comment – Motion to Open & Close Requested- Mayor Skinner noted that was no one present to address the Board, so no action was necessary.

6. Recognition of Guests and Requests

a. Amanda Hayes, Chair of the Upshur County Tobacco Prevention Coalition: Regarding a Public Service Message: The UCTPC requests new signage especially in Jawbone Park as the signs that are there are very faded. They also request to share the billboard across from Sheetz to display closer to time for the Strawberry Festival. The coalition met with Chief Gregory who suggested gathering more information. Discussion followed regarding the effectiveness of signs versus announcements at festivals and gatherings, social media posts, street broadcast, message board, uniform signage in parks, etc.

Upshur County Tobacco Prevention Coalition

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

Dear Consolidated Public Works Board,

I am writing on behalf of the Upshur County Tobacco Prevention Coalition (UCTPC), an organization dedicated to promoting health and wellness in our community by reducing tobacco use and its harmful effects. We are reaching out to request your support in amplifying our anti-tobacco efforts during the upcoming West Virginia Strawberry Festival and beyond, through the use of various community-focused platforms.

Our coalition is committed to raising awareness about the dangers of tobacco use and encouraging healthy, tobacco-free lifestyles. We believe that a concerted effort to increase visibility around these issues during the festival and within public spaces can have a significant impact on our community's health. The City of Buckhannon has Ordinance 372 preventing tobacco use in festival areas and city parks, but in recent years the messages seems to have been diminished.

Therefore, we respectfully request the following:

- 1. Larger Signs During WVSF Week:** We ask for the display of larger, more visible signs in and around festival areas, prominently featuring anti-tobacco messaging. These signs would serve as an important reminder about Ordinance 372.
- 2. Permanent Signage in Parks:** We would also like to see the installation of new attractive, permanent signage in our local parks that promotes Ordinance 372. These signs should be easily seen by visitors and should reinforce the message that tobacco use is not welcome in these public spaces.
- 3. City Message Board Slot:** We request the use of a slot on the city's electronic message board to broadcast anti-tobacco messages, including a reminder of **Ordinance 372**, which restricts tobacco use in festival areas the week of the WVSF May 10-18. This would be an effective way to reach a wide audience and reinforce our community's commitment to reducing tobacco use.
- 4. Street Broadcast Reminders:** We ask that a periodic reminder of **Ordinance 372** be broadcast using Main Street speakers to further educate the public about tobacco-free spaces and the ordinance's importance in maintaining a healthier community.
- 5. Social Media Post on City Website:** Lastly, we propose the inclusion of a shareable social media post on the city's website that highlights **Ordinance 372**. This would help to spread awareness across platforms, ensuring that as many residents as possible are informed and able to share this important message.

We truly believe that these initiatives would have a positive impact in reducing tobacco use and promoting healthier lifestyles in our community

Thank you for your consideration of these requests. We look forward to the opportunity to work together to remind the public about Ordinance 372.

Sincerely,
Amanda Hayes
Upshur County Tobacco Prevention Coalition chair

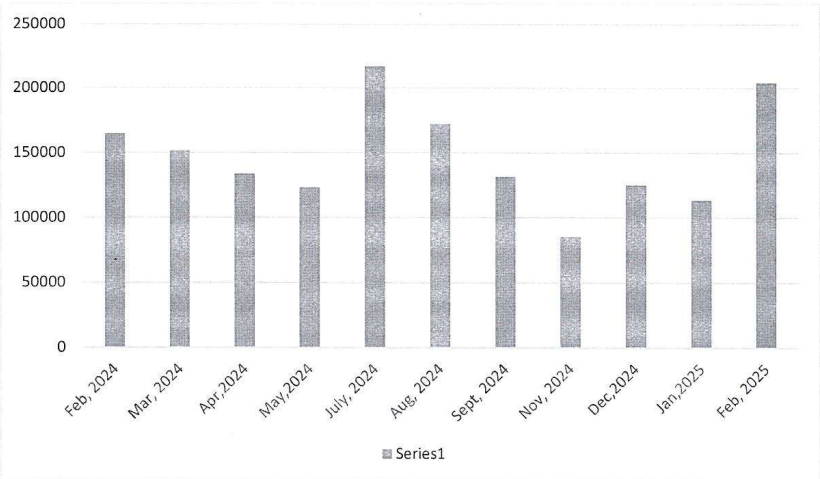
Motion by Zuliani/Reger to grant the line items #2 Permanent Signage in Parks, #3 City Message Board Slot, #4 Street Broadcast Reminders and #5 Social Media Post on City Website, of letter presented by the UCTPC as soon as possible. Motion carried.

7. Financial Report – Director of Finance, Amberle Jenkins: Mrs. Jenkins presented the finance report.

CONSOLIDATED PUBLIC WORKS BOARD
CITY OF BUCKHANNON
BALANCE SHEET

Money market & checking balance:
February 28, 2025 \$204,222.55

Cemetery CD and savings matures April 2026 \$ 240,204.32



DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
BOARD	MON POWER	700-343-00	MAT&SUPP-PARKS	110088938128 44 6TH ST	13.64
		700-343-00	MAT&SUPP-PARKS	110088938045 61 CLEVELAND	23.94
		700-343-00	MAT&SUPP-PARKS	110088938086 PARK STREET	32.36
		700-343-00	MAT&SUPP-PARKS	110087901580 FLAG POLE-	20.00
		700-342-00	MAT & SUPP - PARKING	110112520876 PRK LOT 3	51.92
		700-342-00	MAT & SUPP - PARKING	110112520819 PRK LOT 3	10.52
		700-342-00	MAT & SUPP - PARKING	110112520926 PRK LOT 3	10.52
		700-342-00	MAT & SUPP - PARKING	110116755015 LOT 3 FAIRS &	10.66
		700-343-00	MAT&SUPP-PARKS	110149193085 JAWBONE PRK 1	21.54
		700-343-00	MAT&SUPP-PARKS	110089164682 JAWBONE PARK	537.42
		700-343-00	MAT&SUPP-PARKS	110086639413 PARK STREET	255.65
		700-343-01	DOG PARK EXP	110137251630 WALK TRAIL LN	12.62
		700-343-00	MAT&SUPP-PARKS	110141766342 13 MARION ST	10.52
		700-343-00	MAT&SUPP-PARKS	110160309727 15 MADISON ST	52.66
		700-343-00	MAT&SUPP-PARKS	110160309776 15 MADISON ST	10.89
		700-343-00	MAT&SUPP-PARKS	110 167 794 582 SPRING ST	77.84
	VALLEY STEEL SERVICE	700-343-00	MAT&SUPP-PARKS	ANGLE C CHANNEL FOR STAGE	475.04
	ENCOVA INSURANCE	700-226-00	INSURANCE & BONDS	WCN60077140 1-2 TO 2-2-25	117.60
	CITY OF BUCKHANNON GENERAL F	700-226-00	INSURANCE & BONDS	REIMB JAN 2025 WORKES COMP	117.60
	LOWES BUSINESS ACCOUNTS/SYNC	700-343-00	MAT&SUPP-PARKS	WATERLINE FITTINGS JAWBON	63.11
		700-343-00	MAT&SUPP-PARKS	HEATE FOR WALKTRAIL	150.10
		700-343-00	MAT&SUPP-PARKS	LUNMBER FOR JAWBONE STAGE	325.81
		700-343-00	MAT&SUPP-PARKS	TAP CONS	86.37
		700-343-00	MAT&SUPP-PARKS	LUNMBER FOR JAWBONE STAGE	154.68
		700-343-00	MAT&SUPP-PARKS	LUNMBER FOR JAWBONE STAGE	77.82
		700-343-00	MAT&SUPP-PARKS	TAPCONS AND SCREWS	384.10
		700-343-00	MAT&SUPP-PARKS	LUNMBER FOR JAWBONE STAGE	521.38
		700-343-00	MAT&SUPP-PARKS	PLASTIC & RIGHT ANGLE ATT	64.07
		700-343-00	MAT&SUPP-PARKS	BOLTS FOR JAWBOE STA	63.80
	GEORGE L. WILSON INC.	700-343-00	MAT&SUPP-PARKS	#5 REBAR FOR STAGE AT JAW	148.53
	WV PUBLIC EMPLOYEES RETIREME	700-343-00	MAT&SUPP-PARKS	WEDGE ANCHORS AND WALL TI	277.00
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	54.51
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	193.27

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	62.07
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	187.20
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	170.69
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	252.96
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	39.92
	INTERNAL REVENUE SERVICE	700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	59.16
		700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-ASSORTED FLOWERS	689.67
		700-343-00	MAT&SUPP-PARKS	PCRD-PARK INSPECTION COURS	515.00
		700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-HANGING BASKETS & BAG	662.32
		700-341-00	MAT & SUPP - CEMETER	CL II LEGAL MOWING BIDS	59.92
	WV NEWS			2/01/2025 - 2/28/2025	6,833.12
				TOTAL:	13,959.52

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 66.67

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
OTHER FEES						
093-340-000-01 DONATION BEAUTIFICATION U	60	6.00	48.00	0.00	12.00	80.00
093-340-000-02 DONATION DOG PARK UTL&PRI	60	7.00	56.00	0.00	4.00	93.33
093-342-000-00 PARKING METERS LOT 1	0	0.00	298.49	0.00 (298.49)	0.00
093-342-000-01 PARK.PEN.LOT 1	0	0.00	40.00	0.00 (40.00)	0.00
093-342-000-02 LOT 1 STICKERS	0	0.00	0.00	0.00	0.00	0.00
093-343-000-00 PARKING LOT 2 RENTAL	0	0.00	0.00	0.00	0.00	0.00
093-343-000-01 PARK.PEN.LOT 2	0	0.00	0.00	0.00	0.00	0.00
093-343-000-02 STICKERS LOT 2	0	0.00	0.00	0.00	0.00	0.00
093-344-000-00 PARKING METERS LOT 3	0	0.00	0.00	0.00	0.00	0.00
093-344-000-01 PARK.PEN.LOT 3	0	0.00	0.00	0.00	0.00	0.00
093-344-000-02 STICKERS LOT 3	1,500	75.50	632.50	0.00	867.50	42.17
093-345-000-00 PARKING METERS LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-01 PARK.PEN.LOT 4	0	0.00	0.00	0.00	0.00	0.00
093-345-000-02 STICKERS LOT 4	0	0.00	50.50	0.00 (50.50)	0.00
093-346-000-00 PARKING METERS ON STREET	0	0.00	0.00	0.00	0.00	0.00
093-346-000-01 PARK.PEN.ON STREET	5,000	170.00	1,350.00	0.00	3,650.00	27.00
093-347-000-00 OPENING & CLOSING GRAVES	30,000	1,600.00	19,350.00	0.00	10,650.00	64.50
093-347-000-01 SALE OF LOTS	12,000	0.00	5,600.00	0.00	6,400.00	46.67
093-347-000-03 PLACEMENT OF MARKERS	1,500	0.00	900.00	0.00	600.00	60.00
093-349-000-01 PARK.PEN.LOT6	0	0.00	0.00	0.00	0.00	0.00
093-349-000-02 STICKERS LOT 6	0	0.00	0.00	0.00	0.00	0.00
TOTAL OTHER FEES	50,120	1,858.50	28,325.49	0.00	21,794.51	56.52
GRANTS						
093-366-000-00 STATE GRANTS	0	0.00	0.00	0.00	0.00	0.00
093-367-000-01 HOTEL OCCUPANCY TAX	36,000	2,361.83	20,820.43	0.00	15,179.57	57.83
093-368-000-00 RENTAL OF PAVILION	4,000	400.00	4,100.00	0.00 (100.00)	102.50
TOTAL GRANTS	40,000	2,761.83	24,920.43	0.00	15,079.57	62.30
OTHER REVENUE						
093-380-000-00 INTEREST	200	56.84	731.46	0.00 (531.46)	365.73
093-399-000-00 MISCELLANEOUS	0	0.00	209.13	0.00 (209.13)	0.00
093-399-000-02 DONATIONS BEAUTY/GARDENS	0	0.00	0.00	0.00	0.00	0.00
093-399-000-03 CONTRIB FROM GENERAL FUND	178,000	100,000.00	200,000.00	0.00 (22,000.00)	112.36
093-399-000-04 COMMUNITY ENHANCE DONATIO	0	0.00	750.00	0.00 (750.00)	0.00
TOTAL OTHER REVENUE	178,200	100,056.84	201,690.59	0.00 (23,490.59)	113.18
TOTAL REVENUE	268,320	104,677.17	254,936.51	0.00	13,383.49	95.01

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
BAD DEBT =====						
NON-OPERATING EXPENSES						
093-550-676-00 BAD DEBT EXPENSE(return c	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT	0	0.00	0.00	0.00	0.00	0.00
BOARD =====						
SALARIES & BENEFITS						
093-700-101-00 BOARD SALARIES	16,800	1,400.00	11,200.00	0.00	5,600.00	66.67
093-700-103-00 SALARIES	49,000	1,205.62	22,936.87	0.00	26,063.13	46.81
093-700-103-01 FLOWER SALARIES	82,000	4,227.50	42,562.50	0.00	39,437.50	51.91
093-700-104-00 PICA TAX	11,350	522.73	5,867.49	0.00	5,482.51	51.70
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	116.58	1,030.04	0.00	2,569.96	28.61
093-700-106-01 CONSOLIDATED RETFLOWER	5,700	380.47	3,736.91	0.00	1,963.09	65.56
TOTAL SALARIES & BENEFITS	168,450	7,852.90	87,333.81	0.00	81,116.19	51.85
CONTRACTUAL SERVICES						
093-700-214-00 CPWB UNIFORMS	0	0.00	0.00	0.00	0.00	0.00
093-700-225-00 LOT 4 EXPENSE	0	0.00	0.00	0.00	0.00	0.00
093-700-226-00 INSURANCE & BONDS	10,000	235.20	4,267.45	0.00	5,732.55	42.67
TOTAL CONTRACTUAL SERVICES	10,000	235.20	4,267.45	0.00	5,732.55	42.67
COMMODITIES						
093-700-340-00 MAT & SUPP - STORM DRAIN	0	0.00	0.00	0.00	0.00	0.00
093-700-341-00 MAT & SUPP - CEMETERY	9,000	59.92	6,010.45	34.79	2,954.76	67.17
093-700-341-02 CEMETERY MOWINGS	0	0.00	0.00	0.00	0.00	0.00
093-700-342-00 MAT & SUPP - PARKING	5,000	83.62	3,777.47	0.00	1,222.53	75.55
093-700-343-00 MAT&SUPP-PARKS	110,798	4,363.27	85,964.12	160.48	24,673.18	77.73
093-700-343-01 DOG PARK EXP	1,500	12.62	90.21	0.00	1,409.79	6.01
093-700-344-00 AUTO SUPPLIES	3,000	0.00	932.11	0.00	2,067.89	31.07
093-700-345-00 TREE MAINTENANCE	10,000	0.00	333.80	0.00	9,666.20	3.34
093-700-346-00 COMMUNITY ENHANCE DONATIO	757	0.00	757.22	0.00	0.00	100.00
TOTAL COMMODITIES	140,055	4,519.43	97,865.38	195.27	41,994.35	70.02
CAPITAL OUTLAY						
093-700-464-00 HOTEL-MOTEL (FLOWERS)	20,000	1,351.99	4,569.68	0.00	15,430.32	22.85
093-700-465-00 CONTRACT MOWING CEMETERY	66,690	0.00	37,050.00	0.00	29,640.00	55.56
TOTAL CAPITAL OUTLAY	86,690	1,351.99	41,619.68	0.00	45,070.32	48.01

3-26-2025 11:43 AM	CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: FEBRUARY 28TH, 2025					PAGE: 4
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
CONTRIBUTIONS						
093-700-500-00 DEPRECIATION EXPENSE	0	0.00	0.00	0.00	0.00	0.00
093-700-568-00 CONTINGENCY-CPWB	0	0.00	0.00	0.00	0.00	0.00
TOTAL CONTRIBUTIONS	0	0.00	0.00	0.00	0.00	0.00
NON-OPERATING EXPENSES						
093-700-999-00 MISCELLANEOUS	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BOARD	405,195	13,959.52	231,086.32	195.27	173,913.41	57.08
TOTAL EXPENDITURES	405,195	13,959.52	231,086.32	195.27	173,913.41	57.08
REVENUE OVER/(UNDER) EXPENDITURES	(136,875)	90,717.65	23,850.19	(195.27)	(160,529.92)	17.28-

Zuliani/Shobe motioned to approve the financial report as presented. Motion carried.

a. CPWB Budget Revision

Consolidated					
Budget Revision 3-27-25					
Revenue					
					Addnl contributed from General Fund for parks
093-399-000-03	Contrib From General Fund	\$ 178,000	\$ 22,000	\$ 200,000	
093-380-000-00	Interest	\$ 200	\$ 660	\$ 860	
			\$ 22,660		
Expenses					
093-700-343-00	Parks -materials and supplies	\$ 110,798	\$ 22,000	\$ 132,798	
					Mowing contract went up from \$2470 to \$2500 per week
093-700-465-00	Contract Mowing Cemetery	\$ 66,690	\$ 2,860	\$ 69,550	
093-700-106-00	Retirement	\$ 3,600	\$ (1,900)	\$ 1,700	
093-700-345-00	Tree Maint	\$ 10,000	\$ (300)	\$ 9,700	
			\$ 22,660		

Shobe/Waldo motioned to approve the budget revision as presented. Motion carried.

8. Department Report –Street Department & Parks Superintendent Brad Hawkins:

- Spring cleaning of Cemetery- picking up the old flowers and straitening up graves from over the winter
- Poured the floor on the stage at Jawbone yesterday 3/26/25
- Working on the sidewalk on S. Kanawha St. at First Community Bank.
- Completed the backfilling at the City Park and improved the electrical power service coming into the park from overhead to underground

Mayor Skinner asked for an update on getting potholes filled. Brad Hawkins said hopefully next week. Councilperson Rob Zuliani stated that the sink hole on E Victoria is coming back.

Board member asked if there was any significant damage from the person driving on the new basketball court at City Park. Andrew Loudin reported that there was not much damage. Mayor Skinner asked if we are still on track to open parks on May 1st, which we are. Board Member questioned if we can put netting to keep balls from going into the road. PWD Ethan Crosten stated that we can place black netting to match what is already used in different places.

9. Old Business Discussions:

- a. M.O.U COB & Foster Marketing Group/ Trader’s Alley Parking Lot-ADA Compliance:** PWD Ethan Crosten stated that he is taking that off of the agenda as the property owner has not met with him regarding this project. It can be added back on a later date if needed.
- b. COB Horticultural Program 2025:** This was acknowledged as a very well put together pamphlet and nice presentation of the work of the COB Horticultural team.

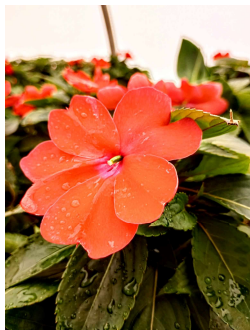
City of Buckhannon Horticultural Program 2025

Each season we strive to add color and variation to beautify the downtown Buckhannon area for its residents and visitors. Emphasis is added to high traffic areas such as Main Street, and various city parks. There are a few items, materials, and rules we use and follow to ensure that we maintain the high standard and continuity of our horticulture program.

Flower Bed Preparation

It makes planting easier if your flower bed is already prepped and ready for the season. To prep our beds, we clear any leaves and debris from the winter and make necessary repairs to any retaining walls or structures. We add an organic granular fertilizer to the flower bed prior to planting, which helps to feed the perennial plant life, and preps the ground for annuals.

Outlying branches and bushes should be trimmed, and any other soil amendments should be added at this time. We prefer to add a layer of compost to top dress the soil in our flower beds. Then we mulch our beds, to give them bright and vibrant color for the spring, as well as aiding in keeping moisture in for our in-ground flower displays.



Soil and Fertilizers

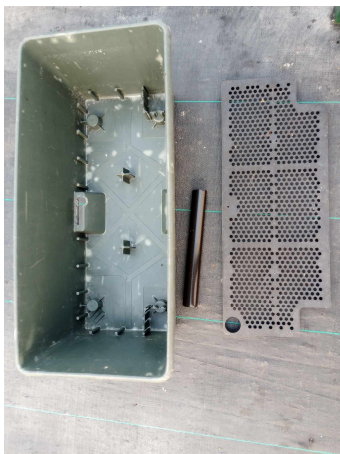
The quality of your flower displays starts from the ground up! A high-quality soil base is vital for healthy plants. You can either buy potting soil premixed or mix your own. Either way you'll want to look for a sphagnum peat moss based medium, with vermiculite and plenty of perlite mixed in. This will ensure a good growing base for holding plenty of water and nutrients and having plenty of aeration for root growth.



Fertilizer is key in maintaining those beautiful blooms all season long. There are many options for fertilizers, we prefer to use Jack's Professional Grade. We fertilize our displays once a week throughout the season with Jack's Blossom Booster, and we fertilize our flower beds once every two weeks with Jack's General Purpose fertilizer. We also prefer to add organic soil amendments when we can, worm castings, horticultural charcoal, and fish emulsion. Fertilizers and amendments for every plant and environment can be found online or in your local garden center.

Planters and Baskets

We use a mix of handmade and manufactured planters and baskets. You can order these online, build your own, or find them at your local garden center. The key to a good planter is plenty of drainage, and a water reservoir goes a long way towards keeping those flowers hydrated during the dry months! We water every day as needed, using the finger test to evaluate the moisture level in each planter. Watering needs can differ from plant to plant, location to location, and even from one basket to the next, so it's important to always check the individual moisture level by hand.

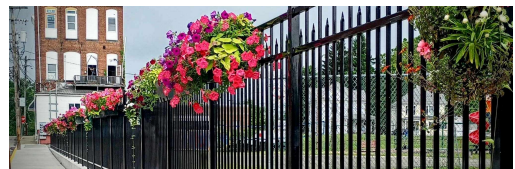


Flower Selection and Maintenance

First assess the area in which your flowers are going before you choose them. Will they be in full sun? Shade? Will they be under a covered porch or building?

Carefully read plant or seed tags to make sure you're choosing the correct plant for your location.

We use the rule of three for building our planter and basket arrangements. Fillers, spillers, and thrillers. Fillers are typically heavy blooming plants that fill out space nicely, such as petunias, sunpatiens, and marigolds. Spillers are overflowing plants that tend to creep down the sides of a planter, such as an ivy, silver falls, or ipomoeas. Thrillers are a unique centerpiece or high reaching plant that will give dimension to a display, such as a penstemon grass, coleus, or Angelonia. Additional plants are always welcome if you have the space available, subtle additions such as alyssum or bacopa are great to add a splash of color.



This season we will be using a heavy mix of burgundies, whites, creams, pinks, and yellows. Some areas will have a more patriotic theme, with a red, white, and blue combination. Most of our color comes from a mixture of petunias and calibrachoa, which need to be dead headed almost every single day to keep them looking their best!

10. New Business Discussions:

a. Event Request-Middlefork River Campground Fundraising Public Event - NBRFP Pav #1 on 05/17/25

Waldo/Zuliani motioned to approve request for Middlefork River Campground Fundraising Public Event at the NBRFP Pavilion #1 on 05/17/2025. Motion carried.

b. Event Request- Relay for Life Celebration at Jawbone Park on 07/19/25 (No Road Closure): COI is expired.

Shobe/Waldo motioned to approve event request for Relay of Life Celebration at Jawbone Park on 07/19/2025 with no road closures contingent on the City receiving an updated COI. Motion carried.

c. Event Request-Head Start Easter Egg Hunt on 04/11/25 NBRFP: Miranda Osburn from Head Start spoke briefly about the plans for the Head Start Easter Egg Hunt on 04/11/2025 at the NBRFP.

Waldo/Zuliani motioned to approve event request by the Head Start to have an Easter Egg Hunt on 04/11/2025 at NBRFP. Motion carried.

d. Event Request-Fred Brooks Garden Club Plant Sale at Jawbone Park on 05/19/25: COI does not show City of Buckhannon.

Shobe/Waldo motioned to approve event request by the Fred Brooks Garden Club Plant Sale at Jawbone Park on 05/19/2025 contingent on the City receiving an updated COI. Motion carried.

e. Event Request-Blast From the Past Car Show-Main Street Closure on 07/26/25: PWD Director Ethan Crosten said we need to make sure they have MM109 from the State Road.

Reger/Zuliani motioned to approve event request of Blast From the Past Car Show with Main Street Closure on 07/26/2025 contingent on them receiving the MM109 from the State Road and submitting it to the City. Motion carried.

f. 2nd Addition Cemetery Take Back- Section B Lot 45R Space 2
g. 2nd Addition Cemetery Take Back -Section B Lot 43R Spaces 2 & 4 And Section B Lot 45R Spaces 6 & 8

These spaces have not been paid for, default on payment, and we have sent notices requesting payment. We need permission to sell these. There will be no refunds because they did not finish paying for the spaces.

Shobe/Waldo motioned to approve taking back with intent to sell eventually 2nd Addition Cemetery Section B Lot 45R Space 2 and 2nd Addition Cemetery Section B Lot 43R Spaces 2 & 4 and Section B Lot 45R Spaces 6 & 8. Motion carried.

h. The Bob Wallace Bridge at the Poundstone River Walk Trail Replace with Culvert: Bridge support beam came down. PWD Ethan Crosten said that the bridge needs replaced. It is safer to have culvert and blacktop, but can put railing up so that it continues to look like a bridge.

Reger/Waldo motioned to replace the Bob Wallace Bridge at the Poundstone River Walk Trail with Culvert. Motion carried.

i. Nature Park & Learning Trail at the Poundstone River Walk Trail Informational Signage Installation: Kathy Gregg has not given a rendering of the proposed signage. No decision or action until we see that.

j. Approval/Recommendation Street Department Projects FY 2025/2026: There was some discussion regarding different locations that need work such as the sidewalk between Ritchie and Fayette and sidewalk at S. Florida. Also discussed that there was no need for two stop signs at the corner of Brook and Randolph; face the stop sign to Randolph St.

Shobe/Zuliani motioned to approve Street Department Projects for FY 2025/2026 to prioritize to include the addition of the corner of Ritchie and Fayette Sts. Motion carried.

Suggested Street Dept. Projects 2025-2026

Projects:	Cost:
S. Florida St. Sidewalk (Main St. to E. Lincoln St.)	\$57,000.00
N. Florida (Island Ave. to Cleveland Ave.)	\$68,400.00
First St. Sidewalk	\$25,000.00
Total:	\$150,400.00

k. Fence installation at SYCC: SYCC Board recommended to the CPW Board to replace some fencing around SYCC. Install some of the black fencing like they already have around other areas of SYCC. This would eliminate people using it for dog walking or for parking.


Shobe/Waldo motioned to approve Fence Installation at SYCC, to replace, coordinate and to install up to Main Street. Motion carried.

I. Discussion/Possible Action Recommendations from the Parks & Recreation Advisory Board: Parks & Recreation Advisory Board was postponed. No action needed.

11. Report of Events, Correspondence, and Information
a. Health Dept. Sanitation Inspection Report- NBRFP & City Park

SG-52
Rev 7/99

West Virginia Department of Health & Human Resources
UBHD
Department of Health



GENERAL SANITATION INSPECTION REPORT

Name of Facility

North Buchanan Riverview Park

Owner/Operator

City of Buchanan

Date

3/11/2025

Address

22 6th Street

City

Buchanan

State

WV

Zip Code

26201

☐ ADULT DAY CARE CENTER

☐ BED & BREAKFAST INN

☐ CAMPGROUND

☐ COLLEGE, UNIVERSITY

☐ CORRECTIONAL FACILITY

☐ EMERGENCY SHELTER

☐ FAIR, FESTIVAL

☐ GROUP HOME

☐ HOTEL, MOTEL

☐ INSTITUTION

☐ LABOR CAMP

☐ MASS GATHERING

☐ ORGANIZED CAMP

☒ PARK, PLAYGROUND

☐ PUBLIC RESTROOM

☐ SCHOOL

☐ WORK RELEASE CENTER

☐ OTHER - SPECIFY :

Notice: Based on an inspection this day, the items marked below and on the reverse must be corrected within the period of time specified in writing by the health authority. Failure to comply with this notice may result in official enforcement action. An opportunity for an appeal will be provided if a written request for a hearing is filed with the health authority within the period of time established in this notice for the correction of the violations. Please note that the numbers in parentheses to the right of each heading correspond to the applicable section numbers in the General Sanitation Rule, 64 CSR 18.


REMARKS

11.b. Pavilion 1, Pavilion 2, Pavilion 3 : GFCI outlets not operational.

Thank you!


VIOLATIONS MUST BE CORRECTED ON OR BEFORE

SANITARIAN



SG-52
Rev 7/99

West Virginia Department of Health & Human Resources
UBHD
Department of Health



GENERAL SANITATION INSPECTION REPORT

Name of Facility

Buchanan City Park

Owner/Operator

City of Buchanan

Date

3/11/2025

Address

22 Park St.

City

Buch

State

WV

Zip Code

26201

☐ ADULT DAY CARE CENTER

☐ BED & BREAKFAST INN

☐ CAMPGROUND

☐ COLLEGE, UNIVERSITY

☐ CORRECTIONAL FACILITY

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☐ OTHER - SPECIFY :

Notice: Based on an inspection this day, the items marked below and on the reverse must be corrected within the period of time specified in writing by the health authority. Failure to comply with this notice may result in official enforcement action. An opportunity for an appeal will be provided if a written request for a hearing is filed with the health authority within the period of time established in this notice for the correction of the violations. Please note that the numbers in parentheses to the right of each heading correspond to the applicable section numbers in the General Sanitation Rule, 64 CSR 18.

REMARKS

No observations.

Thank you!

b. 2025 Street Paving Projects Priority List- Approved City Council 2-20-25

Suggested Projects from List				
Suggested Projects	Length	Width	Cost	Entity Completing Work
Reger Street	1,200	20	30400	City
East Lincoln Street	845	20	19000	City
Maple Street	922	22	22800	City
Southern Randolph Street	1,300	20	32300	City
Railroad Avenue	1,400	23	38000	City
South Kanawha Street	800	25	34800	Contractor
Ritchie Street	1460	25	60900	Contractor
Upper Drive	3,000	18	85800	Contractor
Lower Drive	1,500	16	39000	Contractor
Rustic Drive	900	12	18200	Contractor

Completed By Contractor	\$ 142,500.00
Completed By City	\$ 238,700.00
Total	\$ 381,200.00
Estimated Total	\$ 457,440.00
Miles	2.52

- c. 2025 Cemetery Mowing Contract- COB & Everson Carr Farms LLC-Filed & Indexed as City Agreement A387
- d. 2025 City Owned Properties Mowing Contract-COB & Wanderscape LLC: Curbs were specifically mentioned in the contract. Filed & Indexed as City Agreement A386
- e. Morton Ave Sidewalk & Lighting Project: Selection of Consulting Engineer Firm for Surveying Services & Notice to Proceed

WEST VIRGINIA DEPARTMENT OF TRANSPORTATION

Division of Highways

1900 Kanawha Boulevard East • Building Five • Room 109
Charleston, West Virginia 25305-0440 • (304) 558-3505

Stephen T. Rumbaugh, P. E.
Secretary of Transportation
Commissioner of Highways

February 21, 2025

Mr. Jay Hollen, P.E.
City Engineer
City of Buckhannon
70 East Main Street
Buckhannon, West Virginia 26201


Dear Mr. Hollen:

This letter serves as your official Notice to Proceed for the design phase of the Buckhannon Morton Avenue Sidewalk & Lighting Transportation Alternatives Program (TA) project (State Project: U349-MOR/LC-1. 00) in Upshur County. In the conduct of your project, please refer to the project agreement and follow applicable federal regulations and state code.

Please remember that each invoice submitted for reimbursement must be accompanied by a progress report reflecting the work that justifies the funds requested and the attached cover invoice. No invoice can be processed without an acceptable progress report.

Should you have any questions, please contact Mrs. Sharonnia Osayaba, Project Manager with our Grant Administration Unit within Planning Division, at (304) 414-6902 or by email at Sharonnia.M.Osavaba@wv.gov.

Sincerely,


Stephen T. Rumbaugh, P. E.
Secretary of Transportation/
Commissioner of Highways

- f. Request For Proposal Vehicle Third Party Towing & Storage Services

REQUEST FOR PROPOSAL

City of Buckhannon
70 East Main Street, Buckhannon, West Virginia 26201

REQUEST FOR PROPOSAL VEHICLE THIRD-PARTY TOWING AND STORAGE SERVICES
(May 1, 2025 – April 30, 2026)

INTRODUCTION

1. The City of Buckhannon, (the City) is issuing this Request for Proposal (RFP) for the purpose of soliciting proposals to be an authorized third-party tow service for City of Buckhannon Special Events for a period of one year beginning May 1, 2025 and ending April 30, 2026. The City, during certain public events such as parades, requires the closure and clearing of some downtown streets and must arrange for the removal of vehicles from closed streets and the safe storage of these vehicles until they are claimed by their owners, who will be responsible for the payment of all fees or costs associated with the towing and storage services for their vehicle. Authorized tow services will provide on-call towing during designated periods, on designated streets, and storage of impounded private vehicles. The City intends to authorize one provider for these services for a period of one year beginning May 1, 2025 and seeks the most efficient and cost-effective solution based on the criteria contained in this RFP.

The City does not guarantee or imply that any specific number of tows will occur or is expected to occur for any contractor. Any request for towing or storage services by a person or entity other than the City is outside the scope of this proposal and any resulting agreement.

2. The specifications herein have been established to provide the City with prompt, efficient and courteous towing and storage services at reasonable and uniform cost.

3. The company engaged to provide towing and storage services will agree to respond to calls for service from designated City officials during a one-hour window beginning at the time the City designates the particular streets will be closed and the commencement of the parade or other activity requiring the closure. The towing company would be expected to have towing equipment staged near the event venue to provide the fullest opportunity to clear streets following their closure during that one-hour period.

4. Proposals to be an authorized contractor for the City will be valid for not less than sixty (60) days after the date received. The City will select the proposal that, in its opinion, is in the best interest of the City. The City also reserves the right, at the sole discretion of the City, to reject any and all proposals.

5. Events for which a proposal for towing services is requested include: parades and other events associated with the West Virginia Strawberry Festival, the Buckhannon-Upshur High School Homecoming Parade, the City's Veterans' Day Parade, the City's Christmas Parade, and such other public events as may be designated by the City.

6. The successful contractor must execute an Agreement in form and substance similar to the form agreement appended hereto, and upon satisfactory performance during the initial period, will receive a first option to renew any agreement signed under this RFP for successive years.

7. The successful contractor must be approved to provide third-party or non-consent towing services through the Public Service Commission of West Virginia.

8. **Proposals should be postmarked or hand-delivered no later than 4:30 p.m. on April 1, 2025 to the City of Buckhannon, 70 East Main Street, Buckhannon, West Virginia 26201. The envelope should be marked "ATTN: Special Event Towing Services".**

g. Approved WVDOH MM109 Permits for Main Street Closure during the WVSF Events

- WVSF Junior Royalty Parade Permit #07-2025-5644
- WVSF Firemen's Parade Permit #07-2025-6029
- WVSF GFP Permit #07-2025-6030
- WVSF Car Show Permit #07-2025-5643

12. Board Members’ Remarks and Announcements

- **Nancy Shobe:** What about the informational signs that the Historical Society were going to examine for accuracy? Brad Hawkins stated with the winter weather, these have taken a back burner. Why are some street signs still not all replaced? Mayor Robbie Skinner said that some of them are unusable due to problems with the signs, and we may need to contact the Sign Guy for replacements. He will try to get some up this weekend, but some poles still need to be set for these.
- **Jack Reger:** Impressed that Mayor Skinner knows all the streets! Thank you to City Horticulturist Dixie Green for the informative flyer. Looking forward to work being done on the potholes. Good job on Jawbone Park. He appreciates the efforts of the Upshur County Tobacco Prevention Coalition and acknowledges it is an ongoing battle.
- **Mark Waldo:** Appreciate the efforts on the City Park.
- **Rob Zuliani:** Nothing further to add.
- **Mayor Robbie Skinner:** Would it behoove us to take down the stop light poles that are no longer in use? Possibly put up historical signs? Why did we leave up the stop light poles? Brad Hawkins stated that the DOH put up the stop signs. Some discussion regarding crosswalks in the middle of streets such as Marietta, Ohio has. WV Code does not allow this. Also, we do not have autonomy over Main Street.

13. Declaration of Adjournment: Reger motioned to declare the meeting adjourned at 8:41 a.m.

Mayor Robert N. Skinner III

City Recorder Randall H. Sanders