

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

A regular meeting of the Consolidated Public Works Board was held on Thursday, May 28, 2026, at 7:30 a.m., in the Council Chambers of City Hall. The following individuals were in attendance (GTM indicates GoToMeeting participation):

Mayor	Robbie Skinner	Present
City Recorder	Randy Sanders	Present
Board Member	Rob Zuliani	Present
Board Member	Jack Reger	Present
Board Member	Mark Waldo	Absent
Board Member	Nancy Shobe	Present
Director of Finance & Admin/Asst Recorder	Amberle Jenkins	Present
Director of Public Works	Ethan Crosten	Present
City Engineer	Jay Hollen	Absent
Street Superintendent	Bradley Hawkins	Present
Assistant Street Superintendent	Andrew Loudin	Absent
Office Manager	Barb Hinkle	Absent
Media		
My Buckhannon	Monica Zalaznik	Present

Guests: Laurie Adams; Sonya Norwood - GTM; Jeanie Ward; J.R. Holt,

*City of Buckhannon Consolidated Public Works Board  
7:30 a.m., Thursday, May 28, 2026  
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: 4/23/2026
5. Public Comment – Motion to Open & Close Requested
6. Recognition of Guests
  - a. Fred Brooks Garden Club First Vice President Jean W. Ward
    - i. Request Placement of a Gold Star Memorial Marker upon City Property
7. Financial Report – Director of Finance, Amberle Jenkins
  - a. Approve CPWB Budget FY 2026/2027
8. Department Report – Street Department & Parks Superintendent Brad Hawkins
9. Business Discussions:
  - a. Heavner Cemetery
    - i. Researcher Request for Placement of Government Medallion for Sergeant Clifford Stockert
    - ii. Further Discussion/Possible Action Cemetery Rules & Regulations re: Marker Placement, Cremations, etc.
    - iii. Agreement -Default on Payment
  - b. Event Request- WV Classic Wheels Car Club
    - i. Blast From The Past Car Show – Main Street Closure on 07/25/2026 6pm-10pm
    - ii. Labor Day Car Show at the NPRFP on 09/07/2026 7am-5pm
  - c. Event Request Use of NBRFP Athletic Field
    - i. Church of the Nazarene Upward Soccer June 2, 2026 to July 25, 2026
    - ii. Upshur County Soccer Association 2026 Fall Season
  - d. Event Request-Holy Rosary Church Corpus Christi Procession Police Escort- Walking on Foot-City Sidewalk to Jawbone Park on 06/07/26 10:00 am
  - e. Resident Request a Larger “Do Not Enter” Signage at the Corner of Barbour & Marion St- Fred Brooks Park area
  - f. Utilize Madison Street Lot #6 as a Food Truck Park for Vendor Rental
  - g. Revisit No Parking Signage at 15 Pinnell Street (no curbs to paint)

- h. Approve Wage Increase Ronald Swindler per Employee Classification System
- 10. Report of Events, Correspondence, and Information
  - a. Parks & Recreation Advisory Board Report -May 2026
  - b. Addressing & Mapping
    - i. Reassignment of 42B College Ave New Address as 2 Cook Lane Apt 101 & 102
    - ii. Assignment of 29 Tuggle Street
- 11. Board Members' Remarks and Announcements
- 12. Executive Session Per WV Code §6-9A-4 Personnel Matters
- 13. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on May 22, 2026. \*Those who participated in this meeting virtually used this link: <https://global.gotomeeting.com/join/376934309>, or by phone at +1 (872) 240-3212, access code: 376-934-309.*

**1. Call to Order:** Mayor Robbie Skinner called the meeting to order.

**2. Moment of Silent Reflection**—Mayor Skinner invited those present to pause for a moment of silent reflection.

**3. Pledge of Allegiance** — Mayor Skinner led the Pledge of Allegiance.

**4. Approval of Previous Meeting Minutes: 04/23/2026** - Mayor Skinner recognized that the meeting minutes of 04/23/2026 were available and asked for any corrections, additions, or a motion to approve.

**Shobe/Reger moved to approve the 04/23/2026 meeting minutes as presented. The motion carried.**

**5. Public Comment—Motion to Open & Close Requested** - Deferred until later in the meeting without objection.

**6. Recognition of Guests and Requests** - Mayor Skinner recognized the following for comments:  
**a. Fred Brooks Garden Club First Vice President Jean W. Ward, i. - Request Placement of a Gold Star Memorial Marker upon City Property** - Jeanie Ward was recognized and provided the following request. Ms. Ward is the First Vice President of the Fred Brooks Garden Club. This is a request for approval of the location for a Gold Star Memorial Marker, sponsored entirely by the Garden Club. Ms. Ward explained that the Garden Club has raised funds for several years to install the Marker honoring individuals who gave their lives in service to the United States. The Club will assume full responsibility for ordering, installation, and all associated costs. She requested Board approval of a location so the marker may be ordered. Mayor Skinner summarized prior discussions with Garden Club President Beth Post, noting that the original request for Jawbone Park raised concerns about oversaturation of monuments in that space. The Board previously suggested identifying a more visible, standalone location. Potential locations discussed included: (1) the Florida Street corridor, in the grassy area where the former retaining wall was removed. (2) The area between Friendly Way and the public safety access drive behind the Stockert Youth & Community Center. (3) The Florida & Madison Street corner as an entry point into downtown. Board members agreed the Florida/Madison corridor provides high visibility to both park visitors and passing traffic. Ms. Ward requested an on-site meeting next week to photograph the proposed area for presentation to the Garden Club. Staff advised her to contact City Hall to coordinate with the Mayor, Ethan Crosten, Brad Hawkins, and Dixie Green as needed. Additional discussion included: long-range plans for period lighting and small-scale trees along the corridor. Ensuring any future landscaping (trees, benches) does not obstruct the fire department's sightlines.



FRED BROOKS GARDEN CLUB  
ORGANIZED 1937 | FEDERATED 1938



May 4, 2026

City of Buckhannon  
Attn: Teresa Summers  
70 E. Main Street  
Buckhannon, WV 26201-6201

Dear City Officials:

On behalf of the Fred Brooks Garden Club, I am formally requesting approval for the placement of a Gold Star Memorial Marker within the City of Buckhannon.

This proposed marker will serve as a meaningful tribute honoring the families of those who made the ultimate sacrifice in service to our country. It is our intention to create a respectful and lasting memorial that reflects the gratitude of our community.

For your review, we have included an image of the proposed monument to provide a clear representation of its appearance and scale. The marker may be installed on either a seven-foot or ten-foot pole, with the final decision to be made in coordination with the City once a suitable location has been determined.

We respectfully request the City's consideration and approval to move forward with this project. We are committed to working collaboratively with City representatives to identify an appropriate location that aligns with community standards and enhances the surrounding area.

Thank you for your time and thoughtful consideration. We look forward to your guidance and the opportunity to bring this important tribute to the Buckhannon community.

Sincerely,

Jean W. Ward, First Vice President  
Fred Brooks Garden Club  
38 Hart Avenue  
Buckhannon, WV 26201  
Phone: 304-672-2855

**Zuliani/Reger moved to approve the placement of a Gold Star Memorial Marker upon City Property, with the location to be determined. The motion carried.**

5. *Public Comment* resumed and Mayor Skinner recognized the following persons:

**Sonya Norwood**, attending by GTM, discussed agenda item 9. *Business Discussions: a. Heavner Cemetery, i. Researcher Request for Placement of Government Medallion for Sergeant Clifford Stockert.* Sonya Norwood formally requested to order and place a government-issued military medal on the grave marker of Clifford Stockert, a Buckhannon native who died in 1918 during the Spanish flu pandemic. Ms. Norwood reported that while visiting an antique barn in Maine, she discovered a historic photograph of Clifford Stockert. She subsequently reconstructed his military record and requested permission to obtain a VA-issued medal recognizing him as a fallen soldier, to be affixed to his existing rectangular stone marked only "Clifford." Director of Finance & Administration, Amberle Jenkins, reported that she had looked into the request. She reported that the Stockert monument is over a century old and that, based on available research, all known immediate family members are deceased. She was not comfortable signing the VA authorization form without a legally recognized representative. Prior legal guidance from the City Attorney—related to older lots, cremation rights, and monument additions—indicates that only a court-appointed personal representative or estate executor may authorize changes to historic grave markers. Board members asked whether any surviving family members could be located; military organizations, such as the VFW or the American Legion, might provide guidance or serve as an authorizing body; Ms. Norwood could qualify as a personal representative. Ms. Norwood stated that the VA considers her "representative enough" for purposes of Form 40-1330M, but she is not a legally appointed personal representative under West Virginia law. The Board expressed appreciation for Ms. Norwood's research and her efforts to honor a historically significant Buckhannon family. Given the legal uncertainties, the Board agreed to table the request pending further consultation with the City Attorney and clarification of the appropriate legal pathway for authorizing additions to historic monuments. The Board intends to revisit the matter at the June CPWB meeting, once additional information is available. Ms. Norwood agreed with this approach.



093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 83.33

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<b>OTHER FEES</b>						
093-340-000-01 DONATION BEAUTIFICATION U	60	6.00	60.00	0.00	0.00	100.00
093-340-000-02 DONATION DOG PARK UTL&PRI	60	7.00	2,141.25	0.00 (	2,081.25)	3,568.75
093-342-000-00 PARKING METERS LOT 1	0	0.00	0.00	0.00	0.00	0.00
093-342-000-01 PARK.PEN.LOT 1	0	0.00	0.00	0.00	0.00	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	100.00	185.00	0.00 (	185.00)	0.00
093-344-000-02 STICKERS LOT 3	1,500	75.00	1,382.50	0.00	117.50	92.17
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	0.00	0.00	0.00	0.00
093-346-000-00 PARKING METERS ON STREET	0	0.00	0.00	0.00	0.00	0.00
093-346-000-01 PARK.PEN.ON STREET	5,000	1,150.00	2,840.00	0.00	2,160.00	56.80
093-347-000-00 OPENING & CLOSING GRAVES	30,000	6,700.00	32,450.00	0.00 (	2,450.00)	108.17
093-347-000-01 SALE OF LOTS	12,000	1,000.00	6,900.00	0.00	5,100.00	57.50
093-347-000-03 PLACEMENT OF MARKERS	1,500	0.00	2,600.00	0.00 (	1,100.00)	173.33
093-349-000-01 PARK.PEN.LOT6	0	0.00	0.00	0.00	0.00	0.00
093-349-000-02 STICKERS LOT 6	0	0.00	0.00	0.00	0.00	0.00
<b>TOTAL OTHER FEES</b>	<b>50,120</b>	<b>9,038.00</b>	<b>48,558.75</b>	<b>0.00</b>	<b>1,561.25</b>	<b>96.88</b>
<b>GRANTS</b>						
093-366-000-00 STATE GRANTS	9,333	0.00	9,333.82	0.00 (	0.82)	100.01
093-367-000-01 HOTEL OCCUPANCY TAX	36,000	0.00	27,799.30	0.00	8,200.70	77.22
093-368-000-00 RENTAL OF PAVILION	4,000	655.00	4,865.00	0.00 (	865.00)	121.63
<b>TOTAL GRANTS</b>	<b>49,333</b>	<b>655.00</b>	<b>41,998.12</b>	<b>0.00</b>	<b>7,334.88</b>	<b>85.13</b>
<b>OTHER REVENUE</b>						
093-380-000-00 INTEREST	200	6,581.70	7,574.53	0.00 (	7,374.53)	3,787.27
093-399-000-00 MISCELLANEOUS	0	0.00	43.44	0.00 (	43.44)	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	125,000	0.00	125,000.00	0.00	0.00	100.00
093-399-000-04 COMMUNITY ENHANCE DONATIO	0	0.00	3,839.28	0.00 (	3,839.28)	0.00
<b>TOTAL OTHER REVENUE</b>	<b>125,200</b>	<b>6,581.70</b>	<b>136,457.25</b>	<b>0.00 (</b>	<b>11,257.25)</b>	<b>108.99</b>
<b>TOTAL REVENUE</b>	<b>224,653</b>	<b>16,274.70</b>	<b>227,014.12</b>	<b>0.00 (</b>	<b>2,361.12)</b>	<b>101.05</b>

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 83.33

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
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL BAD DEBT</b>	<b>0</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>BOARD</b>						
=====						
<b>SALARIES &amp; BENEFITS</b>						
093-700-101-00 BOARD SALARIES	16,800	1,400.00	14,000.00	0.00	2,800.00	83.33
093-700-103-00 SALARIES	40,500	1,489.50	28,041.75	0.00	12,458.25	69.24
093-700-103-01 FLOWER SALARIES	83,000	5,069.00	62,396.53	0.00	20,603.47	75.18
093-700-104-00 FICA TAX	10,500	608.84	7,989.65	0.00	2,510.35	76.09
093-700-105-00 HEALTH INSURANCE	0	0.00	43.44	0.00 (	43.44)	0.00
093-700-106-00 GROUP RETIREMENT	1,990	138.34	1,497.44	0.00	492.56	75.25
093-700-106-01 CONSOLIDATED RETFLOWER	5,700	456.21	5,369.83	0.00	330.17	94.21
<b>TOTAL SALARIES &amp; BENEFITS</b>	<b>158,490</b>	<b>9,161.89</b>	<b>119,338.64</b>	<b>0.00</b>	<b>39,151.36</b>	<b>75.30</b>
<b>CONTRACTUAL SERVICES</b>						
093-700-214-00 CPWE 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	516.14	5,179.75	0.00	4,820.25	51.80
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>10,000</b>	<b>516.14</b>	<b>5,179.75</b>	<b>0.00</b>	<b>4,820.25</b>	<b>51.80</b>
<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	2,284.02	5,076.27	0.00	1,923.73	72.52
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	327.54	4,324.04	0.00	675.96	86.48
093-700-343-00 MAT&SUPP-PARKS	100,322	15,779.56	101,950.91	8,737.46 (	10,366.37)	110.33
093-700-343-01 DOG PARK EXP	7,500	10.07	240.69	0.00	7,259.31	3.21
093-700-344-00 AUTO SUPPLIES	3,000	0.00	333.02	0.00	2,666.98	11.10
093-700-345-00 TREE MAINTENANCE	39,133	3,500.00	12,363.84	0.00	26,769.16	31.59
093-700-345-01 TREE GRANT	10,200	0.00	10,200.00	0.00	0.00	100.00
093-700-346-00 COMMUNITY ENHANCE DONATIO	0	1,642.38	1,642.38	0.00 (	1,642.38)	0.00
<b>TOTAL COMMODITIES</b>	<b>172,155</b>	<b>23,543.57</b>	<b>136,131.15</b>	<b>8,737.46</b>	<b>27,286.39</b>	<b>84.15</b>
<b>CAPITAL OUTLAY</b>						
093-700-464-00 HOTEL-MOTEL (FLOWERS)	20,000	3,041.79	9,880.95	300.00	9,819.05	50.90
093-700-465-00 CONTRACT MOWING CEMETERY	67,500	10,400.00	47,900.00	0.00	19,600.00	70.96
<b>TOTAL CAPITAL OUTLAY</b>	<b>87,500</b>	<b>13,441.79</b>	<b>57,780.95</b>	<b>300.00</b>	<b>29,419.05</b>	<b>66.38</b>

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 83.33

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
<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
<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	428,145	46,663.39	318,430.49	9,037.46	100,677.05	76.49
TOTAL EXPENDITURES	428,145	46,663.39	318,430.49	9,037.46	100,677.05	76.49
REVENUE OVER/(UNDER) EXPENDITURES	( 203,492)	( 30,388.69)	( 91,416.37)	( 9,037.46)	( 103,038.17)	49.37

**CPWB APRIL 2026 PAYMENT OF BILLS**

**\$1,642.38 – MONT LEVINE – STEEL FOR A DONATION BENCH**

**\$6,417.98 – B&H PHOTO & ELECTRONICS – SOUND EQUIPMENT FOR JAWBONE PARK**

**\$10,400.00 – EVERSON-CARR FARMS – 4 WEEKS OF MOWING CEMETERY**

**\$3,500.00 – CASSIDY TREE SERVICE – CUT TREE DOWN AT 18 MEADE ST**

**\$7,324.00 – DAVIS ATHLETICS – MULCH FOR PARKS**

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT		
BOARD	BUCKHANNON UTIL BOARDS MON POWER	700-341-00	MAT & SUPP - CEMETER	HEAVNER CEM WASTE CHRGE MA	184.24		
		700-343-00	MAT&SUPP-PARKS	110 087 901 580 FLAG POLE-	10.84		
		700-343-00	MAT&SUPP-PARKS	110 089 164 682 JAWBONE PA	206.14		
		700-343-00	MAT&SUPP-PARKS	110 088 938 128 44 6TH ST	12.27		
		700-343-00	MAT&SUPP-PARKS	110 088 938 045 61CLEVELAND	10.80		
		700-343-00	MAT&SUPP-PARKS	110 088 938 086 PARK STREE	12.73		
		700-343-00	MAT&SUPP-PARKS	110 086 639 413 PARK STREE	37.95		
		700-343-00	MAT&SUPP-PARKS	110 087 901 580 FLAG POLE-	0.00		
		700-343-00	MAT&SUPP-PARKS	110 096 146 953 J B PAVILI	0.00		
		700-342-00	MAT & SUPP - PARKING	110 112 520 876 PRK LOT 3	66.24		
		700-342-00	MAT & SUPP - PARKING	110 112 520 819 PRK LOT 3	20.83		
		700-342-00	MAT & SUPP - PARKING	110 112 520 926 PRK LOT 3	20.83		
		700-342-00	MAT & SUPP - PARKING	110 116 755 015 LT 3 FAIR	23.19		
		700-343-01	DOG PARK EXP	110137251630 WALK TRAIL LN	10.07		
		700-343-00	MAT&SUPP-PARKS	110141766342 13 MARION ST	10.52		
		700-343-00	MAT&SUPP-PARKS	110 149 193 085 JAWBONE PR	37.76		
		700-343-00	MAT&SUPP-PARKS	110149192194 JAWBONE PARK	29.99		
		700-343-00	MAT&SUPP-PARKS	110160309727 15 MADISON ST	44.08		
		700-343-00	MAT&SUPP-PARKS	110160309776 15 MADISON ST	10.10		
		700-343-00	MAT&SUPP-PARKS	110 167 794 582 SPRING ST	16.24		
		700-343-00	MAT&SUPP-PARKS	PCRD-110088938045 61 CLEVE	11.31		
		700-343-00	MAT&SUPP-PARKS	PCRD-110087901580 FLAG POL	11.36		
		700-342-00	MAT & SUPP - PARKING	PCRD-110112520876 15 N SPR	80.35		
		700-343-00	MAT&SUPP-PARKS	PCRD-110088938128 44 6TH S	12.39		
		700-343-00	MAT&SUPP-PARKS	PCRD-110088938086 PARK ST	14.21		
		700-343-00	MAT&SUPP-PARKS	PCRD-110149193085 FRIENDLY	39.58		
			MONT LEVINE INC.	700-346-00	COMMUNITY ENHANCE DO	STEEL FOR DONATION BENCHE	1,642.38

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	B&H PHOTO & ELECTRONICS CORP	700-343-00	MAT&SUPP-PARKS	PCRD-SOUND EQUIP @ JAWBONE	6,417.98
	RITE-WAY HEATING & PLUMBING	700-343-00	MAT&SUPP-PARKS	GASKET-CITY PARK	1.99
		700-343-00	MAT&SUPP-PARKS	SLDR&WTRLNE FIT-PRKS	132.19
	HIGHLAND NURSERY	700-464-00	HOTEL-MOTEL (FLOWERS)	3 YDS COMPOST	300.00
		700-464-00	HOTEL-MOTEL (FLOWERS)	3 YDS BROWN MULCH	138.00
		700-464-00	HOTEL-MOTEL (FLOWERS)	3 YDS BROWN MULCH	138.00
		700-464-00	HOTEL-MOTEL (FLOWERS)	3 YDS BROWN MULCH	138.00
		700-464-00	HOTEL-MOTEL (FLOWERS)	3 YDS MUSHROOM COMPOST	300.00
	J F ALLEN CO	700-343-00	MAT&SUPP-PARKS	# 57'S FOR NEW PLAYGROUND	425.65
	LOWES BUSINESS ACCOUNTS/SYNC	700-343-00	MAT&SUPP-PARKS	BLACK PAINT-NBRFP GATE	48.43
		700-343-00	MAT&SUPP-PARKS	GFI RECPT FOR PARK PAVILLI	295.85
		700-343-00	MAT&SUPP-PARKS	LUMBER&SWBLDE-RMP@JAWBONE	226.45
		700-343-00	MAT&SUPP-PARKS	HI-VS TAPE, SCRWDVR-NBRFP	34.05
		700-343-00	MAT&SUPP-PARKS	PAINT AND BITS FOR PLAYGR	108.20
		700-343-00	MAT&SUPP-PARKS	GAS CAN AND U BOLTS	93.88
	WV-MUNICIPAL LEAGUE	700-226-00	INSURANCE & BONDS	CPWE 1ST QTR 2026 UNEMPLOY	269.87
	WV PUBLIC EMPLOYEES RETIREME	700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	67.23
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	224.46
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	71.11
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	231.75
	THE SIGN GUY LLC	700-343-00	MAT&SUPP-PARKS	LND&WAT CNSRVN SIGN NBRFP	110.00
	ST JOSEPH HOSPITAL OF BUCKHA	700-342-00	MAT & SUPP - PARKING	LAB TEST CARL WEAVER	70.00
	INTERNAL REVENUE SERVICE	700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	200.95
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	292.49
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	46.99
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	68.41
	BALL HORTICULTURAL COMPANY	700-464-00	HOTEL-MOTEL (FLOWERS)	PCRD-ASSORTED FLOWERS	299.19
		700-464-00	HOTEL-MOTEL (FLOWERS)	PCRD-ASSORTED FLOWERS	108.25
		700-464-00	HOTEL-MOTEL (FLOWERS)	PCRD-ASSORTED FLOWERS	418.41
		700-464-00	HOTEL-MOTEL (FLOWERS)	PCRD-ASSORTED FLOWERS	616.19
		700-464-00	HOTEL-MOTEL (FLOWERS)	PCRD-ASSORTED FLOWERS	157.42
		700-464-00	HOTEL-MOTEL (FLOWERS)	PCRD-ASSORTED FLOWERS	144.30
		700-464-00	HOTEL-MOTEL (FLOWERS)	PCRD-ASSORTED FLOWERS	153.76
		700-464-00	HOTEL-MOTEL (FLOWERS)	PCRD-ASSORTED FLOWERS	130.27
	EVERSON-CARR FARMS LLC	700-465-00	CONTRACT MOWING CEME	APR 1,6,13,20,-MWNJ CEM	10,400.00
	AT&T MOBILITY	700-342-00	MAT & SUPP - PARKING	PCRD-MAR 2026 CELL PHN & G	46.10
	RODNEY CASSIDY DBA CASSIDY T	700-345-00	TREE MAINTENANCE	CUT GUM TREE DOWN 18 MEAD	3,500.00
	FREEDOM AG & ENGERY COOPERAT	700-341-00	MAT & SUPP - CEMETER	20 BALES OF STRAW & GRASS	299.78
	WV NEWS	700-343-00	MAT&SUPP-PARKS	AD-PARK ATTEND APPLCTN	32.62
	DAVIS ATHLETICS LLC	700-343-00	MAT&SUPP-PARKS	MULCH&SHPPNG-PARKS	7,324.00
	WVCORP	700-226-00	INSURANCE & BONDS	INS PREM LIA APR-JUN 26	246.27
	FREDERICK L WARE	700-341-00	MAT & SUPP - CEMETER	BuyBackSps1&2BMPSecBLot106	200.00
	RONALD M REED	700-341-00	MAT & SUPP - CEMETER	BuyBackSps5&72ndAddSecB53R	1,600.00
	**PAYROLL EXPENSES			4/01/2026 - 4/30/2026	7,958.50
				TOTAL:	46,663.39

**Shobe/Zuliani moved to accept the financial report as presented. The motion carried.**

**a. Approval CPWB Budget FY 2026/2027** – Amberle Jenkins reported on the changes made to the CPWB Budget FY 2026/2027 after additional review since providing the draft at the last meeting. The changes included the removal of several park improvement items due to funding limits. A discussion of future needs: pavilion repairs, kayak launch improvements, resurfacing courts, and potential City Council authorizing additional contributions from the General Fund.

**Zuliani/Shobe moved to approve the CPWB Budget FY 2026/2027 as presented. The motion carried.**

CONSOLIDATED		2021-22 actual	2022-23 actual	2023-24 actual	actual 2024-25	2025-26 approved budget	actual 2/28/2026	Proposed 2026-27 Budget	
	EST. BALANCE ON HAND	161,274	170,690	126,909	180,372	203,492		164,200	
340-000-01	DONATION BEAUTIFICATION	72	72	72	\$ 72.00	60	48	60	donations & from utl bill
340-000-02	DONATION DOG PARK	84	119	154	\$ 84.00	60	2,127	60	donations & from utl bill
-93 342-000-00	PARKING METERS LOT 1		0	0	\$ 298.49	0		0	
-93 342-000-01	PARK PEN LOT 1	50	240	0	\$ 40.00	0		0	
-93 342-000-02	LOT 1 STICKERS		0	0	\$ -	0		0	
-93 343-000-00	PARKING LOT 2 RENTAL	0	0	0	\$ -	0		0	
-93 343-000-01	PARK PEN LOT 2	100	40	0	\$ -	0		0	
-93 343-000-02	STICKERS LOT 2		0	0	\$ -	0		0	
-93 344-000-00	PARKING METERS LOT 3		0	0	\$ -	0		0	
-93 344-000-01	PARK PEN LOT 3		0	0	\$ 50.00	0	85	50	
-93 344-000-02	STICKERS LOT 3	1,858	1,846	678	\$ 1,110.00	1,500	1,208	1,500	this is where we are putting parking stickers
-93 345-000-00	PARKING METERS LOT 4	0	0	0	\$ -	0		0	
-93 345-000-01	PARK PEN LOT 4	0	0	0	\$ -	0		0	
-93 345-000-02	STICKERS LOT 4		0	0	\$ 50.50	0		0	
-93 346-000-00	PARKING METERS ON STREET		0	0	\$ -	0		0	
-93 346-000-01	PARK PEN ON STREET	11,825	12,090	5,830	\$ 2,180.00	5,000	1,260	1,800	
-93 347-000-00	OPENING & CLOSING GRAVES	49,200	30,850	42,200	\$ 33,250.00	30,000	24,500	30,000	
-93 347-000-01	SALE OF LOTS	35,300	17,800	32,200	\$ 7,400.00	12,000	5,100	8,000	
-93 347-000-03	PLACEMENT OF MARKERS	4,200	3,800	3,400	\$ 1,000.00	1,500	1,700	2,000	
-93 347-00-02	STICKERS LOT 6	0	0	0	\$ -			0	
349-000-01	parking Pen Lot 6	0	0	0	\$ -			0	
-93 366-000-00	STATE GRANTS	0	0	0	\$ -		9,334	0	
-93 367-000-01	HOTEL OCCUPANCY TAX	38,956	38,196	43,406	\$ 33,253.70	36,000	26,916	36,000	
-93 368-000-00	RENTAL OF PAVILION	4,910	6,975	8,080	\$ 7,610.00	4,000	3,805	5,000	
-93 380-000-00	INTEREST	1,114	541	1,279	\$ 7,612.99	200	902	1,130	
-93 399-000-00	MISCELLANEOUS	290	495	35	\$ 303.08	0	0	0	
-93 399-000-03	GENERAL FUND CONTRIBUTION	135,000	100,000	200,000	\$ 300,000.00	100,000	125,000	100,000	20T parks, 20T DG 100%cpwb, 60T cemetery mowing
-93 399-000-04	COM. ENHANCE DONATION	1,900	700	1,350	\$ 750.00	0	3,089	0	
	<b>TOTAL REVENUES</b>	<b>284,858</b>	<b>213,764</b>	<b>338,684</b>	<b>\$ 395,064.76</b>	<b>190,320</b>	<b>205,074</b>	<b>165,600</b>	
	w/balance on hand	446,133	384,454	465,593	\$ 575,437.12	393,812		289,800	
-93 700-101-00	BOARD SALARIES	16,800	16,800	16,800	\$ 16,800.00	16,800	11,200	16,800	
-93 700-103-00	SALARIES	28,080	30,267	32,660	\$ 31,274.62	40,500	25,076	42,000	
-93 700-103-01	FLOWER SALARIES	46,836	60,727	63,694	\$ 65,287.50	83,000	52,448	81,000	
-93 700-104-00	FICA TAX	7,067	8,247	8,655	\$ 8,672.20	10,500	6,787	11,000	
-93 700-105-00	HEALTH INSURANCE								
-93 700-106-00	GROUP RETIREMENT	1,596	1,684	1,787	\$ 1,573.46	1,990	1,222	1,600	
-93 700-106-01	Flower Retirement	3,915	5,146	5,325	\$ 5,707.34	5,700	4,474	5,000	
	<b>CONTRACTUAL SERVICES</b>								
-93 700-225-00	LOT 4 EXPENSE		0						
-93 700-226-00	INSURANCE & BONDS	6,671	8,039	5,434	\$ 6,157.36	10,000	3,873	6,500	
-93 700-340-00	MAT & SUPP - STORM DRAIN MAINT	0	0		\$ -				
-93 700-341-00	MAT & SUPP - CEMETERY	10,866	22,015	7,263	\$ 6,161.07	7,000	2,745	5,000	ask brad

-93 700-342-00	MAT & SUPP - PARKING	4,886	5,903	2,955	\$ 4,443.43	5,000	3,917	4,000	concrete corhole; Grill; Commercial trash cans; patio at rotary pavilion; refinish Bball cri&Tennis Cri; mulch&soil&ers Requested \$41,000 for all of this. We had to remove Refinish Bball/Tennis Cri \$20,000 and Corhole \$2800 as of 4-21-26 \$15573 was collected
-93 700-343-00	MAT & SUPP - PARKS	35,474	26,364	62,984	\$ 130,037.09	100,322	84,159	18,200	
-93 700-343-01	DOG PARK EXP	748	74	201	\$ 135.59	7,500	231	7,500	
-93 700-344-00	AUTO SUPPLIES	839	128	2,281	\$ 2,623.10	3,000	333	1,000	
-93 700-345-00	TREE MAINTENANCE	11,050	7,055	768	\$ 333.80	15,000	8,864	???	
-93 700-345-01	TREE GRAN					0	10,200		
-93 700-346-00	COMMUNITY ENHANCEMENT		0	0	\$ 757.22	0	0	0	
-93 700-464-00	HOTEL-MOTEL (FLOWERS)	24,985	17,831	12,381	\$ 18,070.81	20,000	6,822	20,000	
-93 700-465-00	CONTRACT MOWING CEMETERY	51,600	47,155	61,996	\$ 67,050.00	67,500	37,500	70,200	
-93 700-500-00	DEPRECIATION EXPENSE								
-93 700-568-00	CONTINGENCY	22,965							
-93 700-999-00	MISC/ Community Enhanc Dona				\$ 432.35				
	<b>TOTAL EXPENDITURES</b>	<b>274,380</b>	<b>257,435</b>	<b>285,183</b>	<b>\$ 365,516.94</b>	<b>393,812</b>	<b>259,851</b>	<b>289,800</b>	
	with bal on hand	171,753	127,019	180,410	\$ 209,920.18	0		0	

## 8. Department Report – Street Department & Parks Superintendent Brad Hawkins – Brad Hawkins presented the department reports, highlights included:

- WV Strawberry Festival preparations
- Installation of black fence between City Park and 16 Park Street
- Completion of ADA ramp at Jawbone Park stage
- Completion of project beside Dairy Queen
- Upcoming blacktop work on Henry Street and alley beside 10 Gum Street

Discussion following the report raised concerns about cosmetic cracking on the stage surface, which was determined to be non-structural. The need for additional removable railing near the stage steps was also discussed, and it was confirmed that it was being addressed.

## 9. Business Discussions:

### a. Heavner Cemetery,

### i. Researcher Request for Placement of Government Medallion for Sergeant Clifford Stockert

– Action taken earlier in the meeting.

**ii. Further Discussion/Possible Action Cemetery Rules & Regulations re: Marker Placement, Cremations, etc.** – Mrs. Jenkins provided an update on the continuing review of cemetery regulations. The issue has become increasingly complex due to multiple generations now seeking to use older family lots, requests to place additional cremations on spaces where a monument already exists, and requests to add new monuments to older graves, sometimes decades after the original interment. Uncertainty about who has legal authority to approve changes when the original lot owners and their immediate heirs are deceased has caused us to reach out to the City Attorney. The City Attorney advised that current regulations state “one monument” per space—this applies regardless of whether the interment is full-body or cremation. If the Board wishes to allow multiple monuments, the rules must be formally amended. Authorization must come from a personal representative of the deceased lot owner: If the personal representative (executor/administrator) is still living, they may authorize changes even if the estate has long been settled. If the personal representative is deceased and no will designates authority, an individual may petition the circuit court to reopen the estate and be appointed as the new personal representative. She confirmed the current rule regarding cremations is that one full burial plus up to three cremations may be placed on a single space. Increasing cremation rates are creating more frequent multi-interment requests.

The Board discussed the need to draft clearer language defining who may authorize interments and monument changes, consider adding language to new deeds and sales documents requiring families to identify a legal representative for future decisions, and to address the growing number of situations where distant descendants—sometimes several generations removed—seek to use or modify lots without clear legal authority. Mrs. Jenkins will continue her work with the City Attorney to prepare proposed revisions to the rules for Board review at an upcoming meeting.

**iii. Agreement -Default on Payment** – Mrs. Jenkins reported that the Board has been provided with a list of unpaid cemetery spaces where balances remain outstanding, some dating back several decades, with the meeting packet. Letters will be sent to the last known addresses of account holders, and the City will attempt to locate updated addresses when possible. The letter will inform recipients that failure to respond may result in the matter being brought back to the Board. If no response is received, the Board may consider opening unused, unpaid spaces for sale as single graves. This option will be clearly stated in the letter so families understand the potential outcome. Some accounts show no payments since 1972, underscoring the need to address long-standing delinquencies. It was emphasized that this update was for informational purposes only, as the list contains private names and addresses and will not be included in the minutes. Board members acknowledged the need to move forward. No formal action was required at this meeting. Mrs. Jenkins will return with recommendations after outreach efforts are completed.

**b. Event Request- WV Classic Wheels Car Club** - The Board reviewed two event requests submitted by the Classic Wheels Car Club to include the *(i.) Blast From The Past Car Show – Main Street Closure on 07/25/2026 6 pm-10 pm*, and the *(ii.) Labor Day Car Show at the NPRFP on 09/07/2026, 7 am-5 pm*, noting all application requirements were complete.

**Shobe/Zuliani moved to approve both event requests from the WV Classic Wheels Car Club, specifically the Blast from the Past Car Show, which includes the Main Street closure on 07/25/2026 from 6 pm to 10 pm, and the Labor Day Car Show at the NPRFP on 09/07/2026 from 7 a.m. to 5 p.m. The motion carried.**

**c. Event Request Use of NBRFP Athletic Field, i. Church of the Nazarene Upward Soccer June 2, 2026 to July 25, 2026** - The Board reviewed an event request submitted by the Buckhannon Church of the Nazarene for use of the soccer fields at the North Buckhannon Riverfront Park during the summer season, as noted, on Tuesdays and Fridays, June 2 through July 21, and on Saturday, July 25. It was clarified that this request is not connected to the Upshur County Soccer Association’s fall request. Board members noted that Special Olympics typically submits its request later in June and will need to work around previously approved field use. Because the Church of the Nazarene submitted its request first, other groups will need to coordinate around these dates if conflicts arise.

**Zuliani/Shobe moved to approve the request to use the North Buckhannon Riverfront Park Athletic Field by the Church of the Nazarene for Upward Soccer on Tuesdays and Fridays from 5:00 to 7:00 p.m., June 2, 2026, to July 21, 2026, and again on Saturday, July 25, 2026, from 11:30 a.m. to 5 p.m. The motion carried.**

**ii. Upshur County Soccer Association 2026 Fall Season** – Representatives were unavailable, so no action was taken.

**d. Event Request-Holy Rosary Church Corpus Christi Procession Police Escort- Walking on Foot-City Sidewalk to Jawbone Park on 06/07/26 10:00 am**

The Board reviewed an event request submitted by Holy Rosary Catholic Church for its annual Corpus Christi Walking Procession on Sunday, June 7, which will travel on foot from the church to Jawbone Park using city sidewalks. The specifics include the time as 10:00 a.m. – 11:00 a.m., and the route beginning at the Holy Rosary Catholic Church, proceeding along Main Street, and continuing to Jawbone Park. A police escort has been requested for pedestrian safety. An insurance certificate was provided, and the church requested a mayoral proclamation. The Board clarified that the proclamation is a mayoral responsibility, not a Board action item.

**Shobe/Zuliani moved to approve the event request by Holy Rosary Catholic Church for its annual Corpus Christi Walking Procession, including the police escort, on June 7, 2026, as presented. The motion carried.**

**e. Resident Requests a Larger “Do Not Enter” Signage at the Corner of Barbour & Marion St-Fred Brooks Park area** - A resident requested that the City install a more visible red-and-white Do Not Enter sign at the corner of Barbour and Marion Street. The Mayor noted that the current sign is a small white-and-black, text-only version that is often overlooked by drivers. The Board agreed that a traditional MUTCD-standard red-and-white sign would be more visible and appropriate for the location. Mr. Hawkins noted that the sign would be mounted on the back of the existing stop sign post, facing toward Kanawha Street, to clearly indicate that traffic may not enter the one-way segment.

**Zuliani/Reger moved to approve placing a MUTCD-standard red-and-white “Do Not Enter” sign at the corner of Barbour & Marion Streets near the Fred Brooks Park area. The motion carried.**

Follow-up discussion included removing the existing green “Barbour Street” sign located on the opposite side of the intersection. Installing the stop sign on the black pole that also holds the Barbour/Marion street sign, consolidating signage for clarity. Lowering the height of the newly installed street sign at Kanawha & Barbour Street, as the Mayor noted the current height makes it difficult to safely apply the required sticker. The Mayor also noted that the DOH stoplight sign and the City’s street sign are currently misaligned, and lowering the City sign will prevent overlap and improve visibility. The Board agreed that these adjustments are appropriate and should be completed while crews are already on site performing the Do Not Enter installation. No formal motion was required, as these actions fall under the previously approved signage authorization.

**f. Utilize Madison Street Lot #6 as a Food Truck Park for Vendor Rental** – Ethan Crosten led a discussion of using Madison Street Lot #6 as a designated food truck park with vendor rental options. The idea emerged during planning for the West Virginia Strawberry Festival, where staff noted that the lot’s layout and existing utilities make it an ideal location for vendors. The lot already contains water, sewer, and electrical hookups, making it well-suited for mobile food vendors. Mr. Crosten and Mr. Hawkins suggested introductory rental rates of \$25 per day or \$50 per week to encourage participation while the concept gains traction. The lot has long been viewed as a potential vendor hub, and the WV Strawberry Festival highlighted the strong public demand for food options. A designated location could help consolidate vendors, reduce congestion, and create a predictable destination for residents and visitors. Picnic tables could be added to the adjacent green space to enhance the experience. Board members emphasized the need to remain fair to brick-and-mortar restaurants, noting that vendors operating outside city limits already draw customers. Vendors would be required to obtain a City of Buckhannon business license since this is not part of a festival umbrella. Festival Fridays, July 3rd celebrations, and other events could benefit from having a nearby vendor zone. Coordination with Create Buckhannon, the Chamber of Commerce, and the CVB was recommended to ensure transparency and gather feedback from local businesses. The Board agreed that the concept should move forward without delay, with detailed planning to follow.

**Shobe/Zuliani moved to approve the concept of using Madison Street Lot #6 as a food truck park for vendor rental as discussed. The motion carried.**

The Street Department will continue developing specific operational plans in coordination with community partners.

**g. Revisit No Parking Signage at 15 Pinnell Street (no curbs to paint)** – Action taken earlier in the meeting.

**h. Approve Wage Increase Ronald Swindler per Employee Classification System** – Ethan Crosten provided the request and an overview of why the approval of a wage adjustment for Ronald Swindler in accordance with the City’s employee classification system is appropriate. Mr. Swindler has now completed five years of service with the City and the adjustment of \$1.00 per hour will bring Mr. Swindler’s pay in line with that of other laborers performing the same duties. The City’s improved retention rate is partly attributed to recognizing and rewarding reliable long-term employees. Mr. Swindler is regarded by both Mr. Crosten and Mr. Hawkins as a strong worker with a positive attitude and dependable performance.

**Reger/Zuliani moved to approve the wage increase for City employee Ronald Swindler per the established City of Buckhannon Employee Classification System. The motion carried.**

**10. Report of Events, Correspondence, and Information** – Mayor Skinner provided an overview of the following:

**a. Parks & Recreation Advisory Board Report -May 2026**

Parks Report 5/19/2026

**City Park:**

- ✓ Tasks Completed This Year:
  1. Pavilions, Pillars, and Bathrooms pressure washed.
- Tasks to complete:
  1. Remove and Install fence.
  2. Install gutter and French drain around pavilion 2.
  3. Purchase and place new trash cans.
  4. Fix frost free valve at Bill and Dorothy Short Pavilion.

**Buckhannon River Walk:**

- Tasks to complete:
  1. Fix dog park fence.
  2. Fix dog park fountain.
  3. Install benches.

**NBRFP:**

- ✓ Tasks Completed This Year:
  1. New playground equipment has been installed.
  2. Playground borders, ramps, and mats were installed.
  3. Black fence has been installed around pavilion parking area.
  4. Fiber has been installed in the utility room.
  5. The gate has been painted black.
  6. Land and water conservation sign has been reprinted and placed at the bathrooms.
  7. Placed new trash cans.
- Tasks to complete:
  1. Pave boat ramp.
  2. Fix frost free valves at Pavilion 1.

**Fred Brookes Park:**

- Tasks to complete:
  1. Tree trimming.
  2. Paint Pavilion.

**Recommendation For Madison Street Parking Lot:**

For most of the year, the Madison Street parking lot remains empty. It is only used during Strawberry Festival, BBQ Bash, and 4<sup>th</sup> of July, sometimes during Festival Fridays. It is also too far away from Main Street so very few people park there. The lot was designed so the city could have food trucks and trailers parked there during these events, and for the biggest event it is not utilized in this way. I recommend the city advertises and rents these spaces out on a regular basis to food vendors.

- The spots could be rented out by days or weeks (like Air BnB).
- This would help to build some revenue like the pavilion rentals.
- The lot is already set up for food vendors; no changes would have to be made.
- A small pavilion, or picnic tables could be added to the green space.
- Vendors would sit in the parking lot along the outer curb facing towards the center greenspace.
- Vendors could vend throughout the week, as well as during Festival Fridays and weekends.
- During the Spring, Summer, and Fall this lot could be established as a “Food Truck Park”.

There are many Food Truck Parks all over the country, and they are very nice places to visit. My wife and I visited Moab Food Truck Park in Utah. The trucks are parked in a large square and at the center is a shaded picnic area. It makes a nice tourist attraction. <https://www.moabfoodpark.com/>  
If you Google “Food Truck Parks” there is a large list of parks all over the country. Jawbone Park appears on that list.



## **b. Addressing & Mapping**

**i. Reassignment of 42B College Ave New Address as 2 Cook Lane Apt 101 & 102**

**ii. Assignment of 29 Tuggle Street**

## **11. Board Members’ Remarks and Announcements**

**Nancy Shobe** – Mrs. Shobe inquired about the status of the musical note sculpture from WAMSB previously discussed. The Mayor confirmed the project has not been abandoned, but remains a back-burner item. It was noted that line-of-sight issues prevented installation at the originally proposed location. Possible alternative locations include the Madison Street area or other downtown sites.

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

**Robert Zuliani** - Mr. Zuliani raised two traffic-related concerns. First, the “Do Not Enter” signage at East Victoria & Madison Street. Only one sign is present, and it is faded. Drivers exiting the elementary school may be missing the restriction. The Street Department will evaluate and address the signage. Second, concerns about parking congestion near the High Rise, which makes it difficult for emergency vehicles to pass because cars are parked along the street. Mr. Hawkins and Mr. Crosten discussed the possibility of designating the area as No Parking, which would require Board action. The Mayor asked whether the recently demolished house across the street was intended for additional parking; staff clarified it is City-owned property and would require public auction before any redevelopment. City crews will examine the High Rise area more closely and consider placing the matter on the June agenda. The Mayor noted the need for improved access for emergency vehicles.

**Recorder Randy Sanders:** Recorder Sanders noted that the Davidson Brothers will perform at Festival Fridays on June 5 and are expected to draw a larger-than-usual crowd. He asked that the Street Department assist in ensuring adequate Porta-Johns, vendor coordination, and park staffing. Create Buckhannon anticipates attendance similar to a July 4th-level crowd. He also discussed the installation & removal of the Valor Banners, which have been done by volunteers with Create Buckhannon, with assistance from City staff. He suggested exploring a collaboration with Upshur County and the City to lead the seasonal installation and removal of Valor Banners. The volunteer group that traditionally handles the banners is aging, and assistance is needed. The City’s Street Department could take the lead, with County Maintenance providing support. Storage could continue in the privately owned facility. The Board agreed this is worth pursuing. Sanders also reported that the Community Clean-Up List had been published and had received mixed online feedback, but felt that the publication and continued follow-up on the matters were important.

## **12. Executive Session per WV Code §6-9A-4 Personnel Matters**

**At 9:01 a.m., Shobe/Zuliani moved to enter an Executive Session per WV Code §6-9A-4 to discuss personnel matters. The motion carried.**

**At 9:12 a.m., Zuliani/Reger moved to exit the Executive Session. The motion carried.**

Recorder Sanders reported that at 9:12 a.m., we left an Executive Session per WV Code §6-9A-4, where we discussed personnel matters and no decision had been made, nor was one needed.

**13. Declaration of Adjournment**

**With no further business, the meeting adjourned at 9:12 a.m., with a motion by Shobe.**

**Mayor Robert N. Skinner III**

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**City Recorder Randall H. Sanders**

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