

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

The Consolidated Public Works Board held a regular meeting on Thursday, August 13, 2026, at 9:00 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	Absent
Board Member	Mark Waldo	Present
Board Member	Nancy Shobe	Present
Director of Finance & Admin/Asst Recorder	Amberle Jenkins	Absent
Director of Public Works	Ethan Crosten	Present
City Engineer	Jay Hollen	Present - GTM
Street Superintendent	Bradley Hawkins	Present
Assistant Street Superintendent	Andrew Loudin	Present
Office Manager	Barb Hinkle	Present
City Horticulturalist	Dixie Green	Present
Media		
My Buckhannon	Monica Zalaznik	Present - GTM

Guests: Gary Connell, WV Hillbilly Days; Zachary Williams, Jimbos.

*City of Buckhannon Consolidated Public Works Board
9:00 a.m., Thursday, August 13, 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: 06/25/2026
5. Public Comment – Motion to Open & Close Requested
6. Recognition of Guests
 - a. Zachary Williams, Jimbo’s Place Last Splash Luau Event on 08/28/26 & 08/29/26
 - i. 6 N. Kanawha Street Closure Area 48’x48’
 - ii. Outside Activities & Live Music
 - iii. Request COB to draft Approval Letter to the WVABCA of the temporary extension of the licensed floor plan for the outdoor event (Zoning Compliance)
 - b. Jaws BBQ, Gary Connell
 - i. Rescheduling WV Hillbilly Days Festival 2026
 - c. City Horticulturist Dixie Green
 - i. Approval to replace Main Street raised flower beds
 - ii. Approval for additional funds for flower displays
7. Financial Report – Director of Finance, Amberle Jenkins
8. Department Report –Street Department & Parks Superintendent Brad Hawkins
9. Business Discussions
 - a. Event Request-Chapel Hill UMC Block Party-Request Street Closure on 08/15/26 4pm-6pm
 - b. Event Request-Riverfest 10 Celebration at the Poundstone Riverwalk on 08/29/26
 - c. Event Request -Traffic Flow Management- WVWC Students Move-In Day on 08/22/2026
 - d. Event Request- Trunk-or-Treat at the Public Safety Complex Parking Lot on 10/26/2026
 - e. Approval to Accept-Sue & Dana Bates Relinquish to the COB Cemetery Spaces to use as Pauper Burials 2nd Addition Lot 15 Section C Spaces 1, 3, 5 & 7
 - f. Cemetery Buy Back Proposal 2nd Addition Lot 127 Section F Spaces 6 & 8 -Peggy Hall
 - g. Further Discussion/Possible Action Cemetery Rules & Regulations
 - i. Limiting Markers for Multiple Cremation Names
 - ii. Cemetery Lot Purchasing Requirements

h. Sanitary Dept. Recommendation for Discussion Maintenance Reger Street Stormwater Issues

10. Report of Events, Correspondence, and Information

- a. Updated Pavilion Use Request Form regarding Park Regulations
- b. WVDOH Route 20 Turn Lane Project-Scheduled to begin late August 2026 through late November 2026
- c. Addressing/Mapping Assignment of 34 Colorado Avenue
- d. All City Parks Remain Closed, except City Park on Park Street, for cleaning & sanitation
- e. WV Emergency Management Division Damage Survey

11. Board Members' Remarks and Announcements

12. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on August 5, 2026, revised on August 10, 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: The meeting was called to order by Mayor Robbie Skinner, who noted this meeting would serve as both the August makeup meeting and the regular August meeting unless a special meeting became necessary.

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: 06/25/2026 – The Mayor recognized that the meeting minutes of 06/25/2026 were available and asked for any corrections, additions, or a motion to approve.

Shobe/Zuliani moved to approve the 06/25/2026 meeting minutes as presented. The motion carried.

5. Public Comment—Motion to Open & Close Requested – No action was necessary.

6. Recognition of Guests and Requests – Mayor Skinner recognized the following, and, without objection, the agenda items they wished to discuss were brought to the table.

a. Zachary Williams, Jimbo's Place Last Splash Luau Event on 08/28/26 & 08/29/26

i. 6 N. Kanawha Street Closure Area 48'x48'

ii. Outside Activities & Live Music

iii. Request COB to draft Approval Letter to the WVABCA of the temporary extension of the licensed floor plan for the outdoor event (Zoning Compliance)

Mr. Williams requested approval to host the Last Splash Luau on August 28–29, including temporary closure of a 48' x 48' section of North Kanawha Street in front of Jimbo's. Activities include cornhole, live music, water activities, and water pong. He is coordinating with WVABCA for extended beer licensing.

Zuliani/Waldo moved to approve the Jimbo's Place Last Splash Luau Event on 08/28/26 & 08/29/26, as presented. The motion carried.

b. Jaws BBQ, Gary Connell

i. Rescheduling WV Hillbilly Days Festival 2026

Mr. Connell requested rescheduling the WV Hillbilly Days Festival to Saturday, October 3, with setup on Friday, October 2, at North Buckhannon Riverfront Park. He requested use of all three pavilions, inclusion on the City's electronic billboard, and a waiver of park fees, noting that nothing had changed from last year, and asked to be recognized on the electronic billboard and to receive a waiver of the park rental fee.

Shobe/Waldo moved to approve Gary Connell's request to reschedule the WV Hillbilly Days Festival 2026 as presented, including use of the electronic billboard space and a waiver of the park rental fee. The motion carried.

c. City Horticulturist Dixie Green

i. Approval to replace Main Street raised flower beds - Dixie Green reported that the brick planters on Main Street are failing due to invasive honey locust roots. She reported that the bricks were cracking apart, the tops were falling off, and there was very little soil left. Discussion included replacing the planters with similar brick aesthetics; removing existing trees that have outgrown the space and are declining; considering smaller ornamental trees or evergreens; and incorporating drainage improvements at Appalachian Charm, Lewis Jewelers, and Fish Hawk Acres.

Main Street Raised Brick Planter Replacement

- Current trees are Honey Locusts, which can reach heights of 30-40 feet at full maturity. These trees cannot be contained by the current planters and have begun to destroy the planters with their root systems.
- Trees are damaged from stunting due to small root space. Bark and trunks are cracking, which will lead to limb loss and is a safety liability for pedestrians
- We can no longer sustain a colorful landscape in these planters due to overgrown root balls of the locusts- there is no soil to plant in/ maintain with water.
- Request for funds for old planters and trees to be removed, and new ones built in their place this fall.





Potential Design Examples

- Mix of perennials, a dwarf tree or shrubs, and annuals for season long color and to encourage pollinators.



Waldo/Zuliani moved to approve referring the planter replacement project to City Council for final approval and funding consideration. The motion carried.

ii. **Approval for additional funds for flower displays** – Ms. Green also requested up to \$3,500 for soil and mums to create a large fall display in Jawbone Park and to restore beds damaged by flooding.

Shobe/Zuliani moved to approve up to \$3,500 in additional funds for flower displays as presented. The motion carried.

The Board also discussed re-engaging Wilson Martino Dental to restore landscaping removed for proposed statuary. Ms. Green supported adding plantings back to the area. She also confirmed that the fall tree-planting initiative that began in 2025 is on target for this season.

7. Financial Report – Director of Finance Amberle Jenkins – Barbara Hinkle presented an overview of the financial reports.

CONSOLIDATED PUBLIC WORKS BOARD
CITY OF BUCKHANNON
BALANCE SHEET

Money market & checking balance:
JUNE 30, 2026 \$62,697.41

Cemetery Funds moved to WVBTI May,2026 \$226,358.77
Cemetery Savings to move to WVBTI \$22,021.50
\$248,380.27

May-25	\$	122,831.63				
Jun-25	\$	203,492.27				
Jul-25	\$	240,070.47				
Aug-25	\$	208,262.45				
Sep-25	\$	190,368.12				
Oct-25	\$	185,173.93				
Nov-25	\$	134,883.30				
Dec-25	\$	135,956.70				
Jan-26	\$	230,181.00				
Feb-26	\$	148,714.55				
Mar-26	\$	142,474.59				
Apr-26	\$	105,569.07				
May-26	\$	82,422.94				
Jun-26	\$	62,697.41				

8-12-2026 08:26 AM		CITY OF BUCKHANNON REVENUE & EXPENSE REPORT (UNAUDITED) AS OF: JUNE 30TH, 2026				PAGE: 2
093-CONSOL PUBLIC WORKS		% OF YEAR COMPLETED: 100.00				
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	72.00	0.00 (	12.00)	120.00
093-340-000-02 DONATION DOG PARK UTL&PRI	60	7.00	2,155.25	0.00 (	2,095.25)	3,592.08
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	0.00	185.00	0.00 (	185.00)	0.00
093-344-000-02 STICKERS LOT 3	1,500	25.00	1,532.50	0.00 (	32.50)	102.17
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	235.00	3,450.00	0.00	1,550.00	69.00
093-347-000-00 OPENING & CLOSING GRAVES	30,000	5,750.00	39,000.00	0.00 (	9,000.00)	130.00
093-347-000-01 SALE OF LOTS	12,000	4,300.00	11,900.00	0.00	100.00	99.17
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
TOTAL OTHER FEES	50,120	10,323.00	60,894.75	0.00 (	10,774.75)	121.50
GRANTS						
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	6,007.26	36,175.45	0.00 (	175.45)	100.49
093-368-000-00 RENTAL OF PAVILION	6,200	950.00	6,865.00	0.00 (	665.00)	110.73
TOTAL GRANTS	51,533	6,957.26	52,374.27	0.00 (	841.27)	101.63
OTHER REVENUE						
093-380-000-00 INTEREST	200	26.30	7,711.60	0.00 (	7,511.60)	3,855.80
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	2,013	0.00	3,839.28	0.00 (	1,826.28)	190.72
TOTAL OTHER REVENUE	127,213	26.30	136,594.32	0.00 (	9,381.32)	107.37
TOTAL REVENUE	228,866	17,306.56	249,863.34	0.00 (	20,997.34)	109.17

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 100.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
BAD DEBT =====						
NON-OPERATING EXPENSES						
093-550-676-00 BAD DEBT EXPENSE(return c	0	0.00	0.00	0.00	0.00	0.00
TOTAL NON-OPERATING EXPENSES	0	0.00	0.00	0.00	0.00	0.00
TOTAL BAD DEBT	0	0.00	0.00	0.00	0.00	0.00
BOARD =====						
SALARIES & BENEFITS						
093-700-101-00 BOARD SALARIES	16,800	1,400.00	16,800.00	0.00	0.00	100.00
093-700-103-00 SALARIES	40,500	3,382.50	34,371.75	0.00	6,128.25	84.87
093-700-103-01 FLOWER SALARIES	83,000	6,913.63	75,547.91	0.00	7,452.09	91.02
093-700-104-00 FICA TAX	10,500	894.75	9,694.18	0.00	805.82	92.33
093-700-105-00 HEALTH INSURANCE	44	0.00	43.44	0.00	0.56	98.73
093-700-106-00 GROUP RETIREMENT	1,990	135.91	1,773.31	0.00	216.69	89.11
093-700-106-01 CONSOLIDATED RETFLOWER	6,419	532.46	6,418.80	0.00	0.20	100.00
TOTAL SALARIES & BENEFITS	159,253	13,259.25	144,649.39	0.00	14,603.61	90.83
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	67.58	5,247.33	0.00	4,752.67	52.47
TOTAL CONTRACTUAL SERVICES	10,000	67.58	5,247.33	0.00	4,752.67	52.47
COMMODITIES						
093-700-340-00 MAT & SUPP - STORM DRAIN	0	0.00	0.00	0.00	0.00	0.00
093-700-341-00 MAT & SUPP - CEMETERY	7,000	232.20	5,478.14	0.00	1,521.86	78.26
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	292.49	4,755.53	0.00	244.47	95.11
093-700-343-00 MAT&SUPP-PARKS	115,322	8,196.26	113,119.85	0.00	2,202.15	98.09
093-700-343-01 DOG PARK EXP	7,500	11.33	263.33	0.00	7,236.67	3.51
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	24,370	3,702.49	16,066.33	0.00	8,303.67	65.93
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	2,013	0.00	2,012.71	0.00	0.29	99.99
TOTAL COMMODITIES	174,405	12,434.77	152,228.91	0.00	22,176.09	87.28
CAPITAL OUTLAY						
093-700-464-00 HOTEL-MOTEL (FLOWERS)	20,000	867.49	13,247.87	0.00	6,752.13	66.24
093-700-465-00 CONTRACT MOWING CEMETERY	68,700	10,400.00	68,700.00	0.00	0.00	100.00
TOTAL CAPITAL OUTLAY	88,700	11,267.49	81,947.87	0.00	6,752.13	92.39

093-CONSOL PUBLIC WORKS

% OF YEAR COMPLETED: 100.00

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	432,358	37,029.09	384,073.50	0.00	48,284.50	88.83
TOTAL EXPENDITURES	432,358	37,029.09	384,073.50	0.00	48,284.50	88.83
REVENUE OVER/(UNDER) EXPENDITURES	(203,492) (	19,722.53) (	134,210.16)	0.00 (	69,281.84)	65.95

CPWB JUNE 2026 PAYMENT OF BILLS

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

\$3,500.00 – CASSIDY TREE SERVICE – TREE REMOVAL IN CITY RIGHT OF WAY

\$7,387.46 – DAVIS ATHLETICS – NORTH BUCKHANNON PARK PLAYGROUND EQUIPMENT

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
BOARD	MON POWER	700-342-00	MAT & SUPP - PARKING	110 112 520 876 PRK LOT 3	66.38
		700-342-00	MAT & SUPP - PARKING	110 112 520 819 PRK LOT 3	10.73
		700-342-00	MAT & SUPP - PARKING	110 112 520 926 PRK LOT 3	10.73
		700-342-00	MAT & SUPP - PARKING	110 116 755 015 LT 3 FAIR	11.61
		700-343-00	MAT&SUPP-PARKS	110 149 193 085 JAWBONE PR	68.80
		700-343-00	MAT&SUPP-PARKS	110149192194 JAWBONE PARK	48.26
		700-343-00	MAT&SUPP-PARKS	110 088 938 128 44 6TH ST	14.78
		700-343-00	MAT&SUPP-PARKS	110 088 938 045 61CLEVELAND	12.39
		700-343-00	MAT&SUPP-PARKS	110 088 938 086 PARK STREE	25.63
		700-343-00	MAT&SUPP-PARKS	110 087 901 580 FLAG POLE-	15.33
		700-343-01	DOG PARK EXP	110 137 251 630 WALK TRAIL	11.33
		700-343-00	MAT&SUPP-PARKS	110 141 766 342 13 MARION	10.73
		700-343-00	MAT&SUPP-PARKS	110 089 164 682 JAWBONE PA	198.46
		700-343-00	MAT&SUPP-PARKS	110 086 639 413 PARK STREE	58.44
		700-343-00	MAT&SUPP-PARKS	110 160 309 727 15 MADISON	55.78
		700-343-00	MAT&SUPP-PARKS	110 160 309 776 15 MADISON	16.87
		700-343-00	MAT&SUPP-PARKS	110 167 794 582 SPRING ST	13.30
	RITE-WAY HEATING & PLUMBING	700-343-00	MAT&SUPP-PARKS	YARD HYDRANT PAV 1-CP	138.12
		700-343-00	MAT&SUPP-PARKS	YARD HYDRANT PAV 2-CP	131.91
	HARBOR FREIGHT TOOLS	700-341-00	MAT & SUPP - CEMETER	PCRD-AMERICAN FLAGS @ CEME	232.20
	LOWES BUSINESS ACCOUNTS/SYNC	700-464-00	HOTEL-MOTEL (FLOWERS	LEATHER UTL GLVE, PWR STRP	38.44
		700-464-00	HOTEL-MOTEL (FLOWERS	QUICK LINK,2 HOLE CNDT FI	16.17
		700-464-00	HOTEL-MOTEL (FLOWERS	BODY BOLT-FLOWER	3.76
	STATE EQUIPMENT INC.	700-345-00	TREE MAINTENANCE	BAR,CHAIN&FILE-POLE SAW	93.97
	WV MUNICIPAL LEAGUE	700-226-00	INSURANCE & BONDS	CPWB 2ND QTR UNEMPLOYMENT	67.58
	WV PUBLIC EMPLOYEES RETIREME	700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	71.11
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	271.31
		700-106-00	GROUP RETIREMENT	WV RETIRE TIER2 CONTRIBUTI	64.80
		700-106-01	CONSOLIDATED RETFLOW	WV RETIRE TIER2 CONTRIBUTI	261.15

FUND: CONSOL PUBLIC WORKS

DEPARTMENT	VENDOR NAME	GL ACCOUNT	ACCOUNT DESCRIPTION	DESCRIPTION	AMOUNT
	WALMART STORES INC -BUCKHANN	700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-BATTERY	111.84
		700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-ASSORTED FLOWERS	172.48
	INTERNAL REVENUE SERVICE	700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	399.02
		700-104-00	FICA TAX	FICA WITHHELD AND MATCHED	326.14
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	93.32
		700-104-00	FICA TAX	MEDICARE WITHHELD & MATCHE	76.27
	AMAZON.COM	700-345-00	TREE MAINTENANCE	PCRD-ARBORIST TREE THROWLI	108.52
		700-342-00	MAT & SUPP - PARKING	PCRD-ZIP TIES	20.89
	EVERSON-CARR FARMS LLC	700-342-00	MAT & SUPP - PARKING	PCRD-FLOOR MATS PRK ENF VE	79.99
		700-465-00	CONTRACT MOWING CEME	JUNE 1&8 2026 CEM MOW	5,200.00
		700-465-00	CONTRACT MOWING CEME	JUNE 15&22.2026 CEM MOW	5,200.00
	AT&T MOBILITY	700-342-00	MAT & SUPP - PARKING	PCRD-MAY 2026 CELL PHN & G	46.08
		700-342-00	MAT & SUPP - PARKING	PCRD-JUN 26 CELL PHN & GEO	46.08
	GREENHOUSE MEGASTORE	700-464-00	HOTEL-MOTEL (FLOWERS	PCRD-ASSORTED FLOWERS TEST	524.80
	RODNEY CASSIDY DBA CASSIDY T	700-345-00	TREE MAINTENANCE	TREE RMVL IN CITY R.O.W	3,500.00
	DAVIS ATHLETICS LLC	700-343-00	MAT&SUPP-PARKS	NORTH BKN PRK PLAYGRND EQU	7,387.46
				6/01/2026 - 6/30/2026	11,696.13
	**PAYROLL EXPENSES			TOTAL:	37,029.09

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

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

- Completed sidewalks at 160 Fayette Street and on Franklin Street; the curb remains to be poured
- Began work on the new electrical service at Jawbone Park
- Patching on Henry Street ahead of full overlay
- Cleaning up after the high water event
- Jawbone Park and NBRFP have been disinfected from the floodwaters and can be reopened by the beginning of September

Discussion included lime application rates for flood sanitation; remaining pavilion cleaning; replacement of damaged benches; coordination with the Upshur County Commission and Homeland Security for debris transport; the need to inspect the Jawbone Park AED and sound equipment damaged in the flood; and an insurance adjuster review of the submerged backhoe and excavator; plan to begin curb installation on the next block of Pocahontas Street in fall 2026.

9. Business Discussions:

a. Event Request-Chapel Hill UMC Block Party -Request Street Closure on 08/15/26 4pm-6pm – Discussion and review of the Event Request application took place.

Shobe/Waldo moved to approve the Chapel Hill UMC Block Party event request as presented. The motion carried.

b. Event Request-Riverfest 10 Celebration at the Poundstone Riverwalk on 08/29/26 – Discussion and review of the Event Request application took place.

Waldo/Zuliani moved to approve the Riverfest 10 Celebration event request as presented. The motion carried.

c. Event Request -Traffic Flow Management- WVWC Students Move-In Day on 08/22/2026 –
Discussion and review of the Event Request application took place.

Zuliani/Waldo moved to approve the Traffic Flow Management- WVWC Students Move-In Day event request as presented. The motion carried.

RE: Request to Modify Traffic Arrangements for West Virginia Wesleyan College New Student Move-In Day – Saturday, August 22, 2026

Dear Mr. Crosten, Public Works Director,

I am writing to formally request a temporary modification to the traffic pattern on Meade Street in support of West Virginia Wesleyan College's New Student Move-In Day, scheduled for Saturday, August 22, 2026. This adjustment is intended to reduce congestion and streamline the arrival process for incoming students and their families.

Specifically, we are requesting that Meade Street be designated as a one-way road beginning at the intersection of College and Meade Streets and continuing toward Camden Avenue. This temporary one-way designation would be in effect from **7:00 a.m. to 11:30 a.m.** on August 22nd.

To support this traffic pattern, we also propose placing barricades and would like to confirm whether your department would handle their placement or if our team should make arrangements at the following intersections to help regulate flow:

- **Camden Avenue & Meade Street**
- **Meade Street & College Avenue**
- **Main Street & College Avenue**

We recommend these barriers be in place from **7:00 a.m. to 11:30 p.m.** on August 22, which aligns with the timeframe during which the majority of students are expected to complete their move-in.

Steve, if you're available, we'd really appreciate the help of the VIPS crew. I know things get busy, but your team always does a great job keeping everything running smoothly. Let me know what works best on your end!

In addition to professional support, approximately 80 fraternity and sorority members will be volunteering to assist with move-in. A portion of these students will be stationed at key intersections to provide directions and support. I will personally oversee the morning operations and can be reached directly at 304-473-8000. The Upshur County 911 Center also has my contact information due to my role in overseeing fraternity housing.

Thank you for considering this request. Your partnership is vital to ensuring a safe and welcoming experience for our new students.

With sincere gratitude,

John Bohman
Senior Director of Operations & Greek Life

d. Event Request- Trunk-or-Treat at the Public Safety Complex Parking Lot on 10/26/2026 –
Discussion and review of the Event Request application took place.

Shobe/Waldo moved to approve the Trunk-or-Treat at the Public Safety Complex Parking Lot event request as presented. The motion carried.

e. Approval to Accept-Sue & Dana Bates Relinquish to the COB Cemetery Spaces to use as Pauper Burials 2nd Addition Lot 15 Section C Spaces 1, 3, 5 & 7 - Discussion and review of the request took place.

Waldo/Zuliani moved to accept Sue & Dana Bates ' relinquishment of the COB Cemetery Spaces to use as Pauper Burials, 2nd Addition Lot 15, Section C, Spaces 1, 3, 5, and 7. The motion carried.

f. Cemetery Buy Back Proposal 2nd Addition Lot 127 Section F Spaces 6 & 8 -Peggy Hall - Discussion and review of the request took place. It was noted that when these spaces were originally purchased, the total cost for eight spaces was \$150, making the prorated refund for two spaces \$37.50. Ms. Hall has agreed to the amount.

Waldo/Zuliani moved to approve the Cemetery Buy Back Proposal, 2nd Addition Lot 127 Section F Spaces 6 & 8 from Peggy Hall as presented. The motion carried.

g. Further Discussion/Possible Action Cemetery Rules & Regulations

i. Limiting Markers for Multiple Cremation Names

ii. Cemetery Lot Purchasing Requirements

The Board reviewed the proposed amendments to cemetery rules. It was noted that City Attorney Tom O'Neill had reviewed and approved the updated language.

Shobe/Zuliani moved to approve the Cemetery Rules & Regulations, which includes i. Limiting Markers for Multiple Cremation Names, and, ii. Cemetery Lot Purchasing Requirements as presented. The motion carried.

Revised August 2026

**RULES AND REGULATIONS FOR MUNICIPAL CEMETERIES
OPERATED BY THE CONSOLIDATED PUBLIC WORKS BOARD OF THE
CITY OF BUCKHANNON**

The Consolidated Public Works Board of the City of Buckhannon does hereby adopt and enact the following rules and regulations to govern the operation of all municipal cemeteries owned by the City of Buckhannon and operated by the Consolidated Public Works Board of the City of Buckhannon.

INTERMENT RIGHTS

1. Effective with the adoption of these rules and regulations, interment rights only, rather than title to lots, shall be sold in all cemeteries and title to the lots shall remain vested in the City of Buckhannon.
2. Persons who reside inside and outside of the corporate limits of the City of Buckhannon may acquire interment rights in any cemetery. Preference, however, shall be given to bona-fide residents of the City of Buckhannon.
3. No person shall be denied the right to purchase interment rights due to race, religion, or creed.
4. Only interment rights for human dead shall be sold, and it shall be improper and not allowed to bury other than human dead in any cemetery.

DEEDS

5. All deeds for interment rights shall specify that the conveyance is subject to such rules and regulations as have been adopted by the Consolidated Public Works Board of the City of Buckhannon, or as may be adopted by the Consolidated Public Works Board of the City of Buckhannon at any time in the future.

6. All deeds for interment rights shall specify that the interment rights shall not be resold to any person without first offering the interment rights for sale to the Consolidated Public Works Board of the City of Buckhannon at the price that the grantee paid to the City of Buckhannon. No trading of spaces will be permitted. The unwanted spaces must be sold back to the City of Buckhannon Consolidated Board at the price paid for them and the desired spaces will be sold at current value. All ownership documentation will be the responsibility of the person offering the interment rights for sale.

7. It is the policy of the Consolidated Public Works Board to prohibit speculation in the buying and selling of interment rights in cemeteries. Therefore, the Board reserves the right to refuse to sell interment rights in cemeteries in excess of what may be required for the use of the purchaser and their family.

BURIALS AND MARKER

8. No more than one casket and up to three urns shall be interred upon any cemetery lot space.

8.a. Permit single or side-by-side crypt in Old Heavner Cemetery

8.b. Permit two infant graves and one cremation on single grave space.

8.c. Permit no more than four (4) cremations on any one grave space.

8.d. Permit ashes sprinkled on family lots as long as no federal or state laws are violated.

8.e All spaces containing multiple interments shall be limited to one flat marker no more than 12"x18". The one flat marker can list the names of all the interments on the space.

8.f Additional interments on an already occupied space can only be done so with permission of the executor or administrator of the previously deceased person or with prearranged written permission of the owner of the space.

8.g Except in designated areas, if there are less than four grave spaces owned, there shall be no above ground sometimes referred to as "upright monument" placed.

9. LOT – LEGAL AUTHORITY REQUIREMENT At the time a cemetery space is used, the City of Buckhannon is obligated to ensure that all authorizations are being made by the lot owner or their legal representative. The right of control over a cemetery space fall to the registered lot owner while they are alive. At the time of their death, that authority over the lot and all future use passes to the "personal representative named in the will of the deceased," commonly referred to as an executor. Or a legally appointed administrator.

It is important to note that an executor or administrator's authority and decisions supersede the authority of a spouse or other family members.

It is highly recommended that the surviving owner or in the absence of owner, their executor or administrator execute in writing their wishes for future use of cemetery spaces.

In the event the estate no longer has a personal representative, due to death, incapacity, closure of the estate, the surviving heirs of the deceased, as defined in West Virginia Code 42-1-1, et seq., shall be the authorized party or parties to make disposition of the **vacant cemetery space only** and any questions regarding a monument. Heirs shall be determined on a per stirpes and not a per capita basis (that is, for example, any surviving child shall be authorized before any surviving grandchildren). In the event the heirs are members of a class containing multiple individuals (such as children or siblings), then a majority of the members of the class must consent in writing to the disposition of the grave and any monument placed thereupon.

10. Grave openings shall be made only by employees of the City of Buckhannon.

11. All monuments in the cemeteries shall be placed only with the permission of and under the supervision of the City of Buckhannon. Monuments may be placed above ground in the Baptist Cemetery, the Heavner Cemetery, and the Second Addition to the Heavner Cemetery. All other monuments shall be placed flush with the ground in the other cemeteries. No corner stone or foot marker shall extend above the ground.

11.a The City of Buckhannon will not approve placement of a monument that encroaches on any space in which the space or lot has not been paid in full.

12. Payments for placing of monuments must be made to the City of Buckhannon at least one week prior to the date on which the monument is to be placed.

13. All monuments that stand above the ground or monuments sometimes referred to as "upright monuments" shall have a minimum of 24 inches of concrete poured under the base of monument.

14. All markers shall have a minimum of 18 inches of concrete except those markers referred to as “grass markers,” and these markers shall have a footer of 18 inches in depth with 13 inches of concrete and approximately 1 inch of sand placed between concrete and marker.

15. Corner stones or lot markers shall have at least 4 inches of concrete under the marker and shall not be placed above ground.

16. Footers shall not exceed 24 inches in width to allow for burial of vaults on lot spaces.

17. All concrete shall be left to dry for at least 48 hours before placement of monument of marker. This will be supervised by superintendent of cemetery and will be strictly enforced. Anyone not obeying these rules may be forced to dig up the old footer and replace with a new footer.

18. In Old Heavner Cemetery and Section B of Heavner Second Addition the monument base cannot exceed the lot size.

19. Only veteran's and their spouse may be interred in the Veteran's Cemetery. An official form DD-214 must be presented to purchase spaces in this section of the cemetery.

OPERATION OF CEMETERY

20. Only approved markers or monuments that are referred to under the Burials and Markers section of these rules with the exception of the following. Cut flowers or other decorations may be placed upon graves; however, holders containing flowers or other decorations will be removed as soon as flowers fade or wither or in the event that the same may interfere with maintenance of the cemeteries, which will be conducted on the first week of the month during mowing season. The Consolidated Public Works Board of the City shall not be liable for any holders of flowers or other decorations placed upon graves, and the Consolidated Public Works Board shall have the right to dispose of all holders or flowers or decorations at any time.

21. Maintenance of cemeteries shall be the responsibility of the Consolidated Public Works Board of the City of Buckhannon, and no person shall do anything in the cemeteries which in anyway interferes with the maintenance of the cemeteries by the Consolidated Public Works Board of the City of Buckhannon.

22. All cemeteries shall be opened and closed at such hours as may be designated by the Consolidated Public Works Board of the City of Buckhannon, and no person shall enter the cemeteries without permission of the Board except during hours designated by the Board. Until otherwise specified by the Board, all cemeteries shall be open to the public from 8:00 a.m. to 6:00 p.m. From November 1 through April 30, and from 8:00 a.m. to 9:00 p.m. from May 1 through October 31.

FEES

23. The Consolidated Public Works Board of the City of Buckhannon shall maintain fees for services rendered in connection with the operation of cemeteries. Until otherwise changed, these fees shall be as follows.

A.. Purchase of cemetery spaces shall be \$800.00 each.

B. Grave openings and closings:

A charge of \$800.00 shall be made for openings and closings from Monday through Friday, and a grave opening and closing charge of \$1000.00 shall be made for weekends or holidays. (A list of holidays may be obtained at City Hall.)

A charge for opening and closing of an infant grave (infant to one year old) from Monday through Friday shall be \$400.00 and a charge of \$500.00 on weekends and holidays.

A charge for openings and closing for cremations or a limb shall be \$200.00 from Monday through Friday and a charge of \$350.00 shall be made for weekends or holidays.

A charge for disinterment shall be \$1600.00 and all disinterment's shall be made under the direction of a licensed funeral director and complying with all federal, state, and local laws governing such activity.

C. A charge of \$100.00 shall be made for supervision of proper placement of lot markers and foot and head stones. This fee covers the cost of locating and surveying the lot and its' corners. The permit will enable the purchaser (after meeting with the cemetery representative) to set any number of markers on the aforementioned lot for a period of thirty (30) days. The permit must be presented, when asked for, any time work is being done on the lot. After the 30 days, a new permit will be needed for any additional settings. This permit should be obtained by the person responsible for placement of marker.

D. A charge for deed transfer shall be \$100.00.

E. All fees shall be paid at the time the application is made for the services desired.

24. The Consolidated Public Works Board reserves the right to amend, change and add to these rules and regulations without notice to any lot owner or owners of interment rights.

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h. Sanitary Dept. Recommendation for Discussion Maintenance Reger Street Stormwater Issues - The Board discussed stormwater concerns on Reger Avenue, raised previously by resident Mr. Uto Dawson. Issues stem from the recent paving project, which increased street elevation and improved water flow, resulting in unintended runoff toward his property. Key points discussed included the underlying concrete base prevented deeper milling during paving; Mr. Dawson's yard sits slightly lower than the roadway, contributing to runoff entering his crawlspace and carport; a rear paper alley and city-owned drainage swale also require maintenance to improve stormwater movement; GIS mapping was reviewed during the meeting to identify the drainage channel and property boundaries. Actions & Next Steps: Street Department will begin clearing and maintaining the drainage swale behind the property to provide immediate relief; Potesta & Associates, the city's engineering firm, will evaluate long-term solutions, including milling adjustments, added curbing, and additional storm drains. Ethan Crosten, Jay Holland, and Potesta will present a joint evaluation to both the Sanitary Board and City Council.

10. Report of Events, Correspondence, and Information – Mayor Skinner reviewed the following with the Board:

a. Updated Pavilion Use Request Form regarding Park Regulations



City of Buckhannon



PAVILION USE REQUEST \$50.00

☐ NBRP ☐ NBRP FIELD ☐ JAWBONE ☐ CITY PARK PAVILION #: 1 2 3

RECEIPT # _____ **DATE** _____ **AMOUNT PAID \$** _____

Name of Group or Individual making request: _____

Address: _____ Phone Number: _____ - _____

Date of Request: _____ **Date of Event:** _____

Type of Event: _____

Times of Event: From: _____ To: _____

Special Entertainment? ☐ NO ☐ YES Type: _____

❖ **NORTH BUCKHANNON RIVERFRONT PARK- 22 SIXTH STREET BUCKHANNON WV 26201**

- 1. **PAVILION #1-** Next to playground (Seat Capacity 100)
- 2. **PAVILION #2** –Next to restrooms (Seat Capacity 50)
- 3. **PAVILION #3**-Old Farmers Market-In Parking Lot Area (Seat Capacity 100)

❖ **CITY PARK- 22 PARK STREET BUCKHANNON WV 26201**

- 1. **PAVILION #1**-Gazebo on top of the hill (Seat Capacity 30)
- 2. **PAVILION #2**-at bottom of the hill/first pavilion to the right (Seat Capacity 50)
- 3. **PAVILION #3**-Rotary Pavilion-nestled in the woods above Pav 2 (Seat Capacity 50)

❖ **JAWBONE PARK-17 FRIENDLY WAY**

- 1. Will electric be needed?: ☐ yes ☐ no **if yes, there will be a \$5.00 fee required**
- 2. If event is expected to last 4 hours or longer, Restroom is available ☐ yes ☐ no
- 3. **No event will be allowed to continue past 9:00 P.M. at Jawbone.**

NOTES PERTAINING TO THE USE OF ALL PAVILION AREAS:

- 1. Group or individual requesting use of pavilion will be responsible for cleanup of grounds when event completed. If City crews perform cleanup, there will be an additional charge of \$15.00 per hour per employee.
- 2. **PARK CLOSED SUNSET TO SUNRISE.**
- 3. Damages to the pavilion will be the responsibility of the group or individual making the request.
- 4. The City of Buckhannon reserves the right to terminate any event at any time.
- 5. **City Park Facilities (Restroom, Water Fountain) will not be operational until May 1st**

EVENT APPROVED: ☐ yes ☐ no BY: _____ City Recorder
FEE REQUIRED: ☐ yes ☐ no PAID: ☐ yes ☐ no

*******IMPORTANT INFORMATION BELOW *******

**NO REFUNDS will be issued if you are unable to use the pavilion the day of your event.
IF SOMEONE ELSE IS IN YOUR RESERVED PAVILION, OR IF YOU ENCOUNTER A PROBLEM
WITH YOUR RENTED PAVILION - CONTACT THE CITY POLICE AT 304-472-5723 OR 304-472-9550.**

City Contact Person: Assistant Street Superintendent Andrew Loudin at 304-472-5755 or 304-940-2024

SIGNATURE: _____
DATE: _____

***CITY OF BUCKHANNON
PARK REGULATIONS***

- 1. Person renting must remain on site at all times.
- 2. Person or organization making rental is responsible for all damages to facility or equipment.
- 3. All decorations and items used to attach decorations must be removed completely. Facility must be left in good, clean condition.
- 4. Alcohol is not permitted.
- 5. Foul language is prohibited.
- 6. For youth activities a minimum of two (2) adult chaperones are required.
- 7. Reservation cancellations must be made at least seven (7) days prior to reserved date or an administrative fee equal to one half of the rental fee may be charged. No refunds for cancellation after the reservation day.
- 8. No refunds will be issued if you are unable to use the pavilion the day of your event.
- 9. The City reserves right to terminate a reservation during the activity if conditions warrant.

- 10. Persons and organizations reserving facilities must comply with all applicable ordinances and laws. Failure to do so may result in no subsequent use of facilities.
- 11. All trash must be placed in containers provided.
- 12. Use of any tobacco product including vaping or smoking is prohibited per City Ordinance No. 372. The City asks the organizer to announce the following to attendees: *“A quick reminder that this event area is tobacco-free, including smoking, vaping, and all tobacco products. We appreciate your cooperation in keeping this space welcoming for everyone.”*
- 13. Persons or groups will be required at the time of making reservations to inform the City of any special entertainment that might be occurring in connection with the event. For example, any animals that might be in attendance or live music that might be provided.
- 14. The City of Buckhannon Park Attendant will periodically be present to perform routine trash pickup, restock restrooms and clean the pavilion areas.

ACKNOWLEDGMENT OF RULES AND POLICIES

By signing below, I acknowledge that I have received a copy of the rules, policies, and procedures currently in effect. I understand that it is my responsibility to read, understand, and comply with all provisions contained within this document. I also understand that these rules are subject to change and that I should consult with management/administration if I have any questions.

Name (Printed): _____

Signature: _____

Date: _____

Hold Harmless Agreement – City of Buckhannon Event Request/RENTER

To the fullest extent permitted by law, the ORGANIZATION/RENTER agrees to indemnify, defend and hold the CITY OF BUCKHANNON and its departments, officials (whether elected or appointed), employees, agents, and volunteers, harmless from and against any and all claims, damages, losses and expenses - including but not limited to court costs, attorneys’ fees and alternative dispute resolution costs - for any personal injury, for any bodily injury, sickness, disease or death and for any damage to or destruction of any property (including the loss of use resulting therefrom) which are caused in whole or in part by:

- 1) Any action or omission, negligent or otherwise, of the ORGANIZATION/RENTER, its employees, agents or volunteers or ORGANIZATION’s/RENTER’s subcontractors and their employees, agents or volunteers; or
- 2) Are directly or indirectly arising out of, resulting from, or in connection with performance of this EVENT; or
- 3) Are based upon the ORGANIZATION/RENTER or its subcontractors’ use of, presence upon, or proximity to the property of the CITY.

This indemnification obligation, of the ORGANIZATION/RENTER shall not apply in the limited circumstance where the claim, damage, loss or expense is caused by the sole negligence of the CITY. This indemnification obligation of the ORGANIZATION/RENTER shall not be limited in any way by the application of any worker’s compensation act, disability benefit act or other employee benefit act, and the ORGANIZATION/RENTER hereby expressly waives any immunity afforded by such acts. The foregoing indemnification obligations of the ORGANIZATION/RENTER are a material inducement to CITY to allow the EVENT upon CITY property and are reflected in the ORGANIZATION’s/RENTER’s fees to the CITY for the EVENT.

Event Renter

Authorized Representative

[Printed]

City of Buckhannon
Received (Date):
By:

b. WVDOT Route 20 Turn Lane Project-Scheduled to begin late August 2026 through late November 2026

c. Addressing/Mapping Assignment of 34 Colorado Avenue

d. All City Parks Remain Closed, except City Park on Park Street, for cleaning & sanitation

e. WV Emergency Management Division Damage Survey- website: *Emd.wv.gov/disastersurvey*

11. Board Members' Remarks and Announcements

Mark Waldo – Mr. Waldo commended the City's response to the recent unprecedented flooding event. He expressed appreciation for the leadership of Mayor Skinner, Recorder Randy Sanders, Street Department member Andrew Loudin, Superintendent Brad Hawkins, and all the City employees involved in the emergency operations. He stated that the City's collective effort was very, very impressive and noted he was very proud to be affiliated with the team.

Robert Zuliani – Mr. Zuliani echoed those commendations and praised the City's communication and operational response during the recent flooding event. He noted that the information disseminated by City Recorder Randy Sanders was concise and clear, and that despite the difficult circumstances, there was very little negative chatter about the City's response, which he described as unprecedented. He emphasized strong cooperation across departments and agencies, saying there were no boundaries. He credited the City's unified effort for the community's rapid progress, adding that the City effectively made a manual on the fly for managing an unprecedented emergency—one that others could follow in the future.

Nancy Shobe – Mrs. Shobe agreed with the remarks by Mr. Waldo and Mr. Zuliani, adding a personal reflection drawn from her 58 years of association with the City of Buckhannon. She stated that while she commended all City employees for their extraordinary work during the recent flooding event, she wished to especially recognize Mayor Robbie Skinner's leadership. She noted that "that man right there is where the buck stops," pointing to Mayor Skinner. She emphasized that the Mayor's deep love for the city was evident throughout the crisis. She remarked that she had worked with many mayors over nearly six decades, but had never seen a mayor have that kind of love for this city. Mayor Skinner responded humbly, stating that the City's leadership and staff simply did our jobs... what we would expect of us if we weren't in our positions, acknowledging both the good and the bad that come with public service.

Jack Reger: Mr. Reger was absent.

Recorder Randy Sanders - Recorder Sanders added further reflection on the City's coordinated response to the recent flooding event. He commended all departments for their steadiness, clarity, and presence throughout the crisis, noting that the Mayor and city staff were rock solid in what they said and how they said it, and that their calm, visible leadership encouraged residents to step forward and assist. He described the rapid, seamless collaboration among the City, Upshur County Commission, Office of Emergency Management, and Homeland Security, explaining that the agencies quickly divided responsibilities and established a unified communication strategy. He noted that he spent about ten days stationed at the Office of Emergency Management, working closely with the Mayor, County Commissioners, Director Steve Wykoff, and others to ensure all public messaging was accurate, timely, and consistent. He emphasized the importance of issuing information only when there was genuine news to share, stating that you don't release something if you really don't have any news. Mr. Sanders concluded by expressing pride in the Mayor's leadership and in the unified effort of all agencies involved. He said the cooperation between the City, County, PSDs, fire departments, and other partners showed how strong relationships can eliminate turf issues and let everyone focus on serving the citizens of Upshur County. He emphasized that the ability to communicate quickly, directly, and without red tape made an enormous difference in the response's effectiveness.

Mayor Skinner - Mayor Robbie Skinner concluded the Board Member Comments section by expressing hope that the community would never again face a disaster of the magnitude experienced during the recent flooding, stating, he hoped we don't ever have to go through something like this again. The Mayor shared an important update regarding Street Superintendent Ethan Crosten and his family. He informed the Board that Ethan's wife, Ashton, had delivered their son prematurely and that both mother and child had experienced significant medical complications. While Ashton appeared to be improving, serious concerns remained for their newborn son. Mayor Skinner noted that he had asked Council members and department heads to minimize demands on Ethan so he could remain in Morgantown with his family. He also requested that everyone keep them in their prayers, describing the situation as "a tough one."

With no further business brought forward, the Mayor entertained a motion to adjourn.

12. Declaration of Adjournment

With no further business, the meeting adjourned at 10:02 a.m., with a motion by Shobe.

Mayor Robert N. Skinner III _____

City Recorder Randall H. Sanders _____