

City of Buckhannon Consolidated Public Works Board
Meeting Agenda
7:30 AM Thursday, February 27, 2025
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: 01/23/2025
5. Bid Opening-Mowing Season 2025
 - a. City Owned Properties including Weeding of the Curbs
 - b. Heavner Cemetery
6. Public Comment – Motion to Open & Close Requested
7. Recognition of Guests and Requests
 - a. Amanda Hayes, Chair of the Upshur County Tobacco Prevention Coalition: Presentation & Proposal of Signage Install in City Parks & Along the Festival Routes
 - b. Destiny Brady, WVU Medicine Project Manager: Event Request-St. Joseph’s Hospital-WVWC Healthy Hero Hustle 5K Run/Walk & Health Fair, see City Map #1, on 09/06/25
 - c. Zondra Plum, WV Conference of UMC: Event Request 5K Walk/Run City Map #3 on 06/11/25
 - d. Jody Light, President of the Almost Heaven BBQ Bash: 2025 Event Request, Use of City Owned Properties. Facilities & Street Closure
 - e. Kristy Spencer & Shane Jenkins, West Virginia Strawberry Festival Association: Event Request-WVSF Re; Parades, Events, Use of City Owned Properties, & Services during the 83rd Annual Event May 10-18, 2025
 - f. Dr. Reed: Event Request-Green Bean Stroll at the Poundstone Riverwalk Trail on 08/09/25
 - g. Ben Arisman, Awe & Wander Co: Presentation & Proposal To Add Honey Bee Swarm Traps upon City Owned Properties for Public Safety & Pollinator Protection
 - h. Carey Wagner, Auxiliary President of the VFW Post 3663: Presentation & Proposal To Establish a Gold Star Mothers Rose Garden upon City Owned Property (Location TBD)
8. Financial Report – Director of Finance, Amberle Jenkins
9. Department Report –Street Department & Parks Superintendent Brad Hawkins
10. Old Business Discussions:
 - a. M.O.U COB & Foster Marketing Group/ Trader’s Alley Parking Lot-ADA Compliance
11. New Business Discussions:
 - a. Event Request-Classic Wheels Car Club Labor Day Car Show at NBRP on 09/01/2025
 - b. City Council Recommendation of Public Works Employee Classification System
 - c. Implementation of City Hall Office Employee Classification System
12. Report of Events, Correspondence, and Information
 - a. Notice of Cemetery Annual Spring Clean-up March 24 through March 28, 2025
 - b. 2025 Season-Cemetery Cleaning Schedule Calendar
 - c. 2025 Season-Cemetery Mowing Schedule Calendar
13. Board Members’ Remarks and Announcements
14. Declaration of Adjournment