



**Council of the City of Buckhannon**  
**Public Meeting Agenda**  
**7:00 PM | Thursday, August 21, 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 –07/15/2025, Special 07/15/2025, 08/07/2025
5. Recognition of Guests
  - a. Rotary Club of Buckhannon-Upshur, Tina Cunningham & Keith Buchanan
    - i. Discussion/Possible Action Rotary Club of Buckhannon-Upshur Recycling Project
6. Public Comment – Motion to Open & Close Requested
7. Financial Report – Director of Finance, Amberle Jenkins
  - a. Approve Payment of Bills
  - b. SYCC BOD's Recommendation Enterprise Lease Program for (2) Two 15 Passenger Vans
  - c. SYCC BOD's Recommendation Quote from Basement Authority for Water Proofing Building Project
  - d. CAC Board Recommendation to Accept Quotes HVAC System for the Main Hall
8. Public Works Report – Director of Public Works, Ethan Crosten
  - a. Report of Zoning and Code Enforcement
    - i. Approve Building and Wiring Permits
    - ii. Zoning Application Process
9. Police Department Report – Chief Matt Gregory
  - i. Notice RFP Third Party Towing & Storage Services for Community Events
10. City Attorney's Report – Thomas J. O'Neill
  - a. Appoint City Recorder as Acting Municipal Court Judge for a Particular Case
  - b. Draft/Possible Approval First Reading Ordinance No. 475 Amending Ordinance 398 Municipal Purchasing
11. Old Business Discussions-None
12. New Business Discussions
  - a. Discussion/Possible Action Partnership with City of Elkins & WV Division of Tourism-Out of Area Promotions
  - b. Discussion/Possible Action Approval Equipment Investment for Upshur County CVB
  - c. Discussion/Possible Action Small Business Start-up Incentive/Partnership with UC Development Authority
  - d. Discussion/Possible Action Reconsider Funding Request to Support Leadership Upshur
  - e. Accept Resignation Crystal Shaw, Planning Commission
13. Council Members' Remarks and Announcements
14. City Recorder's Report, Remarks, and Announcements
  - a. Report of Events, Correspondence, and Information
    - i. Notice of Public Hearing 09/04/25 7:00PM- Water Revenue Bond Anticipation Note Ordinance #474
    - ii. Notice RFP to Financial Institutions Water Revenue Bond Anticipation Note
    - iii. Buckhannon Water Treatment Plant Project-Frequently Asked Questions (FAQ)
    - iv. July 2025 Report of Cat & Dog Activity from the Upshur County Commission
    - v. FOIA Request from SBA Communications re: New Communication Towers
    - vi. Colonial Arts Center Stand-Up Comedy 08/28/25 7:00pm
    - vii. Children's Festival at SYCC on 09/20/25 10am-2pm
  - b. Upcoming Events at The Event Center at Brushy Fork
    - i. August 18-September 30, 2025 – No Events for Parking Lot Pavement Project
    - ii. October 11, 2025 - Real Shoot Wrestling Event
    - iii. October 18, 2025 - BUHS Class of 1970 Reunion
    - iv. November 8, 2025 - Mountain Heart Training Event
    - v. November 22, 2025 - Holly Jolly Craft Show
    - vi. November 29, 2025 - Real Shoot Wrestling Event
    - vii. December 06, 2025 - Fur Ball Fundraiser
    - viii. December 09, 2025 - Private Holiday Event
    - ix. December 20, 2025 - Real Shoot Wrestling Event
15. Mayor's Remarks and Announcements
16. Executive Session Per WV Code § 6-9A-4 Personnel & Property Matters
17. Declaration of Adjournment

*This agenda is certified by Mayor Robbie Skinner on August 18, 2025. To participate in this meeting virtually, use this link: <https://global.qotomeeting.com/join/443910693>, or by phone, call: (571) 317-3112, access code: 443-910-693.*