

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

The Buckhannon Animal Care & Control Commission held a special meeting on July 20, 2026, at 5:00 p.m. in the Council Chambers of City Hall. The following were in attendance (GTM - GoToMeeting):

Robbie Skinner III	Mayor & Chair	Present
Randy Sanders	City Recorder	Present
Amberle Jenkins	Assistant Recorder/Director of Finance	Absent
Alison Clausen Whitehair	Commission Member	Present
Elissa Linger	Commission Member-Lewis-Upshur ACF Rep	Present
Robin Keough	Commission Member	Absent
Lisa Critchfield	Commission Member & Buckhannon Dog Park	Absent
Andrew Loudin	Assistant Street Supervisor	Via phone call

Guest in attendance: Michelle Jack

City of Buckhannon Animal Care & Control Commission
Meeting Agenda
5:30 PM Monday, July 20, 2026
Council Chambers | 70 East Main Street

- 1. Call to Order
- 2. Moment of Silent Reflection
- 3. Pledge of Allegiance
- 4. Business Discussions:
 - a. Street Department’s Comprehensive Review of the Dog Park Grounds
 - b. Allocation of Fundraising Funds
- 5. Board Members’ Remarks and Announcements
- 6. Declaration of Adjournment

*This agenda was certified by Mayor Robbie Skinner on Wednesday, June 5, 2026. *Those who participated in this meeting virtually used this link: <https://global.gotomeeting.com/join/708629413>, or by phone, calling (312) 757-3121, access code: 708-629-413.*

1. Call to Order: At 5:00 p.m., Mayor Skinner called the meeting to order, noting that the Commission had 30 minutes available before the Housing Enforcement Board meeting scheduled for 5:30 p.m.

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

3. Pledge of Allegiance – Mayor Skinner led the Pledge of Allegiance.

4. Business Discussions:
a. Street Department’s Comprehensive Review of the Dog Park Grounds - The Commission reviewed the Street Department’s comprehensive evaluation of the Riverwalk Dog Park grounds. (See the included report.) Andrew Loudin (Street Department) joined by phone to clarify: Some damaged areas are significant, while others appear to be older or previously patched. Andrew confirmed that none of the damaged areas currently appear large enough for a dog to escape, though injury is possible if a dog attempts to push through. The Commission agreed to prioritize repairs once Andrew provides a severity breakdown. Discussion turned to the ongoing issue of holes dug by dogs. The posted sign instructing owners to fill holes is not being followed. No one from the City is assigned to fill the holes. The Commission discussed whether City staff or volunteers should periodically inspect and fill holes; coordinate with the mowing contractor to notify the City when conditions worsen; and recruit volunteers who have historically assisted. Periodic walkthroughs will be necessary once repairs are completed.

Members then discussed scheduling a temporary closure of the dog park during cooler weather to allow for a full evaluation of fence and grounds; comprehensive cleanup; public awareness of maintenance needs. Andrew agreed to coordinate with the City on timing.

Dog Park Fund Balance & Maintenance Responsibilities was discussed noting the Dog Park Fund, which currently holds \$15,573. Mayor Skinner also noted the City has historically covered general maintenance to preserve the fund for capital improvements (equipment, toys, and structural upgrades). Future repairs may require a combination of City labor and fund expenditures. The Street Department reported that the benches require power washing, repainting, and new post caps. The Commission discussed obtaining quotes from Ruby's Pressure Washing and Colton Smith Pressure Washing. The contractor may need to bring their own water due to limited access at the site. After pressure washing, City staff will stain and repaint the benches once dry.

The dog fountain has been nonfunctional for an extended period. Andrew reported that multiple parts are missing, likely removed over time. The Commission agreed to remove the fountain in fall/winter for a full rebuild at the City shop.

The Street Department identified two large pines needing trimming or removal; two dead redbuds near the bathrooms; a large tree recently fell from City property onto adjacent private property and the Street Department removed it. The Commission agreed to consult Dixie Green for guidance on appropriate plantings and removals.

The notice board requires only cleaning. The Memorial Wall ("the bone") needs repainting; 32 spaces remain available for future donations.

A significant discussion occurred regarding animal abandonment at the dog park: Multiple sick kittens were dumped during late June; several tested positive for distemper and died. The Commission strongly supports installing additional cameras to capture license plates and identify offenders. Only one camera is currently installed, and access is unclear. Connectivity problems exist because of lost repeaters and line-of-sight limitations.

The Commission will consult the City's camera vendor for technology capable of low-light recording; coordinate with Chief Gregory and City Attorney O'Neill regarding enforcement; review property boundaries affected by the Wesleyan property swap.

Robin Keough relayed a request for public messaging about overcrowding at the animal shelter. Recorder Sanders noted restrictions on City use of the LED billboard, but agreed to explore options through Logan Outdoor.

Members discussed adding new play equipment or an obstacle course using Dog Park Fund resources. Andrew will provide catalog options.

BUCKHANNON COMMUNITY DOG PARK COMPREHENSIVE REVIEW

June 8, 2026

INSPECTION

1. Fence

There is roughly 1,060' of chain link fence that surrounds the park. The park is divided into two sections; one for larger dogs, and one for smaller dogs.

- The fence is damaged in 46 different spots. (Each damaged spot is at the bottom of the fence).
- The fence around the large dog area is 6' high, and 4' high along the small dog area.
- The gates all appear in working order.

2. Surfacing

The entire area of the park is a grassy surface, except for the gravel walkway entering the park on the parking lot side.

- There are multiple holes that need fill around the park. **(NOTE: there is signage telling dog owners to fill any holes their dog makes).**

3. Signage

There are park rules and warning signs around the perimeter of the park and at each entrance.

- "If your dog digs a hole, fill it." "Use Park at your own risk." Signs are on the perimeter facing out.
- Dog Park Rules are on the gates, facing out as you enter the park.
- Pet Waste signs are on posts by the trash cans. (There are two trash cans in the park).

4. Benches

There are four benches in the park. Benches sit at each side of the entrance arches. They match the donated benches along the Riverwalk and Jawbone Park. Each bench needs pressure washed, painted, and new post caps.

5. Trees and Shrubs

- There is one large Maple Tree and a redbud just outside of the parking lot side of the park.
- There are two oaks, one maple, and three locusts inside the park. All appear healthy.
- There are two living Red Buds, and two dead Red Buds on the side closest to the bathrooms.
- There are two Cyprus, four maples, and one black walnut on the sides of the park. All appear healthy.
- The two large pines at the corner of the park closest to the college have dead limbs and need trimmed or removed.

6. Noticeboard

The noticeboard is outside and to the left of the gate on the parking lot side of the park. It is in good shape. The glass and signs below the board need cleaned.

7. Trash Cans

There are two trash cans in the park. Both are brand new and have a doggy bag post next to them. Trash is checked every day by the park attendant.

8. Honor & Memorial Wall / Bone Statue

The Memorial Wall and Bone statue are located at the corner of the park closest to the college. The Memorial Wall has 32 open spaces for more memorial bricks. The Bone statue needs painted.

9. Fountain

The fountain for the dogs to be given drinking water is the fire hydrant inside the entry arch on the parking lot side of the park. The only part of the fountain currently working is the hose. The top and front spouts need new lines and fittings.

Inspected by Andrew Loudin

Dog Park rules and safety codes do not fall under any federal code or guidelines. They are created by the governing municipality. If this review is not sufficient, the Animal Care and Control Board would need to create an inspection form that fits the needs of the park.

b. Allocation of Fundraising Funds - Finances were discussed earlier. The FURtastic event will be held, December 5, 2026

5. Board Members’ Remarks and Announcements – No further remarks.

6. Declaration of Adjournment

At 5:31 p.m., Mayor Skinner declared the meeting adjourned.

Mayor Robert N. Skinner III _____

Recorder Randall H. Sanders _____