

**CITY OF VIENNA**  
Regular Council Session  
Council Chambers  
609 29<sup>th</sup> Street, Vienna, WV  
6:00pm

**AGENDA**  
**January 13, 2022**

**Invocation and Pledge of Allegiance**

**Call to Order**

**Roll Call**

**Public Forum**

**Report of the Minutes**

**Report of the Treasurer**

**Unfinished Business**

1. None.

**New Business**

1. PRESENTATION: Masterplan for Parks – Civil and Engineering Consultants
2. PRESENTATION: Infrastructure Overview – Burgess and Niple
3. BID APPROVAL: Parks Department 2022 GMC Sierra 2500HD 4WD
4. BID APPROVAL: Parks Department 2022 GMC Sierra 3500HD 4WD w/ dump body and plow
5. GENERAL FUND INTERNAL BUDGET REVISION
6. RESOLUTION: To Authorize the VUB To Approve and Authorize the Preparation of the Task Order for the Engineering Design for 45<sup>th</sup> Place
7. RESOLUTION: Declaring A City Of Vienna Councilmember Position Vacant
8. RESOLUTION: Setting Forth The Process For Selecting A Temporarily Sitting Councilmember

**Council Comments**

**Announcements**

# Memo

**To:** Mayor & Council

**From:** Amy Roberts

**Date:** 12/28/2021

**Re:** Bid Recommendation

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Sealed bids for the purchase of a ¾ ton pickup for the Parks Dept were opened on Tuesday, December 28, 2021 at 10:00 am with the following results:

Matheny Motors	\$36,142.00
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After careful review of the bid proposals, the recommendation for Council approval from the Budget & Finance Committee for the purchase of a ¾ ton pickup for the Parks Dept is:

Matheny Motors	\$36,142.00
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**Funding the project:** Funding for this project is budgeted in the City's General Fund 01-540-65-59 pending financing.



STEVE SKINNER

# CITY OF VIENNA

Vehicle: [Retail] 2022 GMC Sierra 2500HD (TK20903) 4WD Reg Cab 142" Pro



## Window Sticker

### SUMMARY

[Retail] 2022 GMC Sierra 2500HD (TK20903) 4WD Reg Cab 142" Pro

MSRP:\$40,000.00

Interior:Jet Black, Cloth seat trim

Exterior 1:Summit White

Exterior 2:No color has been selected.

Engine, 6.6L V8

Transmission, 6-speed automatic, heavy-duty

### OPTIONS

CODE	MODEL	MSRP
TK20903	[Retail] 2022 GMC Sierra 2500HD (TK20903) 4WD Reg Cab 142" Pro	\$40,000.00
	<b>OPTIONS</b>	
1SA	Pro Preferred Equipment Group	\$0.00



STEVE SKINNER

Vehicle: [Retail] 2022 GMC Sierra 2500HD (TK20903) 4WD Reg Cab 142" Pro ( Complete )

AE7	Seats, front 40/20/40 split-bench		\$0.00
AED	Window, power front, passenger express down	Inc.	
AKO	Glass, deep-tinted	Inc.	
AQQ	Remote Keyless Entry	Inc.	
AU3	Door locks, power	Inc.	
AXG	Windows, power front, drivers express up/down	Inc.	
C49	Defogger, rear-window electric	Inc.	
C7A	Lowered GVWR, 10,000 lbs. (4536 kg), lowers GVWR and significantly decreases towing and/or payload ratings		\$0.00
DBG	Mirrors, outside power-adjustable vertical trailing	Inc.	
E63	Pickup bed		\$0.00
FE9	Emissions, Federal requirements		\$0.00
GAZ	Summit White		\$0.00
GT4	Rear axle, 3.73 ratio		\$0.00
H1T	Jet Black, Cloth seat trim		\$0.00
IOR	Audio system, GMC Infotainment System with 7" diagonal color touch-screen		\$0.00
JL1	Trailer brake controller, integrated		\$275.00
K34	Cruise control, steering wheel-mounted	Inc.	
KW5	Alternator, 220 amps	Inc.	
L8T	Engine, 6.6L V8		\$0.00
MYD	Transmission, 6-speed automatic, heavy-duty		\$0.00
NZZ	Skid Plates	Inc.	
PCI	Convenience Package		\$1,950.00
PYN	Wheels, 17" (43.2 cm) painted steel, Silver		\$0.00
QT5	Tailgate, gate function manual with EZ Lift	Inc.	
QXT	Tires, LT265/70R17E all-terrain, blackwall		\$200.00
UF2	LED Cargo Area Lighting	Inc.	
VYU	Snow Plow Prep/Camper Package		\$300.00
ZXT	Tire, spare LT265/70R17E all-terrain, blackwall		\$0.00
<b>SUBTOTAL</b>			<b>\$42,725.00</b>
Adjustments Total			\$0.00

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Data Version: 15409. Data Updated: Dec 22, 2021 11:44:00 PM PST.



STEVE SKINNER

Vehicle: [Retail] 2022 GMC Sierra 2500HD (TK20903) 4WD Reg Cab 142" Pro (  Complete )

Destination Charge

\$1,695.00

TOTAL PRICE

\$44,420.00

FUEL ECONOMY

Est City:N/A

Est Highway:N/A

Est Highway Cruising Range:N/A

*Bid Price*

*#36,142.00*

*Thanks*  
*Steve*

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Data Version: 15409. Data Updated: Dec 22, 2021 11:44:00 PM PST.

# Memo

**To:** Mayor & Council

**From:** Amy Roberts

**Date:** 12/28/2021

**Re:** Bid Recommendation

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Sealed bids for the purchase of a 1 ton dump truck and equipment for the Parks Dept were opened on Tuesday, December 28, 2021 at 10:30 am with the following results:

Matheny Motors	\$78,496.00
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After careful review of the bid proposals, the recommendation for Council approval from the Budget & Finance Committee for the purchase of a 1 ton dump truck and equipment for the Parks Dept is:

Matheny Motors	\$78,496.00
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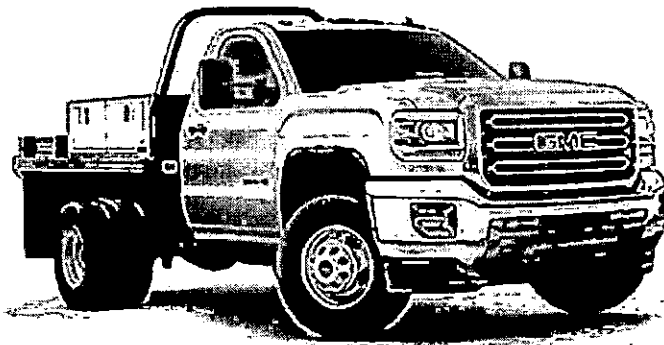
**Funding the project:** Funding for this project is budgeted in the City's General Fund 01-540-65-59 pending financing.



STEVE SKINNER

# CITY OF VIENNA

Vehicle: [Fleet] 2022 GMC Sierra 3500HD CC (TK31003) 4WD Reg Cab 146" WB, 60" CA Pro



## Window Sticker

### SUMMARY

[Fleet] 2022 GMC Sierra 3500HD CC (TK31003) 4WD Reg Cab 146" WB, 60" CA Pro

MSRP:\$40,300.00

Interior:Jet Black, Vinyl seat trim

Exterior 1:Summit White

Exterior 2:No color has been selected.

Engine, Duramax 6.6L Turbo-Diesel V8

Transmission, Allison 10-speed automatic

### OPTIONS

CODE	MODEL	MSRP
TK31003	[Fleet] 2022 GMC Sierra 3500HD CC (TK31003) 4WD Reg Cab 146" WB, 60" CA Pro	\$40,300.00
<b>OPTIONS</b>		
1SA	Pro Preferred Equipment Group	\$0.00



STEVE SKINNER

Vehicle: [Fleet] 2022 GMC Sierra 3500HD CC (TK31003) 4WD Reg Cab 146" WB, 60" CA Pro (✓  
Complete )

9L3	Spare tire delete		\$0.00
9L7	Upfitter switch kit, (5)		\$150.00
AE7	Seats, front 40/20/40 split-bench		\$0.00
AED	Window, power front, passenger express down	Inc.	
AKO	Glass, deep-tinted	Inc.	
AQQ	Remote Keyless Entry	Inc.	
AU3	Door locks, power	Inc.	
AXG	Windows, power front, drivers express up/down	Inc.	
BHP	Winter Grille Cover	Inc.	
C49	Defogger, rear-window electric	Inc.	
DBG	Mirrors, outside power-adjustable vertical trailing	Inc.	
FE9	Emissions, Federal requirements		\$0.00
GAZ	Summit White		\$0.00
GU6	Rear axle, 3.42 ratio	Inc.	
H2G	Jet Black, Vinyl seat trim		\$0.00
IOR	Audio system, GMC Infotainment System with 7" diagonal color touch-screen, AM/FM stereo		\$0.00
JL1	Trailer brake controller, integrated		\$275.00
K05	Engine block heater	Inc.	
K34	Cruise control, steering wheel-mounted	Inc.	
K40	Exhaust brake	Inc.	
KW5	Alternator, 220 amps	Inc.	
L5P	Engine, Duramax 6.6L Turbo-Diesel V8		\$9,890.00
MGM	Transmission, Allison 10-speed automatic	Inc.	
NZZ	Skid Plates	Inc.	
PCI	Convenience Package		\$1,675.00
QZT	Tires, LT235/80R17E all-terrain, blackwall		\$200.00
VK3	License plate kit, front		\$0.00
VQ2	Fleet Processing Option		\$0.00
VYU	Snow Plow Prep Package		\$150.00
---	Battery, heavy-duty dual 730 cold-cranking amps/70 Amp-hr, maintenance-free	Inc.	

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Data Version: 15401. Data Updated: Dec 21, 2021 11:40:00 PM PST.





STEVE SKINNER

Vehicle: [Fleet] 2022 GMC Sierra 3500HD CC (TK31003) 4WD Reg Cab 146" WB, 60" CA Pro ( Complete )

<b>SUBTOTAL</b>	<b>\$52,640.00</b>
Adjustments Total	\$0.00
Destination Charge	\$1,695.00
<b>TOTAL PRICE</b>	<b>\$54,335.00</b>

**FUEL ECONOMY**

Est City:N/A

Est Highway:N/A

Est Highway Cruising Range:N/A

*9' Dump Body w/Plow see specs +32,447.00*

*Bid Price*

*\$86,782.00  
(\$78,496.00)*

*Thanks  
Steve Skinner*

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Data Version: 15401. Data Updated: Dec 21, 2021 11:40:00 PM PST.



1130 Newark Road P.O. Box 2605 Zanesville, Ohio 43702-2605  
888-799-6220 740 453-0551 FAX 740 453-7023

Quote: City of Vienna

September 22, 2021

Order:

Salesman: Kyle Fleck

Name: Matheny Motor Truck  
Address: P.O. Box 1304  
Parkersburg, WV 26101

Steve Skinner  
sskinner@mathenymotors.com  
304-699-4107

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Chassis Information: Year: 2022 Make: GM Model: 3500 Color: C/A: 60" – DRW  
6.6 L Diesel

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**Dump Body Specifications:**

A. Galion Model 100U-9

- 9' long x 84" wide inside
- 13" high sides x 19" high tailgate
- ½ roll cab shield
- 2.5-3.7 cubic yard capacity
- 10-gauge steel floor, sides and ends
- 6" Steel Longsills and 3" steel crossmembers
- Dirt shedding boxed top rail
- Manual tailgate release
- Quick detaching upper tailgate hardware
- (1) oval LED stop, turn, tail light in each rear corner post
- LED marker lights and clearance lights in cab shield and on each side of body
- Vertical Side Braces

**Hoist Specifications:**

A. Crysteel Model LB510-DA

- Scissor style with full length subframe
- Double-acting – power up/power down
- 9-ton capacity
- Body prop to support empty body weight
- Operated by central hydraulic system

**Miscellaneous Items:**

- Rear mud flaps
- Whelen low profile LED amber/clear strobe light bar on roof of cab
- (1) oval LED amber/clear strobe light in a steel box attached to each rear corner post rear facing

- (1) oval LED amber/clear strobe light, recessed in a steel box, bolted to the side of the cabshield rear facing only
- (1) steel spring-loaded shovel holder installed each side of body
- (2) rung step and grab handle located streetside
- (1) LED spreader lights at rear
- Closure plate at rear with 2" receiver tube hitch, D-rings and 7-way trailer plug

**Central Hydraulic System Specifications:**

A belt driven electric DewEze Clutch Pump running off the crankshaft of the truck engine to operate central hydraulic system. Can be engaged or disengaged by switching dash mounted on/off switch or using upfitter switches. System has a (3) spool main control valve – 1 spool to operate double-acting hoist, 1 spool to operate acting plow lift, 1 spool to operate plow reversing cylinders. A dual knob manual spreader control valve installed within easy reach of driver. A fixed position hydraulic oil flow divider to ensure oil flow to dump and spreader. A 20-gallon hydraulic reservoir with magnetic drain plug, sight gauge, in-tank return filter and combination oil filler/breather cap. Hoses run to front and rear of truck with quick disconnects and dust caps.

**Snow Plow Specifications:**

A. Western Pro Plus Snow Plow

- 8'6" Moldboard length x 31- 1/2" high
- 12 Gauge steel moldboard
- 8 Vertical reinforcing ribs, and 4 trip springs
- 2 Shock absorbers
- 1-1/2" x 8" Lift cylinder, with 1-1/2" x 12" power angle cylinder
- Halogen Plow lights and moldboard markers
- Rubber snow deflector across top of moldboard
- Operated by central hydraulic system

**Spreader Specifications:**

A. SaltDogg 2.5 Cubic Yard Hydraulic Conveyor Chain Spreader

- Hopper box – 304 Stainless Steel
- Overall Length 118.8" x Width 58", Height 38"
- Top Screens and Inverted V
- 18" Poly Spinner and 2-30' Spread Width
- 14-1/2" pintle chain
- 2 independent drive motors
- Operated by central hydraulic system

**Total Package Price: \$32,447.00**

This quotation becomes an order when signed here: Name \_\_\_\_\_ Title \_\_\_\_\_

This order is not binding until approved by a company official. All quotations and delivery promises made, and orders accepted subject to delays caused by fire, accident, strikes or other causes beyond our control. Deliveries delayed by any of the above conditions shall not constitute cause for cancellation of this order. Prices subject to change without notice.

**\*\*A 3% CONVENIENCE FEE WILL APPLY TO ALL CREDIT CARD PURCHASES\*\***

# INTERNAL BUDGET REVISION FORM

CITY OF VIENNA

STATE APPROVAL NOT REQUIRED  
REVISION WITHIN SAME ACCOUNT CATEGORY

FUND: GENERAL  
FISCAL YR: 21-22  
REV NO: 2  
DATE: 1/3/2022

DEPT	ACCT #	ACCT DESCRIPTION	EXPLANATION	BUDGET BEFORE CHANGE	EXPEN-DITURE CHG AMT	BUDGET AFTER CHANGE
Fire Dept	500-15	Maintenance Bldgs & Grounds	Transfer to cover alarm system	10,000	-1,745	8,255
	500-57	Capital Outlay-Bldgs & Grounds		30,000	-3,255	26,745
	500-58	Capital Outlay-Other		20,000	5,000	25,000
			TOTALS	60,000	0	60,000

RESULTS OF COUNCIL REVIEW:

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_ APPROVED BY COUNCIL  
\_\_\_\_ DISAPPROVED BY COUNCIL

\_\_\_\_\_  
DATE

FINANCE DEPT USE ONLY:

REVISION COMPILED BY: \_\_\_\_\_ / \_\_\_\_\_

REVISION POSTED TO LOTUS BY: \_\_\_\_\_ / \_\_\_\_\_

REVISION POSTED TO BUDGETARY BY: \_\_\_\_\_ / \_\_\_\_\_  
SIGNATURE DATE

**RESOLUTION TO AUTHORIZE THE VUB TO APPROVE AND AUTHORIZE THE PREPARATION OF  
THE TASK ORDER FOR THE ENGINEERING DESIGN FOR 45<sup>TH</sup> PLACE**

**BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF VIENNA** that it authorizes the Vienna Utility Board to approve and authorize the preparation of a task order submitted by Burgess and Niple for Engineering Services for the cost estimate for the Engineering design of the 45<sup>th</sup> Place Water Project.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Randall C. Rapp, Mayor

ATTEST:

\_\_\_\_\_  
Melissa Elam, Recorder

**RESOLUTION DECLARING A CITY OF VIENNA COUNCILMEMBER POSITION VACANT**

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF VIENNA, that:

The office of Councilmember held by the honorable Michael Darrell Elam, is declared vacant upon his passing October 14, 2021. He is greatly missed.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Randall C. Rapp, Mayor

ATTEST:

\_\_\_\_\_  
Melissa Elam, Recorder

**RESOLUTION SETTING FORTH THE PROCESS FOR SELECTING A  
TEMPORARILY SITTING COUNCILMEMBER**

**BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF VIENNA**, as follows:

1. The City of Vienna on December 16, 2021 adopted a procedure for selecting temporary replacement Councilmembers.
2. A councilmember position was declared vacant by majority vote of Council at a regularly scheduled and noticed council meeting on January 13, 2022.
3. The City of Vienna hereby solicits applications for the position of Councilmember. This position is to temporarily fill the unexpired term of the open council position until his or her successor is elected and qualified.
4. Applications submitted in person must be submitted to the office of the Mayor, Monday through Friday during regular business hours (8:00 AM to 4:00PM) beginning at 8:00 AM, January 17, 2022, and ending at 4:00 PM, January 28, 2022.
5. Any applications submitted by US Mail must be postmarked no earlier than January 14, 2022 and no later than January 28, 2022 or, if by private courier, marked as delivered no earlier than January 14, 2022 and no later than January 28, 2022.
6. Any applications submitted outside of those dates will not be considered.
7. All prospective candidates must be residents of the City of Vienna and must be qualified voters entitled to vote for members of the City's governing body. (Vienna Municipal Code 103.04)
8. All prospective candidates shall file a certificate of candidacy declaring him or herself to be a candidate as set out in Vienna Municipal Code 103.03(a) and (b).
9. Any filing fees for the temporary councilmember candidate are waived.
10. Interviews of prospective councilmembers shall be held at a special council meeting scheduled for Tuesday, February 1, 2022 at the Vienna City Council Chambers, 609 29<sup>th</sup> St., Vienna, WV.
11. Interviews of prospective candidates will be conducted in an open meeting.

12. Each candidate shall be interviewed individually and outside of the presence of the other candidates. Prospective candidates are expected to refrain from viewing any livestream of other candidates' interviews.
13. At the conclusion of all the interviews, Council may choose at the February 1, 2022 meeting or, at a later scheduled regular or special council meeting, to narrow the list of candidates to three finalists.
14. Council may, at its choosing, conduct follow up interviews with the three finalists.
15. The names of the three finalists shall be placed on the agenda at the next immediate regular council meeting following the meeting held for the selection of the three finalists for final consideration and appointment to serve as the temporary councilmember.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2022

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Randall C. Rapp, Mayor

ATTEST:

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Melissa Elam, Recorder



**RESOLUTION SETTING FORTH THE PROCESS FOR SELECTING A  
TEMPORARILY SITTING COUNCILMEMBER**

**BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF VIENNA**, as follows:

1. The City of Vienna on December 16, 2021 adopted a procedure for selecting temporary replacement Councilmembers.
2. A councilmember position was declared vacant by majority vote of Council at a regularly scheduled and noticed council meeting on January 13, 2022.
3. The City of Vienna hereby solicits applications for the position of Councilmember. This position is to temporarily fill the unexpired term of the open council position until his or her successor is elected and qualified. The primary election is set May 10, 2022.
4. Applications submitted in person must be submitted to the office of the Mayor, Monday through Friday during regular business hours (8:00 AM to 4:00PM) beginning at 8:00 AM, January 17, 2022, and ending at 4:00 PM, January 28, 2022.
5. Any applications submitted by US Mail must be postmarked no earlier than January 14, 2022 and no later than January 28, 2022 or, if by private courier, marked as delivered no earlier than January 14, 2022 and no later than January 28, 2022.
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11. Interviews of prospective candidates will be conducted in an open meeting.

12. Each candidate shall be interviewed individually and outside of the presence of the other candidates. Prospective candidates are expected to refrain from viewing any livestream of other candidates' interviews.
13. At the conclusion of all the interviews, Council may enter executive session to deliberate. Upon returning from executive session, Council shall nominate and vote on one candidate to be temporarily appointed to the vacant seat.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Randall C. Rapp, Mayor

ATTEST:

\_\_\_\_\_  
Melissa Elam, Recorder