

REGULAR COUNCIL SESSION
609 29th Street, Vienna, WV 26105
April 8, 2021
6:00 P.M.

INVOCATION AND PLEDGE OF ALLEGIANCE:

The Invocation was given by Diane Wooten. The Pledge of Allegiance was led by Recorder Melissa Elam.

CALL TO ORDER:

The Vienna City Council met in Regular Session on April 8, 2021. Mayor Randy Rapp called the meeting to order at 6:03 p.m.

PUBLIC FORUM:

Henry Sasyn (1307 Greenmont Hills Dr.): A child was bitten by a pit bull in his neighborhood. He wants something to be in place to take care of these type of animals.

Joshua Smith (27th St. and 1st Ave.): He would like Vienna to do a festival similar to FestivALL in Charleston. He proposed doing a multiyear plan to build on. It could start with a fall parade on October 2. Next year, the parade could lead to the festival at Jackson Park or Spencer's Landing. The city could scale up as it can.

ROLL CALL:

Attendance was taken by Recorder Melissa Elam with the following Council members present: Kim Williams, Tom Azinger, Jim Leach, Roger Bibbee, Mike Elam, City Attorney Russell Skogstad, Recorder Melissa Elam, and Mayor Randy Rapp.

REPORT OF THE MINUTES:

The minutes of the Regular Council Session scheduled on 3/25/2021 have been printed, posted, and circulated. Minutes approved as posted.

REPORT OF THE TREASURER:

Councilman Jim Leach reported that the Reconciliation of Funds dated 4/2/2021 and the Short Budget Form indicates the city is financially sound and the accounts are in order.

UNFINISHED BUSINESS:

1. **None.**

NEW BUSINESS:

1. **DISCUSSION: Master Plan for Parks**

Postponed.

2. **DISCUSSION: Mud Run**

Pool Concept: Chris Algin, an architect from Pickering Associates, reviewed the new Jackson Pool concept. The current facility is showing its age and has inadequate safety measures. The new concept would move the pool house out toward the parking lot to give a larger social area. The baby pool area would be converted to have zero depth entry and small water features appropriate for small children. The corner closest to the road would be converted into a splash pad. The diving boards and water slide would stay. The goal is to have a plan by the time the pool opens this year and begin work on the improvements when the pool closes this year summer so it will be ready in 2022. The original estimate was around \$3 million but the cost will most likely be higher.

Mud Run: The YMCA is expecting around 300 people to participate.

3. **BID RECOMMENDATION: Construction of Pickleball Courts**

Sealed bids for the construction of permanent pickleball courts were opened on Wednesday, March 10, 2020 at 10:00 am with the following results:

Vasco Sports Contractor	\$129,837.00
All Quality, LLC	** not a complete bid/fencing only

After careful review of the bid proposals, the recommendation for approval from the Budget & Finance Committee for the construction of permanent pickleball courts is: Vasco Sports Contractor for \$129,837.00. Funding the project: Partial Funding for this project is budgeted in the City's General Fund 01-541-65-58 with the remainder coming from a donation from the Spartan Foundation.

Councilman Tom Azinger moved to approve the Construction of Pickleball Courts. Motion seconded by Councilwoman Kim Williams.

There was no discussion.

Roll call vote taken by Recorder Melissa Elam. Councilman Mike Elam, Councilman Roger Bibbee, Councilwoman Kim Williams, Councilman Tom Azinger, Councilman Jim Leach, Recorder Melissa Elam, and Mayor Randy Rapp voting “yes”. Vote: 7-0.

4. BID RECOMMENDATION: Financing Street Sweeper

Sealed bids for the financing of a Mid-Size Street Sweeper were opened on Friday, March 19, 2021 at 10:15 am with the following results:

United Bank	4yr – 1.74%
	5yr – 1.95%
Country Roads Leasing	4yr – 2.00%
	5yr – 2.10%
Wesbanco	4yr – 1.80%
	5yr – 2.00%

After careful review of the bid proposals, the recommendation for approval from the Budget & Finance Committee for the financing of a Mid-Size Street Sweeper is: United Bank 4yr – 1.74%. Funding for this project is budgeted in the City’s General Fund 01-570-65-59.

Councilman Mike Elam moved to approve the financing of a Mid-Size Street Sweeper. Motion seconded by Councilman Roger Bibbee.

There was no discussion.

Roll call vote taken by Recorder Melissa Elam. Councilman Mike Elam, Councilman Roger Bibbee, Councilwoman Kim Williams, Councilman Tom Azinger, Councilman Jim Leach, Recorder Melissa Elam, and Mayor Randy Rapp voting “yes”. Vote: 7-0.

5. BID RECOMMENDATION: Financing Fire Dept. F250 Truck

Sealed bids for the financing of a Ford F250 truck for the Fire Department were opened on Friday, March 19, 2021 at 10:30 am with the following results:

United Bank	3yr – 1.49%
	4yr – 1.74%
Country Roads Leasing	3yr – 1.95%
	4yr – 2.00%
Wesbanco	3yr – 2.95%
	4yr – 3.20%

After careful review of the bid proposals, the recommendation for approval from the Budget & Finance Committee for the financing of a Ford F250 truck for the Fire Department is: United Bank 3yr – 1.49%. Funding for this project is budgeted in the City’s General Fund 01-500-65-59.

Councilman Roger Bibbee moved to approve the financing of a Ford F250 truck for the Fire Department. Motion seconded by Recorder Melissa Elam.

There was no discussion.

Roll call vote taken by Recorder Melissa Elam. Councilman Mike Elam, Councilman Roger Bibbee, Councilwoman Kim Williams, Councilman Tom Azinger, Councilman Jim Leach, Recorder Melissa Elam, and Mayor Randy Rapp voting “yes”. Vote: 7-0.

6. BID RECOMMENDATION: Purchase of Networking Equipment

Sealed bids for networking equipment were opened on Friday, March 19, 2021 at 10:00 am with the following results:

SHI Corporation	\$37,161.92
Alpha Technologies	\$48,714.46

After careful review of the bid proposals, the recommendation for approval from the Budget & Finance Committee for the financing of networking equipment is: SHI Corporation \$37,161.92. Funding for this project is budgeted in the City’s General Fund 01-439-65-59.

Councilman Mike Elam moved to approve the purchase of networking equipment. Motion seconded by Councilwoman Kim Williams.

There was no discussion.

Roll call vote taken by Recorder Melissa Elam. Councilman Mike Elam, Councilman Roger Bibbee, Councilwoman Kim Williams, Councilman Tom Azinger, Councilman Jim Leach, Recorder Melissa Elam, and Mayor Randy Rapp voting “yes”. Vote: 7-0.

7. GENERAL FUND INTERNAL BUDGET REVISION #2

INTERNAL BUDGET REVISION FORM						
CITY OF VIENNA				STATE APPROVAL NOT REQUIRED		
FUND: GENERAL				REVISION WITHIN SAME ACCOUNT CATEGORY		
FISCAL YR: 20-21						
REV NO: 2						
DATE: 03/31/2021						
DEPT	ACCT #	ACCT DESCRIPTION	EXPLANATION	BUDGET BEFORE CHANGE	EXPEN-DITURE CHG AMT	BUDGET AFTER CHANGE
Police Dept	455-21	Training & Education	Transfer to cover additional costs for cleaning, fogging, and disinfecting due to COVID	13,000	-8,000	7,000
	455-15	Maint & Repair -Bldgs & Grounds		6,800	6,000	12,800
Fire Dept	500-14	Travel	Funds not spent due to lack of travel for training due to Covid. Moved to cover cost of additional cleaning due to same	6,500	-4,000	2,500
	500-15	Maint & Repair -Bldgs & Grounds		13,750	4,000	17,750
Fire Dept	500-21	Training & Education	Monies moved to cover unforeseen expenses for tires and vehicle maintenance.	14,000	-5,000	9,000
	500-43	Auto Supplies		12,000	5,000	17,000
TOTALS				66,050	0	66,050

RESULTS OF COUNCIL REVIEW:

_____ APPROVED BY COUNCIL
 _____ DISAPPROVED BY COUNCIL

AUTHORIZED SIGNATURE _____

DATE _____

FINANCE DEPT USE ONLY:

REVISION COMPILED BY: _____ / _____

REVISION POSTED TO LOTUS BY: _____ / _____

REVISION POSTED TO BUDGETARY BY: _____ / _____

SIGNATURE DATE

Councilman Roger Bibbee moved to approve the General Fund Internal Budget Revision #2. Motion seconded by Councilman Jim Leach.

Councilwoman Kim Williams asked if these costs are being reimbursed through CARES Act money. Mayor Randy Rapp responded that it is not. Councilwoman Williams asked who does the cleaning and if it goes out to bid. Mayor Rapp responded that it is Tim Nolan's cleaning service.

Roll call vote taken by Recorder Melissa Elam. Councilman Mike Elam, Councilman Roger Bibbee, Councilwoman Kim Williams, Councilman Tom Azinger, Councilman Jim Leach, Recorder Melissa Elam, and Mayor Randy Rapp voting "yes". Vote: 7-0.

8. CAPITAL EXPENDITURE APPROVAL TO ORDER FROM STATE BID: 2021 Ford Ranger 4x4 SuperCrew Truck for the Street Dept.

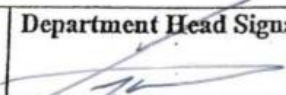
CITY OF VIENNA
Capital Expenditure Request
 Fiscal Year Ending June 30, 2021

PLEASE NOTE: All capital expenditure requests for all funds must be handled through the review and approval process prior to purchase, except for emergency purchases as provided for in the Purchasing Policy and Procedure Manual. USE THIS FORM TO SUBMIT ALL CAPITAL EXPENDITURE REQUESTS ALONG WITH A PURCHASE REQUISITION!

To be considered a capital expenditure, the request must meet both of the following conditions:

- A Unit Cost of \$5,000 or more, and
- An estimated useful life of more than one year

REQUEST

Department: <u>Street</u>	Account Number: <u>570-65-59</u>	Department Head Signature: 
Date Submitted: <u>3-31-21</u>	Date Delivery is Requested: <u>As soon as possible</u>	Approved on Current Fiscal Year Budget: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Quantity	Description (include manufacturer, name, catalog number, etc.)	Unit Cost	Total Cost
1	<u>Midsize pickup crew cab Ford Ranger R4F</u>		<u>\$27,445.00</u>

Does the above replace equipment currently in use? Yes No

If yes, describe disposition of equipment to be replaced:
Replaces unit 31 - Sold in Auction
(Ford Escape)

PURCHASING/BID PROCEDURES

All capital expenditure requests must be handled through the following review and approval process. No purchase commitments will be made until the formal bid process has been completed.

Purchasing Review

1. Will competitive bids be sought? Yes No Explain: State Bid

2. Are price estimates given accurate? () Yes () No

3. Sealed Bid Procedure
Sealed bids for _____

Were opened on _____ at _____

- See attached bid opening sheet

By: _____ Date: _____
Finance Director

If not low bidder, explain:

Administrative Review (Mayor) _____ Recommended Action:
() Approve () Disapprove () Defer

Comments: _____

By: _____ Date: _____

ACTION BY CITY COUNCIL

Request was considered at a () Regular () Special meeting of City Council held on _____
On a _____ vote, Council () Approved () Disapproved
() Deferred this request.

Comments: _____

By: _____ Date: _____
City Recorder

By completion of review, completed request form, along with pertinent documentation is to be submitted to the Purchasing Agent.

Class 11 - Automobile
Mid-Size Pick Up Crew Cab

Vendor Name: Matheny Motor Truck Company dba Matheny Ford LLC Vendor Contact: Tom Casey
Manufacturer/Brand: Ford Phone No.: 304-684-8825
Model Name & Number: Ranger R4F Email: tcasey@mathenymotors.com

Vehicle Requirements:

Class/Function:	Mid-Size Pick Up Crew Cab	Manufacturer's Standard Available Colors	
Drives:	4 Wheel/All Wheel with High & Low Range	Standard Color Code	Color Description
Passenger seating:	4 minimum (including driver)	V2	Oxford White
Doors:	4 full doors, minimum	PQ	Race Red
Wheelbase:	120 in., minimum	G1	Shadow Black
GWWR:	5400 lbs. min., 6150 lbs. max.		
Engines:	Minimum acceptable Engines: Gas: Non-Turbo- 6 cylinder minimum Turbo- 4 cylinder minimum Diesel: 4 cylinder minimum	Gas	
Off Road Package:	Includes but not limited to: Limited Slip rear axle, traction lock differential, heavy duty engine cooling, skid plates, heavy duty suspension with gas shocks, tow hooks and all terrain tires.		
Tow Package:	Installed Hitch & Wiring		
Flush/ all-Weather mats	Installed on driver and passenger front and second row, except where vinyl floor covering is present.		
Bed:	Long bed with installed spray-in bedliner		
Sliding Rear Window:	Not Required		

Additional Requirements:
The vehicle bid shall include the standard equipment requirements as required in section 3.1.1.3 of the specification.

Vendor Bid Response:				
Vehicle fuel type	EPA HIGHWAY MPG Rating	EPA CITY MPG Rating	Unit Price	Total Life Cycle Cost
Gasoline	24	20	(\$27,445.00)	\$39,476.25
Flex-fuel				
Diesel				
CNG/Liquid				
Hybrid				

*Options: _____ \$0
FOB Dealership: (Default) _____ \$ 2.00
FOB Other than Metro Charleston - Per Mile _____ \$

*Note - The above delivery "options" above are not evaluated as part of the award.



Prepared by: Thomas Casey
03/22/2021

Matheny Ford | 308 3rd Street Saint Marys West Virginia | 26170

2021 Ranger 4x4 SuperCrew 5' box 126.8" WB XL (R4F)

Price Level: 115

As Configured Vehicle

Description

Base Vehicle

Base Vehicle Price (R4F)

Packages

Equipment Group 100A Standard

Includes:

- Engine: 2.3L EcoBoost
- Includes auto start-stop technology.
- Transmission: Electronic 10-Speed SelectShift Auto
- GVWR: 6,050 lbs
- Front Cloth Bucket Seats
- Includes 8-way manual adjustable driver including lumbar, 6-way manual adjustable passenger and driver and passenger manual reclining seats.
- Radio: AM/FM Stereo
- Includes Bluetooth pass thru and 1 USB port.
- 4 Speakers

Powertrain

Engine: 2.3L EcoBoost

Includes auto start-stop technology.

Transmission: Electronic 10-Speed SelectShift Auto

Electronic-Locking Rear Differential

GVWR: 6,050 lbs

Seats & Seat Trim

Front Cloth Bucket Seats

Includes 8-way manual adjustable driver including lumbar, 6-way manual adjustable passenger and driver and passenger manual reclining seats.

Other Options

126.8" Wheelbase

Monotone Paint Application

Radio: AM/FM Stereo

Includes Bluetooth pass thru and 1 USB port.

Includes:

- 4 Speakers

Trailer Tow Package

Includes towing capability up to TBD lbs and 4-pin/7-pin wiring harness.

Includes:

- Class IV Trailer Hitch Receiver

Front License Plate Bracket

Standard in states requiring 2 license plates and optional to all others.

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

1



Prepared by: Thomas Casey
03/22/2021

Matheny Ford | 308 3rd Street Saint Marys West Virginia | 26170

2021 Ranger 4x4 SuperCrew 5' box 126.8" WB XL (R4F)

Price Level: 115

As Configured Vehicle (cont'd)

Description

Tough Bed Spray-In Bedliner

Ford accessory.

Fleet Options

Cruise Control

Requires valid FIN code.

Tires: LT265/65R17 A/T OWL (Fleet)

Requires valid FIN code.

Wheels: 17" Silver-Painted Aluminum (Fleet)

Requires valid FIN code.

Emissions

50-State Emissions System

Interior Color

Ebony

Exterior Color

Oxford White

Councilman Tom Azinger moved to approve the Order from State Bid of a 2021 Ford Ranger 4x4 SuperCrew Truck for the Street Dept. Motion seconded by Councilwoman Kim Williams.

There was no discussion.

Roll call vote taken by Recorder Melissa Elam. Councilman Mike Elam, Councilman Roger Bibbee, Councilwoman Kim Williams, Councilman Tom Azinger, Councilman Jim Leach, Recorder Melissa Elam, and Mayor Randy Rapp voting “yes”. Vote: 7-0.

9. RESOLUTION: Appointing Joyce Purkey to the Position of Vienna City Court Judge

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF VIENNA, JOYCE PURKEY, a qualified candidate and resident of the City of Vienna, is hereby appointed as Vienna City Court Judge, subject to all of the provisions and requirements of West Virginia Code 8-10-2(b) and (c) and further subject to the provisions of Vienna Municipal Code 173.01, et seq, to serve at the pleasure of Council.

Councilman Tom Azinger moved to approve the Resolution Appointing Joyce Purkey to the Position of Vienna City Court Judge. Motion seconded by Councilman Roger Bibbee.

Discussion: City Attorney Russ Skogstad, Councilman Jim Leach, and Councilman Tom Azinger all spoke highly of Joyce Purkey.

Roll call vote taken by Recorder Melissa Elam. Councilman Mike Elam, Councilman Roger Bibbee, Councilwoman Kim Williams, Councilman Tom Azinger, Councilman Jim Leach, Recorder Melissa Elam, and Mayor Randy Rapp voting “yes”. Vote: 7-0.

Council Comments:

Mayor Randy Rapp addressed Mr. Sasyn and said that the police are looking into the incident.

Councilman Jim Leach encouraged citizens to call the police if they ever see an incident like Mr. Sasyn brought before Council. Councilman Leach also complimented the good attendance for Zumba classes at Spencer Park.

Recorder Melissa Elam asked what happens next with the parade proposal brought by Mr. Smith. Mayor Randy Rapp said it will need discussed further. We will listen to Mr. Smith’s plan and consider it.

Councilwoman Kim Williams asked for clarification on who organizes the parade. Mayor Randy Rapp said there needs to be a proposal and encouraged Councilwoman Williams to put something together.

Councilman Jim Leach suggested landing the parade somewhere like Spencer Park or Spencer’s Landing.

Councilman Tom Azinger asked about the items that are being submitted to David McKinley. Mayor Randy Rapp stated a new police cruiser, concrete ramp at the fire station, walking trail around Spencer’s Landing, and Swimming Pool are what we are submitting so far and can add more requests.

Councilwoman Kim Williams would like to get more input from the public on what they want at Spencer’s Landing and would like something to be scheduled. Mayor Randy Rapp stated that once we receive the Letter For No Further Action, Spencer’s Landing will be put under Parks and it will be included in the Master Plan.

Councilman Jim Leach agrees there needs to be a master plan so we don’t go piece by piece and then realize we can’t do something we would have wanted to.

Announcements:

Special Council Meeting will take place on Tuesday, April 20 at 8:00am to Lay the Levy.
Next Regular Council Meeting is scheduled for Thursday, April 22 at 6:00pm.

Meeting adjourned at 7:18 p.m.

Melissa Elam, Recorder

Randall C. Rapp, Mayor

APPROVED: _____
 Initials Date