

**REGULAR COUNCIL SESSION**  
**609 29<sup>th</sup> Street, Vienna, WV 26105**  
**May 13, 2021**  
**6:00 P.M.**

**INVOCATION AND PLEDGE OF ALLEGIANCE:**

The Invocation was given by Barb Dawson. The Pledge of Allegiance was led by Councilwoman Kim Williams.

**The 3<sup>rd</sup> to 5<sup>th</sup> grade Vienna Rec basketball team and their coaches were recognized for their undefeated season and championship win.**

**CALL TO ORDER:**

The Vienna City Council met in Regular Session on May 13, 2021. Mayor Randy Rapp called the meeting to order at 6:10 p.m.

**PUBLIC FORUM:**

Henry Sasyn (1307 Greenmont Hills Dr.): Thanked community for support of swim team car wash, announced upcoming fundraiser, communicated that Coach Emily and Diane Cunningham are willing to talk with us as we make updates to Jackson Pool, and lastly the stop sign at the top of 28<sup>th</sup> Street needs trimmed back. He is concerned new drivers who are learning to drive won't know to stop.

Brenda Powell (1409 31<sup>st</sup> Street): Concerning the Senior Center HVAC, can there be an outside unit that does the whole building? Can current units be sold or auctioned? Concerning security cameras, can there be a camera that lets people watch the river traffic online?

**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. Absent: None.

**REPORT OF THE MINUTES:**

The minutes of the Special Council Session scheduled on 5/6/2021 have been printed, posted, and circulated. Minutes approved as posted.

**REPORT OF THE TREASURER:**

Councilman Jim Leach reported that the Reconciliation of Funds dated 5/10/2021 indicates the accounts are in order and the city is sound. Councilwoman Kim Williams asked why the McDonough Fund was up \$1,500. An answer could not be given because it was not submitted in advance. She also asked if the first installment from the American Recovery Plan had been received and deposited yet. Mayor Rapp stated that it has not been received yet.

**UNFINISHED BUSINESS:**

1. **None.**

**NEW BUSINESS:**

1. **APPROVAL: Master Plan for Parks Contract Proposal**

**Councilwoman Kim Williams moved to approve the Master Plan for Parks Contract Proposal. 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.**

2. **BID APPROVAL: Steel Structure for TREK Vienna Project**

Sealed bids for the purchase of a steel structure for the TREK Vienna project were opened on Friday, April 16, 2021 at 10:00am with the following results:

Sparks at Play	\$14,565.00
----------------	-------------

After careful review of the bid proposals, the recommendation for Council approval from the Budget and Finance Committee for the purchase of a steel structure for the TREK Vienna project is: Sparks at Play for \$14,565.00. Funding for this project is budgeted in the City's General Fund account# 01-600-70-68.

**Councilman Jim Leach moved to approve the Steel Structure for TREK Vienna Project. Motion seconded by Councilman Tom Azinger.**

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.**

**3. BID APPROVAL: Playground Piece**

Sealed bids for the purchase of a large custom playground piece were opened on Friday, April 23, 2021 at 10:00am with the following results:

Davis Athletics                      \$48,736.00

After careful review of the bid proposals, the recommendation for Council approval from the Budget and Finance Committee for the purchase of a large custom playground piece is: Davis Athletics for \$48,736.00. Partial funding for the 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 Playground Piece. Motion seconded by Councilman Mike Elam.**

Councilwoman Kim Williams asked if it includes installation. Answer: yes. She also asked for a reminder of how it is being funded. Steve Black was not present to explain the details.

**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. INTERNAL BUDGET REVISION #3**

INTERNAL BUDGET REVISION FORM						
CITY OF VIENNA			STATE APPROVAL NOT REQUIRED			
FUND: GENERAL			REVISION WITHIN SAME ACCOUNT CATEGORY			
FISCAL YR: 20-21						
REV NO: 3						
DATE: 05/05/2021						
DEPT	ACCT #	ACCT DESCRIPTION	EXPLANATION	BUDGET BEFORE CHANGE	EXPEN-DITURE CHG AMT	BUDGET AFTER CHANGE
Police Dept	455-11 455-16	Telephone Maint & Repair -Bldgs & Grounds	Transfer money to cover cost of equipment repairs	21,000 24,935	-3,000 3,000	18,000 27,935
Fire Dept	500-13 500-11	Utilities Telephone	Budget shortfall for phone costs	22,000 1,500	-1,000 1,000	21,000 2,500
Data Proc.	438-22 438-41	Dues and Subscriptions Materials & Supplies	Cover materials to run fiber to the Senior Center	35,350 15,000	-3,200 3,200	32,150 18,200
Parks	540-16 540-17 540-41	Maint & Repair - Equip Maint & Repair - Autos Materials & Supplies	Cover shortfall	15,000 12,000 53,000	-5,000 -5,000 10,000	10,000 7,000 63,000
Recreation	541-15 541-41	Maint & Repair - bldgs & grounds Materials & Supplies	Cover expected budget shortfall	40,000 85,000	-10,000 10,000	30,000 95,000
TOTALS				324,785	0	324,785
RESULTS OF COUNCIL REVIEW:						
AUTHORIZED SIGNATURE _____			APPROVED BY COUNCIL _____			
DATE _____			DISAPPROVED BY COUNCIL _____			
FINANCE DEPT USE ONLY:						
REVISION COMPILED BY: _____ / _____						
REVISION POSTED TO LOTUS BY: _____ / _____						
REVISION POSTED TO BUDGETARY BY: _____ / _____			SIGNATURE _____ DATE _____			

Councilman Tom Azinger moved to approve the Internal Budget Revision #3. Motion seconded by Councilman Jim Leach.

Councilwoman Kim Williams asked for clarification on the telephone line item and how it is spent. Mayor Rapp explained police officers are reimbursed for the usage of their cell phones.

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. GENERAL FUND BUDGET REVISION #5

<b>MEMORANDUM</b>						
TO: JIM LEACH						
FROM: Amy Roberts						
SUBJECT: 20-21 GENERAL FUND BUDGET REVISION #5						
DATE: 05/05/2021						
DEPT	ACCT #	ACCT DESCRIPTION	EXPLANATION	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
			NET INCREASE / (DECREASE) TO REVENUE		0	
Parks	540-30	Contract Service	Move money to pool to pay for pool maintenance projects	35,000	-20,000	15,000
Pool	542-15	Maint&Rep - Bldgs&Grounds		7,500	20,000	27,500
CONTINGENCIES	699		COVER THE ABOVE REVISIONS			0
			NET INCREASE / (DECREASE) TO EXPENDITURES		20,000	

Councilman Roger Bibbee moved to approve the General Fund Budget Revision #5. Motion seconded by Councilman Jim Leach.

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. LIST OF AUCTION ITEMS FOR APPROVAL

The 2006 Dodge Charger had been designated as only being sold to a police department and no one bid on it. We are removing the restriction now and are relisting it. The Volvo is a 2 ton dump truck that is not

being used. The 2003 Dodge Durango is on the list in case Council chooses not to sell it to the City of Williamstown. If Council does sell it to Williamstown, it will be removed from the auction list. The 1998 Dodge Dakota is a truck we need to take out of the rotation in our fleet.

**Councilman Tom Azinger moved to approve the List of Auction Items. Motion seconded by Councilman Jim Leach.**

Recorder Melissa Elam asked if the Volvo is still a useful vehicle to us, could we consider getting someone certified and licensed to drive it? Mayor Rapp confirmed that it has not been used since Norm Harris worked for the city. The city currently has five dump trucks. Councilwoman Kim Williams questioned putting the Volvo on the list at this time until we know more about what the truck has to offer the city and the benefits can be weighed. Mayor Rapp emphasized that the truck is not and won't be driven regardless of whether it is auctioned or not. Recorder Elam stated that when it comes to replacing dump trucks we aren't replacing the Volvo because we aren't using it anyway.

**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. RESOLUTION: Approving the Sale of a 2003 Dodge Durango to the City of Williamstown, WV, a Municipal Corporation**

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF VIENNA, that the Mayor, and or his designee is hereby authorized to sell to the City of Williamstown, WV, a municipal subdivision, as per W.V. Code 8-12-18(a), a 2003 Dodge Durango, VIN 1D4HS38N23F554174, said vehicle to be used by the City of Williamstown for a public purpose, for the sum of two thousand dollars (\$2,000.00).

**Councilman Mike Elam moved to approve the Sale of a 2003 Dodge Durango to the City of Williamstown, WV. Motion seconded by Councilman Jim Leach.**

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.**

**8. RESOLUTION: To Increase the Hourly Wage of the Police Department Part-Time Receptionist**

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF VIENNA, that the hourly rate for the position of police department part-time receptionist is hereby increased to eleven dollars per hour.

**Councilman Tom Azinger moved to approve the increase of the Hourly Wage of the Police Department Part-Time Receptionist. Motion seconded by Councilman Mike 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.**

**9. RESOLUTION: To Increase the Hourly Rate for all Full Time City Employees**

BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF VIENNA, that the hourly rate for all full time City of Vienna employees, with the exception of Vienna Police Department Law Enforcement Officers, as budgeted, is hereby increased by sixty-five cents an hour effective the 1st day of July, 2021.

**Councilman Jim Leach moved to approve the Increase of the Hourly Rate for all Full Time City Employees. 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.**

**10. DISCUSSION: Senior Center Heating and HVAC**

Councilman Jim Leach explained that the Senior Center uses three HVAC units and one of them needs to be replaced. Options on the table are single replacement or replacing all three units. It will be bid out and will come back to Council. Mr. Leach would like the bid specs to ask for options as they assess what we truly need. We want the most efficient solution.

**MAYOR RAPP REQUESTED AN EXECUTIVE SESSION TO DISCUSS AN EMPLOYEE MATTER. Councilman Jim Leach moved to go into Executive Session. Motion seconded by Councilman Roger Bibbee.**

**ADJOURNED to Executive Session at 6:55pm.**

**RESUMED City Council Regular Session at 7:30pm.**

**11. DISCUSSION: Code Enforcement and Building Inspection Employment Update**

The employees in these departments are willing to answer any questions that Council has pertaining to their job duties.

**12. DISCUSSION: Security Cameras Update**

IT Director Chris McGrew presented an update on security cameras to Council. He also brought Brent from BizTech to answer questions about the Verkada system. He has a list of where all the cameras are located. Mr. McGrew addressed Verkada being hacked recently. He recommends we go with the Verkadas with a 5-year licensing agreement for \$131,841.28. They come with a 10-year warranty.

Mayor Rapp asked that Mr. McGrew give every member of Council the list of locations. Councilman Roger Bibbee cautioned that it is not guaranteed that Verkada is who we will go with. Councilman Jim Leach is not convinced that we need to replace all the cameras because we may still have some that can serve a functional purpose. He also thinks we need to have a better understanding of what our storage options are. Attorney Russ Skogstad recommended that Council ask Mr. McGrew to come up with bid specs and put them out for bid.

**COUNCIL COMMENTS:**

Councilwoman Kim Williams requested an update on the paving schedule. Mayor Rapp will send it out tomorrow to everyone.

**ANNOUNCEMENTS:**

Next Regular Council Meeting is Thursday, May 27 at 6:00pm.

Meeting adjourned at 8:04 p.m.

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

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

APPROVED: \_\_\_\_\_  
                  Initials                  Date