

# City of Vienna

**Budget and Finance Meeting  
Council Chambers  
609 29<sup>th</sup> Street, Vienna, WV 26105  
January 9, 2024  
8:30 AM**

## **Unfinished Business – Ongoing:**

None.

## **Unfinished Business – CDBG:**

None.

## **New Business – CDBG:**

None.

## **Unfinished Business – Capital Projects:**

None.

## **New Business:**

- **Amended:** 2023-2024 General Fund Budget Revision #5
- Resolution – Transferring The Balance Of American Rescue Plan (ARP) Funds Allocated To The City Of Vienna To The Vienna Utility Board For The Rehabilitation Of Water Well Fields Nine (9) And Ten (10)
- **Amended:** Resolution – Authorizing The Acceptance Of An Agreement Between The Wood County Economic Development Authority And The City Of Vienna In The Amount Of \$75,000
- **Amended:** Resolution – Authorizing The Mayor To Enter Into An Agreement With Merritt/Chase In An Amount Not To Exceed \$32,000

**Next Regular Budget and Finance Meeting Date:**

**February 6, 2024 at 8:30 AM**

## MEMORANDUM

TO: JIM LEACH  
 FROM: Amy Roberts  
 SUBJECT: 23-24 GENERAL FUND BUDGET REVISION #5  
 DATE: 01/04/2024

DEPT	ACCT #	ACCT DESCRIPTION	EXPLANATION	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
	369	Contrib from other Funds	Contribution from Capital Reserve	3,155,339	300,730	3,456,069
			NET INCREASE / (DECREASE) TO REVENUE		300,730	
Pool	542-19	Equip Rents/Lease Pymnts	Bond Payments	0	225,730	225,730
Econ Development	704-68	Contribution	Additional Amount to the Wood County Dev Authority entering into added agreement	8,000	75,000	83,000
CONTINGENCIES	699		COVER THE ABOVE REVISIONS			
			NET INCREASE / (DECREASE) TO EXPENDITURES		300,730	

**RESOLUTION TRANSFERRING THE BALANCE OF AMERICAN RESCUE PLAN (ARP) FUNDS ALLOCATED TO THE CITY OF VIENNA TO THE VIENNA UTILITY BOARD FOR THE REHABILITATION OF WATER WELL FIELDS NINE (9) AND TEN (10)**

**BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF VIENNA**, that it hereby assigns the balance of the American Rescue Plan (ARP) funds received by, or allocated to, the City of Vienna by the federal government under the American Rescue Plan Act of 2021, consisting of approximately \$153,897.00 along with any accrued interest, presently approximately \$32,000 for an approximate total of \$190,000.00, to the Vienna Utility Board (VUB).

The allocation of said funds to the VUB is for the purpose of planning, purchasing and/or leasing equipment, hiring personnel (if necessary) and funding a necessary water infrastructure project, specifically to rehabilitate water well fields nine (9) and (10), which is to be undertaken by the VUB.

These funds are to only be applied to infrastructure projects as are contemplated by the ARP.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2024

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

**ATTEST:**

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

Sponsors:

\_\_\_\_\_  
\_\_\_\_\_

**AMENDED RESOLUTION AUTHORIZING THE ACCPETANCE OF AN AGREEMENT BETWEEN THE WOOD COUNTY ECONOMIC DEVELOPMENT AUTHORITY AND THE CITY OF VIENNA IN THE AMOUNT OF \$75,000**

**BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF VIENNA**, that it hereby accepts and authorizes the mayor or his designee to execute any documents as are reasonably necessary to enter into a one-year economic development agreement with the Wood County Development Authority (WCDA). The purpose of this agreement is to secure the assistance of the WCDA to identify and pursue development incentives, resources and opportunities, as well as to coordinate the logistics of applying and implementing said resources, information, and opportunities to facilitate meetings to prepare for or respond to the economic development opportunities, with a particular focus on the former OVU property, the former Johns Manville property, the downtown business district, and any other opportunities that may arise within the City for business development consideration.

In exchange for the services more completely specified in the attached draft copy of the agreement, the City of Vienna will pay the WCDA the total sum of \$75,000 to be paid in four equal quarterly installments of \$18,750. This agreement can be terminated at any point for any reason.

This agreement is exempt from the competitive bid process under Vienna Municipal Code 105.05 as it is a professional service.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2024

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

**ATTEST:**

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

Sponsors:

\_\_\_\_\_  
\_\_\_\_\_

RE: Professional Services Agreement - City of Vienna

## **RATIONALE**

We recognize that a growing and vibrant Vienna is good for Wood County and our entire region. With respect to current-day conditions, we recognize an opportunity to augment and enhance the City's economic development efforts, hence this proposal.

Recently, our office worked firsthand on economic development in the City of Vienna by bringing together the Ross Foundation and West Virginia University at Parkersburg for the donation of money to purchase the former Ohio Valley University buildings and land. Our office has played and will continue to play a role in this development as land surrounding the university can be used for residential or other development. To me, the WCDA is ALL of Wood County, including the City of Vienna and in the absence of a Development Director, we have done Business Retention and Expansion (BRE) meetings with businesses and directed entities to Vienna storefronts. We are excited about the opportunity to formalize our partnership with the City and we look forward to continuing to support Vienna's economic aspirations.

## **SCOPE OF SERVICES**

### **A. NEW DEVELOPMENT & REDEVELOPMENT**

WCDA will serve as the single point of entry for agreed-upon new development and redevelopment activities within the jurisdiction of the City of Vienna. The intent of this arrangement is for WCDA to serve as a Resource Navigator for private-sector clients of the City. WCDA will function as an interface between private-sector needs and public-sector processes to ensure those choosing to invest in Vienna receive a positive, curated experience that enhances the local economy.

~~Likely~~ activities include:

- Identification and pursuit of development incentives, resources, and opportunities **including but not limited to grant research to provide the City of Vienna with grant opportunities to spur development.**
- Coordination of required development touchpoints to ensure efficiency and effectiveness, **including development with the City of Vienna on an updated website utilizing the WCDA's understanding of site readiness and site selection.**
- Facilitated meetings with stakeholders in preparation for, or in response to planning and zoning. **WCDA can provide insight and suggestions regarding changes to current zoning to the City for consideration to boost interest in development**
- A focus on areas such as the former Ohio Valley University property, the former Johns Manville property and the downtown business district **as current locations of great opportunity for the City. Should other opportunities arise for needed development, the WCDA will work with the City to adjust focus as needed.**

Deliverables to include:

- Documented client feedback of WCDA and the City
- Metrics tracking, e.g., # of Projects, # of Jobs, Capital Investment, Expected Tax Revenues, etc. **in a quarterly report provide to the Mayor and City Council.**

### **B. DEVELOPMENT PLANNING COORDINATION & IMPLEMENTATION**

WCDA will work with local, regional, and state partners to ensure Vienna's economic development activities and aspirations are included in - and aligned with - all applicable plans and initiatives. This would include direct assistance to City staff when implementing strategic initiatives identified in master plans.

**Likely** activities include:

- Participation in key stakeholder meetings where representation equates to inclusion
- Help apply for funds through an EDA Technical Assistance Grant for a City-wide master economic and community development plan the WCDA will facilitate **with specific City stakeholders as approved by City Council.**
- Applying for applicable grants through the USEDA, ARC and other economic development entities to promote the growth of the City of Vienna
- Consistent communication with City Council and other City Departments
- **Quarterly and as needed** review of applicable plans to assist with priority setting and long-term planning efforts **with the selected stakeholder group**

Deliverables to include:

- Inclusion of, and alignment with City priorities in new plans and funding opportunities
- Documented communications and outcomes of stakeholder engagements **as part of a quarterly report provided to the Mayor and Council.**
- Regular progress reports to Administration and Council regarding plan-specific initiatives

### **C. STAKEHOLDER RELATIONS**

WCDA will form and convene a stakeholder group on behalf of the City. This group will be formed at the choosing of Vienna City Council and will convene to discuss the goals and objectives of development within Vienna. **This stakeholder group will work with the WCDA to provide the City with information regarding available grants, short- and long-term goals and status related to goals, and convene on a regular basis as requested by the WCDA.**

**Likely** activities include:

- Educating the **approved** stakeholders about City plans and initiatives
- Facilitated engagements with key stakeholder groups to align priorities and find opportunities.

Deliverables to include:

- Documented communications and outcomes of stakeholder engagements
- **Quarterly (or more frequent as required)** progress reports to Administration and Council regarding needs and opportunities
- Measurable results in response to documented needs and opportunities.

## **TIMELINE & COST**

### **A. TIMELINE**

WCDA is capable of beginning work immediately upon approval of this proposal. WCDA proposes a one-year term as a pilot.

### **B. COST**

A flat fee of \$75,000.00, payable in 4 quarterly installments of \$18,750. Successful outcomes from this arrangement will benefit a variety of revenue and cost centers within the City's budget. **This proposal to greatly assist the City can be terminated at any point, or extend on an annual basis as the City of Vienna desires.**

In the City of Vienna's FYE June 30, 2017 budget, the line item for Economic Development was \$194,999. After Paul Thronton retired, this position was not replaced. This proposal will give the City of Vienna the economic development services needed, support the Wood County Development Authority and save the City of Vienna money.

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Submitted by WCDA to the City of Vienna 12-2023

**RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO AN AGREEMENT WITH MERRITT/CHASE IN AN AMOUNT NOT TO EXCEED \$32,000**

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

Whereas the City of Vienna desires to remediate and restore the Spencer’s Landing property for the riverfront and to explore various designs for riverfront improvements that will be of the most benefit to the citizens of the City of Vienna, it hereby authorizes the mayor and/or his designee to take all steps as are reasonably necessary to enter into an agreement with Merritt/Chase to develop a detailed, phased concept design for Spencer’s Landing, building off of existing programming needs and concept design sketches provided by the City of Vienna.

The objective of this project is to create a design for the Vienna riverfront inclusive of Spencer’s Landing, the 12th Street property, and the John Manville site; to align priorities of various landowners and uses focusing on riverfront access, programming, circulation, ecological restoration, phasing, and development opportunities.

The design will also take into consideration existing conditions, the site’s full history, and the work that has been done to-date. Further, Merritt/Chase will collect and synthesize all available information to identify gaps in information and to inform concept design options.

Merritt/Chase will create concept design options for spatial organization, circulation, materials, character, and connectivity.

The total expenditure for the design agreement shall not exceed \$32,000, including reimbursable expenses.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2024

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

**ATTEST:**

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

Sponsors:

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