

# **City of Vienna**

**Budget and Finance Meeting  
Council Chambers  
609 29<sup>th</sup> Street, Vienna, WV 26105  
March 1, 2022  
8:30 AM**

## **Unfinished Business – Ongoing:**

None.

## **Unfinished Business – CDBG:**

None.

## **New Business – CDBG:**

None.

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

None.

## **New Business:**

- General Fund Budget Revision #3
- Bid Approval – Spring Planting
- Bid Approval for financing of a 2022 ¾ Ton GMC Sierra HD2500
- Bid Approval for financing of a 2022 1 Ton GMC Sierra HD3500 with Snowplow and Spreader Package

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

**April 5, 2022 at 8:30 AM**

## MEMORANDUM

TO: JIM LEACH  
 FROM: Amy Roberts  
 SUBJECT: 21-22 GENERAL FUND BUDGET REVISION #3  
 DATE: 02/24/2022

DEPT	ACCT #	ACCT DESCRIPTION	EXPLANATION	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
			NET INCREASE / (DECREASE) TO REVENUE		0	
FIRE	500-58	Capital Outlay - Other	Additional work upgrading the sirens	25,000	3,850	28,850
CONTINGENCIES	699		COVER THE ABOVE REVISIONS	140,340	-3,850	136,490
			NET INCREASE / (DECREASE) TO EXPENDITURES		0	

**2022 CITY OF VIENNA  
BID SHEET  
CITY OF VIENNA FLOWER BEDS**

**BLUE STAR MEMORIAL & BUS STOP ISLAND:**

The Blue Star Memorial the front of the bed to be planted with Begonias and the Bus stop island the Perimeter to be planted with Begonias

Trim plantings and cut back Daylilies

The Red Begonias are to be planted in rows 12" apart and plants will be planted 9" apart.

Apply granular weed preventer to bed and re-mulch with Hardwood Mulch.

After plants are planted water with soluble fertilizer...

Bed maintenance: Plants to be weeded, deadheaded and watered as needed.

Remove annuals at end of season and dispose of

**HOLL'S CHOCOLATE FLOWER BED:**

Spray bed with Round-up, ten days prior to planting and clean beds and remove debris.

Plant Red Begonias in rows of 12" apart and plants 9" apart.

After plants are planted water with soluble fertilizer.

Apply granular weed preventer to bed and re-mulch with Hardwood Mulch.

Bed maintenance: Plants to be weeded, deadheaded and watered as needed.

Remove annuals at end of season and dispose of

**MEDIAN BEDS - (17 TOTAL):**

Spray beds with Round-up, ten days prior to planting.

Clean up existing Daylilies prior to Begonia installation

Fill outer edge of beds with Red Begonias.

After plants are planted water with soluble fertilizer.

Apply granular weed preventer to bed and re-mulch with Hardwood Mulch.

Bed maintenance: Plants to be weeded, deadheaded and watered as needed.

Remove annuals at end of season and dispose of

**CITY OF VIENNA FLOWER BEDS  
JOB SHEET  
2023 CITY OF VIENNA**

BUNY STAR MEMORIAL & BUS STOP ISLAND:  
The Buny Star Memorial is located on the front of the bed to be planted with Begonias and the bus stop island  
is to be planted with Begonias.

For the front and back of Buny Star

The Buny Star Memorial is to be planted in rows of 12" spaced and plants will be planted 7' apart.

Remove all existing plants and mulch from the area to be planted with Begonias.

Water the area of the water with soluble fertilizer.

The Buny Star Memorial is to be watered 1" per week and fertilized as needed.

Remove all existing plants and mulch from the area.

SHILOH CHOCOLATE FLOWER BED:

The Shiloh Chocolate Flower Bed is to be planted with Begonias and plants will be planted 7' apart.

The Shiloh Chocolate Flower Bed is to be planted in rows of 12" spaced and plants 7' apart.

Remove all existing plants and mulch from the area.

Water the area of the water with soluble fertilizer.

The Shiloh Chocolate Flower Bed is to be watered 1" per week and fertilized as needed.

Remove all existing plants and mulch from the area.

TOTAL:

The total number of plants to be planted is 100.

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**SENIOR CITIZEN BUILDING FLOWER BEDS:**

Spray beds with Round-up, ten days prior to planting.

Weed and clean beds and trim plantings

Plant Red Begonias 9" apart around the edge of each flower bed.

Fill in between existing Perennials and Shrubs.

Apply granular weed preventer to bed and re-mulch with Hardwood Mulch.

After plants are planted water with soluble fertilizer.

Bed maintenance: Plants to be weeded, deadheaded and watered as needed.

Remove annuals at end of season and dispose of

**60TH STREET MEDIAN PLANTING:**

Spray beds with Round-up, ten days prior to planting.

Weed and clean beds.

Trim plantings as needed

Apply granular weed preventer to bed and re-mulch with Hardwood Mulch.

Two follow-up Round-up sprays to control the Thistle in the beds.

Flower installation: 46 (#1) Pink Cannas  
48 (4") Melapodium  
30 (flats) Purple Petunias  
40 (flats) Red Begonias

Bed maintenance: Plants to be weeded, deadheaded and watered as needed

Remove annuals at end of season and dispose of

**CITY ELECTRONIC SIGN (KMART PLAZA)**

Band the outside 18" with Red Begonias.

Apply granular weed preventer to bed and re-mulch with Hardwood Mulch.

After plants are planted water with soluble fertilizer.

Trim plantings as needed

Bed maintenance: Plants to be weeded, deadheaded and watered as needed.

Remove annuals at end of season and dispose of

SENIOR CITIZEN SIGNING IN LOWER 50'S  
Apply with Form 10 with Photo ID

Visit and clean teeth at the dentist

Print Red Booklet (with form) and bring to the office

Apply for a new or replacement ID card

Apply for the new or replacement ID card with Photo ID

Apply for a new or replacement ID card

Print and bring to the office

Apply for a new or replacement ID card

NEW SENIOR SIGNING IN LOWER 50'S

Apply with Form 10 with Photo ID

Apply for a new or replacement ID card

Apply for a new or replacement ID card

Apply for a new or replacement ID card with Photo ID

Apply for a new or replacement ID card

Apply for a new or replacement ID card

Apply for a new or replacement ID card

Apply for a new or replacement ID card

Apply for a new or replacement ID card

Apply for a new or replacement ID card

CITY SENIOR SIGNING IN LOWER 50'S

Apply with Form 10 with Photo ID

Apply for a new or replacement ID card with Photo ID

Apply for a new or replacement ID card

Apply for a new or replacement ID card

Apply for a new or replacement ID card

Apply for a new or replacement ID card

**TENNIS COURTS (THREE DESIGNATED BEDS):**

Spray beds with Round-up, ten days prior to planting.

Weed and clean beds.

Apply granular weed preventer to bed and re-mulch with Hardwood Mulch.

Plant Dwarf yellow Marigolds

After plants are planted water with soluble fertilizer.

Trim plantings prior to flower planting

Bed maintenance: Plants to be weeded, deadheaded and watered as needed.

Remove annuals at end of season and dispose of

**THREE BEDS AT ROSEMAR ROAD: (TWO AT JACKSON AND ONE AT MCDONOUGH PARK)**

Spray beds with Round-up, ten days prior to planting.

Weed and clean beds.

Trim plantings prior to flower planting

Apply granular weed preventer to bed and re-mulch with Hardwood Mulch.

Plant Dwarf yellow Marigolds

After plants are planted water with soluble fertilizer.

Bed maintenance: Plants to be weeded, trimmed and watered as needed.

Remove annuals at end of season and dispose of

**JACKSON PARK ENTRY BED:**

Weed and clean beds.

Trim plantings prior to flower planting

Apply granular weed preventer to bed and re-mulch with Hardwood Mulch.

Plant Dwarf yellow Marigolds

After plants are planted water with soluble fertilizer.

Bed maintenance: Plants to be weeded, deadheaded and watered as needed.

Remove annuals at end of season and dispose of

THREE BEDS AT MOSBURN ROAD, TWO AT A DICKSON AND ONE AT JACKSON PARK

Wash and clean bed  
Apply disinfectant with a brush with 100ml of 10% bleach  
- Start with yellow disinfectant  
- Let it sit for 10 minutes with the disinfectant  
Then wash the bed with 10% bleach  
- Put the bed in a bag and dispose of it  
Remove mattress at end of season and dispose of

THREE BEDS AT MOSBURN ROAD, TWO AT A DICKSON AND ONE AT JACKSON PARK

Wash and clean bed  
- Put mattress in a bag and dispose of it  
Apply disinfectant with a brush with 100ml of 10% bleach  
- Start with yellow disinfectant  
After 10 minutes wash the bed with 10% bleach  
- Bed disinfectant - Put in a bag and dispose of it  
Remove mattress at end of season and dispose of

JACKSON PARK ENTRY BED

Wash and clean bed  
- Put mattress in a bag and dispose of it  
Apply disinfectant with a brush with 100ml of 10% bleach  
- Start with yellow disinfectant  
After 10 minutes wash the bed with 10% bleach  
- Bed disinfectant - Put in a bag and dispose of it  
Remove mattress at end of season and dispose of



**PARKS OFFICE TRAILER PLANTERS:**

Plant annual combinations of flowers

After plants are planted, water with soluble fertilizer

Box maintenance: Plants to be weeded, deadheaded and watered as needed.

Remove annuals at end of season and dispose of

**CITY BUILDING: (29<sup>TH</sup> STREET)**

Trim and clean all beds

Apply granular weed preventer to beds and re-mulch with Hardwood Mulch.

Plant Red Begonias around flagpole

Install annuals in existing planters

After plants are planted water with soluble fertilizer.

Bed maintenance: Plants to be weeded, deadheaded and watered as needed.

Remove annuals at end of season and dispose of

**FLOWER BOXES (17):**

Plant annual combinations of flowers

After plants are planted, water with soluble fertilizer

Box maintenance: Plants to be weeded, deadheaded and watered as needed.

Remove annuals at end of season and dispose of

**28TH STREET MEDIAN PLANTING:**

Spray beds with Round-up, ten days prior to planting.

Weed and clean beds.

Trim plantings as needed

Apply granular weed preventer to bed and re-mulch with Hardwood Mulch.

Flower installation: 30 (flats) Yellow Marigolds  
30 (flats) Red Begonias

Bed maintenance: Plants to be weeded, deadheaded and watered as needed.

Remove annuals at end of season and dispose of

PARK OFFICE TRAILER PLANTERS:  
Remove annuals at end of season and dispose of

After plants are planted, water with soluble fertilizer

Soil maintenance: Plants to be weeded, deadheaded and watered as needed

Remove annuals at end of season and dispose of

CITY BUILDING (133 " STREET)  
Remove annuals at end of season and dispose of

Apply granular weed preventer to beds and containers with Funtolac Mulsion

Plant Red Begonias around fountain

In fall annuals in existing planters

At all plants are planted water with soluble fertilizer

Soil maintenance: Plants to be weeded, deadheaded and watered as needed

Remove annuals at end of season and dispose of

FLOWER BOXES (11)  
Remove annuals at end of season and dispose of

After plants are planted water with soluble fertilizer

Soil maintenance: Plants to be weeded, deadheaded and watered as needed

Remove annuals at end of season and dispose of

58TH STREET MEDIAN PLANTING:  
Remove annuals at end of season and dispose of

Water and clean beds

Trim shrubs as needed

Apply granular weed preventer to beds and containers with Funtolac Mulsion

Plant Yellow Marigolds and Yellow Begonias

Soil maintenance: Plants to be weeded, deadheaded and watered as needed

Remove annuals at end of season and dispose of

**SPENCER PARK GAZEBO BEDS:**

Weed and clean beds.

Trim plantings as needed.

Apply granular weed preventer to bed and re-mulch with Hardwood Mulch.

Plant Red Begonias

After plants are planted water with soluble fertilizer.

Bed maintenance: Plants to be weeded, deadheaded and watered as needed.

Remove annuals at end of season and dispose of

**GOLDSTAR MEMORIAL:**

Weed and clean beds.

Trim plantings as needed.

Apply granular weed preventer to bed and re-mulch with Hardwood Mulch.

**LAKE BETSY PLANTER:**

Plant Dwarf yellow Marigolds

After plants are planted, water with soluble fertilizer

Plants to be weeded, deadheaded and watered as needed.

Remove annuals at end of season and dispose of

**Total:** \_\_\_\_\_

**Watering Estimates (daily rate)**

**Total:** \_\_\_\_\_

**FALL MAINTENANCE OPTIONS:**

CLEAN AND WEED ALL BEDS AND TRIM PLANTINGS

SPENCER PARK GAZEBO: \$ \_\_\_\_\_

JACKSON TENNIS COURTS: \$ \_\_\_\_\_

VIENNA CITY BUILDING: \$ \_\_\_\_\_

SENIOR CITIZEN BUILDING: \$ \_\_\_\_\_

**Respectfully submitted:**

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

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FALL MAINTENANCE OPTIONS  
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# Memo

**To:** Mayor & Council

**From:** Amy Roberts

**Date:** 02/24/2022

**Re:** Bid Recommendation

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Sealed bids for the flower planting and maintenance and fall cleanup of the various areas of the city were opened on February 22, 2022 at 10:00am with the following results:

Scots Landscaping	\$24,535.00
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After careful review of the bid proposals, the recommendation for Council approval from the Budget & Finance Committee for the flower planting and maintenance and fall cleanup is:

Scots Landscaping	\$24,535.00
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**Funding the project:** Funding for this project will be from the City’s General Fund line item 01-579-55-41, **pending Council approval**. Amount of a funding request will be for the entire project.

# Memo

**To:** Mayor & Council

**From:** Amy Roberts

**Date:** 2/24/2022

**Re:** Bid Recommendation

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Sealed bids for the financing of a 3/4 Ton GMC Sierra HD 2500 for the Park Department were opened on Tuesday, February 22, 2022, at 11:00 am with the following results:

	<u>Rate</u>	<u>Total Cost</u>
United Bank	3yr – 2.49%	\$37,546.20
Country Roads Leasing	3yr – 1.88%	\$37,549.16
Wesbanco	3yr – 2.15%	\$38,078.00

After careful review of the bid proposals, the recommendation for Council approval from the Budget & Finance Committee for the financing of a 3/4 Ton GMC Sierra HD 2500 is:

United Bank	3yr – 2.49%	\$37,546.20
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**Funding the project:** Funding for this project is budgeted in the City’s General Fund 01-540-65-59.

# Memo

**To:** Mayor & Council

**From:** Amy Roberts

**Date:** 2/24/2022

**Re:** Bid Recommendation

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Sealed bids for the financing of a 1 Ton GMC Sierra 3500HD W/ Snowplow and Spreader for the Park Department were opened on Tuesday, February 22, 2022, at 10:30 am with the following results:

	<u>Rate</u>	<u>Total Cost</u>
United Bank	3yr – 2.49%	\$81,545.76
Country Roads Leasing	3yr – 1.88%	\$81,141.92
Wesbanco	3yr – 2.15%	\$81,494.00

After careful review of the bid proposals, the recommendation for Council approval from the Budget & Finance Committee for the financing of a 1 Ton GMC Sierra 3500HD W/ Snowplow and Spreader is:

Country Roads Leasing	3yr – 1.88%	\$81,141.92
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**Funding the project:** Funding for this project is budgeted in the City’s General Fund 01-540-65-59.