

**REGULAR COUNCIL SESSION**  
**609 29<sup>th</sup> Street, Vienna, WV 26105**  
**June 9, 2022**  
**6:00 P.M.**

**INVOCATION AND PLEDGE OF ALLEGIANCE:**

The Invocation was given by Diane Wooten. The Pledge of Allegiance was led by Councilman Roger Bibbee.

**CALL TO ORDER:**

The Vienna City Council met in Regular Session on June 9, 2022. Mayor Rapp called the meeting to order at 6:02pm.

**ROLL CALL:**

Attendance was taken by Mayor Randy Rapp with the following Council members present: Kim Williams, Jim Leach, Tom Azinger, Roger Bibbee, Chris Mancuso, Recorder Melissa Elam, City Attorney Russell Skogstad, and Mayor Randy Rapp. Absent: None.

**PUBLIC FORUM:**

**Nichole Aguilar (605 33<sup>rd</sup> Street):** Presented examples and ideas for appropriate chicken coops for urban dwelling.

**Tamara Rhodes (4604 6<sup>th</sup> Ave.):** Expressed she had asked for an update on the 12<sup>th</sup> Street property on this week's agenda and it is not on there. Does not think the new car wash being built on 25<sup>th</sup> Street fits the neighborhood or the image we want for our business district. Noted Code 824 for Building Commission isn't there anymore and wonders if it needs addressed. Suggested developing a map of park areas in Vienna that offer walking trails and recreational areas.

**Liz Ford (1917 Dudley Ave., Parkersburg):** Executive Director of the Arc of the Mid-Ohio Valley. Concerned about the ordinance being proposed for group residential homes and recovery facilities. Encouraged Council to reexamine our intentions and possibly change some of the wording in the ordinance.

**Kelly Craft (300 57<sup>th</sup> Street):** Very frustrated and asking for a solution to people driving through their yard. Asking if 3<sup>rd</sup> Ave. between 57<sup>th</sup> and 58<sup>th</sup> Street a one way street or building a curb are possible.

Mayor Rapp said Council may consider having that property surveyed to determine how we can help.

**Debra Jenkins (911 17<sup>th</sup> Street):** Between 1:15 and 2:15 on Memorial Day their car was broken into on 34<sup>th</sup> Street in the Community Building parking lot. Cameras were not situated to see the parking area between the entrance and exit of the parking lot. She is very concerned about the lack of safety.

**Doug Hess (1917 Dudley Ave., Parkersburg):** The Arc of the Mid-Ohio Valley. He wants equal opportunity for everyone and encouraged Council to make sure the language is correct and to comply with federal laws.

**REPORT OF THE MINUTES:**

The minutes of the Regular Council Session scheduled on 5/26/2022 have been printed, posted, and circulated. Approved as posted.

**REPORT OF THE TREASURER:**

The Reconciliation of Funds has been reviewed and the city is financially solvent.

**UNFINISHED BUSINESS:**

1. None.

**NEW BUSINESS:**

1. **ORDINANCE – FIRST READING:** Regulating Group Residential Homes

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF VIENNA that ARTICLE 1326** of the Codified Ordinances of the City is hereby enacted enacting regulations for Group Residential Homes:

**1326. GROUP RESIDENTIAL HOMES**

**1326.01 Definition:** For the purpose of this Article, "Group Residential Home" shall mean a building owned, leased or occupied by developmentally disabled or behaviorally disabled persons for purposes of establishing a personal residence.

**1326.02 Purpose:** The purpose of these regulations is to permit the establishment and occupation of Group Residential Homes as authorized by the provisions of West Virginia Code Chapter 27, Article 17, as amended, and in compliance with the Fair Housing Act, while preserving the residential character of neighborhoods in which such Group Residential Homes may be located and prevent a concentration of such facilities in any particular area.

**1326.03 Registration Required:** A completed registration form shall be submitted to the Office of the Finance Director on a form established for such purpose. Registration shall become effective upon issuance of a Certificate of Occupancy for the Group residential Home and shall terminate when the Group residential Home use ceases. No registration shall be accepted for a Group Residential Home that does not comply with the requirements of this Article. Any information upon such registration forms which is changed or amended shall be promptly provided to the City.

**1326.04 Zoning Confirmation.** Prior to registration, a request for zoning confirmation shall be submitted to the appropriate office of the Development Director to confirm that the proposed location of the group home is permitted under this section.

**1326.05 Certificate of Occupancy.** A Group Residential Home may not be occupied by tenants until a Certificate of Occupancy has been provided by the Director of Finance and the Code Enforcement Division reflecting compliance with all the provisions of this article.

**1326.06 Standards.** All Group residential Homes shall be located, developed, operated and occupied in compliance with the following standards:

- 1) *Separation.* The minimum separation between Group Residential Homes shall be no less than 1,500 feet, as measured from the closest exterior property lines of the real property upon which the Group Residential Homes are located.
- 2) *Occupancy.* The number of residents, excluding staff, shall not exceed 12, or 1 person per 200 square feet of interior living space, whichever is less.
- 3) *Exterior Appearance.* There shall be no sign or other exterior indication of a Group residential Home visible from the street.
- 4) *Compliance with all Applicable Building and Fire Safety Regulations.* A group residential Home must meet all applicable building, fire and/or other life safety codes in effect.
- 5) *Licensing.* Group residential Homes shall comply with all applicable licensing requirements of the State of West Virginia.
- 6) *Parking.* Any parking for Group residential Homes shall be in compliance with all off street parking requirements as set forth in Article 1363 of the Codified Ordinances of the City.
- 7) *Tenancy.* No Group residential Home shall house any person whose tenancy would constitute a direct threat to the health or safety of other individuals or would result in substantial physical damage to the property of others.
- 8) *Exclusive Use.* All administrative activities including staffing, counseling and other visitations shall serve only the residents of the Group residential Home.
- 9) *Reporting of Deaths, Injuries and/or Emergency Response.* Every Group Residential Home shall report to the Police Department of the City of Vienna the occurrence of any deaths or serious injuries to any tenant of the Group Residential Homes or other persons upon the premises, and any police, fire or other emergency response upon or to the premises, accompanied by a concise description of any such occurrences.
- 10) *Responsible Party.* All applications for registration of a Group Residential Home shall identify the name, business address, business phone number, and email address, of the person or entity primarily responsible for the operation and occupancy of a Group Residential Home and compliance with the provisions of this Article.

**1326.07 Additional requirements of State Law.** Notwithstanding any of the provisions of this Article, if the State of West Virginia adopts laws or rules for the regulation of Group Residential Homes, then such State law or regulations shall apply in addition to the standards herein set forth.

**1326.08 Request for Accommodation.** If an owner of a Group Residential Home believes any requirement of this Article prevents the lawful establishment of a Group Residential Home, the owner shall submit to the City a written request for accommodation and the reasons why the accommodation is required. The written request shall contain sufficient facts to allow the City to make a determination whether an accommodation should be made pursuant to the requirements of the Fair Housing Act, Americans with Disabilities Act (ADA) or any other applicable federal or state law; and if so, the nature and extent of the accommodation taking into consideration the requirements of the law and the public health, safety and welfare. The City shall issue an administrative decision upon any such request within 30 days of the date thereof, and the decision shall be made public. Any such owner of a prospective Group Residential Home or any resident of the city who can establish a direct impact from any such decision shall have the right to appeal the administrative decision to the Board of Zoning Appeals of the City of Vienna, which shall conduct

a public hearing as provided by law and issue a ruling affirming or denying the appeal. Any decision of the Board of Zoning Appeals may be appealed to the Circuit Court of Wood County by the filing of a Petition for Writ of Certiorari within 30 calendar days of the issuance of the final decision.

**Mayor Randy Rapp and Attorney Russ Skogstad addressed the reasons for this ordinance being proposed. They stated that the intent is not to target people and we simply want regulations that apply to everyone else to apply to these homes.**

**Councilman Tom Azinger moved to approve the Ordinance – First Reading Regulating Group Residential Homes. Motion seconded by Councilman Jim Leach.**

Councilwoman Kim Williams asked for the definition of a developmentally disabled person. Thinks there may be laws of unintended consequences. Doesn't want a burden on people that this ordinance is not intended for such as foster families who care for developmentally disabled children. She addressed that there are two types of sober living homes and stated you cannot discriminate against people who want to live together. She believes this ordinance will be challenged and that we will lose. Stated she will not support the ordinance.

Attorney Skogstad used language from state code. He stated businesses who are buying up property are different than private citizens choosing to live together for common purpose.

Councilman Jim Leach thinks this ordinance is trying to balance the rights of our citizens and of protected people. He thinks it covers all those involved.

Councilman Tom Azinger spoke in favor of the ordinance.

Councilman Chris Mancuso asked if we can refer to current building code to balance the situation without the ordinance. Attorney Skogstad said yes in some ways and referred to 1326.06. Mr. Mancuso would like clarity to address restricting businesses. Mayor Rapp and Mr. Leach spoke about the rent that tenants pay and that in order to collect rent you have to be in certain zones. Mr. Mancuso asked if the moratorium we have in place has been effective. Mr. Skogstad said there haven't been any challenges to it.

Councilman Roger Bibbee emphasized that the ordinance can be amended and this is the first reading.

**Councilwoman Kim Williams made a motion to table the ordinance. Motion seconded by Councilman Chris Mancuso.**

Mayor Rapp is still concerned about the balance of our neighborhoods.

**Roll call vote taken by Mayor Randy Rapp. Councilwoman Kim Williams and Councilman Chris Mancuso voting "yes". Councilman Tom Azinger, Councilman Jim Leach, Councilman Roger Bibbee, Recorder Melissa Elam, and Mayor Randy Rapp Vote: 2-5**

**Motion to table failed. Vote for First Reading proceeded.**

**Roll call vote taken by Mayor Randy Rapp. Councilman Tom Azinger, Councilman Jim Leach, Councilman Roger Bibbee, and Mayor Randy Rapp voting "yes". Councilwoman Kim Williams, Councilman Chris Mancuso, Recorder Melissa Elam voting "no". Vote: 4-3**

## **2. ORDINANCE – FIRST READING: Amending Article 1371 of the Vienna Municipal Code 1371 and Regulating the Location and Placement of Residential Substance Abuse Treatment Facilities**

**BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF VIENNA THAT:**

### **1371.03 RESIDENTIAL SUBSTANCE ABUSE TREATMENT FACILITIES**

(82) A "residential substance abuse treatment facility" means a live in/inpatient facility or center providing substance abuse therapy/treatment to individuals. It does not include group residential homes as defined in WV Code 27-17-2 or a residential care community as defined in WV Code 16-5N-2(k).

(83)A "substance" means both alcohol and controlled substances/drugs

- a. No residential substance abuse treatment facility shall be located within any of the following areas:
  1. Within 250 feet, as so measured from each property line, of a residential district;
  2. Within 500 feet, as so measured, of a public or parochial school;
  3. Within 100 feet, as so measured, of any existing residential substance abuse treatment facility.

Councilman Tom Azinger moved to approve the Ordinance – First Reading Amending Article 1371 of the Vienna Municipal Code 1371 and Regulating the Location and Placement of Residential Substance Abuse Treatment Facilities. Motion seconded by Councilman Roger Bibbee.

Councilwoman Williams wanted to confirm that Ohio Valley University is in an educational zone and asked if we are protected from it becoming a residential substance abuse treatment facility. Attorney Skogstad said it is possible for a treatment facility to be designated as educational.

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

Council dismissed to take a break at 7:22pm.

Council resumed the agenda at 7:30pm.

**3. GENERAL FUND BUDGET REVISION #7**

<b>MEMORANDUM</b>						
TO:		JIM LEACH				
FROM:		Amy Roberts				
SUBJECT:		21-22 GENERAL FUND BUDGET REVISION #7				
DATE:		06/02/2022				
DEPT	ACCT #	ACCT DESCRIPTION	EXPLANATION	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Unencumbered Fund Balance	299	Unencumbered Fund Balance	Carryover	442,123	3,261,997	3,704,120
			NET INCREASE / (DECREASE) TO REVENUE		3,261,997	
Transfers to other funds	444-88	Transfer to Capital Reserve	Transfer Carryover to Capital Reserve	0	2,731,997	2,731,997
Streets	570-58	Capital Outlay - Other	Additional Street project money	850,000	530,000	1,380,000
City Hall	440-11	Telephone	Amount to cover shortfall for the SEGRA phone system	5,000	13,450	18,450
Police Dept	455-11	Telephone		21,000	7,000	28,000
Fire Dept	500-11	Telephone		1,500	3,000	4,500
Parks	540-11	Telephone		2,000	9,500	11,500
Street	570-11	Telephone		1,500	1,700	3,200
Streets	570-26	Insurance	Correct error in original budgeted amount	15,000	15,750	30,750
Recorder	411-24	Audit	Additional year of audit costs	14,400	14,400	28,800
CONTINGENCIES	699		COVER THE ABOVE REVISIONS	113,490	-64,800	48,690
			NET INCREASE / (DECREASE) TO EXPENDITURES		3,261,997	

Councilman Tom Azinger moved to approve the General Fund Budget Revision #7. Motion seconded by Councilman Jim Leach.

No further discussion.

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

**4. GENERAL FUND INTERNAL BUDGET REVISION #3**

<b>INTERNAL BUDGET REVISION FORM</b>						
CITY OF VIENNA		STATE APPROVAL NOT REQUIRED				
FUND:	GENERAL	REVISION WITHIN SAME ACCOUNT CATEGORY				
FISCAL YR:	21-22					
REV NO:	3					
DATE:	08/02/2022					
DEPT	ACCT #	ACCT DESCRIPTION	EXPLANATION	BUDGET BEFORE CHANGE	EXPEN-DITURE CHG AMT	BUDGET AFTER CHANGE
Mayor	409-26	Insurance	Transfer to cover budget shortfall	15,000	-1,355	13,645
	409-06	Retirement		15,000	1,275	16,275
	409-03	Salary		26,355	80	26,435
Personnel	422-21	Training & Education	Transfer to cover budget shortfall	1,200	-950	250
	422-06	Retirement		4,500	950	5,450
Purchasing	423-26	Insurance	Transfer to cover budget shortfall	1,000	-500	500
	423-14	Travel		250	-175	75
	423-06	Retirement		3,160	675	3,835
Building Insp	436-26	Insurance	Transfer to cover budget shortfall	4,200	-1,600	2,600
	436-06	Retirement		7,500	1,575	9,075
	436-04	FICA		9,040	25	9,065
Data Processing	439-05	Group Ins	Transfer to cover budget shortfall	38,836	-8,100	30,736
	439-22	Dues & Subscriptions		30,000	5,700	35,700
	439-41	Materials & Supplies		18,000	2,400	20,400
City Hall	440-15	Maint - Bldgs and Grounds	Transfer to cover budget shortfall	80,000	-2,000	78,000
	440-13	Utilities		17,000	2,000	19,000
Police Dept	455-26	Insurance	Transfer to cover budget shortfall	130,000	-2,700	127,300
	455-16	Maint - Equipment		32,000	-4,000	28,000
	455-41	Materials & Supplies		15,000	-1,000	14,000
	455-06	Retirement		20,000	2,700	22,700
	455-13	Utilities		18,000	4,000	22,000
	455-21	Training & Education		13,000	1,000	14,000
Fire Dept	500-21	Training & Education	Transfer to cover budget shortfall	14,000	-4,000	10,000
	500-14	Travel		6,500	-570	5,930
	500-13	Utilities		22,000	-1,400	20,600
	500-06	Retirement		78,000	-300	77,700
	500-57	Capital Outlay - Bldgs & Grounds		26,745	570	27,315
	500-58	Capital Outlay - Other		28,850	4,000	32,850
	500-43	Auto Supplies		12,000	1,400	13,400
	500-04	Fica		10,755	300	11,055
Parks	540-14	Travel	Transfer to cover budget shortfall	1,500	-1,500	0
	540-15	Maint - Bldgs and Grounds		58,142	-5,000	53,142
	540-17	Maint - Autos		12,000	-5,000	7,000
	540-21	Training & Education		1,500	-1,500	0
	540-30	Contract service		20,000	-5,000	15,000
	540-43	Auto Supplies		14,000	-2,000	12,000
	540-45	Uniforms		3,000	-300	2,700
	540-68	Contributions		25,000	-4,000	21,000
	540-13	Utilities		46,000	16,050	62,050
	540-41	Materials & Supplies		50,000	8,250	58,250
	Recreation	541-15		Maint - Bldgs and Grounds	Transfer to cover budget shortfall	47,500
541-41		Materials & Supplies	65,000	10,000		75,000
Pool	542-41	Materials & Supplies	Transfer to cover budget shortfall	22,000	-500	21,500
	542-11	Telephone		500	500	1,000
Code Enf.	725-05	Group Insurance	Transfer to cover budget shortfall	27,275	-975	26,300
	725-30	Contract Service		16,200	-240	15,960
	725-06	Retirement		4,630	975	5,605
	725-26	Insurance		2,500	240	2,740
Sr. Center	905-41	Materials & Supplies	Transfer to cover budget shortfall	14,000	-900	13,100
	905-06	Retirement		4,050	900	4,950
<b>TOTALS</b>				<b>1,132,688</b>	<b>0</b>	<b>1,132,688</b>

Councilman Tom Azinger moved to approve the General Fund Internal Budget Revision #3. Motion seconded by Councilman Roger Bibbee.

No further discussion.

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

**5. 2021-2022 COAL SEVERANCE FUND BUDGET REVISION #1**

**MEMORANDUM**

TO: Jim Leach  
 FROM: Amy Roberts  
 SUBJECT: 21-22 COAL SEVERANCE FUND BUDGET REVISION #1  
 DATE: 06/03/2022

DEPT	ACCT #	ACCT DESCRIPTION	EXPLANATION	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
	299-02	UNENCUMBERED FUND BALANCE	Carryover	2,000	61,631	63,631
						0
			NET INCREASE / (DECREASE) TO REVENUE		61,631	
Streets	570-58	Capital Outlay - Other	Carry over monies to use on street projects	21,600	61,631	83,231
			NET INCREASE / (DECREASE) TO EXPENDITURES		61,631	

**Councilman Jim Leach moved to approve the 2021-2022 Coal Severance Fund Budget Revision #1. Motion seconded by Councilman Tom Azinger.**

No further discussion.

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

**6. REPORT: Estimate Submission for Spencer’s Landing Dirt Project**

Craig Metz gave a report on how much it costs to move the dirt from the hill in Jackson Park to Spencer’s Landing.

Councilwoman Williams mentioned she thinks we should include employee benefits package to this number as well.

Mr. Metz has put a bid request in the paper to see if Council would want to consider hiring an outside company to complete the job.

Ms. Williams asked about permits needed for moving the dirt to the ravine. Mr. Leach stated the area we are filling in is outside of the restricted land use site so additional permits were not needed.

Mayor Rapp is asking Mr. Metz to at least cover the glass and metal bars that are down there to make it safe and then if we want to hire it out the other firm can complete the job.

## Spencer's Landing Fill Dirt Cost

20,000 tons of dirt

20,000 tons ÷ 10 tons per truck = 2,000 truck loads

City crew projected cost:

Avg. cost per man hour = \$18.92 per 8-hour day = \$151.86

5 Employees @ \$151.86 per 8-hour day = \$756.80

4 Dump trucks use 20 gal of fuel per day, 4x20 = 80 gal per day

Excavator use, 40 gal of fuel per day.

Total fuel per day, 120 gal @ \$5.00 per gal = \$600.00 per day

Fuel \$600.00

Labor \$756.80

Cost \$1,356.80 per day

Avg. truck trips per day, 100

1,356.80 ÷ 100 = \$13.57 per truck load hauling 10 tons

Total cost of hauling dirt to Spencer's Landing

\$13.57 per load x 2000 loads = \$27,140

4 to 5 weeks completion time.

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Contractor cost:

\$70.00 per 18 ton hauled to Spencer's Landing

20,000 tons ÷ 18 tons = 1,111 loads of dirt

1,111 loads @ \$70.00 per load = \$77,770.00

Contractor can complete project in 2-week completion time.

### **7. UPDATE: Spencer's Landing Planning**

Ongoing process. Mayor Rapp has not had a chance to get any additional information from the groups he is meeting with. When he does get together with them he will bring those ideas to Council.

Mayor Rapp said we have the green light from the state and federal agencies to move the kayak launch to 12<sup>th</sup> Street if Council chooses to do so.

### **8. RESOLUTION: Allocating \$334,690.00 in American Rescue Plan (ARP) Funds Allocated to the City of Vienna for Fiscal Year 2021-2022 to the Vienna Utility Board for Infrastructure Projects – Three Pumps for the Sewer System**

**BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF VIENNA**, that it hereby assigns an additional \$334,690.00 of American Rescue Plan (ARP) funds received by, or allocated to, the City of Vienna for fiscal year 2021-2022 by the federal government under the American Rescue Plan Act of 2021 to the Vienna Utility Board. The allocation of said funds to the VUB is for the purpose of purchasing, specifically, three pumps for the City of Vienna Sewer Plant, a project undertaken by the Vienna Utility Board which is an infrastructure project contemplated by the ARP.

**Councilwoman Kim Williams moved to approve the Resolution Allocating \$334,690.00 in American Rescue Plan (ARP) Funds Allocated to the City of Vienna for Fiscal Year 2021-2022 to the Vienna Utility Board for Infrastructure Projects – Three Pumps for the Sewer System. Motion seconded by Recorder Melissa Elam.**

No further discussion.

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

**9. UPDATE: Jackson Pool**

Recorder Melissa Elam reported that the RFQ process is complete. Four firms responded and interviews were held on Tuesday. Mayor Rapp, Recorder Elam, Steve Black, Chuck Noffsinger, and Craig Metz. Pickering Associates, Aric Margolis, OMNI, and ZMM. The high scorer was OMNI and they have been asked to send us their financial proposal. They contract with Martin Aquatic and CEC. Council will then review it and decide if they want to hire them for the project. She also will provide copies of the packets that each firm submitted for any council members that would like to review them.

Mayor Rapp spoke about the funding for the project. Bond council has given us good options for financing.

**COUNCIL COMMENTS:**

Councilman Roger Bibbee announced the Ice Cream Social is tomorrow at 6:00pm. Mr. Azinger thinks they are not charging enough and should charge \$3 for tickets instead of \$2.

Councilwoman Kim Williams addressed transparency and does not think the RFQ interviews should have been done privately. She believes the interviews were a violation of the Open Meetings Act.

Councilman Jim Leach feels the process was done according to State Code.

Recorder Elam explained that no firm has been selected and that the responsibility of the interview team was to score each firm to get a ranking. According to State Code the firm that scores the highest is the one a financial proposal is requested from. She reminded Council that no one has been hired.

Mr. Skogstad shared his legal opinion that he expressed in an email to Council earlier. After reviewing how interviews were conducted and the answers he received from the Ethics Commission, he determined that there is no violation and the interview team was in compliance.

Mayor Rapp was extremely pleased with the way the interviews were conducted. He called it local government at its best.

**Meeting adjourned at 8:20pm.**

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Melissa Elam, Recorder

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Randall C. Rapp, Mayor

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