

REGULAR COUNCIL SESSION
609 29th Street, Vienna, WV 26105
June 10, 2021
6:00 P.M.

INVOCATION AND PLEDGE OF ALLEGIANCE:

The Invocation was given by Diane Wooten. The Pledge of Allegiance was led by Councilman Jim Leach.

CALL TO ORDER:

The Vienna City Council met in Regular Session on June 10, 2021. Mayor Randy Rapp called the meeting to order at 6:08 p.m.

PUBLIC FORUM:

Brenda Powell (1409 31st Street): She addressed actions that can be incorporated now to make our community safer in light of the increased number of out-of-area recovery residents.

ROLL CALL:

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

REPORT OF THE MINUTES:

The minutes of the Regular Council Session scheduled on 5/13/2021 have been printed, posted, and circulated.

Recorder Melissa Elam asked to amend the minutes to remove the address in the public forum that is incorrect.

Councilman Jim Leach moved to approve the minutes as amended. Councilwoman Kim Williams seconded.

REPORT OF THE TREASURER:

Councilman Jim Leach reported that the Reconciliation of Funds dated 6/7/2021 and the Short Budget Report have been reviewed and they indicate the accounts are in order and the city is financially solvent.

UNFINISHED BUSINESS:

1. None.

NEW BUSINESS:

1. BID APPROVAL: Construction and Installation of TREK Vienna Project Items

Sealed bids for the construction and installation of Trek Vienna Project Items were opened on Wednesday, May 26, 2021, at 10:00 am with the following results:

Scots Landscape Nurseries	\$29,987.00
---------------------------	-------------

After careful review of the bid proposals, the recommendation for Council approval from the Budget & Finance Committee for the construction and installation of Trek Vienna Project Items:

Scots Landscape Nurseries	\$29,987.00
---------------------------	-------------

Funding the project: Funding for this project is budgeted in the City's General Fund account # 01-600-70-68.

Councilman Mike Elam moved to approve the Bid Approval for the Construction and Installation of TREK Vienna Project Items. Motion seconded by Councilman Jim Leach.

There was no further 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. INTERNAL BUDGET REVISION #4: Police Department, Senior Center, Finance, Auditor, Personnel, Purchasing, Recreation, Building Inspection, Code Enforcement

INTERNAL BUDGET REVISION FORM

CITY OF VIENNA
 FUND: GENERAL
 FISCAL YR: 20-21
 REV NO: 4
 DATE: 6/3/2021

STATE APPROVAL NOT REQUIRED
 REVISION WITHIN SAME ACCOUNT CATEGORY

DEPT	ACCT #	ACCT DESCRIPTION	EXPLANATION	BUDGET BEFORE CHANGE	EXPEN-DITURE CHG AMT	BUDGET AFTER CHANGE
Police Dept	455-11	Telephone	Transfer money to cover cost of uniforms for new hires	18,000	-3,500	14,500
	455-45	Uniforms		20,600	3,500	24,100
	455-43	Auto Supplies	Transfer money to cover cost of new lights in PD	50,000	-4,000	46,000
	455-15	Maint & Repair - bldgs & grounds		12,800	4,000	16,800
	455-43	Auto Supplies	Transfer money for equipment maintenance	46,000	-3,500	42,500
	455-16	Maint & Repair - Equip		1,500	3,500	5,000
	455-43	Auto Supplies	Transfer money for cost for new hires	42,500	-4,000	38,500
	455-23	Professional Service		35,350	4,000	39,350
	455-05	Group Ins	Move to cover shortfall	554,940	-1,300	553,640
	455-06	Retirement		20,000	1,300	21,300
Senior Center	905-14	Travel	Move to cover cost of heating and HVAC at Senior Center	14,800	-14,000	800
	905-59	Capital Outlay- Equip		0	14,000	14,000
	905-41	Materials & Supplies	Move to cover shortfall	14,000	-600	13,400
	905-06	Retirement		3,875	600	4,475
Finance	413-06	Retirement	Move to cover shortfall	11,300	1,200	12,500
	413-05	Group Ins		57,075	3,800	60,875
	413-03	Salaries		124,168	-5,000	119,168
Auditor	418-06	Retirement	Move to cover shortfall	5,000	1,100	6,100
	418-05	Group Ins		28,272	2,000	30,272
	418-03	Salaries		51,792	-3,100	48,692
Personnel	422-06	Retirement	Move to cover shortfall	4,300	400	4,700
	422-30	Contract Service		47,000	-400	46,600
Purchasing	423-06	Retirement	Move to cover shortfall	3,000	400	3,400
	423-12	Printing		350	-350	0
	423-14	Travel		250	-50	200
Recreation	541-03	Salaries	Move to cover shortfall	52,600	7,000	59,600
	541-04	FICA		4,025	1,100	5,125
	541-26	Insurance		26,000	-8,100	17,900
Building Insp.	436-03	Salaries	Move to cover shortfall	109,670	4,800	114,470
	436-23	Professional Service		4,500	-4,500	0
	436-26	Insurance		4,200	-300	3,900
Code Enf	725-04	FICA	Move to cover shortfall	4,424	3,525	7,949
	725-03	Salaries		57,820	1,435	59,255
	725-06	Retirement		5,205	800	6,005
	725-30	Contract Service		16,200	-5,760	10,440
TOTALS				1,451,516	0	1,451,516

Councilman Roger Bibbee moved to approve Internal Budget Revision #4. Motion seconded by Councilman Jim Leach.

There was no further 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. GENERAL FUND BUDGET REVISION #6

MEMORANDUM

TO: JIM LEACH
 FROM: Amy Roberts
 SUBJECT: 20-21 GENERAL FUND BUDGET REVISION #8
 DATE: 8/3/2021

DEPT	ACCT #	ACCT DESCRIPTION	EXPLANATION	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
Unencumbered Fund Balance	299	Unencumbered Fund Balance	Carryover	442,124	1,809,420	2,251,544
Private Contributions	328	Private Contribution	Donation from the Spartan Foundation	0	105,000	105,000
			NET INCREASE / (DECREASE) TO REVENUE		1,914,420	
Transfers to other funds	444-68	Transfer to Capital Reserve	Transfer Carryover to Capital Reserve	0	1,809,420	1,809,420
Recreation	541-58	Capital Outlay - Other	Apply Donation from Spartan Foundation to the project	81,500	105,000	188,500
Civic Promotions	912-19	Equip Rents	Move money to the Senior Center for Heating and HVAC	38,900	-19,000	19,900
Senior Center	905-59	Capital Outlay - Equip		0	19,000	19,000
Parks	540-13	Utilities	Cover Shortfall	44,000	6,000	50,000
CONTINGENCIES	699		COVER THE ABOVE REVISIONS	96,025	-6,000	90,025
			NET INCREASE / (DECREASE) TO EXPENDITURES		1,914,420	

Councilman Mike Elam moved to approve General Fund Budget Revision #6. Motion seconded by Councilman Roger Bibbee.

Councilwoman Kim Williams asked for clarification that Cares Act money is carried over to capital reserves. Councilman Jim Leach and Mayor Rapp confirmed that yes it does. She also asked for clarification on the \$547,000 that is budgeted for streets and wanted to make sure it was not being carried over and would still be available to Craig Metz for streets. Councilman Jim Leach confirmed that is correct.

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. COAL SEVERANCE BUDGET REVISION #1

DEPT	ACCT #	ACCT DESCRIPTION	EXPLANATION	CURRENT BUDGET	INCREASE (DECREASE)	REVISED BUDGET
	299-02	UNENCUMBERED FUND BALANCE	Carryover	2,000	49,703	51,703
						0
			NET INCREASE / (DECREASE) TO REVENUE		49,703	
Streets	570-58	Capital Outlay - Other	Carry over monies to use on street projects	21,600	49,703	71,303
			NET INCREASE / (DECREASE) TO EXPENDITURES		49,703	

Councilman Mike Elam moved to approve Coal Severance Budget Revision #1. 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.

5. DISCUSSION: AMERICAN RESCUE PLAN FUND PLANS

Mayor Randy Rapp announced that we have received our first check of \$1,318,671. He would like to begin to gather ideas from Council so we can make decisions on how the money will be spent. He opened the floor for feedback.

Councilman Roger Bibbee asked what the guidelines are... what it can and cannot go to.

Mayor Randy Rapp said there are four broad categories. Infrastructure, lost revenue reimbursement... he will get us the other categories.

Councilman Roger Bibbee mentioned repairing the 17th Street bridge. Mayor Rapp said it is not unsafe. There has just been a load reduction.

Councilman Jim Leach questioned whether we do any projects while costs are so high for materials. He also asked for confirmation that a part of it can be used to reimburse ourselves for lost revenue. Mayor Randy Rapp confirmed that was right.

Recorder Melissa Elam looked up the ARP guidelines on the internet and found the following:

- **Support public health expenditures**, by, for example, funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff
- **Address negative economic impacts caused by the public health emergency**, including economic harms to workers, households, small businesses, impacted industries, and the public sector
- **Replace lost public sector revenue**, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic
- **Provide premium pay for essential workers**, offering additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors
- **Invest in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet

Councilwoman Kim Williams commented that she doesn't know why we would replace lost revenue when we are over by \$245,000 in revenue from what was projected. She would like to see the money invested in infrastructure instead. She is concerned that in order to repair and replace water and sewer lines we would have to increase fees or take out a bond. She suggests putting the full amount toward infrastructure to avoid passing the cost on to citizens through increased fees or bonds.

Councilman Jim Leach agrees that a bulk needs to go to infrastructure. He noted other needs that need attention as well. There are competing priorities. Councilwoman Kim Williams brought up the \$1.5 million to dredge Pond Run also.

Recorder Melissa Elam asked for clarification on if we reimbursed ourselves which account it goes into and what the logic is behind it. Mayor Randy Rapp responded if we add it to the General Fund we could do whatever we want to do with it for city purposes. The Enterprise is for water and sewer and stand on their own. It is based on the rates charged. ARP would not be able to be transferred into the Enterprise Fund from the General Fund. She questioned whether we would be dog-eared funds if we transferred money to the General Fund. Mayor Rapp responded no it is not dog-eared because Council still has to determine how to spend it. He emphasized that the point is to make a lasting improvement on our city.

Councilman Tom Azinger proposed that each council member come up with their own lists and then we can prioritize the cumulative list. He believes water and sewer need to be high priority.

Mayor Randy Rapp followed up and asked for the top three from each council member.

Councilwoman Kim Williams feels this council is at a disadvantage because it is not fully informed on water and sewer projects. She would like Craig Metz to come and outline what needs to happen with those projects. She also reminded council that Streets has \$547,000 left and we gave \$850,000 more for Streets. We are set up for paving projects.

Mayor Randy Rapp stated that the Vienna Utility Board would prioritize their projects at the next meeting and will submit them to council. Recorder Melissa Elam asked if Craig could be at the next council meeting to present the Vienna Utility Board projects. Mayor Rapp wants each council members' list prior to the next meeting so he can compile them and distribute them. He reminded council that the decision won't be made on June 24th. Recorder Elam asked about the timeline and Mayor Rapp said it has to be spent by 2024. Because every city got funds, we will need to get on contractors' schedules. She also asked about the procedure for getting our decision on paper. Mayor Rapp said each project will go out for bid and then it will come back to council for approval. He said we have \$12 million in our operating funds and if we needed to pull from it to complete a project we could do that.

Councilman Jim Leach is concerned about paying over market value for services. He urged patience from council and not to rush into projects.

Mayor Rapp reminded council that much of what we may do will require an engineering study.

ANNOUNCEMENTS:

City Council members have been given an Annual Report from the Visitors and Convention Bureau to review.

Drive thru Hot Dog Sale this Saturday at the fire department from 11:30-1:00. Supports the women's auxiliary.

COUNCIL COMMENTS:

Councilwoman Kim Williams addressed agendas and documents not being on time and asked if there can be a deadline. She wants to be prepared for Council on Thursdays. Mayor Rapp felt things are being published on time. Recorder Melissa Elam stated they usually are but this past week agenda items were late getting to her so she couldn't publish the agenda. Recorder Elam asked to have everything by Mondays at noon noting that there may still be amended agendas but the official agenda could be on time with this deadline.

Meeting adjourned at 7:01 p.m.

Melissa Elam, Recorder

Randall C. Rapp, Mayor

APPROVED: _____
 Initials Date