

**FINANCE COMMITTEE**  
*Chaired by Council Member Moore*  
*Committee Members: Moore, Holmes, Jones, and Peters*  
**DECEMBER 1, 2022 – 4:00 P.M.**  
**COUNCIL CHAMBERS – MUNICIPAL BUILDING**

**MINUTES**

**CALL TO ORDER**

Chairman Moore called the meeting to order at 4:01 p.m.

Following roll call by Chairman Moore, the following Committee Members were **Present (3)**:

Chairman Britt W. Moore  
Committee Member Victor Jones  
Mayor Jay Wanger (Alternate Voting Committee Member)

Absent (2):  
Committee Member Monica Peters  
Committee Member Michael Holmes

**Staff Members Present:**

Tasha Logan Ford, City Manager; Greg Ferguson, Deputy City Manager; Damon Dequenne, Assistant City Manager; Meghan Maguire, Deputy City Attorney; Jeron Hollis, Managing Director; Bobby Fitzjohn, Director of Financial Services; Stephen Hawryluk, Budget & Performance Manager; Kevin Rogers, Fleet Services Director; Nena Wilson, Interim Community Development Director; Mary S. Brooks, Interim City Clerk

**PRESENTATION OF ITEMS**

**2022-566 Equipment for Surplus - Landfill Operations Division**

City Council is requested to approve the listed Landfill Operations Division equipment as surplus and sold through the online auction process.

2006 Caterpillar D7R II Dozer  
 2006 Caterpillar 325DL Excavator  
 2008 CMI Terex TC550 Compactor  
 2011 CMI Terex TC550 Compactor  
 2005 CMI Terex 390E Compactor

*Kevin Rogers, Fleet Services Director reported identified equipment that was currently being used for as either spare units or for parts and that they were no longer needed; that staff would like to deem the equipment as surplus and sell them through the online auction process; said that the revenue would be captured in the 2022-23 budget; and that the Fleet Services Department is recommending approval to deem the identified equipment as surplus and sell them through the online auction process.*

**Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the December 5, 2022, City Council Finance Committee Consent Agenda for approval. Mayor Wagner (Alternate) made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:**

Aye (3): Chairman Moore, Committee Member Jones, and Mayor Wagner (Alternate)

Absent (2): Committee Member Peters, and Committee Member Holmes

**2022-567 Environmental Services Positions Reallocation**

City Council is requested to approve the reallocation of three (3) part time Environmental Services Worker positions to two (2) full time Environmental Services Special Route Operator positions to allow for a consistent and ease of scheduling while utilizing non-CDL equipment to meet the needs of downtown and other collection needs.

*Robby Stone, Public Services Director reported that this request was to reallocate three part time Environmental Services Worker positions to two full time Environmental Services Special Route Operator positions; outlined the criteria for the job descriptions; explained that the part time positions were limited to a maximum number of hours worked annually; spoke to the benefits for the requested positions; the two full time Special Route Operator positions were anticipated to have an annual cost of \$93,258 which is approximately \$1,600 less than salary costs for three part time worker positions; and that funds are available in the FY 2022-2023 budget. The Public Services Department is recommending approving the reallocation of three part time Environmental Services Worker positions to two full time Environmental Services Special Route Operator positions to allow for a consistent and ease*

*of scheduling while utilizing non-CDL equipment to meet the needs of downtown and other collection needs.*

**Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the December 5, 2022, City Council Finance Committee Consent Agenda for approval. Mayor Wagner (Alternate) made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:**

Aye (3): Chairman Moore, Committee Member Jones, and Mayor Wagner (Alternate)

Absent (2): Committee Member Peters, and Committee Member Holmes

**2022-568 Contract Renewal - Sole Source - Computerized Maintenance Management System (CMMS)-Accruent**

City Council is requested to approve a sole source contract renewal with Accruent in the amount of \$52,560.86 for the computerized maintenance management system (CMMS) software that centralizes maintenance information and facilitates the processes of maintenance operations.

*Robby Stone, Public Services Director reported that a computerized maintenance management system (CMMS) is software that centralized maintenance information and facilitates the processes of maintenance operations; the Water and Sewer Plant Maintenance Division utilizes Accruent CMMS software for tracking the operation, maintenance, and replacement of equipment at the water and wastewater facilities; this is a one-year contract renewal; and that funding is available in the 2022-2023 Budget. The Public Services Department is recommending that Accruent be approved as a sole source vendor for the annual renewal of the CMMS software for \$52,560.86.*

**Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the December 5, 2022, City Council Finance Committee Consent Agenda for approval. Committee Member Jones made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:**

Aye (3): Chairman Moore, Committee Member Jones, and Mayor Wagner (Alternate)

Absent (2): Committee Member Peters, and Committee Member Holmes

**2022-569 Contract - Kemp Construction, Inc. - Eastside Wastewater Treatment Plant (WWTP) Final Clarifier #3**

City Council is requested to award a contract to Kemp Construction, Inc. in the amount of \$106,524 to install replacement parts that have been pre-purchased from Evoqua Water Technologies for the repair of final clarifier #3 at the Eastside Wastewater Treatment Plant (WWTP).

*Robby Stone, Public Services Director reported that this was a request to hire a contractor to install replacement parts that had been pre-purchased from Evoqua Water Technologies for the repair of final clarifier #3 at the Eastside Wastewater Treatment Plant (WWTP); said that the WWTP had four final clarifiers that are downstream of the Biological and Nutrient Removal Process (BNR); final clarifier #3 needs a replacement drive assembly, Unitube Tow Bro Header, and additional miscellaneous parts; due to the scope of the work, it was necessary to hire a contractor to install the replacement parts; and that funds for this project are available in the FY 2022-2023 budget. The Public Services Department is recommending approval and asks for City Council to award the contract to the lowest bidder, Kemp Construction Inc., in the amount of \$106,524.00.*

**Committee Member Jones moved to forward this matter to the City Council with a favorable recommendation and place it on the December 5, 2022, City Council Finance Committee Consent Agenda for approval. Chairman Moore made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:**

Aye (3): Chairman Moore, Committee Member Jones, and Mayor Wagner (Alternate)

Absent (2): Committee Member Peters, and Committee Member Holmes

**2022-570 Contract(s) Chandler Concrete Co. (Primary) Childers Concrete Co. (Secondary) Citywide (Public Services)**

City Council is requested to award a contract to Chandler Concrete Co. in the amount of \$153,037.50 (Primary) & Childers Concrete Co. \$173,875.00 (Secondary) to provide concrete materials to city crews allowing the availability of materials to be supplied when performing maintenance functions that require various different types of concrete such as sidewalk, curb/gutter and related repairs to the stormwater drainage system, etc. within the jurisdictional limits of the City.

*Robby Stone, Public Services Director reported that the City continues to budget on an annual basis for suppliers to provide concrete materials to city crews; said that this would allow the availability of materials to be supplied when performing maintenance functions that required various different types of concrete such as sidewalk, curb/gutter and related repairs to the stormwater drainage system, etc. within the jurisdictional limits of the city; on Friday, September 23rd, 2022, the City of High Point held the bid opening where two bids were received, which came from Chandler Concrete Co. in the amount of \$153,037.50 and*

*Childers Concrete Co. in the amount of \$173,875.00; this contract had an availability date upon a notice to proceed, or execution of contracts by the City of High Point and Chandler Concrete Co. (Primary) & Childers Concrete Co. (Secondary), whichever occurs first, with a contract completion date of December 30th, 2023; and that funds for this contract are available in the FY 2022-2023 budget. The Public Services Department is recommending approval of the contract and that the appropriate City official and/or employee be authorized to execute all necessary documents to award the contract to Chandler Concrete Co. (Primary) in the amount of \$153,037.50 and Childers Concrete Co. (Secondary) in the amount of \$173,875.00.*

**Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the December 5, 2022, City Council Finance Committee Consent Agenda for approval. Committee Member Jones made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:**

Aye (3): Chairman Moore, Committee Member Jones, and Mayor Wagner (Alternate)

Absent (2): Committee Member Peters, and Committee Member Holmes

**2022-571**

**Contract - Oltrin Solutions / Trinity Manufacturing, Inc. - Sodium Hypochlorite**

City Council is requested to award a contract to Oltrin Solutions / Trinity Manufacturing Inc. in the amount of \$437,580 for the supply of Sodium Hypochlorite chemical product used at the City's water and wastewater treatment facilities for treatment processes to each of the following plants: Ward Water Treatment Plant (WTP), Eastside Wastewater Treatment Plant (WWTP), Westside Wastewater Treatment Plant (WWTP).

*Robby Stone, Public Services Director reported that the chemical product Sodium Hypochlorite was used at the City's water and wastewater treatment facilities for treatment processes; explained that it was used for the disinfection of drinking water at the water plant and for odor control at the wastewater treatment plants; this contract is for the supply of Sodium Hypochlorite to each of the following plants: Ward Water Treatment Plant (WTP), Eastside Wastewater Treatment Plant (WWTP), Westside Wastewater Treatment Plant (WWTP); said that bids for Sodium Hypochlorite were received on November 17, 2022; Oltrin Solutions / Trinity Manufacturing Inc. was the lowest responsive bidder at \$1.95/gallon; and that funds for this project are available in the FY 2022-2023 budget. The Public Services Department is recommending awarding the contract to Oltrin Solutions / Trinity Manufacturing Inc. in the amount of \$437,580.00.*

**Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the December 5, 2022, City Council Finance Committee Consent Agenda for approval. Committee Member Jones made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:**

Aye (3): Chairman Moore, Committee Member Jones, and Mayor Wagner (Alternate)

Absent (2): Committee Member Peters, and Committee Member Holmes

**2022-572 North Carolina Department of Transportation (NCDOT) - Reimbursement Schedule C**

City Council is requested to approve the municipal agreements with the North Carolina Department of Transportation (NCDOT) schedule C to allow the City to be reimbursed for costs associated with the operation of the High Point Signal System. Reimbursement for costs associated with Schedule C are capped at \$300,000 per year. These new schedules cover preventive maintenance and the replacement of damaged, inoperative, or obsolete equipment and include updated pricing for equipment, materials, and labor, and both agreements will be retroactive to July 1, 2022 and effective for one (1) year, and may be renewed annually by the City Manager for up to five (5) additional years before a new agreement is required.

*Greg Venable, Transportation Director reported that the North Carolina Department of Transportation (NCDOT) had presented the City with a new reimbursement Schedule C; that the Schedule C municipal agreement covers the maintenance costs of state-owned traffic signals that are operated with the City's traffic control system; the agreement applied to preventative and routine maintenance, component testing, repair, and replacement, and construction activities associated with signalized intersection upgrades and rebuilds; the last Schedule C revision was in 2014; the agreement would be retroactive to July 1, 2022 and effective for one (1) year, and may be renewed annually by the City Manager for up to five (5) additional years before a new agreement is required. Schedule C allows the city to be reimbursed for costs associated with the operation and maintenance of High Point traffic signals; reimbursement for costs associated with Schedule C were capped at \$300,000 per year; and that these funds are included in the General Fund for Transportation Operations and the prior year reimbursements for Schedule C were approximately \$258,000. The Transportation Department requests City Council's approval of the Municipal Agreement - Schedule C with the North Carolina Department of Transportation (NCDOT).*

**Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the December 5, 2022, City Council Finance Committee Consent Agenda for approval. Committee Member Jones made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:**

Aye (3): Chairman Moore, Committee Member Jones, and Mayor Wagner (Alternate)

Absent (2): Committee Member Peters, and Committee Member Holmes

**2022-573 North Carolina Department of Transportation (NCDOT) - Reimbursement Schedule D**

City Council is requested to approve the municipal agreements with the North Carolina Department of Transportation (NCDOT) schedule D to allow the City to be reimbursed for costs associated with the operation of the High Point Signal System. The base amount for costs to be reimbursed that are associated with Schedule D are \$141,000 per year. These new schedules cover preventive maintenance and the replacement of damaged, inoperative, or obsolete equipment and include updated pricing for equipment, materials, and labor, and both agreements will be retroactive to July 1, 2022 and effective for one (1) year, and may be renewed annually by the City Manager for up to five (5) additional years before a new agreement is required.

*Greg Venable, Transportation Director reported that the North Carolina Department of Transportation (NCDOT) had presented the city with a new reimbursement Schedule D; said that the Schedule D municipal agreement covered the operation and maintenance of the High Point Signal System; this agreement applied to the electronic system components, computer terminals and workstations, a dedicated fiber optic communications network, and closed-circuit TV cameras use to monitor system operations and performance; outlined the current city's signal system; said that the new schedule covers preventive maintenance and the replacement of damaged, inoperative, or obsolete equipment; the application of the agreement would be retroactive to July 1, 2022, and effective for one (1) year, and may be renewed annually by the City Manager for up to five (5) additional years before a new agreement is required. Schedule D allows the city to be reimbursed for costs associated with the operation of the High Point Signal System; the base amount for costs to be reimbursed that were associated with Schedule D are \$141,000 per year; costs for expenses above the base amount of Schedule D were reimbursed at a pro-rated amount equal to the ratio of state to city signals within the system; and that funds are included in the General Fund for Transportation Operations and the prior year reimbursements for Schedule D were approximately \$147,000. The Transportation Department requests City Council's approval of the Municipal Agreement – Schedule D with the North Carolina Department of Transportation (NCDOT).*

**Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the December 5, 2022, City Council Finance Committee Consent Agenda for approval. Committee Member Jones made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:**

Aye (3): Chairman Moore, Committee Member Jones, and Mayor Wagner (Alternate)

Absent (2): Committee Member Peters, and Committee Member Holmes

**2022-574 Master Professional Service Agreements for Architectural Services with ADW, Clark Patterson Lee, Creech & Associates, Davis Kane, ESPA, Freeman Kennett, HH, Lindsey, McAdams, SEH, SCN, Stimmel, Summit, & Wooten**

City Council is requested to authorize the City Manager and the appropriate city officials to execute Master Professional Service Agreements for architectural services with ADW, Clark Patterson Lee, Creech & Associates, Davis Kane, ESPA, Freeman Kennett, HH, Lindsey, McAdams, SEH, SCN, Stimmel, Summit, and Wooten to provide such services for City departments on an as needed basis through five (5) year master agreements.

*Bobby Fitzjohn, Financial Services Director reported that the Financial Services Department is recommending that the City Council approve the selection of fourteen (14) Architectural and Design Firms to provide such services for City departments on an as needed basis through five (5) year master agreements; on November 9, 2022, proposals were received from qualified Consultants to provide professional services to support various City Departments on an on-call basis; said that a Master Agreement (“Agreement”) would be entered in to with the selected Consultant(s) to supply services in the following areas of work: basic architecture; landscape architecture; interior design; planning; structural; mechanical, civil; electrical services; and or surveying; consultations; presentations or related services incidental thereto; fees would be negotiated with the selected Consultant after which a Supplemental Agreement would be prepared for the project; proposals were received from fourteen (14) qualified Firms/Consultants; a selection committee comprised of staff from Purchasing, Information Services, and Parks and Recreation, reviewed the proposals and determined that all Fourteen (14) Firms/Consultants were qualified to perform the required services; the firms have a varying range of disciplines to include new construction build, fire department projects, landscape projects, consulting etc.; based on the reviews and recommendations from the committee members, it was recommended that Master Agreements be entered into with all of the following Firms/Consultants: ADW, Clark Patterson Lee, Creech & Associates, Davis Kane, ESPA, Freeman Kennett, HH, Lindsey, McAdams, SEH, SCN, Stimmel, Summit, and Wooten; and that funds were budgeted annually as well as in capital project ordinances when adopted. Staff is recommending approval to authorize the City Manager and the appropriate city officials to execute Master Professional Service Agreements for architectural services with ADW, Clark Patterson Lee, Creech & Associates, Davis Kane, ESPA, Freeman Kennett, HH, Lindsey, McAdams, SEH, SCN, Stimmel, Summit, and Wooten.*

**Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the December 5, 2022, City Council Finance Committee Consent Agenda for approval. Committee Member Jones made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:**

Aye (3): Chairman Moore, Committee Member Jones, and Mayor Wagner (Alternate)

Absent (2): Committee Member Peters, and Committee Member Holmes

*Mr. Fitzjohn recognized Erik Conti in attendance who would be retiring; and voiced appreciation for his service to the city.*

*Chairman Moore voiced appreciation to Mr. Conti for his dedication and service.*

**2022-575 Contract - Change Order No.2 - KBS Construction, Inc. - Upper Piedmont Lake Dredging and Dam Maintenance**

City Council is requested to approve Change Order No. 2 to KBS Earthworks Inc. in the amount of \$119,496.00 which is for removal of approximately 1,300 cubic yards of additional sediment to restore the stormwater storage and collection capacity within the Upper Piedmont Lake to its original design.

*Robby Stone, Public Services Director reported this request was to approve Change Order Number 2 in the amount of \$119,496.00 which was for removal of approximately 1,300 cubic yards of additional sediment from the Upper Piedmont Lake; said that this would restore the stormwater storage and collection capacity within the Upper Piedmont Lake to its original design; this project was currently under construction and was awarded to KBS Construction Inc. during on August 15, 2022, by City Council in the amount of \$384,377.50, and that the Piedmont Lake and Upper Piedmont Lake Dam system was constructed in 1993; City Staff approved Change Order Number 1 which re-directed the disposal of lake sediment from the Kersey Valley Landfill to the Kearns Street Land Clearing and Inert Debris disposal site in the amount of \$67,827.37.; Schnabel Engineering serves as the consulting engineer for this project; and that funds for this project are available in the FY 2022-2023 budget. Public Services is recommending that Council approve Change Order No. 2 to KBS Earthworks Inc. in the amount of \$119,496.00.*

**Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the December 5, 2022, City Council Finance Committee Consent Agenda for approval. Mayor Wagner (Alternate) made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:**

Aye (3): Chairman Moore, Committee Member Jones, and Mayor Wagner (Alternate)

Absent (2): Committee Member Peters, and Committee Member Holmes

**2022-576 Contract - Community Housing Solutions (CHS) - Cedrow Affordable Housing Project**

City Council is requested to award a contact to Community Housing Solutions (CHS) in the amount of \$1,486,886.56 to construct six affordable homes in the Cedrow Affordable Housing Project and that the appropriate City official and/or employee be authorized to execute all necessary documents.

*Nena Wilson, Interim Community Development Director reported that the Community Development and Housing Department proposed to execute a contract with Community Housing Solutions (CHS) in the amount of \$1,486,886.56 to construct six affordable homes in the Cedrow Affordable Housing Project; said that construction was expected to begin after January 1<sup>st</sup>; CHS had been a Community Housing Development Organization (CHDO) with the City of High Point since 2015; since that time, they have constructed and sold 11 homes in the Southside and Cedrow communities; said that CHDO is a private nonprofit, community-based service organization whose primary purpose was to provide and develop decent, safe, and affordable housing for the community it served; CHS had met HUD requirements for designation as a CHDO based on their mission, housing development experience, and governing board composition, and had therefore been certified by the department; in addition to meeting CHDO requirements, CHS had demonstrated the organizational capacity and willingness to be a valued partner to the City of High Point as we work together to build much needed affordable housing in our community. Ms. Wilson stated that the funding source for this project would be federal HOME funds and there were sufficient funds in the FY2022-23 budget. The Community Development and Housing Department is recommending approval of the contract and that the appropriate City official and/or employee be authorized to execute all necessary documents*

**Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the December 5, 2022, City Council Finance Committee Consent Agenda for approval. Mayor Wagner (Alternate) made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:**

Aye (3): Chairman Moore, Committee Member Jones, and Mayor Wagner (Alternate)

Absent (2): Committee Member Peters, and Committee Member Holmes

ADJOURNMENT

The meeting was adjourned at 4:18 p.m. upon motion by Chairman Moore and second by Committee Member Jones.

Respectfully Submitted,

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Britt W. Moore, Chairman  
Finance Committee

Attest:

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Mary S. Brooks, CMC  
Interim City Clerk

DRAFT