

**HIGH POINT CITY COUNCIL  
SPECIAL MEETING  
April 25, 2018 – 3:30 P.M.  
3<sup>RD</sup> FLOOR LOBBY CONFERENCE ROOM**

**MINUTES**

**Present:**

Mayor Pro Tem Chris Williams (Ward 2); Don Scarborough, At Large; Monica Peters (Ward 3) Wesley Hudson (Ward 4); Victor Jones (Ward 5)

**Absent:**

Mayor Jay Wagner; Council Members Britt Moore, At Large; Jeffrey Golden (Ward 1) and Council Member Jason Ewing (Ward 6)

**Staff Present:**

Greg Demko, City Manager; Randy McCaslin, Deputy City Manager; Randy Hemann, Assistant City Manager; Eric Olmedo, Budget and Administrative Director; Laura Altizer, Senior Budget Analyst; Roslyn McNeill, Budget Analyst; Jeron Hollis, Communications & Public Engagement Director; Keith Pugh, Director of Engineering; Tim McKinney, Director of Facility Services; Lisa Vierling, City Clerk; Sandra Keeney, Deputy City Clerk.

**News Media:**

No News Media Present

Note: The following presentations will be attached and incorporated as a permanent part of these proceedings.

- ✓ Engineering – PowerPoint (**Exhibit Book, Volume XIII, Page 7**)
- ✓ Facility Services – PowerPoint (**Exhibit Book, Volume XIII, Page 8**)

Mayor Pro Tem Chris Williams called the meeting to order at 3:36 p.m.

**Engineering Department Presentation**

Keith Pugh, Director of Engineering gave the presentation on this item.

Mr. Pugh stated the Engineering Service is a service department with both internal and external customers. He gave an overview of the different positions within the department noting there are a total of 18 positions. He shared that his department is an aging department with 12 employees eligible for retirement in the next couple of years.

He stated the department is responsible for most of the city funded water, sewer, storm water, sidewalk, roadways, intersections, some structures, survey, design, compiling specs, and bids. He noted they also present to City Council for approval and then, follow the process through to construction, inspections, and final records.

He stated they work on subdivision review for all external projects, flood plain permits, grating permits, and inspect any private work that would eventually become public.

He said the City has a register land surveyor and three technicians. He explained if a private property owner asked for the city to stake the corner of their private property, that action cannot be performed by the City except in the following circumstances:

1. If the City was interested purchasing a piece of property, a boundary survey would be performed
2. If the city was interested in subdividing the property, exclusion maps would be produced
3. If the City has conducted construction and damaged the pins, the City would be responsible for making sure those survey pins are replaced.

Council Member Hudson asked if the Engineering Department issues building permits. Mr. Pugh answered those are issued in the Planning and Developing Department.

He explained there are four employees that handle 100% of the design work. He related they also handle about 95% of the obsolete water and sewer replacement jobs that are public services, as well as intersection widening, road way widening, and most of the sidewalks that the city builds. He noted there are exceptions; if the department is inundated with work or there is a time frame that cannot be met, an outside design firm would be hired to help.

Erosion Control Inspectors report to one of the engineers. The department is a self-permitted program, which means the state of North Carolina has delegated that responsibility to the City, which also means the City is subject to state reviews and audits. He stated the City just passed an audit noting the state decides the sites and plans they will inspect. He said the State reviews the information from the start of the projects to the end. He stated the Erosion Control Inspectors are responsible for plan and review, and handling such things as storm water calculations for new developments.

Mr. Pugh next explained General Plan Review which involves a technical review committee, flood plain management, drive ways, storm water calculations, checking for things like grades on streets, sidewalks, wheel chair ramps and curved grades to make sure the water drains in the intersections. Next, he explained the function of Construction Inspection and noted there are five Construction Inspectors. He shared that the general concept regarding construction is ensuring compliance with the plans and specs, and ensuring the contractors are performing the task correctly before payment is submitted. This is for private construction as well subdivision development sites. Water connections, fire lines, sanitary sewer extensions to the last manhole, and roadways are examples of things that are inspected. He said Contract Administration takes the work the designers perform, and compiles it into legal documents that is then submitted for bid. He stated one employee is responsible for all the contracts for the City. This includes coordination with outside agencies as well as State and Federal entities. He stated one employee crosses between engineering design and records management. This employee handles all of the "as built" drawings for public infrastructure such as waterline, sewerline, roadways and storm and sewer lines when built. An Engineering plan is marked up with actual invert depths of man holes, curve grades, all the types of information

which mirrors how it sits on the ground, not necessarily how it is planned. Those records are kept permanently.

He explained Construction Management is generally the job of Engineers, but sometimes falls on the Construction Inspectors. He stated the City has had projects with some contractors that were less than excellent and the Inspectors have on occasion, helped with coordinating labor, and ordering materials.

Mr. Pugh stated Agency Coordination handles permits such as NCDOT, Railroad (NCRR, CSX, NS), and noted that High Point is the only municipality in North Carolina that is in four counties and covers three NCDOT Divisions, which can become difficult with certain projects. Council Member Peters asked if quiet zones are part of the permits for railroads. Mr. Pugh responded they are not issued by the Engineering Department.

Utility Coordination involves working with the different utilities regarding different jobs such as sidewalks, roadways, waterlines, sewer lines, and any structures that are being built. Virtually every project that is built will have a conflict with one of the utilities providers. If the conflict is with the pole line for City Electric, then City Electric coordinates all the utility relocating. If there is a project that requires one of the utilities to move poles or lines, the City must pay for the relocation.

Engineering's Customer Service divisions work with internal and external customers such as: Citizens, NCDOT, NCDNR, Utilities etc. and strive for same day service. He explained Client Departments and how the department utilizes other departments money for projects. He moved on to Representative Projects, noting Hartley Drive, Mendenhall Station, and N. Main Street are some of the bigger jobs that have been completed. Current projects include sidewalks, Safe Route to School, general water and sewer improvements, and the Greenway.

Greg Demko, City Manager, asked when the Railway Stabilization Project will be complete. Mr. Pugh answered the project is currently in phase II for the city of High Point, and there is one more phase to complete. The storm sewer job will be complete within 45 days. He noted other projects along Broad Avenue that still need completed. Mr. Demko asked why the City is doing the project and not the Railroad. Mr. Pugh responded there are lots of erosion problems along the banks of the railroad tracks, specifically the area on Washington Street, and the guard rail is not anchored in some places. The City is partnering with the railroad to fix the problem. Council Member Hudson asked if Amtrak leases from Norfolk Southern. Mr. Pugh stated Amtrak is a state-funded rail program. North Carolina railroad is a private company with stock and the stock is completely owned by the state of North Carolina. Council Member Hudson stated North Carolina Railroad does not handle any transportation. Mr. Pugh answered that is correct, they own the right of ways and they own the tracks and lease that corridor. Norfolk Southern leases the corridor from them. Any projects in this corridor that the City needs to perform, permission from North Carolina railroad as well as Norfolk Southern will need to be obtained. Norfolk Southern will do track level improvements such as drainage etc.

Mr. McCaslin asked about the next phase on Washington Street. Mr. Pugh responded the next phase on Washington Street could get complicated and likely expensive because the way to fix the

issue with Washington Street is to move the street. The railroad would like for the street to be moved a half of lane over. He stated there are poles there, and since the City owns the poles, the City would have to pay for those poles to be moved, which is an expensive fix. He stated there will be a capital request presented to Council asking to move Washington Street away from the railroad tracks about 20 feet, that will allow the railroad to flatten the slope. Council Member Scarborough asked would that require purchase of property. Mr. Pugh responded there might be one property in which the City would need to obtain a slope easement. Mr. McCaslin asked how long will the last phase take. Mr. Pugh stated maybe one construction season. Mr. McCaslin noted it would impact the school. Mr. Pugh stated the start of the phase would need to be at the end of the school year, and have the project completed prior to opening of school, or at least have one lane available.

### **Facility Services**

Mr. Demko introduced Tim McKinney, Facility Service Director.

Mr. McKinney stated the Facility Service Department maintains the City's facilities. He stated the department's mission statement is two-fold. (1) "The Facility Services Department is dedicated to serving the City of High Point employees and citizens by providing plumbing, mechanical, electrical and building systems services for assigned city-owned facilities." (2) "Project management of new construction and renovation projects coupled with the management of building related service contracts are provided to ensure that city employees and our citizens receive quality, comfortable, functioning facilities." He listed the goals of the department which are:

1. Enhance service delivery methods and outcomes for assigned City of High Point facilities
2. Provide effective project management for new and retrofit construction projects as assigned

He stated he has a team of four people, that maintain 26 buildings. Mr. Demko noted that Mr. McKinney advises on the mechanicals, and roofs of all the other facilities. He listed department successes for the first six months of fiscal year 2017-2018, in that the department received 1128 service calls, 130 hours of performing preventative maintenance, 1682 labor hours on construction/retrofit projects and noted that the percentage of call backs are 1% and his team responded to emergency request in 30 minutes or less.

He shared past construction projects of the department to include High Point Police Department noting that the facility used to be a school, and was converted into the Police Station in 1994. He shared pictures of the Police Station as well as the Police Classroom, Range Tower which was completed in 2005, K9 facility, evidence building (the last addition to the evidence building was 2014). He stated the Library Expansion Project was renovated while the building remained opened and served the customers on a daily basis. He shared photos of the library expansion project as well as photos of the children's areas and noted how great the staff is at the Library. He mentioned the High Point Museum and shared photos of the building as well as the interior museum gallery. He stated Haley House is the oldest building in the City of High Point. It was constructed in 1786 and has only needed a roof and window seals replaced. The Hoggatt House was built in 1841 and was hit by lightning in 2014 and burned to ground, but was reconstructed and reopened in 2016. He stated the company Historic Preservation did an outstanding job on that project. The Blacksmith Shop was constructed in 1801 and the doors, and roof has been replaced. He stated he was fortunate to be project manager for Fire Station 11 in 1996, and it was the only project that he managed in which there was an arson event that delayed the opening six months. Fire Station 3, 4, 12, 13, and the Fire Logistics were all projects in which he was the Project Manager. Phillips Park was another project in which the team constructed a restroom facility, concession building and created a parking lot in six months. He noted he was project manager for Allen Jay Recreation Center, Deep River Recreation Center, City Lake

Park Shelters and the Johnson Street Sports Complex (responsible for the building not the fields). He shared photos of the train depot in which his team helped renovate and stated over the next three years work was hindered by trains coming and going from the depot. Recently, the Facility Services Department resumed the maintenance of the Train Depot. He shared photos of before and after pictures of the project, and explained a lot of features of the depot is reconstruction but there is a lot of original structure as well.

He shared current projects and stated the Farmers Market Stalls outside of the Library Plaza, would be ready for the grand opening set to take place on Saturday. He stated it was gratifying to be asked by the City Manager to oversee the stadium project.

He shared another facet of the department is Universal Waste, Safety & Environmental Assessments. He explained that Universal waste includes things like light bulbs, CFL, balance, anything that contains a contaminate. The Facility Service Department successfully integrated a program into the entire City about five years ago to manage universal waste.

Safety Inspections include inspecting fire extinguishers, ladders and emergency lighting, and are documented to satisfy compliance in case of an audit. Environmental Assessments includes the identification of specific molds, ACM and other lead containing materials. He stated his department is the first line of defense if a citizen or business have concerns regarding contaminates. If there is an issue, the City will oversee the project regarding self-abatement, if it exceeds 10%, then a company will be called to perform the abatement.

He stated one of the greatest privileges was to be able to work through the American Reinvestment and Recovery Act. \$860,000 was received for new roofs, new HVAC equipment, and other related events. The Radio Building, Fleet Services Division, Sign and Signal, MOC and the Police Department have new roofs and HVAC equipment which was a result of the American Reinvestment and Recovery Act.

He shared special projects such as G.E.S which is a Guarantee Energy Saving Program. This program allowed the replacement of open drive compressors which were inefficient and replaced them with Energy Saving equipment for the High Point Municipal Building. Signage of City Hall, February 11<sup>th</sup> Monument, Kinetic Art Work, 3<sup>rd</sup> floor Conference Room, Council Chambers, and the Employee Lounge are all special projects performed by the Facility Service Department.

Council Member Peters asked Mr. McKinney to let the Facility Service Department know they are an impressive and important department and to thank them for all they do.

#### **Closed Session- Economic Development**

Mayor Pro Tem Williams stated there was a need for Council to go into Closed Session to be briefed by staff regarding property acquisition.

**At 4:51 p.m. Mayor Pro Tem Williams moved to go into Closed Session for the purpose of property acquisition, pursuant to N.C. General Statute §143-318.11(a)(5). Council Member Peters seconded the motion, which carried unanimously.**

*Upon reconvening into Open Session at 5:20 p.m., Mayor Pro Tem Williams announced there would be no action taken as a result of the Closed Session.*

The meeting adjourned at 5:20 p.m. upon motion duly made and seconded.

*Respectfully Submitted,*

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*Chris Williams, Mayor Pro Tem*

*Attest:*

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*Sandra Keeney, Deputy City Clerk*

DRAFT