

City of High Point

*Municipal Office Building
211 S. Hamilton Street
High Point, NC 27260*



Minutes - Final

Thursday, March 2, 2023

4:00 PM

3rd Floor Council Chambers

Finance Committee

FINANCE COMMITTEE - Britt W. Moore, Chair

Present 3 - Chair Britt Moore, Council Member Monica Peters, and Michael Holmes

CALL TO ORDER

Chairman Moore called the meeting to order at 4:00 p.m. and recognized Damon Dequenne, Assistant City Manager.

Mr. Dequenne introduced Ashley Grigg, Vice President of Strategic Growth/Partnership for High Point Market Authority. He noted Ms. Grigg is participating in Leadership High Point and will be observing the Finance Committee.

Present 3 - Chair Britt Moore, Council Member Monica Peters, and Michael Holmes

PRESENTATION OF ITEMS**[2023-092](#)****Contract - Stantec Consulting Services Inc. - Eastside Wastewater Treatment Plant (WWTP) Incinerator Pre-Heat Burner Replacement**

City Council is requested to award a professional engineering services contract to Stantec Consulting Services Inc. in the amount of \$300,000 to provide engineering services for the replacement of the preheat burner system for the Incinerator at the Eastside Wastewater Treatment Plant (WWTP).

Attachments: [5. Contract – Stantec Consulting Services Inc. – Eastside Wastewater Treatn](#)

Robby Stone, Public Service Director provided a staff report for this item. He stated this is a consulting contract to Stantec Consulting Services Inc. to provide engineering services for the replacement of the preheat burner system for the incinerator at the Eastside WWTP. The incinerator was upgraded in 2014, however, the preheat burner was not apart of that upgrade. The preheat burner was installed in the 1990's and is need of replacement. He noted there are funds in the current Fiscal Year 2022-2023 budget and asked approval to award the professional engineering services to Stantec Consulting Services, Inc. for the amount of \$300,000.

A motion was made by Chairman Moore, seconded by Committee Member Peters, to approve agenda item 2023-092.

Motion carried with the following vote:

Aye: 4 - Chair Moore, Council Member Peters, Holmes, and Jones

[2023-093](#)**Contract - Sharpe Brothers, A Division of Vecellio & Grogan, Inc. - Resurfacing & Paving HP City Maintained Streets**

City Council is requested to 1. Award a contract to Sharpe Brothers, A Division of Vecellio

& Grogan, Inc. in the amount of \$5,993,228.67 for the resurfacing and paving of City of High Point maintained streets and that the appropriate City official and/or employee be authorized to execute all necessary documents and 2. Approve a budget ordinance amendment for the annual street resurfacing contract.

Attachments: [8. Contract - Sharpe Brothers, A Division of Vecellio & Grogan, Inc. – Resurfacing](#)
[SIGNED Recommendation Form Street Resurfacing 31-021523](#)
[Ordinance Budget Annual Street Resurfacing Contract](#)

Robby Stone, Public Service Director provided a staff report for this item. He stated this is an annual street resurfacing contract. There were a total of four bidders for the advertised project and the bids received were lower than expected. Because of the low bids, more streets were added to be resurfaced. Sharp Brothers, A Division of Vecellio & Grogan, Inc. was the low bidder. He noted the Public Service Department is requesting approval of the contract in the amount of \$5,993,228.67 and approval of the budget ordinance amendment for the annual street resurfacing contract.

Committee Member Holmes made a motion, seconded by Committee Member Peters, for approval of 2023-093.

Chairman Moore read the motion into the record. Motion to approve a contract with Sharpe Brothers, A Division of Vecellio & Grogan, Inc. in the amount of \$5,993,228.67 and approve the budget ordinance amendment for the annual street resurfacing contract.

Motion carried with the following vote:

Aye: 4 - Chair Moore, Council Member Peters, Holmes, and Jones

[2023-094](#)

Contract - Summit Design & Engineering Services - City of High Point Streets Resurfacing

City Council is requested to award a contract to Summit Design & Engineering Services in the amount of \$129,200.00 for Material Testing and Supplemental Construction Inspection services for the annual City of High Point Streets Resurfacing Project.

Attachments: [9. Contract – Summit Design & Engineering Services – City of High Point Streets](#)

Robby Stone, Public Service Director, provided a staff report for this item. Material testing and supplemental construction inspection services are required for the annual street resurfacing project and Summit Design and Engineering Services perform of these duties. Staff recommends approval of an On-Call Master Agreement for Summit Design and Engineering Services in the amount of \$129,200.00.

A motion was made by Chairman Moore, seconded by Committee Member Jones, to approve agenda item 2023-094.

Motion carried with the following vote:

Aye: 4 - Chair Moore, Council Member Peters, Holmes, and Jones

[2023-095](#)**Contract - Master Professional Service Agreements - Engineering & Consulting**

City Council is requested to authorize the City Manager and the appropriate city officials to execute Master Professional Service Agreements for engineering and consulting services with Black & Veatch, CDM Smith, Concord Engineering and Surveying, Davis-Martin-Powell, Electrical Engineering Consulting & Testing, Freese & Nichol, GEL, Hazen & Sawyer, HDR, Highfill, Schnabel, SKA, Smith Gardner, Southeastern, Stantec, Sturgill, Tetra Tech, Timmons, Wooten, Volkert, Whetherill, WithersRavenel, and WK Dickson.

Attachments: [3. Contract – Master Professional Service Agreements – Engineering & Consulting](#)
[SIGNED](#) [RFQ Recommendation-Council OnCall Engineering \(002\)](#)

Eric Olmedo, Assistant City Manager, provided the staff report for this item. Proposals were received from forty-one (41) qualified Firms/Consultants. A selection committee comprised of staff from Public Services, Engineering, Electric and Fire reviewed all the proposals and determined that twenty-three (23) 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 is recommended that Master Agreements be entered into with all of the following Firms/Consultants:

Black & Veatch, CDM Smith, Concord Engineering and Surveying, Davis-Martin-Powell, Electrical Engineering Consulting & Testing, Freese & Nichol, GEL, Hazen & Sawyer, HDR, Highfill, Schnabel, SKA, Smith Gardner, Southeastern, Stantec, Sturgill, Tetra Tech, Timmons, Wooten, Volkert, Whetherill, WithersRavenel, and WK Dickson.

Mr. Olmedo stated funds are budgeted annually as well as in capital project ordinances.

A motion was made by Chairman Moore, seconded by Council Member Holmes, to approve agenda item 2023-095. Motion carried with the following vote:

Aye: 4 - Chair Moore, Council Member Peters, Holmes, and Jones

[2023-096](#)**Contract - Capital Project Budget Ordinance - Harper General Contractors - Westside Wastewater Treatment Plant (WWTP) Sludge Dewatering System Improvements**

City Council is requested to 1. Award a contract to Harper General Contractors in the amount of \$5,946,266 and that the appropriate City official and/or employee be authorized to execute all necessary documents and 2. Approve a Capital Project Ordinance for construction of the Westside Wastewater Treatment Plant (WWTP) Sludge Dewatering System Improvements.

Attachments: [6. Contract – Capital Project Budget Ordinance – Harper General Contractor; SIGNED Rec form](#)
[Ordinance Budget Westside Centrifuge Upgrade Project](#)

Robby Stone, Public Service Director, provided the staff report for this item. The current dewatering equipment at the Westside WWTP was last renovated in the mid-1990's. The existing system failed in January and a temporary watering press is in place. Revenue bonds associated with this ordinance are estimated to be issued in FY 2023-24 in accordance with our financing plan. Debt service payments will be paid from water and sewer revenues. Staff recommends approval of the contract to Harper General Contractors in the amount of \$5,946,266 and approve the capital project ordinance for the Westside Centrifuge Upgrade and associated issuance costs.

A motion was made by Chairman Moore, seconded by Committee Member Peters, to approve agenda item 2023-096.

Motion carried with the following vote:

Aye: 4 - Chair Moore, Council Member Peters, Holmes, and Jones

[2023-097](#)

Contract - SBI Rents Inc. - Emergency Mobile Screw Press Rental - Westside Wastewater Treatment Plant (WWTP)

City Council is requested to approve a purchase order increase with SBI Rents, Inc. in the amount of \$200,000 for the continued use of the emergency rental of a mobile screw press at the Westside Wastewater Treatment Plant as a stop gap until the centrifuge replacement project is complete.

Attachments: [7. Contract – SBI Rents Inc. – Emergency Mobile Screw Press Rental - West](#)

Robby Stone, Public Service Director, provided the staff report for this item. The control system on the centrifuge at the Westside Waste Water Treatment Plant (WWTP) failed in early January 2023 and the Public Services Department has been unable to find replacement parts/equipment due to the age of the centrifuge (mid-1990s). To continue the necessary de-watering of biosolids at the Westside WWTP, the Public Services Department entered into a lease agreement with SBI Rents Inc. for a mobile screw press that is being operated by the Residuals Management Division. The monthly rental rate is \$25,000 per month. He noted other options were reviewed and it was determined increasing the purchase order to SBI Rents, Inc. for the additional months until a replacement centrifuge can be installed at the Westside WWTP was the best option. Funding for this project for the remainder of fiscal year (\$150,00) will come from the Water and Sewer Fund contingency budget. The Public Service Department is requesting approval of the emergency purchase order for SBI Rents Inc be increased from \$83,940 to the amount of \$283,940 to cover up to an additional eight months of rental.

A motion was made by Chairman Moore, seconded by Committee Member Peters, to approve agenda item 2023-097.

Motion carried with the following vote:

Aye: 4 - Chair Moore, Council Member Peters, Holmes, and Jones

[2023-098](#)

Sale of City Owned Property - 519 Roy Avenue

City Council is requested to adopt a resolution accepting an offer of \$6,000 and authorize the sale of City owned property located at 519 Roy Avenue through the upset bid procedure of N.C.G.S. §160A-269 and direct the City Clerk to publish a public notice of the proposed sale in accordance with N.C.G.S. §160A-269.

Attachments: [1. Sale of City Owned Property – 519 Roy Avenue](#)
[Resolution Upset Bid 519 Roy Avenue](#)

Kim Thore, Right-of-Way Coordinator, provided the staff report for this item. She stated staff is requesting approval of a resolution accepting the offer of \$6,000.00 for the property located at 519 Roy Avenue and authorize the sale of the property through the upset bid procedure.

A motion was made by Chairman Moore, seconded by Committee Member Holmes, to approve agenda item 2023-098.

Motion carried with the following vote:

Aye: 4 - Chair Moore, Council Member Peters, Holmes, and Jones

[2023-099](#)

Sale of City Owned Property - 3106 Central Avenue

City Council is requested to adopt a resolution accepting an offer of \$17,000 and authorize the sale of City owned property located at 3106 Central Avenue through the upset bid procedure of N.C.G.S. §160A-269 and direct the City Clerk to publish a public notice of the proposed sale in accordance with N.C.G.S. §160A-269.

Attachments: [2. Sale of City Owned Property – 3106 Central Avenue](#)
[Resolution Upset Bid 3106 Central Avenue](#)

Kim Thore, Right-of-Way Coordinator, provided the staff report for this item. She stated staff is requesting approval of a resolution accepting the offer of \$17,000.00 for the property located at 3106 Central Avenue and authorize the sale of the property through the upset bid procedure.

A motion was made by Chairman Moore, seconded by Committee Member Michael Holmes to approve agenda item 2023-099.

Motion carried with the following vote:

Aye: 4 - Chair Moore, Council Member Peters, Holmes, and Jones

[2023-100](#)

Contract - Koons Ford Annapolis MD - Ford F-550 - High Point Fire Department

City Council is requested to approve a contract in the amount of \$97,416.00 for the purchase

of a

2022 Ford F-550 from Koons Ford, Annapolis MD and that the appropriate City official and/or employee be authorized to execute all necessary documents and declare the old apparatus as surplus and dispose of through the online auction process.

Attachments: [4. Contract – Koons Ford Annapolis MD – Ford F-550 – High Point Fire Dept](#)
[SIGNED Recommendation Form - 2022 F-550 AGENDA MEETING](#)

Tommy Reid, Fire Chief, provided the staff report for this item. The Fire Department has a need to replace a 2003 Ford F-450 based on hours and overall condition. Staff is requesting approval to purchase a 2022 Ford F-550 from Koons Ford, in Annapolis MD for the purchase price of \$97,416.00 and declare the old 2003 Ford F-450 surplus and dispose through the online auction process. He noted funding for this purchase is available in the 2022-2023 budget.

A motion was made by Chairman Moore, seconded by Committee Members Peters, to approve agenda item 2023-100.

Motion carried with the following vote:

Aye: 4 - Chair Moore, Council Member Peters, Holmes, and Jones

2023-101

Set Public Hearing - Controlled Equipment Purchase with Equitable Sharing Funds - High Point Police Department

City Council is requested to set a public hearing on March 20, 2023 at 5:30pm to receive public comment for consideration of the High Point Police Department's use of Equitable Sharing Funds to purchase two drones from Unmanned Vehicle Technologies for \$14,794.

Attachments: [10. Set Public Hearing – Controlled Equipment Purchase with Equitable Sharing Funds](#)

Travis Stroud, Chief of Police, provided the staff report for this item. Staff is requesting Council to establish a public hearing date of March 20, 2023 at 5:30 p.m. for the purpose of receiving public comments on the High Point Police Department's use of Equitable Sharing Funds to purchase two drones from Unmanned Vehicle Technologies. He noted Equitable Sharing Funds would be used for this purchase.

In response to Committee Holmes, Chief Stroud stated drones are used for tactical support and missing persons. Further information will be provided at the public hearing.

Chairman Moore requested information regarding where the drones are manufactured.

A motion was made by Chairman Moore, seconded by Committee Member Holmes, to approve agenda item 2023-101 to set the public hearing.

Motion carried with the following vote:

Aye: 4 - Chair Moore, Council Member Peters, Holmes, and Jones

[2023-102](#)

Contract - Demolition of 1009 Leonard Street - Former High Point Police Headquarters

City Council is requested to award a contract to Timmy Causey Grading & Demolition amount not to exceed \$150,000 for the demo and removal of debris at the former Police headquarters building at 1009 Leonard Street.

Attachments: [11. Contract – Demolition of 1009 Leonard Street – Former High Point Police](#)

Eric Olmedo, Assistant City Manager, provided the staff report for this item. Staff is requesting awarding a contract with Timmy Causey Grading & Demolition in the amount not to exceed \$150,000 for demolition and removal of debris at the former Police Headquarters building located at 1009 Leonard Street. A facility assessment was performed on the building and it was determined the capital investment needed to repair the facility is \$4.8 million dollars. He noted because of this cost, the City Council voted to demolish the building on February 20, 2022. He stated estimated cost of demolition is \$95,000 and an additional \$55,000.00 is estimated to remediate any asbestos on site. The total contract amount is \$150,000 and these funds are available in the fiscal year 2022-2023 budget.

In response to Chairman Moore, Mr. Olmedo noted the process should be less than 30 days from the time of start which is estimated to be mid March.

A motion was made by Chairman Moore, seconded by Committee Member Jones, to approve agenda item 2023-102.

Motion carried with the following vote:

Aye: 4 - Chair Moore, Council Member Peters, Holmes, and Jones

[2023-103](#)

U.S. Department of Federal Transit Administration - Title VI Program

City Council is requested to approve a Title VI program to comply with regulations issued by the U.S. Department of Transportation (DOT). This is required as the City is a recipient of Federal Transit Administration (FTA) funds.

Attachments: [12. U.S. Department of Federal Transit Administration - Title VI Program](#)

Angela Wynes, Transit Manager, provided the staff report for this item. Every three years the Federal Transit Authority (FTA) requires the City to submit an updated Title VI program. Title VI program prohibits discrimination based on race, color, and national origin in programs and activities receiving ongoing federal funds. She explained there have been some updates regarding languages used in the city, noting that Spanish will be on the website and brochures etc. Staff is requesting approval of the Title VI Program for submittal to FTA.

A motion was made by Chairman Moore, seconded by Committee Member Holmes, to

approve agenda item 2023-103.

Motion carried with the following vote:

Aye: 4 - Chair Moore, Council Member Peters, Holmes, and Jones

[2023-104](#)

Contract - Remix Technologies, LLC - Transit Planning & Scheduling Software

City Council is requested to award a five (5) year contract with Remix Technologies, LLC in the amount of \$180,000 for the purchase of transit planning and scheduling software.

Attachments: [13. Contract – Remix Technologies, LLC – Transit Planning & Scheduling Software](#)
[SIGNED 2023-02-13 Recommendation Form Remix Technologies LLC - 5](#)

Angela Wynes, Transit Manager provided the staff report for this item. She stated this software has been used since January 1, 2018 and helps staff to plan routes, stops, and drivers weekly schedules. Staff recommends awarding a five-year contract to Remix Technologies, LLC, in the amount of \$180,000. The cost share for this project is Federal - \$144,000, State - \$18,000 and City \$18,000 which is budgeted in the transit fund.

A motion was made by Chairman Moore, seconded by Committee Member Peters, to approve agenda item 2023-104.

Motion carried with the following vote:

Aye: 4 - Chair Moore, Council Member Peters, Holmes, and Jones

ADJOURNMENT

Chairman Moore congratulated Committee Member Holmes for his company investing in High Point and wished Ms. Grigg success in her endeavors.

There being no further business to come before the Committee, the meeting adjourned at 4:23 p.m.