

# City of High Point

*Britt Moore, Chair  
Jason, Ewing, Wesley Hudson  
Victor Jones*



## Minutes

**Thursday, December 12, 2019**

**4:00 PM**

**3rd Floor Conference Room**

## **Finance Committee**

*Britt Moore, Chair  
Committee Members:  
Michael Holmes  
Monica Peters  
Victor Jones*

*Jay Wagner, Mayor (Alternate)  
Christopher Williams, Mayor Pro Tem  
(Alternate)*

**FINANCE COMMITTEE - Council Member Britt W. Moore, Chair****FINANCE COMMITTEE***Chaired by Council Member Moore**Members: Moore, Holmes, Peters, and Jones***December 12, 2019 - 4:00 p.m.****3rd Floor Lobby Conference Room**

**Present (4):** Chairman Britt Moore, Committee Member Michael Holmes, Committee Member Monica Peters, and Committee Member Victor Jones

**Staff Present:**

Randy McCaslin, Deputy City Manager; Meghan Maguire, Assistant City Attorney; Greg Ferguson, Assistant City Manager; Mark McDonald, Transportation Director; Bobby Fitzjohn, Director of Financial Services; Jeron Hollis, Communications and Public Engagement Director; Angela Kirkwood, Human Resources Director; Steve Lingerfelt, Communication and Information Services Director; Eric Xavier, Applications Development Manager; Scott Dingus, Civil Engineer II of the Engineering Department; Tim McKinney, Facility Services Director; and Mary S. Brooks, Deputy City Clerk

**Media Present:** Paul B. Johnson, *High Point Enterprise*

**Others Present:** Arts Council Board Members: Council Member Wesley Hudson (Liaison), Steve Ilderton, Chair, Tom Blount, Chair Elect, Erica Best-Hunt, Treasurer, and Jim Morgan

*Chairman Moore called the meeting to order at 4:00 p.m.*

**Present** 4 - Chair Britt Moore, Michael Holmes, Monica Peters, and Victor Jones

**2019-536****Contract - Yates Construction - N. Main Street/E. Lexington Ave Intersection Improvements**

City Council is requested to approve the award of a contract to Yates Construction Company in the amount of \$2,042,266.50 for the North Main Street and Lexington Avenue Intersection and Utility Improvements.

**Attachments:** [Contract - North Main Street and Lexington Avenue Intersection Improvements](#)

*Randy McCaslin, Deputy City Manager, provided background on the initial phase of the N. Main Street/E. Lexington Ave. Intersection Improvements project, which began around 2011; said the city received its initial grant from the Department of Transportation to complete the project; the project required more construction which resulted in an extension request in order to retain the grant from the DOT; said*

*the project was designed in house to install electrical lines underground and to replace water and sewer lines in preparation for the next project that would go up to Krispy Kreme and Lexington Ave.; explained the bidding process and reasoning for having to re-advertise for the project for bids; and introduced Terry Kuneff of the Engineering Department to speak more on the request.*

*Terry Kuneff, Civil Engineer III of the Engineering Department; reported that Lexington Ave. would be closed, and that there would be one lane open on Main Street; once council pass the resolution, the DOT would, in writing, concur with the bid; the goal was to finish before the spring; and that there was timeframe of 230 days in the contract.*

*Chairman Moore asked if the streets would be open for the Spring Furniture Market if the project was not completed. Committee Member Peters asked if Yates Construction Company had submitted an original bid for the project. Mr. McCaslin replied yes, all lanes would opened up for the Spring Market; and yes, Yates Construction Company did submit an original bid.*

**A motion was made by Committee Member Jones, seconded by Committee Member Holmes, that this matter be recommended for approval and placed on the December 16, 2019 City Council consent agenda. The motion carried by the following unanimous 4-0 vote:**

**Aye:** 4 - Chair Moore, Holmes, Peters, and Jones

### 2019-537

#### **Agreement - Samet Corporation - New High Point Police Headquarters & Communication Center**

City Council is requested to approve an agreement between the City of High Point and Samet Corp (CMAR) in the amount of \$14,149,734.00 for construction services for the new High Point Police Department Headquarters and Communications Center and authorize the appropriate city official to execute all necessary documents.

**Attachments:** [Agreement - Samet Corporation - New HPPD New Construction & Renovatio](#)

*Randy McCaslin, Deputy City Manager, reported at the March 18, 2019 City Council meeting, City Council approved a professional services agreement with Samet Corporation (Samet) as the Construction Manager at Risk (CMAR) for the renovations and additions to the building located at 1730 Westchester Drive which will house the new High Point Police Department and Communications Center; said that Samet had established their sub-contractors; this is their maximum guaranteed price; and stated that the purchase price of the building was \$2.5 million.*

**A motion was made by Chairman Moore, seconded by Committee Member Peters, that this matter be recommended for approval and placed on the December 16, 2019 City**

**Council consent agenda. The motion carried by the following unanimous 4-0 vote:**

**Aye:** 4 - Chair Moore, Holmes, Peters, and Jones

[2019-538](#)

**Capital Project Amendment - High Point Police Headquarters & Communication Center**

City Council is requested to adopt a Capital Project Ordinance Amendment for the acquisition and renovations of a Municipal Facility (High Point Police Headquarters & Communication Center) located at 1730 Westchester Drive.

**Attachments:** [Capital Project Amendment HPPD](#)

*Bobby Fitzjohn, Financial Services Director; reported the project ordinance would be out in the spring and it would start the project for the High Point Police Headquarters & Communication Center located at 1730 Westchester Drive; and spoke to working with the financial advisors in saving money for the project in the spring.*

**A motion was made by Chairman Moore, seconded by Committee Member Holmes, that this matter be recommended for approval and placed on the December 16, 2019 City Council consent agenda. The motion carried by the following unanimous 4-0 vote:**

**Aye:** 4 - Chair Moore, Holmes, Peters, and Jones

[2019-539](#)

**Consulting Agreement - ClientFirst Technology Consulting**

City Council is requested to approve Consulting Agreement with ClientFirst Technology Consulting in the amount of \$ 95,719.00 to develop an RFP (request for proposal) for the current ERP (Enterprise Resources Planning) system which is near end of life. This system is used for Finance and Human Resource functions.

**Attachments:** [Contract - Client First ERP Consulting Agreement](#)  
[CF Proposal - High Point ERP SW Sel Asst 2018-08-15b \(CF\)](#)

*Steve Lingerfelt, Communication and Information Services Director, reported that the current ERP system was nearing its end of life cycle; said the amount requested was the lowest bid; the process would start in January of 2020; and be completed by November of 2020.*

*Chairman Moore inquired if the current software was obsolete because of new technology. Mr. Lingerfelt replied yes; and that the entire system would be re-written.*

*Committee Member Holmes inquired on the integration process of the new system. Mr. Lingerfelt replied they would be contracted with Lawson; and introduced to different vendors to allow staff to use best practices during the integration period.*

**A motion was made by Chairman Moore, seconded by Committee Member Jones, that**

this matter be recommended for approval and placed on the December 16, 2019 City Council consent agenda. The motion carried by the following unanimous 4-0 vote:

**Aye:** 4 - Chair Moore, Holmes, Peters, and Jones

#### 2019-540

##### **Resolution - Results of the Bond Referendum - November 5, 2019**

City Council is requested to approve a resolution declaring the results of the Bond Referendum held on November 5, 2019, and the publication of a notice thereof.

**Attachments:** [Resolution on Results of Bond Referendum](#)  
[Resolution certifying results - City of High Point - 2019 GO Referendum](#)  
[Resolution Certifying Results of the Bond Referendum on November 5, 2019](#)

A motion was made by Chairman Moore, seconded by Committee Member Peters, that this matter be recommended for approval and placed on the December 16, 2019 City Council consent agenda. The motion carried by the following unanimous 4-0 vote:

**Aye:** 4 - Chair Moore, Holmes, Peters, and Jones

#### 2019-548

##### **Public Hearing - 201 W. English Road**

This is the date and time established for City Council to hold a public hearing on December 16, 2019 at 5:30 p.m. for consideration of a lease for the property located at 201 West English Road.

**Attachments:** [Affidavit of Publication - 201 W English Road](#)

*Randy McCaslin, Deputy City Manager, reported the request was an economic development project discussed in closed session; the client requested to continue the public hearing until January 21, 2020; stated the public hearing would be kept open until January 21st; and that no action needed to be taken today.*

*Meghan Maguire, Assistant City Attorney, confirmed that no action needed to be taken today.*

*Chairman Moore confirmed that items 2019-540 and 2019-548 would be discussed separately from the consent agenda at the December 16, 2019 meeting.*

**For Information Only**

#### **Discussion- Arts Council**

*Council Member Hudson Wesley, who serves as the Council Liaison to the Arts Council, reported that Tom Blount, Chair Elect, would discuss the Arts Council's budget; present the differences in the budget prior to paying off the note/loan; what would happen now that the note/loan was paid off; discuss what the rest of this fiscal year should look like; what the next fiscal year's budget should look like compared to last year's*

*budget; and said the discussion today was just for informational purposes only; and no action was needed.*

*Tom Blount, Chair Elect, extended greetings; and introduced Jim Morgan, Arts Council Board Member, to proceed with the discussion on the Arts Council's budget.*

*Jim Morgan, Arts Council Board Member, provided a brief history of his experience serving on the board and his work with the Arts Council; spoke to purchasing the Centennial Station in 2012, and paying the loan off in less than seven years; said the building was a home to the Community Theatre (who paid their own utilities), and the High Point Ballet; said they did not charge rent; discussed when the city furnished the Arts Council with free rent; and during that time frame the budget was also cut by the city while working on the Ball Park; reported their reserve fund was around \$100 thousand for emergencies; and spoke to the process of holding events, and having to advance the funds for them. Mr. Morgan continued discussing stating that Guilford County had them set up as a line item in their budget as an economic development force instead of a nonprofit agency; spoke to bringing business to the city of High Point; referenced an article in the Triad Business Journal, dated October 17th, of their economic impact on the Arts; spoke to an independent study completed that showed the positive impact they had on the community; thanked everyone for their support; said they were in a great financial state; and they were honored to have Council Member Hudson on their board.*

*Randy McCaslin, Deputy City Manager, asked if they expected their budget to be in the black this fiscal year. Mr. Blount replied yes; spoke to having a balanced budget in 2019-2020; said the budget was approved before they received funding from David Hayworth; letters were sent out for end of year donations; the end date of the fund drive would be around April of 2020; invited everyone to attend the Casino Art event at the High Point Country Club on February 8, 2020 at \$60 per person; said they would be advertising for this event through social media, newspapers, email, flyers, and through a mailing program.*

*Committee Member Jones recommended using the Next Door advertising program.*

*Jim spoke to the new tax laws in regard to donations; and how it changed statically; and to retaining great givers.*

*Erika Best-Hunt, Treasurer reported that the Arts Council expected to finish the fiscal year's budget in the black; and said they were in a*

*good place with the bookkeeping, leadership, and their succession plan.*

*Steve Ilderton, Chair, voiced appreciation for everyone's support.*

*Chairman Moore spoke to enjoying the art; and inquired on the status of the Arts Council funding. Mr. Morgan replied that they would like the city to consider adding them as a line item in the city manager's budget or a line item under economic development; and to consider the Arts Council to not be part of the nonprofit group funding; spoke to having stable funding; and stated that the Arts Council was an economic driver for High Point; and asked again to be considered as being added as a line item on the budget.*

*Chairman Moore asked when the next audit review would be; and inquired if they were contracted for deferred maintenance. Ms. Best-Hunt replied the audit review would be completed within the next couple of months; and that they do have a contract for preventive maintenance.*

*Mr. Morgan spoke to being conscientious about preventive maintenance; and spoke to the reasoning of their reserve funds was to assist with the needs that may occur for the building.*

*Mr. Blount said they were getting showroom clients to showcase their furniture in their building; and that this would help in raising funds for the building's needs.*

*Committee Member Holmes inquired on the current rate to rent space for weddings. Ms. Best-Hunt replied the average price range was \$3,000.*

*Chairman Moore thanked everyone for their time and information; and spoke to wanting them to be successful.*

*Committee Member Peters mentioned an event (A Christmas Carol) that starts tonight at High Point Community Theatre.*

## **PENDING ITEMS**

### **[2018-169](#)**

#### **Amendment to License Agreement - Cingular Wireless PSC, LLC (AT&T)**

City Council is requested to approve an Amendment to the License Agreement with Cingular Wireless PCS, LLC (AT&T) which allows the location of communication equipment at the City's Ward Water Plant; and authorize the City Manager to execute the agreement.

**Attachments:** [7. Amendment to Lease Agreement - Crown Castle](#)

**ADJOURNMENT**

There being no further business to come before the Finance Committee, the meeting adjourned at 4:50 p.m. upon motion duly made and seconded.

Respectfully Submitted,

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Mary S. Brooks, Deputy City  
Clerk

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Britt Moore, Chairman