

City of High Point

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



Minutes

Thursday, June 11, 2020

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**(Virtual Meeting)*****Chaired by Council Member Moore******Members: Moore, Holmes, Peters, and Jones*****June 11, 2020 - 4:00 p.m.****3rd Floor Lobby Conference Room****MINUTES**

As part of the city of High Point's COVID-19 mitigation efforts, in-person attendance was not allowed at this meeting. Instead, the meeting was live-streamed, and the public was provided a link to listen to the meeting as it was being live-streamed. www.HighPointNC.gov/VirtualPublicMeeting

Present (1): Chairman Britt Moore

Participating

Remotely (3): Committee Member Michael Holmes; Committee Member Victor Jones; and Committee Member Monica Peters

Staff Present:

Randy McCaslin, Interim City Manager; Greg Ferguson, Assistant City Manager; Eric Olmedo, Assistant City Manager; Terry Houk, Director of Public Services; Tyler Berrier, Electric Utilities Assistant Director; Steve Lingerfelt, Information Technology Services Director; Kim Thore, Right of Way Coordinator; Mary S. Brooks, Deputy City Clerk

Staff Participating

Remotely: JoAnne, Carlyle, City Attorney; Lisa B. Vierling, City Clerk; Bobby Fitzjohn, Director of Financial Services; Laura Altizer, Senior Budget Analyst; Terry Kuneff, Civil Engineer III; Angela Wynes, Transit Manager

As part of the city of High Point's COVID-19 mitigation efforts, in-person attendance was not allowed at this meeting. Instead, the meeting was live-streamed, and the public was provided a link to listen to the meeting as it was being live-streamed.

CALL TO ORDER

Chairman Moore called the meeting to order at 4:03 p.m.

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

PRESENTATION OF ITEMS

2020-199

Contract - Triangle Grading & Paving - Concrete Repairs - City Lake, Oak Hollow Lake Dam & Spillway

City Council is requested to award a contract to Triangle Grading & Paving, Inc. in the amount of \$169,800.00 for concrete repairs at the City Lake, Oak Hollow Lake dam and spillway and authorize the appropriate City official to execute all necessary documents.

Attachments: [1. Oak Hollow and City Lake Dam Concrete Repairs](#)
[SIGNED Recommendation-Department \(Informal Bid\) with Finance Director](#)

Terry Houk, Director of Public Services, reported the City Lake and Oak Hollow dams and spillways need minor concrete maintenance work. Access to some areas will require additional safety measures as they might be near water, elevated from the ground, or in a confined space. We anticipate a contract time of 42 days once the Notice to Proceed is issued. Oak Hollow and City Lake Dam Concrete Repairs, the bid was opened on May 20, 2020 and the lowest total (of both) responsible bid was accepted. Triangle Grading & Paving Inc. was the low bid amongst four bidders. Staff is recommending approval to award a contract to Triangle Grading & Paving, Inc. in the amount of \$169,800.00.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the June 15, 2020 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 unanimous 4-0 vote:

Aye (4): Chairman Moore, Committee Member Jones, Committee Member Holmes, and Committee Member Peters

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the June 15, 2020 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 unanimous 4 0 vote:

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

2020-200

Contract - STV Engineering - E. Washington Street Utility Lines Relocation

City Council is requested to award a contract to STV Engineering in the amount of \$97,362.85 for the engineering and design work for the relocation of the water and sewer

utility lines in conjunction with E. Washington Street realignment project.

Attachments: [2. STV Engineering- E Washington Street Utility Relocation](#)

Terry Houk, Director of Public Services, reported the water and sewer utility lines located within the E. Washington Street Realignment project area are over a 100-years old. The existing water lines are cast iron and were constructed in 1902 and the sewer line is vitrified clay and was constructed in 1910. The scope of the project will be to contract with STV Engineering to perform engineering and design work for the relocation and replacement of the water and sewer lines as part of the overall E. Washington Street re- alignment project (from Gaylord Court to east of N. Downing Street). The estimated construction cost is \$1.2 million for the water and sewer portion of the project. STV Engineering is an approved on-call professional transportation planning and engineering services consultant for the City of High Point. The Public Services Department is recommending approval for the contract for professional engineering services to STV Engineering in the amount of \$97,362.85

Chairman Moore inquired on the timeframe of the project. Mr. Houk replied that the project would begin in the second quarter of 2021.

Committee Member Holmes inquired on the funding for the project; and on the bidding process.

Randy McCaslin, Interim City Manager, replied that the utility work on all bond projects was not included in the estimated price for them; gave an overview of the bidding process for engineering services that by state law did not allow bidding on engineering design work.

Terry Kuneff, Civil Engineer III, explained that the contract was for engineering design work; and that the construction portion of the project would be advertised to the public for bids.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the June 15, 2020 City Council Finance Committee Consent Agenda for approval. Committee Member Peters made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following unanimous 4-0 vote:

Aye (4): Chairman Moore, Committee Member Jones, Committee Member Holmes, and Committee Member Peters

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the June 15, 2020 City Council Finance Committee Consent Agenda for approval. Committee Member Peters made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following unanimous 4 0 vote:

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

[2020-201](#)

Contract - Martin Marietta - City Wide Stone Supplier

City Council is requested to award a contract to Martin Marietta for city departments that need stone will have the availability to have this material supplied to them when performing maintenance functions that require various types of stone. This contract will be awarded for a three-year period from July 1, 2020 and ending June 30, 2023, with the option to renew for two additional one-year periods if terms and pricing are agreeable to both parties and requests that the appropriate city official and/or employee be authorized to execute all necessary documents.

Attachments: [3. City Wide Stone](#)

Terry Houk, Director of Public Services, reported the city retains material suppliers for different types of stone used for various maintenance activities. Martin Marietta provided the most qualified bid of the two bids that were submitted. This contract would be awarded for a 3-year period from July 1, 2020 and ending June 30, 2023, with the option to renew for two additional 1-year periods if terms and pricing are agreeable to both parties. The Public Services Department is recommending the approval of the contract with Martin Marietta for the availability for stone for City Departments.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the June 15, 2020 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 unanimous 4-0 vote:

Aye (4): Chairman Moore, Committee Member Jones, Committee Member Holmes, and Committee Member Peters

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the June 15, 2020 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 unanimous 4 0 vote:

Aye (4): Chairman Moore, Committee Member Jones, Committee Member Holmes, and Committee Member Peters

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

[2020-202](#)

Contract - Breece Enterprises, Inc. - Water/Sewer Maintenance

City Council is asked to award a contract to Breece Enterprises, Inc. in the amount of \$650,725.00 to perform maintenance work and emergency repairs on the existing water and sewer system.

Attachments: [4. Water and Sewer Scheduled Maintenance](#)

Terry Kuneff, Civil Engineer III, reported that the contract was to perform annual scheduled maintenance and emergency repairs on existing water and sewer system. The projects are identified and prioritized by the Public Services Department. Typical work included point repairs, manhole reconstruction, hydrant repairs, main break repairs, replacement of deteriorated/collapsed lines, replacement of valves, and various other regular maintenance work items. The Engineering Services Department and the Public Services Department is recommending approval for the contract to Breece Ent., Inc. as the lowest responsive bidder at the bid amount of \$650,725.00.

Chairman Moore inquired on the amount of time spent on regular maintenance versus routine and emergency maintenance. Mr. Kuneff replied that staff would provide that information.

Committee Member Peters spoke to staff being diligent with funds; and to getting the best quotes on projects.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the June 15, 2020 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 unanimous 4-0 vote:

Aye (4): Chairman Moore, Committee Member Jones, Committee Member Holmes, and Committee Member Peters

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the June 15, 2020 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 unanimous 4-0 vote:

Aye (4): Chairman Moore, Committee Member Jones, Committee Member Holmes, and Committee Member Peters

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

2020-203**Sole Source Contract - Vapor vShield Operator Protection Doors**

City Council is requested to award a sole source contract to Vapor Bus Intl a Div. Of Wabtec in the amount of \$70,098 for Operator Protection Doors for the protection of transit operators due to the COVID-19 pandemic and the increasing incidences of aggressive behaviors from passengers.

Attachments: [5. Vapor Operator Barrier Door](#)

[SIGNED_REQ #26175 Sole Source Request Form](#)

Angela Wynes, Transit Manager, reported that staff had researched the various options to best protect the vehicle operators. The Vapor vShield was the best designed unit as it took into account driver comfort and ease of use. At a cost of \$4,386.00 per unit, it was over \$1,600.00 cheaper than a competitor's model that had fewer amenities. The vShield is a sole source purchase as the door is only available for purchase directly through the company. Vapor does not use dealers or retailers to sell their products. Staff is recommending approval of the contract with Vapor Bus Intl a Div. Of Wabtec in the amount of \$70,098.

Chairman Moore asked if the doors a newly invented product due to the result of the COVID-19 pandemic. Ms. Wynes replied no; and that staff researched this product before for safety reasons for their drivers.

Committee Member Jones inquired on the security standards for the doors; and asked if funds from COVID-19 be used. Ms. Wynes replied that the doors were proven to be very safe. Randy McCaslin, Interim City Manager replied that the City would research reimbursement funds available.

Ms. Wynes said the that 16 units were ordered; delivery would take 12-16 weeks; the doors were custom made; maintenance would install the doors; and the warranty for the doors was for the life of the bus.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the June 15, 2020 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 unanimous 4-0 vote:

Aye (4): Chairman Moore, Committee Member Jones, Committee Member Holmes, and Committee Member Peters

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the June 15, 2020 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 unanimous 4-0 vote:

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

[2020-204](#)

Resolution - High Point Theatre/International Market Center HVAC Eighth Lease Amendment

Council is requested to adopt a resolution approving the Eighth Amendment to the original lease and extend the period of time during which the HVAC services will be provided. The remaining terms of the lease shall remain in effect.

Attachments: [6. IMC Theatre HVAC 8th Lease Amendment Signed Eighth Amendment and Resolution](#)

Joanne Carlyle, City Attorney, reported that there were no changes to the Lease Agreement with the High Point Theatre/International Market Center HVAC Eighth Lease Amendment. Staff is recommending approval to adopt the resolution approving the Eighth Amendment to the original lease and extend the period of time during which the HVAC services would be provided.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the June 15, 2020 City Council Finance Committee Consent Agenda for approval. Committee Member Holmes made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following unanimous 4-0 vote:

Aye (4): Chairman Moore, Committee Member Jones, Committee Member Holmes, and Committee Member Peters

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the June 15, 2020 City Council Finance Committee Consent Agenda for approval. Committee Member Holmes made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following unanimous 4-0 vote:

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

[2020-205](#)

Resolution - Sale of City Owned Property - 1100 Campbell St. Parcel # 187682

City Council is requested to adopt a resolution accepting an offer of \$8,000 and authorizing the sale of the surplus City owned property located at 1100 Campbell St. Parcel # 187682.

Attachments: [7. 1100 Campbell St Signed Resolution Property 1100 Campbell Street Signed Quit Claim Deed 1100 Campbell Street.pdf](#)

Kim Thore, Right of Way Coordinator, reported the offer for \$8,000 was for a city-owned lot located at 1100 Campbell St. Parcel # 187682. The property is approximately 8,276 square feet (0.19 ac) in size. The City acquired the property from Guilford County for land bank; and said a house would be built on the said property. Staff is commending adoption of the resolution accepting the offer of \$8,000 and authorizing the sale of the property through the upset bid procedure of N.C.G.S. 160A-269A and direct the City Clerk to publish a public notice of the proposed sale in accordance with N.C.G.S. 160A-269A.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the June 15, 2020 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 unanimous 4-0 vote:

Aye (4): Chairman Moore, Committee Member Jones, Committee Member Holmes, and Committee Member Peters

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the June 15, 2020 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 unanimous 4-0 vote:

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

2020-206

Authorize Write-off of Delinquent Miscellaneous Accounts Receivables

City Council is requested to authorize the Financial Services Director to write-off \$16,214 for prior years' original billings through the fiscal year 2015-2016:

Landfill fees \$12,353

Returned checks \$634

Permit fees \$450

Showroom licenses \$2,777

Total \$16,214

Attachments: [8. MiscARWriteoffs 2020](#)

Bobby Fitzjohn, Financial Services Director, reported the request is to authorize the Financial Services Director to write-off \$16,214 for prior years' original billings through the fiscal year 2015-2016.

Chairman Moore commended the city on recovering delinquencies.

Randy McCaslin, Interim City Manager, said the city still attempts to collect delinquencies after write-offs.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the June 15, 2020 City Council Finance Committee Consent Agenda for approval. Committee Member Peters made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following unanimous 4-0 vote:

Aye (4): Chairman Moore, Committee Member Jones, Committee Member Holmes, and Committee Member Peters

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the June 15, 2020 City Council Finance Committee Consent Agenda for approval. Committee Member Peters made a second to the motion.

Following a roll call vote by Chairman Moore, the motion carried by the following unanimous 4 0 vote:

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

2020-207

Authorize Write-off Delinquent Utilities Accounts Receivables

City Council is requested to authorize the Financial Services Director to write-off \$908,657 for original billings from the fiscal year 2015-2016.

Attachments: [9. Utility Writeoffs 2020](#)

Bobby Fitzjohn, Financial Services Director, reported the request to authorize the Financial Services Director to write-off \$908,657 has to be approved separately because of the amount.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the June 15, 2020 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 unanimous 4-0 vote:

Aye (4): Chairman Moore, Committee Member Jones, Committee Member Holmes, and Committee Member Peters

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the June 15, 2020 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 unanimous 4 0 vote:

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

2020-208

Public Hearing - Proposed FY 2020-2021 City of High Point Annual Budget

Monday, June 15, 2020 at 5:30 p.m. is the date and time established to receive public comments on the proposed FY 2020-2021 City of High Point Annual Budget.

Attachments: [List #1 of Comments- Public Hearing on Budget.pdf](#)

[List #2 of Comments- Public Hearing on Budget.pdf](#)

Chairman Moore advised the committee this item for a Public Hearing for the proposed FY 2020-2021 City of High Point Annual Budget, was for information purposes only.

Committee Member Jones inquired on the payment collections for utilities during COVID-19. Randy McCaslin, Interim City Manager, replied the city was setting up payment plans; and explained how the payment plan process worked.

ADJOURNMENT

There being nothing further to come before the Finance Committee, the meeting adjourned at 4:34 p.m. upon motion duly made and seconded.

Respectfully submitted,

Mary S. Brooks, Deputy City
Clerk

Britt Moore, Chairman