



# City of High Point

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

## Minutes Finance Committee

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

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

Thursday, August 13, 2020

4:00 PM

3rd Floor Council Chambers

### **FINANCE COMMITTEE - Council Member Britt W. Moore, Chair**

**Present** 3 - Chair Britt Moore, Michael Holmes, and Victor Jones

**Absent** 1 - Monica Peters

**As part of the City of High Point's COVID-19 Mitigation efforts, in-person attendance will not be allowed at this meeting. Instead, the city will be live streaming the meeting.**

**Please click on the following link to listen to the meeting live once the Finance Committee is in session.**

[www.HighPointNC.gov/VirtualPublicMeeting](http://www.HighPointNC.gov/VirtualPublicMeeting)

### **CALL TO ORDER**

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

**Present (2):** Chairman Britt Moore; Committee Member Victor Jones  
**Participating**

**Remotely (1):** Committee Member Michael Holmes;

**Absent (1):** Committee Member Monica Peters

**Staff Present:**

Randy McCaslin, Interim City Manager; Greg Ferguson, Assistant City Manager; Eric Olmedo, Assistant City Manager; Lee Tillery, Parks & Recreation Director; Michael McNair, Community Development Director; Kim Thore, Right of Way Coordinator; Lisa B. Vierling, City Clerk; and Mary S. Brooks, Deputy City Clerk

**Staff Participating**

**Remotely:** JoAnne, Carlyle, City Attorney; Bobby Fitzjohn, Director of Financial Services; Terry Kuneff, Civil Engineer III; Mark McDonald, Transportation Director; Tyler Berrier, Electric Utilities Assistant Director; Erik Conti, Purchasing Manager; Sandy Dunbek, High Point Economic Development Corporation, Executive Vice President

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**Present** 3 - Chair Britt Moore, Michael Holmes, and Victor Jones

**Absent** 1 - Monica Peters

## **PRESENTATION OF ITEMS**

### **2020-303**

#### **Contract - KI Furniture - High Point Police Department**

City Council is requested to award a contract to KI Furniture in the amount of \$710,248.28 for the total comprehensive furnishings for the new High Point Police Department. KI is an approved North Carolina State Contract (420A) manufacturer and their proposal was submitted utilizing at or below state contract pricing.

**Attachments:** [HPPD Furniture - KI](#)

[Signed Bid Recommendation \(KI HPPD Furniture\)](#)

Erik Conti, Purchasing Manager, reported that the City of High Point's new Police Department would be purchasing furniture for the entire facility with a budget of \$750,000; said there were three proposals received and were evaluated by a selection committee comprised of Police Department, Facilities and Purchasing staff. Evaluations were based on; site visit, experience with similar projects, product selection, product quality and warranty. KI scored the highest of the three and was also the lowest in price on the overall proposal.

Proposals were obtained from:

- o KI: \$710,248.28
- o High Point Furniture: \$750,237.97
- o Miller At Work: \$825,922.40

Staff is recommending approval of the contract to KI Furniture in the amount of \$710,248.28. Chairman Moore inquired on the timeframe the furniture would be delivered. Mr. Conti replied that it would be between 4-6 weeks; and it is anticipated that the furniture will be ready when the building is opened.

**A motion was made by Chair Moore, seconded by Holmes, that this matter be recommended for approval, consent agenda. The motion carried by the following vote:**

**Aye:** 3 - Chair Moore, Holmes, and Jones

**Absent:** 1 - Peters

[2020-304](#)

**Contract - Change Order - Sharpe Brothers - Cedrow Subdivision**

City Council is asked to approve a change order with Sharpe Brothers, Inc. for the amount of \$18,556.78 to cover costs for clearing fifteen (15) trees, and for an additional 6” gate valve necessary for the installation and testing of the new waterline.

**Attachments:** [Sharpe Brothers Cedrow Subdivision Change Order](#)

Terry Kuneff, Civil Engineer III, reported that the change order in the amount of \$18,556.78 to cover costs for clearing fifteen (15) trees, and for an additional 6” gate valve necessary for the installation and testing of the new waterline; and that the total amount of the two change orders combined is greater than the authorized 90,000.00 limit. Staff is recommending approval of the change order with Sharpe Brothers, Inc. in the amount of \$18,556.78.

**A motion was made by Jones, seconded by Chair Moore, that this matter be recommended for approval, consent agenda. The motion carried by the following vote:**

**Aye:** 3 - Chair Moore, Holmes, and Jones

**Absent:** 1 - Peters

[2020-305](#)

**Contract - Asplundh Tree Expert Co.**

City Council is requested to continue a contract in the amount of \$1,161,800 utilizing Asplundh Tree Expert Co. to provide line clearance tree services (tree trimming) for the upcoming fiscal year.

**Attachments:** [Contract Continuation-Asplundh 2020](#)

Tyler Berrier, Electric Utilities Assistant Director reported that each year High Point participates in the ElectriCities Joint Purchasing Agreement. This program allowed Cities to bid as a large quantity, usually resulting in lower pricing. Continuation of this contract would allow Asplundh Tree Expert Co. to provide line clearance tree services (tree trimming) for the upcoming fiscal year. Staff is recommending approval of the continued contract in the amount of \$1,161,800.00.

**A motion was made by Chair Moore, seconded by Jones, that this matter be recommended for approval, consent agenda. The motion carried by the following vote:**

**Aye:** 3 - Chair Moore, Holmes, and Jones

**Absent:** 1 - Peters

[2020-306](#)**Contract - James River Equipment - John Deere Wheel Loader**

City Council is requested to award a contract to James River Equipment in the amount of \$196,503.70 for the purchase of a John Deere 624L wheel loader and to declare the old loader as surplus and disposing through the online auction process.

**Attachments:** [James River Equipment John Deere Wheel Loader SIGNED Recommendation Form - Wheel Loader](#)

Gary Smith Fleet Services Director, reported that the Ingleside compost facility had a John Deere 624K wheel loader in need of replacement based on hours and overall condition; said the contract would include an extended warranty (additional three years, five thousand hours, \$3,600 installment), operator training, and delivery; and that delivery was estimated at 120-150 days. Staff is recommending the approval of a contract with James River Equipment in the amount of \$193,503.70.

**A motion was made by Chair Moore, seconded by Jones, that this matter be recommended for approval, consent agenda. The motion carried by the following vote:**

**Aye:** 3 - Chair Moore, Holmes, and Jones

**Absent:** 1 - Peters

[2020-307](#)**Contract - James River Equipment - John Deere Excavator**

City Council is requested to award a contract to James River Equipment in the amount of \$255,124 for the purchase of a John Deere 300G excavator from James River Equipment and to declare the old excavator as surplus and disposing through the online auction process.

**Attachments:** [James River Equipment John Deere Excavator SIGNED Recommendation Form - Excavator](#)

Gary Smith, Fleet Services Director, reported that The Landfill Division of Public Services had a 2006 Caterpillar 325DL excavator in need of replacement based on hours and overall condition; the contract included an extended warranty, manuals, operator training, and delivery. Delivery is estimated at 120-150 days. Staff is recommending the approval of the contract with James River Equipment in the amount of \$255,124.00; and to declare the old excavator as surplus to be disposed of through the online auction process.

**A motion was made by Chair Moore, seconded by Holmes, that this matter be recommended for approval, consent agenda. The motion carried by the following vote:**

**Aye:** 3 - Chair Moore, Holmes, and Jones

**Absent:** 1 - Peters

[2020-308](#)**Contract - Alta Planning & Design - Greenway Master Plan**

City Council is requested to award a contract to Alta Planning & Design for professional consulting services to assist in the development of a comprehensive Greenway Master Plan.

**Attachments:** [Greenway Master Plan Consultant Aug 2020](#)  
[Bid Recommendation Greenway Master Plan \(Alta\)](#)

Lee Tillery, Parks and Recreation Director reported that The High Point Parks and Recreation Department was seeking professional consulting services to assist in the development of a comprehensive Greenway Master Plan; said the last Plan was completed ten years ago. Staff is recommending approval of this recommendation and for authorization of City Management to execute a contract with Alta Planning and Design for these services.

Chairman Moore inquired on the cost; and timeframe for the request. Mr. Tillery replied the Parks and Recreation budget impact would be \$20,000; and that the services would take 6 to 7 months to complete.

**A motion was made by Chair Moore, seconded by Jones, that this matter be recommended for approval, consent agenda. The motion carried by the following vote:**

**Aye:** 3 - Chair Moore, Holmes, and Jones

**Absent:** 1 - Peters

### [2020-309](#)

#### **Contract - Spectrum Southeast LLC - Installation & Bulk Service Agreement - Cable Services - Oak Hollow Campground**

City Council is requested to approve a Nonexclusive Installation and Bulk Service Agreement 10-year contract between Spectrum Southeast LLC and the City of High Point effective September 1, 2020.

**Attachments:** [Spectrum Southeast](#) [Oak Hollow Campground](#)

Lee Tillery, Parks and Recreation Director reported that the proposed contract was to establish a long-term cable contract for Oak Hollow Campground to ensure services for the next ten years, build upon our current infrastructure and limit rate increases over the period of the contract. Staff is recommending approval of the Non-exclusive Installation and Bulk Service Agreement 10-year contract between Spectrum Southeast LLC and the City of High Point effective September 1, 2020.

Chairman Moore inquired on how Oak Hollow Campground was doing in regard to the impact of COVID-19. Mr. Tillery replied that the Campground suffered the first two months but was continuing to improve.

**A motion was made by Chair Moore, seconded by Jones, that this matter be recommended for approval, consent agenda. The motion carried by the following vote:**

**Aye:** 3 - Chair Moore, Holmes, and Jones

**Absent:** 1 - Peters

### [2020-310](#)

#### **Resolution - Sale of City Owned Property - 1114 Tipton Street**

City Council is requested to adopt a resolution accepting the offer of \$22,000 and authorizing the

sale of City owned property located at 1114 Tipton Street, Parcel No. 187490 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:** [1114 Tipton City Owned Property](#)  
[Signed RES Upset Bid 1114 Tipton](#)

Kim Thore, Right of Way Coordinator, reported MB Enterprises, LLC has offered a bid of \$22,000 for City owned property located at 1114 Tipton Street, Parcel No. 187490. Staff is recommending approval of accepting the offer of \$22,000.00 and authorizing the sale of City Owned Property located at 1114 Tipton Street.

Chairman Moore asked was there a structure on the property. Ms. Thore replied yes, and that it needed repairs.

**A motion was made by Chair Moore, seconded by Holmes, that this matter be recommended for approval, consent agenda. The motion carried by the following vote:**

**Aye:** 3 - Chair Moore, Holmes, and Jones

**Absent:** 1 - Peters

#### [2020-311](#)

#### **Resolution Approving Interlocal Agreement- Guilford County CARES Act Funding- COVID-19**

City Council is requested to adopt a resolution approving an interlocal agreement between Guilford County and the City of High Point regarding CARES Act funding and authorize the appropriate city official to execute all necessary documents.

**Attachments:** [Guilford County CARES Act Funding](#)  
[Signed Guilford Co Interlocal Agreement](#)  
[Signed RES Guilford Co COVID 19 Program](#)  
[Guilford Co FULLY EXECUTED COVID 19 REIMBURSEMENT PROGRAM](#)

Eric Olmedo; reported the next three items: 2020-311, 2020-312, and 2020-313 were interrelated and would be combined for presentation; and would need to be voted on separately.

Guilford County: Cities and Counties with populations of 500,000 or more received funding from the Federal Government under the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"). Guilford County received approximately \$93,700,000 in funding, since it is a unit of government with a population over 500,000. Under this act, there is no requirement that Guilford County share any of the funds with municipalities within the County, however, they have chosen to do so based on a formula using population. High Point's share of the funding based on population is \$1,113,220.

Forsyth County: Counties in North Carolina with populations under 500,000 received funding from the Federal Government under the Coronavirus Aid, Relief, and Economic Security Act

("CARES Act") as a pass through from the State of North Carolina. Forsyth County received approximately \$3,472,407 in funding, since it is a unit of government with a population under 500,000. Under this act, Forsyth County is required to share a portion of the funding with municipalities within the County. High Point's share of the funding based on population is \$1,281.

Davidson County: Counties in North Carolina with populations under 500,000 received funding from the Federal Government under the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") as a pass through from the State of North Carolina. Davidson County received approximately \$2,977,053 in funding, since it is a unit of government with a population under 500,000. Under this act, Davidson County is required to share a portion of the funding with municipalities within the County. High Point's share of the funding based on population is \$175,482.

Committee Member Jones mentioned that there were \$20 million in small business grants; and inquired where the funding would go in the budget. Mr. Olmedo replied that funding would be used for reimbursement for COVID-19 related expenses.

Joanne Carlyle, City Attorney advised the committee that a motion for approval would need to include a resolution as well.

**A motion was made by Chair Moore, seconded by Jones, that this matter be recommended for approval, consent agenda. The motion carried by the following vote:**

**Aye:** 3 - Chair Moore, Holmes, and Jones

**Absent:** 1 - Peters

## [2020-312](#)

### **Resolution Approving Interlocal Agreement - Forsyth County - COVID-19 Relief Funds**

City Council is requested to adopt a resolution approving an interlocal agreement between Forsyth County and the City of High Point regarding the grant of Coronavirus Relief Funds and authorize the appropriate city official to execute all necessary documents.

**Attachments:** [Forsyth County CARES Act Funding](#)  
[Signed RES Forsyth Co COVID 19 Program](#)  
[signed Forsyth Interlocal Agreement](#)  
[High Point fully executed agreement CRF](#)

**A motion was made by Chair Moore, seconded by Jones, that this matter be recommended for approval, consent agenda. The motion carried by the following vote:**

**Aye:** 3 - Chair Moore, Holmes, and Jones

**Absent:** 1 - Peters

## [2020-313](#)

### **Resolution Approving Interlocal Agreement - Davidson County CARES Act Funding - COVID-19**

City Council is requested to adopt a resolution approving an interlocal agreement between Davidson County and the City of High Point regarding CARES Act funding and authorize the appropriate city official to execute all necessary documents.

**Attachments:** [11. Davidson County CARES Act Funding.pdf](#)  
[Signed Davidson Co Interlocal Agreement COVID 19 Program](#)  
[Signed RES Davidson Co COVID 19 Program](#)

**A motion was made by Chair Moore, seconded by Jones, that this matter be recommended for approval, consent agenda. The motion carried by the following vote:**

**Aye:** 3 - Chair Moore, Holmes, and Jones

**Absent:** 1 - Peters

## 2020-320

### **Ordinance - Economic Development Incentive Fund Budget Ordinance**

City Council is requested to adopt an ordinance to appropriate a pass-through grant from the NC Department of Commerce's One North Carolina Fund. The Department of Commerce has notified the City that the requirements of the grant have been satisfied and the city has received \$160,000 to be passed through to Central Square (formerly Superior, LLC).

**Attachments:** [Ordinance-Economic Development Incentive Fund Budget ORD-Central Squ](#)  
[Signed ORD Economic Dev Incentive.pdf](#)

Eric Olmedo, Assistant City Manager reported that the requirement of the grant had been satisfied and the city had received \$160,000 to be passed through to Central Square (formerly Superior, LLC); and that staff was recommending approval of the budget amendment.

**A motion was made by Jones, seconded by Chair Moore, that this matter be recommended for approval, consent agenda. The motion carried by the following vote:**

**Aye:** 3 - Chair Moore, Holmes, and Jones

**Absent:** 1 - Peters

## **ADJOURNMENT**

There being nothing further to come before the Finance Committee, the meeting adjourned at 4:31 p.m. upon motion duly made and seconded.

Respectfully Submitted,  
Mary S. Brooks, Deputy City Clerk

Britt Moore, Chairman