

# City of High Point

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



## Minutes

**Thursday, April 15, 2021**

**4:00 PM**

**3rd Floor Conference Room**

## **Finance Committee**

***Britt Moore, Mayor Pro Tem, Chair***

***Committee Members:***

***Michael Holmes***

***Monica Peters***

***Victor Jones***

***Jay Wagner, Mayor (Alternate)***

**As part of the City of High Point's on-going COVID-19 mitigation efforts, in-person attendance will not be allowed at this meeting. Instead, the meeting will be live-streamed and the public can listen to the meeting as it is being live-streamed by clicking on the following link [www.HighPointNC.gov/VirtualPublicMeeting](http://www.HighPointNC.gov/VirtualPublicMeeting).**

## **FINANCE COMMITTEE - Mayor Pro Tem Britt W. Moore, Chair**

### **CALL TO ORDER**

Chairman Moore called the meeting to order at 4:00 p.m. He advised that Committee Member Jones was absent due to the passing of his father yesterday evening. On behalf of the City Council and staff, he expressed condolences and extended prayers to Committee Member Jones and his family during this time of bereavement.

Following a virtual roll call by Chairman Moore, the following Committee Members were **Present (4):**

Chairman Britt W. Moore (remote participation)  
Committee Member Monica Peters (remote participation [joined at 4:05 p.m.])  
Committee Member Michael Holmes (remote participation)  
Committee Member Victor Jones (remote participation)

Staff Members Remotely Present:

Randy McCaslin, Interim City Manager; Eric Olmedo, Assistant City Manager; Greg Ferguson, Assistant City Manager; Jeron Hollis, Managing Director; JoAnne Carlyle, City Attorney; Meghan Maguire, Assistant City Attorney; Derrick Boone, Public Services Assistant Director; Stephen Hawryluk, Budget & Performance Manager; Travis Stroud, Interim Chief of Police; Courtney Hemphill, Police Finance Specialist; Lee Tillery, Parks & Recreation Director; Tracy Pegram, Parks & Recreation Assistant Director; Terry Houk, Public Services Director; Tyler Berrier, Electric Utilities Assistant Director; Sandy Dunbeck, Interim Economic Development Director; Marshall Yandle, Economic Development Manager; Bob Martin, Customer Services Director; Michael McNair, Community Development Director; Bobby Fitzjohn, Financial Services Director; Robby Stone, Public Services Deputy Director; Kim Thore, Right of Way Coordinator; Mary S. Brooks, Deputy City Clerk; and Lisa B. Vierling, City Clerk

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

### **PRESENTATION OF ITEMS**

#### **[2021-137](#)**

#### **Resolution - High Point Police Department Donation - West End Ministries**

City Council is requested to adopt a resolution approving the donation of surplus appliance and office furniture to West End Ministries for use at the community women's homeless shelter and authorize the City Manager or his designee to execute all necessary documents.

**Attachments:**    [1. HPPD Donation - West End Ministries](#)  
[Resolution Donation West End Ministries](#)

Travis Stroud, Interim Chief of Police, reported that the High Point Police Department (HPPD) was requesting consideration for approval to donate surplus appliances and office furniture to West End Ministries for use at their community women's homeless shelter; advised that the HPPD was currently leasing a facility on Habersham Road that holds the appliances, and office furniture; the lease will be expiring soon; and that the HPPD has no use for the new location of the High Point Police Headquarters.

Chairman Moore voiced the generosity of the HPPD; and spoke to the wonderful work the West End Ministries did for the city.

**Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the April 19, 2021 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 3-0 unanimous vote:**

Aye (3):    Chairman    Moore,    Committee    Member    Holmes,    and    Committee  
Member Jones

Absent (1):    Committee Member Peters

**recommended for approval, consent agenda**

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

## **2021-138**

### **Ordinance - Budget Amendment - Sale of Property**

City Council is requested to approve a budget amendment in the amount of \$140,101.00 to appropriate funds from the sale of property to cover additional expenses and purchases of foreclosed properties as part of the Core City Redevelopment program.

**Attachments:**    [2. Sale of Property Revenue - Budget Ordinance](#)  
[Ordinance Amend Sale of Property](#)

Stephen Hawryluk Budget and Performance Manager reported that for the period July 1, 2020 through March 31, 2021, the City of High Point had received \$140,101 in revenue from the sale of property. The proposed amendment appropriates these funds to cover additional expenses and purchases of foreclosed properties as part of the Core City Redevelopment program. There would be no budget impact; and the Financial Services Department is requesting the approval of the budget amendment.

**Chairman Moore moved to forward this matter to the City Council with**

a favorable recommendation and place it on the April 19, 2021 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 4-0 unanimous vote:

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

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

### 2021-139

#### **Resolution - Authorization of Installment Financing Contract for Fleet Vehicle Equipment Replacement**

City Council is requested to adopt a resolution authorizing the execution of an installment financing contract for Fleet Services to replace various public service fleet vehicles.

**Attachments:** [2a. Installment Financing Resolution Fleet Services](#)  
[Resolution Installment Financing Contract Fleet Vehicle Equipment Replacer](#)

Bobby Fitzjohn, Financial Services Director reported the issuance of any debt of the City requires the authorization of the City Council. Installment financing contracts were authorized pursuant to G.S. 160A-20. The FY 2020-2021 Budget identified the need for replacement of public service fleet vehicles, and this equipment has been ordered. This equipment would be financed over a 5-year period. It was recommended that City Council accept the bid with the lowest total cost of financing to Banc of America Public Capital Corporation. Banc of America Public Capital Corporation provided the City with an interest rate of 0.8558%, which was the lowest bidder. A summary of the bid results is attached in Legistar, and is hereby made a part of these minutes as a matter of information. The bid results were evaluated on the initial proposal which requested estimated funding not to exceed \$1,846,000.00 as budgeted. The repayment would be over ten years for a total repayment of \$1,887,750.40. Staff is requesting approval authorizing the execution and delivery of an installment financing agreement, a security agreement, and related documents in connection with the financing of various vehicles.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the April 19, 2021 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 4-0 unanimous vote:

Aye (4): Chairman Moore, Committee Member Peters, Committee Member

Holmes, and Committee

Member Jones

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

#### [2021-140](#)

##### **Contract - Matt's Janitorial Services, Inc.**

City Council is requested to award a contract extension for one (1) year to Matt's Janitorial Services, Inc. in the amount of \$100,560.00 to provide custodial services at eight (8) Parks & Recreation facilities.

**Attachments:** [3. Matt's Janitorial Contract Extension P&R](#)

Lee Tillery, Parks and Recreation Director reported that the request was for an extension of an expiring contract with Matt's Janitorial Services, Inc. to provide custodial services at eight different Parks and Recreation facilities. The extended contract would represent one additional year from July 1, 2021 to June 30, 2022 at a cost of \$100,560.00. Staff is recommending the approval of the contract extension for one year to Matt's Janitorial Services, Inc in the amount of \$100,560.00.

Chairman Moore inquired on the cost for services for last year. Mr. Tillery replied that one facility was added for janitorial services; and that the price did not go up, it remained the same.

**Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the April 19, 2021 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 4-0 unanimous vote:**

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

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

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

#### [2021-141](#)

##### **Grant Application - PARTF Parks & Recreation Trust Fund**

City Council is requested to certify and approve a PARTF Grant application in the amount of \$500,000 to assist with funding for the City Lake Park Phase 1 renovations.

**Attachments:** [4. PARTF App Authorization P&R](#)

Lee Tillery, Parks and Recreation Director reported that staff was preparing a grant application for \$500,000 to submit for a PARTF grant due on May 3, 2021. The application called for authorization of the High Point City Council endorsing the application and ensuring a local match would be provided should we be awarded the grant. The funds would be directed to the City Lake Park Phase 1 renovations. The PARTF grants required local governments applying for a grant to match the amount requested; and we would utilize bond funding for (\$500,000) as the required match. Staff is recommending the that council support the PARTF Grant application for \$500,000 that, if awarded, would assist with funding for the City Lake Park Phase 1 renovations.

**Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the April 19, 2021 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 4-0 unanimous vote:**

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

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

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

## [2021-142](#)

### **Contract - Sharpe Brothers - Street Resurfacing**

City Council is requested to award a contract to Sharpe Brothers, A Division of Vecellio & Grogan, Inc. in the amount of \$2,773,980.09 for the resurfacing of specific streets identified and that the appropriate City official be authorized to execute all necessary documents.

**Attachments:** [5. City Streets Resurfacing](#)

[SIGNED\\_\\_ City Streets Resurf - Recommendation Form](#)

Terry Houk, Public Services Director reported that the city performs Street Resurfacing on an annual basis for routine maintenance. The list of roads to be resurfaced was generated from a pavement condition survey which was performed every three years that assesses the City's road/pavement ratings. There was a total of three (3) bidders for the advertised project. Shape Brothers, A Division of Vecellio & Grogan Inc. was the lowest bidder when bids were opened on April 1, 2021. The Public Services Department is recommending approval of the contract and that the appropriate City official and/or employee be authorized to execute all necessary documents to award the project to Sharpe Brothers, A Division of Vecellio & Grogan, Inc. in the amount of \$2,773,980.09.

Chairman Moore inquired on the progress of catching up on inventory. Mr. Houk replied that the progress was improving.

**Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the April 19, 2021 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 4-0 unanimous vote:**

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

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

### [2021-143](#)

**Contract - Summit Design & Engineering Services - (CEI) Contract Administration & Construction Engineering & Inspection - City of High Point Streets Resurfacing Project**

City Council is requested to award a contract to Summit Design and Engineering Services in the amount of \$116,200.00 for Contract Administration and Construction Engineering & Inspection (CEI) services for the annual City of High Point Streets Resurfacing Project.

**Attachments:** [6. Engineering & Inspection - City Streets Resurfacing](#)

Terry Houk, Public Services Director reported that the Public Services Department would require Contract Administration and Construction Engineering & Inspection (CEI) services for the annual City of High Point Streets Resurfacing Project and would like for Summit Design and Engineering Services to perform these duties; said that staff had traditionally performed CEI for the annual Streets Resurfacing project. The contract completion date would be on October 1, 2021. The Public Services Department is recommending that this request under the On-Call Master Agreement RFQ 09-090617 (approved by Council 10/02/2017) for Summit Design and Engineering Services in the amount of \$116,200.00.

**Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the April 19, 2021 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 4-0 unanimous vote:**

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

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

[2021-144](#)**Resolution - Upset Bid - Sale of City Owned Property - 1523 Willard Ave & 1002 Gordon St**

City Council is requested to adopt a resolution accepting an offer of \$16,500.00 and authorize the sale of the properties located at 1523 Willard Avenue and 1002 Gordon Street through the upset bid procedure of N.C.G.S. 160A-269 and directs the City Clerk to publish a public notice of the proposed sale in accordance with N.C.G.S. 160A-269.

**Attachments:** [7. Sale of City Owned Properties Willard and Gordon](#)  
[Resolution Upset Bid 1523 Willard Rd and 1002 Gordon Rd](#)  
[Quit Claim Deed 1523 Willard Rd and 1002 Gordon Rd](#)

Kim Thore, Right of Way (ROW) Coordinator reported that the city received an offer of \$16,500 from Sterling Real Estate Development of NC, LLC for two City owned properties located at 1523 Willard Avenue (Parcel No. 193298) consisting of 9,147 square feet (0.21 ac), and 1002 Gordon Street (Parcel No. 183836) consisting of 10,454 square feet (0.24 ac). Staff is requesting the approval to adopt a resolution accepting the offer of \$16,500.00 and authorizing the sale of the properties located at 1523 Willard Avenue and 1002 Gordon Street through the upset bid procedure of N.C.G.S. 160A-269, and directed the City Clerk to publish a public notice of the proposed sale in accordance with N.C.G.S. 160A-269.

**Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the April 19, 2021 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 4-0 unanimous vote:**

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

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

[2021-153](#)**Resolution - Support of the Community Project Funding for the High Point Shelter & Day Center in the US House Appropriations Committee**

City Council is requested to adopt a resolution in support of the Community Project Funding for the High Point Shelter & Day Center in the US House Appropriations Committee.

**Attachments:** [7A. Resolution in Support of Homeless Shelter and Day Center](#)  
[High Point Shelter and Day Center Resolution \(signed\)](#)

Greg Ferguson, Assistant City Manager reported staff had submitted two projects under the newly open federal Community Project Funding process (Congressional



Earmarks). The deadline did not allow a resolution of support to be considered by City Council prior to the submittal. Representative Manning's office had indicated that a resolution could still be submitted; and that the City would need to provide a match and staff had identified those funds, should the projects be funded. Staff is requesting approval to adopt a resolution in support of the Community Project Funding for the High Point Shelter & Day Center in the US House Appropriations Committee that the appropriate City official and/or employee be authorized to execute all necessary documents.

**Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the April 19, 2021 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 4-0 unanimous vote:**

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

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

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

#### [2021-154](#)

#### **Resolution - Support of the High Point Multi-Modal Connector Greenway in the US House Appropriations Committee**

City Council is requested to adopt a resolution in support of the Community Funding Project for the High Point Multi-Modal Connector Greenway.

**Attachments:** [7B. Resolution in Support Connector Greenway](#)  
[High Point Multi Modal Greenway Resolution \(signed\)](#)

Greg Ferguson, Assistant City Manager reported staff has submitted two projects under the newly open federal Community Project Funding process (Congressional Earmarks). The deadline did not allow a resolution of support to be considered by City Council prior to the submittal. Representative Manning's office had indicated that a resolution could still be submitted; and that the City would need to provide a match and staff had identified those funds, should the projects be funded. Staff is requesting approval to adopt a resolution a in support of the Community Project Funding for the High Point Multi-Modal Connector Greenway in the US House Appropriations Committee and that the appropriate City official and/or employee be authorized to execute all necessary documents.

**Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the April 19, 2021 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 4-0 unanimous vote:**

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

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

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

## **PUBLIC HEARING**

### **2021-145**

#### **Public Hearing - Project Fleet - High Point Economic Development Corporation**

Monday, April 19, 2021 at 5:30pm is the date and time established to receive public comments regarding a request for City Council to approve performance based incentives up to the amount of \$320,000 for RUD Fleet Corporation project to be located at 209 N. Main Street and authorize the City Manager to execute a performance agreement containing benchmarks for the company to achieve and a schedule for the payment of such incentives.

**Attachments:** [8. RUD Fleet Corp EDC Public Hearing RUD - PPP \(4.19.21\).pdf](#)

Sandy Dunbeck, Interim Economic Development Director reported that she was pleased to announce that city was asked to consider a request from RUD Fleet Corporation, to authorize performance-based incentives based upon the targeted downtown office policy for a project at 209 North Main Street in the amount of \$320,000. RUD Fleet is a current High Point business focused in the transportation and logistics industry. The company is currently located at 1200 Eastchester Drive and provides services to make vehicles ready upon delivery; that a representative from RUD Fleet would be at the April 19th City Council meeting to make a presentation; and would provide more details.

**For Information Only**

## **ADJOURNMENT**

There being no further business to come before the Finance Committee, Chairman Moore asked if there were any objections to adjourn the meeting. There being none, the meeting was adjourned at 4:28 p.m.

Respectfully Submitted,

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Britt W. Moore, Chairman

Attest:

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Mary S. Brooks, Deputy City Clerk