

City of High Point

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



Minutes

Thursday, May 13, 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)

FINANCE COMMITTEE - Mayor Pro Tem Britt W. Moore, Chair**CALL TO ORDER**CALL TO ORDER (Virtual Roll Call)

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

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

Chairman Britt W. Moore
Committee Member Monica Peters
Committee Member Michael Holmes (remote participation)
Committee Member Victor Jones

Staff Members Present:

Randy McCaslin, Interim City Manager; Eric Olmedo, Assistant City Manager,
and Mary S. Brooks, Deputy City Clerk

Staff Members Remotely Present:

JoAnne Carlyle, City Attorney; Derrick Boone, Public Services Assistant
Director; Stephen Hawryluk, Budget & Performance Manager; Terry Houk,
Public Services Director; Bobby Fitzjohn, Financial Services Director; Robby
Stone, Public Services Deputy Director; and Trevor Spencer, Engineering
Services Director

PRESENTATION OF ITEMS**[2021-192](#)****Contract - Registers Creek Lift Station and Force Main Construction - Jimmy R. Lynch and Sons Inc.**

City Council is requested to award a contract to Jimmy R. Lynch & Sons for the construction of the new Registers Creek Lift Station and force main in the amount of \$8,504,452.27.

Attachments: [2. Registers Creek Liftstation Construction- Jimmy R Lynch and Sons Inc](#)
[SIGNED Recommendation Form - Council Approval - Registers Creek- JR](#)

Derrick Boone, Public Services Assistant Director reported that the Registers Creek lift station is a duplex pump station that was built in 1990 and serves a portion of the sewer collection system on the east side of High Point. It received flow from both High Point, Jamestown, Sedgefield, and Greensboro and had a

permitted firm capacity of 1.015 MGD. The lift station was near full capacity. The scope of the project would be to construct a new lift station located on the existing lift station site with a peak capacity of 4.2 MGD and approximately 16,577 LF of 18-inch force main that would extend down to Vickery Chapel Road to and along Kivett Drive. The proposed improvements would result in the Registers Creek lift station having the ability to convey the projected 2040 peak flow of 4.2 MGD and reduce flow to the Riverdale pump station. A total of 5 bid proposals were received and Jimmy R. Lynch and Sons, Inc was the lowest responsive bidder. The Public Services Department is recommending approval for the contract with Jimmy R. Lynch and Sons, Inc in the amount of \$8,504,452.27.

Chairman Moore spoke to how much cities spend on infrastructure.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the May 17, 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 Jones, Committee Member Peters, and Committee Member Holmes

[2021-193](#)

Ordinance - Capital Project - Registers Creek Lift Station and Force Main

Construction

City Council to approve the capital project ordinance to appropriate \$9,600,000 for the Registers Creek Lift Station and Force Main construction.

Attachments: [3. Capital Project Ordinance - Registers Creek Lift Station and Force Main C](#)
[Ordinance Capital Project Lift Station](#)

Stephen Hawryluk, Budget and Performance Manager reported that a capital project ordinance was needed to appropriate \$9,600,000 for the Registers Creek Lift Station and Force Main construction. The project would be funded by water and sewer revenue bonds. The project was estimated to cost approximately \$9.6 million in total. Water and sewer revenue bonds are expected to be issued in FY 2021-22. The Financial Services Department is recommending approval of the capital project ordinance for the Registers Creek Lift Station and Force Main construction.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the May 17, 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 Jones, the motion carried by the following 4-0 unanimous vote:

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

[2021-194](#)

Amendment - #2 Freese & Nichols - Engineering Service - Registers Creek Left Station and Force Main

City Council is requested to approve Amendment #2 with Freese & Nichols in the amount of \$125,770.00 to extend the duration of the engineering services for an additional 6 months, and additional design and permitting effort to redesign the force main to cross to the opposite side of Kivett Drive at the Deep River crossing.

Attachments: [4. FreeseNichols- Registers Creek Liftstation- Design -Amendment 2](#)

Derrick Boone, Public Services Assistant Director reported that this amendment modified the original agreement entered on July 2019 for engineering services related to the Registers Creek lift station and force main design. The scope of services was amended to include the additional duration of the additional design and professional services. The Public Services Department is recommending approval of the amendment to Freese and Nichols in the amount of \$125,770.00.

Chairman Moore inquired on any issues during construction. Mr. Boone replied that during construction additional design work was required, because of unexpected changes, in order to complete the project.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the May 17, 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 Jones, Committee Member Peters, and Committee Member Holmes

[2021-195](#)

Sole Source Contract - Ward Plant - Perkinson - Auma Valves

City Council is requested to award a sole source contract to the Perkinson Company in the amount of \$60,020.00 as a sole source vendor to supply the parts, install and upgrade the older Auma valves to interface directly to new control system at the Ward WTP.

Attachments: [5. Sole Source-WardPLTPerkinson](#)

[SIGNED Sole Source Perkinson - Council](#)

Terry Houk, Public Services Director reported that in the Public Services department would be utilizing the Perkinson Company to upgrade the older Auma actuators to enable Ward Plant contractor to direct connect to all valves. This improvement would add additional life to the older actuators saving the City money and make it easier for Plants Maintenance to troubleshoot if an issue occurs. Public Services is recommending that the Perkinson Company be awarded a contract as a sole source vendor to supply the parts and install the parts to upgrade the older Auma valves to interface directly to new control system at the Ward WTP for the amount \$60,020.00.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the May 17, 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 Jones, Committee Member Peters, and Committee Member Holmes

[2021-196](#)

Contract - Breece Enterprises, Inc. - East State Water & Sewer Improvements

City Council is requested to award a contract to Breece Enterprises, Inc. in the amount of \$674,055.00 for the replacement of failing and outdated water and sanitary sewer mains installed in 1928 and services as well as resurfacing the roadway along East State Avenue from N. Main St. to Johnson St. and that the appropriate City official and/or employee be authorized to execute all necessary documents.

Attachments: [10. East State Water and Sewer Improvements](#)

[SIGNED Recommendation Bid 17-050521 East State Ave Water and sewer](#)

Trevor Spencer, Engineering Services Director reported that the contract with Breece Enterprises included replacing the failing and outdated water and sanitary sewer along East State Avenue from N. Main St. to Johnson St. The existing water and sewer utilities were originally installed in 1928. On behalf of the Public Services Department, the Engineering 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 contract to Breece Enterprises, Inc. as the lowest responsive bidder at the bid amount of \$674,055.00.

Chairman Moore asked was the resurfacing of the roadways after replacement of the water and sewer utilities included in the price. Mr. Spencer replied yes; and that the project would start around late July or August of this year.

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

favorable recommendation and place it on the May 17, 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 Jones, Committee Member Peters, and Committee Member Holmes

[2021-197](#)

Tax Collection Orders- Forsyth County Tax Administration- for Collection of Fiscal Year 2021 Taxes **and Collection of 2020 and Prior Years' Taxes**

City Council is requested to approve the Tax Collection Orders as requested by the Forsyth County Tax Administration for collection of Fiscal Year 2021 Taxes and collection of 2020 and prior years' taxes by the Forsyth County Tax Administration office for areas of High Point located in Forsyth County, and to authorize the appropriate City Official to execute the Tax Collection Orders.

Attachments: [6. Resolution Forsyth County Tax Collection 2021](#)
[Resolution Collection 2021 Taxes](#)
[Resolution Collection 2020 and Prior Years Taxes](#)

Eric Olmedo, Assistant City Manager advised that the online version for Forsyth County was incorrect.

Bobby Fitzjohn, Financial Services Director reported that the Financial Services Department is recommending that City Council authorize the forms of resolution required by the Forsyth County Tax Department for the administration and collection of property taxes for City of High Point parcels located in Forsyth County during the 2022 fiscal year. The City of High Point is the only municipality in North Carolina that have taxable property in four different counties - Guilford, Randolph, Davidson, and Forsyth. The Forsyth County Tax Collector's Office required an annual affirmation of their authority initially approved by City Council in 2012 to administer and collect High Point's taxes within Forsyth County. Council is requested to authorize the appropriate City Official to execute an agreement between Forsyth County and the City of High Point for the collection of the 2021 taxes and for the collection of 2020 and prior years' taxes by the Forsyth County Tax Administration office for areas of High Point located in Forsyth County. Chairman Moore noted that having four different counties a part of High Point is what makes it unique.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the May 17, 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 Jones, Committee Member Peters, and Committee Member Holmes

[2021-198](#)

Approval- FY 2021-2022 Annual Budget and Contract for the High Point Convention & Visitors Bureau (Visit High Point Inc.)

City Council is requested to approve the FY 2021-22 Convention and Visitors Bureau budget and authorize the City Manager to execute a contract with the High Point Convention and Visitors Bureau for FY 2021-22.

Attachments: [7. FY 2021-22 Convention and Visitors Bureau Budget and Contract](#)

Stephen Hawryluk, Budget and Performance Manager reported that this was a request to approve the FY 2021-22 Convention and Visitors Bureau budget and authorize the City Manager to execute a contract with the High Point Convention and Visitors Bureau for FY 2021-22. The Convention and Visitors Bureau (CVB) requested that the City Council approve its budget on an annual basis; and noted that representative from CVB would be at the Manager's Briefing on May 17th to present a presentation on their FY 2021-22 budget. The Financial Services Department is recommending the approval of the FY 2021-22 Convention and Visitors Bureau budget and authorize the City Manager to execute a contract with the High Point Convention and Visitors Bureau for FY 2021-22.

Committee Member Jones moved to forward this matter to the City Council with a favorable recommendation and place it on the May 17, 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 Jones, Committee Member Peters, and Committee Member Holmes

[2021-199](#)

Approval- FY 2021-2022 Annual Budget for the Market Authority

Council is requested to approve the FY 2021-2022 Annual Budget for the Market Authority.

Attachments: [8. FY 2021-22 Market Authority Budget](#)

Stephen Hawryluk, Budget and Performance Manager reported that this was a request to approve the FY 2021-22 Market Authority budget. The Market Authority requested that the City Council consider its draft budget. This draft budget was approved by the Market Authority Executive Committee on May 4, 2021, and plans were for the Market Authority Board to finalize the budget on June 9, 2021; and noted that representative of the Market Authority would be at the May 17th

Manager's Briefing to present a presentation on their FY 2021-22 annual budget. The Financial Services Department is recommending approval of the FY 2021-22 Market Authority budget.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the May 17, 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 Jones, Committee Member Peters, and Committee Member Holmes

PUBLIC HEARING

2021-200

Public Hearing - Proposed FY 2021-22 City of High Point Annual Budget

Monday, May 17, 2021 at 5:30 pm is the date and time established to receive public comments on the proposed 2021-2022 City of High Point Annual Budget.

Attachments: [9. Public Hearing - Proposed FY 2021-22 City of High Point Budget](#)
[Public Comments- Public Hearing on the Proposed FY 2021-2022 Budget.pdf](#)
[Council Budget Review Follow up-May 17 2021.pdf](#)

Chairman Moore advised that this item was for information purposes only; and that the public hearing would be held at the May 17, 2021 meeting of Council at 5:30 p.m.

ADJOURNMENT

There being nothing further to come before the Finance Committee, the meeting adjourned at 4:21 p.m. upon motion duly made and seconded.

Respectfully Submitted:

Britt Moore, Chairman

Attest:

Mary S. Brooks, Deputy City Clerk