

City of High Point

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



Minutes

Thursday, July 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)

CALL TO ORDER

Chairman Moore called the meeting to order at 4:03 p.m.. He pointed out two of the Finance Committee members were out of town and thanked Alternate Finance Committee Member, Mayor Jay Wagner for filling in.

The following were present (3):

Mayor Pro Tem Britt Moore, Chairman
Council Member Monica Peters, Member
Mayor Jay Wagner, Alternate Member

The following members were absent (1):

Council Member Victor Jones, Member
Council Member Michael Holmes, Member

Staff Members Present:

Randy McCaslin, Interim City Manager; Eric Olmedo, Assistant City Manager; Greg Ferguson, Assistant City Manager; Jeron Hollis, Managing Director; JoAnne Carlyle, City Attorney; Ryan Ferguson, Marketing Manager; Robby Stone, Deputy Public Services Director; Lee Tillery, Director of Parks & Recreation; Mark McDonald, Director of Transportation; Travis Stroud, Police Chief; Derrick Boone, Assistant Director of Public Services; Stephen Hawryluk, Budget and Performance Manager; Roslyn McNeill, Budget Analyst; Kevin Rogers, Fleet Services Director; Petulla Clark, Assistant Chief-High Point Police Department; Tim McKinney, Facility Maintenance Services; and Lisa Vierling, City Clerk

Present 3 - Chair Britt Moore, Monica Peters, and Jay Wagner

Absent 2 - Michael Holmes, and Victor Jones

PRESENTATION OF ITEMS**[2021-282](#)****Interlocal Agreement - Guilford County-Animal Sheltering**

City Council is requested to approve a 3-year Interlocal Agreement with Guilford County for the provision of animal sheltering for the period of July 1, 2021 - June 30, 2024.

Attachments: [1. Guilford County Animal Shelter Interlocal Agreement](#)

Police Chief Travis Stroud reported this will be a three-year agreement with Guilford County for the Guilford County Animal Shelter located on W. Wendover Avenue. He advised the county would have all the financial responsibility for the facility and noted that this in no way affects High Point's animal collection service that is done through the High Point Police Department.

A motion was made by Chair Moore, seconded by Committee Member Peters, that this matter be forwarded to the City Council with a favorable recommendation and placed on

the July 19, 2021 City Council Finance Committee Consent Agenda for approval. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:

Aye: 3 - Chair Moore, Peters, and Wagner

Absent: 2 - Holmes, and Jones

[2021-284](#)

Contract - Trapeze Software Group - Transit System Asset Maintenance & Management

City Council is requested to award a contract to Trapeze Software Group in the amount of \$342,309 for High Point Transit System FTA asset maintenance and management.

Attachments: [3. Trapeze Software Group-Transit Equipment & Facility Maintenance Softw](#)

Mark McDonald, Director of Transportation, reported this is for the purchase of a software package intended for the city's equipment and fleet management system for High Point's transit system. He explained that it is a specialized software package that is on State contract and is something that will allow the city to meet all federal guidelines as specified by the Federal Transit Authority (FTA) for annual fleet maintenance and equipment management. The one-time project cost for licensing, implementation, and expenses is \$297,894; annual maintenance cost for the first five years totals \$44,325 or about \$8,900 a year; the project will be funded through existing FTA grants at a cost share of 80% federal and 20% local city dollars. Staff recommends award of the contract to Trapeze Software in the amount of \$342,309.

A motion was made by Chair Moore, seconded by Committee Member Peters, that this matter be forwarded to the City Council with a favorable recommendation and placed on the July 19, 2021 City Council Finance Committee Consent Agenda for approval. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:

Aye: 3 - Chair Moore, Peters, and Wagner

Absent: 2 - Holmes, and Jones

[2021-285](#)

Contract - Carolina Industrial Equipment - Freightliner Leaf Vacuum Truck

City Council is requested to award a contract to Carolina Industrial Equipment for the purchase of a Freightliner truck with ODB DCL800SM25 including truck, training, and delivery in the amount of \$215,306 and include declaring the old truck as surplus and disposing through the online auction process.

Attachments: [4. Carolina Industrial Equipment-Freightliner Leaf Truck](#)

Kevin Rogers, Director of Fleet Services, advised the Stormwater Division of the Public Services Department is currently using a 2007 Freightliner with a John Deere Model SCL800SM25 that needs to be replaced due to the overall condition. The new truck, an ODB, will meet their needs. The price of the vehicle is \$215,306 and includes training and delivery. This truck will be purchased through the NC Sheriff's Association contract. Funds are available in this year's

budget and Fleet Services recommends approval of the purchase of the new Freightliner truck from Carolina Industrial Equipment and to declare the old truck as surplus to be disposed of through the online auction process.

Chairman Moore asked if the truck would have to be built and the anticipated delivery time. Mr. Rogers replied that the truck would have to be built and delivery time would be 240-360 days.

A motion was made by Chair Moore, seconded by Committee Member Peters, that this matter be forwarded to the City Council with a favorable recommendation and placed on the July 19, 2021 City Council Finance Committee Consent Agenda for approval. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:

Aye: 3 - Chair Moore, Peters, and Wagner

Absent: 2 - Holmes, and Jones

[2021-286](#)

NC Sheriff's Association Contract #22-06-0426 - Carolina Environmental Systems - Freightliner Knuckleboom Truck

City Council is requested to award a NC Sheriff's Association Contract# 22-06-0426 to Carolina Environmental Systems, Inc. for the purchase of a Freightliner truck with Pac Mac model KB-20H-HJ in the amount of \$153,983 for the truck, training, delivery and include declaring the old truck as surplus and disposing through the online auction process.

Attachments: [5. Carolina Environmental Systems-Freightliner Knuckleboom Truck](#)

Kevin Rogers, Director of Fleet Services, reported that the Environmental Services Division is currently using a 2021 Freightliner Knuckleboom and Peterson TL3 that needs to be replaced due to the condition. The new Freightliner truck is similar to other trucks currently being used by the city and will meet their needs. The cost of the new truck is \$153,983 and includes training and delivery and will be purchased under the NC Sheriff's Association contract. The estimated delivery for the new truck is 240-360 days. Funds are available in the 2021-2022 budget and Fleet Services recommends purchasing the new truck with Pac Map KB-20H-HJ from Carolina Environmental Systems and to declare the old truck as surplus to be disposed of through the online auction process.

A motion was made by Chair Moore, seconded by Committee Member Wagner, that this matter be forwarded to the City Council with a favorable recommendation and placed on the July 19, 2021 City Council Finance Committee Consent Agenda for approval. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:

Aye: 3 - Chair Moore, Peters, and Wagner

Absent: 2 - Holmes, and Jones

[2021-287](#)

Contract - HH Architecture - Construction Administration (CA) & Close-Out Contract

City Council is requested to award a contract to HH Architecture in the amount of \$396,900

for Construction Administration (CA) and close-out services for the High Point City Lake Park - Site Master Plan Phase 1.

Attachments: [7. HH Architecture Construction Administration \(CA\) & Close-Out Contract](#)

Lee Tillery, Director of Parks & Recreation, advised that HH Architecture has been on board with the city from the start of this project with a schematic design and they have carried us through the design process and will continue to work with the city on this contract through the construction administration and close out, which will be very important in this particular project. Staff recommends approval of the contract to HH Architecture in the amount of \$396,900.

Chairman Moore asked if the meetings on the project have been in person or virtual. Mr. Tillery advised that the meetings were virtual for a long time, but in the last month, the construction meetings have now been moved to on-site meetings.

A motion was made by Chair Moore, seconded by Committee Member Wagner, that this matter be forwarded to the City Council with a favorable recommendation and placed on the July 19, 2021 City Council Finance Committee Consent Agenda for approval. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:

Aye: 3 - Chair Moore, Peters, and Wagner

Absent: 2 - Holmes, and Jones

[2021-288](#)

Contract/Change Order #8 - Wharton & Smith, Inc. - Ward Water Treatment Plant Upgrades

City Council is requested to approve Change Order #8 with Wharton & Smith, Inc. in the amount of \$39,002 for additional work performed as part of the Ward Water Treatment Plant Upgrade Project.

Attachments: [8. Wharton & Smith Change Order #8 - Ward Water Treatment Plant Upgrad](#)

Derrick Boone, Assistant Director of Public Services, explained the original contract for the electrical and HVAC upgrades at the Ward Water Treatment Plant was awarded to Wharton & Smith on September 18, 2018 which was a 3-year contract. Estimated completion time for the project is September 2021. There are two items covered under Change Order #8: additional installation of steel grade supports to close openings that came up during the demolition of the air handling unit; and additional electrical provisions for transfer pumps 5 and 6 and the adjustable frequency drives for transfer pumps 2 and 3. He advised there have now been eight (8) change orders to the contract with Wharton & Smith. The City Council approved Change Order #4 on November 2, 2020 and staff is coming back to Council for approval of this change order because the accumulative amount of Change Orders #5 through #8 is greater than \$90,000; the original contract amount is \$12,737.00 and the new contract amount with the approval of Change Order #8 is \$13,404,448. Staff recommends approval of Change Order #8 to the Wharton & Smith contract in the amount of \$39,002.

A motion was made by Chair Moore, seconded by Committee Member Wagner, that this

matter be forwarded to the City Council with a favorable recommendation and placed on the July 19, 2021 City Council Finance Committee Consent Agenda for approval. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:

Aye: 3 - Chair Moore, Peters, and Wagner

Absent: 2 - Holmes, and Jones

2021-289

Contract - The Bradley Group - Material Recovery Facility (MRF) Temporary Labor Services

City Council is requested to award a contract to The Bradley Group in the amount of \$120,000 for temporary labor services for the purpose of assisting with current sorting of recyclable materials and that the appropriate City official be authorized to execute all necessary documents.

Attachments: [9. Materials Recovery Facility \(MRF\) -The Bradley Group - Temporary Labor](#)

Robby Stone, Deputy Director of Public Services, advised that bids were accepted for temporary services for the MRF facility; that staff brought a recommendation forward about a month ago and recommended award of the contract to the low bidder, People Ready at that time; however, they requested multiple changes to the contract after the bids were received that the city could not agree to; staff is now recommending the contract be awarded to the second lowest bidder, The Bradley Group; staff consulted with them regarding the contract language and they are willing to move forward. Public Services is recommending awarding the temporary services contract for the Material Recycling Recovery Facility to The Bradley Group in the amount of \$120,000.

Chairman Moore asked if staff obtains references on these types of temporary companies. Mr. Stone explained that the city has been using the original company selected, People Ready, for the past four years, so no references were obtained; however, they did obtain references for the second company, The Bradley Group.

A motion was made by Chair Moore, seconded by Committee Member Peters, that this matter be forwarded to the City Council with a favorable recommendation and placed on the July 19, 2021 City Council Finance Committee Consent Agenda for approval. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:

Aye: 3 - Chair Moore, Peters, and Wagner

Absent: 2 - Holmes, and Jones

2021-290

Contract - Johnson Controls Inc. - HVAC Maintenance Services

City Council is requested to award a contract to Johnson Controls Inc. in the amount of \$1,493,590.09 for HVAC maintenance services and authorize the appropriate city official to execute all necessary documents.

Attachments: [10. Johnson Control HVAC Maintenance Services](#)

Tim McKinney, Director of Facility Services, advised this is a request for Council approval of a five-year contract for 41 of the city's buildings within the city including several hundred pieces of equipment under a total maintenance contract in the amount of \$1,493,590.09.

A motion was made by Chair Moore, seconded by Committee Member Wagner, that this matter be forwarded to the City Council with a favorable recommendation and placed on the July 19, 2021 City Council Finance Committee Consent Agenda for approval. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:

Aye: 3 - Chair Moore, Peters, and Wagner

Absent: 2 - Holmes, and Jones

[2021-291](#)

Contract - Johnson Controls Inc. - Security and Fire Alarm Services

City Council is requested to award a contract to Johnson Controls Inc. in the amount of \$303,994 for Security and Fire Alarm services. and authorize the appropriate city official to execute all necessary documents.

Attachments: [11. Johnson Control Security and Fire Alarm Services](#)

Tim McKinney, Director of Facility Services, advised the city has its fire and security alarms located in 15 different facilities. The contract is based on a five-year price in the amount of \$303,994. Staff recommends approval.

A motion was made by Chair Moore, seconded by Committee Member Peters, that this matter be forwarded to the City Council with a favorable recommendation and placed on the July 19, 2021 City Council Finance Committee Consent Agenda for approval. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:

Aye: 3 - Chair Moore, Peters, and Wagner

Absent: 2 - Holmes, and Jones

[2021-292](#)

Resolution - Lease of City Owned Residential Property - 809 & 811 Aberdeen Road, 3300 Hillside

City Council is requested to adopt a resolution approving the lease of 809 Aberdeen Road, 811 Aberdeen Road, and 3300 Hillside Drive for a period of five years under the terms and conditions contained in the lease and authorizes the City Manager to execute all necessary documents.

Attachments: [12. Lease of City Owned Property--809 811 Aberdeen-3300 Hillside](#)
[Signed Resolution Lease Residential Properties](#)

City Attorney JoAnne Carlyle advised this is a request that Council adopt a resolution for the lease of the city-owned properties at 809 Aberdeen Road, 811 Aberdeen Road, and 3330 Hillside Drive for a period of five years. The anticipated revenue that would be collected by the city is \$20,940 and it is for residential purposes.

Mayor Wagner asked if the city knows who the tenants for these properties will be. Ms. Carlyle advised that is a renewal lease as the tenants are already in these houses.

A motion was made by Committee Member Wagner, seconded by Chairman Moore, that this matter be forwarded to the City Council with a favorable recommendation and placed on the July 19, 2021 City Council Finance Committee Consent Agenda for approval. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:

Aye: 3 - Chair Moore, Peters, and Wagner

Absent: 2 - Holmes, and Jones

2021-308

Letter of Extension to the Land Disposition Agreement (LDA)- Elliott Sidewalk Communities (ESC)

City Council is requested to approve the Letter of Extension to the Land Disposition Agreement with Elliott Sidewalk Communities (ESC) as presented in the LDA Leter dated July 19, 2021. This will be the Second Amendment to the LDA dated December 15, 2020, the date associated with Building C. The approval of this Second Amendment will extend the deadline for the Certificate of Occupancy for Building C to the last day of October 2021.

Attachments: [Agenda Item 7-19-21 Extension Letter with ESC](#)
[21-0719 LDA Letter Agreement re-275 North Elm](#)

Chairman Moore moved to suspend the rules to add this matter to the agenda for consideration. Committee Member Wagner made a second to the motion to suspend the rules. Following a roll call vote by Chairman Moore, the motion to suspend the rules carried by the following 3-0 unanimous vote:

Greg Feruson, Assistant City Manager, reported that the city currently has Land Development Agreement (LDA) between the City and Elliott Sidewalk Communities (ESC) that was effective April 15, 2019. He explained there was a date associated with Building C, which is the building known as the Food Hall or 275 N. Elm, which has been under construction since last year. He noted the Certificate of Occupancy was set for no later than the last day of July 2021; however, during recent discussions with the developer, they learned that they are not going to hit that target date although they are very much on track to get finished as quickly as possible so they can get the sub-tenants in the building. There is a major tenant that is associated with 4, 2, and 3 that the city has approved an incentive policy for with a time frame of March 2022 for occupancy. The other occupancy in the building is going to be mostly food vendors.

He explained that the building would get a temporary Certificate of Occupancy (TCO) and as they finish out the additional spaces and floors, those would come online, so it would be a phased completion; however, this would extend that initial Certificate of Occupancy to the last day of October 2021.

Committee Member Peters asked if certain parts of the building could be

occupied with the extension of the Certificate of Occupancy to October 2021. Mr. Ferguson replied in the affirmative and further explained that a TCO can be granted for an area specific to the building if the fire safety, life safety items have been completed and this would allow the upfits to occur. He noted with this building, there would be multiple sub-tenants finishing out spaces which will all be on different schedules and the major tenant for Floors #2 and #3 would be working under a separate permit.

Committee Member Peters stated she was told that the Food Hall would be open by the middle of October and that she was disappointed that it will not be, but would vote in favor of the extension.

Chairman Moore mentioned the struggles everyone is grappling with in the supply/labor chain and felt confident that they would push it through as quickly as possible.

A motion was made by Committee Member Wagner, seconded by Chairman Moore, that this matter be forwarded to the City Council with a favorable recommendation and placed on the July 19, 2021 City Council Finance Committee Consent Agenda for approval. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:

Aye: 3 - Chair Moore, Peters, and Wagner

Absent: 2 - Holmes, and Jones

[2021-283](#)

Consideration of Funding - Outside Non-Profit Agencies

City Council is requested to finalize recommendation for the funding of outside non-profit agency requests.

Attachments: [Outside Agency - FY 2021-2022 Funding Request](#)

Chairman Moore stated for the record that the recommendations on the outside agency funding requests are generally done before this time of the year and that the Finance Committee is considering the applications that were received as part of the process. He spoke to how this is always a difficult thing to do because there are a lot of great agencies, well-intended people that do a lot of good things in the community; how the city's policy is to evaluate applications with a set of guidelines. He proceeded to read an excerpt of a paragraph from the policy which states:

"The city of High Point is committed to providing financial assistance to nonprofit agencies which assists the city in carrying out its mission. Nonprofit agency funding is distributed on an annual basis through an established process that ensures transparency, accountability, and consistency in the funding of nonprofit

agencies."

He pointed out that the city received \$767,308 in requests; however, under the guidelines that the city operates under, only \$337,438 is available. He noted the applications start coming in in March, so he would like the Committee no later than mid-November have a meeting to review the nonprofit agency application guidelines to ensure that everything is clear as far as what the city expects of them and the reality because this policy has been in place for a while.

Chairman Moore then read the following funding recommendations for the outside agency funding.

Caring Services \$10,000
Greater High Point Food Alliance \$15,000
Helping Hands \$15,000
High Point Arts Council \$90,000
High Point Discovered (new) \$15,000
High Point LEAP \$15,000
Macedonia Family Resource Center \$21,000
Open Door Ministries \$20,000
Salvation Army Boys & Girls Club \$15,000
Theatre Art Gallery \$31,000
Food Pantry of the Triad \$20,000
West End Ministries \$30,000
YWCA \$25,000

Total: \$322,000

Chairman Moore noted this would leave an excess of \$15,000 that could be used for events that might come up during the year. He mentioned the recent substantial requests by Forward High Point and the uncertainty regarding that and asked if some of this funding might be considered for that and if there is any more clarification on the money coming out of Washington for the American Relief Funds and what organizations might be receiving some of those funds. He asked if it might be possible that some of these organizations may still get some of that funding when it becomes available. Assistant City Manager Eric Olmedo replied that it is possible.

Committee Member Peters asked the Committee to also consider at least \$10,000 in funding for D-Up Basketball Fundamentals for their "Well Centered Me" Program. She noted they have 55 students enrolled in their program that they would like for them to have access to mental health and wellness services. She then shared some statistics in their application: 75-80% of children and youth in the United States are in need of mental health services and they do not receive them. She noted that they are asking for \$60,000, but she is proposing that the

Committee consider at least \$10,000 in funding for them and suggested this additional funding be taken from the existing \$15,000 that would be left in reserves for future requests. After a brief discussion on where they are located, it was noted that they have a couple of buildings on Washington Street where they provide their services.

Committee Member Peters hoped the money received through the COVID Relief funding could be used to fill in the gap and replace the \$15,000 in funding intended for reserves for future requests.

Mayor Wagner expressed concerns that they would still be able to carry out the program since they asked for \$60,000 in funding and will only receive \$10,000. Committee Member Peters had no doubt that the \$10,000 would help them in carrying out their program. Committee Member Wagner asked if the agencies are required to submit a proposed budget for what they propose to spend the money on. Mr. Olmedo replied that they typically do not submit a detailed budget, but the contract they are asked to sign to receive the money includes some clawback provisions that if the funds are not spent or committed by the end of the fiscal year, the city has a mechanism of getting those funds back.

Chairman Moore noted that the agencies are also subject to a mid-year update. City Attorney Carlyle advised the terms of the contract would include the right of Council to check any accounting records and reports. Chairman Moore recommended the city exercise that this year and ask for a six month mid-year update to the Finance Committee for all of the agencies that received funding.

Following the discussion on adding D-Up to the list of funding, Chairman Moore advised that the Committee would also be recommending the addition of \$10,000 to the list of agencies recommended for funding and noted this would leave \$5,438 excess in the fund with the hopes that the COVID American Relief Funds could be used to replace that excess amount back to the intended \$15,000.

For the record, Committee Member Peters noted that Southwest Renewal Foundations' ask was withdrawn because of other things they are working on.

The Finance Committee is recommending the following nonprofit agencies be approved for funding in the FY 2021-2022 Budget:

Caring Services \$10,000
D-Up Basketball Fundamentals \$10,000
Greater High Point Food Alliance \$15,000
Helping Hands \$15,000
High Point Arts Council \$90,000
High Point Discovered (new) \$15,000
High Point LEAP \$15,000

Macedonia Family Resource Center \$21,000
Open Door Ministries \$20,000
Salvation Army Boys & Girls Club \$15,000
Theatre Art Gallery \$31,000
Food Pantry of the Triad \$20,000
West End Ministries \$30,000
YWCA \$25,000

Total: \$332,000

A motion was made by Committee Member Wagner, seconded by Committee Member Peters, that this matter be forwarded to the City Council with a favorable recommendation and placed on the July 19, 2021 City Council Finance Committee Consent Agenda for approval. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:

Aye: 3 - Chair Moore, Peters, and Wagner

Absent: 2 - Holmes, and Jones

ADJOURNMENT

There being nothing further to come before the Finance Committee, the meeting adjourned at 4:48 p.m. upon motion duly made and seconded.

Respectfully Submitted,

Britt W. Moore, Chairman

Attest:

Lisa B. Vierling, MMC
City Clerk