

City of High Point

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



Minutes

Thursday, December 2, 2021

4:00 PM

3rd Floor Council Chambers

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**

Chairman Moore called the meeting to order at 4:02 p.m.

Following roll call by Chairman Moore, the following Committee Members were **Present (3)**:

Chairman Britt W. Moore

Committee Member Victor Jones

Committee Member Monica Peters

Absent (1)

Committee Member Michael Holmes

Staff Members Present:

Tasha Logan Ford, City Manager; Randy McCaslin, Deputy City Manager; JoAnn Carlyle, City Attorney; Eric Olmedo, Assistant City Manager; Greg Ferguson, Assistant City Manager; Jeron Hollis, Managing Director; Angela Wynes, Transit Manager; Bobby Fitzjohn, Financial Services Director; Stephen Hawryluk, Budget & Performance Manager, Allen Hicks, Public Services Projects Engineer; Kim Thore, ROW Coordinator; Tyler Berrier, Electric Utilities Assistant Director; Robby Stone, Public Services Deputy Director; Derrick Boone, Assistant Public Services Director, Lisa Vierling, City Clerk, and Mary S. Brooks, Deputy City Clerk

Present 3 - Chair Britt Moore, Monica Peters, and Victor Jones

Absent 1 - Michael Holmes

PRESENTATION OF ITEMS**[2021-523](#)****Transit - Bus Pass Donation Policy**

City Council is requested to adopt a Bus Pass Donation Policy regarding the donation of transit passes to assist customers in need.

This matter was discussed at the Finance Committee meeting held on December 2, 2021 and forwarded to City Council with a favorable recommendation to be placed on the regular agenda.

Attachments: [1. Transit Bus Pass Donation Policy](#)

Angela Wynes, Transit Manager reported that each year, the transit division receives requests from non-profit agencies to donate bus passes to assist their customers in need. To treat the requests equitably, transit staff decided there needed to be a donation policy that specifies who qualifies and the terms of the donations. Staff

researched what policies or programs other transit systems had developed. We found that the policy set by Greensboro Transit Agency was a sound model to follow. As donations are not reimbursable under the Federal Transit Administration or North Carolina Department of Transportation grants, the program would be funded by 100% local funds. Staff is recommending that the total donations per year not exceed \$1,000.00 and to adopt the Bus Pass Donation policy.

Chairman Moore inquired on the process and timeframe for the Bus Pass Donation applications; and asked when the bus passes would be distributed to the agencies that requested them. Ms. Wynes replied that the application process would take around 48 hours to complete; explained how the process worked; and that the distribution would be determined after the December 6th meeting of council.

Chairman Moore requested that this matter be put on the regular agenda for discussion.

Discussion took place regarding adding this matter to the consent agenda so that council would have the opportunity to discuss any concerns or questions.

Chairman Moore moved to place this matter on the Regular Agenda for discussion at the December 20, 2021 City Council meeting. Committee Member Peters 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 Peters, and Committee Member Jones

Absent (1): Committee Member Holmes

A motion was made by Chair Moore, seconded by Peters, that this matter be placed on the Regular Agenda for discussion. The motion carried by the following vote:

Aye: 3 - Chair Moore, Peters, and Jones

Absent: 1 - Holmes

2021-524

Utility Construction Agreement - NCDOT Interchange Improvement Project - U-5896, US 29/US70/Business 85 & South Main Street (SR 1009)

City Council is requested to approve a Utility Construction Agreement with North Carolina Department of Transportation (NCDOT) in the amount of \$2,153,063. for water and sewer improvements at the upcoming NCDOT interchange improvement project at US 29/ US 70/ Business 85 and South Main Street (SR 1009) and that the appropriate City official and/or employee be authorized to execute all necessary documents to finalize the agreement with the NCDOT.

Attachments: [2. NCDOT Utility Construction Agreement \(UCA\) U-5896 - US 29 US 70 Bu](#)

Allen Hicks, Public Services Projects Engineer reported that the North Carolina Department of Transportation (NCDOT) had prepared construction plans for

improvements to the interchange at US 29/ US 70/ Business 85 and S. Main St. This project would require substantial water and sewer improvements which would be accomplished in conjunction with this NCDOT project. The City of High Point owns water and sewer utilities that would be impacted by the project's construction and would be responsible for a portion of the utility construction costs in the estimated amount of \$2,104,067. This amount was representative of non-betterment utility construction on water and sewer utilities that were previously located in NCDOT right-of-way. All utility work would be performed by the NCDOT's construction contractor. Water and Sewer utility design was performed through the NCDOT on-call process and Davis-Martin-Powell & Associates Inc. performed this design at a cost of \$48,996. This project was scheduled for bidding on February 15, 2022 and construction could begin as early as April 2022. Staff is recommending approval of the Utility Construction Agreement with North Carolina Department of Transportation (NCDOT) in the amount of \$2,153,063.00.

Chairman Moore asked would the project consist of moving the existing utilities. Mr. Hicks replied that the utilities would be replaced and upgraded; and explained how that process would work.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the December 20, 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 Peters, and Committee Member Jones

Absent (1): Committee Member Holmes

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, Peters, and Jones

Absent: 1 - Holmes

[2021-525](#)

Contract - WESCO Distribution, Inc. -- Montlieu Undergrounding Project - Material Purchase

City Council is requested to award a contract to WESCO Distribution, Inc. in the amount of \$1,562,612.66 for material purchases in conjunction with the Montlieu Undergrounding project that was previously approved by City Council.

Attachments: [3. Contract WESCO Distribution Inc. - Montlieu Undergrounding Project - N](#)

Tyler Berrier, Electric Utilities Assistant Director reported that the Electric Department is procuring materials to be used on the Montlieu undergrounding project that was brought to council previously. The Purchasing Department solicited bids for decorative street lighting, conduit, vaults, switch pads and pull boxes to be used under this contract. These are all standard materials used regularly by the City of High Point

Electric Utilities department. City Staff has reviewed the bid submittal and evaluated the information provided. The Electric Department is recommending that the bid for these items be awarded to WESCO Distribution, Inc. in the amount of \$1,562,612.66.

Chairman Moore asked would this request complete the purchase of materials needed for the project. Mr. Berrier replied yes.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the December 20, 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 3-0 unanimous vote:

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

Absent (1): Committee Member Holmes

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: 3 - Chair Moore, Peters, and Jones

Absent: 1 - Holmes

2021-526

Contract - Tetra Tech, Inc. - Pro-Active Storm Debris Removal

City Council is requested to award a contract to Tetra Tech, Inc. for storm debris removal services in the event of any potential storms resulting in large quantities of vegetative debris.

Attachments: [4. Contract Tetra Tech Inc. - Pro-Active Storm Debris Removal](#)

Robby Stone, Public Services Deputy Director reported that the City of High Point is continuing to take a proactive stance for disaster recovery services. Contracts have been administered to provide clean-up, demolition, removal, reduction, and disposal of debris resulting from a natural or manmade disaster as directed by the City of High Point to eliminate immediate threats to the public health and safety. The Purchasing Department issued request for proposals for storm debris monitoring services on October 1, 2021. This contract would assure that a firm provides monitoring services to properly conduct and document debris removal when a storm event occurs. Proper monitoring and documentation can be submitted to FEMA for reimbursement. Funds for this project would be set up in a storm debris removal account as directed by Finance when the event occurs. Staff is recommending approval ac contract to Tetra Tech, Inc. for storm debris removal services.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the December 20, 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 Peters, and Committee Member Jones

Absent (1): Committee Member Holmes

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, Peters, and Jones

Absent: 1 - Holmes

[2021-527](#)

License Agreement - Climavision Operating, LLC - Weather Equipment - Potts Avenue Water Tower

City Council is requested to approve a license agreement with Climavision Operating, LLC to install and maintain weather related equipment on the Potts Avenue water tower and authorize the appropriate city official to execute all necessary documents.

Attachments: [5. License Agreement Climavision Operating LLC - Weather Equipment-Po](#)

Eric Olmedo, Assistant City Manager reported that Council is requested to approve a license agreement with Climavision Operating, LLC to install and maintain weather related equipment on the Potts Avenue water tower. Climavision Operating, LLC is locating X band weather radar equipment in areas in order to provide greater weather radar data in areas where there have been gaps with traditional radar equipment. Climavision is seeking a ten-year license agreement to host the equipment on the Potts Avenue water tank, with the option to extend the term for an additional ten-year term. Climavision would be responsible for cost of maintenance and removal of the equipment and would perform an annual water tank inspection at the company's cost. The company would also provide X band radar data to the City through a mutually agreeable means at no cost. Staff is recommending the approval for the license agreement with Climavision Operating, LLC and authorize the appropriate city official 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 December 20, 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 Peters, and Committee Member Jones

Absent (1): Committee Member Holmes

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, Peters, and Jones

Absent: 1 - Holmes

[2021-528](#)

Resolution - Sale of City Owned Property - 1215 E. Green Drive

City Council is requested to adopt a resolution accepting the offer of \$7,000.00 and

authorizing the sale of the property 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: [6. 1215 Green Drive-Sale of City Owned Property by Upset Bid Process](#)

Kim Thore, Right of Way Coordinator reported that Life Changing International Church offered a bid of \$7,000.00 for a City owned lot located at 1215 E. Green Drive, Parcel No. 174671. The property is approximately 6,534 square feet (0.15 acre) in size; and was received by the city from a tax foreclosure. Staff is recommending accepting the offer of \$7,000.00 and authorize the sale of the property through the upset bid procedure.

Committee Member Peters moved to forward this matter to the City Council with a favorable recommendation and place it on the December 20, 2021 City Council Finance Committee Consent Agenda for approval. Chairman Moore 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 Peters, and Committee Member Jones

Absent (1): Committee Member Holmes

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

Aye: 3 - Chair Moore, Peters, and Jones

Absent: 1 - Holmes

[2021-529](#)

Authorize Issuance of Series 2021A CES Revenue Refunding Bonds

City Council is requested to approve the attached “Bond Order Authorizing The Sale And Issuance By The City Of High Point, North Carolina Of Not To Exceed \$21,000,000 Taxable Combined Enterprise System Revenue Refunding Bond, Series 2021A And A Subsequent Tax-Exempt Combined Enterprise System Revenue Refunding Bond And Authorizing The Execution And Delivery Of Certain Documents In Connection Therewith”.

Attachments: [7. Bond Order 2021A Revenue Refunding Bond](#)

Bobby Fitzjohn, Financial Services Director advised that items 2021-529 and 2021-530 would be a combined presentation; reported both said items were linked to the adopted resolution from the November 15, 2021 meeting of council; that these two matters were two different bonds and would require council to read and vote on separately at the December 6, 2021 meeting; that more information would be presented to council at the December 6, 2021 meeting; and that this was for information proposes only.

Chairman Moore voiced appreciation to staff for their hard work and efforts.

For Information Only

[2021-530](#)**Authorize Issuance of Series 2021B CES Revenue Refunding Bonds**

City Council is requested to approve the attached “Bond Order Authorizing The Sale And Issuance By The City Of High Point, North Carolina Of Not To Exceed \$32,000,000 Taxable Combined Enterprise System Revenue Refunding Bond, Series 2021B And A Subsequent Tax-Exempt Combined Enterprise System Revenue Refunding Bond And Authorizing The Execution And Delivery Of Certain Documents In Connection Therewith”.

Attachments: [8. Bond Order 2021B Revenue Refunding Bonds](#)

Note: This item was a combined presentation with item number 2021-230.

For Information Only

[2021-531](#)**Acknowledge Receipt - City of High Point Annual Comprehensive Financial Report 2021**

City Council is requested to acknowledge receipt of the City of High Point Annual Comprehensive Financial Report for the Fiscal Year Ended June 30, 2021 and related required communications from the City’s auditors, Cherry Bekaert LLP.

Attachments: [9. Acknowledge Receipt of ACFR-2021](#)
[City of High Point FY21 Presentation.pdf](#)

Bobby Fitzjohn, Financial Services Director advised that the city’s auditors, Cherry Bekaert LLP, would be present at the December 6, 2021 meeting council to give a presentation on the City of High Point’s Annual Comprehensive Financial Report 2021; and that council would be requested to acknowledge receipt of the Report for the Fiscal Year that ended June 30, 2021, and related required communications from the City’s auditors.

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 4:23 p.m.

Respectfully Submitted,

Britt Moore, Chairman

Attest:

Mary S. Brooks, CMC
Deputy City Clerk