

City of High Point

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



Minutes

Thursday, February 3, 2022

4:00 PM

3rd Floor Conference Room

Finance Committee

Britt Moore, Chair

Committee Members:

Michael Holmes

Monica Peters, Mayor Pro Tem

Victor Jones

Jay Wagner, Mayor (Alternate)

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

Chairman Moore called the meeting to order at 4:05 p.m.

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

Chairman Britt W. Moore
Committee Member Monica Peters
Committee Member Michael Holmes
Committee Member Victor Jones

Staff Members Present:

Tasha Logan Ford, City Manager; JoAnne Carlyle, City Attorney; Greg Ferguson, Deputy City Manager; Eric Olmedo, Assistant City Manager; Bobby Fitzjohn, Financial Services Director; Kim Thore, ROW Coordinator; Travis Stroud, Chief of Police; Angela Kirkwood, Human Resources Director; Mark McDonald, Transportation Director; Derrick Boone, Public Services Assistant Director; Matt Carpenter, Transportation Engineer, Senior; Nena Wilson, Community Development Interim Director; Stephen Hawryluk, Budget Manager; Lisa Vierling, City Clerk; and Mary S. Brooks, Deputy City Clerk

PRESENTATION OF ITEMS**[2022-32](#)****Contract - Sole Source - CI Technologies, Inc.--IAPRO & BlueTeam Software - High Point Police Department**

City Council is requested to award a sole source contract to CI Technologies, Inc in the amount of \$35,600 for the purchase of IAPRO & BlueTeam Software for the High Point Police Department.

Attachments: [1. Sole Source Contract-CI Technologies, Inc. High Point Police Department](#)

Travis Stroud, Chief of Police reported that In December of 2021, the NC Senate passed the Criminal Justice Reform Bill 300 (Bill); said the Bill was a direct result of many high-profile law enforcement incidents across the country; the city's current system utilized by the High Point Police Department does not "track", it documents and provides a database in which a manual review could take place; said that the new software requested would allow the Department to come into compliance with the standards outlined in Bill; and explained how the software would work. Staff is recommending to award a contract to CI Technologies, Inc in the amount of \$35,600.00.

Committee Member Holmes asked if the software could measure trends with officers who consistently used force. Chief Stroud replied "yes" that the system could track trends; explained the review process for the trend alerts; said that no outside agencies

had access to the system; and certain incidents would be reported out.

Committee Member Jones asked how the request would be funded; and asked what were the goals for the software. Chief Stroud replied that the funds for the software would come from the city's general budget; the Police Department would set its own parameters for alerts; spoke to assuring that policy procedures were applied by officers; and to ensuring proper training for officers were provided regarding any trends.

Chairman Moore asked would the timeframe be reduced to take action against officers who did not comply with policy procedures. Chief Stroud replied, "yes".

Committee Member Peters asked if the software could be used as a preventative measure. Chief Stroud replied, "yes".

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the February 7, 2022 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

[2022-33](#)

Contract - American Process Group, LLC - Aluminum Sulfate Sludge Dewatering - North Lagoon Ward Water Treatment Plant

City Council is requested to award a contract to American Process Group, LLC in the amount of \$733,991.00 to dredge and dewater the contents of the Ward Treatment Plant's alum sludge lagoon (north).

Attachments: [2. Contract - American Process Group LLC - Aluminum Sulfate Sludge Dewa](#)

Derrick Boone; Public Services Assistant Director, reported the that city had worked with American Process Group, LLC before; said that the material for the project would be removed by the Contractor, hauled to a regulatory approved designated disposal area, and properly disposed of per State requirements; the estimated quantity to be removed is 1,500 dry tons; said that nine bids were received; and that the lowest bidder was chosen. Staff is recommending the contract to American Process Group, LLC in the amount of \$733,991.00.

Chairman Moore asked when will the project be completed. Mr. Boone replied in April or March.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the February 7, 2022 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

[2022-34](#)

Contract - Oltrin Solutions LLC - Sodium Hydroxide - Bulk Chemical Purchase-Piggyback Bid-Winston Salem/Forsyth County Utility Commission - Water & Wastewater Treatment Plants

City Council is requested to approve authorization to piggyback off the Winston-Salem / Forsyth County Utility Commission’s bid submitted by Oltrin Solutions LLC in the amount of \$265,540 for the bulk purchase of Sodium Hydroxide.

Attachments: [3. Contract - Oltrin Solutions LLC - Sodium Hydroxide Chemical-Piggy Back 1](#)

Chairman Moore moved to table this matter. 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

[2022-35](#)

Contract - Sole Source - Atlantic Technical Sales-Valmont Industries, Inc. - Traffic Signal Poles & Mast Arms - Qubein Avenue - Hamilton Street

City Council is requested to award a sole source contract to Atlantic Technical Sales, representing manufacturer, Valmont Industries, Inc. in the amount of \$52,213.00 for the purchase of traffic signal poles and mast arms for the intersection upgrades at N. Hamilton Street and Qubein Avenue.

Attachments: [4. Sole Source Contract-Atlantic Technical Sales - Valmont Inds. - Traffic Sig](#)

Matt Carpenter, Transportation Engineer , Senior, reported that this request was for consideration of purchase of new traffic signal poles and mast arm assemblies for installation at the intersection of N. Hamilton Street and Qubein (formerly Montlieu) Avenue; part of the overall Qubein Avenue corridor project was similar to intersection improvements made at other locations in the core city area, including several along N. Main Street. Staff is recommending approval for the contract with Atlantic Technical Sales, in the amount of \$52,213.00.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the February 7, 2022 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

[2022-36](#)

Community Development & Housing Department - New Position - Compliance Officer

City Council is requested to approve the creation of a Compliance Officer position in the Community Development & Housing Department as recommended by an outside audit and that the necessary funding be appropriated.

Attachments: [6. Compliance Officer Position - Community Development & Community Hou](#)

Nena Wilson, Community Development Interim Director, reported that the Community Development & Housing Department had reached the program capacity and staffing demand for a Compliance Officer; said that there had been more emphasis and attention placed on monitoring and audits by our federal and state agencies; funding for block grant type programs and the use of such funds has come under more scrutiny, which had impacted the processes and procedures locally; program files, software systems, processes and procedures were reviewed and assessed by an outside legal firm; the results from that review included the recommendation for creation of a position dedicated to program compliance; funding for the position in the amount of \$20,050 would be appropriated from vacancy savings in the General Fund. Staff is recommending approval of a new Compliance Officer position and that the necessary funding be appropriated.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the February 7, 2022 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

[2022-37](#)

Resolution - Condemnation - 302 Montlieu Avenue

City Council is requested to adopt a resolution authorizing the City Attorney to give a 30 day Notice

of Condemnation to the property owner of 302 Montlieu Avenue, to file the necessary proceedings under Chapter 40A of the North Carolina General Statutes, and to authorize the Finance Director to issue a draft in the amount of \$541.00 to the Clerk of Superior Court as just compensation to the property owner.

Attachments: [7. Resolution - Condemnation 302 Montlieu](#)
[Resolution Condemnation Montlieu Avenue Improvement Project](#)

Kim Thore, Right of Way Coordinator, reported that this request was to approve the authorization for the condemnation proceedings for a temporary construction easement on a portion of said property; the city was not able to get in contact with the owner; if approved the city would give a thirty-day notice of the intent to file the condemnation action; and that the estimated cost would \$541.00. Staff is recommending to authorize the Finance Director to issue a draft in the amount of \$541.00 to the Clerk of Superior Court as just compensation to the property owner.

JoAnne Carlyle, City Attorney, advised that the city would continue the efforts of reaching out to the property owner; asked if anyone listening from the public who know the owner to please contact Kim Thore; and that said property was in Council Member Williams Ward; and he was aware of the situation.

Committee Member Peters wanted the public to be aware the city was not trying to take

control of the property; the city just needed to use a portion of said property to complete a project.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the February 7, 2022 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

[2022-38](#)

Grant of Easement - Duke Energy - High Point City Lake

City Council is requested to approve the dedication of an easement to construct electric and communication lines, which will be underground and located across a 20 foot strip of land in uniform width lying equidistant on both sides of a centerline, along with an area ten feet wide on all sides located at the High Point City Lake.

Attachments: [8. Easement - Duke Energy - High Point City Lake](#)
[Duke Energy Easement](#)

JoAnne Carlyle, City Attorney, reported that Duke Energy Carolina, had requested that the city grant an easement to construct electric and communication lines related to the operation of certain underground electric facilities, which would be underground. Staff is recommending approval for the dedication of an easement on the property owned by the City, located at High Point City Lake..

Committee Member Jones moved to forward this matter to the City Council with a favorable recommendation and place it on the February 7, 2022 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

[2022-45](#)

Resolution - Elliott Sidewalk Communities (ESC)- Reimbursement Agreement -Elm Street Plaza/Appling Way - Capital Improvement Plan

City Council is requested to adopt a resolution to approve a reimbursement agreement with Elliott Sidewalk Communities (ESC) and approve the addition of the project to the Capital Improvement Plan.

Attachments: [9. Resolution-Elliott Sidewalk \(ESC\) Reimbursement Agreement - Plaza and Reimbursement Agreement Executed 292022](#)

Greg Ferguson, Deputy City Manager, reported that Elliott Sidewalk Communities (ESC) was constructing a multi-parcel development project in the City's downtown area, adjacent to the City's multi-use stadium; the coordination required for these two

projects was best delivered by ESC's construction firm; the project delivery and project costs were both favorable to the City under this agreement; city staff had reviewed the project costs and find them to be reasonable; the Appling Way improvements would provide a connection to parking for employees of Key Risk when they occupy the building Maximum of \$1,099,739 to be funded with Guilford County funds and remaining stadium project funds. Staff is recommending approval for the addition of the project to the CIP; and Approval of the resolution and agreement.

JoAnne Carlyle, City Attorney, advised both request would require two separate votes.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation to adopt a resolution to approve a reimbursement agreement with Elliott Sidewalk Communities and place it on the February 7, 2022 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

[2022-39](#)

Guilford County 2022 Property Reappraisal (Revaluation)

City Council is requested to acknowledge notification of the Guilford County 2022 Property Reappraisal (Revaluation) assigning new values to all real property in the county at its current market value. Informational presentation.

Attachments: [5. Guilford County Reappraisal-Property Revaluation 2022](#)

Chairman Moore noted that this item would require no action; and was for informational purposes only.

Stephen Hawryluk, Budget and Performance Manager, reported that this item was to present the information on the Guilford County 2022 Property Reappraisal Revaluation; the Guilford County's 2022 reappraisal is an in-depth process of assigning new values to property in the county at its current market value; property in the Guilford County portion of city limits was included; Guilford County is on a 5-year reappraisal cycle with the last one occurring in 2017; the reappraisal would be conducted by an in-house Guilford County appraisers who are certified by the state of North Carolina; the new values would effective as of January 1, 2022, with property owners receiving notification starting in February; and that the new values would be reflected on tax bills that will go out in July.

Committee Member Jones asked what was the timeframe for the county to respond to an appeal from a property owner. Mr. Hawryluk replied that staff would confirm that information for council.

Chairman Moore asked if the county knew who purchased properties versus investors; and voiced concerns with the current housing market regarding the bidding process. Mr. Hawryluk replied that staff would follow up with the county to confirm whether that criteria was a part of the reevaluations.

Committee Member Holmes asked if there were automatic triggers that alerted the county conduct reevaluations when property values increased. Mr. Hawryluk replied

that the county conducted reevaluations every five years for all properties.

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 4:34 p.m.

Respectfully Submitted,

Britt Moore, Chairman

Attest:

Mary S. Brooks, CMC
Deputy City Clerk