

City of High Point

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



Minutes

Thursday, March 17, 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

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 Michael Holmes
- Committee Member Victor Jones

Absent:

- Committee Member Monica Peters

Staff Members Present:

Eric Olmedo, Assistant City Manager; Meghan Maguire, Assistant City Attorney; Bobby Fitzjohn, Director of Finance Services; Stephen Hawryluk, Budget & Performance Manager; Kevin Rogers, Fleet Manager; Greg Venable, Interim Transportation Director; Sandy Dunbeck, Economic Development Director; Trevor Spencer, Director of Engineering Services; Noelle Miller, Communications Specialist; Lisa Vierling, City Clerk

PRESENTATION OF ITEMS

Chairman Moore called the meeting to order at 4:00 p.m.

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

- Chairman Britt W. Moore
- Committee Member Monica Peters
- Committee Member Victor Jones

Absent:

- Committee Member Michael Holmes

Staff Members Present:

Greg Ferguson, Deputy City Manager; Eric Olmedo, Assistant City Manager; Jeron Hollis, Managing Director; Bobby Fitzjohn, Financial Services Director; Mark McDonald, Transportation Director; Jeremy Coble, Customer Service Director; Tommy Reid, Fire Chief; Kim Thore, Right of Way Coordinator; Stephen Hawryluk, Budget Manager; Lisa Vierling, City Clerk; and Mary S. Brooks, Deputy City Clerk

[2022-119](#)

Contract - Sole Source - United Systems - Meter Reading Equipment

City Council is requested to award a Sole Source Contract to United Systems in the amount of \$43,325.00 for the purchase of IMR-0902-003 Itron Mobile Radio's; Honeywell CN80

Handheld; 4 Bay Docking Station for CN80 for Customer Service Department water and electric meter reading equipment.

Attachments: [1. Contract – Sole Source – United Systems – Meter Reading Equipment](#)

Jeremy Coble, Customer Service Director, reported that the Customer Service Department used Itron hardware/software to collect both electric and water meter readings; the current equipment used was over 10 years old and was no longer serviced by Itron; replacement parts or repairs were not available; in the future, the equipment would be used to trouble shoot and diagnose issues with ERT's with the AMI platform; said reading equipment is compatible with the city's meter reading software; and that United Systems was the only distributor for Itron in North Carolina. Staff is recommending approval of a sole source purchase of \$43,325.00 to United Systems.

Committee Member Jones inquired if the docking stations for the equipment would consist of four bays. Mr. Coble replied, "yes"; and that the four bay docking systems would also connect to laptops, and phones.

Committee Member Jones moved to forward this matter to the City Council with a favorable recommendation and place it on the March 21, 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 3-0 unanimous vote:

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

Absent (1): Committee Member Holmes

[2022-120](#)

Contract - Sole Source - United Systems - Itron 100W ERT's

City Council is requested to award a Sole Source Contract to United Systems in the amount of \$374,970 for the purchase of 4,310 Itron 100W ERT's (Encoder Receiver Transmitter) for the Customer Service Department.

Attachments: [2. Contract – Sole Source – United Systems – Itron 100W ERT's](#)

Jeremy Coble, Customer Service Director, reported that the Customer Service Department used Itron software to collect electric and water meter readings; the ERT's were a key component in the city's AMI project; explained what Advanced Metering Integration (AMI) was; said that the Itron ERT's were the only encoder compatible with the city's meter reading software; that United Systems was the only distributor for Itron in North Carolina; and that staff is recommending approval for sole source purchase of \$374,970.00 to United Systems.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the March 21, 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 3-0 unanimous vote:

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

Absent (1): Committee Member Holmes

[2022-121](#)

Contract - E Source - Implementation of Advanced Metering Infrastructure (AMI)

City Council is requested to award a contract to E Source in the amount of \$1,148,225.00 to become the Implementation Services Contractor for the successful implementation of Advanced Metering Infrastructure (AMI).

Attachments: [3. Contract – E Source – Implementation of Advanced Metering Infrastructure](#)

Jeremy Coble, Customer Service Director, reported that the city had approximately 45,000 customers with a water and/or electric meter(s); said that the meters were currently read by a drive by process (Automatic Meter Reading “AMR”, approximately 30,000 customers); or staff walking to locations (manual read, approximately 15,000 customers); on January 18, 2022, City Council approved a contract with Tantalus and a pilot project of approximately 500 customer locations had begun; and said that E Source had the expertise and experience to assist with implementing the AMI project city wide. Staff is recommending approval that E Source become the city’s approved Implementation Services Contractor in the amount of \$1,148,225.00.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the March 21, 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 3-0 unanimous vote:

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

Absent (1): Committee Member Holmes

[2022-122](#)

THRIVE High Point Minority Entrepreneurship Initiative Grant - Approval to Create Memorandum of Understanding (MOU)-High Point Chamber Foundation-City of High Point

City Council is requested to authorize City staff to complete a Memorandum of Understanding (MOU) between the High Point Chamber Foundation and the City of High Point providing a pass-through grant in the amount of \$1.0 million from the State of North Carolina, through the City, to the High Point Chamber Foundation for the THRIVE Minority Entrepreneurship Initiative and authorize the appropriate city official to execute all necessary documents.

Note: An MOU was not created. Legal deemed a Pass-Through Grant Agreement would be more suitable.

Attachments: [4. THRIVE High Point Minority Entrepreneurship Grant - Approval to Create a Pass-Through Grant Agreement - HP Ch THRIVE.pdf](#)

Eric Olmedo, Assistant City Manager, reported that this request was to consider the approval of a Memorandum of Understanding (MOU) between the High Point Chamber Foundation and the City of High Point providing a pass-through grant from the State of North Carolina, through the City, to the High Point Chamber Foundation for the THRIVE Minority Entrepreneurship Initiative; the pass-through grant would be in the amount of \$1 million; and that staff is recommending approval to authorize city staff to complete the MOU.

Chairman Moore asked the committee if they would like to keep this item on the consent agenda for the March 21st meeting of council; or place it on the general agenda for further discussion. It was the consensus of the committee to keep this item on the consent agenda for approval for Monday night's council meeting.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the March 21, 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 3-0 unanimous vote:

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

Absent (1): Committee Member Holmes

[2022-123](#)

Ordinance - THRIVE High Point Minority Entrepreneurship Grant - Budget

Ordinance

City council is requested to accept and appropriate a \$1,000,000 pass-through grant from the State of North Carolina to the High Point Chamber Foundation for the THRIVE Minority Entrepreneurship Initiative.

Attachments: [4a. Thrive High Point Minority Entrepreneurship Grant - Budget Ordinance](#)

Stephen Hawryluk, Budget and Performance Manager, reported that staff is recommending to accept and appropriate the \$1 million pass-through grant from the state of North Carolina to the High Point Chamber Foundation for the THRIVE Minority Entrepreneurship Initiative (Initiative); provided a brief background regarding the Initiative; said it was a new program that had been developed to support the broad needs of minority and women-owned businesses in the city; the City had received the first \$750,000 of the grant, and the remaining \$250,000 would be received in the second quarter of 2022; said that the funds must be committed or spent by July 1, 2023, unless extended for an express term in writing by the Department of Commerce.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the March 21, 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 3-0 unanimous vote:

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

Absent (1): Committee Member Holmes

[2022-124](#)

Contract - Sole Source - Deep Trekker - Remote Underwater Vehicle (ROV) - High Point Fire Department-Dive Team

City Council is requested to award a Sole Source Contract to Deep Trekker for the purchase of an Underwater Remote Operated Vehicle (ROV) for the High Point Fire Department Dive team and allocate \$120,000 in State grant funds from Homeland Security Grant Program through the NC Department of Emergency Management.

Attachments: [5. Contract – Sole Source – Deep Trekker - Remote Underwater Vehicle \(RC](#)

Tommy Reid, Fire Chief, reported that the Homeland Security Grant Program (HSGP), through the North Carolina Department of Emergency Management had awarded the High Point Fire Department a \$120,000 grant for an Underwater Remote Operated Vehicle (ROV); outlined how the ROV's would be used; said that the ROV allowed the dive team and other agencies a much safer avenue for searches underwater, limiting the amount of time an actual diver is in the water. Staff is recommending that Deep Trekker be approved as a sole source vendor for the Under Water ROV and allocate State grant funds previously approved by Council.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the March 21, 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 3-0 unanimous vote:

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

Absent (1): Committee Member Holmes

[2022-125](#)

Contract - Houston-Galveston Area Council (HGAC) Cooperative - Atlantic Emergency Solutions - 2023 Pierce Enforcer Pumper Truck/2023 Skeeter Hybrid Brush Truck -- High Point Fire Department

City Council is requested to award a contract using the Houston-Galveston Area Council (HGAC) Cooperative in the amount of \$1,004,944.00 for the purchase of a 2023 Pierce Enforcer Pumper and a 2023 Skeeter Hybrid/Brush Truck from Atlantic Emergency Solutions

and that the appropriate City official and/or employee be authorized to execute all necessary documents.

Attachments: [6. Contract – Houston-Galveston Area Council \(HGAC\) Cooperative - Atlantic](#)

Tommy Reid, Fire Chief, reported that the High Point Fire Department had a 2008 Pierce Arrow XT Pumper and a 1996 International Brush Truck that are in need of replacement; in accordance with National Fire Protection Association (NFPA) 1901, Standard Automotive Fire Apparatus, the City of High Point adopted a 15 year Fleet Replacement Plan for fire apparatus; the Fire Department is currently using one 2008 Pierce Arrow XT Pumper, one 1996 International Brush Truck as front line apparatus; said that upon delivery of the new pumper and hybrid brush truck, the 2008 Pierce Arrow XT Pumper and the 1996 International Brush Truck use would be transferred to reserve status; and that expected delivery would range from 9 to 24 months. Staff is recommending approval for a contract using the Houston-Galveston Area Council Cooperative in the amount of \$1,004,944.00.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the March 21, 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 3-0 unanimous vote:

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

Absent (1): Committee Member Holmes

[2022-126](#)

Resolution - Rescinding Resolution to Accept Donation of Real Property - 1502 & 1500 R1 Johnson Street

City Council is requested to adopt a Resolution rescinding the December 7, 2020 Resolution to accept the donation of real property from Cheryl Harrison, located at 1502 Johnson Street and 1500 R1 Johnson Street.

Attachments: [7. Resolution – Rescinding Resolution to Accept Donation of Real Property –](#)

Kim Thore, Right of Way Coordinator, reported that on December 7, 2020, City Council adopted a Resolution to Accept the Donation of Real Property from Cheryl Harrison, which properties are located at 1502 Johnson Street and 1500 R1 Johnson Street; said that this was an heir property; that the property owner had now withdrawn their offer to donate these properties; and that there would be no budget impact. Staff is recommending City Council adopt a resolution to rescind the December 7, 2020 Resolution.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the March 21, 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 3-0 unanimous vote:

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

Jones

Absent (1): Committee Member Holmes

[2022-127](#)

Resolution - Sale of City Owned Property - 307 Park Street

City Council is requested to adopt a resolution accepting the offer of \$5,000.00 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: [8. Resolution - Sale of City Owned Property - 307 Park Street
QuitClaim Deed \(307 Park Street\).pdf](#)

Kim Thore, Right of Way Coordinator, reported that the American Property Services, Co. had offered a bid of \$5,000.00 for a City owned vacant lot located at 307 Park Street, Parcel No. 175164; said that the property was approximately 7,841 square feet (0.18 acre) in size; and that the property was received by the City in 2004 from a foreclosure. Staff is recommending council adopt resolution accepting the offer of \$5,000.00 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.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the March 21, 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 3-0 unanimous vote:

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

Absent (1): Committee Member Holmes

[2022-128](#)

Resolution - Sale of City Owned Property - 235 & 237 Windley Street

City Council is requested to adopt a resolution accepting the offer of \$5,000.00 and authorizing the sale of the properties 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: [9. Resolution – Sale of City Owned Property – 235 & 237 Windley Street
QuitClaim Deed \(235 and 237 Windley\).pdf](#)

Kim Thore, Right of Way Coordinator, reported that the Assemblies of Christ Church Ministries, Inc. had offered a bid of \$5,000.00 for two City owned vacant lots located at 235 Windley Street, (Parcel No. 175650) and 237 Windley Street, (Parcel No. 175651).

Staff is recommending that Council adopt a resolution accepting the offer of \$5,000.00 and authorizing the sale of the properties 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.

Committee Member Jones moved to forward this matter to the City Council with a favorable recommendation and place it on the March 21, 2022, 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

[2022-129](#)

Resolution - Condemnation - Construction Easements - 1113, 1115, 1119 Washington Street, 114 Underhill Street, 103 N. Downing Street

City Council is requested to adopt a resolution authorizing condemnation to acquire temporary construction easements in connection with the Washington Street Realignment Project at 1113, 1115, 1119 Washington Street, 114 Underhill Street, 103 N. Downing Street and authorizing the Finance Director to issue a draft in the amount of \$3,368.00 to the Clerk of Superior Court and authorizing the City Attorney to file the necessary proceedings under Chapter 40A if the North Carolina General Statutes to acquire the needed easements.

Attachments: [10. Resolution – Condemnation – Construction Easements – 1113, 1115, 1119](#)

Kim Thore, Right of Way Coordinator, reported that this item was to authorize condemnation to acquire temporary construction easements in connection with the Washington Street Realignment Project; said that representatives of the City of High Point have been unable to acquire temporary construction easements by negotiated conveyance; and stated that if the resolution was approved that a thirty (30) day notice would be required to the affected property owner and any other persons or entities having an “interest” in the property, of the intent to file condemnation action. Staff is recommending the adoption of the Resolution authorizing the Finance Director to issue a draft in the amount of \$8,875.00 to the Clerk of Superior Court and authorizing the City Attorney to file the necessary proceedings under Chapter 40A if the North Carolina General Statutes to acquire the needed easements.

Chairman Moore moved to forward this matter to the City Council with a favorable recommendation and place it on the March 21, 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 3-0 unanimous vote:

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

Jones

Absent (1): Committee Member Holmes

[2022-130](#)

Authorize Issuance of Series 2022 Combined Enterprise System Revenue 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 \$40,000,000 Combined Enterprise System Revenue Bonds, Series 2022 And Authorizing the Execution and Delivery of Certain Documents in Connection Therewith.”

Attachments: [11. Authorize Issuance of Series 2022 Combined Enterprise System Revenue Bond Order Auth Issuance Series 2022 Revenue E](#)

Chairman Moore noted that this item was for informational purposes only.

Bobby Fitzjohn, Financial Services Director, reported that this item was to authorize the issuance and sale of up to \$40 million Combined Enterprise System (water and sewer) Revenue Bonds in 2022 to fund water and sewer projects approved by City Council and that have recently been completed or are currently under contract; said that the bonds would be issued subject to City Council authorizing application to the Local Government Commission to issue the bonds and their approval thereof; the proposed financing provides up to \$40 million for water and sewer projects including the Richland Creek sewer outfall replacement, the Registers Creek lift station expansion, the Riverdale Sewer lift station west force main, and replacing Eastside WWTP’s UV disinfection system; these are necessary legal proceedings for the issuance of revenue bonds; the debt service on these bonds would be paid from Water and Sewer revenues; and said that this item would be presented at the March 21, 2022 meeting of council; and that the City Council would be requested to approve the Bond Order Authorizing the Sale and Issuance by The City of High Point, North Carolina Of Not to Exceed \$40,000,000 Combined Enterprise System Revenue Bonds, Series 2022 And Authorizing the Execution and Delivery of Certain Documents in Connection Therewith.

[2022-131](#)

Authorize the Issuance of Series 2022A, 2022B, and 2022C General Obligation Bonds

City Council is requested to approve the attached “Resolution of the City Council of the City of High Point, North Carolina, Providing for the Issuance of Not to Exceed \$5,300,000 General Obligation Parks and Recreation Bonds, Series 2022A, Not to Exceed 26,000,000 General Obligation Public Improvement Bonds, Series 2022B and Not to Exceed \$20,000,000 General Obligation refunding Bonds, Series 2022C of the City of High Point, North Carolina.”

Attachments: [12. Authorize the Issuance of Series 2022A, 2022B, and 2022C General Obligation Bond Order Auth Issuance Series 2022A 2022B 2022C \(2\)](#)

Chairman Moore noted that this item was for informational purposes only.

Bobby Fitzjohn, Financial Services Director, reported that this item would be presented at the March 21, 2022 meeting of council; that the Financial Services Department would be recommending that the City Council take the final step to authorize the issuance of up to \$5,300,000 Series 2022A General Obligation Parks and Recreation Bonds, up to \$26,000,000 Series 2022B Public Improvement Bonds, and up to \$20,000,000 General Obligation Refunding Bonds; said that the proposed resolution, prepared by the City’s bond attorneys, provided staff the authorization to issue up to \$31.3 million in new money Parks and Recreation, Transportation, and Affordable housing bonds, comprised of bonds authorized in the 2019 bond referendum and two-thirds bonds approved by City Council; that the resolution also approved the issuance of up to \$20,000,000 in refunding bonds to potentially refund Series 2012 Public Improvement Bonds, 2012 Refunding Bonds, and 2020 Refunding bond; staff would generally not pursue refunding bonds for any bonds that did not provide for at least 3% net present value savings; the final maturity dates would remain the same; the LGC must also approve the issuance; and that Repayment of the proposed bonds would be included in the General Debt Service Fund budget beginning in FY2022-2023.

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 4:25 p.m.

Respectfully Submitted,

Britt Moore, Chairman

Attest:

Mary S. Brooks, CMC
Deputy City Clerk