City of High Point

Municipal Office Building
211 South Hamilton Street
High Point, NC 27261

Meeting Agenda

Monday, December 16, 2013

4:45 PM

Council Chambers

City Council

Bernita Sims, Mayor
Britt W. Moore, Mayor Pro Tem
James C. Davis, Foster L. Douglas
Jason P. Ewing, Jeffrey J. Golden,
Judith P. Mendenhall, Rebecca R. Smothers,
Jay W. Wagner

ROLL CALL, PRAYER, AND PLEDGE OF ALLEGIANCE

REGULAR MEETING ITEMS

FINANCE COMMITTEE - Mayor Pro Tem Moore, Chair

130350 Contract - Bid No. 31 - 200 KV Generator
Approval of contract awarding Bid No. 32 for the purchase of a 200 KW Standby Generator for the Polo E-Commerce building expansion. Purchasing and Electric Department recommends this contract be awarded to Carolina Cat in the total contract amount of $859,340.00 which is the lowest and responsive and responsible bidder meeting specifications.

130351 Contract - Bid No. 33 - Voltage Regulators
Approval of contract awarding Bid No. 33 for the purchase of twelve (12) Voltage Regulators. Purchasing and the Electric Department recommends that contract be awarded to Siemens Power in the amount of $175,140.00 which is the lowest responsive and responsible bidder meeting specifications.

130352 Contract - Bid No. 35 - Knuckleboom Loader Truck
Approval of contract awarding Bid No. 35 for the purchase of a 2012 Freightliner with a Petersen knuckleboom loader for use by the Environmental Services Department. Purchasing and the Fleet Services Department recommends that contract be awarded to Amick Equipment Company in the amount of $117,000.00 which is the lowest responsive and responsible bidder meeting specifications.

COMPREHENSIVE PLANNING COMMITTEE - Council Member Smothers, Chair

130354 Minor Amendment to Conditional Use Permit 05-21 - Westover Partners, LLC
A request by Westover Partners, LLC to amend condition II.C of CUP 05-12 pertaining to Open Space, Buffer Areas & Common recreation Facilities. The Westover Ridge Subdivision is lying along the north side of Westover Drive, directly west of the Guilford/Davidson County line.

MISCELLANEOUS

130355 Washington Street Neighborhood Park
Council is requested to approve the naming of the recently completed community park on Washington Street. At the Parks and Recreation Commission meeting held Monday, December 9, 2013, the commission approved the name “Today, Tomorrow, Forever/Washington Street Park” for this new park.

130356 Ordinance Amendment - Article O - Parades

Council is requested to adopt an ordinance amendment to the High Point City Code of Ordinances, Title 10 Transportation and Traffic Regulations, Article O - Parades to remove the City Clerk as the authorized person to receive applications and change to City Manager or designee.

130360 Washington Street/Kilby Hotel
Presentation regarding the reopening of Washington Street and the Kilby Hotel.

PUBLIC HEARINGS - 5:30 P.M.

FINANCE COMMITTEE - Mayor Pro Tem Moore, Chair

130353 Public Hearing - Resolution - Development of Addington Ridge Apartments
Monday, December 16, 2013 at 5:30 p.m. is the date and time established for a public hearing on the Adoption of a Resolution approving and providing security for certain HUD Section 108 Loan in the amount of $1,350,000.00 and the expenditure of said funds for the development of a low income tax credit development known as Addington Ridge.

BOARDS AND COMMISSIONS APPOINTMENTS AND VACANCY REPORT

130357 Firefighter's Relief Fund Board - Reappointment - Leslie Graham
Council is requested to confirm the reappointment of Ms. Leslie Graham to the Firefighter's Relief Fund Board (Pension Fund) of Trustees as authorized by NC General Statute 58-84-30. Reappointment to be effective immediately and will expire January 31, 2016.

130362 Reappointment to the Board of Alcoholic Control (ABC Board)
Consideration of the reappointment of David Wall to the High Point ABC Board. Reappointment effective immediately and will expire November 15, 2016.

130361 Appointments to the Board of Adjustment
Consideration of the appointment of Andrew Richardson to the Board of Adjustment as a regular member. Mr. Richardson is currently serving as an alternate member. He will fill the unexpired term due to the resignation of Harry Rowsey. Appointment effective immediately and will expire July 1, 2016.

Consideration of the appointment of Justin Gibhardt to serve as an alternate member on the Board of Adjustment. The appointment to be effective immediately and will expire July 1, 2015.

130358 Boards and Commissions - Vacancy Report
Attached is the current list of vacancies for all Boards and Commissions.

APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

130359 Approval of the following Minutes
Comprehensive Planning Committee meeting held Tuesday, November 19th at 4:00 p.m.
Finance Committee meeting held Monday, December 2nd @ 4:00 p.m.
City Council Regular meeting held Monday, December 2nd @ 4:45/5:30 p.m.
Adjourned Session held Thursday, December 5th @ 9:00 a.m.

ADJOURNMENT

City of High Point

Strib Boynton
CITY MANAGER

HIGH POINT
NORTH CAROLINA'S INTERNATIONAL CITY™

Memo To: Mayor Sims and City Council Members

From: Strib Boynton

Date: December 13, 2013

Subject: Reopening Washington Street and Kilby Hotel

Monday's Agenda includes the need to reopen Washington Street as soon as possible for its businesses, the neighborhood, and for east/west traffic to resume, as well as advancing forward a demolition decision involving the severely deteriorated Kilby Hotel.

We closed Washington Street to traffic earlier this year because the Kilby's continuing deterioration posed a serious unresolved risk to public safety.

As each of you know, three experienced parties have put us on notice that the deteriorated structure is unsafe and poses a serious threat to public safety. The parties recommended shoring up the structure, and in the absence to do so, to demolish the structure for safety reasons. We are now on notice, and being on notice translates into a City responsibility to act to resolve the risk.

The three parties include an experienced structural engineer, as well as our own trained and experienced building inspection and fire departments. Copies of their reports are attached for your information.

We clearly understand and respect the interest many have in preserving the historic Kilby Hotel. However, safety to the public is a greater priority.

Unfortunately, no one to date – neither the Kilby's owners or any other possible investors - have come forth with any plan or dollars necessary to safely stabilize the deteriorated structure. As such, and with the need to reopen Washington Street, we will be seeking your direction and approval on Monday to move forward to demolish the structure.

Attached is a letter from JoAnne Carlyle advising that we do have the ability and responsibility to proceed with the demolition. Randy McCaslin will be presenting cost estimates on Monday.

Please call me if you have any questions or if you desire any additional information before Monday's Council meeting.

Strib

City of High Point, P.O. Box 230, 211 South Hamilton Street, High Point, NC 27261 USA
Fax: 336.883.3052 Phone: 336.883.8556 TDD: 336.883.8517

City Attorney

JoAnne L. Carlyle

MEMORANDUM

To: **Strib Boynton**

Date: **December 13, 2013**

From: **JoAnne L. Carlyle**

RE: **Kilby Hotel**

I have reviewed the most recent information prepared by the various departments regarding the status of the Kilby Hotel and want to confirm my opinion that the City of High Point has legal rights to proceed with the demolition of the property. I respect the extensive efforts that you and staff have made to work with the owners and the community in the preservation of this property. However, the situation presents a public safety issue because of its unsafe and/or dangerous condition and the City has a clear responsibility to protect its citizens. For that reason, demolition would be an appropriate remedy and the City is granted authority to proceed with actions, including but not limited to demolition, as set forth in the North Carolina General Statutes.

Please do not hesitate to contact me should you require further information or assistance from me or my department on this matter.

City of High Point, P.O. 230, 211 South Hamilton Street, High Point, NC 27261 USA
Phone: 336.822.4745 Fax: 336.883.2129
E-mail: joanne.carlyle@highpointnc.gov

HIGH POINT
NORTH CAROLINA'S INTERNATIONAL CITY™

MEMORANDUM

TO: Strib Boynton, City Manager

FROM: REM Randy McCaslin, Assistant City Manager

DATE: December 6, 2013

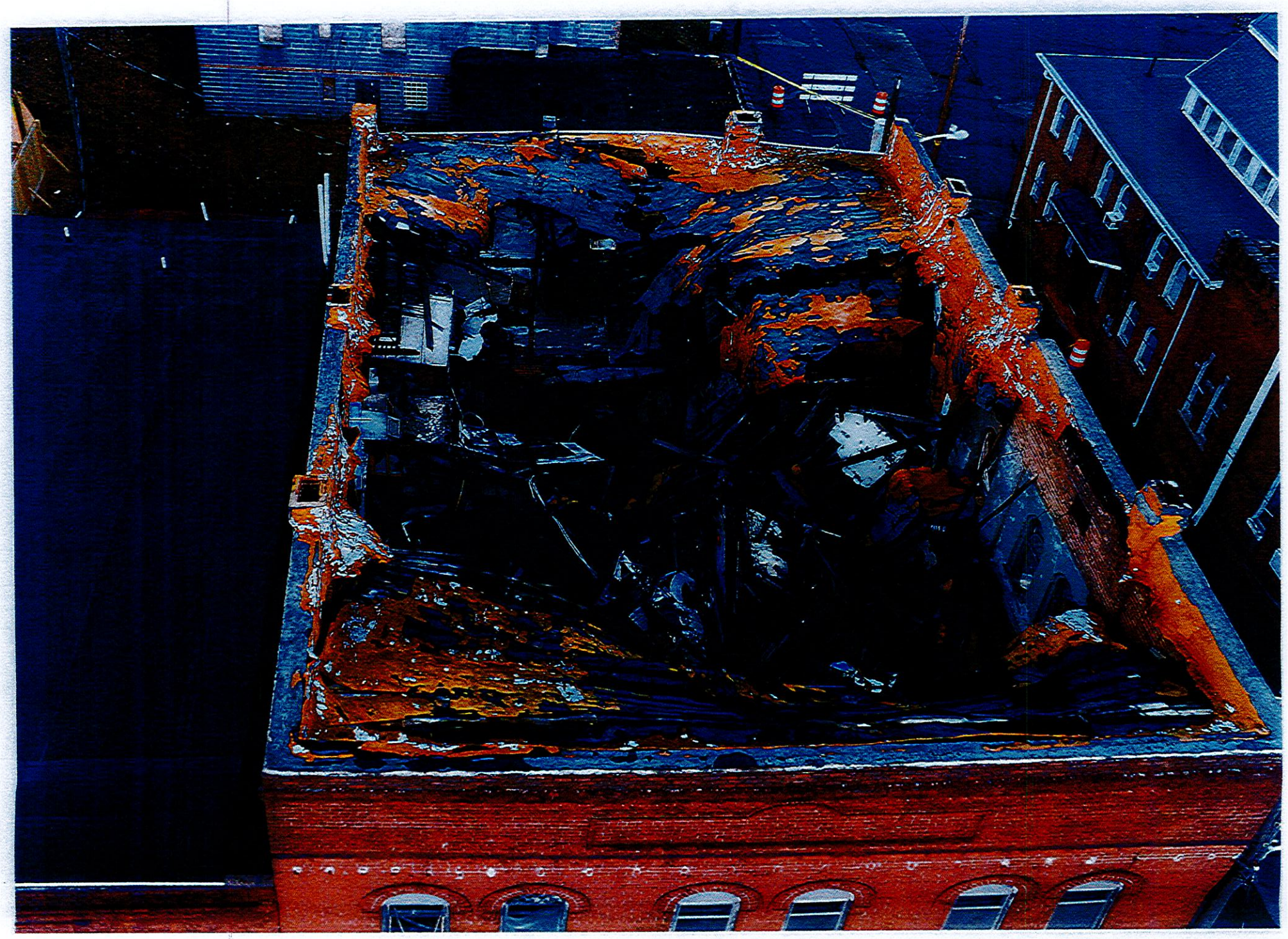
SUBJECT: Kilby Hotel

As you are aware, the Guilford County Historic Preservation Commission (HPC) granted the City's request for a "Certificate of Appropriateness" which will allow the City to move forward with the demolition of the Kilby Hotel, with a vote of City Council. However, they delayed the effective date of this Certificate by 180 days or until May 19, 2014. The City has the right to appeal this decision to the Guilford County Board of Adjustment, and then to Superior Court if necessary.

The City Attorney has reviewed the General Statues, and discussed this situation with the School of Government. Ms. Carlyle is of the opinion that City Council has the current authority to move forward with the demolition of this building, based upon the public safety of the citizens of Washington Street and the area immediately surrounding this structure.

In the interim period, I strongly recommend that based upon the written reports by two independent structural engineers, visual inspections by our Fire Department, and both prior and current inspections by our Building Inspections Department; that the City maintain the closure of Washington Street until the stability of the Kilby Hotel has been addressed.

If you have any questions, please advise.



STOP

HIGH POINT
FIRE DEPARTMENT

Office of the Chief

HIGH POINT
NORTH CAROLINA'S INTERNATIONAL CITY

December 11, 2013

Strib Boynton
City Manager
City of High Point

Subject: Kilby Hotel, 627 Washington St.

Dear Mr. Boynton:

This letter is to inform you of the perceived risk and potential life safety hazard posed by a severely unstable and dangerous building located at 627 Washington Street. We have monitored and watched this building over the course of the last year in which it has progressively deteriorated with the roof and upper floors collapsing into the lower part of the structure. This in turn has caused the upper portion of the wall on the Hobson Street side of the structure to bow outward.

During one of our initial inspections on December 4, 2012 conducted by the Fire Prevention Bureau at 627 Washington Street, it was determined that the facility constituted a clear and inimical threat to human life. The building condition was referred to the City of High Point Building Inspections Department to notify the owner of any repairs, alterations, remodeling, removing or demolition required. Also during this inspection, it was determined that in accordance with NC Fire Code, Chapter 3, section 311, a placard symbol shall be attached to the structure indicating that structural or interior hazards exist to a degree that consideration should be given to limit firefighting to exterior operations only.

On October 13, 2013, we responded to a 911 call from concerned citizens that had heard glass breaking and building components falling into the structure. The Battalion Chief that investigated stated that he heard what sounded like the building settling and cracking coming from the structure. Due to the instability of the structure Fire Department Officials, Building Inspections and others made the decision to close Washington Street to minimize traffic vibrations, and for the safety of citizens walking or driving in front of the building.

434 South Elm Street * High Point, NC * 27260 * 336-883-3358

With the closing of Washington Street our response times to addresses east of the closure have increased. Of particular concern is Penn Griffin and Griffin Middle Schools which are primarily serviced by Fire Station One located at 508 N. Centennial. We are requesting that some action be taken (demolition or stabilization) as soon as possible to mitigate the life safety hazards posed to fire fighters and citizens in the Washington Street area as well as the ones affected by a rerouted response.

I have also attached the Fire Department incident report for the October 13th, 2013 call to 911concerning the Kilby Building.

Sincerely,

Thomas Reid

Thomas Reid
Fire Chief

434 South Elm Street * High Point, NC * 27260 * 336-883-3358

A

FDID	State	Incident Date	Station	Incident Number	Exposure
04130	NC	10/13/2013	S1	201310036	000

NFIRS -1 Basic

B Location

☐ See Wildland Fire Module for Location

Census Tract

1 Street address

Number/Milepost	Prefix	Street or Highway	Street Type	Suffix
623		WASHINGTON	ST	

Apt./Suite/Room

City: HIGH POINT

State: NC

Zip Code: 27260-

Cross Street or Directions: FOURTH ST

C Incident Type

600 Good intent call, other

Incident Type

D Aid Given or Received

N None

E1 Dates & Times

	Date	Time
Dispatch	10/13/2013	08:44:07
☒ Arrival	10/13/2013	08:45:27
☐ Controlled		: :
☒ Last Unit Cleared	10/13/2013	10:20:21

E2 Shifts & Alarms

Local Option

Shift or platoon	Alarms	District
C	1	1

E3 Special Studies

Local Option

Special Study ID#

Special Study Value

F Action Taken

86 Investigate

Primary Action Taken (1)

Additional Action Taken (2)

Additional Action Taken (3)

G1 Resources

☐ Check this box and skip this section if an Apparatus or Personnel form is used.

	Apparatus	Personnel
Suppression	1	3
EMS	0	0
Other	1	1

☐ Check box if resource counts include aid received resources.

G2 Estimated Dollar Losses & Values

LOSSES: Required for all fires if known. Optional for non fires.

			None
Property	$	0	☒
Contents	$	0	☒

PRE-INCIDENT VALUE:

Property	$	0	☒
Contents	$	0	☒

Completed Modules

- ☐ Fire-2
- ☐ Structure-3
- ☐ Civilian Fire Cas.-4
- ☐ Fire Serv. Casualty-5
- ☐ EMS-6
- ☐ HazMat-7
- ☐ Wildland Fire-8
- ☒ Apparatus-9
- ☒ Personnel-10
- ☐ Arson-11

H1 Casualties ☒ None

	Deaths	Injuries
Fire Service		
Civilian		

H2 Detector

H3 Hazardous Materials Release

N None

I Mixed Use Property

NN Not mixed use

J Property Use

449 Hotel/motel, commercial

M Authorization

Officer in charge ID	Signature	Rank	Assignment	Date
169	WILLIAM R DOANE	Battalion Chief	BATT 2	

Check box if same as Officer in charge	Member Making Report's ID	Signature	Rank	Assignment	Date
☒	169	WILLIAM R DOANE	Battalion Chief	BATT 2	10/13/2013

K1 Person/Entity Involved

Local Option

Business name (if applicable)

Phone Number

☐ Check this box if same address as incident location. Then skip the three duplicate address lines.

Mr., Ms., Mrs. | First Name | MI | Last Name | Suffix

Number | Prefix | Street or Highway | Street Type | Suffix

Post Office Box | Apt./Suite/Room | City

State | Zip Code

K2 Owner

Local Option

☐ Same as person involved? Then check this box and skip the rest of this section.

Business name (if applicable)

( ) -
Phone Number

☐ Check this box if same address as incident location. Then skip the three duplicate address lines.

Mr., Ms., Mrs. | First Name | MI | Last Name | Suffix

Number | Prefix | Street or Highway | Street Type | Suffix

Post Office Box | Apt./Suite/Room | City

State | Zip Code

L Remarks:

Local Option

RESPONDED TO CITIZEN COMPLAINT. UPON ARRIVAL INTERVIEWED 2 MALE SUBJECTS WHO STATED THEY HEARD GLASS BREAKING
AND WHAT SOUNDED LIKE A THUD FROM THE OLD KILBY HOTEL. BATT-2 DOANE INVESTIGATED AND HEARD WHAT SOUNDED LIKE
THE BUILDING SETTLING WITH A CRACKING SOUND. BATT-2 DOANE REQUESTED THAT FIRE INSPECTOR, POLICE SUPERVISOR AND SOMEONE FROM BUILDING INSPECTIONS TO RESPOND TO SCENE. ENG-1 ASSISTED WITH BLOCKING STREET DUE TO DEBRIS
POSSIBLY FALLING OFF BUILDING. FIRE INSPECTOR WEIR RESPONDED AND AGREED THAT THE BEST COURSE OF ACTION WAS TO
LIMIT ACCESS AND BLOCK STREETS DUE TO POSSIBLE VIBRATION OF TRAFFIC. BUILDING INSPECTOR ARRIVED AND CONCLUDED SAME. WE USED FIRE LINE TAPE TO DEFINE AREA. CITY SERVICES RESPOND WITH BARRACADES TO BLOCK STREET
AT FOURTH AND ECCLES. DEPUTY CHIEF WRIGHT RESPONDED WITH ASSISTANT CITY MANAGER RANDY McCASIN TO DISCUSS SITUATION. L-13 RESPONDED TO SCENE AND CHIEF DOANE TOOK PICTURES OF STRUCTURE. PICTURE LOCATED ON Y-DRIVE UNDER KILBY PICTURE 101313.

A							
04130	NC	10/13/2013	S1	201310036	000	☐ Delete ☐ Change	NFIRS - 9 Apparatus or Resources
FDID	State	Incident Date	Station	Incident Number	Exposure		

B	Apparatus or Resource (Use codes listed below)	Dates and Times (Check if same date as alarm date)	Sent ☒	Number of People	Use (Check ONE box for each apparatus to indicate its main use at the incident.)	Actions Taken
1	ID BAT2 Type 92	Dispatch ☒ 10/13/2013 0844 Arrival ☒ 10/13/2013 0845 Clear ☒ 10/13/2013 1016	☐	1	☒ Other	
2	ID ENG1 Type 11	Dispatch ☒ 10/13/2013 0844 Arrival ☒ 10/13/2013 0845 Clear ☒ 10/13/2013 1020	☐	3	☒ Suppression	

Type of Apparatus or Resource

Ground Fire Suppression

- 11 Engine
- 12 Truck or aerial
- 13 Quint
- 14 Tanker & pumper combination
- 16 Brush truck
- 17 ARF (Aircraft Rescue and Firefighting)
- 10 Ground fire suppression, other

Heavy Ground Equipment

- 21 Dozer or plow
- 22 Tractor
- 24 Tanker or tender
- 20 Heavy equipment, other

Aircraft

- 41 Aircraft: fixed wing tanker
- 42 Helitanker
- 43 Helicopter
- 40 Aircraft, other

Marine Equipment

- 51 Fire boat with pump
- 52 Boat, no pump
- 50 Marine apparatus, other

Support Equipment

- 61 Breathing apparatus support
- 62 Light and air unit
- 60 Support apparatus, other

Medical & Rescue

- 71 Rescue unit
- 72 Urban search & rescue unit
- 73 High angle rescue unit
- 75 BLS unit
- 76 ALS unit
- 70 Medical and rescue unit, other

Other

- 91 Mobile command post
- 92 Chief officer car
- 93 HazMat unit
- 94 Type 1 hand crew
- 95 Type 2 hand crew
- 99 Privately owned vehicle
- 00 Other apparatus/resource

More apparatus? Use additional sheets.

NN None
UU Undetermined

A							
04130	NC	10/13/2013	S1	201310036	000	☐ Delete ☐ Change	NFIRS - 10 Personnel
FDID	State	Incident Date	Station	Incident Number	Exposure		

B	Apparatus or Resource (Use codes listed below)	Dates and Times (Check if same date as alarm date)	Sent [X]	Number of People	Use (Check ONE box for each apparatus to indicate its main use at the incident.)	Actions Taken (List up to 4 actions for each apparatus and each personne
1	ID BAT2 Type 92	Dispatch [X] 10/13/2013 0844 Arrival [X] 10/13/2013 0845 Clear [X] 10/13/2013 1016	☐	1	[X] Other	

Personnel ID	Name	Rank or Grade	Attend	Action Taken	Action Taken	Action Taken	Action Taken
169	DOANE, WILLIAM R	BC	☐				

B	Apparatus or Resource (Use codes listed below)	Dates and Times (Check if same date as alarm date)	Sent [X]	Number of People	Use (Check ONE box for each apparatus to indicate its main use at the incident.)	Actions Taken (List up to 4 actions for each apparatus and each personne
2	ID ENG1 Type 11	Dispatch [X] 10/13/2013 0844 Arrival [X] 10/13/2013 0845 Clear [X] 10/13/2013 1020	☐	3	[X] Suppression	

Personnel ID	Name	Rank or Grade	Attend	Action Taken	Action Taken	Action Taken	Action Taken
241	WHITAKER, DAMON R	Capt I	☐				
405	GAINES, ONTERIUS D	FF I	☐				
442	SHANKS, PATRICK R	FEO II	☐				

Planning & Development

Inspection Services Division

HIGH POINT
NORTH CAROLINA'S INTERNATIONAL CITY™

December 11, 2013

Memorandum

To: Lee Burnette, Planning and Development Director

From: Edwin Brown, Inspection Services Administrator

Re: **Summary of Unsafe Structure**
Former Kilby Hotel
625-627 Washington St.

On February 13, 2012 it was necessary for this office to issue an Order to Correct Public Nuisance to the property owner to secure all windows and doors. Securing was necessary to prevent illegal entry by vagrants.

- As a result of no corrective action by the property owner, the structure was secured by a city contractor on May 9, 2012.

On August 28, 2012 correspondence was mailed (certified) to the property owner identifying serious construction concerns for the structure. Follow-up correspondence was also mailed on October 3 and November 5, 2012. No corrective action was taken by the property owner.

On December 4, 2012 the Planning and Development Department hired CB2 Structural Engineers to provide an exterior evaluation of the structure's condition. Charles L. Bowman II, P.E. confirmed:

- That the collapse of the roof and third floor (horizontal diaphragms) leaves the perimeter walls laterally unbraced and likely to collapse
- Compromises the building's overall ability to resist lateral wind and seismic forces
- Second floor horizontal framing was not and is not intended to support the dead weight of the roof and third floor framing which has collapsed upon it.

CB2 Structural Engineers recommended two options:

- Utilizing a competent, experienced and licensed shoring contractor, vertically and laterally shore the existing building to prohibit further collapse; once shoring is complete evaluate the building and design considerations for retrofit
- Utilizing a competent licensed NC general contractor, demolish the existing building

CB2 Structural Engineer's recommendation was presented to the property owners (Burnie and Myra McElrath) on December 12, 2012. In response, the property owner hired their own professional engineer to evaluate the option of shoring the exterior walls of the structure. Larry L Boozer, PE in a letter dated January 24, 2013 presented the following:

- Confirmed that the roof and third floor framing has collapsed due to age, water deterioration and rot
- Identified that without the roof and floor framing in place, the exterior walls are unstable
- Proceeded to offer a specific corrective action plan to provide temporary bracing and shoring.

As of July 12, 2013, no correction action had been undertaken by the property owner.

- On July 12, 2013 a Complaint and Notice of Hearing (for an Unsafe Structure) was issued to the property owner
- On July 25. 2013 a hearing was held concerning the unsafe conditions. The hearing was attended by both property owners
- On August 19, 2013 an Order to Repair or Demolish the structure located at 625-627 Washington St. was issued with a compliance date of October 21, 2013
- Appeal request was filed by the property owners on August 29, 2013
- Appeal Hearing was held before City Council on October 7, 2013 with Council denying owner's appeal by a 6 to 3 vote.

In conclusion, the structure presently remains in the same unsafe condition as identified within our August 19, 2013 Order to Repair or Demolish and the CB2 Structural Engineer's report dated December 4, 2012.

CB2 STRUCTURAL ENGINEERS
DESIGN ◆ ANALYSIS ◆ INVESTIGATION
10253 NORTH NC HWY 109, SUITE C ◆ WINSTON-SALEM, NC 27107
PHONE: (336) 769-9808

December 4, 2012

City of High Point
Inspection Services Division
Mr. Edwin J Brown Jr
P.O. Box 230
High Point, N.C. 27261

City of High Point
Planning & Development
Inspection Services
DEC 05 2012

Reference: Perimeter Building Observations
Former Kilby Hotel
625 – 627 Washington Street
High Point, N.C.

Dear Mr. Brown,

As requested, CB2 Structural Engineers met both you and Mrs. Katherine Bossi of the City of High Point Inspection Services Division near the site of the Kilby Hotel located at 625-627 Washington Street in High Point, N.C. on December 4th, 2012. It is this office's understanding that this office was initially contacted by the City of High Point to meet adjacent to the Kilby Hotel due to the City's concern that this existing building may no longer be structurally stable and may be endangering the public by having a potential to collapse upon adjacent persons or property. It is this office's understanding that the owners of the Kilby Hotel property are unwilling to allow city representatives to access the existing building in order to observe the condition of the existing building structure. As a result, the City of High Point requested that a representative from this office meet with city representatives along the public street adjacent to the existing Kilby Hotel building structure in order to observe the building from the street and to best render an opinion as to whether or not the building appears to be structurally stable and to render an opinion as to if the building is a potential hazard to public safety.

Charles L Bowman II, P.E. of CB2 Structural Engineers met Mrs. Bossi and Mr. Brown at the intersection of Washington Street and Hobson Street as requested. This writer observed the exterior of the existing building from Washington Street, Hobson Street, and the adjacent public sidewalks. The existing building appears to consist of three floors of wood framed structure supported by perimeter load bearing masonry walls. The existing roof structure appears to be comprised of wood framing supported by perimeter load bearing masonry walls. The exterior load bearing masonry walls appear to extend to an elevation above the elevation of the wood framed roof structure and terminate as a cantilevered masonry parapet.

Observation of the existing building from a vantage point of the adjacent public property appears to indicate that a portion of the wood framed roof structure has collapsed upon the elevated third floor of existing building. Observation of the rear of the building appears to indicate that, in addition to collapse of portions of the roof structure, at least some portion of the elevated third floor has also collapsed and is now being supported by the elevated second floor. The apparent collapse of portions of the roof structural diaphragm, and, the apparent collapse of portions of the third floor diaphragm appear to render this existing building structure as a life safety hazard and could collapse upon adjacent people and property. Following are some of the structural concerns this office has regarding our cursory observation from the public road and sidewalk:

- The apparent collapse of the horizontal diaphragms (roof and third floor) leaves the unreinforced perimeter masonry walls laterally unbraced and likely to collapse in the event of applied wind forces and/or a seismic event.

- Compromised horizontal diaphragms (collapsed roof and third floor structure) compromises the building's overall ability to resist lateral wind and seismic forces and increases the likelihood of overall collapse of the building under lateral load.
- The second floor horizontal framing was not and is not intended to support the dead weight of the roof framing and third floor framing that has collapsed upon it.

CLB expressed these concerns to Mr. Brown and Mrs. Bossi, at the site, at the time of observation. CB2 Structural Engineers strongly suggested to Mr. Brown that the sidewalks and roads adjacent to this building be blocked from public use until this building's structural issues are resolved. CB2 Structural Engineers recommends that one of the following solutions be followed:

Option 1 – Shore the Existing Building: CB2 Structural Engineers recommends that, once the area around the building is isolated from the public to prevent damage to persons or property should the building or a portion of the building collapse, a reputable general contractor shall be employed to vertically and laterally shore the existing building to prohibit its potential collapse. It is our recommendation that the employed general contractor be competent in shoring existing, dilapidated structures, competent in applying safety measures required in such work, and would employ a third party structural engineering firm to design a method of shoring this building to prohibit its imminent collapse. Once vertically and laterally shored to prohibit collapse, the third party structural engineering firm could then evaluate the existing building and design methods of structural retrofit. Following design of structural retrofits, the general contractor could then install these retrofits and bring the building into compliance with North Carolina State Building Code.

Option 2 – Demolition of the Existing Building: The area adjacent to the existing building shall be isolated from the public to prevent access to the area by the public and to prevent damage to persons or property should the building, or a portion of the building, collapse. Assuming that shoring of the existing building as stated herein is not adopted as a plan of action, it is this office's recommendation that the building be demolished, as it appears to be unsafe and appears to compromise public safety in its current condition. If it is decided to demolish the building, a reputable demolition contractor, competent in demolishing structures of this type and competent in applying proper safety measures required in such work, would be employed to complete this task.

Again, this office strongly recommends that the City of High Point isolate the area around this building to prohibit access to the area around this building by the public. It is our opinion that it is not safe to access the area adjacent to this building. Once isolated, it is our recommendation that one of the two options listed herein be selected and implemented immediately.

Respectfully Submitted,

CB2 STRUCTURAL ENGINEERS, PLLC

NORTH CAROLINA PROFESSIONAL SEAL 22921 ENGINEER CHARLES LEROY BOWMAN II

12/4/12

Charles L. Bowman, II, P.E.

L

Larry L. Boozer, PE
1478 Country Meadow Ln.
Kernersville, NC 27284
Cell phone 336-918-9006

January 24, 2013

RE: Structural evaluation, Temporary Support and Shoring-627 East Washington Dr., High Point, NC

Ms. Burnie McElrath
Ms. Myra Williams
627 East Washington Dr.
High Point, NC

RECEIVED
MAR 06 2013
PLANNING & DEVELOPMENT

Dear Ms. McElrath & Ms. Williams,

The following report is a summary of my site inspection and investigation at the above referenced location. The purpose of the investigation is to review the general structural condition of the structure and determine a safe and economical shoring scheme.

Description of the structure:

The structure is a three story rectangular in plan with brick masonry exterior walls. The structure's front and south wall faces East Washington Dr. The right and east wall faces Hobson Street. The rear and North wall faces a small parking lot. The left and west wall faces an existing two story masonry structure. The approximate dimensions are 39'-4 wide x 61'-1 long x 30'-0 tall.

Exterior walls are 12" thick presumably unreinforced standard brick masonry. The walls extend above the original roof line on three sides to form a parapet. The walls are stiffened with 16"x 16" pilasters spaced at regular intervals. The pilasters are flush on the outside face.

The original roof sloped from the high side on the south wall to low side on north wall. Timber roof joists spanned east to west from exterior wall to interior bearing wall.

Floor framing was nearly identical to roof framing. Timber floor joists spanned east to west from "pockets" in the exterior wall to interior bearing walls.

Structural condition of existing structure:

Exterior walls given the age (approximately 90 years) are in surprisingly good condition. Horizontal cracks which indicate out of plane excessive bending stress are not present. Additionally "stair-step" cracking at wall base which indicates settlement issues is not present. A large vertical crack was observed on the east wall at the alcove area. The crack in my opinion is due to shrinkage and thermal expansion and is not a significant structural issue.

Roof and floor framing has completely collapsed due to age water deterioration and rot. However the diagonal slope of roof and floor joists in the failed condition has provided partial bracing to the exterior walls and unexpectedly saved the exterior walls from collapse.

Suggested bracing and shoring:

Exterior walls depend on floor and roof framing and diaphragm for resistance to out of plane bending and overall structural stability. Without those components in place the wall is very unstable. Additionally the walls are very similar to a type of construction call tilt up. In tilt up the walls are constructed prior to roof or floor construction and braced with adjustable round hollow structural steel sections as shown in the attached figures.

Accordingly, I suggest using the Meadow-Burke Super 22 with 5' extension at 8' o.c. on east and north walls. The south and west walls require a closer brace space due to limited horizontal space for brace.

Additionally for base connection I suggest the MB Brace Badger Helical Anchor system for economics, speed, strength and efficiency. In addition to numerous tilt projects, I have used the above approach on a similar project.

Please call with questions comments.

Sincerely yours,

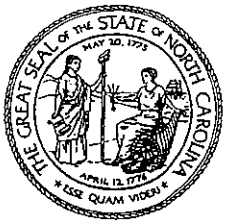
Larry L. Bodzer, PE

Encl

NORTH CAROLINA PROFESSIONAL SEAL 14697 ENGINEER LARRY L. BODZER

K

City of High Point
Planning & Development
Inspection Services
DEC 26 2012



North Carolina Department of Cultural Resources

Beverly Eaves Perdue, Governor
Linda A. Carlisle, Secretary

Office of Archives and History
Kevin Cherry, Deputy Secretary

December 18, 2012

Ms. Burnie McElrath
302 Hobson Street
High Point, NC 27260

Re: Kilby Hotel
625-627 Washington Street
High Point, Guilford County, NC

Dear Ms. McElrath:

Thank you for contacting our office and making the trip to Raleigh to meet with our staff regarding your family's historic Kilby Hotel on December 7, 2012. The Kilby Hotel is one of the finest commercial structures on Washington Street and is a rare survivor of African-American hotels from the first half of the 20th century in North Carolina. The Kilby Hotel is individually listed in the National Register of Historic Places and is also a contributing historic building in the Washington Street National Register Historic District.

The hotel requires immediate attention to preserve its place in High Point's history. This is apparent through both the recent photographs that you brought to our meeting and the engineer's report of December 4, 2012 that the City of High Point commissioned.

The primary financial incentives available to you through the North Carolina State Historic Preservation Office (HPO) are the historic preservation tax credits that become available after a project is completed. Our office and the National Park Service administer the historic preservation side of the tax credit programs that consists of a 20% federal plus a 20% state tax credit for rehabilitating income-producing structures (primarily commercial structures including rental residential). We emailed you the application and information packet for these programs on December 7, 2012. The three-part application process consists of the following submittals:

- Federal Part 1 Application (You can skip this part since the hotel is individually listed in the National Register of Historic Places.)
- State Part A Application and cover sheet from Federal Part 2 Application (See submittal information in the following paragraph.)
- State Part B Application and Federal Part 3 Application (This final part is submitted after completing the project and placing the building in service.)

MAILING ADDRESS
4610 Mail Service Center
Raleigh, NC 27699-4610

Telephone 919-807-7280
Fax 919-733-8807

LOCATION
109 East Jones Street
Raleigh, NC 27601

We usually encourage owners to submit the Part A and Part 2 applications prior to undertaking any rehabilitation work. However in this case our office recommends that you begin structural stabilization and debris removal as soon as possible. You do not have the time and are not required to wait on a final approval by the National Park Service which can take up to 60 days. However, completing the Part A and Part 2 applications may assist you in coming up with a plan of action and timeline that the City of High Point needs as well. We encourage the City to allow you a reasonable length of time in which to perform emergency stabilization of the building and to work with you on developing this action plan.

The North Carolina Department of Revenue and the IRS administer the finance and tax side of the programs. You should consult a professional tax advisor, the N.C. Department of Revenue, or the IRS for advice on how the tax credits will benefit you financially. We also suggest that you put together a development team with historic preservation tax credit experience including, but not limited to, a developer, financial tax credit consultant, attorney, accountant, architect, engineer, general contractor, and an historic preservation consultant.

We appreciate your interest in and attention to your family's important piece of history. If you have any questions, please do not hesitate to contact us. Mitch Wilds, Rob Crawford, and Tim Simmons in our office are available to provide advice on restoration issues and the application process.

Sincerely,

Ramona M. Bartos, Deputy
State Historic Preservation Officer

cc: Myra Williams
Edwin J. Brown, Jr., City of High Point
Bob Robbins, City of High Point
Mitch Wilds, HPO
Rob Crawford, HPO
Tim Simmons, HPO

Department of Electric Utilities

Administration Division

HIGH POINT

NORTH CAROLINA'S INTERNATIONAL CITY™

December 6, 2013

To: Randy McCaslin, Assistant City Manager

From: Garey Edwards, Electric Director

Subject: Bid No. 33-112513
Voltage Regulators

On November 25, 2013 the City received bid No. 33-112513 for twelve (12) voltage regulators. We received bids from three companies. I have attached Allen Averill's recommendation and bid tabulation for your consideration.

I agree with Allen's recommendation that we award to **Siemens Power**, for a total amount of **$175,140.00**. Cooper and GE proposed units were not quoted with the proper regulator control panels and therefore their proposals were rejected. Siemens Power was the lowest responsive bidder that met the specifications. These voltage regulators will be used at five of our substations. Sufficient funds have been allocated in the budget for the purchase of this equipment. Please do not hesitate to call me if you have any questions concerning this recommendation.

cc: file
Jeff Moore
Tarinda Chappell
Tracey Adams
Josh Williams
Allen Averill

Attachments

City of High Point, P.O. 230, 816 E. Green Dr., High Point, NC 27261 USA
Phone 336.883.3485 Fax: 336.883.3478 TDD 336.883.8517

RP3 Reliable Public Power Provider

Electric Department

Allen Averill
ELECTRIC ENGINEERING MANAGER

NORTH CAROLINA'S INTERNATIONAL CITY™

TO: Mr. Garey Edwards

FROM: Allen Averill

SUBECT: Voltage Regulator Recommendation

DATE: December 5, 2013

On November 25, 2013, we received bids for twelve Voltage Regulators, Bid #33-112513. We requested bids from five companies, and we received bids from four companies. Attached is the tabulation showing the results of the bid.

I recommend that we award the bid to Siemens Power, in the amount of $175,140, which was not the lowest bid received. The other two bidders did not meet bid specifications.

City of High Point, P.O. 230, 816 E. Green Dr., High Point, NC 27261 USA
Fax: 336.883.3478 TDD 336.883.3128

NORTH CAROLINA'S INTERNATIONAL CITY

FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL

DEPARTMENT: Electric

COUNCIL AGENDA DATE: Dec 16, 2013

BID NO.: 33-112513 CONTRACT NO.: DATE OPENED: Nov 25, 2013

DESCRIPTION:

Voltage Regulators

PURPOSE:

These voltage regulators will be used at five of our substations.

COMMENTS:

Cooper and GE proposed units were not quoted with the proper regulator control panels and therefore their proposals were rejected. Siemens Power was the lowest responsive bidder that met the specifications.

RECOMMEND AWARD TO: Siemens Power AMOUNT: $175,140.00

JUSTIFICATION:

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
631799	533701	631001001205	40202	$175,140.00
TOTAL BUDGETED AMOUNT				$175,140.00

DEPARTMENT HEAD: Garey Edwards Digitally signed by Garey Edwards DN: cn=Garey Edwards, o=City of High Poiont, ou=Electric Department, email=garey.edwards@highpointnc.gov, c=US Date: 2013.12.09 12:23:53 -05'00' DATE: December 9, 2013

The Purchasing Division concurs with recommendation submitted by the Electric Dept. and recommends award to the lowest responsible, responsive bidder Siemens Power in the amount of $ 175,140.00.

PURCHASING MANAGER: Tarinda Chappell Digitally signed by Tarinda Chappell DN: cn=Tarinda Chappell, o=City of High Point, ou=Purchasing, email=tarinda.chappell@highpoint.gov, c=US Date: 2013.12.09 16:46:22 -05'00' DATE: Dec 9, 2013

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR: Jeffrey Moore 20130620-173418 Digitally signed by Jeffrey Moore 20130620-173418 DN: c=Bank of America, ou=Bank of America Client Certificate CA - 02, ou=companyName - High Point, City Of, ou=uniqueID - BANK OF AMERICA13032, cn=Jeffrey Moore 20130620-173418, email=jeff.moore@highpointnc.gov Date: 2013.12.10 10:55:56 -05'00' DATE: Dec 10, 2013

CITY MANAGER: Strib Boynton Digitally signed by Strib Boynton DN: cn=Strib Boynton, o=Administration, ou=City of High Point, email=cindy.smith@highpointnc.gov, c=US Date: 2013.12.11 15:49:31 -05'00' DATE: Dec 11, 2013

BIDDERS LIST & TABULATION

INFORMAL BID #33–112513 – VOLTAGE REGULATORS – ELECTRIC DEPT.					
VENDOR NAME & ADDRESS	LINE ITEM #	QTY.	UNIT PRICE (UOM=EA)	TOTAL PRICE	DLVRY. A.R.O.
COOPER c/o HD SUPPLY 5031 UNICON DR. WAKE FOREST, NC 27587	1 2	12 12	$14,289.18 $13,797.88	$171,470.16 $165,574.56	84-98 DAYS
GE c/o HD SUPPLY 5031 UNICON DR. WAKE FOREST, NC 27587	1 2	12 12	$14,155.00 $14,259.00	$169,860.00 $171,108.00	84 DAYS
SIEMENS POWER c/o NATIONAL TRANSFORMER 2613 DISCOVERY DR., SUITE B RALEIGH, NC 27604	1 2	12 12	$14,595.00 -	$175,140.00 NO QUOTE	84-98 DAYS

*Bids emailed November 4, 2013.

TERM EXPIRATIONS 2013

CITY OF HIGH POINT					
BOARDS & COMMISSIONS					
TERM EXPIRATIONS FOR 2013					
BOARD	**MEMBER**	**Ward**	**EXPIRATION**	**Eligible for reappt.**	**Appointment Responsibility**
ABC Board	David Wall		11/15/2013	no	Mayor w/CC approval
Board of Adjustment	VACANT (Alternate)				Mayor w/CC approval
Guilford County/City Ins. Adv. Comm.	Skip Queen		12/21/2013	yes	Mayor w/CC approval
Historic Preservation Commission	Steven Dudash		7/1/2013	yes	6/EWING
Human Relations Commission	Milagros Amaro	At-Large Member	5/1/2012	no	Council- Golden (Liaison)
Library Board of Trustees	Forrest Littleton	2	10/31/2013	yes	2/DOUGLAS
Library Board of Trustees	Bruce Laney	AL	10/31/2013	no	AL/MOORE
Piedmont Triad Water Authority	John Bencini		9/30/2013	yes	Mayor w/CC approval
Piedmont Triad Water Authority	John W. Thomas, III		9/30/2013	yes	Mayor w/CC approval
Theatre Advisory Board	VACANT		6/1/2015		Liaison: MOORE (not ward specific)
Theatre Advisory Board	VACANT		6/1/2013		Liaison: MOORE (not ward specific)
Theatre Advisory Board	VACANT		6/1/2014		Liaison: MOORE (not ward specific)

Department of Electric Utilities

Administration Division

HIGH POINT

NORTH CAROLINA'S INTERNATIONAL CITY™

December 5, 2013

To: Randy McCaslin, Assistant City Manager

From: Garey Edwards, Electric Director

Subject: Bid No. 31-111413
Polo 2000 KW Generator

On November 14, 2013 the City received bid No. 31-111413 for one (1) 2000 KW Generator. We sent bids to three companies and received bids from two companies. I have attached Mike Dougherty's of Southeastern Consulting Engineers recommendation and bid tabulation for your consideration.

I agree with Mike's recommendation that we award to Carolina Cat, for a total amount of **$859,340.00**. This includes a 2000 KW generator w/switchgear, 10 yr warranty, 10 yr preventative maintenance agreement and all on site testing. Carolina Cat was the lowest responsive bidder that met the specifications. This unit will be used at the new Polo Ecommerce building expanson. Sufficient funds have been allocated in the budget for the purchase of this equipment. Please do not hesitate to call me if you have any questions concerning this recommendation.

cc: file
Jeff Moore
Tarinda Chappell
Tracey Adams
Josh Williams
Allen Averill
Mike Dougherty

Attachments

City of High Point, P.O. 230, 816 E. Green Dr., High Point, NC 27261 USA
Phone 336.883.3485 Fax: 336.883.3478 TDD 336.883.8517

RP3 Reliable Public Power Provider

Southeastern Consulting Engineers, Inc.

November 20, 2013

Mr. Garey Edwards, PE
City of High Point
P.O. Box 230
High Point, North Carolina 27261

Ref.: Polo 2000 KW Standby Generator
Award Recommendation

Dear Garey:

The City received proposals on November 14, 2013, from two suppliers for providing a 2000 KW Standby Generator for the Polo E-Commerce Building Expansion. A tabulation of the bids received is attached.

The lowest responsive bid was submitted by Carolina CAT of Charlotte, North Carolina, for the following amount:

1.)	2000 KW Generator w/Switchgear	$791,360.00
2.)	10 Year Warranty	36,305.00
3.)	10 Year Preventative Maintenance	32,550.00
4.)	Adder for On-Site Alternator Test	4,125.00
5.)	Deduct for Load Bank	(5,000.00)
	Total Bid	$859,340.00

We have reviewed their proposal and have concluded that it is compliant with the specifications. Therefore, we are recommending that the City award this project to Carolina CAT in the amount of $859,340.00.

Please notify us of the City's decision in awarding this bid and we will proceed with the execution of the Contract Documents and Performance Bond. If you have any questions or need any additional information, please contact us.

600 MINUET LANE P.O. BOX 240436 CHARLOTTE, NC 28224
PHONE: (704) 523-6045 FAX: (704) 523-8317

Sincerely,

SOUTHEASTERN CONSULTING ENGINEERS, INC.

By_____
Michael C. Dougherty, P.E.
President

MCD/lc

BID TABULATION
Contract No. 13-48

City of High Point
High Point, North Carolina

Bid Opening: 2:00 PM, November, 14, 2013
Polo E-commerce standby generator

Vendor	Carolina CAT	Cummins Atlantic			
Location	Charlotte, NC	Charlotte, NC			
2000kW standby generator w/Utility paralleling swgr.	$791,360.00 [3]	$801,000.00	$	$	$
Manufacturer	Caterpillar/ASCO	Cummins			
Delivery	22-24 weeks	18 weeks			
5 Year extended Service	$9,705.00	$54,067.50 [1]	$	$	$
10 year extended Service	$36,305.00 [3]	$116,500.00 [1]	$	$	$
5 Year PM Agreement	$14,725.00	$	$	$	$
10 year PM Agreement	$32,550.00 [3]	$	$	$	$
Adder for Alternator Test	$4,125.00 [3]				
Deduct for Load Bank	-$5,000.00 [3]				
Total Bid Price	$884,645.00	$917,500.00			
Total Awarded Price	$859,340.00 [3]				
Bid Bond	Yes	Yes			
Price Terms	Net 30 Days	Net 30 days			

Notes: [1] Cummins included both the Warranty and PM in their extended service pricing.
[2] Recommended bidder is shaded
[3] Awarded items

NORTH CAROLINA'S INTERNATIONAL CITY

FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL

DEPARTMENT: Electric

COUNCIL AGENDA DATE: Dec 16, 2013

BID NO.: 31-111413 CONTRACT NO.: DATE OPENED: Nov 14, 2013

DESCRIPTION:

2,000 KW Diesel Generator

PURPOSE:

Stand-by generator to be located at the Ralph Lauren Ecommerce site.

COMMENTS:

This includes a 2000 KW generator w/switchgear, 10 yr warranty, 10 yr preventative maintenance agreement and all on site testing. Carolina Cat was the lowest responsive bidder that met the specifications.

RECOMMEND AWARD TO: Carolina Cat AMOUNT: $859,340.00

JUSTIFICATION:

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
631799	533701	631001021305	40202	$859,340.00
TOTAL BUDGETED AMOUNT				$859,340.00

DEPARTMENT HEAD: Garey Edwards Digitally signed by Garey Edwards DN: cn=Garey Edwards, o=City of High Poiont, ou=Electric Department, email=garey.edwards@highpointnc.gov, c=US Date: 2013.12.09 10:44:38 -05'00' DATE: December 9, 2013

The Purchasing Division concurs with recommendation submitted by the Electric Dept. and recommends award to the lowest responsible, responsive bidder Carolina Cat. in the amount of $ 859,340.00.

PURCHASING MANAGER: Tarinda Chappell Digitally signed by Tarinda Chappell DN: cn=Tarinda Chappell, o=City of High Point, ou=Purchasing, email=tarinda.chappell@highpoint.gov, c=US Date: 2013.12.09 16:47:23 -05'00' DATE: Dec 9, 2013

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR: Jeffrey Moore 20130620-173418 Digitally signed by Jeffrey Moore 20130620-173418 DN: c=Bank of America, o=Bank of America Client Certificate CA - 02, ou=caregName - High Point, City OF, ou=taxiqueID - BANK OF AMERICA1103, cn=Jeffrey Moore 20130620-173418, email=jeff.moore@highpointnc.gov Date: 2013.12.10 10:55:14 -05'00' DATE: Dec 10, 2013

CITY MANAGER: Strib Boynton Digitally signed by Strib Boynton DN: cn=Strib Boynton, o=Administration, ou=City of High Point, email=cindy.smith@highpointnc.gov, c=US Date: 2013.12.11 15:49:02 -05'00' DATE: Dec 11, 2013

FINANCE COMMITTEE
DECEMBER 2, 2013 – 4:00 P.M
CITY MANAGER'S CONFERENCE ROOM

MINUTES

PRESENT:
Chairman Moore, Council Members Wagner, Davis, and Mayor Sims

OTHERS PRESENT:
Council Members Mendenhall, Ewing, Douglas, Golden, and Smothers

STAFF PRESENT:
Strib Boynton, City Manager; Allen Oliver, Assistant City Manager; Randy McCaslin, Assistant City Manager; Jeron Hollis, Public Information; Jeff Moore, Director of Finance; Eric Olmedo, Budget Officer; Chris Thompson, Director of Public Services; Terry Houk, Assistant Director of Public Services; Mike McNair, Director of Community Development, Richard McMillan, Assistant Director of Public Services; Brian Beasley, Police Attorney; JoAnne Carlyle, City Attorney; Lisa Vierling, City Clerk, Dawn Sparks, Deputy City Clerk

MEDIA PRESENT:

OTHERS PRESENT:
Bill McNeil, Piedmont Triad Regional Council
Mark Snyder, Partner, McGladrey LLP
Phil King, Assurance Manager, McGladrey LLP
Michael Schertzinger, Assurance Director, McGladrey LLP
Cynthia Davis, Planning & Zoning Commission

Mayor Sims stated that Council has had past discussion about changing some administrative items this month regarding meeting times and asked if they could have some more conversation about that. Council Member Davis stated that the public wants to see moving the meeting times to later, and he did not have a problem with doing that. Council Member Ewing stated the feedback he has got is in support of pushing the meeting time back. Council Member Smothers reminded Council that the people that go before Planning & Zoning that are last on the agenda and they sit there for a long time. Council Member Smothers stated that they should pay more attention to the public comment period and the enforcement of "x" amount of time for people to talk, which would help. Council Member Mendenhall asked if they could reverse the order of the public hearings from Planning & Zoning.

Mayor Sims noted when they are talking about "pushing it back" they are talking about starting later. Council Member Ewing suggested starting about 45 minutes later, with public comment being after 6:00 o'clock to allow people who get off work to get here.

Mayor Sims stated that they will pick this discussion back up at a later time.

FINANCE COMMITTEE - Mayor Pro Tem Moore, Chair

130327 **Contract - Bid No. 14 - Corrosion Inhibitor - Ward WTP**

Approval of contract awarding Bid No. 14 for the extension of contract to Shannon Chemical Corporation for Corrosion Inhibitor for the Ward Water Treatment Plant. purchasing and Public Services recommends this contract extension beginning January 1, 2014 - December 31, 2014 in the amount of $111,291.60 which is the lowest and responsive and responsible bidder meeting specifications.

Terry Houk explained that this contract is for the chemical process for the Corrosion Inhibitor at Ward Water Treatment Plant. They are required to feed these chemicals into their systems to protect the lines. They competitively bid this last year and it came in about $200 lower a ton. They were originally concerned about switching chemicals, but it seems to be working fine. This is an annual contract with an option to extend one more year.

A motion was made by Council Member Moore, seconded by Council Member Davis to forward this matter to Council with a favorable recommendation of approval. Motion passed unanimously.

Note: *Terry Houk further advised that in February they are going to convert from chloramine to chlorine and do a system burnout. That will last about a month and a chlorine smell will be detectable in the water. The state recommends this be done once a year, and the City has not done this in three years. High Point is part of the regional water plant consortium and two or three of the members are having trouble with algae buildup inside the line. If the regional water plant does the burn out High Point has to do one because of the amount of water we take in from them. It will last about week, and two weeks on chlorine, before a week of going back to chloramine.*

130328 **Contract - Bid No. 27 - Westside Wastewater Treatment Plant - Phase 3 Improvements**

Approval of contract awarding Bid No. 27 for the Westside Wastewater Treatment Plant Phase 3 Improvements. Purchasing and the Public Services Department recommends that contract be awarded to Shook

Construction Company in the amount of $24,911,200.00 which is the lowest responsive and responsible bidder meeting specifications.

Terry Houk advised that the engineering estimate for this project was about $27 million and it came in bid at $24 million. One issue is that they received more bids for Westside stream restoration. Then there is an administration contract for the engineering coming in for the engineering services, so that is why it is budgeted by line item at $32 million. This upgrade is the last phase for Westside. They have been working on this upgrade since 2004. Originally it was going to be one upgrade. The phases occurred because the City could not get a permit from the state.

Council Member Ewing asked how long these upgrades will last before they have to do a new one. Mr. Thompson advised it should last about 25 to 30 years.

Mayor Sims asked what kind of minority participation is in this bid. Jeff Moore stated as soon as the contracts are awarded the minority participation information will come back. It is part of the bid requirements to fill out and actually document their minority participation. Mayor Sims asked if there was a threshold that was required. Mr. Moore stated that they cannot require a threshold but the City does have a stated goal of 10% on all vertical as well as linear construction. Typically this does not fall under the state's requirements for minority participation, but the City extends that into any type of construction, whether it is a building or streets, or infrastructure. Mr. Moore stated that council can expect the minority participation information when they turn in the annual minority participation report at the end of February.

A motion was made by Council Member Moore, seconded by Council Member Wagoner to forward this matter to Council with a favorable recommendation for approval. Motion passed unanimously.

130329 **Capital Project Ordinance - Westside Revenue Bond Project**

Adoption of a Capital Project Ordinance in the amount of $27,500,000.00 for the Westside Waste Water Treatment Plant Phase 3 Upgrade Project.

Jeff Moore stated that this item basically follows the bid process, and this is procedural to award the bid. They are approving the budget capital project ordinance for this, which will be followed by a resolution for the revenue bonds.

Mr. Moore stated that they will be coming back to Council at the next meeting with all the rest of the capital project ordinances for these revenue

bonds as, if council follows through with the two-thirds bonds, they will be bringing those capital project ordinances.

Council Member Davis stated that this capital project ordinance is for the amount of $27,500.00, and asked why it was not for $33,000,000. Mr. Moore stated that they are not sure they are going to need the entire $33,000,000 for that, but at the same time they know that based on what information they are getting from public services group, there still have another $1.5 million out for stream restoration estimate, they do not have a firm price on construction administration, and there are still some incidentals they usually build into some contingency budget, so they know they are going to need at least the $27.5 million and as soon as the rest of the information comes in they will true up these budget estimates.

Council Member Moore made a motion, seconded by Mayor Sims to forward this matter to Council with a favorable recommendation of adoption. Motion passed unanimously.

130330 **Resolution - Issuance of Water & Sewer Revenue Bonds – Westside WWTP**

Adoption of Resolution authorizing the issuance of up to $43,800,000 in new revenue bonds for the purposes of paying for continuing improvements to the Westside Waste Water Treatment Plant, incinerator replacement and emissions upgrade, water tank and water and sewer line extension and relocations.

Jeff Moore advised stated that these are proceedings laid out by the City's bond attorney and how they will need Council to actually act. Mr. Moore stated that this resolution will start the process which will conclude in mid to late March with the actual sale of the bonds.

A motion was made by Council Member Moore, seconded by Council Member Davis to forward this matter to Council with a favorable recommendation of approval. Motion passed unanimously.

130331 **Contract - Professional Services - Kersey Valley Landfill**

Approval of contract awarding bid for Professional Services for the design and contract administration of the design and construction of Phases 5A and 5B and the partial closure of Area 1 of the Kersey Valley Landfill. Purchasing and the Public Services Department recommends that contract be awarded to Smith Gardner, Inc. in the amount of $678,131.00 which is the lowest responsive and responsible bidder meeting specifications.

Richard McMillan advised that this is for the next phase of Kersey Valley. Mr. McMillan stated that they are trying to combine the partial closure of Area 3 for Area 1 so they can move dirt from Phases 5A and 5B where they are having to excavate and put it right it place where it needs to go in Area 1. By doing this they are expecting a large savings in money from not having to move dirt twice. The estimated construction costs are now $9 million and if they combine the two projects they are estimating possibly $7 to $8 million.

Currently they are estimating permitting and everything to take place in about four to five months, get it out to bid this summer, and an eighteen month window for construction of these two projects, and hopefully have it in place by December of 2015.

Council Member Davis stated that during the process there was conversation about having to set aside certain funds to close the landfill, and asked if some of these monies are coming out of one of these accounts. Mr. Moore stated yes, and that is one of the reasons they actually have two supplemental agreements. One agreement is for the new expansion 5A and 5B, and separately is for the closure activities, because those funds are restricted for that, and those monies are set aside.

A motion was made by Council Member Moore, seconded by Council Member Davis to forward this matter to Council with a favorable recommendation of adoption. Motion passed unanimously.

130332 **Ordinance - Budget Amendment - COPS Grant**

Council is requested to adopt an ordinance amending the 2013-2014 Budget Ordinance to appropriate funds in the amount of $50,000.00 for the Community Oriented Policing Services Grant (COPS). These funds are to be used for formal evaluation of the High Point Offender Focused Domestic Violence Initiative.

Strib Boynton advised that this is accounting for some grant money for evaluation of the City's Domestic Violence.

Council Member Moore made a motion, seconded by Mayor Sims to forward this matter to Council with a favorable recommendation of adoption. Motion passed unanimously.

130333 **Donation of Property - Carolina Income Properties - 214 N. Pendleton Street**

Council is requested to authorize staff to execute documents necessary to accept a donation of property located at 214 N. Pendleton Street from Carolina Income Properties. The Technical Review Committee (TRC) has reviewed this property and approves the donation.

Randy McCaslin advised that this is a piece of property that Robin Team and his company had and is part of a larger piece of property. The City has a storm drainage easement and a water line easement through the property. The property is basically of no use to them. This property does abut property that City owns so the City might be able to use it.

A motion was made by Council Member Moore, seconded by Council Mayor Sims to forward this matter to Council with a favorable recommendation of approval. Motion passed unanimously.

130334 **Memorandum of Agreement - Regional Fair Housing Assessment**

Council is requested to authorize the City Manager to execute a Memorandum of Agreement to allow the City to join with other recipients of HUD funds in the Piedmont Triad region to conduct a Regional Assessment of Fair Housing.

Mike McNair stated that they are required every five years to an assessment of fair housing, and HUD had proposed that they do that on a regional basis. Bill McNeil with Piedmont Triad Regional Council stated that every five years the city and all other recipients of community development block grant funding and HOME funding from the federal government are required to do an analysis. High Point's time is coming up next year. Mr. McNeil has been working with High Point, Burlington, Winston-Salem and Surry Home Consortium, another recipient of HUD money, and that is the group that is pursuing a regional group venture to look at fair housing, not just for High Point, Greensboro, Burlington, and Surry County, but the entire region. This is coming out of a project regional plan for sustainable development. In the course of the regional project they have done a very preliminary assessment, something that HUD calls a Fair Housing Equity Assessment, to help point where there are excessive concentrations of racial minority and ethnic minorities, and where that overlaps with poverty. HUD has produced some new regulations.

The reasons HUD is encouraging High Point to work regional is that the housing markets, particularly in this region, have patterns that crisscross the region.

Mr. McNeil stated that the timeline for this agreement is fairly tight and they have preliminarily requested proposals from consultants and assuming this memorandum is approved they are hoping to engage a consultant in January and have that consultant deliver a draft project in August.

Council Member Smothers asked if these dollars for High Point's proportionate share which comes out of CVBG. Mr. McNair stated they will come out of home admin.

Council Member Ewing noted High Point is going to be the lead entity on this and asked if that puts more or less responsibility on the City. Mr. McNeil stated that in the HUD regulations they are calling for one of the participants to be the lead, essentially as they see it they are responsible for convening the participants, engaging the consultant, handling the payments to the consultant and then invoicing them, and then eventually delivering the final document to HUD.

Mayor Sims asked if it was possible for them to get a copy of the Fair Housing Equity Assessment. Mr. McNeill stated that the document is presently in draft form.

Mayor Sims stated there is a wide disparity for poverty in this community as it relates to other communities, and asked if that will be identified in the end report. Mr. McNeill stated that one of the good things in the new regulations HUD has created a set of data tools that help analyze poverty, job access, the labor market participation, school proficiency assessments, and a number of indices of neighborhood quality. They will ask the consultant to breakout High Point as a separate chapter while also looking regional. Mr. McNeill felt there will be some common themes with some very specific features for each.

Council Member Smothers noted that there were several references to the data being examined regionally, and urban areas that are the recipients of HUD dollars tend to have more robust programs in terms of fair housing, which gives an advantage for people who are seeking housing, whereas smaller communities who have none of those same kinds of safeguards conceivable have less impact on the community because they have fewer people in need of assistance and programs, which may be why so many urban area median income is so much lower. Mr. McNeill stated that in the rural areas most of the towns and the counties outside of Forsyth,

Guilford and Alamance, pursue their HUD funds through the Department of Commerce.

A motion was made by Council Member Moore, seconded by Council Member Wagoner to forward this matter to Council with a favorable recommendation of approval. Motion passed unanimously.

130340 **Comprehensive Annual Financial Report - FY 2012-2013**

Council is requested to acknowledge receipt of the Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2013.

Jeff Moore presented the Comprehensive Annual Financial Report to City Council. Mr. Boynton stated he realizes it is going to take Council some time to go through the report and stated that at some point in the next month they will sit down and go through the report in some detail.

Michael Schertzinger stated that there are some clarity standards that went into effect this year to make the report easier to read, which has actually expanded the report.

New terminology from last year in the main opinion is "unmodified", which still means it is a clean opinion. Beginning this year the state mandated a restatement of the financial statements because of a new accounting statement that went into effect this year. The City was mandated to go back and write off things from prior years so they would have an "apples to apples" comparison to this year. This is not a restatement that there is an error, it is just a restatement due to the adoption of the accounting principle.

The opinion on the Government Auditors Standard Opinion or "GAS" opinion, which gives an indication if the city was in compliance with governmental auditing standards, which it was.

The City received unmodified opinions on federal awards and state awards.

Jeff Moore stated that the action at tonight's meeting is to just acknowledge receipt of the auditor's report.

130341 **Showplace – Revocable License Agreement**

Brian Beasley stated that the Police Department has been talking with Showplace to use the Showplace West property to do some training on building searches. Showplace West was amendable to doing that and not

charge anything for the use of the building. Showplace has presented a licensing agreement that allows the City to use the property free of charge as long as they don't cause any damage and holds Showplace harmless if an injury were to occur. Because of the fact that it is police training and there are several dates for the training, Showplace has asked that City Council approve the agreement.

Mayor Sims made a motion, seconded by Council Member Moore to forward this matter to Council with a favorable recommendation of approval. Motion passed unanimously.

ADJOURNMENT

The meeting adjourned at 4:45 p.m. on a motion duly made and seconded.

Respectfully Submitted,

_____

Dawn J. Sparks, CMC
Deputy City Clerk

_____

Council Member Britt Moore

ORDINANCE AMENDING
THE CITY OF HIGH POINT CODE OF ORDINANCES
TITLE 10- TRANSPORTATION AND TRAFFIC
CHAPTER 1- TRAFFIC REGULATIONS
ARTICLE O- PARADES

Sec. 10-1-271 Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

(1) *City* is the City of High Point, North Carolina.

(2) *City manager* is the person selected and appointed by the city council to fill the position of city manager for the city.

(3) *Dangerous weapon* means any device designed or capable of being used to inflict serious injury upon person, persons, or property, including but not limited to firearms, knives of any kind or any type having a blade in excess of three (3) inches in length, razors and razor blades, metallic knuckles, clubs, blackjacks and night sticks, dynamite cartridges, bombs, grenades, mines and other powerful explosives, and loaded canes.

(4) Designee is the person authorized by the city manager to carry out the duties and responsibilities as it relates to acceptance, processing, reviewing of the application and issuance of the permit.

(5) *Parade* is any parade, march, ceremony, pageant, or procession of any kind moving in or upon any public street, way, highway, road, parkway, or sidewalk or other public place owned or under the control of the city; except funeral processions supervised by a licensed mortuary.

(6) *Parade permit* means a written authorization as required by this article.

(7) *Person* is any person, firm, partnership, association, corporation, company, or organization of any kind.

(8) *Waiver agreement* is an agreement to be signed by the applicant and filed with the city manager **or designee**. The waiver releases and saves harmless the City of High Point and its employees for any claims, actions, and lawsuits arising out of the conduct of the parade, excepting injuries or damages proximately caused by the city.

(9) *Working day* is a weekday, Monday through Friday inclusive, does not include weekends (Saturday or Sunday) and does not include any day that city hall is closed to the public for holidays, inclement weather or the like.

Sec. 10-1-272 Permit required.

No person shall engage or participate in, aid, form, or start any parade unless a parade permit shall have been obtained from the city manager **or designee**. Provided that no person may conduct or otherwise participate in any parade except between the hours of 9:00 a.m. and 9:00 p.m.

Sec. 10-1-273 Application.

(a) *Application for Permit.* A person seeking the issuance of a parade permit shall file a written application with the ~~city clerk~~ **city manager or designee**. ~~The city clerk must transmit the application to the city manager within two (2) working days of the date of the application.~~

(b) *Filing Period.* An application for a parade permit shall be filed with the ~~city clerk~~ **city manager or designee** not less than three (3) working days before the date on which the parade is to be conducted.

(c) *Fee.* A non-refundable fee of $10.00 shall be paid by the person applying for the parade permit at the time of application to cover expenses incidental to processing of the application.

(d) *Contents.* The application shall be signed by the applicant and notarized, and shall include, but not be limited to the following:

(1) The name, address and telephone number of the person seeking to conduct the parade.

(2) If the parade is proposed to be conducted for, on behalf of, or by an organization, the name, address, and telephone number of the headquarters of the organization, and of the authorized and responsible head of such organization.

(3) The name, address, and telephone number of the person who will be the parade chairman and who will be responsible for its conduct.

(4) The date when the parade is to be conducted.

(5) The route to be traveled, the starting point, and the termination point.

(6) The approximate number of persons, animals, and vehicles participating in the parade; the type of animals and a description of the vehicles.

(7) The hours when the parade will start and terminate.

(8) A statement as to whether the parade will occupy all or only a portion of the width of the streets proposed to be traversed.

(9) The location by streets of any assembly areas for the parade.

(10) The time when units of the parade will begin to assemble at any such assembly area or areas.

(11) If the parade is to be sponsored by, or on behalf of any person other than the applicant, the applicant for such permit shall file with the application, a written authorization from the person proposing to hold the parade authorizing the applicant to apply for the permit on his or her behalf.

(12) The person or persons to be in charge of the activity and who will accompany it, shall carry the permit at all times.

(13) Any additional information which the city manager **or designee** shall find reasonably necessary to a fair determination as to whether a permit should be issued.

Failure to comply with the requirements as set forth in this article and in the permit shall result in the permit being deemed null and void and immediate revocation by the city manager or ~~his~~ designee.

Sec. 10-1-274 Standards for issuance.

The city manager **or designee** shall issue a permit for the proposed parade unless he finds that:

(1) The safe conduct of the parade will substantially interrupt the safe and orderly movement of other traffic contiguous to its route;

(2) The conduct of the parade will require the diversion of so great a number of law enforcement personnel of the city to properly police the line of movement of the parade and of contiguous areas that adequate police protection cannot be provided to the remainder of the city;

(3) The conduct of the parade will require the diversion of so great a number of ambulances and rescue units that adequate ambulance and rescue service to portions of the city and contiguous areas not occupied by the parade will be impeded;

(4) The concentration of persons, animals, and vehicles at assembly points of the parade will substantially interfere with adequate police and fire protection of, or ambulance and rescue service to, areas contiguous to such assembly areas;

(5) The parade is to be held for the primary purpose of advertising a product, goods, or an event, and is designed to be held primarily for private profit or gain; or

(6) The conduct of the parade will interfere with the movement of firefighting equipment to such an extent that adequate fire protection cannot be provided to the city.

Upon issuance of a parade permit, a copy shall be ~~sent to the police chief, fire chief, and the director of transportation~~ **kept on file with the police chief, and copies shall be distributed to the fire chief and the director of transportation.** The city manager **or designee** shall have the authority to revoke a parade permit issued hereunder upon violation of the standards for issuance as herein set forth.

Sec. 10-1-275 Notice of action on permit application; appeal procedure.

(a) The city manager **or designee** shall act upon the application as expeditiously as reasonably possible, and within 72 hours, notifying the applicant in writing of his decision. The notice shall also inform the applicant of the appeal procedure available under subsection (b) of this section and the conference available under section 10-1-276 for an alternative permit.

(b) Any person aggrieved shall have the right to appeal the denial of a parade permit to the city council, and the city council shall hear the appeal at its first regularly scheduled meeting after receipt of the appeal.

Sec. 10-1-276 Alternative permit.

If the city manager **or designee** denies an application for a parade permit based upon one (1) or more of the findings prescribed in section 10-1-274, the city manager or ~~his~~ designee shall, upon the request of the applicant, confer with applicant for the purpose of trying to negotiate modifications to the planned parade that will eliminate the objections found under section 10-1-274. The city manager **or designee** is authorized to grant an alternative permit specifying a date, time, or route different from that contained in the application. The alternative permit is valid only upon the filing by the applicant with the city manager or ~~his~~ designee written acceptance of the alternative permit. An alternative permit is void if not accepted in the manner prescribed in this section within three (3) working days after its issuance. An alternative permit shall conform to the requirements of and shall have the effect of a parade permit under this article.

Sec. 10-1-277 Duties of permittee.

A permittee hereunder shall comply with all permit directions and conditions, and with applicable laws and ordinances.

Sec. 10-1-278 Duty of parade chairman.

The person designated in the application as responsible for the physical conduct of the parade shall be responsible for monitoring the conduct of the participants in the parade. Upon actual notice of any violation, given to the responsible person by a law enforcement officer on the scene of said parade, such person shall make immediate bona fide attempts to correct the violation. It shall be unlawful for such responsible person to refuse to make such bona fide attempts to correct the violation.

Sec. 10-1-279 Conduct during the parade.

(a) *Interference.* No person shall unreasonably hamper, obstruct, or impede, or interfere with any parade or parade assembly or with any person, vehicle, or animal participating or used in the parade.

(b) *Driving Through Parades.* No driver of any vehicle shall drive between the vehicles or persons comprising a parade when such vehicles or persons are in motion and are conspicuously designated as a parade.

(c) *Parade or Parade Route.* The city manager **or designee** shall have the authority, when reasonably necessary, to prohibit or restrict the parking of vehicles along a street or highway or part thereof constituting a part of the route of a parade. The city manager **or designee** shall cause signs to be posted to this effect, and it shall be unlawful for any person to park or leave unattended, any vehicle in violation thereof.

Sec. 10-1-280 Dangerous weapons.

No dangerous weapon of any kind, may be possessed either exposed or concealed by any participant in the parade, or by any person affiliated with and present at the parade, or any person upon any street, sidewalk or other public place within 500 feet of the parade. This section shall not apply to the following persons while acting lawfully and within the scope of their duties and authority:

(1) Law enforcement officers.

(2) Officers and soldiers of the armed forces, militia, and national guard.

(3) Students of military science in an accredited program.

(4) Park rangers and animal control officers.

Sec. 10-1-281 Hand-carried signs.

No sign or poster carried by hand in the parade shall be of greater density than eight (8) ply .030 thickness cardboard. No support for such sign or poster shall be of a metallic substance nor thicker than one (1) by three-fourth (3/4) inches.

Sec. 10-1-282 Parade route.

Every parade shall follow the route designated and approved by the city manager **or designee** and prescribed on the parade permit.

Sec. 10-1-283 Severability.

If any part, subsection, paragraph, sentence, clause, phrase or word of this section shall be held to be void, invalid, or unconstitutional by a valid judgment or decree of court of competent jurisdiction, such holding shall not affect the validity of the remaining portions of this section and such remaining portions shall remain in full force and effect.

City of High Point

HIGH POINT
NORTH CAROLINA'S INTERNATIONAL CITY™

To: Strib Boynton, City Manager
Mayor and Members of City Council

From: Allen Oliver, Assistant City Manager

Date: December 10, 2013

Subject: Parks and Recreation Commission / Naming Washington Street Park

On Monday December 9, 2013 the High Point Parks and Recreation Commission held their monthly meeting. Present were Chairman Marshall Newsom, Vice Chair Joe Ellenburg, Judy Jones, Jerry Southern, Jim Bronnert and City Council Liaison Jim Davis.

Chairman Newsom recognized Patrick Harmon of the Hayden Harmon Foundation to make a request on behalf of the Washington Street Neighborhood Association to name the recently completed Park on Washington Street. Mr. Harmon told the Commission how the Association gathered support for the naming of the park. He recommended naming the Park **"Today, Tomorrow, Forever".** Commission Chair Newsom and the rest of the commission discussed the request and ask Mr. Harmon about including the street name in the request. Mr. Newsom felt that most of our City Parks are named and located by the street or adjacent land such as Oak Hollow Lake, City Lake Park, and Five Points Parks. He also felt the name Washington Street Park should stay in the name of the park.

After discussing the request Judy Jones made the motion, seconded by Joe Ellenburg to name the Park **"Today, Tomorrow, Forever / Washington Street Park".** The Commission voted 4-1 with Mr. Bronnert voting no to recommend to City Council the naming of Park.

The Parks and Recreation Staff support the recommendation and will make sure the proper signage is erected. Lee Tillery and I will be at the City Council Meeting to answer any questions.

City of High Point, P.O. Box 230, 211 South Hamilton Street, High Point, NC 27261 USA
TDD: 336.883.8517 Fax: 336.883.3052

City of High Point

HIGH POINT
NORTH CAROLINA'S INTERNATIONAL CITY™

MEMORANDUM

To: Strib Boynton, City Manager
Mayor and Members of City Council

From: Allen Oliver, Assistant City Manager

Date: December 3, 2013

Subject: Naming Washington Street Park

Mr. Patrick Harmon of the Hayden Harmon Foundation contacted me towards the end of September about the desire of naming the recently completed Park on Washington Street. Since the City does not have a formal process to name or rename City Parks or Buildings. I asked Mr. Harmon and Ms. Aretha Robinson, President of the Washington Street Neighborhood Association to make a presentation of their request to the Parks and Recreation Commission for their review and recommendation. After the Commission makes their recommendation the requesting person(s) will be placed on an upcoming City Council Agenda for consideration and final approval.

At the October 14, 2013 Parks and Recreation Commission meeting Mr. Harmon and Ms. Robinson made a presentation to rename the Park on Washington Street. The presentation was well received by the commission, but because of a lack of a quorum they took no formal action. The members of the Commission that were present did not express any opposition to the request.

I have asked Lee Tillery to place this on the agenda for the December 9, 2013 Parks and Recreation Commission meeting. The Commission will consider the request and make a recommendation to be placed on the December 16, 2013 City Council Agenda.

Mr. Harmon and Ms. Robinson will be notified of the Parks and Recreation Commission meeting for their input.

Please feel free to contact me if you have any questions.

HIGH POINT CITY COUNCIL
REGULAR MEETING
COUNCIL CHAMBERS, HIGH POINT MUNICIPAL BUILDING
OCTOBER 21, 2013 – 4:45/5:30 P.M.

ROLL CALL, PRAYER, AND PLEDGE OF ALLEGIANCE

Upon call of the roll, the following Council Members were present. Council Member Wagner offered the invocation; the Pledge of Allegiance followed.

Mayor Bernita Sims, Mayor Pro Tem Britt Moore (At-Large), Council Member Rebecca Smothers (At-Large), Council Member Jeffrey Golden (Ward 1), Council Member Foster Douglas (Ward 2), Council Member Judy Mendenhall (Ward 3), Council Member Jay Wagner (Ward 4), Council Member James Davis (Ward 5)

Council Member Jason Ewing (Ward 6) was absent.

SPECIAL PRESENTATIONS

PROCLAMATION- NATIONAL LEAD POISONING PREVENTION WEEK

On behalf of The United Way, Bobby Smith, was present to accept the Proclamation on behalf of the many partners involved in Lead Safe High Point, not the least of which is Guilford County Schools represented by Angelo Kidd, Regional Superintendent and Dr. Comer, declaring the week of October 20 – October 26, 2013 as "National Lead Poisoning Prevention Week" in the City of High Point adopting the motto "Lead-Free Kids for a Health Future." Mr. Smith noted their primary vehicle used to promote Lead Safe High Point have been the traveling display that stars "Dusty the Dog". He encouraged everyone to visit the display in the City Hall Lobby on the second floor. He then shared a five-minute video that will also be used to help promote this event. Mayor Sims thanked Mr. Smith, the High Point Community Development & Housing Department, and everyone involved for their work on this and stated it is good to know that our children are being at least looked at and assessed to see if there are issues with lead.

NAMING OF THE WASHINGTON STREET PARK

Patrick Harman with the Hayden-Harman Foundation addressed Council regarding the naming of the park they partnered with the city to build. He pointed out the park is a great asset to have in this community and made some general comments regarding the Washington Street community. He noted it may appear that the condition of the Kilby Hotel as well as the First Baptist Church indicate that the neighborhood is falling down, but pointed out there are a whole lot of positive growth and things that are going on in the area. He estimated over a million dollars in private investments have been made on Washington Street over the last few years within the Foundation which have resulted in eleven commercial properties having been improved or are in the process of being improved. Through a small home repair program, the High Point Community Foundation has also helped improve seventeen residences in the neighborhood as well (i.e. new roofs, new bathrooms, porches,

etc....). He also mentioned their Fall Festival, Produce stand, movies-a-month, craft days, etc.....
Mr. Harman then introduced Aretha Robinson, President of the Washington Street Neighborhood Association, who addressed Council regarding the naming of the new park on Washington Street.

Ms. Robinson informed Council that the Washington Street Neighborhood Association was asked about suggestions for naming the park, as well as citizens with substantial roots in the community such as Dr. Burdell Knight and Mr. Glenn Chavis. The following four names were submitted for consideration:

1. Today, Tomorrow & Forever
2. Mosaic
3. Future Present
4. Room Enough

Ms. Robinson noted the most number of votes were cast for Today, Tomorrow & Forever and asked the City Council to stamp this name with their approval so they could continue doing great things in the community.

Mayor Sims thanked Ms. Robinson for the information and explained as a Council, a little more clarification is needed as to what the process for naming a park entails. She assured Ms. Robinson that the City Council would take the suggested recommendation under advisement, discuss it and would get back to them with a decision by the Council.

REGULAR MEETING ITEMS

FINANCE COMMITTEE - *Mayor Pro Tem Moore, Chair*
Committee Members Wagner, Davis and Sims

130271 **Contract - Bid No. 10 - Relay Control Panels**
Approval of award of contract for Bid No. 10 for Relay Control Panels. Purchasing and the Electric Department recommends that contract be awarded to Keystone EMC in the amount of $411,301.00 which is the lowest responsive and responsible bidder meeting specifications.

This matter was discussed during a Finance Committee meeting held at 3:00 p.m. prior to this meeting. The Committee recommended approval.

Approved Contract with Keystone EMC in the amount of $411,301.00 which is the lowest responsive and responsible bidder meeting specifications.

A motion was made by Mayor Pro Tem Moore, seconded by Council Member Mendenhall, that this Contract be approved. The motion PASSED by an 8-0 unanimous vote. [Council Member Ewing was absent]

NORTH CAROLINA'S INTERNATIONAL CITY™

MEMORANDUM

DATE: December 12, 2013

TO: Randy McCaslin, Assistant City Manager

FROM: Michael E. McNair, Director

SUBJECT: Resolution for Loan to Wynnefield Properties for the development of Addington Ridge Apartments

At its regularly scheduled meeting on April 1, 2013, Council approved staff action to amend the City of High Point's HUD Section 108 loan application and authorize the City Manager to execute necessary documents to amend the loan commitment from HUD and to issue a loan commitment to Wynnefield Properties, Inc. Subsequently, staff submitted an amendment to HUD that proposed allowing the City to use $1,350,000.00 of its Section 108 Loan Authorization to acquire property located on Admiral Drive and to provide for public improvements that will facilitate the development of a Low Income Housing Tax Credit development known as Addington Ridge, which will be constructed by Addington Ridge LLC (Wynnefield Properties, Inc.). We are now entering the final phases of the amendment and a public hearing has been set for December 16th to comply with statutory requirements. Staff requests that Council approve the attached resolution and authorize the City Manager to execute necessary documents to implement the project.

Attachments: Resolution

City of High Point, P.O. 230, 211 South Hamilton Street, High Point, NC 27261 USA
Office: 336.883.3676 Fax: 336.883.3355 TDD 336.883.8517

RESOLUTION

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HIGH POINT, APPROVING AND PROVIDING SECURITY FOR THAT CERTAIN HUD SECTION 108 LOAN IN THE AMOUNT OF $1,350,000.00, AND THE EXPENDITURE OF SAID FUNDS FOR THE DEVELOPMENT OF A LOW INCOME TAX CREDIT DEVELOPMENT KNOWN AS ADDINGTON RIDGE

Whereas, the City receives an annual allocation of Community Development Block Grant (CDBG) funding from the U. S. Department of Housing and Urban Development (HUD) to use for a variety of eligible projects defined through federal regulations, and as a participant in this program, the City is eligible to apply for Section 108 Loan Guarantee funding; and

Whereas, Section 108 is a part of HUD's Community Development Block Grant (CDBG) program and provides communities with a source of financing for activities such as economic development projects and public improvements, making it an important public investment tool offered by HUD to local governments; and

Whereas, the City seeks to amend its Section 108 Loan Authorization to use $1,350,000.00 to enable the City to acquire property located on Admiral Drive and described as Lot 12, Plat Book 166, Page 142, Guilford County Registry, and to provide for the construction of public improvements thereon that will facilitate the development of a Low Income Housing Tax Credit development known as Addington Ridge, which improvements will be constructed by Addington Ridge, LLC and Wynnefield Properties, Inc.; and

Whereas, the City will repay the loan to HUD over a period of twenty (20) years, making payments as required by HUD, with a balloon payment of all unpaid principal in the 20th year; and

Whereas, pursuant to statutory and regulatory requirements, the City must pledge by Resolution its current and future Community Development Block Grant Funds as security for repayment of said Loan.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of High Point, North Carolina, as follows:

That pursuant to 24 CFR 570.705(b)(2) the City does pledge its current and future Community Development Block Grant Funds for repayment of the Section 108 loan in the amount of $1,350,000.00.

That the Section 108 loan in the amount of $1,350,000.00 may be used to enable the City to acquire property located on Admiral Drive and described as Lot 12, Plat Book 166, Page 142, Guilford County Registry, for the sum of $600,000.00 and to provide for the construction of public improvements that will facilitate the development thereon of a Low

Income Housing Tax Credit development known as Addington Ridge, which will be constructed by Addington Ridge LLC and Wynnefield Properties, Inc.

That for the construction of the improvements, the City will enter into a ground lease with Addington Ridge, LLC for the sum of $1.00, and Addington Ridge, LLC will grant a Promissory Note and Leasehold Deed of Trust to the City for $750,000.00 to finance the improvements.

That Addington Ridge, LLC will have an option to purchase the Property, which when exercised, shall be for a purchase price equal to its appraised value, which purchase price will be paid through a Purchase Money Note and Deed of Trust in favor of the City in the amount of said purchase price plus the amount of the payoff on the $750,000.00 improvement loan.

That the terms of said purchase money financing shall be for a twenty year term with interest at 2% per annum and nineteen (19) payments of interest only on the unpaid principal balance. All unpaid principal and any unpaid accrued interest shall be due and payable in a balloon payment at the end of the term.

That the City will utilize the payments received from Addington Ridge, LLC under said Promissory Note to offset the amounts of the payments made by the City to HUD on the Section 108 loan.

That the City Manager and his appropriate designee(s) are hereby authorized and directed to execute any and all documents on behalf of the City as may be necessary to effectuate the completion of the loan process, including, but not limited to, the Ground Lease with Addington Ridge, LLC, and the deed to Addington Ridge, LLC, upon exercise of the Option.

Witness my hand and official seal, this ____ day of _____, 2013.

_____

Mayor, City of High Point

WITNESS:

_____

Clerk of the City of High Point

HIGH POINT
FIRE DEPARTMENT

Office of the Chief

NORTH CAROLINA'S INTERNATIONAL CITY

December 11, 2013

Strib Boynton
City Manager
City of High Point

Subject: Kilby Hotel, 627 Washington St.

Dear Mr. Boynton:

This letter is to inform you of the perceived risk and potential life safety hazard posed by a severely unstable and dangerous building located at 627 Washington Street. We have monitored and watched this building over the course of the last year in which it has progressively deteriorated with the roof and upper floors collapsing into the lower part of the structure. This in turn has caused the upper portion of the wall on the Hobson Street side of the structure to bow outward.

During one of our initial inspections on December 4, 2012 conducted by the Fire Prevention Bureau at 627 Washington Street, it was determined that the facility constituted a clear and inimical threat to human life. The building condition was referred to the City of High Point Building Inspections Department to notify the owner of any repairs, alterations, remodeling, removing or demolition required. Also during this inspection, it was determined that in accordance with NC Fire Code, Chapter 3, section 311, a placard symbol shall be attached to the structure indicating that structural or interior hazards exist to a degree that consideration should be given to limit firefighting to exterior operations only.

On October 13, 2013, we responded to a 911 call from concerned citizens that had heard glass breaking and building components falling into the structure. The Battalion Chief that investigated stated that he heard what sounded like the building settling and cracking coming from the structure. Due to the instability of the structure Fire Department Officials, Building Inspections and others made the decision to close Washington Street to minimize traffic vibrations, and for the safety of citizens walking or driving in front of the building.

434 South Elm Street * High Point, NC * 27260 * 336-883-3358

With the closing of Washington Street our response times to addresses east of the closure have increased. Of particular concern is Penn Griffin and Griffin Middle Schools which are primarily serviced by Fire Station One located at 508 N. Centennial. We are requesting that some action be taken (demolition or stabilization) as soon as possible to mitigate the life safety hazards posed to fire fighters and citizens in the Washington Street area as well as the ones affected by a rerouted response.

I have also attached the Fire Department incident report for the October 13th, 2013 call to 911concerning the Kilby Building.

Sincerely,

Thomas Reid

Thomas Reid
Fire Chief

NFIRS -1 Basic

A

FDID	State	Incident Date	Station	Incident Number	Exposure
04130	NC	10/13/2013	S1	201310036	000

B Location

☐ See Wildland Fire Module for Location

Census Tract

1 Street address: 623 (Number/Milepost) Prefix: WASHINGTON (Street or Highway) Street Type: ST Suffix:

Apt./Suite/Room:

City: HIGH POINT State: NC Zip Code: 27260-

Cross Street or Directions: FOURTH ST

C Incident Type

600 Good intent call, other

Incident Type

D Aid Given or Received

N None

E1 Dates & Times

	Date	Time
Dispatch	10/13/2013	08:44:07
☒ Arrival	10/13/2013	08:45:27
☐ Controlled		: :
☒ Last Unit Cleared	10/13/2013	10:20:21

E2 Shifts & Alarms

Local Option

Shift or platoon	Alarms	District
C	1	1

E3 Special Studies

Local Option

Special Study ID# | Special Study Value

F Action Taken

86 Investigate

Primary Action Taken (1)

Additional Action Taken (2)

Additional Action Taken (3)

G1 Resources

☐ Check this box and skip this section if an Apparatus or Personnel form is used.

	Apparatus	Personnel
Suppression	1	3
EMS	0	0
Other	1	1

☐ Check box if resource counts include aid received resources.

G2 Estimated Dollar Losses & Values

LOSSES: Required for all fires if known. Optional for non fires.

			None
Property	$	0	☒
Contents	$	0	☒

PRE-INCIDENT VALUE:

Property	$	0	☒
Contents	$	0	☒

Completed Modules

- ☐ Fire-2
- ☐ Structure-3
- ☐ Civilian Fire Cas.-4
- ☐ Fire Serv. Casualty-5
- ☐ EMS-6
- ☐ HazMat-7
- ☐ Wildland Fire-8
- ☒ Apparatus-9
- ☒ Personnel-10
- ☐ Arson-11

H1 Casualties ☒ None

	Deaths	Injuries
Fire Service		
Civilian		

H2 Detector

H3 Hazardous Materials Release

N None

I Mixed Use Property

NN Not mixed use

J Property Use

449 Hotel/motel, commercial

M Authorization

Officer in charge ID	Signature	Rank	Assignment	Date
169	WILLIAM R DOANE	Battalion Chief	BATT 2	

Check box if same as Officer in charge	Member Making Report's ID	Signature	Rank	Assignment	Date
☒	169	WILLIAM R DOANE	Battalion Chief	BATT 2	10/13/2013

K1 Person/Entity Involved

Local Option

Business name (if applicable)

Phone Number

☐ Check this box if same address as incident location. Then skip the three duplicate address lines.

Mr., Ms., Mrs. First Name MI Last Name Suffix

Number Prefix Street or Highway Street Type Suffix

Post Office Box Apt./Suite/Room City

State Zip Code

K2 Owner

Local Option

☐ Same as person involved? Then check this box and skip the rest of this section.

Business name (if applicable)

( ) -
Phone Number

☐ Check this box if same address as incident location. Then skip the three duplicate address lines.

Mr., Ms., Mrs. First Name MI Last Name Suffix

Number Prefix Street or Highway Street Type Suffix

Post Office Box Apt./Suite/Room City

State Zip Code

L Remarks:

Local Option

RESPONDED TO CITIZEN COMPLAINT. UPON ARRIVAL INTERVIEWED 2 MALE SUBJECTS WHO STATED THEY HEARD GLASS BREAKING
AND WHAT SOUNDED LIKE A THUD FROM THE OLD KILBY HOTEL. BATT-2 DOANE INVESTIGATED AND HEARD WHAT SOUNDED LIKE
THE BUILDING SETTLING WITH A CRACKING SOUND. BATT-2 DOANE REQUESTED THAT FIRE INSPECTOR, POLICE SUPERVISOR AND SOMEONE FROM BUILDING INSPECTIONS TO RESPOND TO SCENE. ENG-1 ASSISTED WITH BLOCKING STREET DUE TO DEBRIS
POSSIBLY FALLING OFF BUILDING. FIRE INSPECTOR WEIR RESPONDED AND AGREED THAT THE BEST COURSE OF ACTION WAS TO
LIMIT ACCESS AND BLOCK STREETS DUE TO POSSIBLE VIBRATION OF TRAFFIC. BUILDING INSPECTOR ARRIVED AND CONCLUDED SAME. WE USED FIRE LINE TAPE TO DEFINE AREA. CITY SERVICES RESPOND WITH BARRACADES TO BLOCK STREET
AT FOURTH AND ECCLES. DEPUTY CHIEF WRIGHT RESPONDED WITH ASSISTANT CITY MANAGER RANDY McCASIN TO DISCUSS SITUATION. L-13 RESPONDED TO SCENE AND CHIEF DOANE TOOK PICTURES OF STRUCTURE. PICTURE LOCATED ON Y-DRIVE UNDER KILBY PICTURE 101313.

A							
04130	NC	10/13/2013	S1	201310036	000	☐ Delete ☐ Change	NFIRS - 10 Personnel
FDID	State	Incident Date	Station	Incident Number	Exposure		

B Apparatus or Resource (Use codes listed below)	Dates and Times (Check if same date as alarm date)	Sent [X]	Number of People	Use (Check ONE box for each apparatus to indicate its main use at the incident.)	Actions Taken (List up to 4 actions for each apparatus and each personnel)
1 ID BAT2 Type 92	Dispatch [X] 10/13/2013 0844 Arrival [X] 10/13/2013 0845 Clear [X] 10/13/2013 1016	☐	1	[X] Other	

Personnel ID	Name	Rank or Grade	Attend	Action Taken	Action Taken	Action Taken	Action Taken
169	DOANE, WILLIAM R	BC	☐				

B Apparatus or Resource (Use codes listed below)	Dates and Times (Check if same date as alarm date)	Sent [X]	Number of People	Use (Check ONE box for each apparatus to indicate its main use at the incident.)	Actions Taken (List up to 4 actions for each apparatus and each personnel)
2 ID ENG1 Type 11	Dispatch [X] 10/13/2013 0844 Arrival [X] 10/13/2013 0845 Clear [X] 10/13/2013 1020	☐	3	[X] Suppression	

Personnel ID	Name	Rank or Grade	Attend	Action Taken	Action Taken	Action Taken	Action Taken
241	WHITAKER, DAMON R	Capt I	☐				
405	GAINES, ONTERIUS D	FF I	☐				
442	SHANKS, PATRICK R	FEO II	☐				

Planning & Development

Inspection Services Division

HIGH POINT

NORTH CAROLINA'S INTERNATIONAL CITY™

December 11, 2013

Memorandum

To: Lee Burnette, Planning and Development Director

From: Edwin Brown, Inspection Services Administrator

Re: **Summary of Unsafe Structure**
Former Kilby Hotel
625-627 Washington St.

On February 13, 2012 it was necessary for this office to issue an Order to Correct Public Nuisance to the property owner to secure all windows and doors. Securing was necessary to prevent illegal entry by vagrants.

- As a result of no corrective action by the property owner, the structure was secured by a city contractor on May 9, 2012.

On August 28, 2012 correspondence was mailed (certified) to the property owner identifying serious construction concerns for the structure. Follow-up correspondence was also mailed on October 3 and November 5, 2012. No corrective action was taken by the property owner.

On December 4, 2012 the Planning and Development Department hired CB2 Structural Engineers to provide an exterior evaluation of the structure's condition. Charles L. Bowman II, P.E. confirmed:

- That the collapse of the roof and third floor (horizontal diaphragms) leaves the perimeter walls laterally unbraced and likely to collapse
- Compromises the building's overall ability to resist lateral wind and seismic forces
- Second floor horizontal framing was not and is not intended to support the dead weight of the roof and third floor framing which has collapsed upon it.

CB2 Structural Engineers recommended two options:

- Utilizing a competent, experienced and licensed shoring contractor, vertically and laterally shore the existing building to prohibit further collapse; once shoring is complete evaluate the building and design considerations for retrofit
- Utilizing a competent licensed NC general contractor, demolish the existing building

CB2 Structural Engineer's recommendation was presented to the property owners (Burnie and Myra McElrath) on December 12, 2012. In response, the property owner hired their own professional engineer to evaluate the option of shoring the exterior walls of the structure. Larry L Boozer, PE in a letter dated January 24, 2013 presented the following:

- Confirmed that the roof and third floor framing has collapsed due to age, water deterioration and rot
- Identified that without the roof and floor framing in place, the exterior walls are unstable
- Proceeded to offer a specific corrective action plan to provide temporary bracing and shoring.

As of July 12, 2013, no correction action had been undertaken by the property owner.

- On July 12, 2013 a Complaint and Notice of Hearing (for an Unsafe Structure) was issued to the property owner
- On July 25. 2013 a hearing was held concerning the unsafe conditions. The hearing was attended by both property owners
- On August 19, 2013 an Order to Repair or Demolish the structure located at 625-627 Washington St. was issued with a compliance date of October 21, 2013
- Appeal request was filed by the property owners on August 29, 2013
- Appeal Hearing was held before City Council on October 7, 2013 with Council denying owner's appeal by a 6 to 3 vote.

In conclusion, the structure presently remains in the same unsafe condition as identified within our August 19, 2013 Order to Repair or Demolish and the CB2 Structural Engineer's report dated December 4, 2012.

J

CB2 STRUCTURAL ENGINEERS
DESIGN ◆ ANALYSIS ◆ INVESTIGATION

10253 NORTH NC HWY 109, SUITE C ◆ WINSTON-SALEM, NC 27107
PHONE: (336) 769-9808

December 4, 2012

City of High Point
Inspection Services Division
Mr. Edwin J Brown Jr
P.O. Box 230
High Point, N.C. 27261

City of High Point
Planning & Development
Inspection Services
DEC 05 2012

Reference: Perimeter Building Observations
Former Kilby Hotel
625 – 627 Washington Street
High Point, N.C.

Dear Mr. Brown,

As requested, CB2 Structural Engineers met both you and Mrs. Katherine Bossi of the City of High Point Inspection Services Division near the site of the Kilby Hotel located at 625-627 Washington Street in High Point, N.C. on December 4th, 2012. It is this office's understanding that this office was initially contacted by the City of High Point to meet adjacent to the Kilby Hotel due to the City's concern that this existing building may no longer be structurally stable and may be endangering the public by having a potential to collapse upon adjacent persons or property. It is this office's understanding that the owners of the Kilby Hotel property are unwilling to allow city representatives to access the existing building in order to observe the condition of the existing building structure. As a result, the City of High Point requested that a representative from this office meet with city representatives along the public street adjacent to the existing Kilby Hotel building structure in order to observe the building from the street and to best render an opinion as to whether or not the building appears to be structurally stable and to render an opinion as to if the building is a potential hazard to public safety.

Charles L Bowman II, P.E. of CB2 Structural Engineers met Mrs. Bossi and Mr. Brown at the intersection of Washington Street and Hobson Street as requested. This writer observed the exterior of the existing building from Washington Street, Hobson Street, and the adjacent public sidewalks. The existing building appears to consist of three floors of wood framed structure supported by perimeter load bearing masonry walls. The existing roof structure appears to be comprised of wood framing supported by perimeter load bearing masonry walls. The exterior load bearing masonry walls appear to extend to an elevation above the elevation of the wood framed roof structure and terminate as a cantilevered masonry parapet.

Observation of the existing building from a vantage point of the adjacent public property appears to indicate that a portion of the wood framed roof structure has collapsed upon the elevated third floor of existing building. Observation of the rear of the building appears to indicate that, in addition to collapse of portions of the roof structure, at least some portion of the elevated third floor has also collapsed and is now being supported by the elevated second floor. The apparent collapse of portions of the roof structural diaphragm, and, the apparent collapse of portions of the third floor diaphragm appear to render this existing building structure as a life safety hazard and could collapse upon adjacent people and property. Following are some of the structural concerns this office has regarding our cursory observation from the public road and sidewalk:

- The apparent collapse of the horizontal diaphragms (roof and third floor) leaves the unreinforced perimeter masonry walls laterally unbraced and likely to collapse in the event of applied wind forces and/or a seismic event.

- Compromised horizontal diaphragms (collapsed roof and third floor structure) compromises the building's overall ability to resist lateral wind and seismic forces and increases the likelihood of overall collapse of the building under lateral load.
- The second floor horizontal framing was not and is not intended to support the dead weight of the roof framing and third floor framing that has collapsed upon it.

CLB expressed these concerns to Mr. Brown and Mrs. Bossi, at the site, at the time of observation. CB2 Structural Engineers strongly suggested to Mr. Brown that the sidewalks and roads adjacent to this building be blocked from public use until this building's structural issues are resolved. CB2 Structural Engineers recommends that one of the following solutions be followed:

Option 1 – Shore the Existing Building: CB2 Structural Engineers recommends that, once the area around the building is isolated from the public to prevent damage to persons or property should the building or a portion of the building collapse, a reputable general contractor shall be employed to vertically and laterally shore the existing building to prohibit its potential collapse. It is our recommendation that the employed general contractor be competent in shoring existing, dilapidated structures, competent in applying safety measures required in such work, and would employ a third party structural engineering firm to design a method of shoring this building to prohibit its imminent collapse. Once vertically and laterally shored to prohibit collapse, the third party structural engineering firm could then evaluate the existing building and design methods of structural retrofit. Following design of structural retrofits, the general contractor could then install these retrofits and bring the building into compliance with North Carolina State Building Code.

Option 2 – Demolition of the Existing Building: The area adjacent to the existing building shall be isolated from the public to prevent access to the area by the public and to prevent damage to persons or property should the building, or a portion of the building, collapse. Assuming that shoring of the existing building as stated herein is not adopted as a plan of action, it is this office's recommendation that the building be demolished, as it appears to be unsafe and appears to compromise public safety in its current condition. If it is decided to demolish the building, a reputable demolition contractor, competent in demolishing structures of this type and competent in applying proper safety measures required in such work, would be employed to complete this task.

Again, this office strongly recommends that the City of High Point isolate the area around this building to prohibit access to the area around this building by the public. It is our opinion that it is not safe to access the area adjacent to this building. Once isolated, it is our recommendation that one of the two options listed herein be selected and implemented immediately.

Respectfully Submitted,

CB2 STRUCTURAL ENGINEERS, PLLC

NORTH CAROLINA PROFESSIONAL SEAL 22921 ENGINEER CHARLES LEROY BOWMAN II

12/4/12

Charles L. Bowman, II, P.E.

L

Larry L. Boozer, PE
1478 Country Meadow Ln.
Kernersville, NC 27284
Cell phone 336-918-9006

January 24, 2013

RE: Structural evaluation, Temporary Support and Shoring-627 East Washington Dr., High Point, NC

Ms. Burnie McElrath
Ms. Myra Williams
627 East Washington Dr.
High Point, NC

RECEIVED
MAR 06 2013
PLANNING & DEVELOPMENT

Dear Ms. McElrath & Ms. Williams,

The following report is a summary of my site inspection and investigation at the above referenced location. The purpose of the investigation is to review the general structural condition of the structure and determine a safe and economical shoring scheme.

Description of the structure:

The structure is a three story rectangular in plan with brick masonry exterior walls. The structure's front and south wall faces East Washington Dr. The right and east wall faces Hobson Street. The rear and North wall faces a small parking lot. The left and west wall faces an existing two story masonry structure. The approximate dimensions are 39'-4 wide x 61'-1 long x 30'-0 tall.

Exterior walls are 12" thick presumably unreinforced standard brick masonry. The walls extend above the original roof line on three sides to form a parapet. The walls are stiffened with 16"x 16" pilasters spaced at regular intervals. The pilasters are flush on the outside face.

The original roof sloped from the high side on the south wall to low side on north wall. Timber roof joists spanned east to west from exterior wall to interior bearing wall.

Floor framing was nearly identical to roof framing. Timber floor joists spanned east to west from "pockets" in the exterior wall to interior bearing walls.

Structural condition of existing structure:

Exterior walls given the age (approximately 90 years) are in surprisingly good condition. Horizontal cracks which indicate out of plane excessive bending stress are not present. Additionally "stair-step" cracking at wall base which indicates settlement issues is not present. A large vertical crack was observed on the east wall at the alcove area. The crack in my opinion is due to shrinkage and thermal expansion and is not a significant structural issue.

Roof and floor framing has completely collapsed due to age water deterioration and rot. However the diagonal slope of roof and floor joists in the failed condition has provided partial bracing to the exterior walls and unexpectedly saved the exterior walls from collapse.

Suggested bracing and shoring:

Exterior walls depend on floor and roof framing and diaphragm for resistance to out of plane bending and overall structural stability. Without those components in place the wall is very unstable. Additionally the walls are very similar to a type of construction call tilt up. In tilt up the walls are constructed prior to roof or floor construction and braced with adjustable round hollow structural steel sections as shown in the attached figures.

Accordingly, I suggest using the Meadow-Burke Super 22 with 5' extension at 8' o.c. on east and north walls. The south and west walls require a closer brace space due to limited horizontal space for brace.

Additionally for base connection I suggest the MB Brace Badger Helical Anchor system for economics, speed, strength and efficiency. In addition to numerous tilt projects, I have used the above approach on a similar project.

Please call with questions comments.

Sincerely yours,

Larry L. Bozer

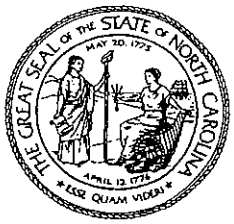
Larry L. Bozer, PE

Encl

NORTH CAROLINA PROFESSIONAL SEAL 14697 ENGINEER LARRY L. BOZER

K

City of High Point
Planning & Development
Inspection Services
DEC 26 2012



North Carolina Department of Cultural Resources

Beverly Eaves Perdue, Governor
Linda A. Carlisle, Secretary

Office of Archives and History
Kevin Cherry, Deputy Secretary

December 18, 2012

Ms. Burnie McElrath
302 Hobson Street
High Point, NC 27260

Re: Kilby Hotel
625-627 Washington Street
High Point, Guilford County, NC

Dear Ms. McElrath:

Thank you for contacting our office and making the trip to Raleigh to meet with our staff regarding your family's historic Kilby Hotel on December 7, 2012. The Kilby Hotel is one of the finest commercial structures on Washington Street and is a rare survivor of African-American hotels from the first half of the 20th century in North Carolina. The Kilby Hotel is individually listed in the National Register of Historic Places and is also a contributing historic building in the Washington Street National Register Historic District.

The hotel requires immediate attention to preserve its place in High Point's history. This is apparent through both the recent photographs that you brought to our meeting and the engineer's report of December 4, 2012 that the City of High Point commissioned.

The primary financial incentives available to you through the North Carolina State Historic Preservation Office (HPO) are the historic preservation tax credits that become available after a project is completed. Our office and the National Park Service administer the historic preservation side of the tax credit programs that consists of a 20% federal plus a 20% state tax credit for rehabilitating income-producing structures (primarily commercial structures including rental residential). We emailed you the application and information packet for these programs on December 7, 2012. The three-part application process consists of the following submittals:

- Federal Part 1 Application (You can skip this part since the hotel is individually listed in the National Register of Historic Places.)
- State Part A Application and cover sheet from Federal Part 2 Application (See submittal information in the following paragraph.)
- State Part B Application and Federal Part 3 Application (This final part is submitted after completing the project and placing the building in service.)

MAILING ADDRESS
4610 Mail Service Center
Raleigh, NC 27699-4610

Telephone 919-807-7280
Fax 919-733-8807

LOCATION
109 East Jones Street
Raleigh, NC 27601

We usually encourage owners to submit the Part A and Part 2 applications prior to undertaking any rehabilitation work. However in this case our office recommends that you begin structural stabilization and debris removal as soon as possible. You do not have the time and are not required to wait on a final approval by the National Park Service which can take up to 60 days. However, completing the Part A and Part 2 applications may assist you in coming up with a plan of action and timeline that the City of High Point needs as well. We encourage the City to allow you a reasonable length of time in which to perform emergency stabilization of the building and to work with you on developing this action plan.

The North Carolina Department of Revenue and the IRS administer the finance and tax side of the programs. You should consult a professional tax advisor, the N.C. Department of Revenue, or the IRS for advice on how the tax credits will benefit you financially. We also suggest that you put together a development team with historic preservation tax credit experience including, but not limited to, a developer, financial tax credit consultant, attorney, accountant, architect, engineer, general contractor, and an historic preservation consultant.

We appreciate your interest in and attention to your family's important piece of history. If you have any questions, please do not hesitate to contact us. Mitch Wilds, Rob Crawford, and Tim Simmons in our office are available to provide advice on restoration issues and the application process.

Sincerely,

Ramona M. Bartos, Deputy
State Historic Preservation Officer

cc: Myra Williams
Edwin J. Brown, Jr., City of High Point
Bob Robbins, City of High Point
Mitch Wilds, HPO
Rob Crawford, HPO
Tim Simmons, HPO

City of High Point

12-16-2013 FC #130360

HIGH POINT

NORTH CAROLINA'S INTERNATIONAL CITY™

MEMORANDUM

TO: **Strib Boynton, City Manager**

FROM: RFM **Randy McCaslin, Assistant City Manager**

SUBJECT: **Bids to Demolish the Kilby Hotel**

DATE: **December 16, 2013**

Attached you will find the bid tabulation to demolish the Kilby Hotel and the First Baptist Church. The bids are independent of each other; therefore, you may accept one, both, or neither, as you decide how to proceed. As you can see from the note at the bottom of the bid tab sheet, the apparent two low bidders, withdrew their bids. This leaves A1 Salvage and Demolition Co., Inc. as our low bidders. Our Purchasing Department has contacted A1 and they have confirmed their ability to complete the required project at the price they submitted. Also attached is a memo from our Purchasing Department stating that A1 is properly licensed and is capable of completing the project as per the bid specifications. This company has performed several other demolition jobs for the City.

If you have any questions, please advise.

City of High Point, P.O. Box 230, 211 South Hamilton Street, High Point, NC 27261 USA
TDD: 336.883.8517 Fax: 336.883.3052

Bid Tabulation

Demolition of Commercial Buildings

Bid #28-112313

	625-627 Washington St. (KILBY HOTEL)	701 Washington St. (ENTIRE CHURCH)	701 Washington St. (SANTUARY ONLY)
A1 Salvage and Demolition Co., Inc. Archdale, NC Cja1metals@aol.com	$ 58,500	$ 40,000	$ 35,000
Premier Design Builders Kernersville, NC jeromesr@premierdesignbuilders.com	$ 70,552	$ 42,218	$ 25,658
Empire Dismantlement Corp. Grand Island, NY empiredc@sysr.com	$ 75,000	$ 175,200	$ 105,200
Jones Grading & Fencing. Inc. Charlotte, NC jgfinc@bellsouth.net	$ 79,800	$ 123,199	$ 89,190
Silas Ridge Const. Services Winston-Salem, NC silasinc@bellsouth.net	$ 86,156	$ 362,718	No Bid
D.H. Griffin Wrecking Co. Greensboro, NC dhdeatherage@dhgriffin.com	$ 233,000	$ 59,000	$ 89,000
Double D Trucking, Inc. Winston Salem, NC ddtrucking@triad.twcac.com	$ 660,206	$ 65,318	$ 29,700
~~Clear Site Industrial, LLC~~ Charlotte, NC info@clearsiteindustrial.com	~~$ 40,309~~	~~$ 69,714~~	~~$ 42,794~~
~~Vistabution, LLC~~ Raleigh, NC amber@vistabution.com	~~$ 20,640~~	~~$ 49,500~~	~~$ 42,180~~

**Clear Site Industrial & Vistibution, LLC have both withdrawn their bids because they are unable to complete the demolition at their quoted prices.

RANDY McCASLIN

From:	TRACEY ADAMS
Sent:	Monday, December 16, 2013 9:22 AM
To:	RANDY McCASLIN
Subject:	Reference for A1 Salvage and Demolition Co., Inc.

The City has awarded several demolition projects to A-1 Demolition Co., Inc. This company is properly licensed and we feel they are capable of completing the scope of work for the demolition of the Washington Street Buildings.

Tracey

Tracey N. Adams, Buyer
Purchasing
City of High Point
P.O. Box 230
High Point, North Carolina 27261
Phone: (336) 883-3220
Facsimile: (336) 883-3248
http://www.highpointnc.gov/purchasing/index.cfm

HIGH POINT
NORTH CAROLINA'S INTERNATIONAL CITY™

Please be aware that e-mail and attachments sent to and from this address are subject to the North Carolina Public Records Law and may be disclosed to third parties.

RESOLUTION

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HIGH POINT, APPROVING AND PROVIDING SECURITY FOR THAT CERTAIN HUD SECTION 108 LOAN IN THE AMOUNT OF $1,350,000.00, AND THE EXPENDITURE OF SAID FUNDS FOR THE DEVELOPMENT OF A LOW INCOME TAX CREDIT DEVELOPMENT KNOWN AS ADDINGTON RIDGE

Whereas, the City receives an annual allocation of Community Development Block Grant (CDBG) funding from the U. S. Department of Housing and Urban Development (HUD) to use for a variety of eligible projects defined through federal regulations, and as a participant in this program, the City is eligible to apply for Section 108 Loan Guarantee funding; and

Whereas, Section 108 is a part of HUD's Community Development Block Grant (CDBG) program and provides communities with a source of financing for activities such as economic development projects and public improvements, making it an important public investment tool offered by HUD to local governments; and

Whereas, the City seeks to amend its Section 108 Loan Authorization to use $1,350,000.00 to enable the City to acquire property located on Admiral Drive and described as Lot 12, Plat Book 166, Page 142, Guilford County Registry, and to provide for the construction of public improvements thereon that will facilitate the development of a Low Income Housing Tax Credit development known as Addington Ridge, which improvements will be constructed by Addington Ridge, LLC and Wynnefield Properties, Inc.; and

Whereas, the City will repay the loan to HUD over a period of twenty (20) years, making payments as required by HUD, with a balloon payment of all unpaid principal in the 20th year; and

Whereas, pursuant to statutory and regulatory requirements, the City must pledge by Resolution its current and future Community Development Block Grant Funds as security for repayment of said Loan.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of High Point, North Carolina, as follows:

That pursuant to 24 CFR 570.705(b)(2) the City does pledge its current and future Community Development Block Grant Funds for repayment of the Section 108 loan in the amount of $1,350,000.00.

That the Section 108 loan in the amount of $1,350,000.00 may be used to enable the City to acquire property located on Admiral Drive and described as Lot 12, Plat Book 166, Page 142, Guilford County Registry, for the sum of $600,000.00 and to provide for the construction of public improvements that will facilitate the development thereon of a Low

Income Housing Tax Credit development known as Addington Ridge, which will be constructed by Addington Ridge LLC and Wynnefield Properties, Inc.

That for the construction of the improvements, the City will enter into a ground lease with Addington Ridge, LLC for the sum of $1.00, and Addington Ridge, LLC will grant a Promissory Note and Leasehold Deed of Trust to the City for $750,000.00 to finance the improvements.

That Addington Ridge, LLC will have an option to purchase the Property, which when exercised, shall be for a purchase price equal to its appraised value, which purchase price will be paid through a Purchase Money Note and Deed of Trust in favor of the City in the amount of said purchase price plus the amount of the payoff on the $750,000.00 improvement loan.

That the terms of said purchase money financing shall be for a twenty year term with interest at 2% per annum and nineteen (19) payments of interest only on the unpaid principal balance. All unpaid principal and any unpaid accrued interest shall be due and payable in a balloon payment at the end of the term.

That the City will utilize the payments received from Addington Ridge, LLC under said Promissory Note to offset the amounts of the payments made by the City to HUD on the Section 108 loan.

That the City Manager and his appropriate designee(s) are hereby authorized and directed to execute any and all documents on behalf of the City as may be necessary to effectuate the completion of the loan process, including, but not limited to, the Ground Lease with Addington Ridge, LLC, and the deed to Addington Ridge, LLC, upon exercise of the Option.

Witness my hand and official seal, this 16th day of December, 2013.

Bernita Sims

Mayor, City of High Point

WITNESS:

Lisa B. Vierling

Lisa B. Vierling, City Clerk

HIGH POINT
NORTH CAROLINA'S INTERNATIONAL CITY™

MEMORANDUM

TO: Strib Boynton, City Manager

FROM: Randy McCaslin, Assistant City Manager

DATE: December 6, 2013

SUBJECT: Kilby Hotel

As you are aware, the Guilford County Historic Preservation Commission (HPC) granted the City's request for a "Certificate of Appropriateness" which will allow the City to move forward with the demolition of the Kilby Hotel, with a vote of City Council. However, they delayed the effective date of this Certificate by 180 days or until May 19, 2014. The City has the right to appeal this decision to the Guilford County Board of Adjustment, and then to Superior Court if necessary.

The City Attorney has reviewed the General Statues, and discussed this situation with the School of Government. Ms. Carlyle is of the opinion that City Council has the current authority to move forward with the demolition of this building, based upon the public safety of the citizens of Washington Street and the area immediately surrounding this structure.

In the interim period, I strongly recommend that based upon the written reports by two independent structural engineers, visual inspections by our Fire Department, and both prior and current inspections by our Building Inspections Department; that the City maintain the closure of Washington Street until the stability of the Kilby Hotel has been addressed.

If you have any questions, please advise.

HIGH POINT
FIRE DEPARTMENT

Office of the Chief

NORTH CAROLINA'S INTERNATIONAL CITY

December 11, 2013

Strib Boynton
City Manager
City of High Point

Subject: Kilby Hotel, 627 Washington St.

Dear Mr. Boynton:

This letter is to inform you of the perceived risk and potential life safety hazard posed by a severely unstable and dangerous building located at 627 Washington Street. We have monitored and watched this building over the course of the last year in which it has progressively deteriorated with the roof and upper floors collapsing into the lower part of the structure. This in turn has caused the upper portion of the wall on the Hobson Street side of the structure to bow outward.

During one of our initial inspections on December 4, 2012 conducted by the Fire Prevention Bureau at 627 Washington Street, it was determined that the facility constituted a clear and inimical threat to human life. The building condition was referred to the City of High Point Building Inspections Department to notify the owner of any repairs, alterations, remodeling, removing or demolition required. Also during this inspection, it was determined that in accordance with NC Fire Code, Chapter 3, section 311, a placard symbol shall be attached to the structure indicating that structural or interior hazards exist to a degree that consideration should be given to limit firefighting to exterior operations only.

On October 13, 2013, we responded to a 911 call from concerned citizens that had heard glass breaking and building components falling into the structure. The Battalion Chief that investigated stated that he heard what sounded like the building settling and cracking coming from the structure. Due to the instability of the structure Fire Department Officials, Building Inspections and others made the decision to close Washington Street to minimize traffic vibrations, and for the safety of citizens walking or driving in front of the building.

434 South Elm Street * High Point, NC * 27260 * 336-883-3358

With the closing of Washington Street our response times to addresses east of the closure have increased. Of particular concern is Penn Griffin and Griffin Middle Schools which are primarily serviced by Fire Station One located at 508 N. Centennial. We are requesting that some action be taken (demolition or stabilization) as soon as possible to mitigate the life safety hazards posed to fire fighters and citizens in the Washington Street area as well as the ones affected by a rerouted response.

I have also attached the Fire Department incident report for the October 13th, 2013 call to 911concerning the Kilby Building.

Sincerely,

Thomas Reid

Thomas Reid
Fire Chief

NFIRS -1 Basic

A

FDID	State	Incident Date	Station	Incident Number	Exposure
04130	NC	10/13/2013	S1	201310036	000

B Location

☐ See Wildland Fire Module for Location

Census Tract

1 Street address: 623 (Number/Milepost) Prefix: WASHINGTON (Street or Highway) Street Type: ST Suffix:

Apt./Suite/Room:

City: HIGH POINT State: NC Zip Code: 27260-

Cross Street or Directions: FOURTH ST

C Incident Type

600 Good intent call, other

Incident Type

D Aid Given or Received

N None

E1 Dates & Times

	Date	Time
Dispatch	10/13/2013	08:44:07
☒ Arrival	10/13/2013	08:45:27
☐ Controlled		: :
☒ Last Unit Cleared	10/13/2013	10:20:21

E2 Shifts & Alarms

Local Option

Shift or platoon	Alarms	District
C	1	1

E3 Special Studies

Local Option

Special Study ID# | Special Study Value

F Action Taken

86 Investigate

Primary Action Taken (1)

Additional Action Taken (2)

Additional Action Taken (3)

G1 Resources

☐ Check this box and skip this section if an Apparatus or Personnel form is used.

	Apparatus	Personnel
Suppression	1	3
EMS	0	0
Other	1	1

☐ Check box if resource counts include aid received resources.

G2 Estimated Dollar Losses & Values

LOSSES: Required for all fires if known. Optional for non fires.

			None
Property	$	0	☒
Contents	$	0	☒

PRE-INCIDENT VALUE:

Property	$	0	☒
Contents	$	0	☒

Completed Modules

- ☐ Fire-2
- ☐ Structure-3
- ☐ Civilian Fire Cas.-4
- ☐ Fire Serv. Casualty-5
- ☐ EMS-6
- ☐ HazMat-7
- ☐ Wildland Fire-8
- ☒ Apparatus-9
- ☒ Personnel-10
- ☐ Arson-11

H1 Casualties ☒ None

	Deaths	Injuries
Fire Service		
Civilian		

H2 Detector

H3 Hazardous Materials Release

N None

I Mixed Use Property

NN Not mixed use

J Property Use

449 Hotel/motel, commercial

M Authorization

Officer in charge ID	Signature	Rank	Assignment	Date
169	WILLIAM R DOANE	Battalion Chief	BATT 2	

Check box if same as Officer in charge	Member Making Report's ID	Signature	Rank	Assignment	Date
☒	169	WILLIAM R DOANE	Battalion Chief	BATT 2	10/13/2013

K1 Person/Entity Involved

Local Option

Business name (if applicable)

Phone Number

☐ Check this box if same address as incident location. Then skip the three duplicate address lines.

Mr., Ms., Mrs. First Name MI Last Name Suffix

Number Prefix Street or Highway Street Type Suffix

Post Office Box Apt./Suite/Room City

State Zip Code

K2 Owner

Local Option

☐ Same as person involved? Then check this box and skip the rest of this section.

Business name (if applicable)

( ) -
Phone Number

☐ Check this box if same address as incident location. Then skip the three duplicate address lines.

Mr., Ms., Mrs. First Name MI Last Name Suffix

Number Prefix Street or Highway Street Type Suffix

Post Office Box Apt./Suite/Room City

State Zip Code

L Remarks:

Local Option

RESPONDED TO CITIZEN COMPLAINT. UPON ARRIVAL INTERVIEWED 2 MALE SUBJECTS WHO STATED THEY HEARD GLASS BREAKING
AND WHAT SOUNDED LIKE A THUD FROM THE OLD KILBY HOTEL. BATT-2 DOANE INVESTIGATED AND HEARD WHAT SOUNDED LIKE
THE BUILDING SETTLING WITH A CRACKING SOUND. BATT-2 DOANE REQUESTED THAT FIRE INSPECTOR, POLICE SUPERVISOR AND SOMEONE FROM BUILDING INSPECTIONS TO RESPOND TO SCENE. ENG-1 ASSISTED WITH BLOCKING STREET DUE TO DEBRIS
POSSIBLY FALLING OFF BUILDING. FIRE INSPECTOR WEIR RESPONDED AND AGREED THAT THE BEST COURSE OF ACTION WAS TO
LIMIT ACCESS AND BLOCK STREETS DUE TO POSSIBLE VIBRATION OF TRAFFIC. BUILDING INSPECTOR ARRIVED AND CONCLUDED SAME. WE USED FIRE LINE TAPE TO DEFINE AREA. CITY SERVICES RESPOND WITH BARRACADES TO BLOCK STREET
AT FOURTH AND ECCLES. DEPUTY CHIEF WRIGHT RESPONDED WITH ASSISTANT CITY MANAGER RANDY McCASIN TO DISCUSS SITUATION. L-13 RESPONDED TO SCENE AND CHIEF DOANE TOOK PICTURES OF STRUCTURE. PICTURE LOCATED ON Y-DRIVE UNDER KILBY PICTURE 101313.

A							
04130	NC	10/13/2013	S1	201310036	000	☐ Delete ☐ Change	NFIRS - 10 Personnel
FDID	State	Incident Date	Station	Incident Number	Exposure		

B Apparatus or Resource (Use codes listed below)	Dates and Times (Check if same date as alarm date)	Sent [X]	Number of People	Use (Check ONE box for each apparatus to indicate its main use at the incident.)	Actions Taken (List up to 4 actions for each apparatus and each personnel)
1 ID BAT2 Type 92	Dispatch [X] 10/13/2013 0844 Arrival [X] 10/13/2013 0845 Clear [X] 10/13/2013 1016	☐	1	[X] Other	

Personnel ID	Name	Rank or Grade	Attend	Action Taken	Action Taken	Action Taken	Action Taken
169	DOANE, WILLIAM R	BC	☐				

B Apparatus or Resource (Use codes listed below)	Dates and Times (Check if same date as alarm date)	Sent [X]	Number of People	Use (Check ONE box for each apparatus to indicate its main use at the incident.)	Actions Taken (List up to 4 actions for each apparatus and each personnel)
2 ID ENG1 Type 11	Dispatch [X] 10/13/2013 0844 Arrival [X] 10/13/2013 0845 Clear [X] 10/13/2013 1020	☐	3	[X] Suppression	

Personnel ID	Name	Rank or Grade	Attend	Action Taken	Action Taken	Action Taken	Action Taken
241	WHITAKER, DAMON R	Capt I	☐				
405	GAINES, ONTERIUS D	FF I	☐				
442	SHANKS, PATRICK R	FEO II	☐				

Planning & Development

Inspection Services Division

HIGH POINT

NORTH CAROLINA'S INTERNATIONAL CITY™

December 11, 2013

Memorandum

To: Lee Burnette, Planning and Development Director

From: Edwin Brown, Inspection Services Administrator

Re: **Summary of Unsafe Structure**
Former Kilby Hotel
625-627 Washington St.

On February 13, 2012 it was necessary for this office to issue an Order to Correct Public Nuisance to the property owner to secure all windows and doors. Securing was necessary to prevent illegal entry by vagrants.

- As a result of no corrective action by the property owner, the structure was secured by a city contractor on May 9, 2012.

On August 28, 2012 correspondence was mailed (certified) to the property owner identifying serious construction concerns for the structure. Follow-up correspondence was also mailed on October 3 and November 5, 2012. No corrective action was taken by the property owner.

On December 4, 2012 the Planning and Development Department hired CB2 Structural Engineers to provide an exterior evaluation of the structure's condition. Charles L. Bowman II, P.E. confirmed:

- That the collapse of the roof and third floor (horizontal diaphragms) leaves the perimeter walls laterally unbraced and likely to collapse
- Compromises the building's overall ability to resist lateral wind and seismic forces
- Second floor horizontal framing was not and is not intended to support the dead weight of the roof and third floor framing which has collapsed upon it.

CB2 Structural Engineers recommended two options:

- Utilizing a competent, experienced and licensed shoring contractor, vertically and laterally shore the existing building to prohibit further collapse; once shoring is complete evaluate the building and design considerations for retrofit
- Utilizing a competent licensed NC general contractor, demolish the existing building

CB2 Structural Engineer's recommendation was presented to the property owners (Burnie and Myra McElrath) on December 12, 2012. In response, the property owner hired their own professional engineer to evaluate the option of shoring the exterior walls of the structure. Larry L Boozer, PE in a letter dated January 24, 2013 presented the following:

- Confirmed that the roof and third floor framing has collapsed due to age, water deterioration and rot
- Identified that without the roof and floor framing in place, the exterior walls are unstable
- Proceeded to offer a specific corrective action plan to provide temporary bracing and shoring.

As of July 12, 2013, no correction action had been undertaken by the property owner.

- On July 12, 2013 a Complaint and Notice of Hearing (for an Unsafe Structure) was issued to the property owner
- On July 25. 2013 a hearing was held concerning the unsafe conditions. The hearing was attended by both property owners
- On August 19, 2013 an Order to Repair or Demolish the structure located at 625-627 Washington St. was issued with a compliance date of October 21, 2013
- Appeal request was filed by the property owners on August 29, 2013
- Appeal Hearing was held before City Council on October 7, 2013 with Council denying owner's appeal by a 6 to 3 vote.

In conclusion, the structure presently remains in the same unsafe condition as identified within our August 19, 2013 Order to Repair or Demolish and the CB2 Structural Engineer's report dated December 4, 2012.

J

CB2 STRUCTURAL ENGINEERS
DESIGN ◆ ANALYSIS ◆ INVESTIGATION

10253 NORTH NC HWY 109, SUITE C ◆ WINSTON-SALEM, NC 27107
PHONE: (336) 769-9808

December 4, 2012

City of High Point
Inspection Services Division
Mr. Edwin J Brown Jr
P.O. Box 230
High Point, N.C. 27261

City of High Point
Planning & Development
Inspection Services
DEC 05 2012

Reference: Perimeter Building Observations
Former Kilby Hotel
625 – 627 Washington Street
High Point, N.C.

Dear Mr. Brown,

As requested, CB2 Structural Engineers met both you and Mrs. Katherine Bossi of the City of High Point Inspection Services Division near the site of the Kilby Hotel located at 625-627 Washington Street in High Point, N.C. on December 4th, 2012. It is this office's understanding that this office was initially contacted by the City of High Point to meet adjacent to the Kilby Hotel due to the City's concern that this existing building may no longer be structurally stable and may be endangering the public by having a potential to collapse upon adjacent persons or property. It is this office's understanding that the owners of the Kilby Hotel property are unwilling to allow city representatives to access the existing building in order to observe the condition of the existing building structure. As a result, the City of High Point requested that a representative from this office meet with city representatives along the public street adjacent to the existing Kilby Hotel building structure in order to observe the building from the street and to best render an opinion as to whether or not the building appears to be structurally stable and to render an opinion as to if the building is a potential hazard to public safety.

Charles L Bowman II, P.E. of CB2 Structural Engineers met Mrs. Bossi and Mr. Brown at the intersection of Washington Street and Hobson Street as requested. This writer observed the exterior of the existing building from Washington Street, Hobson Street, and the adjacent public sidewalks. The existing building appears to consist of three floors of wood framed structure supported by perimeter load bearing masonry walls. The existing roof structure appears to be comprised of wood framing supported by perimeter load bearing masonry walls. The exterior load bearing masonry walls appear to extend to an elevation above the elevation of the wood framed roof structure and terminate as a cantilevered masonry parapet.

Observation of the existing building from a vantage point of the adjacent public property appears to indicate that a portion of the wood framed roof structure has collapsed upon the elevated third floor of existing building. Observation of the rear of the building appears to indicate that, in addition to collapse of portions of the roof structure, at least some portion of the elevated third floor has also collapsed and is now being supported by the elevated second floor. The apparent collapse of portions of the roof structural diaphragm, and, the apparent collapse of portions of the third floor diaphragm appear to render this existing building structure as a life safety hazard and could collapse upon adjacent people and property. Following are some of the structural concerns this office has regarding our cursory observation from the public road and sidewalk:

- The apparent collapse of the horizontal diaphragms (roof and third floor) leaves the unreinforced perimeter masonry walls laterally unbraced and likely to collapse in the event of applied wind forces and/or a seismic event.

- Compromised horizontal diaphragms (collapsed roof and third floor structure) compromises the building's overall ability to resist lateral wind and seismic forces and increases the likelihood of overall collapse of the building under lateral load.
- The second floor horizontal framing was not and is not intended to support the dead weight of the roof framing and third floor framing that has collapsed upon it.

CLB expressed these concerns to Mr. Brown and Mrs. Bossi, at the site, at the time of observation. CB2 Structural Engineers strongly suggested to Mr. Brown that the sidewalks and roads adjacent to this building be blocked from public use until this building's structural issues are resolved. CB2 Structural Engineers recommends that one of the following solutions be followed:

Option 1 – Shore the Existing Building: CB2 Structural Engineers recommends that, once the area around the building is isolated from the public to prevent damage to persons or property should the building or a portion of the building collapse, a reputable general contractor shall be employed to vertically and laterally shore the existing building to prohibit its potential collapse. It is our recommendation that the employed general contractor be competent in shoring existing, dilapidated structures, competent in applying safety measures required in such work, and would employ a third party structural engineering firm to design a method of shoring this building to prohibit its imminent collapse. Once vertically and laterally shored to prohibit collapse, the third party structural engineering firm could then evaluate the existing building and design methods of structural retrofit. Following design of structural retrofits, the general contractor could then install these retrofits and bring the building into compliance with North Carolina State Building Code.

Option 2 – Demolition of the Existing Building: The area adjacent to the existing building shall be isolated from the public to prevent access to the area by the public and to prevent damage to persons or property should the building, or a portion of the building, collapse. Assuming that shoring of the existing building as stated herein is not adopted as a plan of action, it is this office's recommendation that the building be demolished, as it appears to be unsafe and appears to compromise public safety in its current condition. If it is decided to demolish the building, a reputable demolition contractor, competent in demolishing structures of this type and competent in applying proper safety measures required in such work, would be employed to complete this task.

Again, this office strongly recommends that the City of High Point isolate the area around this building to prohibit access to the area around this building by the public. It is our opinion that it is not safe to access the area adjacent to this building. Once isolated, it is our recommendation that one of the two options listed herein be selected and implemented immediately.

Respectfully Submitted,

CB2 STRUCTURAL ENGINEERS, PLLC

NORTH CAROLINA PROFESSIONAL SEAL 22921 ENGINEER CHARLES LEROY BOWMAN II

12/4/12

Charles L. Bowman, II, P.E.

L

Larry L. Boozer, PE
1478 Country Meadow Ln.
Kernersville, NC 27284
Cell phone 336-918-9006

January 24, 2013

RE: Structural evaluation, Temporary Support and Shoring-627 East Washington Dr., High Point, NC

Ms. Burnie McElrath
Ms. Myra Williams
627 East Washington Dr.
High Point, NC

RECEIVED
MAR 06 2013
PLANNING & DEVELOPMENT

Dear Ms. McElrath & Ms. Williams,

The following report is a summary of my site inspection and investigation at the above referenced location. The purpose of the investigation is to review the general structural condition of the structure and determine a safe and economical shoring scheme.

Description of the structure:

The structure is a three story rectangular in plan with brick masonry exterior walls. The structure's front and south wall faces East Washington Dr. The right and east wall faces Hobson Street. The rear and North wall faces a small parking lot. The left and west wall faces an existing two story masonry structure. The approximate dimensions are 39'-4 wide x 61'-1 long x 30'-0 tall.

Exterior walls are 12" thick presumably unreinforced standard brick masonry. The walls extend above the original roof line on three sides to form a parapet. The walls are stiffened with 16"x 16" pilasters spaced at regular intervals. The pilasters are flush on the outside face.

The original roof sloped from the high side on the south wall to low side on north wall. Timber roof joists spanned east to west from exterior wall to interior bearing wall.

Floor framing was nearly identical to roof framing. Timber floor joists spanned east to west from "pockets" in the exterior wall to interior bearing walls.

Structural condition of existing structure:

Exterior walls given the age (approximately 90 years) are in surprisingly good condition. Horizontal cracks which indicate out of plane excessive bending stress are not present. Additionally "stair-step" cracking at wall base which indicates settlement issues is not present. A large vertical crack was observed on the east wall at the alcove area. The crack in my opinion is due to shrinkage and thermal expansion and is not a significant structural issue.

Roof and floor framing has completely collapsed due to age water deterioration and rot. However the diagonal slope of roof and floor joists in the failed condition has provided partial bracing to the exterior walls and unexpectedly saved the exterior walls from collapse.

Suggested bracing and shoring:

Exterior walls depend on floor and roof framing and diaphragm for resistance to out of plane bending and overall structural stability. Without those components in place the wall is very unstable. Additionally the walls are very similar to a type of construction call tilt up. In tilt up the walls are constructed prior to roof or floor construction and braced with adjustable round hollow structural steel sections as shown in the attached figures.

Accordingly, I suggest using the Meadow-Burke Super 22 with 5' extension at 8' o.c. on east and north walls. The south and west walls require a closer brace space due to limited horizontal space for brace.

Additionally for base connection I suggest the MB Brace Badger Helical Anchor system for economics, speed, strength and efficiency. In addition to numerous tilt projects, I have used the above approach on a similar project.

Please call with questions comments.

Sincerely yours,

Larry L. Bozer

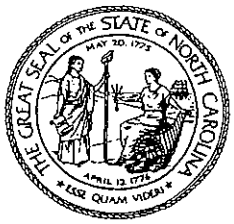
Larry L. Bozer, PE

Encl

NORTH CAROLINA PROFESSIONAL SEAL 14697 ENGINEER LARRY L. BOZER

K

City of High Point
Planning & Development
Inspection Services
DEC 26 2012



North Carolina Department of Cultural Resources

Beverly Eaves Perdue, Governor
Linda A. Carlisle, Secretary

Office of Archives and History
Kevin Cherry, Deputy Secretary

December 18, 2012

Ms. Burnie McElrath
302 Hobson Street
High Point, NC 27260

Re: Kilby Hotel
625-627 Washington Street
High Point, Guilford County, NC

Dear Ms. McElrath:

Thank you for contacting our office and making the trip to Raleigh to meet with our staff regarding your family's historic Kilby Hotel on December 7, 2012. The Kilby Hotel is one of the finest commercial structures on Washington Street and is a rare survivor of African-American hotels from the first half of the 20th century in North Carolina. The Kilby Hotel is individually listed in the National Register of Historic Places and is also a contributing historic building in the Washington Street National Register Historic District.

The hotel requires immediate attention to preserve its place in High Point's history. This is apparent through both the recent photographs that you brought to our meeting and the engineer's report of December 4, 2012 that the City of High Point commissioned.

The primary financial incentives available to you through the North Carolina State Historic Preservation Office (HPO) are the historic preservation tax credits that become available after a project is completed. Our office and the National Park Service administer the historic preservation side of the tax credit programs that consists of a 20% federal plus a 20% state tax credit for rehabilitating income-producing structures (primarily commercial structures including rental residential). We emailed you the application and information packet for these programs on December 7, 2012. The three-part application process consists of the following submittals:

- Federal Part 1 Application (You can skip this part since the hotel is individually listed in the National Register of Historic Places.)
- State Part A Application and cover sheet from Federal Part 2 Application (See submittal information in the following paragraph.)
- State Part B Application and Federal Part 3 Application (This final part is submitted after completing the project and placing the building in service.)

MAILING ADDRESS
4610 Mail Service Center
Raleigh, NC 27699-4610

Telephone 919-807-7280
Fax 919-733-8807

LOCATION
109 East Jones Street
Raleigh, NC 27601

We usually encourage owners to submit the Part A and Part 2 applications prior to undertaking any rehabilitation work. However in this case our office recommends that you begin structural stabilization and debris removal as soon as possible. You do not have the time and are not required to wait on a final approval by the National Park Service which can take up to 60 days. However, completing the Part A and Part 2 applications may assist you in coming up with a plan of action and timeline that the City of High Point needs as well. We encourage the City to allow you a reasonable length of time in which to perform emergency stabilization of the building and to work with you on developing this action plan.

The North Carolina Department of Revenue and the IRS administer the finance and tax side of the programs. You should consult a professional tax advisor, the N.C. Department of Revenue, or the IRS for advice on how the tax credits will benefit you financially. We also suggest that you put together a development team with historic preservation tax credit experience including, but not limited to, a developer, financial tax credit consultant, attorney, accountant, architect, engineer, general contractor, and an historic preservation consultant.

We appreciate your interest in and attention to your family's important piece of history. If you have any questions, please do not hesitate to contact us. Mitch Wilds, Rob Crawford, and Tim Simmons in our office are available to provide advice on restoration issues and the application process.

Sincerely,

Ramona M. Bartos, Deputy
State Historic Preservation Officer

cc: Myra Williams
Edwin J. Brown, Jr., City of High Point
Bob Robbins, City of High Point
Mitch Wilds, HPO
Rob Crawford, HPO
Tim Simmons, HPO

COMPREHENSIVE PLANNING COMMITTEE
(COMMITTEE OF THE WHOLE)
NOVEMBER 19, 2013 – 9:00 A.M
THIRD FLOOR CONFERENCE ROOM

MINUTES

PRESENT:
Council Member Smothers, Mayor Sims, Council Members Davis, Ewing, Golden, Moore, and Wagner

ABSENT:
Council Members Douglas and Mendenhall

STAFF PRESENT:
Strib Boynton, City Manager
Allen Oliver, Assistant City Manager
Randy McCaslin, Assistant City Manager
Eric Olmedo, Budget Office
Jeron Hollis, Communications Officer
Lee Burnette, Director of Planning
Heidi Galanti, Senior Planner
Bob Robbins, Development Administrator
Loren Hill, Economic Development Director
WendyFuscoe, Executive Director, The City Project, Inc.
Dawn Sparks, Deputy City Clerk

OTHERS PRESENT:
Chris Dudley, High Point University
Richard Wood, Vice Chairman, The City Project, Inc.

Duany Report Presentation

Council Member Smothers stated that at the last update Mr. Wood stated they were still undecided as to how they will present the report overall to the community, and asked if City Project had made a decision on that. Mr. Wood stated City Project has decided that they are making this presentation to the Council. City Project has made a presentation to the investors (electronically), and they feel the best way to go about it is to present it, make it easy to read and have it available on the City Project website. City Project does not feel the need to make a big public presentation. The report will be presented to Council on December 5th.

Council Member Smothers stated that she has spoken to the Manager that she would personally like to see City Project set priorities in order. Mr. Wood stated that their priorities will be a little different.

Council Member Smothers stated that before there could be a real infusion of dollars that it was going to take a bond project, and she stated she hoped that they would not eliminate that possibility. Wendy Fuscoe stated that one of the things City Project has

talked about is project development financing, which is something that could be an option to look into. Mr. Wood stated that they are looking for a general buy in from Council to the plan, the concept of bringing the city along some, and with the support of 100+ private investors they have gotten to this point, and Mr. Wood stated he was not certain of Council's support on every single project individually but as a plan and concept they would like to have Council support. Council Member Smothers stated that she feels City Project is asking for a commitment that commits the other $100,000.00+ to the project, and felt it would be helpful to have City Project's take on the Duany Report.

Council Member Moore asked how they were gaging the feedback on the rest of the public. Mr. Wood stated that when they raised the money originally they approached some people and asked for money, and there are a lot of people out there that are very supportive, and he was not sure how they will gage it. Council Member Wagoner stated that each Council Member has to read the plan and at some point determine if this is the right direction for the City to go in and have the courage to make that decision. Council Member Wagoner stated that this is not really a development plan but it is really a long term economic development strategy that has in it the components of it being a less restrictive code.

Council Member Smothers advised staff to go ahead and get the meeting notice out for November 5th at 9:00 a.m. so everyone can get it on their calendar.

Electronic Signs on North Main Street

Strib Boynton stated that electronic signs have a long history with Council and the community. Mr. Boynton felt before they begin down the path of allowing electronic signs on North Main Street, Council needs to give staff direction.

Lee Burnette advised that these signs are called "electronic changeable copy signs". About a decade ago the technology changed and the City saw a proliferation of new signs not just with changeable copy but with ability to computerize and manage the message, and what happened was a lot of signs were flashing and scrolling. Council expressed concerns back then and subsequently a text amendment was adopted by City Council in 2004 that limited the application just to the Central Business District where they had pedestrian traffic. At that time the signs were regulated by the speed of the road, which was not an easily managed system. Council decided at that time to limit the application of it just in the Central Business District. Last year there was a request by a hotel company to request a change to allow for electronic changeable copy signs in the Highway Business District in November of last year. At that time the Council adopted a change that would allow electronic changeable copy signs in the Highway Business District. In the Highway Business District there are some limits on intensity and size of the signs. What has happened is the CVB has expressed an interest in putting up a sign and are looking to put it on their property on North Main Street, which is in the Uptowne District, which is the most restrictive in commercial signage. Planning

has had some conversations with the CVB and CVB has filed a text amendment that is pending going to P & Z next month. CVB has also explored the option of using the governmental exemption in the sign regulation that would allow the City to own the sign, to maintain the sign, and have responsibility over the sign.

Council Member Smothers stated that the proposal she saw from Tim Mabe was that it would be a City-owned sign. Mr. Boynton stated that it would be a city owned sign, and he wanted to hear what thoughts Council had about this.

Council Member Davis stated that he felt they should not have a city owned sign. Council Member Wagoner stated that the text amendment proposed would allow the signs in all of Section B in the Main Street District. Mr. Burnette stated it would probably have to be broader than that, and from a staff prospective if you are going to allow the signs in the most lenient commercial zone it really opens it up. Currently the amendment filed is just for the Main Street District. Council Member Wagoner stated that downtown they do allow those signs in the Central Business District but they still cannot be flashing or scrolling, only changeable. Lee Burnette stated that the Central Business District does not have a limitation on that change because typically that is an area where they have a lot of pedestrian traffic or slower speed limits, outside on the Highway Business District it is limited to eight second changes. Council Member Smothers stated that given the fact that Council has heard the presentation from Dan O'Shea, and particularly as it is related to signage in the Market District, they are still talking about the same sort of signage here, and thought it might be good to consider it together. Council Member Davis stated that he knows that in the Theater Study Committee when they talk about marketing the theater there has been discussion about having a sign like this located somewhere on 68, and it may be one of the recommendations that committee.

Council Member Wagoner stated that CVB's reason for wanting the sign is to advertise events and this way they can advertise for multiple events at the same time. Lee Burnette stated that it is good to note that there was conversation a few years ago on the interest in a community billboard and the discussion at that time was because of the limitations on changeable copy.

Council Member Smothers asked how the CVB will be able to sign their property. Lee Burnette stated that they have not been approached about a different sign. They are allowed under current regulations one sign per frontage. Council Member Wagoner stated that this would be a new combination sign.

Council Member Wagoner stated that he is assuming that there are studies that these type of signs are dangerous. Mr. Burnette stated that typically when it comes to flashing and speed of message change safety reasons are why intervals of eight seconds or longer are set. Strib Boynton stated that Council should keep in mind that when approving this amendment it will be reasonable that other businesses will be coming in for these signs, and he felt if they call this a city sign and allow it there will be people all

over town wanting to put up similar signs for churches, community organizations, and businesses.

Council Member Wagoner felt that if they allow the signs it needs to be done in the regular scope and not as a city sign. Lee Burnette stated if they follow what is allowed in the Highway Business District they could only use up to a third of the sign's face for the changeable copy.

Council Member Smothers stated that the CVB is going to proceed with the text amendment, and believes the overall issue of opening up the sign ordinance is problematic. Mayor Sims asked if there has been any discussion with the City Project around the uniformity of signs in that area. Council Member Wagoner stated that when they did the Main Street District because of how fast it was done the signage was not something that was discussed to a great degree. Mr. Burnette stated that the most significant change was keeping the signs limited to six feet in height.

Council Member Smothers stated that she felt that some of the issues in the sign ordinance is it does not take into account footage on the street front.

Council Member Smothers requested that staff advise Council on whatever comes forward, how many existing signs that could effected by allowing these electronic signs on North Main Street.

High Point University – Future Expansion

Council Member Smothers stated that some of the regulations Council has put into place have worked really well as part of the initial expansion for High Point University, particularly outlining where the University would grow, but now Council really does not know what the University's next level of expansion will be recognizing a lot of their plans will be driven by enrollment increases and opportunities for other investment. Council Member Smothers stated that the ability to accumulate land has a very definite impact not only on their costs and on the overall picture of the neighborhood, but it also puts pressure on the City to be able to anticipate where the appropriate infrastructure is going to have to be in place to support. The University's migration into residential areas has really caused a real and intense examination of water and sewer systems. Council Member Smothers stated that the University prefers not to cross major roadways to try to keep the University contained, but it might be helpful in looking at the different approach to their growth plans if they can identify maybe acreage the University would need to translate into additional residential housing or eventual buildings.

Chis Dudley stated that the University expansion has been an incredible journey. In any direction their growth in 2005 went into residential areas. The University hopes to open a school of pharmacy and a school of health science in February 2017. Those projects include health sciences and pharmacy and undergraduate science. The University believes that currently the way enrollment looks that they will have to reenergize the

discussions about another residence hall. Council Member Smothers asked if the University anticipates housing for their graduate program. Mr. Dudley stated that they discussed that a lot and they do not believe that the same percentage required by the undergraduates would be required by the graduates.

The University has plans and has talked with the City about another academic classroom building and potentially a site for that. The University would be able to accommodate all the projects with the property they have accumulated now. They have had some conversations about a basketball arena. The University does not have a plan or hired anyone to design the arena, but the arena is an idea the University is hopeful about.

Council Member Smothers stated that construction of any type on the other side of Montlieu from a water protection standpoint needs to be looked at now. Council Member Smothers stated that there might be something that has to be addressed in order not to just cover up every square inch of dirt there is in that part of town to allow for instruction buildings rather than resident halls.

Strib Boynton stated he and Lee Burnette had conversation about the need to sit down with High Point University and get an idea of what buildings they are talking about so they can address those types of issues in a fairly timely way and see what the options are. Chris Dudley advised that the University would be happy to do that.

Mayor Sims asked if there was an updated footprint of the University. Mr. Burnette stated that Council has in their materials an updated footprint from a month ago.

Strib Boynton stated that the University has been very transparent in what properties they are looking at and where they are going, and what they own and don't own, and a way to address this would be for Planning and Public Services to get together and see how their plan fits with City codes and ordinances, so if there is a problem they can deal with it, but mainly also so that the public knows what is coming.

Council Member Smothers stated she thought the setback issue and the height issue is timely now. Council Member Smothers stated that she spoke with Chris Dudley about how they address citizen involvement and understanding. Chris Dudley advised that the University can do a better job in getting that message out to the public. Mr. Dudley stated that things are so fluid that one of the dangers behind this is that you have a meeting and then a week later enrollment goes up and you need another dorm, but that being said he felt the University is open to suggestions for keeping the public informed. Mr. Dudley spoke of a quarterly neighborhood meeting or some sort of advisory group. The University has a lot of events over the holidays open to the public, and maybe a community meeting in advance to one of these events would be beneficial.

Council Member Smothers stated that she had received a call from a strong supporter of Wesleyan, and the caller suggested the City help make decisions about appropriate uses for the Wesleyan property. Council Member Smothers suggested that Economic

Development may want to get involved with the Wesleyan property. Mayor Sims stated that there will be some parts of the Eastchester Corridor that will impact that. Lee Burnette stated you could have the Eastchester Overlay Zone that could determine somewhat the design, but that property has been designated and zoned institutional for so long, and the institutional use is usually a single user. Lee Burnette felt that since it was such a large track at this location the property does open the door to other uses. Council Member Smothers stated that there needs to be a concerted effort to look into this entry of the City for best opportunity of the property.

The Committee thanked Chris Dudley for coming to the meeting.

Council Member Smothers stated that one of the things mentioned at last night's Council Meeting regarding setbacks definitely has implications for the Pharmacy School and is something that would have to be tracked. Council Member Wagoner asked when the University acquires a block and tears down the houses, what happens to all that infrastructure. Lee Burnette stated that the utility will tap off the lines as it relates to the block itself, not as it relates to the right of way. The University has dug up several at the City's request where the water and sewer lines were not going to be used. Mr. Dudley stated that each time a house comes down, they cap off from the road.

Kilby Demolition

Randy McCaslin stated The Historic Properties Commission meets again tonight. The Commission has to give the City an answer tonight, but they can delay it up to one year. Council Member Davis asked if the building were to fall and kill someone would the City be deemed as a defendant and could the Historic Commission be named as a defendant also. Strib Boynton stated that he has three reports where he has been put on notice that the building is dangerous. One by the owner's engineer, one from the building inspectors, and one from the fire department. Mr. Boynton stated he understands that we have to go through with the process with the County, but the City has been put on notice that there is a dangerous situation with an unstable building. The City does have some risk of exposure because they are on notice.

Mayor Sims asked if they do get the extension that exceeds the City's ability to keep the road closed, have they looked at the costs to actually securing the building to the extent that they can open up one side of that road. Mr. McCaslin stated that they have not looked at it from the cost of securing the building, and he did not know if that could really be done. Mr. McCaslin stated that the shoring costs that they talked about was in the $150,000 to $300,000 range, which is for all the walls around, but even then they would have to go out into Washington Street to provide that shoring. Mr. McCaslin stated he did not think there was a way to shore that building up to where they would be able to in its present form to open up a lane. There are other options, the City can appeal their decision to the Courts, and there may be some idea that the City has other authority. Council Member Davis noted if they move to demolish and that day comes, and they go to tear it down, they will have to close the streets anyway. Mr. McCaslin

stated that the City has taken bids and depending on the action by the Historic Commission, the demolition could be on Council's next agenda.

ADJOURNMENT

The meeting adjourned at 10:48 a.m. on a motion duly made and seconded.

Respectfully Submitted,

_____

Dawn J. Sparks, CMC
Deputy City Clerk

_____

Council Member Becky Smothers,
Committee Chair

Fleet Services Department

Gary L. Smith
DIRECTOR

HIGH POINT
NORTH CAROLINA'S INTERNATIONAL CITY™

DATE: December 2, 2013

TO: Randy McCaslin, Assistant City Manager

FROM: Gary L. Smith, Director of Fleet Services Gary L. Smith

SUBJECT: Agenda Item – Knuckleboom Loader

I respectfully request that the following be included for consideration on the Council Agenda scheduled for December 16, 2013:

Purchase of a used 2012 Freightliner with a Petersen knuckle boom loader from Amick Equipment Company at a cost of $117,000.

The Environmental Services Department is currently using a 2005 Freightliner knuckle boom loader with over 122,000 miles. The maintenance costs on the existing loader have steadily increased over the past couple of years and repairs are needed. The new loader is the same as their existing knuckle boom loaders, so operator training will be minimal.

Bids were received on November 26, 2013 for a replacement knuckle boom loader truck. There were thirteen bids submitted by seven vendors ranging from $117,000 to $132,647. Amick Equipment quoted a price of $117,000 for a 2012 factory demonstrator with 5,000 miles and remaining factory warranty. This truck is the same as the knuckle boom truck we are currently using and we can save over $15,000 versus buying new.

These trucks are used daily for pickup of bulk refuse items and are also used to remove large storm debris in the event of an emergency.

Funding for this equipment will come from the vehicle replacement account.

pc: Cindy Duncan-Smith, Executive Assistant
pc: Jeff Moore, Finance Director
pc: Tarinda Chappell, Purchasing Director

City of High Point, P.O. 230, 3524 Triangle Lake Road, High Point, NC 27260 USA
Phone: 336.883.3598 Fax: 336.883.6699

NORTH CAROLINA'S INTERNATIONAL CITY™

FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL

DEPARTMENT: Fleet Services

COUNCIL AGENDA DATE: December 16, 2013

BID NO.: 35-112613 CONTRACT NO.: DATE OPENED: Nov 26, 2013

DESCRIPTION:

Knuckle Boom Loader Truck

PURPOSE:

To establish pricing on a knuckle boom loader truck to replace an existing knuckle boom loader truck with over 122,000 miles. Truck is used daily for pickup of bulk refuse items and also used to remove large storm debris in the event of an emergency.

COMMENTS:

Recommend award to the lowest, most responsive bidder that fully met specifications. Vendor quoted a price of $117,000 for a 2012 factory demonstrator with 5,000 miles and remaining factory warranty.

RECOMMEND AWARD TO: Amick Equipment AMOUNT: $117,000

JUSTIFICATION:

Saved over $15,000 buying the factory demonstrator versus new.

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
501271	532401			$117,000
TOTAL BUDGETED AMOUNT				$117,000

DEPARTMENT HEAD: Gary Smith Digitally signed by Gary Smith DN: cn=Gary Smith, o=City of High Point, ou=Fleet Services, email=gary.smith@highpointnc.gov, c=US Date: 2013.12.02 13:05:33 -05'00' DATE: Dec 2, 2013

The Purchasing Division concurs with recommendation submitted by the Fleet Services and recommends award to the lowest responsible, responsive bidder Amick Equipment in the amount of $ 117,000.00.

PURCHASING MANAGER: Tarinda Chappell Digitally signed by Tarinda Chappell DN: cn=Tarinda Chappell, o=City of High Point, ou=Purchasing, email=tarinda.chappell@highpoint.gov, c=US Date: 2013.12.02 13:35:10 -05'00' DATE: Dec 2, 2013

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR: Jeffrey Moore 20130620-173418 Digitally signed by Jeffrey Moore 20130620-173418 DN: c=Bank of America, ou=Bank of America Client Certificate CA - G2, ou=companyName - High Point, City Of, ou=uniqueID - BANK OF AMERICA13112, cn=Jeffrey Moore 20130620-173418, email=jeff.moore@highpointnc.gov Date: 2013.12.09 10:24:21 -05'00' DATE: Dec 9, 2013

CITY MANAGER: Strib Boynton Digitally signed by Strib Boynton DN: cn=Strib Boynton, o=Administration, ou=City of High Point, email=cindy.smith@highpointnc.gov, c=US Date: 2013.12.11 15:49:55 -05'00' DATE: Dec 11, 2013

BID TABULATION
Knuckle Boom Truck
BID #35-112613

VENDOR	Make & Model	Total Price
Advantage Truck Center Charlotte, NC	2015 Hino 338 Petersen Loader	$132,632.00
Amick Equipment Co. Inc. McLeansville, NC	2015 Freightliner M2-106 Petersen TBS 1824 Dump Body Petersen TL-3 Loader	$132,647.00
Amick Equipment Co. Inc. *ALTERNATE* McLeansville, NC	2012 Freightliner M2-106 Petersen 1824 Dump Body Petersen TL-3 Loader	$117,000.00
Piedmont Truck Center Inc. Greensboro, NC	2015 Ford F750 Petersen TL-3	$129,615.00
Piedmont Truck Center Inc. *ALTERNATE* Greensboro, NC	2015 Ford F750 Pac Mac KBF 20H	$118,797.00
Public Works Equipment & Supply Monroe, NC	2013 Freightliner M2 Brush Hawg G2224C	$124,419.00
Transource Greensboro, NC	Hino 338 Petersen TL-3 Loader TBS 1824 Dump Body	$132,067.00
Transource *ALTERNATE* Greensboro, NC	2015 Hino 338 Pac Mac KBF 20H	$121,399.00
Transource *ALTERNATE* Greensboro, NC	2015 Hine 338 Brush Hawg G-2224C	$130,056.00
Triad Freightliner of Greensboro, Inc. Greensboro, NC	Freightliner M2-106 Pac Mac KBF 20H	$120,992.00
Triad Freightliner of Greensboro, Inc. *ALTERNATE* Greensboro, NC.	Freightliner M2-106 Petersen TL-3 Dump Body	$130,484.00
White's International Trucks Greensboro, NC	International 440 Pac Mac Body	$119,272.00
White's International Trucks *ALTERNATE* Greensboro, NC	International 4400 Petersen Loader	$130,015.00

MODEL TL-3 DUAL CONTROL GRAPPLE TRUCK

The TL-3 Lightning Loader® is perfect for picking up oversized trash items such as brush, logs, limbs, large furniture, and appliances.

"The most versatile trash-loading system on the market!"

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- 3 year structural warranty
- Reduce Workers' Comp. claims
- Maximum boom reach of 20' includes 4' tip extension for added maneuverability
- Greaseless dual walk-thru controls
- Over 750 cities & counties use Lightning Loaders®

Single cylinder continuous rotation bucket

Ideal for residential collection

Optional top-mount controls

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High Point City Council

Application for Appointment To Boards and Commissions

All appointments to City boards and commissions are made by the Mayor and City Council and are not limited to those persons who fill out applications.

Name: Justin Warriner Gibhardt **Date Submitted:** Jun. 12, 2013
Street Address: 718 Gatewood Avenue
High Point NC 27262

Email: justin@theardengroup.com

Employer: The Arden Group
Business Address: 11 Brookstown Avenue
Phone home: 336-399-1909 **work:** 336-659-9503 **fax:** 336-659-9504

RECEIVED
JUN 12 2013
Ward 4

Do you live inside the corporate limits of High Point? **Yes**
If not, do you live within High Point's extraterritorial zoning jurisdiction? **Yes**

Please select (in order of preference) the boards and commissions on which you would be willing to serve.

1. **Board of Adjustment**
2. **Planning & Zoning Commission**
3. **3rd Selection**

Have you participated in the City Government 101 Course? **No**

Please list any work, volunteer, and/or educational experience that you would like us to consider in the review of your application.
Project Management and Business Development for The Arden Group BS Construction Technology from Appalachian State University 2003 Graduate of T.W. Andrew High in 1998

CITY OF HIGH POINT
PLANNING AND DEVELOPMENT DEPARTMENT

STAFF REPORT
MINOR AMENDMENT TO CONDITIONAL USE PERMIT 05-21
December 16, 2013

Request	
Applicant: Westover Partners, LLC	**Owner(s):** Westover Partners LLC., Westover Ridge Townhome Owners Association Inc., Westover Ridge Homeowners Associate Inc., Westover Ridge Master Homeowners Association Inc., Atlas NC I SPE-LLC at BB&T Bank, Wade Jurney Homes Inc., and various individual property owners
Proposal: To amend condition II.C of Conditional Use Permit 05-21 (CUP05-12) pertaining to Open Space, Buffer Areas and Common Recreation Facilities.	

Site Information	
Location:	Lying along the north side of Westover Drive, directly west of the Guilford/Davidson County line.
Tax Parcel Numbers:	Parcels within the Westover Ridge Subdivision
Site Acreage:	Approximately 28.2 acres
Current Land Use:	A partially developed mixed-use residential subdivision Tract A – 39 Single-family dwellings permitted *(approximately 30 single family dwellings have been constructed)* Tract B – 60 Multifamily dwellings permitted (Five 12-unit buildings) *(Two 12-unit multifamily structures have been constructed; however, only one structure is occupied)* Tract C – 23 Townhomes dwellings permitted *(approximately 10 townhome dwellings have been constructed)*

Details of Proposal

As of the effective date of Conditional Zoning on January 1, 2011, any major amendment to an existing Conditional Use Permit (CUP) requires a rezoning to a new Conditional Zoning district. Minor amendments to existing CUPs may be considered by the City Council subject to an application being submitted prior to January 1, 2014. The minor amendment process allows limited changes to existing CUP zoning districts which result in equal or better performance and which do not alter the objective and purpose of the original requirements and conditions of the Permit.

This minor amendment request affects a mixed-residential development known as Westover Ridge, which was granted a Conditional Use Residential Multifamily – 8 (CU RM-8) District in 2005. The Conditional Use Permit for this development included a condition, offered by the

original developer, that a clubhouse be constructed. This condition was not asked for by the City, but was accepted. The applicant, Westover Partners, LLC, took over the project from the original developer in 2009 and has requested to change this condition to require two recreational areas for the residents of this subdivision.

Analysis

The initial condition pertaining to the construction of a clubhouse is in the Open Space, Buffer Areas & Common Recreation Facilities section of CUP05-21. This condition is vague in that there is no specific location identified, no time frame for construction specified and no criteria as to any recreational amenities to be included. For instance, under the current condition, a small single-room building with no other amenities could be built and this condition would be met.

The amendment request by the applicant proposes to change the requirement for a clubhouse to instead state that two common recreation areas be developed. The applicant is amending the CUP sketch plan to denote the location of these two recreational areas and the amenities to be included in these areas. In addition, the revised amendment proposes a time frame for installation of these recreation areas that is tied to the extension of Forrester Drive in the next phase of this development.

Staff suggests that this request can be considered a minor amendment. Staff finds the requested amendment provides for equal or better performance relative to the original conditions in that 1) the revised sketch plan notes the specific locations of recreational areas, 2) the sketch plan states the minimum amenities to be installed, and 3) an enforceable period for installing the recreation areas is provided.

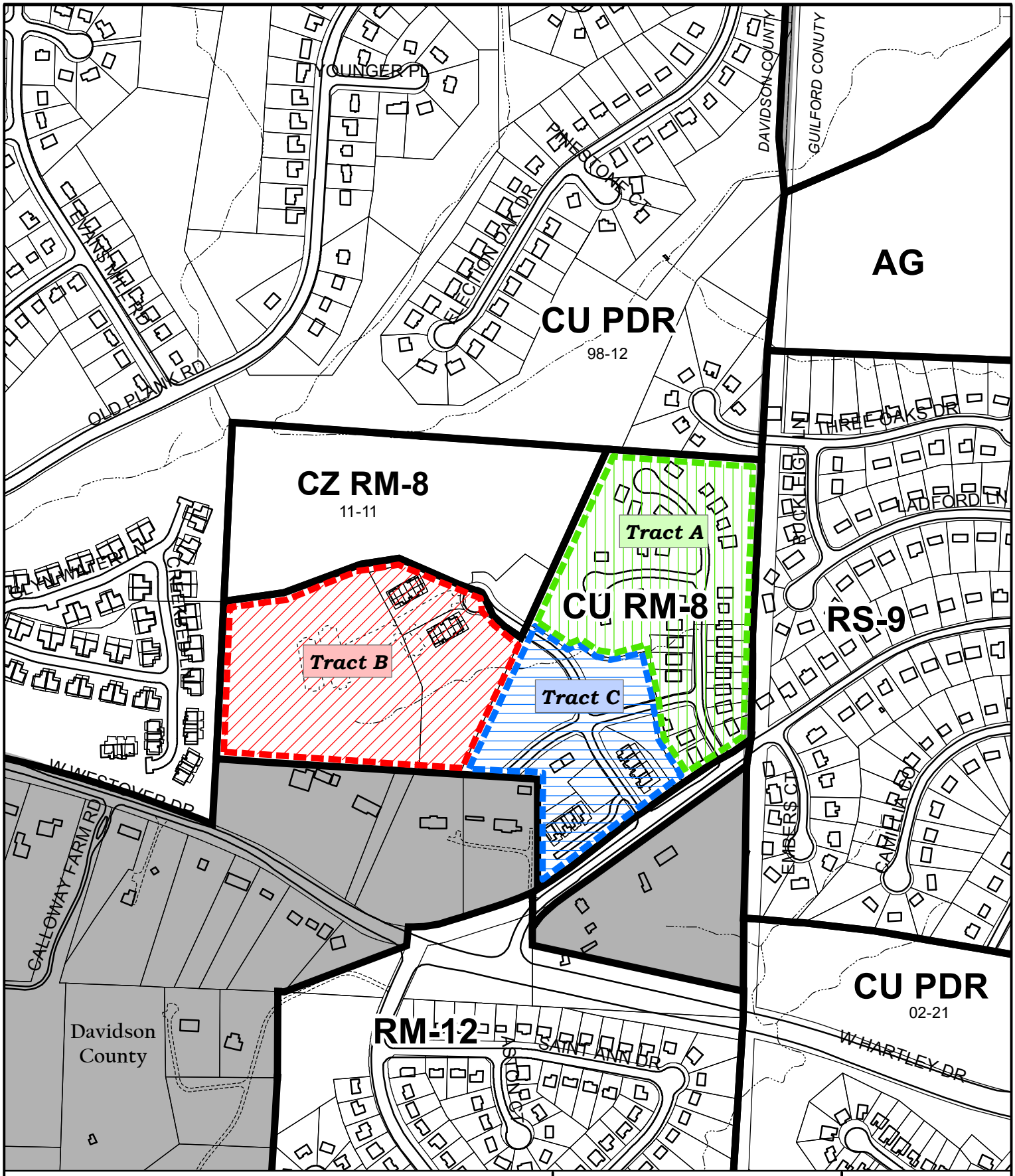
Recommendation

Staff Recommends Approval

Staff finds that the request meets the standards of a minor amendment. The request, as submitted by the applicant, does not significantly alter initial findings. In addition, the requested amendment will still allow the development to be consistent with the surrounding zoning and development in this area and in compliance with the goals and objectives of the Land Use Plan. Staff recommends approval of the request as a minor amendment to CUP05-21.

Report Preparation

This report was prepared by Planning and Development Department staff member Herbert Shannon Jr. AICP, Senior Planner and reviewed by Robert Robbins AICP, Development Services Administrator and Lee Burnette AICP, Director.



MINOR AMENDMENT CUP05-21

(Dec. 2013)

Existing Zoning Boundary ———

Subject Property Boundary - - - - - - - - - -

Department of Planning and Development

City of High Point

Date: December 9, 2013

N

Scale: 1'=400'

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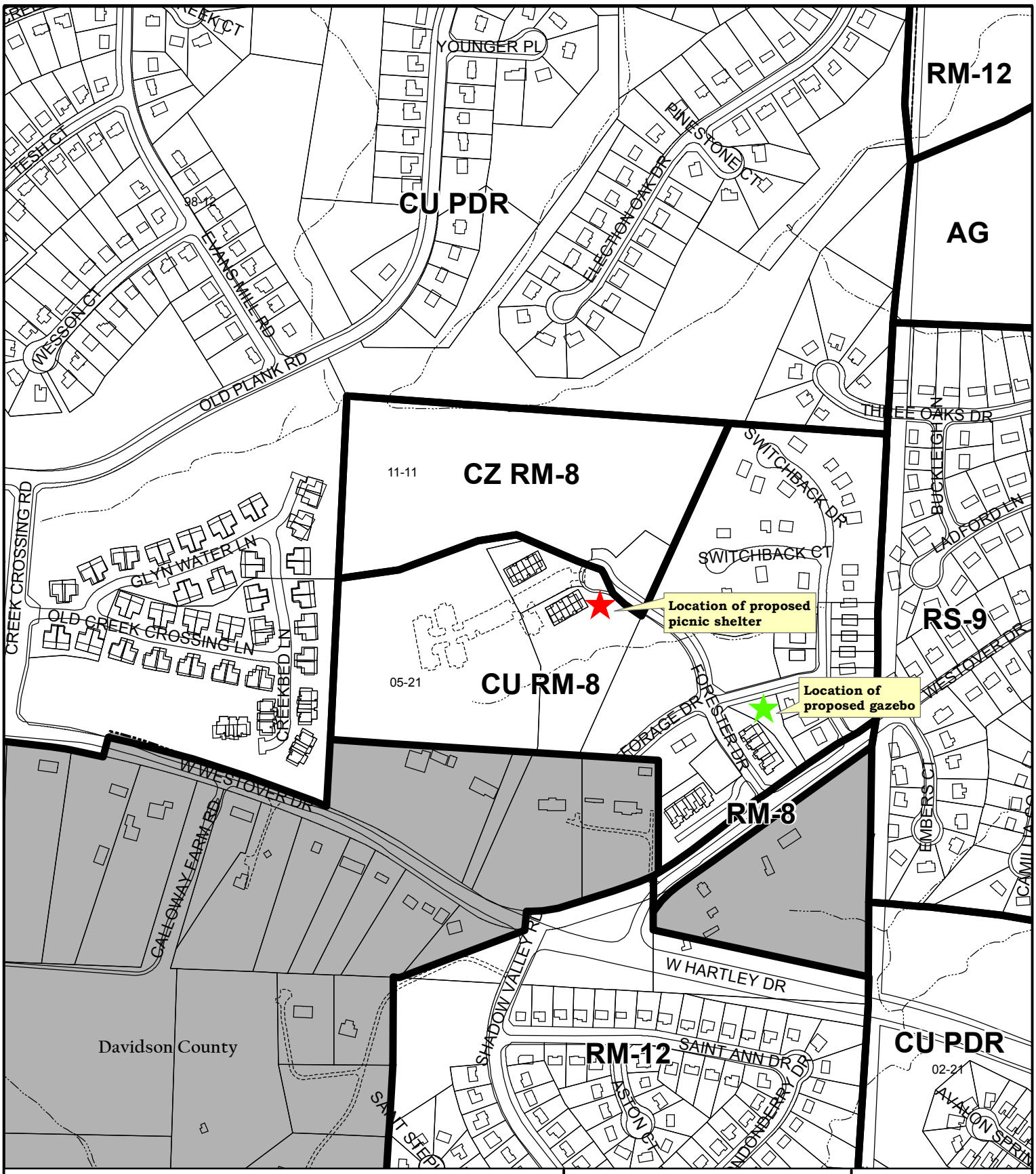


MINOR AMENDMENT TO CUP05-21

(Dec. 2013)

Existing Zoning Boundary ———

Subject Property Boundary - - - - - - - -

Planning & Development Department

City of High Point

Date: November 18, 2013

N

Scale: 1'=400'

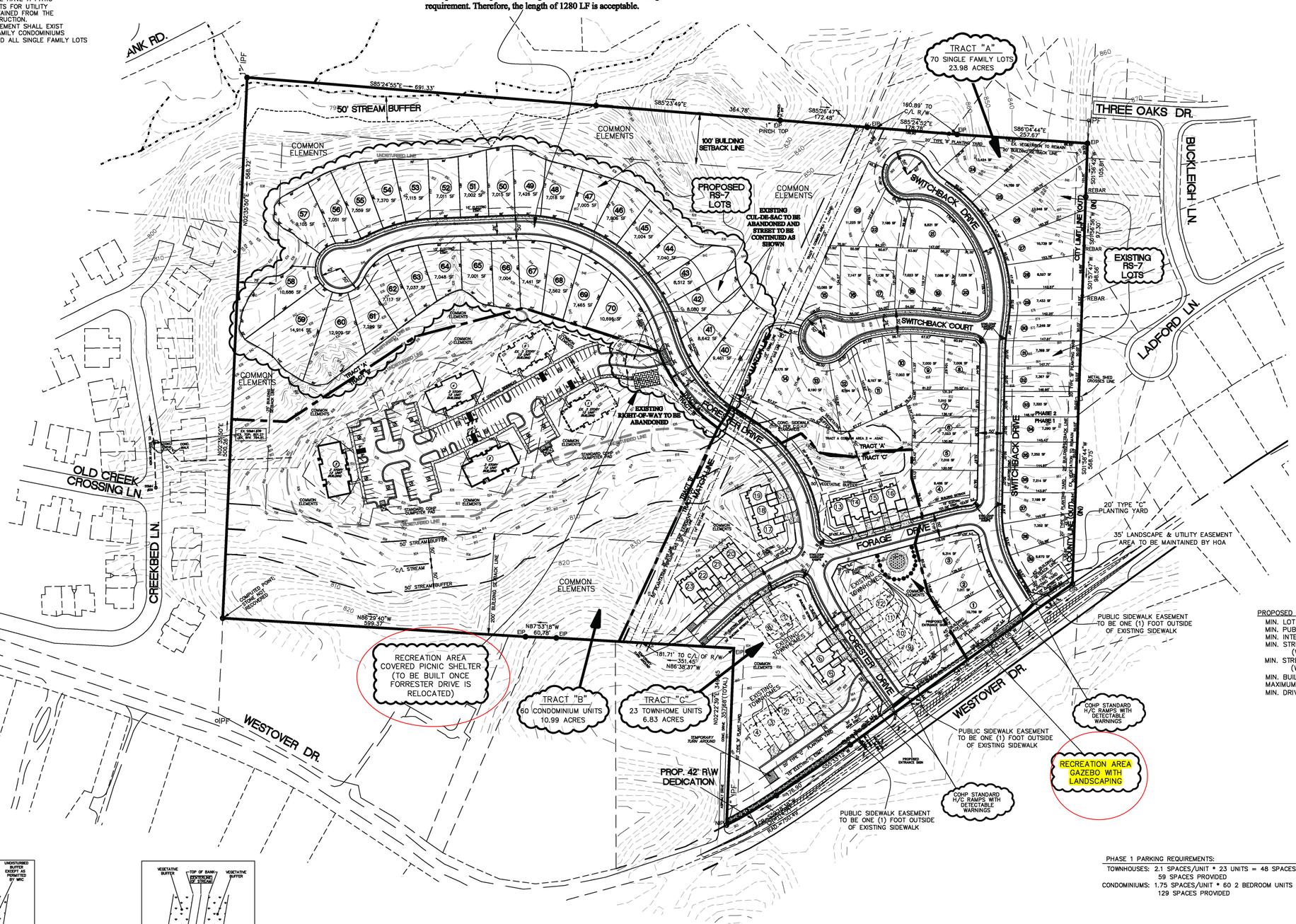
y:/ba-pz/2013/pz/Az05-21.mxd

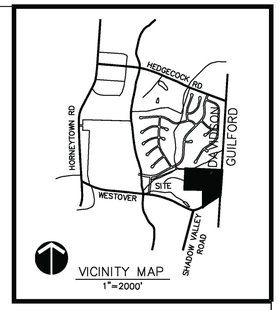
GENERAL NOTES:

1. ALL CONSTRUCTION TO CONFORM TO THE CITY OF HIGH POINT'S STANDARDS AND SPECIFICATIONS.
2. CONTRACTOR TO VERIFY THE EXACT LOCATION AND DEPTH OF ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION.
3. ALL PRIVATE DRIVES TO BE MAINTAINED BY THE HOMEOWNER'S ASSOCIATION.
4. ALL TOWNHOME UNITS WILL HAVE A PATIO
5. WATER AND SEWER PERMITS FOR UTILITY EXTENSION SHALL BE OBTAINED FROM THE NCDENR PRIOR TO CONSTRUCTION.
6. A BLANKET ELECTRIC EASEMENT SHALL EXIST OVER THE ENTIRE MULTIFAMILY CONDOMINIUMS AND TOWNHOME UNITS AND ALL SINGLE FAMILY LOTS

Note:

The length of the cul-de-sac for Forester Drive is 1280 LF. The maximum allowable length for a cul-de-sac per the High Point Development Ordinance Section 9-6-16(c)(12) is 1200 LF. The City of High Point Transportation Department has granted a modification to this length requirement. Therefore, the length of 1280 LF is acceptable.





APPROVED BY THE TECHNICAL REVIEW COMMITTEE FOR 2 YEARS,(Dev. #) SUBJECT TO THE APPROVAL OF ANY REQUIRED STREET AND UTILITY PLANS AND PROFILES APPROVAL OF A SEPERATE LAND-DISTURBING PERMIT AND OR EROSION CONTROL PLAN, AND MAY BE EXTENDED BY RECORDING FINAL PLATS IN ACCORDANCE WITH THE PROVISIONS OF SECTION 9-6-12 OF THE HIGH POINT DEVELOPMENT ORDINANCE.

DIRECTOR OF PLANNING AND DEVELOPMENT

I, _____, ACCEPT THIS SUBMISSION AS MY PLAN OF DEVELOPMENT AND AGREE TO INSTALL ALL REQUIRED IMPROVEMENTS AND COMPLY WTH THE CONDITIONS OF APPROVAL.

(OWNER\DEVELOPER)

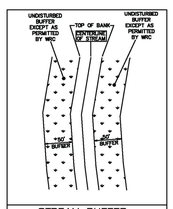
SITE DATA:
TOTAL AREA: ±41.800 ACRES
TAX MAP: 8-2
DEED BOOK 163, PAGE 585
ZONING: RA-3 TO BE REZONED TO RM-8
WATERSHED: NONE
NUMBER OF MULTI-FAMILY TOWNHOUSE UNITS: 23
NUMBER OF MULTI-FAMILY CONDOMINIUM UNITS: 60
NUMBER OF SINGLE FAMILY UNITS:70
TOTAL NUMBER OF UNITS: 153
DENSITY: 3.66 UNITS PER ACRE
LF OF PUBLIC STREET: ±3,730'

OPEN SPACE PROVIDED:
22.23 ACRES (THE OPEN SPACE REQUIREMENT IS BEING SHOWN AS PART OF THE COMMON AREA THAT IS TO BE DEDICATED TO THE HOMEOWNER'S ASSOC. THIS ARRANGEMENT IS IN COMPLIANCE WITH THE OPEN SPACE REQUIREMENTS FOUND IN THE CITY OF HIGH POINT DEVELOPMENT ORDINANCE CHAPTER 4 – 9-4-3.C.9-a)

PROPOSED RS-7 LOT DEVELOPMENT STANDARDS:
MIN. LOT SIZE: 7,000 SF
MIN. PUBLIC STREET FRONTAGE: 30'
MIN. LOT WIDTH: CORNER LOT: 70'
INTERIOR LOT: 50'
MIN. INTERIOR SETBACK: SIDE YARD: 5'
REAR YARD: 20'
MIN. STREET SETBACK:
LOCAL, COLLECTOR, SUBCOLLECTOR (FRONT): 25/50
LOCAL, COLLECTOR, SUBCOLLECTOR (SIDE): 15/40
MINOR THOROUGHFARE: 35/70
MAJOR THOROUGHFARE: 45/90
MIN. PRINCIPAL BUILDING SEPERATION: 20'
MAXIMUM BUILDING HEIGHT: 50'
MAXIMUM BUILDING COVERAGE (% OF LOT): 40%

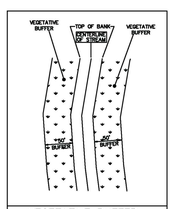
PROPOSED RM-8 ZONING STANDARDS:
MIN. LOT SIZE: 15,000 SF
MIN. PUBLIC STREET FRONTAGE: 50'
MIN. INTERIOR SETBACK: 20'
MIN. STREET SETBACK: 15' (TOWNHOUSES) (WHERE NO SIDEWALK IS PRESENT)
MIN. STREET SETBACK: 20' (TOWNHOUSES) (WHERE SIDEWALK IS PRESENT)
MIN. BUILDING SEPERATION: 20'
MAXIMUM BUILDING HEIGHT: 50/80'
MIN. DRIVEWAY LENGTH = 20'

GRAPHIC SCALE
100 0 50 100 200 400
(IN FEET)
1 inch = 100 ft.



STREAM BUFFER ILLUSTRATION
NOT TO SCALE

UNDISTURBED BUFFER EXCEPT AS PERMITTED BY WRC EXTENDING 50 FEET LANDWARD FROM THE TOP OF BANK NO BUILT UPON AREA EXCEPT AS PROVIDED IN SECTION 9-7-6 (a)(3)c.



VEGETATIVE BUFFER ILLUSTRATION
NOT TO SCALE

VEGETATION BUFFER – VEGETATIVE AREA EXTENDING 50 FEET LANDWARD FROM THE TOP OF BANK . NO BUILT UPON AREA EXCEPT AS PROVIDED IN SEC. 9-7-6 (a)(3)c.

PHASE 1 PARKING REQUIREMENTS:
TOWNHOUSES: 2.1 SPACES/UNIT * 23 UNITS = 48 SPACES REQUIRED
59 SPACES PROVIDED
CONDOMINIUMS: 1.75 SPACES/UNIT * 60 2 BEDROOM UNITS = 105 SPACES REQUIRED
129 SPACES PROVIDED

SECTION A : 70 SINGLE FAMILY LOTS

TOTAL AREA:	23.94 AC.
AREA IN LOTS:	13.16 AC.
AREA IN PUBLIC STREET R/W:	3.12 AC.
AREA TO BE DEDICATED AS R/W FOR WESTOVER DRIVE:	0.07 AC.
TRACT A COMMON ELEMENTS:	7.59 AC.

SECTION C : 23 TOWNHOUSE UNITS

TOTAL AREA:	6.83 AC.
AREA IN PUBLIC STREET R/W:	1.36 AC.
AREA TO BE DEDICATED AS R/W FOR WESTOVER DRIVE:	0.15 AC.
AREA IN LOTS:	1.13 AC.
AREA IN COMMON ELEMENTS:	4.19 AC.

SECTION B : 60 CONDOMINIUM UNITS

TOTAL AREA:	11.03 AC.
AREA IN BUILDINGS:	0.58 AC.
AREA IN COMMON ELEMENTS:	10.45 AC.
AREA IN PUBLIC STREET R/W:	0.00 AC.

PROJECT TITLE:
WESTOVER RIDGE
HIGH POINT TOWNSHIP
HIGH POINT, NORTH CAROLINA 00000

APPLICANT/OWNER/OPERATOR:
WESTOVER PARTNERS, LLC.
P.O. BOX 669
HIGH POINT, NORTH CAROLINA 27261

CIVIL ENGINEER:
EVANS ENGINEERING, INC.
4609 DUNDAS DRIVE
GREENSBORO, NORTH CAROLINA 27407
PHONE: 336-854-8877 FAX: 336-854-8876

PROJECT: 1068-11
H:\DRAWINGS\WESTOVER\Westover Phase III Single Family\Westover Phase III Single Family GDP.dwg
DRAWN BY: DF
DESIGN BY: DF

SHEET DESCRIPTION:
OVERALL GROUP DEVELOPMENT PLAN (SINGLE FAMILY LOTS, TOWNHOMES, & CONDOMINIUMS)

SCALE: 1"= 100' DATE: NOVEMBER 2, 2009

REVISIONS:
11-25-09 8-30-11
12-9-09 12-12-11
12-10-09 3-1-12
8-17-11 10-25-13
8-25-11

SHEET NO.: 1 / 3

APPLICATION FOR A CONDITIONAL USE PERMIT

CITY OF HIGH POINT, NORTH CAROLINA
Conditional Use Residential Multifamily – 8 (RM-8) District

November 10, 2005. (Adopted) March 23, 2006. (Minor Amendment) October 19, 2009. (Major Amendment)	November 21, 2011. (Minor Amendment) **December 16, 2013** **(Minor Amendment)**

TO THE CITY COUNCIL OF THE CITY OF HIGH POINT:

The undersigned hereby respectfully request that the High Point City Council, pursuant to Title 9, Chapter 3 of the City Code, grant a Conditional Use Permit for the following use(s), subject to the following conditions:

I. USES: Any of the land uses allowed in the Residential Multifamily – 8 (RM-8) District, and their customary accessory uses, shall be permitted subject to the requirements of the Development Ordinance and the specific conditions listed in this permit.

II. CONDITIONS:

A. Sketch Plan (See Exhibit A –revised **10-25-13** ~~10-27-11~~): In regards to uses, tract configuration, undisturbed line, building setbacks lines, and planting yards, the development of the zoning site shall be in conformance with the attached sketch plan as allowed by Section 9-3-13(a)(1) of the Development Ordinance

B. Development, Dimensional & Density Standards:
1. The zoning site shall have a maximum density of six (6) dwelling units per acre.

2. Tract A (portion of site lying east of gas pipeline):
   a. Only single family detached dwellings or townhomes and their customary accessory uses shall be permitted. The tract shall be developed in its entirety as either a single family subdivision (with single family detached dwellings) or a townhome subdivision, but not a mixture of both uses.
   b. All structures in this tract shall not exceed two stores in height.
   c. Townhome shall not exceed four (4) units per building.
   d. Buildings in this tract shall be setback a minimum of forty-five (45) feet from the Westover Drive right-of-way line.

e. If this tract is developed for townhome use, the principal building(s) in this tract shall be setback a minimum of thirty-five (35) feet from the eastern and northern boundary of the zoning site.

3. Tract B (portion of site lying west of gas pipeline):
   a. Only multifamily dwellings units (including condominiums) and their customary accessory uses shall be permitted.
   b. All structures in this tract shall not exceed three (3) stories in height.
   c. Structures in this tract shall be setback a minimum of twenty-five (25) feet from the northern property line; a minimum of two hundred (200) feet from the southern property line and a minimum of seventy-five (75) feet from the western property line.
   d. Size, configuration and location of Open Space and Common Areas shall conform to the attached Conditional Use Permit sketch plan.
   e. The sketch plan identifies an undisturbed line for portions of Tract B. Except for required utility crossings, the area lying outside of this undisturbed line shall be retained in their undisturbed natural state.
   f. Stream buffers will correspond to the topography of the banks and shall be as indicated on the attached binding sketch plan (See Exhibit A). Areas of the zoning site designated as stream buffers shall be retained in their undisturbed natural state, except for minimal disturbance as necessary for approved roadways, utility extensions, stormwater or erosion control devices as approved by the City's Technical Review Committee.

4. Tract C (portion of site lying east of gas pipeline):
   a. Only townhomes and their customary accessory uses shall be permitted.
   b. All structures in this tract shall not exceed two stories in height.
   c. Townhome shall not exceed four (4) units per building.
   d. Structures in this tract shall be setback a minimum of forty-five (45) feet from the Westover Drive right-of-way line.
   e. Stream buffers will correspond to the topography of the banks and shall be as indicated on the attached binding sketch plan (See Exhibit A). Areas of the zoning site designated as stream buffers shall be retained in their undisturbed natural state, except for minimal disturbance as necessary for approved roadways, utility extensions, stormwater or erosion control devices as approved by the City's Technical Review Committee.

C. Open Space, Buffer Areas and Common Recreation Facilities: The overall development shall have ~~a clubhouse built in a recreation tract accessible to all residents~~ **two common recreation areas as depicted on the sketch plan. One is serving tracts A & C, and the other serving tract B. The recreation area for tract A & C shall be installed prior to the extension of Forrester Drive (Forrester Drive cul-de-sac to be abandoned and the street extended northward as depicted on the sketch plan). The recreational area serving tact B shall be installed once Forrester Drive is relocated.**

D. Landscaping:
   1. A minimum 20-foot wide planting yard, planted at a Type C rate, shall be provided along the Westover Drive frontage of the zoning site. This planting yard shall be exclusive of any utility easements, except for perpendicular crossings by utilities and roadways.

   2. Except for along its Westover Drive frontage, a minimum 20 foot wide landscaping yard, with a Type B planting rate, shall be provided wherever a townhome use/tract abuts the perimeter of the zoning site.

E. Fencing & Screening (Westover Drive frontage of site): Where townhome uses are developed, if fencing is erected along rear of sides dwelling units, then a common fencing plan shall be provided. A common fencing plan shall be provided prior Preliminary Plat approval of that tract.

F. Transportation:
   1. Right-of-way dedication: The property owner shall dedicate a minimum of forty-two (42) feet of right-of-way as measured from the existing centerline of Westover Drive.

   2. Vehicular Access:
      a. The zoning site shall be limited to two (2) points of access to Westover Drive.
      b. A street stub shall be required to be installed to the southwestern boundary of the zoning site to Davidson County Tax Parcel 8A-32A to provide additional connectively to those properties southwest of the zoning site fronting along Westover Drive.

   3. Turn Lanes: The property owner shall install left turn lanes from Westover Drive into each of the access points.

   4. The City of High Point Director of Transportation shall approve the exact location and design of all access points and turn lanes. In addition, the City of High Point Director of Transportation and the North Carolina Department of Transportation (NCDOT) shall approve all construction and improvements.

DESCRIPTION OF PROPERTY: A portion of a parcel, totaling approximately 28.69 acres, lying along the north side of Westover Drive directly west of the Guilford/Davidson County line, and known as Davidson County Tax Parcel(s) 01008K0000001, 2, 3, 4, 5, 6, 8, 9, 11, 12; 01008K0000007(portion), 7B, 7C; 01008K0050001, 1A, 1B, 1C, 1D; 01008K0050002A, 2B, 2C, 2D; 01008K0050003A, 3B, 3C, 3D and 01008L0000001, 2, 3, 4.

An application has been duly filed requesting that the property involved in this application be rezoned from the Conditional Use Residential Multifamily-8 (CU RM-8) District to an amended Conditional Use Residential Multifamily-8 (CU RM-8) District. It is understood and

acknowledged that if the property is rezoned as requested and the Conditional Use Permit authorized, the property described in this request will be perpetually bound by the use(s) authorized and the conditions imposed, unless subsequently changed or amended as provided for a Title 9, Chapter 3, of the City Code.

The City Council may add additional conditions to make the necessary findings of fact required for approval of a Conditional Use Permit.

It is further understood and acknowledged that plans for any development to be made pursuant to any such Conditional Use Permit so authorized shall be submitted to the Technical Review Committee and/or other such approval authorities for review in the same manner as other such plans now required to be approved by the City of High Point.

NORTH CAROLINA'S INTERNATIONAL CITY™

MEMORANDUM

DATE: December 11, 2013

TO: Randy McCaslin, Assistant City Manager

FROM: Michael E. McNair, Director

SUBJECT: Resolution for Loan to Wynnefield Properties for the development of Addington Ridge Apartments

At its regularly scheduled meeting on April 1, 2013, Council approved staff action to amend the City of High Point's HUD Section 108 loan application and authorize the City Manager to execute necessary documents to amend the loan commitment from HUD and to issue a loan commitment to Wynnefield Properties, Inc. Subsequently, staff submitted an amendment to HUD that proposed allowing the City to use $1,350,000.00 of its Section 108 Loan Authorization to acquire property located on Admiral Drive and to provide for public improvements that will facilitate the development of a Low Income Housing Tax Credit development known as Addington Ridge, which will be constructed by Addington Ridge LLC and Wynnefield Properties, Inc. We are now entering the final phases of the amendment and a public hearing has been set for December 16th to comply with statutory requirements. Staff requests Council approval of the attached resolution and authorized the City Manager to execute necessary to implement the project.

Attachments: Resolution

City of High Point, P.O. 230, 211 South Hamilton Street, High Point, NC 27261 USA
Office: 336.883.3676 Fax: 336.883.3355 TDD 336.883.8517

RESOLUTION

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HIGH POINT, APPROVING AND PROVIDING SECURITY FOR THAT CERTAIN HUD SECTION 108 LOAN IN THE AMOUNT OF $1,350,000.00, AND THE EXPENDITURE OF SAID FUNDS FOR THE DEVELOPMENT OF A LOW INCOME TAX CREDIT DEVELOPMENT KNOWN AS ADDINGTON RIDGE

Whereas, the City receives an annual allocation of Community Development Block Grant (CDBG) funding from the U. S. Department of Housing and Urban Development (HUD) to use for a variety of eligible projects defined through federal regulations, and as a participant in this program, the City is eligible to apply for Section 108 Loan Guarantee funding; and

Whereas, Section 108 is a part of HUD's Community Development Block Grant (CDBG) program and provides communities with a source of financing for activities such as economic development projects and public improvements, making it an important public investment tool offered by HUD to local governments; and

Whereas, the City seeks to amend its Section 108 Loan Authorization to use $1,350,000.00 to enable the City to acquire property located on Admiral Drive and described as Lot 12, Plat Book 166, Page 142, Guilford County Registry, and to provide for the construction of public improvements thereon that will facilitate the development of a Low Income Housing Tax Credit development known as Addington Ridge, which improvements will be constructed by Addington Ridge, LLC and Wynnefield Properties, Inc.; and

Whereas, the City will repay the loan to HUD over a period of twenty (20) years, making payments as required by HUD, with a balloon payment of all unpaid principal in the 20th year; and

Whereas, pursuant to statutory and regulatory requirements, the City must pledge by Resolution its current and future Community Development Block Grant Funds as security for repayment of said Loan.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and City Council of the City of High Point, North Carolina, as follows:

That pursuant to 24 CFR 570.705(b)(2) the City does pledge its current and future Community Development Block Grant Funds for repayment of the Section 108 loan in the amount of $1,350,000.00.

That the Section 108 loan in the amount of $1,350,000.00 may be used to enable the City to acquire property located on Admiral Drive and described as Lot 12, Plat Book 166, Page 142, Guilford County Registry, for the sum of $600,000.00 and to provide for the construction of public improvements that will facilitate the development thereon of a Low

Income Housing Tax Credit development known as Addington Ridge, which will be constructed by Addington Ridge LLC and Wynnefield Properties, Inc.

That for the construction of the improvements, the City will enter into a ground lease with Addington Ridge, LLC for the sum of $1.00, and Addington Ridge, LLC will grant a Promissory Note and Leasehold Deed of Trust to the City for $750,000.00 to finance the improvements.

That Addington Ridge, LLC will have an option to purchase the Property, which when exercised, shall be for a purchase price equal to its appraised value, which purchase price will be paid through a Purchase Money Note and Deed of Trust in favor of the City in the amount of said purchase price plus the amount of the payoff on the $750,000.00 improvement loan.

That the terms of said purchase money financing shall be for a twenty year term with interest at 2% per annum and nineteen (19) payments of interest only on the unpaid principal balance. All unpaid principal and any unpaid accrued interest shall be due and payable in a balloon payment at the end of the term.

That the City will utilize the payments received from Addington Ridge, LLC under said Promissory Note to offset the amounts of the payments made by the City to HUD on the Section 108 loan.

That the City Manager and his appropriate designee(s) are hereby authorized and directed to execute any and all documents on behalf of the City as may be necessary to effectuate the completion of the loan process, including, but not limited to, the Ground Lease with Addington Ridge, LLC, and the deed to Addington Ridge, LLC, upon exercise of the Option.

Witness my hand and official seal, this ____ day of _____, 2013.

_____

Mayor, City of High Point

WITNESS:

_____

Clerk of the City of High Point

HIGH POINT
NORTH CAROLINA'S INTERNATIONAL CITY™

MEMORANDUM

TO: Strib Boynton, City Manager

FROM: RM Randy McCaslin, Assistant City Manager

SUBJECT: Ralph Lauren Pendleton Street Generator

DATE: December 12, 2013

Enclosed you will find the bids associated with the purchase of a standby generator for the new Ralph Lauren Pendleton Street operation. The low bid meeting the required specifications is in the amount of $859,340.00. Once the engineering, site preparation, concrete pad, and required electrical wiring are complete, we estimate the total cost to be $1,200,000.00. This amount has been appropriated in the 2013-2014 Electrical Department annual budget for this project.

The City Council, on May 14, 2012, agreed to provide up to $600,000.00 in electrical infrastructure for this project. Ralph Lauren Inc. has agreed to reimburse the City for all cost over the $600,000.00 incentive. They will pay monthly over the next ten (10) years an "extra facilities charge" which will reimburse the City for all cost over and above the original $600,000.00 plus interest.

If you have any questions, please advise.

Department of Electric Utilities

Administration Division

HIGH POINT

NORTH CAROLINA'S INTERNATIONAL CITY™

December 5, 2013

To: Randy McCaslin, Assistant City Manager

From: Garey Edwards, Electric Director

Subject: Bid No. 31-111413
Polo 2000 KW Generator

On November 14, 2013 the City received bid No. 31-111413 for one (1) 2000 KW Generator. We sent bids to three companies and received bids from two companies. I have attached Mike Dougherty's of Southeastern Consulting Engineers recommendation and bid tabulation for your consideration.

I agree with Mike's recommendation that we award to Carolina Cat, for a total amount of **$859,340.00**. This includes a 2000 KW generator w/switchgear, 10 yr warranty, 10 yr preventative maintenance agreement and all on site testing. Carolina Cat was the lowest responsive bidder that met the specifications. This unit will be used at the new Polo Ecommerce building expanson. Sufficient funds have been allocated in the budget for the purchase of this equipment. Please do not hesitate to call me if you have any questions concerning this recommendation.

cc: file
Jeff Moore
Tarinda Chappell
Tracey Adams
Josh Williams
Allen Averill
Mike Dougherty

Attachments

City of High Point, P.O. 230, 816 E. Green Dr., High Point, NC 27261 USA
Phone 336.883.3485 Fax: 336.883.3478 TDD 336.883.8517

RP3 Reliable Public Power Provider

Southeastern Consulting Engineers, Inc.

November 20, 2013

Mr. Garey Edwards, PE
City of High Point
P.O. Box 230
High Point, North Carolina 27261

Ref.: Polo 2000 KW Standby Generator
Award Recommendation

Dear Garey:

The City received proposals on November 14, 2013, from two suppliers for providing a 2000 KW Standby Generator for the Polo E-Commerce Building Expansion. A tabulation of the bids received is attached.

The lowest responsive bid was submitted by Carolina CAT of Charlotte, North Carolina, for the following amount:

1.)	2000 KW Generator w/Switchgear	$791,360.00
2.)	10 Year Warranty	36,305.00
3.)	10 Year Preventative Maintenance	32,550.00
4.)	Adder for On-Site Alternator Test	4,125.00
5.)	Deduct for Load Bank	(5,000.00)
	Total Bid	$859,340.00

We have reviewed their proposal and have concluded that it is compliant with the specifications. Therefore, we are recommending that the City award this project to Carolina CAT in the amount of $859,340.00.

Please notify us of the City's decision in awarding this bid and we will proceed with the execution of the Contract Documents and Performance Bond. If you have any questions or need any additional information, please contact us.

600 MINUET LANE P.O. BOX 240436 CHARLOTTE, NC 28224
PHONE: (704) 523-6045 FAX: (704) 523-8317

Sincerely,

SOUTHEASTERN CONSULTING ENGINEERS, INC.

By_____
Michael C. Dougherty, P.E.
President

MCD/lc

BID TABULATION
Contract No. 13-48

City of High Point
High Point, North Carolina

Bid Opening: 2:00 PM, November, 14, 2013
Polo E-commerce standby generator

Vendor	Carolina CAT	Cummins Atlantic			
Location	Charlotte, NC	Charlotte, NC			
2000kW standby generator w/Utility paralleling swgr.	$791,360.00 [3]	$801,000.00	$	$	$
Manufacturer	Caterpillar/ASCO	Cummins			
Delivery	22-24 weeks	18 weeks			
5 Year extended Service	$9,705.00	$54,067.50 [1]	$	$	$
10 year extended Service	$36,305.00 [3]	$116,500.00 [1]	$	$	$
5 Year PM Agreement	$14,725.00	$	$	$	$
10 year PM Agreement	$32,550.00 [3]	$	$	$	$
Adder for Alternator Test	$4,125.00 [3]				
Deduct for Load Bank	-$5,000.00 [3]				
Total Bid Price	$884,645.00	$917,500.00			
Total Awarded Price	$859,340.00 [3]				
Bid Bond	Yes	Yes			
Price Terms	Net 30 Days	Net 30 days			

Notes: [1] Cummins included both the Warranty and PM in their extended service pricing.
[2] Recommended bidder is shaded
[3] Awarded items

NORTH CAROLINA'S INTERNATIONAL CITY

FORMAL BID RECOMMENDATION
REQUEST FOR COUNCIL APPROVAL

DEPARTMENT: Electric

COUNCIL AGENDA DATE: Dec 16, 2013

BID NO.: 31-111413 CONTRACT NO.: DATE OPENED: Nov 14, 2013

DESCRIPTION:

2,000 KW Diesel Generator

PURPOSE:

Stand-by generator to be located at the Ralph Lauren Ecommerce site.

COMMENTS:

This includes a 2000 KW generator w/switchgear, 10 yr warranty, 10 yr preventative maintenance agreement and all on site testing. Carolina Cat was the lowest responsive bidder that met the specifications.

RECOMMEND AWARD TO: Carolina Cat AMOUNT: $859,340.00

JUSTIFICATION:

ACCOUNTING UNIT	ACCOUNT	ACTIVITY	CATEGORY	BUDGETED AMOUNT
631799	533701	631001021305	40202	$859,340.00
TOTAL BUDGETED AMOUNT				$859,340.00

DEPARTMENT HEAD: Garey Edwards Digitally signed by Garey Edwards DN: cn=Garey Edwards, o=City of High Poiont, ou=Electric Department, email=garey.edwards@highpointnc.gov, c=US Date: 2013.12.09 10:44:38 -05'00' DATE: December 9, 2013

The Purchasing Division concurs with recommendation submitted by the Electric Dept. and recommends award to the lowest responsible, responsive bidder Carolina Cat. in the amount of $ 859,340.00.

PURCHASING MANAGER: Tarinda Chappell Digitally signed by Tarinda Chappell DN: cn=Tarinda Chappell, o=City of High Point, ou=Purchasing, email=tarinda.chappell@highpoint.gov, c=US Date: 2013.12.09 16:47:23 -05'00' DATE: Dec 9, 2013

Approved for Submission to Council
FINANCIAL SERVICES DIRECTOR: Jeffrey Moore 20130620-173418 Digitally signed by Jeffrey Moore 20130620-173418 DN: c=Bank of America, o=Bank of America Client Certificate CA - 02, ou=caregName - High Point, City OF, ou=taxiqueID - BANK OF AMERICA1103, cn=Jeffrey Moore 20130620-173418, email=jeff.moore@highpointnc.gov Date: 2013.12.10 10:55:14 -05'00' DATE: Dec 10, 2013

CITY MANAGER: Strib Boynton Digitally signed by Strib Boynton DN: cn=Strib Boynton, o=Administration, ou=City of High Point, email=cindy.smith@highpointnc.gov, c=US Date: 2013.12.11 15:49:02 -05'00' DATE: Dec 11, 2013

HIGH POINT CITY COUNCIL
REGULAR MEETING
COUNCIL CHAMBERS, HIGH POINT MUNICIPAL BUILDING
DECEMBER 2, 2013 – 4:45/5:30 P.M.

ROLL CALL, PRAYER, AND PLEDGE OF ALLEGIANCE

Upon call of the roll, the following Council Members were present. Mayor Sims offered the invocation; the Pledge of Allegiance followed.

Mayor Bernita Sims, Mayor Pro Tem Britt Moore (At-Large), Council Member Rebecca Smothers (At-Large), Council Member Jeffrey Golden (Ward 1), Council Member Foster Douglas (Ward 2), Council Member Judy Mendenhall (Ward 3), Council Member Jay Wagner (Ward 4), Council Member James Davis (Ward 5), and Council Member Jason Ewing (Ward 6)

REGULAR MEETING ITEMS

FINANCE COMMITTEE - *Mayor Pro Tem Moore, Chair*
Committee Members: Wagner, Davis and Sims

(all were present)

130327 **Contract - Bid No. 14 - Corrosion Inhibitor - Ward WTP**

Approval of contract awarding Bid No. 14 for the extension of contract to Shannon Chemical Corporation for Corrosion Inhibitor for the Ward Water Treatment Plant. Purchasing and Public Services recommends this contract extension beginning January 1, 2014 - December 31, 2014 in the amount of $111,291.60 which is the lowest and responsive and responsible bidder meeting specifications.

Chairman Moore reported this matter was discussed during a Finance Committee Meeting held at 4:00 p.m. prior to this meeting. The Committee recommended approval.

Approved an extension to the contract with Shannon Chemical Corporation for Corrosion Inhibitor for the Ward Water Treatment Plant beginning January 1, 2014 - December 31, 2014 in the amount of $111,291.60, which is the lowest, responsive and responsible bidder meeting specifications.

A motion was made by Mayor Pro Tem Moore, seconded by Council Member Wagner, that this Contract be approved. The motion PASSED by a 9-0 unanimous vote.

130328 **Contract - Bid No. 27 - Westside Wastewater Treatment Plant - Phase 3 Improvements**

Approval of contract awarding Bid No. 27 for the Westside Wastewater Treatment Plant Phase 3 Improvements. Purchasing and the Public Services Department recommends that contract be awarded to Shook Construction Company in the amount of $24,911,200.00 which is the lowest responsive and responsible bidder meeting specifications.

Chairman Moore reported that this matter was discussed during a Finance Committee meeting held at 4:00 p.m. prior to this meeting. The Finance Committee recommended approval.

Approved contract with Shook Construction Company in the amount of $24,911,200.00 which is the lowest responsive and responsible bidder meeting specifications.

A motion was made by Mayor Pro Tem Moore, seconded by Council Member Wagner, that this Contract be approved. The motion PASSED by a 9-0 unanimous vote.

130329 **Capital Project Ordinance - Westside Revenue Bond Project**

Adoption of a Capital Project Ordinance in the amount of $27,500,000.00 for the Westside Waste Water Treatment Plant Phase 3 Upgrade Project.

Chairman Moore reported this matter was discussed during a Finance Committee meeting held at 4:00 p.m. prior to this meeting. The Finance Committee recommended approval.

Adopted Capital Project Ordinance in the amount of $27,500,000.00 for the Westside Waste Water Treatment Plant Phase 3 Upgrade Project.

A motion was made by Mayor Pro Tem Moore, seconded by Council Member Wagner, that this Capital Project Ordinance be adopted. The motion PASSED by a 9-0 unanimous vote.

Ordinance No. 7019/13-51
Introduced 12/2/2013; Adopted 12/2/2013
Ordinance Book, Volume XVIII, Page 52

130330 **Resolution - Issuance of Water & Sewer Revenue Bonds - Westside WWTP**

Adoption of Resolution authorizing the issuance of up to $43,800,000 in new revenue bonds for the purposes of paying for continuing improvements to the Westside Waste Water Treatment Plant, incinerator replacement and emissions upgrade, water tank and water and sewer line extension and relocations.

Chairman Moore reported this matter was discussed during a Finance Committee meeting held at 4:00 p.m. prior to this meeting. The Finance Committee recommended approval.

Adopted Resolution authorizing the issuance of up to $43,800,000 in new revenue bonds for the purposes of paying for continuing improvements to the Westside Waste Water Treatment Plant, incinerator replacement and emissions upgrade, water tank and water and sewer line extension and relocations.

A motion was made by Mayor Pro Tem Moore, seconded by Council Member Wagner, that this Resolution be adopted. The motion PASSED by a 9-0 unanimous vote.

Resolution No. 1358/13-81
Introduced 12/2/2013; Adopted 12/2/2013
Resolution Book, Volume XVIII, Page 81

130331 **Contract - Professional Services - Kersey Valley Landfill**

Approval of contract awarding bid for Professional Services for the design and contract administration of the design and construction of Phases 5A and 5B and the partial closure of Area 1 of the Kersey Valley Landfill. Purchasing and the Public Services Department recommends that contract be awarded to Smith Gardner, Inc. in the amount of $678,131.00 which is the lowest responsive and responsible bidder meeting specifications.

Chairman Moore reported this matter was discussed during a Finance Committee meeting held at 4:00 p.m. prior to this meeting. The Finance Committee recommended approval.

Approved contract with Smith Gardner, Inc. in the amount of $678,131.00.

A motion was made by Mayor Pro Tem Moore, seconded by Council Member Wagner, that this Contract be approved. The motion PASSED by a 9-0 unanimous vote.

130332 **Ordinance - Budget Amendment - COPS Grant**

Council is requested to adopt an ordinance amending the 2013-2014 Budget Ordinance to appropriate funds in the amount of $50,000.00 for the Community Oriented Policing Services Grant (COPS). These funds are to be used for formal evaluation of the High Point Offender Focused Domestic Violence Initiative.

Chairman Moore reported this matter was discussed during a Finance Committee meeting held at 4:00 p.m. prior to this meeting. The Finance Committee recommended approval.

Adopted Ordinance amending the 2013-2014 Budget Ordinance to appropriate funds in the amount of $50,000.00 for the Community Oriented Policing Services Grant (COPS).

A motion was made by Mayor Pro Tem Moore, seconded by Council Member Wagner, that this Ordinance be adopted. The motion PASSED by a 9-0 unanimous vote.

Ordinance No. 7020/13-52
Introduced 12/2/2013; Adopted 12/2/2013
Ordinance Book, Volume XVIII, Page 52

130333 **Donation of Property - Carolina Income Properties - 214 N. Pendleton Street**

Council is requested to authorize staff to execute documents necessary to accept a donation of property located at 214 N. Pendleton Street from Carolina Income Properties. The Technical Review Committee (TRC) has reviewed this property and approves the donation.

Chairman Moore reported this matter was discussed during a Finance Committee meeting held at 4:00 p.m. prior to this meeting. The Finance Committee recommended approval.

Authorized staff to execute documents necessary to accept a donation of property located at 214 N. Pendleton Street from Carolina Income Properties.

A motion was made by Mayor Pro Tem Moore, seconded by Council Member Wagner, to authorize staff to execute documents necessary to accept a donation of property located at

214 N. Pendleton Street from Carolina Income Properties. The motion PASSED by a 9-0 unanimous vote.

130334 **Memorandum of Agreement - Regional Fair Housing Assessment**

Council is requested to authorize the City Manager to execute a Memorandum of Agreement to allow the City to join with other recipients of HUD funds in the Piedmont Triad region to conduct a Regional Assessment of Fair Housing.

Chairman Moore reported that this matter was discussed during a Finance Committee meeting held at 4:00 p.m. prior to this meeting. The Finance Committee recommended approval.

Approved the Memorandum of Agreement to allow the City to join with other recipients of HUD funds in the Piedmont Triad region to conduct a Regional Assessment of Fair Housing and authorized the city manager to execute same.

A motion was made by Mayor Pro Tem Moore, seconded by Council Member Wagner, that this Memorandum of Agreement be approved. The motion PASSED by a 9-0 unanimous vote.

130340 **Comprehensive Annual Financial Report - FY 2012-2013**

Council is requested to acknowledge receipt of the Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2013.

Chairman Moore reported this matter was discussed during a Finance Committee meeting held at 4:00 p.m. prior to this meeting.

Acknowledged receipt of the Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2013.

A motion was made by Mayor Pro Tem Moore, seconded by Council Member Wagner, to acknowledge receipt of the Comprehensive Annual Financial Report- FY 2012-2013 for the Fiscal Year ended June 30, 2013. The motion PASSED by a 9-0 unanimous vote.

130341 **Revocable License Agreement- High Point Police Department/ShowPlace**

Council is requested to authorize the City Manager to execute a Revocable License Agreement between ShowPlace and the High Point Police Department for police training purposes.

Council Member Smothers made a motion to suspend the rules to add this matter to the agenda for consideration. Mayor Pro Tem Moore made a second to the motion, which carried by a 9-0 unanimous vote.

Chairman Moore reported this matter was brought up and discussed during a Finance Committee meeting held at 4:00 p.m. prior to this meeting. The Finance Committee recommended approval.

Approved the Revocable License Agreement between ShowPlace and the High Point Police Department for training purposes and authorized the City Manager to execute same.

A motion was made by Mayor Pro Tem Moore, seconded by Council Member Davis, that the Revocable License Agreement between the High Point Police Department and ShowPlace be approved. The motion PASSED by a 9-0 unanimous vote.

COMPREHENSIVE PLANNING COMMITTEE - *Council Member Smothers, Chair*

130335 **High Point University - Encroachment Agreement - East Farriss Avenue**

Consideration of a right of way encroachment agreement and fence easement between the City of High Point and High Point University on a portion of East Farriss Avenue.

Chairwoman Smothers asked if staff would like to speak regarding this matter. Randy McCaslin, Assistant City Manager Randy McCaslin informed Council that this is a right-of-way encroachment agreement and fence easement with High Point University in accordance with a Memorandum of Understanding that was adopted by the City Council on October 21, 2013. Mr. McCaslin reported that the encroachment agreement will be for signage and fencing as well as a Welcome Center. He explained if this goes in, High Point University would have to come in and dedicate some additional right-of-way and widen the street here to allow for their Welcome Center to go at these two locations. He pointed out the city would retain all easements that are currently in place and noted East Farris would remain an open street for use by the residents on the street and would remain open for use by city residents, city service vehicles, etc....

Chairwoman Smothers recognized representatives from High Point University in attendance and asked if they would like to comment. There were no additional comments offered.

Approved a Right-of-Way Encroachment Agreement and Fence Easement between the City of High Point and High Point University on a portion of East Farriss Avenue.

A motion was made by Council Member Smothers, seconded by Council Member Mendenhall, that this Right-of-Way Encroachment between the City of High Point and High Point University be approved. The motion PASSED by a 9-0 unanimous vote.

130336 **Resolution Approving Changes in the State Highway System Streets**

Adoption of resolution approving changes in state highway system streets within the corporate limits of the City of High Point, by deleting Montlieu Avenue from North College Drive to North Main Street, 1.37 miles known as SR 1471.

Chairwoman Smothers explained this item is consideration of adoption of a resolution as well as a separate document and Memorandum of Understanding, which would require two separate votes. She reported that the Council has received a considerable amount of material regarding this particular anticipated request and asked if staff or High Point University plans to make any statements regarding this matter.

City Manager Strib Boynton, explained this was part of a two-step process where the city is pledging its support to High Point University for their continued growth and expansion plans because the university needs some additional flexibility for building setbacks and other improvements they plan to make along Montlieu Avenue on property they own or are in the

process of purchasing. Chairwoman Smothers added this actually sets in motion the process whereby it goes to the State Department of Transportation for removal of that portion of the street from the State System maintenance.

Council Member Douglas asked why it included going from N. Centennial to Main Street and Mr. Boynton replied that it was largely because the NCDOT staff thought it would be reasonable and practical due to it being a residential street, just to remove it all at one time. Council Member Golden inquired if this request required any input from the people that live in that community and if so, what the comments were from those citizens living directly close to this area. He also asked whether it was the city or the university who took the request to NCDOT. Mr. Boynton explained that the city generally makes requests of this type and if approved by NCDOT, it would give the city control over the street. He further explained the second thing which prompted this was the Memorandum of Understanding with High Point University, which would be discussed later that would involve public notice and a public hearing. He noted this is to get on the NCDOT's agenda for their January meeting so they could consider the transfer. Council Member Golden questioned the timing in making this request because there has been no open dialogue with the people it would affect. Council Member Douglas felt there is more to it than taking it off the state maintenance and also felt the request was premature because it has not yet been discussed with the community or the people that it is going to affect. He pointed out approval of this request by removing it off the state maintenance system and adding it to the city maintenance system would open up the possibility for the road to be closed and it appears to him this is what the city is trying to do. Chairwoman Smothers explained that it is a matter of what happens first because if the state does not agree to take it off their system, then the city has no authority to have the public hearing and invite the public to comment.

In the interest of transparency, Mayor Sims felt Council should be discussing this piece with the Memorandum of Understanding (MOU) so that the public will be made aware of what the next step will be if the street is taken off the state's maintenance system.

City Manager Strib Boynton explained the Memorandum Of Understanding (MOU) is similar to the one previously adopted with High Point University on other streets that outlines the understandings and agreements between the city and the university related to the university's development along Montlieu corridor and also outlines a number of other things with the principal one being the abandonment of Montlieu between College and Centennial to allow the university to expand and develop south of Montlieu. Mayor Smothers noted there are some safeguards contained in the MOU that would protect the city as well as address issues related to the abutting neighborhood. She felt it might be more understandable if the MOU was read so that those in attendance would have some idea as to what it contains. Mayor Sims agreed and suggested staff highlight some of the changes dealing only with the portion that impacts the area regarding taking the road off the state maintenance system. City Manager Strib Boynton pointed out the substance of the MOU is that High Point University desires to expand their campus south of Montlieu and to do so, they need more flexibility, greater space for setbacks, etc.... for their buildings. He shared that they also intend to improve and make some improvements along Montlieu with new pavement, sidewalks, street lighting, landscaping and related enhancements along the Montlieu corridor along property that they own that gives them the flexibility to locate their health/science and pharmacy school. The city would retain all its various easements and right-of-way throughout the area.

The agreement also says that the city and High Point University would agree that each party will cooperatively expedite this to insure the success of their project and at the point in time that NCDOT deletes portions of Montlieu from the state highway system, that the city will abandon and close that portion of Montlieu as well. Mr. Boynton explained this would require a process that would involve notice to property owners and notice of a public hearing as well. He pointed out that the university has agreed to allow public traffic on Montlieu until July 31, 2014 at which time the closures would occur. The date for the public hearing will be set by Council at the next Council meeting.

Council Member Douglas stated he still has concerns because it will eventually close this part of Montlieu and cause everybody to have to alter their routes, which would be a huge inconvenience. He felt the same thing would probably happen in the future to close the part of Montlieu from Centennial to N. Main. Chairwoman Smothers noted she has not heard anything to indicate this is the case and reiterated the reason this has been included is as the manager previously stated, because of advice from the NCDOT staff. She explained the state already maintains it and asked staff to confirm. Mark McDonald, Director of Transportation, clarified that the state does maintain it and the city gets monies for maintaining the traffic signals. He explained if it is moved to the city maintenance system, the city would then be eligible for powell bill funds for the maintenance.

Adopted Resolution Approving Changes in the State Highway System Streets within the corporate limits of the City of High Point, by deleting Montlieu Avenue from North College Drive to North Main Street, 1.37 miles known as SR 1471.

A motion was made by Council Member Smothers, seconded by Council Member Wagner, that the Resolution Approving Changes in the State Highway System Streets be adopted. The motion carried by the following 7-2 vote:

Aye (7): Mayor Sims, Mayor Pro Tem Moore, Council Member Davis, Council Member Ewing, Council Member Mendenhall, Council Member Smothers, and Council Member Wagner

Nay (2): Council Member Douglas, and Council Member Golden

Resolution No. 1357/13-80
Introduced 12/2/2013; Adopted 12/2/2013
Resolution Book, Volume XVIII, Page 80

130342 Memorandum of Understanding - High Point University - Montlieu Avenue

Council is requested to authorize the City Manager to execute a Memorandum of Understanding between the City of High Point and High Point University regarding improvements along Montlieu Avenue.

Council Member Smothers made a motion to suspend the rules to add this matter to the agenda for consideration. Mayor Pro Tem Moore made a second to the motion, which carried by a 9-0 unanimous vote.

Note: For discussion regarding this matter, please refer to related matter **130336 Resolution Approving Changes in the State Highway System Streets.**

Mayor Sims asked if staff has conducted a traffic count/study in this area to see how many vehicles use the road. Mark McDonald, Director of Transportation, replied approximately 4,500-5,000 cars a day.

Adopted the Memorandum of Understanding between the City of High Point and High Point University regarding improvements along Montlieu Avenue.

A motion was made by Council Member Smothers, seconded by Mayor Pro Tem Moore, to approve the Memorandum of Understanding between the City of High Point and High Point University. The motion carried by the following 7-2 vote:

Aye (7): Mayor Sims, Mayor Pro Tem Moore, Council Member Davis, Council Member Ewing, Council Member Mendenhall, Council Member Smothers, and Council Member Wagner

Nay (2): Council Member Douglas, and Council Member Golden

BOARDS AND COMMISSIONS APPOINTMENTS AND VACANCY REPORT

130338 **Boards and Commissions - Vacancy Report**
Attached is the current list of vacancies for all Boards and Commissions.

This information is attached for informational purposes only. No action is required on this item.

PUBLIC COMMENT PERIOD - 5:15 P.M.
Mayor Sims opened the floor for the Public Comment Period.

***Julius Clark**, representing the Rosetta Baldwin Foundation, addressed Council regarding $30,000 in emergency funding for the Rosetta C. Baldwin Museum located at 1408 R.C. Baldwin Avenue. He reported that the title and back taxes that were impeding their efforts to move forward have now been resolved and asked Council to release the $30,000 to them in order for them to complete the necessary repairs to the Museum. He mentioned some recent issues with the power to the structure and noted the additional money was an urgent need as well as a safety concern. He explained all of the required repairs can and will be made to the satisfaction of fiscal responsibility and it defines a meaningful outcome--a financial surplus. He stressed the importance of getting the money as soon as possible because he has some outstanding invoices that need to be paid. He reported that they were able to make these repairs/improvements for $4,450 less than what the city originally said it could be done for and this proved them to be good stewards and shows they have been very fiscal with what has been given to them. Mr. Clark proceeded to thank all the people that have helped them along the way and encouraged Council to visit the Museum to see firsthand what has been done as far as repairs and improvements and felt they would be very proud to know the Museum represents another segment of High Point and the history of the African-American community. Mr. Clark also shared that the Veteran's Day Service they had was very well attended by over 200 people and issued an open invitation for Council to attend the annual service that falls on November 11th of every year at 11:00 a.m.*

Council Member Smothers pointed out that in Mr. Clark's cover letter, he addresses the fact that there is $30,000 that has been held back because of the issues related to the deed and the payment of taxes. City Manager Strib Boynton explained this was not entirely correct and explained that at the end of the year if money is not spent, it goes back into the Fund Balance and money was not appropriated this year for the Rosetta Baldwin Foundation pending some sort of resolution to their title and issues that was referenced by Mr. Clark. Council Member Smothers then asked if a commitment was made at one time for this funding; Mr. Clark replied it was. Council Member Douglas felt since the issues have since been resolved and the monies were committed at one time in the city's budget that the city should honor the commitment. He also pointed out an additional $10,000 from the Convention & Visitor's Bureau was committed. Mr. Clark replied that he has not received the CVB funding yet either and Council Member Smothers explained the CVB could also be waiting on the same information Mr. Clark provided at this meeting.

Council Member Davis asked Mr. Clark if he was aware that the City Council has recently passed a new policy dealing with special requests for non-profits and the policy and referenced the funding application he filled out for 2014-2015. Mr. Clark stated he did submit an application for additional funding in the amount of $25,000. Mayor Sims asked for clarification regarding the funding Mr. Clark is seeking. It was noted that the emergency funding that Mr. Clark is requesting goes back to the $30,000 that the city previously committed and any future funding requests would be considered as part of the city's new policy/process in the future.

Council Member Smothers moved that Mr. Clark's $30,000 emergency funding request be placed on Thursday's Agenda for further consideration and action. Council Member Golden made a second to the motion, which carried by a 9-0 unanimous vote.

Patrick Harmon *with the Hayden-Harmon Foundation, addressed Council regarding some events that would be happening at the new park on Washington Avenue on Saturday, December 7th. He informed Council that they are still waiting on action by the City Council regarding the naming of the park and noted the Neighborhood Association did come to a recent Council meeting and presented a recommendation for a name for the new park to City Council. Various events are scheduled for Saturday, December 6th from 10:00 a.m. to 4:00 p.m. at the new park including "A Wish for My Community" kick-off event at 10:00 a.m. Mr. Harmon issued a personal invitation for Council to attend.*

Council Member Smothers asked about the status of naming the park and if it would need to go to the Parks & Recreation Commission. Interim City Manager Allen Oliver replied that it did go before the Parks & Recreation Commission, but because there was no quorum present, no action was taken at that time. He noted those present at that meeting were in favor of the name that was recommended. Mr. Oliver explained that the ultimate decision for naming the park would need to go before the High Point City Council.

Amos Kearns *, 1849 Country Club Drive, representing the High Point Museum and the High Point Historical Society, asked Council to consider the High Point Museum to be represented on the upcoming bond referendum in an amount of $500,000 to maintain the Museum property, expand the Museum parking on McGuinn Street, and to prepare for the relocation of the Little Red School House. He shared a brief history of the Little Red School House and*

pointed out the Little Red School House, which is owned by the city, is in a very precarious position at its current location and has been the subject of considerable vandalisms. He reported that the High Point Historical Society has already voted to try to raise private money to move the Little Red School House from its current location to a place on the Museum campus and this was all part of the Heritage Point Master Plan which is currently underway. He noted that the school is in no shape to be moved but one more time. Mr. Kearns noted without additional parking at the Museum, they are not able to expand visitation at the Museum. He explained that private citizens raised $287,000 for the original museum and since that time, it has been turned over to the city and that the Museum is a valued asset of the city that is not currently being utilized to its fullest intent. He suggested the city needs to build this investment for the future benefits of the High Point citizens as a means of protecting the investment the city and others have already made. Mr. Kearns asked those supporters that were present to please stand so they could be acknowledged.

***Rev. Frank Thomas**, Pastor at Mt. Zion Baptist Church, 753 Washington Street and President of the Minister's Conference of High Point and vicinity, renewed his request to the City Council for renaming a street in High Point in honor of Dr. Martin Luther King, Jr. He stated he was not sure where the street will be, but asked that it be a street of prominence. He asked Council to move forward as quickly as possible to make this happen.*

At this time, Mayor Sims introduced Dorothy Darr to Rev. Thomas and asked him to get with her about this matter.

***Rev. M. L. Bolden**, 2292 Rothwood Acre Road, Greensboro, addressed Council regarding the closing of Montlieu Avenue and the proposed expansion of High Point University. He noted that while the proposed expansion is a marquee project that would enhance and expand the properties in this area, he felt to do so at the expense of residents who live there is a travesty and misuse of municipal powers because nowhere does he see the life, liberty or the pursuit of happiness being upheld.*

***Cy Stober**, Water Resources Manager with the Piedmont Triad Regional Council, addressed Council regarding support for a Southwest Renewal Foundation Grant. The Piedmont Triad Regional Council, in partnership with the Southwest Renewal Foundation is requesting Council's support in pursuing a grant that was put out by the Wells Fargo Bank and the National Fish & Wildlife Foundation (a National non-profit). These are environmental communities grants up to $100,000 per year. Mr. Stober noted he would be drafting a proposal soon and they plan on putting together an outreach and planning project which will be addressed in three different ways:*

1. *They will be working closely with the school system and the Boys & Girls Club to work with those students about the conditions in the southwest district and how improvements in green infrastructure (i.e. trees, pocket parks, flower gardens, stream buffers, etc...) can improve the qualify of life in the Southwest district; and*

2. *The staff at PTRC would be supported in conducting a stormwater inventory essentially in partnership with the city staff and delivering this to the city while assessing private and public properties in the Southwest District for the retrofit*

potential and putting together a cost benefit assessment of those projects in a fully flushed out inventory and atlas for the Southwest District; and

3. *A native plant assessment that basically would assess the tree inventory that has already been done and would update it to where the current canopy cover is and where invasive species lie and how they can be replaced by native species within the Southwest District.*

Mr. Stober stated these are very competitive grants and they give out about two a year to communities in North Carolina, but it is crucial to have support from several partners of which they already have the support of the school system, the Boys & Girls Clubs, the PTRC, the Southwest Renewal Foundation, and they would like to add the City of High Point to this list. Mr. Stober pointed out there are multiple benefits to this project and noted it does require a 50% match, which could be in-kind, from all partners. He noted they could not move forward, but cannot without the city dedicating some staff to the project. Mr. Stober explained that he does not have a final budget figure for the project yet, but is working on the outline phase of it and noted the application is due on December 16th. The final grant awards will be announced in May/June of 2014 and if the grant is received, work will begin with the Fiscal Year July 1, 2014 and would be an 18-month project anticipated to wrap up at the end of 2015.

Council Member Mendenhall suggested that this matter also be further discussed at the Council meeting on Thursday. The city manager indicated that it would be very helpful for them to send some information to him. Council Member Smothers asked Mr. Stober what type of a dollar amount they would be requesting. Mr. Stober explained the grants range between $40,000 to $100,000 and they are anticipating somewhere in the neighborhood of $50,000 to $75,000, but he could provide a better estimate by Thursday if needed. Mr. Stober noted the city's match could be in-kind services. Mr. Boynton encouraged Mr. Stober to get the information to him in writing as soon as possible to help expedite it since it is such a short timeframe.

***Rev. Michael Ellerbe**, 240 Montlieu Avenue, addressed Council regarding the closing of Montlieu. He felt the citizens residing on Montlieu should have been involved from the beginning and not after it is a done deal. He strongly urged Council to make sure the citizens' input is considered with a high priority of notification. He asked Council to do its due diligence to inform the residents/citizens because of the potential negative impact it could have on the property values and pointed out the street in question to be closed is adjacent to the Woodrow neighborhood which has a historical designation. He expressed concerns that the city is considering closing Montlieu and taking it off the state maintenance system up to Main Street.*

Mr. Boynton explained that all this would do is removes it from the state maintenance system, but the street would still be there from the rest of Centennial all the way to Main Street as it is now. Rev. Ellerbe felt there needs to be a traffic study to determine how many people actually use Montlieu. Rev. Ellerbe explained that he lives on Montlieu and uses Montlieu quite a bit to get to many of his destinations. He felt although the university has a good partnership with the city, but he strongly felt the citizens need to know what the growth and partnership are going to be because of the potential impact to the residents who have bought

homes and live in the area. Council Member Davis noted that Montlieu would not be closed the whole way to Main Street and explained there are a lot of factors that have to be considered in making any decision to close streets, such as the owners of the property on both sides of the streets. Rev. Ellerbe noted he fully understands the whole process, but asked Council to be mindful of closing it because of the negative impact it could have to the residents.

***Charles Simmons**, 1010 Creekside Drive, addressed Council in support of the Museum and the Southwest Renewal Foundation Grant request as presented by Cy Stober. He also thanked the City Council for their time for running the city in such tenuous times.*

***Samuel Whitley**, 400 Smith Street, addressed Council about concerns regarding boarding houses. He mentioned that he appeared before Council six years ago to try to get things changed in the Park Street area (issues with drugs, crime and boarding houses) and since that time, the situation has since left Park Street and migrated past College Drive to Green Street. He pleaded with Council to help come up with some kind of solution to help protect the residents in this low income area or High Point would be known as a crack city, not the furniture market city.*

***Doris Patrick**, 407 Larkin Place, addressed Council. She expressed concerns about the closing of Montlieu Avenue. She noted that although she does not have anything against the university and appreciates the fact that they are growing and beautifying the city, she does not agree with the way in which High Point University is expanding. She asked why the university could not find other ways to work around their needs rather than destroy the bridges that brought them to the area because a lot of residents in that area worked at High Point College. She shared that she, too, uses Montlieu Avenue quite frequently to get to her destinations and noted if Montlieu is closed, they would be cutting off an important part of the city's leg. She asked High Point University to please reconsider another way of expanding their needs on campus and expressed disapproval for the way they cut off, botched up and made a mess of Boundary Street. She asked for Council's mercy and asked them to consider the houses as well as the Black people along there that have lived and worked and are tired now because they no longer want to be inconvenienced.*

Mayor Sims asked if there was anyone present who would like to comment. There being no further comments, the Public Comment Period was closed.

PUBLIC HEARINGS - 5:30 P.M.

FINANCE COMMITTEE - *Mayor Pro Tem Moore, Chair*

130337 **Public Hearing - Issuance of Two-Thirds Bonds General Obligation Bonds**

Monday, December 2, 2015 at 5:30 p.m. is the date and time established by the High Point City Council to receive public comments on the issuance of Two-Thirds Improvement Bonds. Following the public hearing, City Council is requested to approve the bond orders authorizing $3,365,000 Street and Sidewalk Improvements Bonds, $2,000,000 Parks and Recreation Facilities Bonds, $750,000 Firefighting Facilities Bonds as presented at the November 18, 2013 meeting.

The public hearing for this matter was held as duly advertised on Monday, December 2, 2013 at 5:30 p.m.

Chairman Moore opened the public hearing and asked if there was anyone present who would like to comment regarding this matter. Council Member

Smothers asked that the comments made during the Public Comment Period by Amos Kearns also be included as part of the record for the issuance of Two-Thirds Bonds General Obligation Bonds.

***Amos Kearns**, 1849 Country Club Drive, asked Council to consider the High Point Museum to be represented on the upcoming bond referendum in an amount of $500,000 to maintain the Museum property, expand the Museum parking on McGuinn Street, and to prepare for the relocation of the Little Red School House.*

***Cynthia Davis**, 413 Evergreen Avenue, asked if any portion of the $2,000,000 for Parks & Recreation Facilities Bonds would go towards the proposed Westchester Park off of Burton Road, or if this would be a separate bond issue. City Manager Strib Boynton explained these numbers are estimates on different allocations for Parks and Recreation, Public Safety, Sidewalks, Transportation, with details that the City Council has yet to determine. He noted this action merely starts the legal process for the issuance of the two-thirds bonds and the City Council would be meeting at some point in the future to make the decisions as to exactly where each dollar goes.*

Chairman Moore asked if there were any additional comments. There being none, the public hearing was closed.

Approved the bond orders authorizing the $3,365,000 Street and Sidewalk Improvements Bonds, $2,000,000 Parks and Recreation Facilities Bonds, $750,000 Firefighting Facilities Bonds as presented at the November 18, 2013 meeting.

A motion was made by Mayor Pro Tem Moore, seconded by Council Member Smothers, that the Resolution be adopted for the three bond orders entitled "ORDER AUTHORIZING $3,365,000 STREET AND SIDEWALK IMPROVEMENT BONDS," "ORDER AUTHORIZING $2,000,000 PARKS AND RECREATIONAL FACILITIES BONDS," AND "ORDER AUTHORIZING $750,000 FIRE FIGHTING FACILITIES BONDS". The motion PASSED by a 9-0 unanimous vote.

Resolution No. 1359/13-82
Introduced 12/2/2013; Adopted 12/2/2013
Resolution Book, Volume XVIII, Page 82

APPROVAL OF THE MINUTES OF PREVIOUS MEETINGS

130339 **Approval of the following Minutes**
Finance Committee meeting held Monday, November 18th @ 4:00 p.m.
City Council Regular meeting held Monday, November 18th @ 4:45/5:30 p.m.

Approved the preceding minutes as submitted.

A motion was made by Council Member Mendenhall, seconded by Council Member Wagner, that the preceding Minutes be approved as submitted. The motion PASSED by a 9-0 unanimous vote.

ADJOURNMENT

Prior to adjournment, Mayor Sims suggested to continue discussion regarding the meeting times during the Thursday morning meeting. Council Member Smothers suggested further discussion regarding the committee structure framework, as well as appointment of a Mayor Pro Tem as well.

The meeting adjourned at 6:30 p.m. upon motion duly made by Council Member Mendenhall and second by Council Member Wagner.

Respectfully Submitted,

_____
Bernita Sims, Mayor

Attest:

_____
Lisa B. Vierling, MMC
City Clerk