



City of High Point

Meeting Agenda

Finance Committee

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

Mayor Pro Tempore Britt Moore, Chair
Committee Members:
Monica Peters
Michael Holmes
Tim Andrew

Cyril Jefferson, Mayor (Alternate)

Thursday, November 13, 2025

4:00 PM

Council Chambers

Finance Committee - Mayor Pro Tempore Britt W. Moore, Chair

CALL TO ORDER

PRESENTATION OF ITEMS

- 2025-460 **Consideration of a Contract with Sylvester and Cockrum, LLC**
City Council is requested to consider a contract with Sylvester & Cockrum, LLC in the amount of \$ 287,575.00 to replace three (3) Liebert HVAC (Heating, Ventilation, and Air Conditioning) units that are located at the Westside Wastewater Treatment Plant and authorize the appropriate City Official(s) to execute all necessary documents.
- 2025-461 **Consideration of a Request to Increase a Purchase Order Amount to Waste Management**
City Council is requested to consider increasing PO-10-2025-1113 to Waste Management in the amount of \$245,000 for additional biosolids disposal and to authorize the appropriate City Official to execute all necessary documents.
- 2025-462 **Consideration of an Ordinance Amending Various Sections of the High Point City Code**
City Council is requested to adopt an Ordinance amending various sections of the High Point City Code that pertain to the High Point Market and authorize appropriate City Official(s) to execute all necessary documents.
- 2025-463 **Consideration of a Resolution to Accept the Donation of Real Property to the City - 999 Mayview Court**

City Council is requested to consider a resolution to accept the donation of real property located at 999 Mayview Court (Parcel No. 194998) to the City and authorize the appropriate City Official(s) to execute all necessary documents.

ADJOURNMENT

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Consideration of a Contract with Sylvester and Cockrum, LLC

FROM:
Robby Stone
Public Services Director

MEETING DATE:
November 13, 2025

PUBLIC HEARING:
No

ADVERTISED DATE/BY:
September 25, 2025, by Purchasing
Bid Opened October 29, 2025

- ATTACHMENTS:**
1. Pictures
 2. Bid Tabulation
 3. Bid Recommendation Form
-

PURPOSE: To replace three (3) Liebert HVAC (Heating, Ventilation, and Air Conditioning) units that are located at the Westside Wastewater Treatment Plant (WWTP).

BACKGROUND:

There are three (3) Liebert HVAC units that must be replaced at the Westside WWTP. Two (2) of the units provide conditioned air for the Motor Control Center (MCC) in the Filter Building and are being replaced due to damage that occurred when the Westside WWTP was flooded during the July 9, 2025, flash flood event. The other unit provides conditioned air for the MCC room in the Preliminary Treatment Facility (PTF) Building and is being replaced due to the age of the unit. The scope of the work includes replacing the condenser and air handlers for all three (3) units which monitor and control both the temperature and humidity in the MCC rooms.

The bids for the project were opened on October 29, 2025, and Sylvester & Cockrum, LLC was the lowest responsive bidder.

BUDGET IMPACT: Funds are available in the FY 2025-2026 budget.

RECOMMENDED ACTION REQUESTED: City Council is requested to consider a contract with Sylvester & Cockrum, LLC in the amount of \$ 287,575.00 to replace three (3) Liebert HVAC units that are located at the Westside WWTP and authorize the appropriate City Official(s) to execute all necessary documents.



Liebert Condensers- Filter Building



Liebert Air Handling Unit- Filter Building

Bid Tabulation
City of High Point, North Carolina
Westside WWTP Filters Building Liebert HVAC
Bid # 3003-102925
Wednesday 10/29/25 2:00 PM

Contractor	Total Bid
Pilot Mechanical, Inc	\$304,101.00
Sylvester & Cockrum, LLC	\$287,575.00

BID RECOMMENDATION

DEPARTMENT:

COUNCIL AGENDA DATE:

BID NO.: CONTRACT NO.: DATE OPENED:

DESCRIPTION:

PURPOSE:

COMMENTS:

RECOMMEND AWARD TO: AMOUNT:

JUSTIFICATION:

FUND	COST CENTER	LEDGER ACCOUNT	SPEND CATEGORY	BUDGETED AMOUNT
TOTAL BUDGETED AMOUNT				

DEPARTMENT HEAD: DATE:

The Purchasing Division concurs with recommendation submitted by the and recommends award to the lowest responsible, responsive bidder in the amount of \$.

PURCHASING MANAGER: DATE:

Approved for Submission to Council

FINANCIAL SERVICES DIRECTOR: DATE:

CITY MANAGER: DATE:

(For City Council Approval Only)

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Consideration of a Request to Increase a Purchase Order Amount to Waste Management

FROM:
Robby Stone
Public Services Director

MEETING DATE:
November 13, 2025

PUBLIC HEARING:
No

ADVERTISED DATE/BY:
N/A

ATTACHMENTS:
None

PURPOSE: To receive approval to increase the purchase order amount for the disposal of dewatered biosolids that are hauled to a Waste Management-owned landfill.

BACKGROUND: The Residuals Management Division periodically hauls dewatered biosolids to a landfill as needed during annual shutdowns, inspections, or mechanical failures of the incinerator. The dewatered biosolids are hauled to a Waste Management-owned landfill. Typically, the total annual cost for landfill disposal has not exceeded \$90,000.

A contractor assisted during September and October with dewatering and hauling of biosolids due to an extended shutdown of the incinerator along with other mechanical issues including the sludge conveyance pumps. The additional hauling will result in exceeding the normal annual threshold. The Public Services Department is requesting approval to increase PO-10-2025-11103 to \$245,000, which will cover disposal charges for hauling dewatered sludge that were performed by the contractor and future disposal performed by the City during anticipated incinerator shutdowns and inspections.

BUDGET IMPACT: Funds are available in the 2025-2026 Budget.

RECOMMENDED ACTION REQUESTED: City Council is requested to consider increasing PO-10-2025-1113 to Waste Management in the amount of \$245,000 for additional biosolids disposal and to authorize the appropriate City Official to execute all necessary documents.

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Consideration of an Ordinance Amending Various Sections of the High Point City Code

FROM:
Damon Dequenne
Assistant City Manager

MEETING DATE:
November 13, 2025

PUBLIC HEARING:
No

ADVERTISED DATE/BY:
N/A

- ATTACHMENTS:**
1. Amended Ordinance
 2. Market Ordinance With Edits
-

PURPOSE: Adoption of an ordinance amending sections of the Code of Ordinances that pertain to the High Point Market.

BACKGROUND: Sections of the Code of Ordinances for the City of High Point related to the High Point Market have been in place since 2002. During this time, the High Point Market has experienced growth and changes in practices and services that have resulted in a need to revise certain sections. Changes include amending current organizational names, food truck and vendor locations, and various other Market related guest services and products and enforcement options.

BUDGET IMPACT: N/A

RECOMMENDED ACTION REQUESTED: City Council is requested to adopt an Ordinance amending various sections of the High Point City Code that pertain to the High Point Market and authorize appropriate City Official(s) to execute all necessary documents.

**AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE
HIGH POINT CITY CODE RELATED TO
THE HIGH POINT MARKET**

WHEREAS, the City of High Point hosts the semi-annual High Point Market, the largest home furnishings trade show in the world, creating unique operational, transportation, and public safety demands; and

WHEREAS, several sections of the City Code reference outdated terminology, naming conventions, and regulatory language related to the High Point Market; and

WHEREAS, the City Council finds it necessary and appropriate to amend these sections to reflect current organizational names, clarify enforcement provisions, and ensure consistency throughout the Code of Ordinances; and

WHEREAS, proper notice has been provided, and required procedures have been followed in accordance with North Carolina law;

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of High Point, North Carolina:

Section 6-1-2 of the High Point City Code is hereby amended to read as follows:

Sec. 6-1-2. Distribution of handbills and commercial activity on streets and sidewalks.

(a) As used herein, the term "handbill" means any printed or written matter, circular, leaflet, pamphlet, paper, or any object of any description containing words or symbols thereon:

- (1) Which advertises for sale any merchandise, product, commodity, or thing; or
- (2) Which directs attention to any business, showroom, commerce service, commercial activity of any description, or meeting, performance, exhibition, or event.

(b) It is unlawful to distribute, give away, hand out, deposit, or throw any handbill, or to engage in any commercial activity, within any part of the entire right-of-way of Commerce Street, including sidewalks, between Hamilton Street and Wrenn Street.

(c) The prohibition of this section is effective during, and seven (7) days prior to, the dates of the semi-annual High Point Market as published by the High Point Market Authority.

Section 10-1-175 of the High Point City Code is hereby amended to read as follows:

Sec. 10-1-175. Special High Point Market parking regulations.

Notwithstanding any requirements of this chapter to the contrary, the following special parking regulations shall apply during the semi-annual High Point Market as those dates are published by the High Point Market Authority.

(1) For the period beginning at 6:00 a.m. on the Monday preceding the High Point Market and ending at 11:00 p.m. on the last day of the High Point Market, the maximum time limits for parking prescribed by sections 10-1-170 through 10-1-173 shall not apply, except that at the following locations no parking shall be allowed between 7:00 a.m. and 7:00 p.m.:

- S. Elm Street, High Avenue to Green Drive.
- S. Hamilton Street, Broad Avenue to Green Drive.
- S. Main Street, High Avenue to Green Drive.
- S. Wrenn Street, High Avenue to Green Drive.

(2) Between 7:00 a.m. and 7:00 p.m. during the High Point Market, unattended vehicles and those impeding traffic flow are prohibited on:

- Elm Street, Westwood Avenue to Russell Avenue.
- Hamilton Street, Russell Avenue to Westwood Avenue.
- Main Street, Russell Avenue to Westwood Avenue.
- Wrenn Street, Westwood Avenue to Russell Avenue.

(3) During the High Point Market, the following regulations apply in the area bounded by High Avenue to the north, Lindsay Street to the west, Russell Avenue to the south, and Hamilton or Steele Street to the east:

a. Loading or unloading of any goods for display in showrooms is prohibited between 7:00 a.m. and 7:00 p.m., except in official loading zones or off-street loading docks.

b. Vehicles shall not wait on the street for access to a loading dock. Private staging or holding areas shall be used as necessary.

Sections 11-2-100 and 11-2-102 of the High Point City Code are hereby amended to read as follows:

Sec. 11-2-100. High Point Market taxicabs.

During the High Point Market, city taxicab companies may not be able to handle the increased transportation needs; therefore temporary taxicab permits are authorized.

Section 11-2-102. Temporary taxicab permit.

Temporary taxicab permits shall:

- Not exceed the maximum number set by the taxi inspector.
- Become valid no earlier than forty-eight (48) hours prior to the opening day of the High Point Market.
- Expire forty-eight (48) hours after the final day of the High Point Market.
- Be valid for only one (1) Market.

Section 11-9-1 of the High Point City Code is hereby amended to read as follows:

Sec. 11-9-1. High Point Market street vendors.

(a) Vendors using food trucks, temporary or portable stands may be permitted on Fred Alexander Place between Hamilton and Wrenn Streets and the 100 block of West and East Commerce Avenue.

(b) Vendors are only permitted during, and seven (7) days prior to, the semi-annual High Point Market as published by the High Point Market Authority.

(c) No vendor shall be permitted unless authorized by the High Point Market Authority.

(d) The Authority shall consider:

- (1) Number of vendors;
- (2) Types of food, beverage, or services and their prices;
- (3) Size and appearance of structures and potential pedestrian impacts;

(4) Vendor qualifications.

(e) All food and beverage vendors must comply with Guilford County Board of Health requirements.

(f) The High Point Market Authority may impose additional requirements for public safety and welfare.

(g) Vendors shall display a distinctive permit card.

(h) The High Point Market Authority may revoke permit or access for violations.

(i) Permits shall be valid for one (1) High Point Market.

(j) The fee for each permit shall be \$300.00, paid to the High Point Market Authority.

ADOPTED this the 17th day of November 2025.

CITY OF HIGH POINT

By: _____
Cyril Jefferson, Mayor

Attested to:

Sandra Keeney, City Clerk

Sec. 6-1-2. - Distribution of handbills and commercial activity on streets and sidewalks.

(a) As used herein, the term "handbill" means any printed or written matter, circular, leaflet, pamphlet, or paper; or any object of any description containing words or symbols thereon:

- (1) Which advertises for sale any merchandise, product, commodity, or thing; or
- (2) Which directs attention to any business, showroom, commerce service, commercial activity of any description; or meeting; performance, exhibition or event.

(b) It is unlawful to distribute, give away, hand out, deposit, or throw any handbill, or to engage in any commercial activity, within any part of the entire right-of-way of Commerce Street, including sidewalks, between Hamilton Street and Wrenn Street. The right-of-way of Commerce Street shall include that portion which overlaps the right-of-way of Wrenn Street or Hamilton Street.

(c) The prohibition of this section is effective during, and seven (7) days prior to, the dates of the semi-annual ~~International Home Furnishings Market~~ High Point Market as published by the ~~International Home Furnishings~~ High Point Market Authority.
(Code 1958, § 18-5; Ord. No. 99-73, § 1, 9-13-99; Ord. No. 02-73, 8-15-02)

Sec. 10-1-175. - Special ~~furniture market~~ High Point Market parking regulations.

Notwithstanding any requirements of this chapter to the contrary, the following special parking regulations shall apply during the semi-annual High Point Market ~~International Home Furnishings Market~~, ("furniture market") as those dates are published by the ~~International Home Furnishings Market~~ Authority.

(1) For the period beginning at 6:00 a.m. on the Monday preceding the High Point Market and ending at 11:00 p.m. on the last day of the High Point Market, the maximum time limits for parking prescribed by sections 10-1-170 through 10-1-173 shall not apply, except that at the following locations no parking shall be allowed between the hours of 7:00 a.m. and 7:00 p.m.:

- S. Elm Street, High Avenue to Green Drive.
- S. Hamilton Street, Broad Avenue to Green Drive.
- S. Main Street, High Avenue to Green Drive.
- S. Wrenn Street, High Avenue to Green Drive.

(2) Between ~~the hours of~~ 7:00 a.m. and 7:00 p.m. during the High Point Market ~~furniture market~~, unattended vehicles and those impeding the flow of traffic are prohibited on ~~the following streets~~:

- Elm Street, Westwood Avenue to Russell Avenue.
- Hamilton Street, Russell Avenue to Westwood Avenue.
- Main Street, Russell Avenue to Westwood Avenue.
- Wrenn Street, Westwood Avenue to Russell Avenue.

(3) During ~~the dates of the~~ High Point Market, ~~furniture market~~ the following regulations shall apply in the area bounded by High Avenue ~~to~~ in the north, Lindsay Street ~~to~~ on the west, Russell Avenue ~~to~~ on the south and Hamilton or Steele Street ~~to~~ on the east:

a. Loading or unloading of any goods for display in showrooms is prohibited between 7:00 a.m. and 7:00 p.m., except in official loading zones or off-street loading docks. ~~Loading and unloading is permitted in official loading zones and off street loading docks or areas between 7:00 a.m. and 7:00 p.m.~~

b. Vehicles shall not wait ~~on~~ upon the street for access to a loading dock or area. Private staging or holding areas shall be used as necessary. ~~If necessary to avoid delays in loading or unloading, showrooms shall provide a private staging and holding area for vehicles needing to access their docks.~~

(Ord. No. 02-75, § 1, 8-15-02)

Sec. 11-2-100. – High Point Market taxicabs.

During the ~~International Home Furnishings Markets~~ High Point Market, ~~in the city, the city taxicab companies may not be able to handle the increased transportation needs; therefore temporary taxicab permits are authorized.~~ ~~are not able to handle the greatly increased public transportation needs and therefore temporary taxicab permits are authorized as provided in this article.~~

(Ord. No. 6159/04-56, § 2, 8-5-04)

Sec. 11-2-102. - Temporary taxicab permit.

~~The city business license office shall issue a temporary taxicab permits not to exceed the maximum number set by the taxi inspector. Temporary taxicab permits are not valid before 48 hours prior to the official opening day of the International Home Furnishings Market High Point Market, as published by the International Home Furnishings High Point Market Authority. Temporary taxicab permits expire 48 hours after the final day of said market. A temporary taxicab permit is only valid for one (1) market.~~

Temporary taxicab permits shall:

- Not exceed the maximum number set by the taxi inspector.
- Become valid no earlier than forty-eight (48) hours prior to the opening day of the High Point Market.
- Expire forty-eight (48) hours after the final day of the High Point Market.
- Be valid for only one (1) Market.

Sec. 11-9-1. - ~~Furniture market~~ High Point Market street vendors.

(a) Vendors using food trucks, temporary or portable stands may be permitted on Fred Alexander Place between Hamilton and Wrenn Streets and the 100 block of West and East Commerce Avenue. ~~On Fred Alexander Place between Hamilton and Steele Streets~~ Wrenn

~~Streets and the 100 block of West Commerce Street, vendors using, temporary or portable stands to selling food, and beverages, only, may be permitted as provided in this section.~~

~~(b) Vendors are only permitted during, and seven (7) days prior to, the semi-annual High Point Market as published by the High Point Market Authority. Such vendors shall only be permitted during, and seven (7) days prior to, the dates of the semi-annual International Home Furnishings Market ("furniture market") as published by the International Home Furnishings Market Authority.~~

~~(c) No such vendor shall be permitted unless authorized by the International Home Furnishings High Point Market Authority ("market authority") pursuant to standards contained in this section.~~

~~(d) In considering applications for permits for vendors, the market authority High Point Market Authority shall endeavor to preserve and enhance the public health, safety, and welfare; the convenience of furniture market High Point Market attendees, and shall consider the following factors:~~

~~(1) Number of vendors;~~

~~(2) Types of food, and beverage, or services to be offered and their prices;~~

~~(3) Size and appearance of any temporary structures and potential pedestrian impacts or stand to be used, including its potential to impede pedestrian traffic or vehicular access;~~

~~(4) Vendor qualifications and experience of prospective vendors.~~

~~(e) Any All food and beverage vendors shall comply with be approved by the Guilford County Board of Health requirements and shall comply with all health laws and regulations.~~

~~(f) The High Point Market Authority may impose additional requirements for public safety and welfare on vendors to effectuate the intent of this section, such as days and hours of operation.~~

~~(g) Vendors shall display a distinctive permit card. Any permitted vendor shall be issued a distinctive card or certificate which shall be prominently displayed when the vendor is in operation.~~

~~(h) The High Point Market Authority may revoke any permit or access for violations. of the provisions of this chapter or requirements of the authority.~~

~~(i) All Permits shall be valid for one (1) semi-annual High Point Market.~~

~~(j) The fee for each permit shall be \$300.00, paid to the High Point Market Authority to defray the cost of administering this chapter.~~

CITY OF HIGH POINT

AGENDA ITEM



TITLE: Consideration of a Resolution to Accept the Donation of Real Property to the City - 999 Mayview Court

FROM:
Damon Dequenne
Assistant City Manager

MEETING DATE:
November 13, 2025

PUBLIC HEARING:
No

ADVERTISED DATE/BY:
N/A

ATTACHMENTS:

1. Resolution
 2. Map
-

PURPOSE: Adoption of a Resolution accepting the donation of real property located at 999 Mayview Court to the City.

BACKGROUND: The heirs of Swebston Sims Howell and Stacia Mary Howell, owners of a vacant lot located at 999 Mayview Court (Parcel No. 194998) have offered to donate the property to the City, upon the condition that the City pay for all fees associated with the transaction, including, if applicable, reasonable attorney's fees directly related to the donation of the property, reasonable appraisal costs for the property, and ad valorem taxes on the property. The property consists of approximately 3.77 acres.

BUDGET IMPACT: Funds are available in the FY 2025-2026 Budget.

RECOMMENDED ACTION REQUESTED: City Council is requested to consider a resolution to accept the donation of real property located at 999 Mayview Court (Parcel No. 194998) to the City and authorize the appropriate City Official(s) to execute all necessary documents.

**RESOLUTION TO ACCEPT THE DONATION OF REAL PROPERTY FROM THE
HEIRS OF SWEBSTON SIMS HOWELL AND STACIA MARY HOWELL
TO THE CITY**

WHEREAS, the heirs of Swebston Sims Howell and Stacia Mary Howell desire to donate to the City of High Point (“City”) a vacant lot located at 999 Mayview Court, Parcel No. 194998 (“Property”), which parcel consists of approximately 3.77 acres, upon the condition that the City pay for all fees associated with the transaction, including, if applicable, reasonable attorney’s fees directly related to the donation of the Property, reasonable appraisal costs for the Property, and ad valorem taxes on the Property (collectively, “Fees”); and

WHEREAS, ownership of the Property would be beneficial to the City and its citizens;
and

WHEREAS, the High Point City Council finds that it is appropriate to accept said donation, including the payment of the Fees, contingent upon completion of a title search confirming ownership interests and allowing the City to obtain proper title insurance on said Property.

**NOW, THEREFORE, BE IT RESOLVED BY THE HIGH POINT CITY COUNCIL
AS FOLLOWS:**

The donation of the Property by the heirs of Swebston Sims Howell and Stacia Mary Howell is hereby accepted contingent upon the completion of a title search confirming ownership and interests in the Property and the City being able to obtain proper title insurance on said Property.

Adopted this the 17th day of November, 2025.

Cyril Jefferson, Mayor

ATTEST:

Sandra Keeney, City Clerk



Existing ROW for access

999 Mayview