

City of High Point

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



Minutes

Thursday, December 16, 2021

4:00 PM

3rd Floor Conference Room

Finance Committee

Britt Moore, Chair

Committee Members:

Michael Holmes

Monica Peters, Mayor Pro Tem

Victor Jones

Jay Wagner, Mayor (Alternate)

FINANCE COMMITTEE - Mayor Pro Tem Britt W. Moore, Chair**CALL TO ORDER**

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

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

Committee Member Victor Jones
Committee Member Monica Peters
Committee Member Michael Holmes

Absent (1)

Chairman Britt W. Moore

Staff Members Present:

Tasha Logan Ford, City Manager; Randy McCaslin, Deputy City Manager; JoAnn Carlyle, City Attorney; Eric Olmedo, Assistant City Manager; Greg Ferguson, Assistant City Manager; Jeron Hollis, Managing Director; Bobby Fitzjohn, Financial Services Director; Kim Thore, ROW Coordinator; Tyler Berrier, Electric Utilities Assistant Director; Steve Lingerfelt, Information Technology Services Director; Derrick Boone, Public Services Assistant Director; Greg Venable, Transportation Planning Administrator; Trevor Spencer, Engineering Services Director; Lisa Vierling, City Clerk; and Mary S. Brooks, Deputy City Clerk

Present 3 - Michael Holmes, Monica Peters, and Victor Jones

Absent 1 - Chair Britt Moore

PRESENTATION OF ITEMS**[2021-551](#)****Sole Source Contract - Cayenta Software Modification-SQL - Cognos**

City Council is requested to award a sole source contract to Cayenta in the amount of \$318,425.00 for the migration of the database from Oracle to SQL and the migration of the printing component from Actuate to Cognos and that the appropriate City official be authorized to execute all necessary documents.

Attachments: [2. Sole Source Contract Cayenta Software Modification SQL Cognos](#)

Steve Lingerfelt, Director of Information Technology Services reported that an upgrade was needed for the Cayenta Software Database from Oracle to SQL and to migrate the printing software component from Actuate to Cognos. Cayenta was the utility billing software used by the City. This contract would also provide the migration of the printing

component from Actuate to Cognos. Cognos would be the new bill print component for Cayenta. The City of High Point would use existing funds in the FY 2021-22 budget to purchase the Cayenta Modifications. This purchase would be made under the sole source provision. Staff is recommending a contract the approval of a contract with Cayenta to migrate the database from Oracle to SQL in the amount of \$318,425.00.

Joanne Carlyle, City Attorney advised Acting Chairman Jones to do a roll call vote due to the meeting being live streamed.

Acting Chairman Jones moved to place this matter on the Regular Agenda for discussion at the December 20, 2021 City Council meeting. Committee Member Peters made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:

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

Absent (1): Chairman Moore

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

Aye: 3 - Holmes, Peters, and Jones

Absent: 1 - Chair Moore

[2021-552](#)

Contract - Atlantic Coast Engineering & Testing Inc. - Montlieu Avenue Roadway and Utility Improvements

City Council is requested to award a contract to Atlantic Coast Engineering & Testing, Inc. in the amount of \$115,000 for Montlieu Avenue Roadway and Utility Improvements and that the appropriate City official and/or employee be authorized to execute all necessary documents.

Attachments: [3. Contract-Atlantic Coast Engineering & Testing Inc. - Materials Testing Ser](#)

Trevor Spencer, Engineering Services Director reported that Atlantic Coast Engineering and Testing, Inc. has a master agreement with the City as a prequalified on-call materials testing consultant and had successfully provided these services on previous infrastructure projects. Examples of materials testing that would be provided included soil backfill compaction, asphalt densities, and concrete compressive strength of sidewalks and curb and gutter. Staff is recommending approval of the contract with Atlantic Coast Engineering & Testing Inc. for Montlieu Avenue Roadway and Utility Improvements in the amount of \$115,000.00.

Acting Chairman Jones moved to place this matter on the Regular Agenda for discussion at the December 20, 2021 City Council meeting.

Committee Member Holmes made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:

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

Absent (1): Chairman Moore

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

Aye: 3 - Holmes, Peters, and Jones

Absent: 1 - Chair Moore

[2021-553](#)

Contract - CPT Engineering & Surveying Inc. - Engineering Design Services - Samet Drive Extension

City Council is requested to award a contract to CPT Engineering & Surveying, Inc. in the amount of \$250,000.00 for design of the Samet Drive extension from Penny Road to Wendover Avenue and that the appropriate City official and/or employee be authorized to execute all necessary documents.

Attachments: [3a. Contract CPT Engineering & Surveying Inc. Engineering Design Ser](#)

Trevor Spencer, Engineering Services Director reported that the scope of services included for site surveying, roadway and utility design of proposed infrastructure within future right-of-way, traffic signal modifications, obtaining required permits and encroachments, and design of intersection improvements on Penny Road and Wendover Drive as required by a traffic impact analysis for the adjacent Shamrock Petey development site. Staff is recommending approval of a contract with CPT Engineering and Surveying, Inc. for design of the Samet Drive extension from Penny Road to Wendover Avenue in the amount of \$250,000.00. Acting Chairman Jones asked if the city had a work history with said company. Joanne Carlyle, City Attorney replied, yes.

Acting Chairman Jones moved to place this matter on the Regular Agenda for discussion at the December 20, 2021 City Council meeting. Committee Member Peters made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:

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

Absent (1): Chairman Moore

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

Aye: 3 - Holmes, Peters, and Jones

Absent: 1 - Chair Moore

[2021-554](#)

Municipal Agreement - North Carolina Department of Transportation (NCDOT) - Sidewalk S. Main St & Traffic Signal Enhancements

City Council is requested to approve a Municipal Agreement with the North Carolina Department of Transportation (NCDOT) in the amount of \$130,048 for the construction of new sidewalks and traffic signal enhancements at three (3) intersections at the US 29 and S. Main Street interchange.

Attachments: [4. Municipal Agreement - NCDOT US 29 S. Main Street Sidewalk & Traffic](#)

Greg Venable, Transportation Planning Administrator reported that a request was being made for a financial participation through a Municipal Agreement with the North Carolina Department of Transportation (NCDOT) for the construction of new sidewalks along S. Main Street, and traffic signal enhancements at three (3) intersections in the project limits. NCDOT project U-5896 proposed a major reconfiguration of the S. Main Street interchange with US 29. The improvements, coupled with bridge project B-5353, would result in safer and more efficient traffic operations. The project would replace any existing sidewalk along the east side of S. Main Street that was disturbed during construction at no cost to the City. At the City's request, sidewalks would also be constructed along the west side of S. Main, at an estimated cost of \$40,572.00. Per State policy, the City would be responsible for 50% of the cost of this sidewalk, totaling \$20,286.00. Construction on the interchange was scheduled to begin in 2022, with an estimated duration of two (2) years. Staff is recommending approval of the Municipal Agreement with NCDOT in the amount of \$130,048 for the construction of new sidewalks and traffic signal enhancements at three (3) intersections at the US 29 and S. Main Street interchange.

Committee Member Peters moved to place this matter on the Regular Agenda for discussion at the December 20, 2021 City Council meeting. Acting Chairman Jones made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:

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

Absent (1): Chairman Moore

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

Aye: 3 - Holmes, Peters, and Jones

Absent: 1 - Chair Moore

[2021-555](#)

Municipal Agreement - North Carolina Department of Transportation (NCDOT) US 29 Bridge Replacement - S. Main Street

City Council is requested to approve a Municipal Agreement with the North Carolina Department of Transportation (NCDOT) in the amount of \$205,800 for the aesthetic treatments of the bridge replacement and retaining walls on US 29 over S. Main Street.

Attachments: [5. Municipal Agreement-NCDOT US 29 Bridge Replacement Over S. Main](#)

Greg Venable, Transportation Planning Administrator reported that a request is being made for a financial participation through a Municipal Agreement with the North Carolina Department of Transportation (NCDOT) for aesthetic treatments on the bridge structure and retaining walls. NCDOT project B-5353 would replace a highway bridge on US 29 over S. Main Street. The existing bridge was constructed in the late 1950s and by inspection has been determined to be functionally obsolete. A new bridge would be constructed in coordination with other interchange improvements (State TIP project U-5896). Together these projects would result in safer and more efficient traffic operations on both US 29 and S. Main Street. At the City's request, NCDOT will include aesthetic coloring and textural treatments to the concrete finishes of the bridge and retaining walls. The cost of adding this treatment to the construction contract is estimated at \$205,800. Construction on the bridge and interchange is scheduled to begin in 2022, with an estimated duration of two (2) years. Upon completion of the project, NCDOT will invoice the City for the actual cost of the aesthetic treatments to the bridge and retaining walls. The estimated total presented in the Agreement is \$205,800. The City currently has \$581,000 set aside in a capital account that can be applied towards participation in the project. The Transportation Department recommends approval of the Municipal Agreement with NCDOT for the described enhancements to the new bridge structure proposed on US 29 over S. Main Street. Staff is recommending approval of the Municipal Agreement with NCDOT in the amount of \$205,800 for the aesthetic treatments of the bridge replacement and retaining walls on US 29 over S. Main Street.

Committee Member Peters thanked staff for their hard work and efforts on the improvements for the south side location in High Point.

Acting Chairman Jones moved to place this matter on the Regular Agenda for discussion at the December 20, 2021 City Council meeting. Committee Member Holmes made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:

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

Absent (1): Chairman Moore

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

Aye: 3 - Holmes, Peters, and Jones

Absent: 1 - Chair Moore

[2021-556](#)

Sole Source Contract - Riverdale Pump Station - Clearwater, Inc.- Rotating Pump Assembly

City Council is requested to award a sole source contract to Clearwater, Inc. in the amount of \$ 33,996.67 for the purchase of the replacement rotating assembly for pump #1 at the Riverdale Pump Station.

Attachments: [6. Sole Source Contract Clearwater, Inc. Riverdale Replacement Pump #](#)

Derrick Boone, Public Services Assistant Director reported that the purpose for this request was to purchase a replacement rotating assembly for pump #1 at the Riverdale Pump Station. The existing three Wemco-Hidrostal pumps at the Riverdale Pump Station were installed in 1994. The Public Services Department had observed increased vibration from the existing pumps, particularly on pump #1 which was a fixed speed pump. The intent was to replace the rotating assembly for pump #1 to decrease the vibration and extend the life of the pump until all 3 pumps can be replaced as part of a future upgrade to the Riverdale Pump Station. The only available replacement rotating assembly is through Clear Water, Inc which is a distributor of Wemco-Hidrostal pumps. Staff is recommending that the purchase of the replacement rotating assembly from Clear Water, Inc be approved as a sole source purchase in the amount of \$33,996.67.

Acting Chairman Jones inquired on the lifespan for the Rotating Pump. Mr. Boone replied that the life span for the pump would be around 20 to 30 years.

Acting Chairman Jones moved to place this matter on the Regular Agenda for discussion at the December 20, 2021 City Council meeting. Committee Member Holmes made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:

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

Holmes

Absent (1): Chairman Moore

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

Aye: 3 - Holmes, Peters, and Jones

Absent: 1 - Chair Moore

2021-557

Amendment #3 - Freese & Nichols Registers Creek Pump Station & Force Main Project

City Council is requested to approve Amendment #3 with Freese & Nichols contract in the amount of \$209,330 for a change in construction phase services from part-time construction observation to full time observation for the duration (18 months) of the Registers Creek Lift Station and Force Main Project.

Attachments: [7. Freese & Nichols- Registers Creek Liftstation-Amendment 3](#)

Derrick Boone, Public Services Assistant Director reported a request is for approval of Amendment #3 to the Freese and Nichols contract (purchase order 100616) which would amend the construction phase services from part-time construction observation to full time observation for the duration (18 months) of the Registers Creek Lift Station and Force Main Project. The Registers Creek lift station upgrade project was awarded to Jimmy R. Lynch and Sons on May 17, 2021 for the amount of \$8,504,452.27. The notice to proceed was issued on August 16, 2021 and the contract length is 18 months. The scope of the project was to construct a new lift station located on the existing station site with a peak capacity of 4.2 MGD and approximately 16,577 LF of 18-inch force main. Freese and Nichols designed the Registers Creek Lift Station and Force Main Project and was currently assisting with contract administration and part time construction observation. Due to the complexity of the project, the Public Services Department is recommending that the construction observation for the project be increased to full time. Amendment #3 would increase construction observation from up to 24 hours per week to up to 50 hours per week for the duration (18 months) of the Registers Creek Lift Station and Force Main Project. Staff is recommending approval of amendment #3 to Freese and Nichols in the amount of \$209,330.00.

Committee Member Holmes moved to place this matter on the Regular Agenda for discussion at the December 20, 2021 City Council meeting. Acting Chairman Jones made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:

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

Holmes

Absent (1): Chairman Moore

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

Aye: 3 - Holmes, Peters, and Jones

Absent: 1 - Chair Moore

[2021-558](#)

Resolution- Sale of City Owned Property - 700 Greenwood Drive

City Council is requested to adopt a resolution accepting the offer of \$10,000.00 and authorizing the sale of the

Property located at 700 Greenwood Drive through the upset bid procedure of N.C.G.S. 160A-269 and direct the City Clerk to publish a public notice of the proposed sale in accordance with N.C.G.S. 160A-269.

Attachments: [8. Resolution Sale of City Owned Property 700 Greenwood Drive](#)
[Resolution Upset Bid 700 Greenwood Drive HP](#)

Kim Thore, Right of Way Coordinator reported that council is requested to adopt a resolution accepting the offer of \$10,000.00 and authorizing the sale of the property through the upset bid procedure of N.C.G.S. 160A-269 and direct the City Clerk to publish a public notice of the proposed sale in accordance with N.C.G.S. 160A-269. Lorenzo Vazquez Hernandez had offered a bid of \$10,000.00 for a City owned lot located at 700 Greenwood Drive, Parcel No. 194635. The property is approximately 28,314 square feet (0.65 acre) in size. The property was received by the City in 2019 from a tax foreclosure.

Acting Chairman Jones moved to place this matter on the Regular Agenda for discussion at the December 20, 2021 City Council meeting. Committee Member Peters made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:

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

Absent (1): Chairman Moore

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

Aye: 3 - Holmes, Peters, and Jones

Absent: 1 - Chair Moore

[2021-559](#)

Ordinance - Budget Amendment - Record Issuance of Series 2021A and Series

2021B CES Revenue Refunding Bonds

City Council is requested to adopt a budget amendment to record the issuance of Series 2021A and Series 2021B CES Revenue Refunding Bonds.

Attachments: [9. 2021AB Refunding Amendment](#)
[Ordinance Budget Refunding Bonds Series 2021A](#)

Bobby Fitzjohn, Financial Services Director reported that A budget amendment of \$50,928,000 was needed to recognize funds from the issuance of CES Revenue Refunding Bonds. On December 16, 2021, the City of High Point issued Series 2021A CES Revenue Refunding Bonds in the amount of \$20,386,000 and Series 2021B CES Refunding Bonds in the amount of \$30,542,000. On November 15th City Council approved a resolution authorizing staff to begin the process of refunding Series 2012A and Series 2014 CES Revenue Bonds. On December 6th, City Council approved bond orders authorizing the issuance of 2021A and 2021B CES Revenue Refunding Bonds. The Local Government Commission approved the sale at its December 7th meeting. Taxable Series 2021A Revenue Refunding Bonds were issued to Pinnacle Bank on December 16th. Upon conversion to a tax-exempt rate in August 2022, the 2021A issuance would result in 7.9% NPV savings or cash flow savings of approximately \$153 thousand per year for through FY 2032 with a total cash savings of approximately \$1.7 million. Taxable Series 2021B Revenue Refunding Bonds were issued to Truist Bank on December 16th. Upon conversion to a tax-exempt rate in August 2024, the 2021B issuance would result in 9.1% NPV savings or cash flow savings of approximately \$165 thousand per year for through FY 2040 with a total cash savings of approximately \$3.1 million. The refunding savings would be built into the debt service budgets for the Water & Sewer Fund in the 2022-2023 Annual Budget and successive years. Staff is recommending approval of the budget amendment to record the issuance of Series 2021A and Series 2021B CES Revenue Refunding Bonds.

Acting Chairman Jones moved to place this matter on the Regular Agenda for discussion at the December 20, 2021 City Council meeting. Committee Member Holmes made a second to the motion. Following a roll call vote by Chairman Moore, the motion carried by the following 3-0 unanimous vote:

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

Absent (1): Chairman Moore

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

Aye: 3 - Holmes, Peters, and Jones

Absent: 1 - Chair Moore

ADJOURNMENT

There being no further business to come before the Finance Committee, Chairman Moore asked if there were any objections to adjourn the meeting. There being none, the meeting was adjourned at 4:13 p.m.

Respectfully Submitted,

Victor Jones, Acting
Chairman

Attest:

Mary S. Brooks, CMC
Deputy City Clerk