



**Town Council  
Regular Meeting Minutes  
November 21, 2023 – 9:30 a.m.**

Mayor O’Cain called the Regular Council Meeting to order at 9:29 a.m. on November 21, 2023, in person at Town Hall, 441 White Pine Drive, Laurel Park, NC 28739 and electronically through Zoom platform.

The following attended in person at Town Hall, 441 White Pine Drive, Laurel Park, NC 28739:

- Mayor Carey O’Cain
- Mayor Pro Tempore A. Paul Hansen
- Commissioner George W. Banta
- Commissioner Kristin Dunn
- Commissioner Deb Bridges
- Town Manager Alex Carmichael
- Town Clerk Tamara Amin
- Finance Officer Kirk Medlin
- Assistant to the Town Manager Jordan Jones
- Police Chief Bobbie Trotter
- Public Works Director Brandon Johnson
- Crew Leader Matthew Pearce
- Ed Mattern- Friends of Laurel Park President
- John Nall- ABC Store Manager
- Sharon Alexander- Town Attorney

The following were absent:

- Fire Chief Tim Garren

Mayor O’Cain opened the Regular Meeting and led the Pledge of Allegiance.

**PUBLIC COMMENT**

Mayor O’Cain asked if there was any public comment; there were two.

Ms. Anne Hartig of 2626 Laurel Park Highway read a letter she had written out loud to Council.

- a. Hartig letter - The aforesaid letter is attached to, and made part of, these minutes as Appendix 1.

Mr. Edward Eaves of 2504 Laurel Park Highway addressed signage issues that are overlooked in the Town’s UDO. Mr. Eaves presented a picture of the sign he was referring to.

- b. Sign Picture - The aforesaid picture is attached to, and made part of, these minutes as Appendix 2.

Mayor Pro Tem Hansen said the Town does have an ordinance and it is complaint driven. Council asked Staff to remove the sign.

### **APPROVAL OF THE AGENDA**

Town Clerk Amin asked Council to add Friends of Laurel Park dates of events for 2024 as item C, under new business and revise the Ordinance number to ORD 2024-2 Amendment 1. Mayor Pro Tem Hansen moved to approve the amended agenda. Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

### **APPROVAL OF THE CONSENT AGENDA**

- c. October Monthly Report - The aforesaid report is attached to, and made part of, these minutes as Appendix 3.
- d. Budget Quarterly Report- The aforesaid report is attached to, and made part of, these minutes as Appendix 4.

Commissioner Bridges moved to approve the consent agenda. Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

### **OLD BUSINESS**

#### **INVASIVE SPECIES FUNDING DISCUSSION/FLP DATES**

Mr. Ed Mattern said the Friends of Laurel Park were never approached about Invasive Vines until two weeks ago. The Friends of Laurel Park think this is a great project and the Board has decided to match whatever the Town puts in, up to a maximum of \$5K in hopes that this project continues.

Mr. Mattern then presented 5 dates for events at Jump Off Rock for 2024.

Mr. Matter thanked Commissioner Dunn for being the Town’s liaison and would like to extend an invitation for Commissioner Bridges to be the Town’s liaison next year. Commissioner Bridges accepted.

Mayor Pro Tem Hansen moved to approve the 5 dates the Friends of Laurel Park presented to Council. Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

Mayor O’Cain asked Staff to prepare a Budget Amendment to match invasive monies of \$5K from the Friends of Laurel Park.

Commissioner Banta said the Invasive Vines Committee is looking at grants and Federal and State money as well.

#### **ABC MERGER DISCUSSION**

Town Manager Carmichael said ABC Store Manager John Nall is present to discuss the potential merger of the Laurel Park and Hendersonville ABC Boards along with Town Attorney Sharon Alexander to get feedback from Council.

Mr. Nall presented a document he sent to Council on the ABC merger advantages.

- e. ABC merger advantages list- The aforesaid list is attached to, and made part of, these minutes as Appendix 5.

There was much discussion and Q&A.

Town Attorney Alexander recommends the Town have veto power in the contract.

Mayor O’Cain asked Town Attorney Alexander to take all the feedback and get the document ready for execution when Ingles takes over and share edits with the City of Hendersonville.

## **NEW BUSINESS**

### **ORDINANCE 2024-2 AMENDMENT 1**

Town Manager Carmichael said there are two funds for the Laurel Green Stream Project. There was an issue with the rollover of the fiscal year in our budgeting software for one of the funds. The software essentially doubled the amounts for one of the funds and it was not caught until now. The other fund worked fine.

Mr. Carmichael said he told Council last month that the Town had enough grant money to cover the \$37,720 cost of the split rail fence. That turns out not to be the case. The Town does not have enough grant funds to cover the fence. The Town has already entered into a change order. The delineation that the fence will provide is really needed and will be a critical component of the project.

Additionally, professional services for landscape architecture has already run over budget by \$8,584.50, and additional services are needed.

*Town Attorney Alexander, Mr. Ed Mattern and Mr. Nall departed the meeting at 10:14 a.m.*

- f. Hunter Marks Email- The aforesaid email is attached to, and made part of, these minutes as Appendix 6.
- g. Budget Ordinance 2024-2- The aforesaid ordinance is attached to, and made part of, these minutes as Appendix 7.

Commissioner Hansen asked Staff to add Rhododendron Creek Restoration to the weekly task list.

Commissioner Banta moved to approve Ordinance 2024-2 Amendment # 1 in the amount of \$49,720 for the Laurel Green stream restoration project.

### AMMUNITION SUPPLY DISCUSSION

Police Chief Bobbie Trotter lead a discussion of the supply chain issues Police Departments are facing when ordering ammunition.

Council discussed supply chain issues for ammunition and potential means of addressing it.

Chief Trotter asked Council to consider placing a \$23K order of ammunition. She said currently they have eight cases that will cost \$2500.00 and is not sure which fiscal period the other ammunition will arrive.

Council reached a consensus to order all the ammunition and as it comes in, Staff can prepare budget amendments.

### TOWN MANAGER'S REPORT

Town Manager Carmicheal said it has been a busy couple of weeks with four public meetings. The office was closed yesterday for records retention and purging documents. The offices will be closed Thursday and Friday for Thanksgiving.

*Commissioner Dunn stepped out at 10:23 a.m.*

Town Manager Carmichael said Mr. Hensley is not in this week and will not be able to give a report on the Rhododendron Boardwalk. Mayor Pro Tem Hansen said it is deteriorating and can't wait until next year. Commissioner Hansen said to get pressure treated wood not ground contact from either GBS or Builders First, not Home Depot or Lowes.

Town Manager Carmichael said he spoke with Mr. Will Buie about the Primrose property. Mr. Buie said it is in a floodplain and there is not enough room to build a Town Hall. The only thing that can be done is a walkway.

*Commissioner Dunn joined the meeting at 10:27 a.m.*

### DEPARTMENT HEAD REPORTS

#### PUBLIC WORKS

Public Works Director Johnson said the sign Mr. Eaves was discussing earlier has been removed. He said the department is just currently working on leaves.

#### FIRE

Fire Chief Tim Garren was not present.

## POLICE

Chief Trotter said there were lots of house checks. The department has had a mutual agreement with the Synagogue to aid in patrolling off duty officers until February. There have been no threats or protests.

The Trunk or Treat went really well. The department has received a ford escape and six vehicles have been turned in for sale. Tomorrow the department will lose one police officer. Adam Moore has taken a detective job in Brevard but will stay as a part-time reserve officer.

As for the juvenile issue the department has been dealing with, we have hopefully found better placement for them. The department reached out to every resource in the County.

## ADMINISTRATION

Town Clerk Amin reminded Council about the Employee dinner on Dec 8 and the Board appreciation dinner on December 15. Ms. Amin said yesterday's retention and destruction of files went well. The department needed to get rid of many things due to lack of space but only 50% of documents were destroyed because there was no more time. Ms. Amin wished everyone a Happy Thanksgiving.

Assistant to the Manager Jones said that the City of Hendersonville has installed all four generators. Sites where generators were installed consist of Laurel Park Highway main pump station and Hebron, Echo, and Apple house pumpstations. The City of Hendersonville has also started land clearing and grading at 128 Birchwood Dr. This will be the site for the Fleetwood Pumpstation which will provide reliable water supply and fire protection to residents.

Staff has been working with the developer for the Ecusta Crossing subdivision over the past few months. Staff plans to present the final plat and improvements guarantee to the Town Council at the December work session. Staff has been working with Brooks Engineering regarding the Laurelwoods Subdivision. We're still in the process of reviewing the Laurelwoods Subdivision submittal set and working with Brooks Engineering to meet the standards of the UDO before presenting it to the Planning Board.

Mayor Pro Tem Hansen asked Staff about a home being built at the top of Roberts Dr. across from McCarson Dr. Staff informed the council that a single-family residential home has been permitted and is under construction. Staff also provided that the slope of the site is in the low slope category and the contractor for the project is Chris Brock.

Finance Director Kirk Medlin thanked Council for allowing Staff to work on retention. It was a tremendously productive day.

## MAYOR AND COMMISSIONER COMMENTS

Commissioner Bridges- Commissioner Bridges thanked Staff for the Finance Report.

**Mayor Comments-** Mayor O’Cain said he spoke with Mayor Vogt and Commissioner Lindsey Simpson about the sidewalks, and they are in favor of the idea.

Town Manager Carmichael said he also spoke with Mr. Todd, who will contact legal counsel about the sidewalks.

**Commissioner Banta-** Commissioner Banta asked Staff about some auxiliary buildings being put up around Laurel Park. Town Manager Carmichael said there were some that were supposed to get permits. If the building is not up to par the building will need to be taken down or meet the standards of the UDO.

**Mayor Pro Tem Hansen-** Mayor Pro Tem Hansen asked Staff to get an update on the sewer pipe in December.

**Commissioner Dunn-** Commissioner Dunn said the grant for the Dogwood and Community Foundation is due in January. These are not matching funds, and the Town can get \$10K for the playground equipment. Commissioner Dunn said she is willing to help Staff write the grant. Mayor O’Cain asked Commissioner Dunn to look into the playground equipment.

### **CLOSED SESSION**

Mayor Pro Tem Hansen moved that the Council enter Closed Session at 10:44 a.m. pursuant to [N.C.G.S. 143-318.11(a) (6)] To consider the qualifications, competence, performance, condition of appointment of a public officer or employee. Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

Mayor Pro Tem Hansen moved to reconvene the Council Work Session Meeting at 11:05 a.m. Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

The following were present at Town Hall:

- Mayor J. Carey O’Cain
- Mayor Pro-Tempore A. Paul Hansen
- Commissioner Deb Bridges
- Commissioner George W. Banta
- Town Manager Alex Carmichael
- Police Chief Trotter

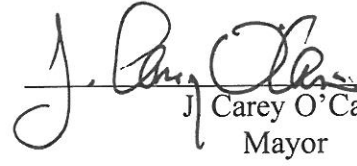
### **ADJOURNMENT**

There being no further business, Commissioner Bridges moved to adjourn at 11:05 a.m. Mayor Pro Tem Hansen asked for discussion; there was none. The vote was unanimous in favor of the motion.

ATTEST:



Tamara M. Amin, CMC, NCEMC  
Town Clerk/ Deputy Tax Collector

  
\_\_\_\_\_  
J. Carey O' Cain  
Mayor

19 Dec. 2023  
\_\_\_\_\_  
Date



TOWN OF LAUREL PARK

PUBLIC COMMENT SIGN-UP SHEET

MEETING DATE: \_\_\_\_\_

11/21/23

Town Council  
Reg Mtg.

**NOTE: ALL INFORMATION PROVIDED ON THIS FORM IS A PUBLIC RECORD**

WE APPRECIATE OUR CITIZENS AND GUESTS EXPRESSING THEIR VIEWS ON THE FUTURE OF LAUREL PARK.

WE OFFER THE FOLLOWING GUIDELINES FOR SPEAKING DURING PUBLIC COMMENT.

- COMMENTS WILL BE **LIMITED TO 3 MINUTES** IN AN EFFORT TO BE FAIR AND OFFER EVERYONE AN OPPORTUNITY TO SPEAK.
- ATTENDEES ARE REQUESTED TO DESIGNATE A SPOKESMAN FOR GROUPS SUPPORTING OR OPPOSING THE SAME POSITION. IF THE NUMBER OF PERSONS WISHING TO ATTEND THE COMMENT PERIOD EXCEEDS THE CAPACITY OF THE HALL, GROUPS ARE ASKED TO SELECT DELEGATES FROM GROUPS SUPPORTING OR OPPOSING THE SAME POSITION.
- PLEASE BE RESPECTFUL AND COURTEOUS IN YOUR REMARKS.
- PLEASE REFRAIN FROM PERSONAL ATTACKS AND FROM USING PROFANITY.
- **PLEASE STATE YOUR NAME AND ADDRESS PRIOR TO SPEAKING.**

PLEASE PRINT THE INFORMATION BELOW

NAME

ADDRESS

SUBJECT

THINK HARDY

2626 LP Hwy

INVASIVE VINES

Edna or Debby

2524 10th

Sis on age VD

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

9. \_\_\_\_\_

10. \_\_\_\_\_



## **TOWN COUNCIL – NOV. 21,2023**

**Relying on one person to pay for the eradication of invasive vines through three or more seasons is unconscionable. The Town needs to do more to reach out and educate. Why depend upon one person to pay the bill? Sounds like an easy way out for the Council and so far it has worked. Every beginning has an end. Time for Council to assume financial responsibility.**

**Friends of Laurel Park fills a page in the Town's newsletter. What are they contributing? Has the Council reached out to them? Does the money they spend on Jump Off Rock concerts which is advertised and attracts outside of Town residents benefit the Town? How? Have you asked for their resources?**

**What amount has the Town budgeted to eradicate vines? Consider eliminating funds for so-called appreciation dinners for volunteers. I don't think volunteers expect a special dinner, nor should they. Please put this money into funds to eradicate vines.**

**Yes, I'm a bit angry that the Town is not addressing the seriousness of invasive vines that kill our trees and threaten our canopy. Do you care? Do you plan to be pro-active? Or do you plan to keep asking the same person for money and always expecting a handout? Shame on you.**

Appendix-2







# October Monthly Report

## Tax Collector's Report (October 30, 2023)

For prior year taxes, a total of \$31,763.54 remains outstanding. The Town received \$168,004.55 from Henderson County for property taxes collected for August and a total of \$727,556.98 since the 2023 bills were mailed. The 2023 tax levy is \$2,571,817.81. The Town currently has a collection rate of 28.296%.



## Planning & Zoning

<b>Status of Single Family Residential Dwellings (SFRD)</b>			
2021-19	212 Beechwood	Jennifer Yost	UC
2022-1	312 Daniel Dr.	Chris St. Onge	UC
2022-23	74 Indian Woods Trl	Jon Skillman	UC
2022-31	10 Fawn Turn Ln	Sigfrid Della Valle	UC
2022-38	209 Ficker Cir.	Sarah Adams	UC
2022-44	945 Somersby Pkwy.	Matt Padula	UC
2023-4	200 Rowland Dr.	Loyd Alexander	LPZCP
2023-5	PIN# 9548467175/Clays Cv.	Josh Youngblood	LPZCP
2023-29	PIN# 9558252937	Chris Brock	UC
<b>Status Legend</b>			
LPZCP = Laurel Park Zoning Compliance Permit		HCBP = Henderson County Building Permit	
UC = Under Construction		NC = Nearly Complete	
<b>Monthly Permits Other Than SFRD</b>			
Deck			2
Sign			0
Fence			0
Additions or Remodel			0
Accessory Use or Structure			1
<b>Total for October</b>			<b>3</b>

Town of Laurel Park  
 Budget to Actual Report  
 For Accounting Period Ended September 30, 2023

Fund 10 - General Fund						
Account Number	Account Description	Expense/Revenue	Budget	Actual	Variance	
10-3070-0000	FUND BALANCE APPROPRIATED	R	\$ 200,000.00	\$		\$ 200,000.00
10-3100-1100	TAXES/PRIOR YEARS	R	1,000.00	2,773.65	-	(1,773.65)
10-3100-1700	TAX PENALTIES/INT	R	1,000.00	222.36		777.64
10-3190-1100	TAXES/CURRENT YEAR	R	2,451,175.91	455,059.04		1,996,116.87
10-3190-1201	MOTOR VEHICLE TAX - DMV	R	118,694.11	38,031.71		80,662.40
10-3230-3510	SALES & USE TAX	R	825,000.00	249,651.51		575,348.49
10-3230-3530	SOLID WASTE DISPOSAL TAX	R	1,640.00	451.37		1,188.63
10-3290-0000	INTEREST EARNED	R	30,000.00	45,734.83		(15,734.83)
10-3316-3300	POWELL BILL	R	100,000.00	-		100,000.00
10-3322-3100	BEER & WINE TAX	R	10,210.00	-		10,210.00
10-3323-3100	COURT FEES	R	100.00	99.00		1.00
10-3324-3000	NC UTILITIES FRANCHISE TAX	R	140,000.00	38,157.43		101,842.57
10-3343-1100	BLDG/ZONING	R	5,000.00	900.00		4,100.00
10-3813-8900	GRANT PROCEEDS	R	25,000.00	-		25,000.00
10-3820-8200	SALE OF FIXED ASSETS	R	43,351.00	-		43,351.00
10-3833-8400	PARK CONTRIBUTIONS	R	20,000.00	5,100.00		14,900.00
10-3833-8420	CENTENNIAL CONTRIBUTIONS	R	-	165.00		(165.00)
10-3837-3100	ABC FUNDS	R	70,000.00	13,940.28		56,059.72
10-3837-3200	ABC FUNDS POLICE	R	10,000.00	1,294.63		8,705.37
10-3839-1100	VIDEO PROGRAMMING	R	22,400.00	5,101.74		17,298.26
10-3839-8900	MISCELLANEOUS INCOME	R	79,350.00	1,833.70		77,516.30
Revenue Total			\$ 4,153,921.02	\$ 858,516.25		\$ 3,295,404.77
10-4110-1210	STIPEND	E	\$ 12,600.00	\$		\$ 12,600.00
10-4110-1705	STATE OF THE TOWN DINNER	E	3,000.00	-		3,000.00
10-4110-1710	EMPLOYEE APPRECIATION DINNER	E	2,600.00	-		2,600.00
10-4110-1715	BOARDS AND COMMISSIONS APPRECIATION	E	4,500.00	-		4,500.00
10-4110-1720	COUNCIL RETREAT	E	2,000.00	-		2,000.00
10-4110-1810	SOCIAL SECURITY/MEDICARE	E	1,250.00	-		1,250.00
10-4110-1900	LEGAL SERVICES	E	5,000.00	-		5,000.00
10-4110-3700	PRINTING & ADVERTISING	E	500.00	-		500.00
10-4110-4550	AUDIT	E	22,000.00	14,215.55		7,784.45

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10-4110-5100	CAPITAL OUTLAY	E	9,000.00	-	9,000.00
10-4120-1210	SALARIES & WAGES	E	305,034.87	64,312.34	240,722.53
10-4120-1230	COMP PAY	E	500.00	-	500.00
10-4120-1260	PART-TIME SALARY	E	29,976.91	6,646.16	23,330.75
10-4120-1810	SOCIAL SECURITY/MEDICARE	E	25,364.55	5,337.20	20,027.35
10-4120-1820	RETIREMENT	E	54,111.00	11,508.34	42,602.66
10-4120-1830	GROUP INSURANCE	E	34,500.00	7,395.96	27,104.04
10-4120-1855	UNEMPLOYMENT - 1% RESERVE	E	1,000.00	-	1,000.00
10-4120-1860	WORKMENS COMPENSATION	E	496.30	496.30	-
10-4120-1900	PROFESSIONAL SERVICES	E	100.00	-	100.00
10-4120-1920	LEGAL SERVICES	E	10,000.00	1,925.00	8,075.00
10-4120-2600	OFFICE SUPPLIES	E	2,000.00	1,262.73	737.27
10-4120-2900	MISCELLANEOUS	E	3,500.00	60.90	3,439.10
10-4120-2940	EQUIPMENT & SUPPLIES	E	3,500.00	205.10	3,294.90
10-4120-3110	TRAVEL & TRAINING	E	19,500.00	3,404.18	16,095.82
10-4120-3210	UTILITIES	E	15,000.00	4,286.85	10,713.15
10-4120-3250	POSTAGE	E	2,300.00	237.25	2,062.75
10-4120-3510	BUILDING MAINTENANCE	E	1,000.00	176.14	823.86
10-4120-3520	EQUIPMENT MAINTENANCE	E	500.00	-	500.00
10-4120-3590	SOFTWARE SUPPORT	E	32,000.00	5,971.09	26,028.91
10-4120-3700	ADVERTISING & PRINTING	E	4,000.00	107.16	3,892.84
10-4120-3990	ELECTIONS	E	4,000.00	-	4,000.00
10-4120-4000	CENTENNIAL EXPENSES	E	5,000.00	1,550.28	3,449.72
10-4120-4450	CONTRACTED SERVICES	E	44,730.00	11,109.78	33,620.22
10-4120-4510	PROP INS/GEN LIAB	E	38,203.70	38,203.70	-
10-4120-4910	DUES/SUBSCRIPTIONS/FEES	E	16,000.00	8,748.00	7,252.00
10-4120-4920	BANK SERVICE CHARGE	E	1,000.00	-	1,000.00
10-4120-4940	CREDIT CARD FEES	E	500.00	0.68	499.32
10-4120-4950	TAX COLLECTOR'S FEE - HC	E	25.00	-	25.00
10-4120-4960	TAX COLLECTOR'S FEE - DMV	E	4,750.00	1,372.29	3,377.71
10-4120-4970	PROPERTY TAX COLLECTION FEE - HC	E	13,000.00	2,288.33	10,711.67
10-4310-1210	SALARIES & WAGES	E	471,000.00	107,306.16	363,693.84
10-4310-1220	OVERTIME SALARY	E	17,000.00	3,176.73	13,823.27
10-4310-1230	COMP PAY	E	5,000.00	994.91	4,005.09
10-4310-1260	PART-TIME SALARY	E	28,000.00	6,222.38	21,777.62
10-4310-1810	SOCIAL SECURITY/MEDICARE	E	35,600.00	8,884.31	26,715.69
10-4310-1820	RETIREMENT	E	86,500.00	21,210.98	65,289.02
10-4310-1830	GROUP INSURANCE	E	74,000.00	17,657.64	56,342.36
10-4310-1860	WORKMENS COMPENSATION	E	8,500.00	8,500.00	-

10-4310-1900	PROFESSIONAL SERVICES	E	1,500.00	1,282.00	218.00
10-4310-2120	UNIFORMS	E	4,500.00	1,123.86	3,376.14
10-4310-2590	AUTO SUPPLIES & REPAIRS	E	25,000.00	1,406.82	23,593.18
10-4310-2900	MISCELLANEOUS	E	4,000.00	-	4,000.00
10-4310-2901	COMMUNITY OUTREACH	E	2,000.00	-	2,000.00
10-4310-2940	EQUIPMENT & SUPPLIES	E	9,000.00	2,808.51	6,191.49
10-4310-3110	TRAVEL & TRAINING	E	4,000.00	2,426.30	1,573.70
10-4310-3210	UTILITIES	E	6,500.00	114.31	6,385.69
10-4310-3520	EQUIPMENT MAINTENANCE	E	2,500.00	-	2,500.00
10-4310-3590	SOFTWARE SUPPORT	E	14,500.00	1,761.17	12,738.83
10-4310-4450	CONTRACTED SERVICES	E	6,500.00	2,466.00	4,034.00
10-4310-4910	DUES/SUBSCRIPTIONS/FEES	E	700.00	-	700.00
10-4310-5100	CAPITAL OUTLAY	E	18,100.00	-	18,100.00
10-4310-7700	INSTALLMENT/LEASE	E	88,982.80	5,083.80	83,899.00
10-4340-4450	CONTRACTED SERVICES	E	574,945.29	287,472.65	287,472.64
10-4510-1210	SALARIES & WAGES	E	380,000.00	83,572.80	296,427.20
10-4510-1220	OVERTIME SALARY	E	2,000.00	-	2,000.00
10-4510-1230	COMP PAY	E	4,000.00	685.14	3,314.86
10-4510-1260	PART-TIME SALARY	E	15,000.00	1,282.96	13,717.04
10-4510-1810	SOCIAL SECURITY/MEDICARE	E	28,600.00	6,369.36	22,230.64
10-4510-1820	RETIREMENT	E	67,000.00	15,090.61	51,909.39
10-4510-1830	GROUP INSURANCE	E	65,500.00	15,612.36	49,887.64
10-4510-1860	WORKMENS COMPENSATION	E	12,500.00	11,311.83	1,188.17
10-4510-1900	PROFESSIONAL SERVICES	E	10,000.00	-	10,000.00
10-4510-2120	UNIFORMS	E	4,000.00	3,091.23	908.77
10-4510-2500	ROAD REPAIR MATERIALS	E	7,500.00	933.42	6,566.58
10-4510-2510	SNOW REMOVAL	E	7,500.00	-	7,500.00
10-4510-2590	AUTO SUPPLIES & REPAIRS	E	20,000.00	3,729.03	16,270.97
10-4510-2900	MISCELLANEOUS	E	1,000.00	-	1,000.00
10-4510-2940	EQUIPMENT & SUPPLIES	E	20,000.00	5,615.58	14,384.42
10-4510-3110	TRAVEL & TRAINING	E	4,000.00	-	4,000.00
10-4510-3210	UTILITIES	E	17,000.00	1,963.26	15,036.74
10-4510-3510	BUILDING MAINTENANCE	E	4,000.00	176.14	3,823.86
10-4510-3520	EQUIPMENT MAINTENANCE	E	15,000.00	698.40	14,301.60
10-4510-3590	SOFTWARE SUPPORT	E	4,750.00	450.00	4,300.00
10-4510-4450	CONTRACTED SERVICES	E	15,000.00	3,500.00	11,500.00
10-4510-4930	FEES & PERMITS	E	2,500.00	69.68	2,430.32
10-4510-5100	CAPITAL OUTLAY	E	97,875.00	92,221.30	5,653.70
10-4510-7700	INSTALLMENT/LEASE	E	110,565.60	12,283.58	98,282.02

10-4710-4450	CONTRACTED SERVICES	E	206,700.00	31,336.40	175,363.60
10-6130-1210	SALARIES & WAGES	E	59,700.00	13,391.36	46,308.64
10-6130-1220	OVERTIME SALARY	E	2,000.00	658.44	1,341.56
10-6130-1230	COMP PAY	E	1,000.00	103.44	896.56
10-6130-1260	PART-TIME SALARY	E	10,000.00	3,710.00	6,290.00
10-6130-1700	COMMITTEE MEMBER EXPENSE	E	100.00	-	100.00
10-6130-1810	SOC. SEC./MEDICARE	E	4,600.00	1,310.05	3,289.95
10-6130-1820	RETIREMENT	E	11,000.00	2,534.84	8,465.16
10-6130-1830	GROUP INSURANCE	E	14,000.00	3,282.90	10,717.10
10-6130-1900	PROFESSIONAL SERVICES	E	5,000.00	-	5,000.00
10-6130-2900	MISCELLANEOUS	E	1,500.00	201.35	1,298.65
10-6130-2940	EQUIPMENT & SUPPLIES	E	8,000.00	401.37	7,598.63
10-6130-3110	TRAVEL & TRAINING	E	2,000.00	-	2,000.00
10-6130-3210	UTILITIES - PARKS	E	2,500.00	576.93	1,923.07
10-6130-3580	PARK MAINTENANCE	E	10,000.00	2,535.39	7,464.61
10-6130-4450	CONTRACTED SERVICES	E	7,500.00	520.00	6,980.00
10-6130-5100	CAPITAL OUTLAY	E	13,500.00	-	13,500.00
10-6130-5101	P&G BOARD EXPENSE	E	19,300.00	794.00	18,506.00
10-6130-6010	JUMP OFF ROCK	E	2,500.00	-	2,500.00
10-6130-6020	LAUREL GREEN	E	7,500.00	1,183.00	6,317.00
10-6130-6030	RHODODENDRON LAKE PARK	E	7,500.00	3,357.41	4,142.59
10-9840-9801	TRANSFER TO CAPITAL RESERVE - HWY 64	E	30,000.00	-	30,000.00
10-9840-9803	TRANSFER TO RDS & POWELL BILL CAPITAL PROJECT FUND	E	590,360.00	-	590,360.00
Expense Total			\$ 4,153,921.02	\$ 995,273.40	\$ 3,158,647.62



<b>Fund 21 - Capital Reserve (Highway 64 Project)</b>						
Account Number	Account Description	Expense/Revenue	Budget	Actual	Variance	
21-3070-0000	FUND BALANCE APPROPRIATED	R	\$ 109,734.25	\$ -	\$ 109,734.25	
21-3798-8900	TRANSFER FROM GF	R	30,000.00	-	30,000.00	
Revenue Total			\$ 139,734.25	\$ -	\$ 139,734.25	
21-4510-1900	PROFESSIONAL SERVICES	E	\$ 25,000.00	\$ 12,739.25	\$ 12,260.75	
21-4510-4450	CONTRACTED SERVICES	E	114,734.25	-	114,734.25	
Expense Total			\$ 139,734.25	\$ 12,739.25	\$ 126,995.00	

<b>Fund 23 - Capital Reserve (Laurel Green Stream)</b>						
Account Number	Account Description	Expense/Revenue	Budget	Actual	Variance	
23-3070-0000	FUND BALANCE APPROPRIATED	R	\$ 28,293.97	\$ -	\$ 28,293.97	
23-3813-8900	GRANTS	R	187,963.00	-	187,963.00	
Revenue Total			\$ 216,256.97	\$ -	\$ 216,256.97	
23-6130-2900	MISCELLANEOUS	E	\$ 15,000.00	\$ -	\$ 15,000.00	
23-6130-4450	CONTRACTED SERVICES	E	201,256.97	-	201,256.97	
Expense Total			\$ 216,256.97	\$ -	\$ 216,256.97	

<b>Fund 24 - ARPA/CSLRF Grants</b>						
Account Number	Account Description	Expense/Revenue	Budget	Actual	Variance	
24-3070-0000	FUND BALANCE APPROPRIATED	R	\$ 742,565.04	\$ -	\$ 742,565.04	
Revenue Total			\$ 742,565.04	\$ -	\$ 742,565.04	
24-4510-4450	CONTRACTED SERVICES	E	\$ 742,565.04	\$ 264,835.78	\$ 477,729.26	
Expense Total			\$ 742,565.04	\$ 264,835.78	\$ 477,729.26	

<b>Fund 25 - Capital Projects (Roads and Powell Bill)</b>						
Account Number	Account Description	Expense/Revenue	Budget	Actual	Variance	
25-3070-0000	FUND BALANCE APPROPRIATED	R	\$ 2,082,360.39	\$ -	\$ 2,082,360.39	
25-3798-8900	TRANSFER FROM GF	R	690,359.70	-	690,359.70	
Revenue Total			\$ 2,772,720.09	\$ -	\$ 2,772,720.09	
25-4510-1900	PROFESSIONAL SERVICES	E	\$ 50,000.00	\$ 10,000.00	\$ 40,000.00	
25-4510-2500	ROAD REPAIR MATERIALS	E	25,000.00	-	25,000.00	
25-4510-4450	CONTRACTED SERVICES	E	2,451,518.08	-	2,451,518.08	
25-4510-9791	CONTINGENCY	E	246,202.01	-	246,202.01	
Expense Total			\$ 2,772,720.09	\$ 10,000.00	\$ 2,762,720.09	

**Fund 26 - Laurel Green Stream Restoration**

Account Number	Account Description	Expense/Revenue	Budget	Actual	Variance
26-3070-0000	FUND BALANCE APPROPRIATED	R	\$ 467,522.42	\$ -	\$ 467,522.42
26-3813-8900	GRANT PROCEEDS	R	158,500.00	-	158,500.00
	Revenue Total		\$ 626,022.42	\$ -	\$ 626,022.42
26-6130-1900	PROFESSIONAL SERVICES	E	\$ 42,300.00	\$ 550.00	\$ 41,750.00
26-6130-4450	CONTRACTED SERVICES	E	583,722.42	-	583,722.42
	Expense Total		\$ 626,022.42	\$ 550.00	\$ 625,472.42

**Fund 27 - Town Hall Capital Project**

Account Number	Account Description	Expense/Revenue	Budget	Actual	Variance
27-3070-0000	FUND BALANCE APPROPRIATED	R	\$ 309,900.00	\$ -	\$ 309,900.00
27-3991-9900	TRANSFER FROM GF	R	-	-	-
	Revenue Total		\$ 309,900.00	\$ -	\$ 309,900.00
27-4120-1900	PROFESSIONAL SERVICES	E	\$ 514,900.00	\$ -	\$ 514,900.00
27-4120-4450	CONTRACTED SERVICES	E	115,000.00	-	115,000.00
27-4120-9791	CONTINGENCY	E	5,000.00	-	5,000.00
	Expense Total		\$ 634,900.00	\$ -	\$ 634,900.00

**Fund 62 - Stormwater**

Account Number	Account Description	Expense/Revenue	Budget	Actual	Variance
62-3070-0000	FUND BALANCE APPROPRIATION	R	\$ 76,914.70	\$ -	\$ 76,914.70
62-3713-5000	STORMWATER FEE	R	73,000.00	19,392.37	53,607.63
	Revenue Total		\$ 149,914.70	\$ 19,392.37	\$ 130,522.33
62-4120-4960	COH COLLECTION FEE	E	\$ 8,000.00	\$ -	\$ 8,000.00
62-7110-1900	PROFESSIONAL SERVICES	E	20,000.00	-	20,000.00
62-7110-2900	MISC	E	1,000.00	-	1,000.00
62-7110-4450	CONTRACTED SERVICES	E	100,414.70	-	100,414.70
62-7110-5100	CAPITAL OUTLAY	E	-	842.00	(842.00)
62-7120-2940	EQUIPMENT & SUPPLIES	E	20,000.00	-	20,000.00
62-7120-3700	ADVERTISING & PRINTING	E	500.00	-	500.00
	Expense Total		\$ 149,914.70	\$ 842.00	\$ 149,072.70

## Appendix -5

### Advantages of merging the boards:

- 1) Current expenses that would go away - Roughly \$5800 for an annual audit, bi-annual Ethics training \$200, Annual membership to NC League of Municipalities group which grants us access to Local Government Retirement system and our medical insurance. \$1200.
- 2) A weekly truck delivery and no more 3 week periods without a delivery. If we are out of a popular product like Tanqueray, we currently won't have a chance to order any more for 3 weeks. This gap happens at least 4 times a year, but normally it's 2 trucks for us per month.
- 3) No more monthly reports to each government agency such as the several NCDOR and Federal Withholding. Admin staff at Church St would handle this for each store.
- 4) Direct Deposit for Payroll, Vendors, and EFT's to each distiller rather than paper checks which tend to get lost in the postal service. This is a bank issue, so switching banks might solve this, if the merge were to fall through.
- 5) We currently pay a CPA to help with our monthly accounting. Roughly \$10,000 last year.
- 6) Insurance should be reduced by proportional sharing of an Unemployment Insurance policy as well as a Contents policy for inventory and equipment.
- 7) Sales reps have been given direction by their employers to all but ignore the smaller boards and concentrate on the large accounts. The biggest effect from this is not having our breakage written off in a timely manner.
- 8) Our specialty bourbon allocation should increase, and we should have access to products that don't go to smaller boards.

As of October 2023 Jeff Nance of Hendersonville ABC had offered to assist paying for our store remodel which was scheduled for winter 2024. A certain percentage was never secured, but 25% was a gentleman's agreement. The store remodel has now been postponed to see what happens with the merger documents.

### Potential Disadvantages:

- 1) Adoption of the Hendersonville ABC board Employee rules. ( I see nothing out of the ordinary in these rules except cell phone usage is prohibited and we can work around that)
- 2) Will L.P. retain choice of it the products it carries ? Again, nowhere is it written that it will not.
- 3) Employees may get shuffled around between stores, and they may force us to stay open until 9pm.
- 4)

# Appendix - 6

**From:** [Town Manager](#)  
**To:** [Tamara Amin](#)  
**Subject:** FW: Laurel Green Creek Work to date  
**Date:** Thursday, November 16, 2023 2:09:30 PM

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For the agenda packet:

Cordially,

Alex Carmichael  
Town Manager

**Town of Laurel Park**  
441 White Pine Drive, Laurel Park NC 28739  
828.693.4840 (p) 828.696.4948 (f)  
[townmanager@laurelpark.org](mailto:townmanager@laurelpark.org) | [www.laurelpark.org](http://www.laurelpark.org)



Pursuant to North Carolina General Statutes Chapter 132 Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it, may be considered public record and as such, are subject to request and review by third parties.

**From:** Hunter Marks <Hunter@watermarkland.com>  
**Sent:** Thursday, November 16, 2023 11:21 AM  
**To:** Town Manager <TownManager@laurelpark.org>  
**Subject:** Laurel Green Creek Work to date

**Be Advised: This email originated from outside of the Laurel Park network. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Alex:

Per our conversation yesterday, here is a review and breakdown of our time spent on the Laurel Green Creek project.

- Original proposal estimate: \$26,300. This included \$5,000 towards Construction Administration. So in effect \$21,300 for data collection/design development/construction documents, and \$5,000 for construction administration.
- On 6/17/2022 I invoiced the town the full amount, per the towns request. At the time we had performed work totaling \$12,662.50, so in effect pre-billing the town for the difference, \$13,637.50.

Our total time on this project to date:

- Data Collection/Design Development/Construction Documents: \$21,536.75 (Original estimate \$21,300.00) (\$236.75 over estimate)
- Construction Administration: \$10,162.50 (Original estimate \$5,000) (\$5,162.50 over estimate)
- Additional Services not part of project scope:
  - Bid Assistance/Contractor Selection and Coordination: \$1,451.25
  - Additional Survey information needed (sewer line, Lakemoor property lines): \$420.00
  - Additional meetings with town council, staff, Lakemoor, and engineer: \$945.00
    - Total Additional Services: \$2,826.25
- Reimbursable expenses (copies, prints, survey flags): \$417.00 (\$58.00 previously invoiced, balance of \$359.00)

Respectfully, I would request to send the following invoice:

- \$236.75 Additional time on construction documents
- \$5,162.50 Additional time on construction administration (observation & oversight)
  - Total additional fees requested: \$5,399.25
- \$2,826.25 Additional services not in scope per proposal
- \$359.00 Reimbursable expenses
  - \$8,584.50 Total

In summary, I request \$5,399.25 additional plus additional services plus reimbursable expenses. Almost all of this is due to much more time than originally anticipated in working with Baker due to the complexity of the project.

I also wanted to note that the original proposal was accepted in February 2022, 19 months ago. Since that time our hourly rates, and our overhead costs, have increased approximately 18%. I have not raised my rates on this project, and will agree to maintain these rates for as long as any additional services are needed by the town on this project.

I anticipate additional services will be preparing a maintenance plan for the town (we're working on that now), oversight during installation of the rail fence and live stakes in December or January by Baker, and working with Bryan Hensley and the town staff next spring on initial maintenance, as needed and requested by the town.

Please contact me with any questions, and let me know if the above proposed invoice amounts are acceptable.

Thanks,  
Hunter

**HUNTER MARKS** RLA, ASLA, LEED AP  
WATERMARK LANDSCAPE ARCHITECTURE  
CELL: 828.551.7105  
513 N. JUSTICE STREET, SUITE C  
HENDERSONVILLE, NC 28739  
[WWW.WATERMARKLAND.COM](http://WWW.WATERMARKLAND.COM)

# Appendix - 7

Ord. 2024-2

**Town of Laurel Park, North Carolina**  
**Budget Ordinance Amendment**  
**Fiscal Year 2023-2024**  
**Amendment #1**

To transfer funds from Fund Balance to Professional Services and Contracted Services for the Laurel Green Creek Restoration Project

**Section 1.** To amend the Laurel Green Capital Reserve Fund (23), the appropriations are to be changed as follows:

<u>Account</u>	Decrease	Increase
Professional Services (23-6130-1900)		\$ 12,000.00
Contracted Services (23-6130-4450)		\$ 37,720.00
	_____	_____
<b>Total Changes</b>		<b>\$ 49,720.00</b>

**Section 2.** To amend the Laurel Green Capital Reserve Fund (23), the revenues are to be changed as follows:

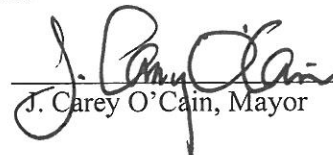
<u>Account</u>	Decrease	Increase
Fund Balance Appropriated (23-3070-0000)	\$ 49,720.00	
	_____	_____
<b>Total Changes</b>	<b>\$ 49,720.00</b>	
<b>Grand Total Changes</b>	<b>\$ 49,720.00</b>	<b>\$ 49,720.00</b>

**Section 3.** Copies of this budget amendment shall be furnished to the Clerk to the Town Council, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 21<sup>st</sup> day of November, 2023.

ATTEST:

  
\_\_\_\_\_  
Tamara Amin, CMC, NCCMC  
Town Clerk/Deputy Tax Collector

  
\_\_\_\_\_  
J. Carey O' Cain, Mayor