



**Town Council  
Work Session Minutes  
April 11, 2024 – 9:30 a.m.**

Mayor O’Cain called the Work Session Council Meeting to order at 9:29 a.m. on April 11, 2024, in person at Town Hall, 441 White Pine Drive, Laurel Park, NC 28739.

The following attended in person at Town Hall:

- Mayor Carey O’Cain
- Mayor Pro Tempore A. Paul Hansen
- Commissioner George W. Banta
- Commissioner Deb Bridges
- Town Manager Alex Carmichael
- Town Clerk Tamara Amin
- Police Chief Bobbie Trotter
- Public Works Director Brandon Johnson
- Crew Leader Matthew Pearce
- Parks Operation Coordinator Bryan Hensley

The following were absent:

- Commissioner Kristin Dunn
- Interim Planner Kaitland Finkle
- Finance Officer Kirk Medlin
- Fire Chief Tim Garren

**APPROVAL OF THE AGENDA**

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

**NEW BUSINESS**

**DEMOLITION CONTRACT – 1512 BREVARD ROAD**

Town Manager Carmichael said the Town of Laurel Park owns property at 1512 Brevard Road, with two dilapidated buildings on it. Both buildings were tested for asbestos, and it was found in one of them. The asbestos has been remediated.

The Town conducted a request for proposals for demolition services beginning on 2/28/24 and ending three weeks later. Staff sent it directly to local vendors, posted it on our website, and advertised it through the state’s Historically Underutilized Business listserv.

Two bids were received in response, but they both were for less than \$30,000 and therefore fall into the informal bidding category. As such, we can proceed with the two bids.

Lancaster Excavating & Demolition, LLC of Canton, NC had the lowest bid at \$15,400. Staff checked their references, which reported that Lancaster was on time, on budget, and performed quality work.

Staff recommends the approval of the proposed contract with Lancaster Excavating & Demolition, LLC. The project is fully funded in the Contracted Services line item of the Town Hall Capital Project Fund.

Council reviewed and discussed the contract for demolition services with Lancaster Excavating & Demolition, LLC.

Mayor Pro Tem Hansen asked Staff to investigate the contract if the contractor owns the house while the demolition is in progress, meaning if they found something of value it would be theirs to keep.

Commissioner Bridges moved to approve the contract for demolition services in the amount of \$15,400 with Lancaster Excavating & Demolition, LLC which includes grading areas of two basements. Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

## **INTERLOCAL TAX AGREEMENT**

Town Manager Carmichael said NCGS 160A-461 authorizes cities in North Carolina to contract with the County for the provision of their city property tax billing and collection, and to reimburse the County for those services.

On April 17, 2019, the County approved an Interlocal Agreement with the Town of Laurel Park authorizing the Tax Collector to begin collecting current year taxes from July 1, 2019 through June 30, 2024.

Town staff asked the County to prepare a new agreement authorizing the County Tax Collector to collect current year taxes from July 1, 2024 through June 30, 2029. County and Town staff have worked through the specifics of an Interlocal Agreement, with the same terms as are in the current agreement.

Council reviewed and discussed the proposed interlocal agreement with Henderson County for collection of Laurel Park taxes.

Commissioner Banta moved to approve the Interlocal Agreement for Tax Collections and authorize the Town Manager to sign. Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

## **ECUSTA TRAIL M.O.U. – DISCUSSION ONLY**

Town Manager Carmichael said Henderson County staff have provided a draft Memorandum of Understanding (M.O.U.) for the maintenance of the Ecusta Trail in Laurel Park. The M.O.U. would be a three-year agreement and would require Laurel Park to pay \$15,000 per mile of trail into a special project fund dedicated solely for use for the trail.

Council reviewed and discussed the M.O.U. for operations only and did not include landscaping of the Ecusta Trail.

Council raised concerns such as:

- The continual increase in fees, this year it is \$15K. Next year it could be \$20 K.
- Almost \$5 per household in additional taxes taken from the Town's taxes.
- Having it itemized on the tax bill.
- Cap on how much to increase.
- The unknowns of the Trail coming in.
- Liability, terms, and what the police force would be.

Council agreed to have Mayor Pro Tem Hansen and Commissioner Banta meet with Mr. Christopher Todd to discuss the Town's concerns.

Mayor Pro Tem Hansen recommended that Henderson County put a special tax on Horseshoe and Etowah, if the residents of Laurel Park have to pay additional taxes.

## **STATE OF THE TOWN DINNER- DISCUSSION ONLY**

Town Clerk Amin said the State of the Town Dinner is usually held annually. It is traditionally held at the Hendersonville Country Club. The Town has budgeted \$3k to cover employees and Council.

Mayor O'Cain said he will find out from the Hendersonville Country Club when they have an opening due to construction. Mayor O'Cain will let us know at Tuesday's Council meeting.

## **AGENDA REVIEW FOR THE COUNCIL REGULAR MEETING SCHEDULED FOR APRIL 16, 2024**

Mr. Carmichael said the Town Council will hold their regularly scheduled Town Council meeting on the third Tuesday of the month, April 16, 2024, at 9:30am. The Town Council reviewed the draft agenda.

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Public Comment**
- 4. Approval of the Agenda**
- 5. Consent Agenda**

- A. March Monthly Report
  - B. Minutes for the March 14, 2024 Work Session
  - C. Minutes for the March 14, 2024 Closed Session
  - D. Minutes for the March 19, 2024 Regular Meeting
  - E. Police Week Proclamation
  - F. Public Works Week Proclamation
  - G. Town Clerk Week Proclamation
  - H. World Bee Day Proclamation
- 6. Old Business**
- A. Roads Update
- 7. New Business**
- 8. Town Manager's Report**
- 9. Department Head Reports**
- A. Public Works
  - B. Fire Department
  - C. Police
  - D. Administration
- 10. Mayor and Commissioner Comments**
- 11. Closed Session NCGS 143-318.11(a)6-** consider the qualifications, competence, performance, condition of appointment of a public officer or employee or prospective public officer or employee.
- 12. Adjournment**

Council added the M.O.U. merger of the ABC Store.

Mayor Pro Tem Hansen said now that the paving is done, and the streets have new striping, the old striping needs to be restriped.

Commissioner Bridges asked to add a Proclamation for Community Wildfire Preparedness Day.


Mayor O'Cain said the YMCA Impact Rally is on Thursday April 25 from 5 to 7 pm. No one from Council could attend. Mayor O'Cain asked Mr. Carmichael to attend on the Town's behalf.

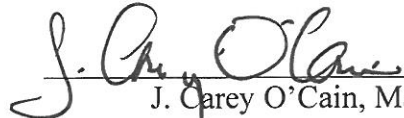
Town Manager Carmichael said the new Customer Service Representative will start tomorrow and the Assistant to the Town Manger will start on April 22, 2024.

**ADJOURNMENT**

There being no further business, Commissioner Bridges moved to adjourn at 10:00 a.m. Mayor O'Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

ATTEST:

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

  
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J. Carey O'Cain, Mayor  
21 May 24  
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Date