



**Town Council
Regular Meeting Minutes
May 21, 2024 – 9:30 a.m.**

Mayor O’Cain called the Regular Council Meeting to order at 9:30 a.m. on May 21, 2024, 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 Kristin Dunn
- Commissioner Deb Bridges
- Town Manager Alex Carmichael
- Town Clerk Tamara Amin
- Finance Officer Kirk Medlin
- Zoning Administrator Cara Reeves
- Police Chief Bobbie Trotter
- Public Works Director Brandon Johnson
- Crew Leader Matthew Pearce
- Ed Mattern- Friends of Laurel Park
- Ann McFadden- Friends of Laurel Park
- Pat LaSalle- Bee Committee
- John Monroe- Bee Committee

Absent:

- Commissioner George W. Banta
- 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 was one.

Town Clerk Amin read an email from Mr. Paul Clausel.

- a. Mr. Paul Clausel Email - The aforesaid email is attached to, and made part of, these minutes as Appendix 1

Mayor O’Cain asked Public Works Director Brandon Johnson to check the schedule for Azalea Road.

Mr. Johnson said the Town will need to acquire the right of way and Town Engineer Will Buie is already checking on it.

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.

APPROVAL OF THE CONSENT AGENDA

- b. April Monthly Report - The aforesaid report is attached to, and made part of, these minutes as Appendix 2.
- c. Budget Amendment #6- Ordinance 2024-7 - The aforesaid Ordinance is attached to, and made part of, these minutes as Appendix 3.
- d. National Pollinator Week Proclamation - The aforesaid proclamation 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.

FRIENDS OF LAUREL PARK

Mr. Ed Mattern, President of the Friends of Laurel Park, discussed installing an electrical outlet at Jump Off Rock. Mr. Mattern said food trucks require a large capacity. He has reached out to BF Stepp Electric Co Inc that has redone the outlets at Jump Off Rock. To reduce noise the proposal is for 50 AMPs. He asked if the Town was willing to pay half. Council said that if the outlet was put on the left side of the park, it would cost more money and would like the Friends to check on this before they agree to paying half.

Ms. Ann McFadden presented the survey results to the Town Council and the new mission statement for the Friends of Laurel Park.

- e. Survey results and mission statement - The aforesaid results and statement are attached to, and made part of, these minutes as Appendix 5.

She said the results showed that residents did not know who to contact for different things and she believes some education needs to be done.

Mayor Pro Tem Hansen said the Centennial Committee will also be sending out a survey.

Ms. McFadden said the Friends of Laurel Park will be sending out Save the Date cards three times a year.

Mayor Pro Tem Hansen said he would like the Centennial Committee to coordinate with the Friends on these Save the Date cards.

OLD BUSINESS

BEE COMMITTEE SIGN UPDATE

Ms. Pat LaSalle and Mr. John Monroe of the Laurel Park Bee Committee discussed Bee City signage. They asked the Council to consider the 24 x 24 size signs.

Mayor O’Cain asked Staff to work on putting verbiage in the Ordinance about signs not being greater than 24 x 24.

Commissioner Dunn moved to approve the 24 x 24 Bee City Sign. Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

NEW BUSINESS

AUDIT CONTRACT- BRONWYN

Finance Officer Kirk Medlin said Burluson & Earley, PA provided a contract and engagement letter for the Council’s approval to audit the Town’s FY24 financial statements. He said there are no major changes, and it is standard. The cost did go up to \$24K to supplement the additional new audit requirements.

Council reviewed the audit contract and engagement letter for FY24.

Mayor Pro Tem Hansen moved to approve the FY24 audit contract and engagement letter with Burluson & Earley, PA as presented. Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

EAN SERVICES

Town Manager Carmichael said the Town utilizes the Employee Assistance Network (EAN) as part of its benefits package. EAN offers a host of confidential and invaluable services to employees and their families ranging from trauma counseling to financial education, and legal services. EAN can be initiated by the employee, or a supervisor can make a referral. Last year the Town paid a flat fee of \$4,500 to offer this service. This year EAN is offering a tiered option that could reduce the Town’s fee by as much as \$1,000 but offer fewer services. The attached matrix outlines those fees and services.

Council reviewed and discussed the EAN service levels.

Council asked Staff to get a report on what services were being utilized in the last year.

Commissioner Bridges moved to approve the EAN service for FY 25 at the premium level and get feedback on what’s being used by Staff. Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

TOWN MANAGER'S REPORT

Town Manager Carmicheal said a situation came up with the Solid Waste Contract. He apologized that Staff did not pursue other companies sooner. WastePro is increasing its contract by 113% monthly, and they will be continuing to increase the CPI each year. They will also be picking up at 5:30 a.m. as well as including an increase cost for gas.

Staff have reached out to two other waste services providers, CWS and GFL. Staff will bring this to you in June or the Council can wish to have a Special Meeting to discuss this sooner.

WastePro would now cost \$26 + CPI + Fuel cost per month. We now we pay \$10.50; that is a \$210K yearly increase.

Mayor Pro Tem Hansen asked Staff to look into shared services with Hendersonville.

Mayor O'Cain told Staff not to be afraid to think outside the box.

DEPARTMENT HEAD REPORTS

PUBLIC WORKS

Public Works Director Johnson said Mr. Hensley is working on the Parks. Mayor O'Cain thanked staff for the ribbon cutting and said everything looked great.

Mr. Johnson said the Department is behind on brush, but he hopes to finish brush next week and start on mulch.

Mr. Jody Justice is working on mowing the rights of way.

Mr. Mattern asked about the status of the fountain at Jump Off Rock. Mr. Johnson said he will find out from Mr. Hensley.

POLICE

Chief Trotter said the numbers on her report are off, but the vehicle stops are up. Fifty-two of the stops were enforced and others were verbal, as well as four arrests. The speed sign needs to be moved because people are slowing down since they know where it is. She has been receiving citation calls and wants everyone to know that since going electronic she can no longer void tickets.

Mayor Pro Tem Hansen asked Chief Trotter to revisit the idea of changing the speed limit on White Pine Drive.

Chief Trotter said the Aging in Place class was really good. The next class will be on Patrol procedures.

FIRE

Fire Chief Tim Garren was not present. Town Manager Carmichael said Mr. Garren reported that everything was good, and they have their budget numbers.

ADMINISTRATION

Town Clerk Amin said Staff is working closely with Summit Marketing for the launch of the new Town Website on Friday. The Department is adjusting to having a full staff. Ms. Amin reminded the Council that Town Offices will be closed on Monday for Memorial Day.

MAYOR AND COMMISSIONER COMMENTS

Mayor Pro Tem Hansen said he will be meeting with Mr. Chris Burns tomorrow at 8:00 a.m. at the Hendersonville Country Club and asked Town Clerk Amin to join.

Mr. Ed Mattern thanked the Staff for all they do.

Council asked about the status of the WXZ bond expiration.

Ms. Reeves said she was not at the Ecusta Crossing meeting. Town Manager Carmichael said he, Ms. Finkle, Dave Swindell, the Ecusta Crossing representative, and the City of Hendersonville met and came up with a template for what they need for the permit. Mr. Swindell has not turned anything in. He did order parts that will not get here in time, and he will come to Council in June for an extension.

Town Manager Carmichael said the Neighborhood Meeting for 1512 Brevard Road is scheduled for Friday 9 a.m. at the Church. Staff will get feedback from abutting residents on whether to rezone it Mountainside Mixed Use or Town Center.

Mayor Pro Tem Hansen suggested pushing Mountainside Mixed Use only.

Commissioner Dunn gave an update on the Centennial Committee. She said there will be two major events, a Gala the first weekend of March and a July picnic. There will be a cap on both events. The committee is working on sending out a survey to get feedback from residents on how they would like to celebrate with the Town. The committee is also working on annual sponsorships. The subcommittee will be working on prioritizing key sponsors. Mayor O'Cain asked to make sure the sponsors get a logo. Commissioner Dunn said there will be places the logos will be displayed year round. The question is how to get the survey in the hands of residents.

Mayor Pro Tem Hansen asked about the new ABC Board in July. Town Manager Carmichael said the agreement is in place, they will need to audit and inventory the stores. Mr. Carmichael said he will check and make sure we get a signed copy back from the City of Hendersonville.

Mayor Pro Tem Hansen asked Mr. Johnson to get prices for an outhouse to be in Laurel Green during the Summer months.

Mayor O’Cain asked about a Public Hearing notice that Mr. Clement Riddle received. Ms. Reeves said there are two variances that were approved by the Board of Adjustment. Mayor O’Cain said Mr. Riddle took over for Ms. Kumon at the Clean Water Management Trust Fund. Mayor O’Cain said he would like to meet with him to ask if the Church can get repaved for free if the Ecusta Trail uses it as a parking lot. Mayor O’Cain said Wash Creek between 5th and the labyrinth could be gorgeous if the Church can get a grant and work with Mr. Riddle to get it together.

Mayor Pro Tem Hansen suggested the request come from someone else, not Mr. Riddle.

Mayor Pro Tem Hansen also thanked Staff for the park reopening ceremony.

Ms. LaSalle and Mr. Monroe departed the meeting at 10:49 a.m.

Mayor O’Cain asked about the bike passing lanes and said the Town needs to make sure to transfer the \$15K grant before FY end.

Town Manager Carmichael said he is sending the Draft Budget to Council on Friday.

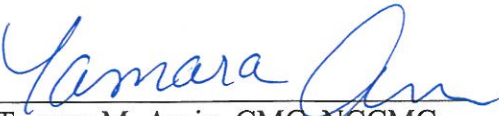
Mayor O’Cain said an action item needs to be spending grant money. He asked Mr. Johnson and Mr. Carmichael to meet with Engineer Will Buie and spend the money by December. Mayor O’Cain asked for a list of these action items.

Mayor O’Cain said Mr. Hansen, Mr. Carmichael and he met with Senator Moffitt yesterday. They asked him for \$350-\$370K for Laurel Green. Mayor O’Cain said he will work on sending a letter thanking Senator Moffitt for having lunch and considering the list of what the Town is asking for that was discussed in the lunch meeting. Commissioner Bridges recommended adding the playground to that list.


ADJOURNMENT

There being no further business, Mayor Pro Tem Hansen moved to adjourn at 10:53 a.m. Mayor O’Cain asked for discussion; there was none. The motion carried unanimously.

ATTEST:


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


J. Carey O’Cain
Mayor


Date

PUBLIC COMMENT SIGN-UP SHEET

MEETING DATE: 5/21/24

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

Paul Clause

ADDRESS

SUBJECT

Azalea Ridge Road

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

Tamara Amin

From: Paul Clausel <paulclausel@yahoo.com>
Sent: Wednesday, May 8, 2024 5:32 PM
To: Laurel Park General Info
Subject: Azalea Ridge Road

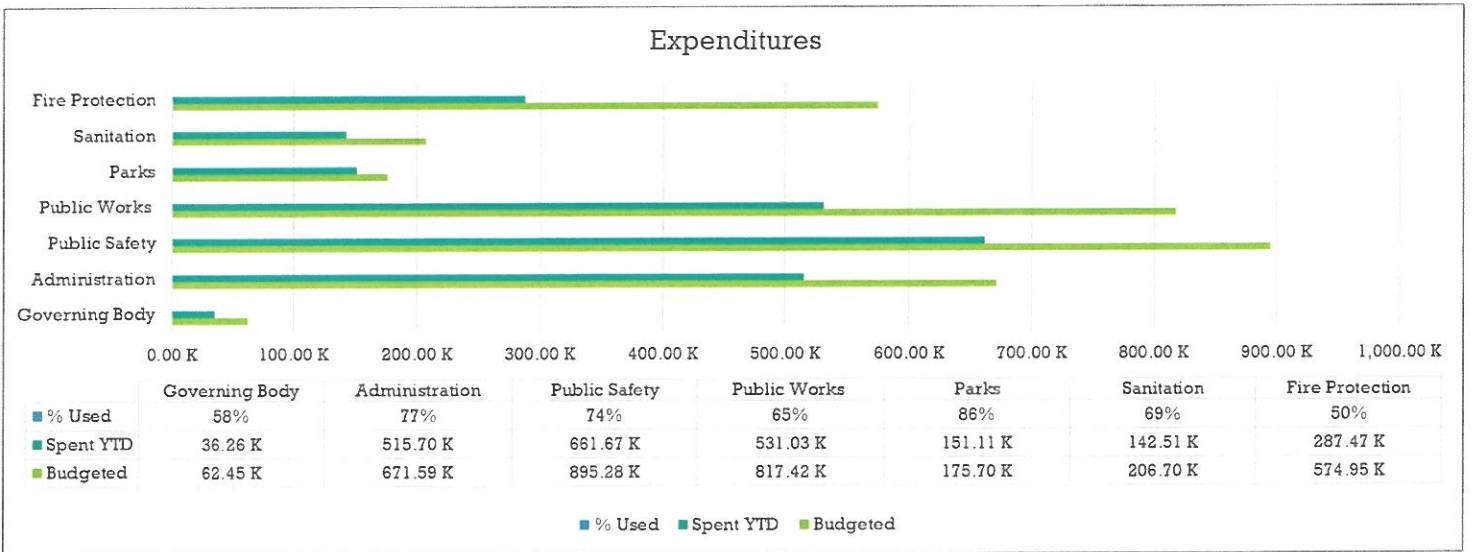
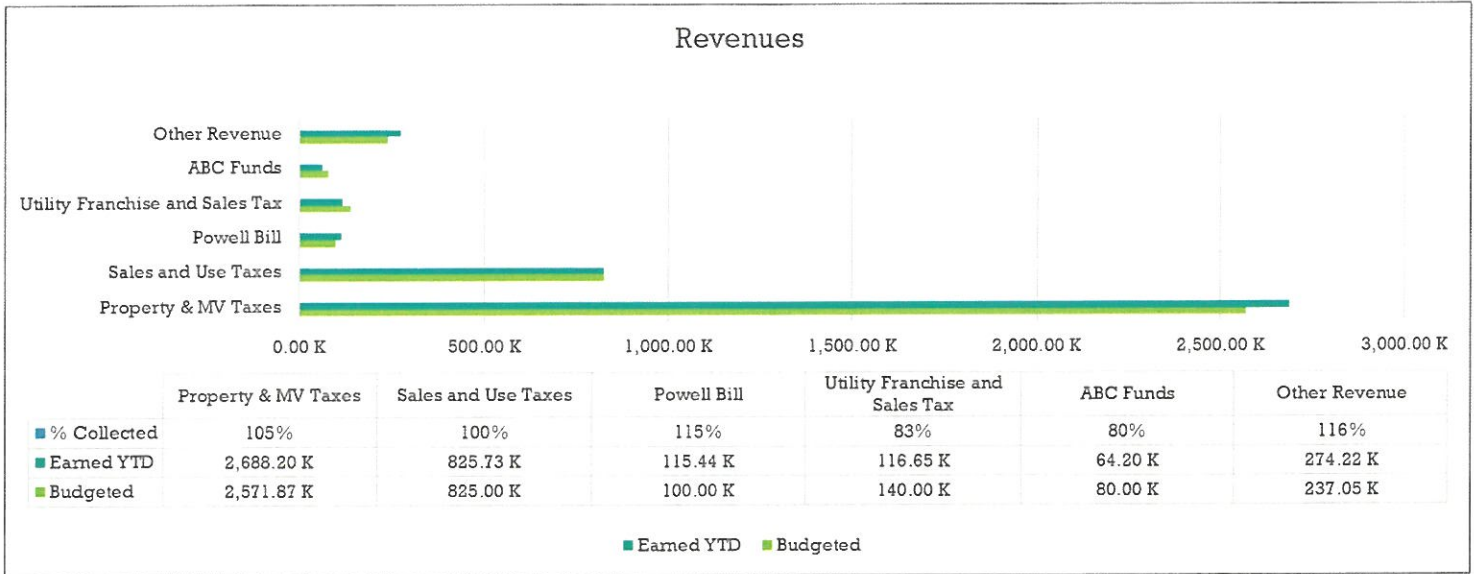
Be Advised: This email originated from outside of the Laurel Park network. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I writing the email to inform the Mayor and Town Council of the deterioration of Azalea Ridge Road. There are four homes on this road that pay large our fair share of taxes. The road has a sever drainage problem and the road continues to wash away. All we get is gravel to patch potholes that show back up after a few weeks. I have informed Mr. Johnson of the condition of this town street. Something needs to be done to correct this ongoing issue. Thank you for your time.

Sent from Yahoo Mail for iPhone



April Monthly Report



Tax Collector's Report (April 30, 2024)

For prior year taxes, a total of \$29,196.19 remains outstanding. The Town received \$3,675.27 from Henderson County for property taxes collected for February and a total of \$2,560,528.49 since the 2023 bills were mailed. The 2023 tax levy is \$2,571,273.38. The Town currently has a collection rate of 99.747%.



Planning & Zoning

Status of Single-Family Residential Dwellings (SFRD)

2021-19	212 Beechwood	Jennifer Yost	NC
2022-1	312 Daniel Dr.	Chris St. Onge	NC
2022-23	74 Indian Woods Trl.	Jon Skillman	NC
2022-31	10 Fawn Turn Ln	Sigfrid Della Valle	NC
2022-38	209 Ficker Cir.	Sarah Adams	NC
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 (9558262012)	Chris Brock	UC

Status Legend

LPZCP = Laurel Park Zoning Compliance Permit	HCBP = Henderson County Building Permit
UC = Under Construction	NC = Nearly Complete

Monthly Permits Other Than SFRD

Deck		0
Sign		0
Fence		0
Additions or Remodel	198 Birchwood Dr, 169 Echo Dr	2
Accessory Use or Structure	633 White Pine Dr	1
Total for January		3

Appendix - 3

Ord. 2024-7

Town of Laurel Park, North Carolina
Budget Ordinance Amendment

Fiscal Year 2023-2024
Amendment #6

To record the appropriation of additional funds needed to cover the Land of Sky contract costs for March, April, and May 2024.

Section 1. To amend the General Fund (10), the appropriations are to be changed as follows:

<u>Account</u>	Decrease	Increase
Contracted Services (10-4120-4450)		\$ 13,311.00
	_____	_____
Total Changes		\$ 13,311.00

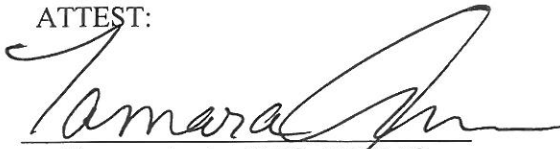
Section 2. To amend the General Fund (10), the revenues are to be changed as follows:

<u>Account</u>	Decrease	Increase
Fund Balance Appropriated (10-3070-0000)		\$13,311.00
	_____	_____
Total Changes		\$13,311.00

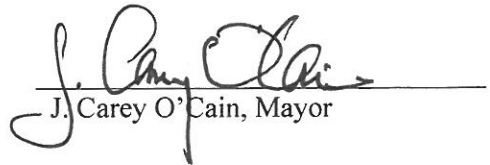
Section 3. Copies of this budget amendment shall be furnished to the Clerk to the Town Council, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 21st day of May, 2024.

ATTEST:



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



J. Carey O'Cain, Mayor

**Town of Laurel Park
NATIONAL POLLINATOR WEEK
PROCLAMATION 2024**

WHEREAS, pollinators such as thousands of species of bees are essential partners in producing much of our food supply; and

WHEREAS, pollinators provide significant environmental benefits that are necessary for maintaining healthy, diverse ecosystems in towns and cities; and

WHEREAS, pollination plays a vital role for the trees and plants of our community, enhancing our quality of life, and creating recreational and economic development opportunities; and

WHEREAS, the Town of Laurel Park manages parks, public landscaping, and other public lands that may include greenways and wildlife habitats; and

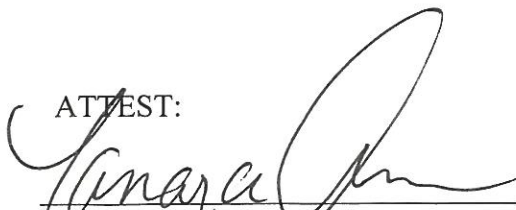
WHEREAS, the Town of Laurel Park of Henderson County, North Carolina, USA, provides recommendations to developers and residents regarding landscaping to promote wise conservation stewardship, including the protection of pollinators and maintenance of their habitats; and

NOW, THEREFORE, I, J. Carey O’Cain, Mayor of the Town of Laurel Park, do hereby proclaim the week of June 17-23, 2024, as our municipality’s observance of

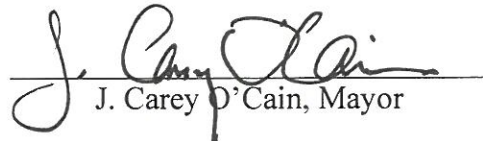
National Pollinator Week

And, as Laurel Park is an affiliate of **Bee City USA®**, do urge all citizens to recognize this observance.

In witness whereof, I have hereunto set my hand and caused the seal of Laurel Park, NC, to be affixed this day of May, 2024.

ATTEST:


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



J. Carey O’Cain, Mayor

Appendix -5

FRIENDS OF LAUREL PARK

WHY DO A SURVEY

- The FLP is a non-profit organization, established in 2019, whose mission is to “build cooperation between residents, businesses and the Town to foster community participation and education.” Specifically, the FLP works with residents “to preserve and enhance the physical, cultural, historical, environmental, recreation and social resources...” of Laurel Park.
- All residents of Laurel Park are “Friends of Laurel Park” whose donations, sponsorships and grants to FLP provide all of the funds used to host events and activities.
- The FLP Board of Directors manages donated funds and works to sponsor events and activities. To assess if we, the Board, are achieving our mission and making the best use of donated funds, we wanted to ask our Friends for their comments and suggestions.

SURVEY RESULTS

- Surveys were mailed in March 2024 to all 1351 Laurel Park households. The survey was also available on the FLP website.
- 124 Friends responded to the survey and 47 Friends said they would like to volunteer to support FLP events and activities.
- The activities you enjoyed most were:
 - Jump Off Rock Concerts (53%)
 - Henderson County Recycling information (17%)
 - Nature programs (29%)
 - Historic bus tours (27%)
 - Holiday events (25%)
 - Gardening (21%%)
 - CPR (18%)
 - Furry Friends (17%)
 - Yoga at JOR was not included in the survey but it is popular and received many positive comments. It will be available on Mondays May-September at 6pm.
- Events and activities you would like to add to the FLP sponsored events/activities are:
 - Cultural events (like arts and crafts shows, dances) (55%)
 - Hike/walking group (41%)
 - Annual yard sale (40%)
 - Events featuring native flora/fauna (38%)
 - Biking (12%)



MISSION STATEMENT: The Friends of Laurel Park works with residents, businesses, and the Town of Laurel Park to preserve and enhance the physical, cultural, historical, environmental, recreational and social resources of our exceptional “Town on the Mountain”.

STATEMENT OF PURPOSE: By serving our mission, we will build cooperation between residents, businesses and the Town, and foster community participation and education.

CORE VALUES: Each member of the Friends of Laurel Park Board of Directors is committed to the highest degree of integrity, respectfulness, inclusiveness, being proactive and promoting a healthy lifestyle.

Dated April 24, 2024

BF Stepp Electric Co Inc
PO Box 907
Mountain Home, NC 28758
(828) 697-6097

PROPOSAL

247

To: Ed Mattern (Friends of Laurel Park)

edmattern@att.net

Date: 5/20/2024

Phone: 858-602-6181

Job Name: Jump Off Rock Food Truck

We hereby submit specifications and estimates for:

- * Provide & install materials for (1) 50 amp 4-wire weatherproof receptacle on the existing pole at Jump Off Rock for a food truck as requested by Friends of Laurel Park.
- * We will need to know ASAP so as to work on the schedule.

We propose to furnish material & labor-in accordance with the above specifications for the sum of:

\$500.00 - \$600.00

Payment to be made as follows:

Payment due upon completion. Cash or check only please-no credit cards. If it has to be paid by credit card, then fees will be added to invoice. Thank you!