



**Town Council
Regular Meeting
April 16, 2024, at 9:30 a.m.**

**THIS MEETING WILL BE HELD ELECTRONICALLY AND IN PERSON
Please visit www.laurelpark.org for more information**

- 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
 - I. Wildfire Community Preparedness Day Proclamation
- 6. Old Business**
 - A. Roads Update
 - B. ABC Merger M.O.U.
 - C. State of the Town 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**



TOWN OF LAUREL PARK
AGENDA ITEM SUMMARY

Title of Item: Consent Agenda

Presenter: Mayor J. Carey O’Cain

Attachment(s): Yes/No

- Monthly Report
- Police Week Proclamation
- Public Works Week Proclamation
- Town Clerk Week Proclamation
- World Bee Day Proclamation
- Wildfire Community Preparedness Day Proclamation

Summary of Item:

The monthly report and proclamations are attached.

Council Action Requested:

Staff requests the Town Council review the consent agenda.

Suggested Motion:

Move to approve the consent agenda.



March Monthly Report

Tax Collector's Report (March 31, 2024)

For prior year taxes, a total of \$29,152.12 remains outstanding. The Town received \$9,597.09 from Henderson County for property taxes collected for February and a total of \$2,556,853.22 since the 2023 bills were mailed. The 2023 tax levy is \$2,571,273.38. The Town currently has a collection rate of 99.611%.



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

PROCLAMATION
53rd ANNUAL MUNICIPAL CLERKS WEEK
May 5th THROUGH May 11th, 2024

***WHEREAS**, the Office of the Municipal Clerk, a time honored and vital part of local government exists throughout the world; and*

***WHEREAS**, the Office of the Municipal Clerk is the oldest among public servants; and*

***WHEREAS**, the Office of the Municipal Clerk provides the professional link between the citizens, the local governing bodies, and agencies of government at other levels; and*

***WHEREAS**, the Municipal Clerk serves as the information center on functions of local government and community; and*

***WHEREAS**, Municipal Clerks continually strive to improve the administration of the affairs of the Office of the Municipal Clerk through participation in education programs, seminars, workshops and the annual meetings of their state, province, county and international professional organizations; and*

***WHEREAS**, it is most appropriate that we recognize the accomplishments of the Office of the Municipal Clerk.*

***NOW, THEREFORE**, we, the Laurel Park Town Council, do recognize the week of May 5th through May 11th, 2024 as*

“MUNICIPAL CLERKS WEEK”

and further extend appreciation to our Municipal Clerk, Tamara M. Amin and to all Municipal Clerks for the vital services they perform and their exemplary dedication to the communities they represent.

***WITNESS** my hand and seal of the Town of Laurel Park, North Carolina this 16th day of April 2024.*

J. Carey O’Cain
Mayor

Attest: _____

Tamara M. Amin, CMC, NCCMC
Town Clerk

PROCLAMATION
POLICE WEEK
May 12th THROUGH May 18th, 2024

***WHEREAS**, the police officers of America have worked devotedly and selflessly in behalf of the people of this Nation, regardless of the peril or hazard to themselves; and*

***WHEREAS**, these officers have safeguarded the lives and property of their fellow Americans; and*

***WHEREAS**, by the enforcement of our laws, these officers have given our country internal freedom from fear of the violence and civil disorder.*

***NOW, THEREFORE**, we, the Laurel Park Town Council, do recognize the week of May 12th through May 18th, 2024 as*

“POLICE WEEK”

and further recognize May 15th as Peace Officers Memorial Day in honor of the Federal, State, and Municipal officers who have been killed or disabled in the line of duty.

***WITNESS** my hand and seal of the Town of Laurel Park, North Carolina this 16th day of May 2024.*

*J. Carey O’Cain
Mayor*

Attest: _____

*Tamara Amin, CMC, NCCMC
Town Clerk*

PROCLAMATION

PUBLIC WORKS WEEK MAY 19TH THROUGH MAY 25TH, 2024

WHEREAS, public works infrastructure, facilities, and services are of vital importance to the health, safety, and well-being of the residents of this community; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewer, streets, snow removal, public buildings and grounds, parks, and fleet services; and

WHEREAS, the quality and effectiveness of these services and facilities, as well as their planning, design, and implementation is vitally dependent upon the efforts and skills of public works personnel.

NOW, THEREFORE, we, the Laurel Park Town Council, do recognize the week of May 19th through May 25th, 2024 as

“PUBLIC WORKS WEEK”

and furthermore, call upon all citizens and civic organizations to recognize the contributions that public works officials make every day to support our health, safety, comfort and quality of life.

WITNESS my hand and seal of the Town of Laurel Park, North Carolina this 16th day of May, 2024.

J. Carey O’Cain
Mayor

Attest: _____
Tamara Amin, CMC, NCCMC
Town Clerk

PROCLAMATION
WILDFIRE COMMUNITY PREPAREDNESS
DAY

WHEREAS, on May 4th, 2024, “Wildfire Community Preparedness Day”, we recognize the residents, communities, and neighborhoods in Laurel Park who engage in wildfire mitigation activities, as they work together with our Emergency Services, Town of Laurel Park Public Works Department, and others to create communities that are more resilient and safer from loss due to wildfires.

WHEREAS, let us recognize that each of us can do our part to prepare for wildfire emergencies by taking steps to make effective changes to our landscapes and homes, and better ensure people have the necessary resources and knowledge to help protect themselves from wildfire losses. Together, we can remain strong and resilient if we work together.

NOW, THEREFORE, I, J. Carey O’Cain, Mayor of Laurel Park, North Carolina, by virtue of the authority vested in me, do hereby proclaim May 4, 2024, as “Wildlife Community Preparedness Day” in Laurel Park. I encourage all residents to recognize the importance of wildfire prevention efforts and work together to enhance our resilience and readiness.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the Town of Laurel Park, North Carolina, on this sixteenth day of April in the year of our Lord two thousand twenty-four.

J. Carey O’Cain, Mayor

ATTEST:

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

Town of Laurel Park
PROCLAMATION
WORLD BEE DAY May 20, 2024

WHEREAS, most of the 25,000 to 30,000 species of bees (Hymenoptera: Apidae) are effective pollinators, and together with moths, flies, wasps, beetles, and butterflies, they make up the majority of pollinating species; and

WHEREAS, Pollination is a keystone process, critical for food production and human livelihoods, making bees and other pollinators critical to ensuring the global safety of the food supply chain. A third of all food produced in the world, i.e. every third spoon of food, depends on pollination; and

WHEREAS, bees also serve as sentinels for emergent environmental risks, signaling the health of local ecosystems. Without their service, many interconnected species and processes functioning within the ecosystem would collapse; and

WHEREAS, Beyond food, pollinators also contribute directly to medicines, biofuels, fibers like cotton and linen, and construction materials; and

WHEREAS. Studies of United Nations and the International Union for Conservation of Nature show that bee populations have significantly decreased, due to numerous factors including intensive agriculture, widespread use of pesticides and pollution caused by waste, loss of habitat, exposure to new diseases and pests; 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 May 20, 2024, as our municipality’s observance of

World Bee Day

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 April, 2024.

J. Carey O’Cain, Mayor

ATTEST:

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



TOWN OF LAUREL PARK AGENDA ITEM SUMMARY

Title of Item: Roads Update

Presenter: Will Buie, Town Engineer

Attachment(s): Yes/No

- April 8, 2024 Memo, 'Town of Laurel Park 2024/2025 Paving Project'
- List of 2024/2025 Priority Roads
- Paving Priorities for Council Review

Summary of Item:

WGLA Engineering has reviewed the most recent road study from 2021 that identified priorities. Based on that review, they have identified the attached list of the next priorities.

At the February budget retreat, the Town Council indicated plans to allocate approximately \$720,000 for paving and drainage improvements beginning July 1, 2024. With the Town Council's direction, WGLA would:

- Visit each of the roads on the list and assess both the drainage improvements and paving improvements required
- Determine the funds that will likely be remaining from the previous paving and drainage project
- Prepare a recommendation of priorities for both drainage and paving improvement
- Update the estimate cost for this work.

To complete the paving work this fall, the drainage improvements would have to be completed prior to paving taking place. To be able to expedite this work, the Town may consider adding any drainage improvements identified to the current Austin Construction contract through a change order.

With WGLA's current workload, it will likely be June before they can present recommendations to the Town Council. If the Council chooses to add the drainage work to the Austin Construction contract, that work could be approved as a change order likely in July with the work taking place later in July and August. That would allow the paving project to go to bid in July with Council making an award in August with paving taking place September through November.

Council Action Requested:

Discussion only.

Suggested Motion:

N/A

April 8, 2024

Mr. Alex Carmichael, Town Manager
Town of Laurel Park
441 White Pine Drive
Laurel Park, NC 28739

RE: Town of Laurel Park 2024/2025 Paving Project

Dear Mr. Carmichael:

Per our recent conversation, we understand the Town Council would like to proceed with additional paving later this fall for the 2024/25 budget year. As requested, we have reviewed the most recent road study from 2021 that identified priorities. Based on that review, we have attached a list of the roads that were identified as the next priorities or were not awarded as part of the 2023-24 paving project. Note that some of these roads have been paved and/or repaired during previous projects. For example, Brandon noted that Sweet Gum Trail was paved during a previous paving project.

We understand the Town plans to allocate approximately \$720,000 for paving and drainage improvements beginning July 1, 2024. Based on the 2021 road study, the estimated cost for resurfacing of the roads on the priority list was roughly \$600,000.00. Keep in mind this cost does not include escalation, design, bidding assistance, construction administration or culvert repairs/replacement that will be needed.

In addition to the planned allocation of funding, there will also be funds remaining from the previous paving and drainage project. For example, the Lake Drive (north of Laurel Park Drive) drainage and paving project will not take place until easements can be secured for this work. Those funds could be redirected to the 2024/25 project.

With the Town Council's direction, we would visit each of the roads on the list and assess both the drainage improvements and paving improvements required for the roads on the priority list. We would also determine the funds that will likely be remaining from the previous paving and drainage project. We would also ask that Town Staff review the paving list and identify any roads not on the list that may be in need of paving. Following our field assessment, we would prepare a recommendation to the Town Council of priorities for both drainage and paving improvement and update the estimate cost for this work.

To complete the paving work this fall, the drainage improvements would have to be completed prior to paving taking place. To be able to expedite this work, the Town may consider adding any drainage improvements identified to the current Austin Construction contract through a change order. It will be very difficult to prepare a new bid package for drainage improvements, go through the bidding and contracting process and complete the drainage improvement in time to complete the paving work this fall. This could be determined when we present recommendations to the Town Council.

Mr. Alex Carmichael, Town Manager
April 8, 2024
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With our current workload, it will likely be June before we can present recommendations to the Town Council. If the Council choose to add the drainage work to the Austin Construction contract, that work could be approved as a change order likely in July with the work taking place later in July and August. That would allow the paving project to go to bid in July with Council making an award in August with paving taking place September through November.

If you have any questions, don't hesitate to contact our office. I will plan on attending the Town Council meeting on Tuesday, April 16, 2024 to discuss.

Sincerely,
WGLA Engineering, PLLC

William R. Buie

William R. Buie, P.E.

**Town of Laurel Park
2024/25 Paving Priorities**

Road	Location
Beechwood Circle	Remaining portion of the road (middle section)
Sweetgum Trail	Entire Road
Roberts Drive	From Rowland Drive to Laurel Park Highway (upper section)
Park Drive	Entire Road
Essowah Drive	From Central Drive to Park Drive
Elm Lane	Entire Road
Robinson Lane	From Laurel Park Highway to Sabine Drive
Mimosa Way	Entire Road
Nandina Lane	Entire Road
Hyacinth Lane	Entire Road
Camella Way	From Hyacinth Lane to Jasmine Place
Echo Drive	Entire Road
Echo Circle	Entire Road
Old Laurel Drive	Entire Road
Smith Drive	Entire Road
Cliff Drive	Entire Road
Grayling Lane	Entire Road
Woodland Trail	Entire Road
Hydragea Drive	From Laurel Park Highway to Spruce Pine Lane
Woodbyne Avenue	From Laurel Park Highway to Woodbyne Lane
Woodbyne Lane	Entire Road (paved section)
Lake Drive	From Kermit Edney Drive to Rustic Drive
North Park Place	Entire Road

TOWN OF LAUREL PARK NORTH CAROLINA

Town of Laurel Park
Paving Project
2023-2024

WGLA
Engineering

WGLA ENGINEERING, PLLC
724 5th AVENUE WEST
HENDERSONVILLE, NC 28739
(828) 687-7177
WGLA.COM
NC LICENSE P-1342

2023-2024 PAVING PRIORITIES WITH DRAINAGE

LAUREL PARK
HENDERSON COUNTY
NORTH CAROLINA

**Preliminary
Not For
Construction**

REVISIONS	
DATE	DESCRIPTION



PROJECT NUMBER: 22170
DATE: 6/23
DRAWN BY: CRB
CHECKED BY: WRB

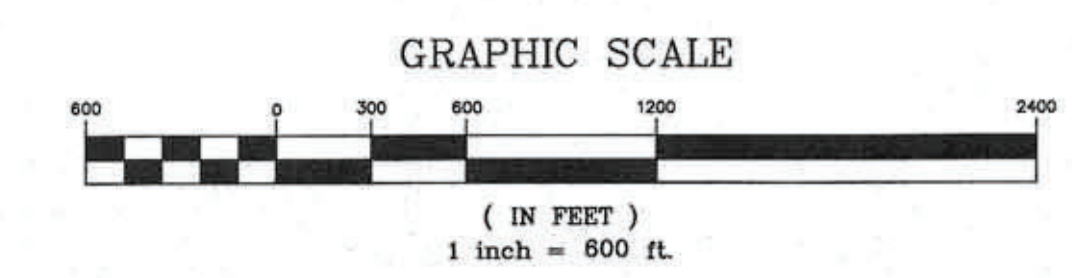
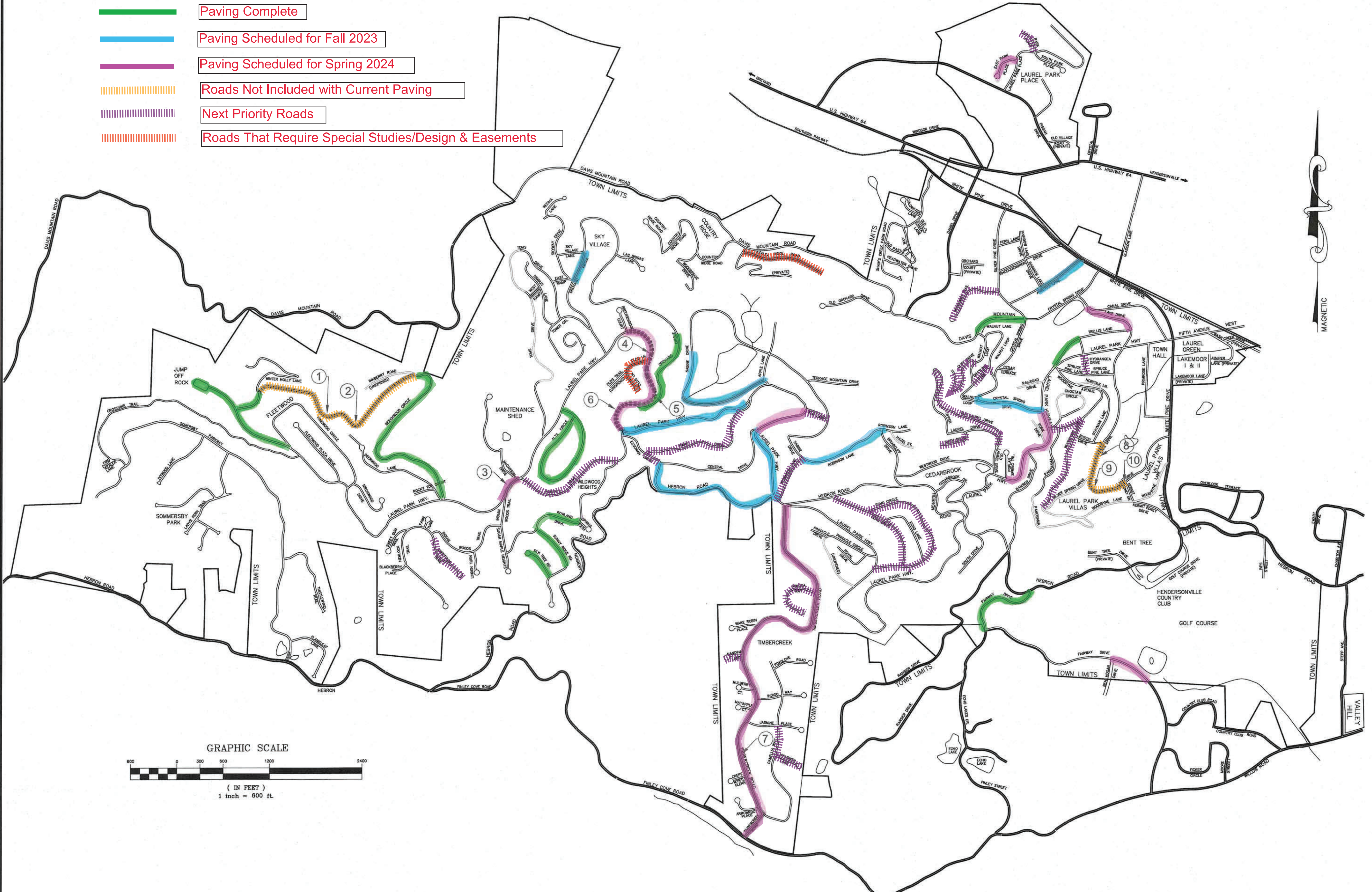
PAVEMENT REPAIRS AND DRAINAGE IMPROVEMENTS

C-100

SCALE: 1"=600'

2022 ADD/ALTERNATE WITH
CULVERT REPLACEMENTS
NEXT PRIORITY ROADS

- Paving Complete
- Paving Scheduled for Fall 2023
- Paving Scheduled for Spring 2024
- ||||| Roads Not Included with Current Paving
- ||||| Next Priority Roads
- ||||| Roads That Require Special Studies/Design & Easements





TOWN OF LAUREL PARK AGENDA ITEM SUMMARY

Title of Item: ABC Merger M.O.U. Discussion

Presenter: Town Manager Alex Carmichael

Attachment(s): Yes/No

Summary of Item:

At the March 19th Regular Meeting, Council discussed an ABC merger agreement drafted by Chuck McGrady. Council directed Mayor O’Cain, Commissioner Banta, Attorney Alexander and Manager Carmichael to meet with representatives of the City. Specifically at issue were two amendments proposed by Commissioner Banta:

12. Distribution of Profits – (c.) At the completion of the merger, all commercial accounts currently being serviced by the City or Town shall remain with their respective divisions. New commercial accounts that are established within the City or Town limits will reside within that respective division. New commercial accounts being established outside City or Town limits shall be credited to the nearest store and division.

13. Location of ABC Stores – (b.) Profits derived from a newly created or relocated store and having a negative impact on either division shall be allocated proportionally to offset any loss in net profit to the affected store or division.

At a meeting held on April 10, Laurel Park representatives met with Hendersonville representatives and agreed to the following:

- New commercial accounts that are established within the City or Town limits will reside within that respective division. New commercial accounts being established outside City or Town limits shall be credited to the nearest store and division.
- Profits derived from a newly created or relocated store east of Highway 25 shall be allocated on a 50/50 basis between the Laurel Park and Hendersonville divisions.
- Each division shall indemnify the other in any lawsuits derived from actions/incidents before the merger.
- The General Manager will hire the 1st Assistant General Manager after interviewing candidates for the position with one ABC Board member appointed by the Town of Laurel Park and one ABC Board member appointed by the City of Hendersonville.

Attorney Sharon Alexander (Laurel Park) is currently working with Attorney Angela Beeker (Hendersonville) to finalize the language of the agreement. The agreement will be provided as a supplement to this agenda packet at a later date.

Council Action Requested:

Review and discuss the ABC Board merger agreement.

Suggested Motion:

Move to approve ABC Board Merger Agreement as presented.



**TOWN OF LAUREL PARK
AGENDA ITEM SUMMARY**

Title of Item: State of the Town Dinner- Discussion only

Presenter: Mayor O'Cain

Attachment(s): Yes/**No**

Summary of Item: The State of the Town Dinner is usually held annually. It is traditionally held at the Hendersonville Country Club.

Council Action Requested: Discuss location, date, and food service of the State of the Town Dinner.

Suggested Motion: N/A