



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

**THIS MEETING WILL BE HELD ELECTRONICALLY AND IN PERSON**

**Please visit [www.laurelpark.org](http://www.laurelpark.org) for more information**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83695175030>

or

Telephone:

1-646-931-3860 (US)

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Public Comment**
- 4. Approval of the Agenda**
- 5. Consent Agenda (page 2)**
  - A. April Monthly Report (page 3)
  - B. Minutes for the April 11, 2024 Work Session
  - C. Minutes for the April 16, 2024 Closed Session
  - D. Minutes for the April 16, 2024 Regular Meeting
  - E. Minutes for the May 7, 2024 Special Meeting
  - F. Budget Amendment #6 – Ordinance 2024-7 (page 5)
  - G. National Pollinator Week Proclamation (page 6)
- 6. Friends of Laurel Park (page 7)**
- 7. Old Business**
  - A. Bee Committee Sign Update- Pat LaSalle (page 10)
- 8. New Business**
  - A. Audit Contract- Bronwyn (page 23)
  - B. EAN Services (page 24)
- 9. Town Manager's Report**
- 10. Department Head Reports**
  - A. Public Works
  - B. Fire Department
  - C. Police
  - D. Administration
- 11. Mayor and Commissioner Comments**
- 12. Adjournment**



TOWN OF LAUREL PARK  
**AGENDA ITEM SUMMARY**

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**Title of Item:** Consent Agenda

**Presenter:** Mayor J. Carey O’Cain

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

- Monthly Report
- Budget Amendment #6- ORD 2024-7
- National Pollinator Week Proclamation

**Summary of Item:**

The monthly report, budget amendments, and proclamation are attached.

**Council Action Requested:**

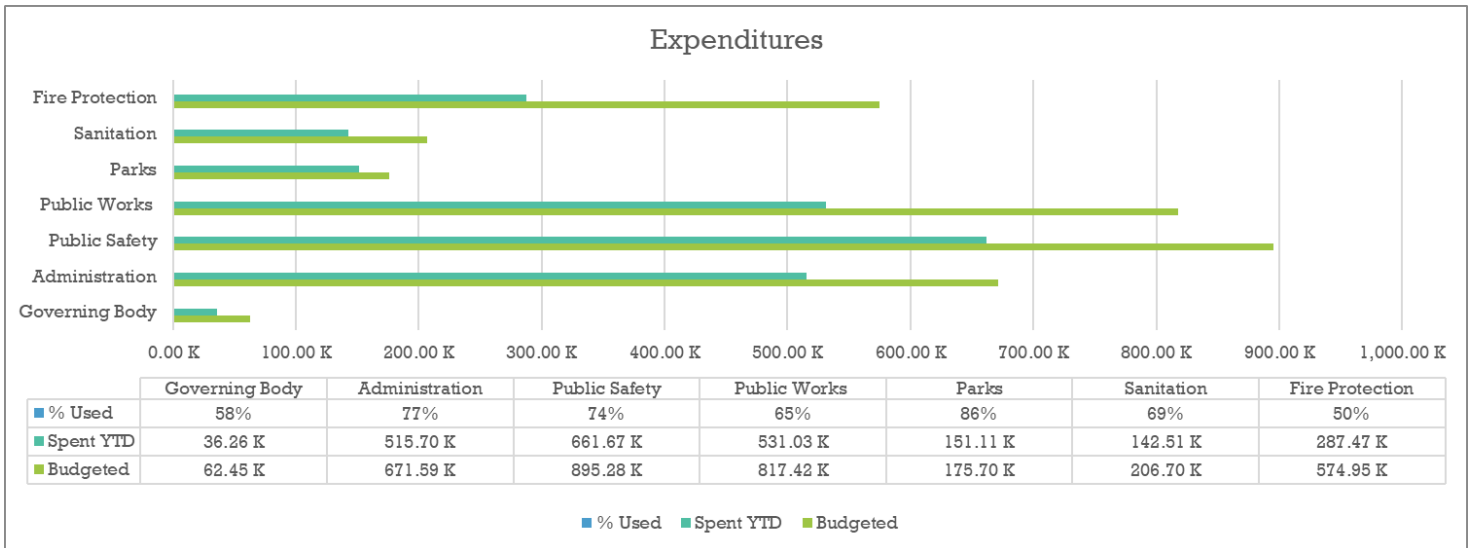
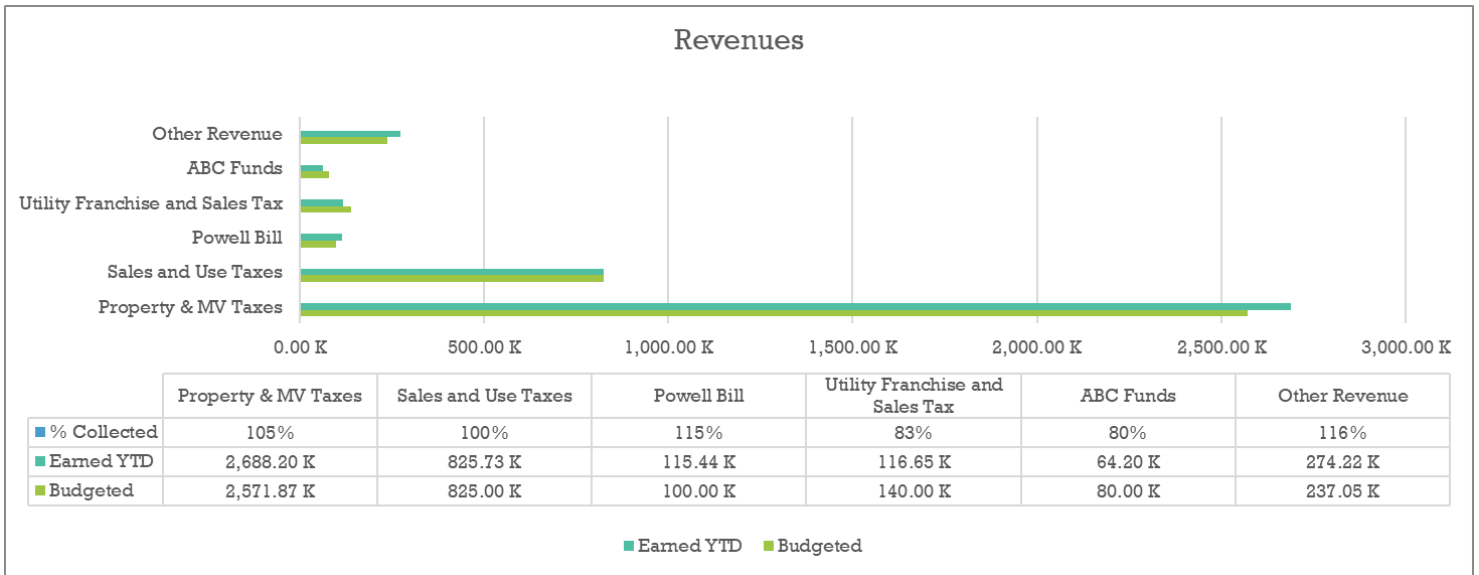
Staff requests the Town Council review the consent agenda.

**Suggested Motion:**

Move to approve the consent agenda.



# 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
<b>Total for January</b>		<b>3</b>

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 21<sup>st</sup> day of May, 2024.

ATTEST:

\_\_\_\_\_  
J. Carey O’Cain, Mayor

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

**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.

\_\_\_\_\_  
J. Carey O’Cain, Mayor

ATTEST:

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



TOWN OF LAUREL PARK  
**AGENDA ITEM SUMMARY**

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**Title of Item:** Friends of Laurel Park

**Presenter:** Ed Mattern

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

- Survey Results

**Summary of Item:**

Ed Mattern President of the Friends of Laurel Park asked for time on the agenda to present the survey results as well as discuss installing an electrical outlet at Jump Off Rock.

**Council Action Requested:**

For Discussion.

**Suggested Motion:**

Motion to approve payment of \$250 to the Friends of Laurel Park, towards the new electrical outlet to be placed at Jump Off Rock.

## FRIENDS OF LAUREL PARK

### RESULTS OF THE 2024 SURVEY OF RESIDENTS

#### 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.” The support of donors, local sponsors and grants to FLP provide the funds we use to sponsor events and activities for the community. (No tax dollars are used to support FLP events or activities.)
- The FLP is managed by a Board of Directors of 5-9 members who manage donated funds and work 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 on the following key issues:
  - Are we achieving our mission through the events and activities we sponsor?
  - Are there other events or activities that you would like to see the FLP sponsor?
  - Would you like to volunteer to support FLP events and activities?
  - Do you have general comments you would to share with the FLP Board?
  -

#### SURVEY RESULTS:

- Surveys were mailed in March 2024 to all 1351 Laurel Park residents. The survey was also available on the FLP website.
- 124 Friends responded to the survey.
- 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%)
  - Nature programs (29%)
  - Historic bus tours (27%)
  - Holiday events (25%)
  - Gardening (21%%)
  - Furry Friends (17%)
  - Henderson County Recycling information (17%)
- 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%)
- General comments and issues to work on:
  - A number of comments indicated that town residents did not understand the roles and responsibilities of FLP and the town. Therefore, we need to educate residents on what



the town is responsible for (and who to contact) versus the responsibilities of the FLP. For example, the FLP is not responsible for road repair and park facility maintenance. Also, residents need to have information on what the Laurel Park police and the Valley Hill fire departments roles are.

- Residents need to understand that their tax dollars are not used to sponsor FLP activities and events.
- It appears that Blackboard Connect is not being used fully. The website is secure and residents need to be educated on the information they are able to receive by signing up.
- The FLP needs to do a better job of getting information out on sponsored activities and events.
- FLP needs to establish a working relationship with volunteers and maintain a list of Friends who can volunteer along with their contact information to both lead and support FLP activities and events.
- Other comments from respondents included:
  - Yoga at JOR is popular and received many positive comments asking that we continue to provide it (this is happening beginning on Mondays in May-September)
  - Consider adding bees to events featuring flora and fauna
  - Biking. There were a number of negative comments saying that biking is UNSAFE since we have no road shoulders. A positive result is that Joe Sanders sponsors a Biking Club and asks that interested bikers contact him at [joesanders0522@gmail.com](mailto:joesanders0522@gmail.com) or call (828) 243-6732
  - A number of comments were received about the condition of town roads and the impact of sponsoring popular events at JOR Park. Using Laurel Green Park was suggested.
  - Support for “de-vine” Laurel Park to save trees
  - Consider adding to upcoming events:
    - roadside clean up and sponsoring a “highway” clean up
    - CPR classes
    - Sell FLP yard sacks for leaves and twigs
    - Is a town dog park a possibility?

#### **IN CONCLUSION:**

First, thank you to our Friends who took the time to respond to this survey. We want to hear from you...we are here to serve! Our FLP board meetings are open to you and are held the 2<sup>nd</sup> Wednesday of every month at 7PM at the Fleetwood Plaza meeting room. You are welcome to attend. If you have questions, please use this website to contact us.

Second, in response to your survey input, the FLP Board held a retreat to address the issues you raised and is developing a 2-year plan to incorporate your suggestions. This includes working with the Town of Laurel Park to share those issues for which they are responsible. Stay tuned! We will provide more information on this website, in the Town newsletter and through direct communication with you as we make progress.



TOWN OF LAUREL PARK  
**AGENDA ITEM SUMMARY**

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**Title of Item:** Bee Committee Sign Update

**Presenter:** Pat LaSalle

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

- Bee City Presentation

**Summary of Item:**

Pat LaSalle of the Laurel Park Bee Committee asked for time on the agenda to discuss Bee City signage.

**Council Action Requested:**

Receive and discuss Bee Committee presentation.

**Suggested Motion:**

N/A



# Bee City USA Signage

Laurel Park Bee Committee





# Presentation Purpose and Objective

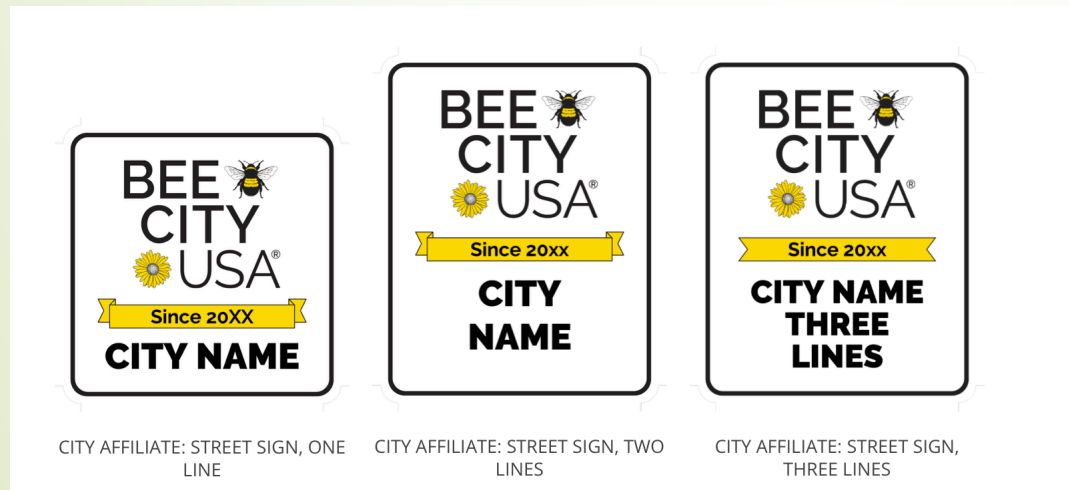
- ▶ **PURPOSE:** To present background and context for the installation of Bee City USA street signs for Laurel Park
- ▶ **OBJECTIVE:** To reach consensus on the size of the signs and obtain permission to move forward with their procurement and installation.

# History and Background

- ▶ In 2020, Laurel Park applied to the Bee City USA organization for acceptance as a Bee City USA Affiliate.
- ▶ On April 20, 2021, Laurel Park was approved, and the Bee City resolution was adopted and signed by the Mayor.
- ▶ With affiliation, Laurel Park committed to the following
  - ▶ Establish a standing Committee to advocate for pollinators ✓
  - ▶ Create and enhance pollinator habitat on public and private land by increasing the abundance of native plants and providing nest sites ✓
  - ▶ Reduce the use of pesticides ✓
  - ▶ Incorporate pollinator-conscious practices into city policies and plans. ✓
  - ▶ Host pollinator awareness events. ✓
  - ▶ Publicly acknowledge Bee City USA affiliation with signs and an online presence. **NOT COMPLETE**
  - ▶ Pay an initial application fee and annual renewal fee. ✓

# Bee City USA Logo Use

- ▶ Bee City USA has published guidelines for the use of the Bee City logo and specifications for the sign itself (verbiage from Bee City USA site).
  - ▶ Each Bee City Affiliate is required to install at least one Bee City street sign in a prominent location in their community.
  - ▶ Dimensions for the finished street signs should
    - ▶ One-line: 24" x 24"
    - ▶ Two-line and Three-Line: 24" x 30"



- The Committee has selected the 1-line version for our signs.
- However, we have been told informally that the signs can only be 12" x 12" or 12" x 18" max.

# Visualization



Hash marks indicate 12" x 12".

## Another Example

As compared to the crosswalk and Tree City signs on 5th Street across from Laurel Green Park.

Hash marks show the dimensions as initially recommended 12 x 12".





# More Comparisons

► No one is suggesting a collection of signs like this for Laurel Park – it is only included to illustrate the comparative size of a 12" x 12" sign (see hash-marked portion of the Bee City sign).



# Other Considerations



Bee City's 24" wide design conforms to the minimum standard for street signs specified by the US Department of Transportation.



Smaller signs, especially with text and viewed at a distance can be as much a distraction as using a cell phone while driving.



A 12" (or any non-standard size) sign does not address the concern regarding "sign litter" and may, in fact, exacerbate that concern.



# Conclusion

- ▶ In light of all of these concerns, the Bee Committee's ask is to
  - ▶ Approve the procurement of two standard 24 x 24" signs for installation at key locations (TBD) in Laurel Park to
    - ▶ Fulfill our commitment as a Bee City USA Affiliate
    - ▶ Provide the safest possible environment for our lovely town

***THANKS FOR YOUR TIME AND CONSIDERATION!***



# Appendix



# Proposal

11/21/2023

INVOICE



(2) 24"x24" single sided aluminum signs,  
\$135.00 + tax

\*Confirm spacing of holes\*

This sketch is  
the property of  
  
and may not be  
used without  
permission or  
shown to other  
signs shops for  
bidding purposes

[themadsigtist.com](http://themadsigtist.com)

408 7th Ave. E. Hendersonville, NC 28792 828-696-3447 [themadsigtist@gmail.com](mailto:themadsigtist@gmail.com)

# 18 x 18" Comparisons

Signs modeled at 18 x 18" – provide only a marginal improvement with the same concerns as the 12 x 12" dimension.





TOWN OF LAUREL PARK  
**AGENDA ITEM SUMMARY**

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**Title of Item:** Audit Contract

**Presenter:** Bronwyn Burleson

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

(to be provided at a later date)

**Summary of Item:**

Burleson & Earley, PA will provide a contract and engagement letter for the Council's approval to audit the Town's FY24 financial statements.

**Council Action Requested:**

Review and discuss the audit contract and engagement letter for FY24.

**Suggested Motion:**

Move to approve the FY24 audit contract and engagement letter with Burleson & Earley, PA as presented.



**TOWN OF LAUREL PARK  
AGENDA ITEM SUMMARY**

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**Title of Item:** Employee Assistance Network

**Presenter:** Alex Carmichael, Town Manager

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

- EAN Checklist

**Summary of Item:**

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 Action Requested:**

Review and discuss the EAN service levels.

**Suggested Motion:**

Move to approve the EAN service for FY 25 at the \_\_\_\_\_ level.





<b>EAN Services</b>	<b>Premium</b>	<b>Comprehensive</b>	<b>Value</b>
Designated Account Manager for EAP needs	✓	✓	✓
Consultation on EAP policy, program structure and behavioral risk management issues with statistical reports on EAP utilization	Quarterly & Annual Reports	Semi & Annual Reports	Semi & Annual Reports
Unlimited telephonic manager and supervisor consultation concerning employees provided telephonically or virtually	✓	✓	✓
24 hour/7 day per week emergency access to counselors by telephone	✓	✓	✓
Assessment and short-term, solution-focused counseling for employees and immediate family/household members, up to 5 sessions per problem episode provided by a secure HIPAA compliant virtual platform or telephone	✓	✓	✓
Referral to services beyond the EAP benefit when appropriate (i.e., substance abuse treatment, medication management, community resources)	✓	✓	✓
Promotional materials for employees including hard copy and electronic brochures, posters, and monthly newsletters	✓	✓	✓
Access to EAN's Resource Coordinator by phone or email for information and referral resources for services with in EAN and in the larger community for both individual employees & family and organizationally	✓	✓	✓
Case management services, including management-initiated referrals, Fitness-for-Duty and Return-to-Work services if requested	✓	✓	✓
On Demand Employee Orientation through our virtual platform	✓	✓	✓
Access to EAN <a href="#">Leadership Academy</a> , which provides webinars and online training to help improve leadership skills in small intervals throughout the year.	✓	✓	✓
Quarterly virtual on demand training for employees on behavioral health issues and topics that create a healthy, thriving workplace. Topics determined by EAN quarterly	✓	✓	✓
On site training for employees on behavioral health issues and topics that create a healthy, thriving workplace, see <a href="https://www.eannc.com/trainings/trainings">https://www.eannc.com/trainings/trainings</a> for a listing of possible workshop topics	3x Annually	2x Annually	1x Annually
Additional live and on-site training sessions available on a fee for service basis at a rate of \$200 per hour including travel (fee for service rates may vary from year to year) See <a href="https://www.eannc.com/trainings/trainings">https://www.eannc.com/trainings/trainings</a> for topics offered by EAN	✓	✓	✓
Unlimited consultation for leaders around Critical Incidents or Traumatic events in the workplace	✓	✓	✓
Group virtual or Group on-site response for Critical Incidents which include on site death or traumatic injury of an employee, or life-threatening events in the workplace	4x Annually	2x Annually	1x Annually
On site grief counseling for other on-site counseling for employees provided on a fee for service basis with a discount off our current fee for service rates	25% Discount	20% Discount	10% Discount
<b>Plan options: Premium, Comprehensive, Value for the Town of Laurel Park</b>	<b>Premium</b>	<b>Comprehensive</b>	<b>Value</b>
<b>Fees – Paid Annually for 50 and under employees</b>	<b>\$4500</b>	<b>\$4000</b>	<b>\$3500</b>



Add on Services	Premium	Comprehensive	Value
<p><b>My Life Expert</b> – Our work/life portal gives members access to thousands of up-to-date, topic-related articles, videos, podcasts, calculators, interactive checklists, webinars, and more related to:</p> <ul style="list-style-type: none"> <li>• Financial &amp; Legal</li> <li>• Child Care &amp; Education</li> <li>• Eldercare</li> <li>• Health &amp; Wellness</li> <li>• Career &amp; Military</li> <li>• Everyday Living and more...</li> </ul>	Included	Included	\$150 Annually
<p><b>Supportiv</b> offers chat based peer support services to employees and their family members by logging into a unique URL on their browser, there is no need to download an app. Employees answer one simple question and are put into a chat group with people who have a similar concern. All support groups are monitored by a live peer support member.</p>	Included	Included	\$200 Annually
<p>Legal and Financial -Consultation includes a free 30-minute consultation per issue with an Attorney or Financial Planner and a 25% discount on legal services, if more time is required.</p> <ul style="list-style-type: none"> <li>• Adoption</li> <li>• Bankruptcy</li> <li>• Child custody</li> <li>• Criminal issues</li> <li>• Divorce</li> <li>• Estate Planning</li> <li>• Real estate</li> <li>• Tenant’s rights</li> <li>• Mediation</li> </ul>	Included	\$500 Annually	\$600 Annually
<p>Family Services-Referrals and information are available on a variety of family matters, including:</p> <p>Child Care &amp; Parenting</p> <ul style="list-style-type: none"> <li>• Prenatal care</li> <li>• Daycare/summer camps</li> <li>• Special needs services</li> <li>• Preparing students for college</li> </ul> <p>Eldercare</p> <ul style="list-style-type: none"> <li>• Assisted living</li> <li>• In-home care</li> <li>• Transportation services</li> <li>• Adult daycare</li> </ul>	Included	\$500 Annually	\$600 Annually

*Fees Valid Through December 2024*

Contact Dawn Marie Klug at [dawn@eannc.com](mailto:dawn@eannc.com) or 828-252-5725 with further questions or to initiate an agreement.

[www.eannc.com](http://www.eannc.com)