



**Town Council  
Work Session  
September 12, 2024**

**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. Approval of the Agenda**
- 3. Old Business**
- 4. New Business**
  - a. Discussion on Fire Breaks - Fire Chief Tim Garren & NCSFS County Ranger, August Starck
  - b. Discussion on Draft Fund Balance Policy
  - c. Discussion on Reimplementation of COVID-19 Policy
  - d. Discussion on Asheville Regional Airport
  - e. Proclamation for Suicide Awareness Month
- 5. Agenda Review**
- 6. Mayor and Commissioner Comments**
- 7. Adjournment**



## AGENDA ITEM SUMMARY

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**Title of Item:** Discussion on Fire Breaks

**Presenter:** Fire Chief Tim Garren and NCSFS County Ranger, August Starck

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

**Summary of Item:**

The Town would like to strengthen our resiliency in the event of a wildfire. Due to our geography and abundance of vegetation, the importance of creating fire breaks is significant.

**Council Action Requested:**

For discussion only.

**Suggested Motion:**

N/A



## AGENDA ITEM SUMMARY

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**Title of Item:** Discussion on Draft Fund Balance Policy

**Presenter:** Finance Officer Kirk Medlin

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

- Draft Fund Balance Policy

**Summary of Item:**

There are many goals of establishing a Fund Balance Policy. They are related back to protecting the Town's financial position.

- To establish minimum and targeted goal unassigned fund balance levels for the general operating fund that will provide sufficient financial flexibility and stability to meet future obligations, take advantage of opportunities, and avoid excessive interest expense through use of capital reserves in lieu of debt;
- To enhance the financial position of the Town in order to maintain the highest credit and bond ratings;
- To maintain reserves for periods of declining revenues and for emergencies such as weather related disasters and unforeseen expenditures;
- To generate investment income that helps to diversify revenue streams;
- To ensure adequate availability of cash throughout the year;
- Create a shared understanding through a formal policy that clearly outlines intended use of excess fund balance.

**Council Action Requested:**

Review and discuss the draft Fund Balance Policy.

**Suggested Motion:**

N/A

# Fund Balance Policy – General Fund

## (1) Objectives

- a. To establish minimum and targeted goal unassigned fund balance levels for the general operating fund that will provide sufficient financial flexibility and stability to meet future obligations, take advantage of opportunities, and avoid excessive interest expense through use of capital reserves in lieu of debt;
- b. To enhance the financial position of the Town in order to maintain the highest credit and bond ratings;
- c. To maintain reserves for periods of declining revenues and for emergencies such as weather related disasters and unforeseen expenditures;
- d. To generate investment income that helps to diversify revenue streams;
- e. To ensure adequate availability of cash throughout the year;
- f. Create a shared understanding through a formal policy that clearly outlines intended use of excess fund balance.

## (2) Definitions

- a. In accordance with governmental accounting standards, the total fund balance of the Town's governmental funds could be comprised of five possible components:
  - **Non-spendable Fund Balance** – resources that are physically or legally in a non-spendable form such as inventory;
  - **Restricted Fund Balance** – resources limited by state law or the provider such as grants or resources reported as “Stabilization by State Statue”;
  - **Committed Fund Balance** – resources previously committed by the Board of Commissioners for a particular purpose such as sidewalks;
  - **Assigned Fund Balance** – resources assigned less formally for a particular purpose such as subsequent year spending and postemployment benefits;
  - **Unassigned Fund Balance** – all remaining resources.
- b. **Available Fund Balance** is the legal Fund Balance available for appropriations of the General Fund as defined by North Carolina General Statute 159-8(a). The official Available Fund Balance shall be calculated annually on June 30<sup>th</sup> and reflected in the Town's annual audit.
- c. **Unrestricted Fund Balance** is the combination of committed, assigned and unassigned fund balances.

## (3) The North Carolina State Treasurer's Performance Indicators

- a. Annually as of June 30<sup>th</sup>, an audited fund balance available will be calculated and submitted to the State Treasurer's Office as part of the audit submission process.
- b. The calculation will look at fund balance available as a percentage of expenditures (available fund balance plus debt service fund balance (if applicable) less Powell Bill. The number is then divided by the total of expenditures plus transfers out less bond proceeds).
- c. Municipalities will be grouped by General Fund Expenditures.
- d. A median fund balance available without Powell Bill will be determined for each grouping.
- e. A minimum threshold fund balance available as of expenditures will be determined for each grouping.
- f. If the Town does not meet the median and minimum threshold for its expenditure grouping, they will likely be required to communicate a corrective plan of action to the State Treasurer's Office.

#### **(4) Unassigned Fund Balance Reserves**

Internally, the Town will look at unassigned fund balance divided by current year expenditures when determining minimum and target goal fund balances. Management feels this is a better indicator of the Town's financial needs and more restrictive than the North Carolina State Treasurer's performance indicators which encompass a broad range for their groupings. Past performance indicators tend to reflect that smaller municipalities like the Town of Laurel Park need higher fund balances.

#### **(5) Unassigned Fund Balance Reserve Levels**

- a. The Town shall maintain an unassigned **minimum** threshold of **45%** of the general operating budget.
- b. The Town's **target goal** is to maintain an unassigned balance of **65%** of the general operating budget.
- c. The Town shall maintain an unassigned **maximum** threshold of **68%** of the general operating budget.

#### **(6) Use of Excess Fund Balance**

If upon completion of the annual audit of Town finances, there is an unassigned fund balance above the **68%** target goal, the Finance Officer with the approval of the Town Manager will make a recommendation to the Town Council to transfer the excess funds to the General Fund Capital Reserve Fund, a Capital Project Fund or other capital needs.

#### **(7) Fund Balance Below Policy Limits**

- a. Unassigned Fund Balance may not go below the minimum established in section (5)(a) except at the discretion of the Board of Commissioners and based on a dire financial circumstance such as unforeseen revenue shortfalls due to a downturn in the economy or emergency expenditures needed during a disaster.
- b. When adopting appropriations reducing Unassigned Fund Balance below the minimum level, the Board of Commissioners shall first look at expenditure reductions. If this is not feasible, then a plan of specific actions shall be adopted that will allow for the restoration of the Unassigned Fund Balance to the minimum set forth in this policy.

Kirk's notes: given the smaller size of Laurel Park relative to Lancaster, I believe the maximum amount should have more flexibility. My recommendation would be 80-90%, which sounds like a lot but can dissipate quickly if we undertake a major project.

As for the minimum, I do not want to go below 40% under any circumstances. My current projection is around 55% for the end of FY 24, and you're aware the percentage is virtually guaranteed to drop by the end of FY 25. The paving costs must be reduced during FY 26 to FY 29, or we will reach a crisis point concerning our reserves.



## AGENDA ITEM SUMMARY

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**Title of Item:** Discussion on Reimplementation of COVID-19 Policy

**Presenter:** Town Manager Cara Reeves

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

- Draft COVID-19 Policy

**Summary of Item:**

The Covid-19 Emergency Leave Policy established by the Council expired June 30<sup>th</sup>, 2024. The policy granted up to 5 days of emergency leave for those employees who either contracted Covid-19 or cared for someone who contracted Covid-19. Staff recommends extending that policy to June 30<sup>th</sup>, 2025.

**Council Action Requested:**

Review the Covid Leave Policy Extension.

**Suggested Motion:**

Move to approve/deny an extension of the Covid Leave Policy until June 30th, 2025.

**SUBJECT:** Emergency Paid Sick Leave Policy

**PURPOSE:** To protect the workplace in the event of an infectious disease outbreak.

**STATEMENT OF POLICY:** The Town of Laurel Park is taking proactive steps to protect the workplace in the event of an infectious disease outbreak. It is the Town's goal during any such time period to strive to operate effectively and ensure that all essential services are continuously provided and that employees are safe within the workplace.

The Town of Laurel Park is committed to providing authoritative information about the nature and spread of infectious diseases, including symptoms and signs to watch for, as well as required steps to be taken in the event of an illness or outbreak.

In response to the end of federal legislation the Town of Laurel Park will provide eligible employees with emergency paid sick leave under certain conditions.

The Town of Laurel Park provides eligible employees with emergency paid sick leave under certain conditions.

#### Eligibility

All employees who are FULLY vaccinated for COVID-19 or those that have a medical or religious exemption are eligible for emergency paid sick leave.

#### Reason for Leave

You may take emergency paid sick leave if you are unable to work (or telework) because:

1. You are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. You have been advised by a health care provider to self-quarantine because of COVID-19;
3. You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis;
4. You are caring for someone subject to a federal, state or local quarantine or isolation order related to COVID-19 or who has been advised by their healthcare professional to self-quarantine for COVID-19 related reasons;
5. You are caring for a child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 precautions; or
6. You are experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.
7. You have tested positive for COVID-19

#### Duration/Compensation

Employees are entitled to:

- **Full-time employees:** 40 hours of pay at their regular pay rate.

#### Leave Rules

You may elect to use emergency paid sick leave before using any accrued paid leave. No leave provided by the Town before the adoption of this policy may be credited against your leave entitlement. In addition, emergency paid sick leave cannot be carried over after June 30, 2025.

Requesting Leave

If you need to take emergency paid sick leave due to illness of yourself or your immediate family member as stated above, the employee must provide proof of vaccination for themselves and proof of a positive covid test. For any reason listed above, the employee is to submit the Employee Request for Emergency Paid Sick Leave form to their department head. The department head shall send this form to the Town Manager immediately for review and processing. All other normal call-in procedures apply to all absences from work.

Retaliation

The Town of Laurel Park will not retaliate against employees who request or take leave in accordance with this policy.

Expiration

This policy expires on June 30, 2025.

**EFFECTIVE:** 07/1/2024--06/30/2025

**LAST REVISED:**

**APPROVAL:** \_\_\_\_\_  
MAYOR

\_\_\_\_\_  
TOWN MANAGER

This policy may be modified by the Town Manager as needed and ratified by the Town Council at their next available meeting.





## AGENDA ITEM SUMMARY

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**Title of Item:** Discussion on Asheville Regional Airport

**Presenter:** Mayor Pro Tem Hansen

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

- Letter from Monika Mayr

**Summary of Item:**

Ms. Mayr is hoping the Town will request the Asheville Airport Authority conduct an acoustic review of flight paths over these areas with the goal of reducing noise impacts to residents.

**Council Action Requested:**

For discussion only.

**Suggested Motion:**

N/A

August 22, 2024

Mayor Carey O'Cain  
Town of Laurel Park  
441 White Pine Drive  
Laurel Park, NC 28739

Dear Mayor O'Cain,

I would like the City of Hendersonville, Henderson County, and the Town of Laurel Park to request the Asheville Airport Authority conduct an acoustic review of flight paths over these areas with the goal of reducing noise impacts to residents.

I live at Ivy Crossing off 5<sup>th</sup> Avenue and watch planes line up for landing overhead. My research has revealed that planes need to be lined up with the runway a minimum of 3 miles out. Since Hendersonville is approximately 12 miles from the runway, there is ample room for planes to stay to the west or east of the population center until a few miles north of it.

I see planes on their ascent achieve a high altitude and turn away from the population center well before reaching it. These planes can maneuver out of the path over Hendersonville. I have been on planes that have made sharp turns close to the airport and still line up with the runway to safely land. Pilots can do the same when landing at Asheville.

Our current situation can be improved. With the airport expansion underway, an acoustic review request is timely. Your constituents will be appreciative!

Contact information for airport leaders follows:

Asheville Airport Authority  
President and CEO Lew Bleiweis  
Chief Operating Officer Lexie Farmer  
61 Terminal Drive, Suite 1  
Fletcher, NC 28732

Please let me know if I can help in any way or if you have questions.

Sincerely,



Monika Mayr  
180 Marianne Drive  
Hendersonville, NC 28739  
MonikaMayr1@yahoo.com  
601-415-2759

Cc:  
Hendersonville City Mayor  
Hendersonville City Manager  
Henderson County Board of Commissioners Chair

Henderson County Manager  
Town of Laurel Park Mayor



## AGENDA ITEM SUMMARY

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**Title of Item:** Proclamation for Suicide Awareness Month

**Presenter:** Police Chief Bobbie K. Trotter

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

- Suicide Awareness Month Proclamation

**Summary of Item:**

September is National Suicide Prevention Month – a time to remember the lives lost to suicide, acknowledge the millions more who have experienced suicidal thoughts, and the many individuals, families and communities that have been impacted by suicide. It’s also a time to raise awareness about suicide prevention and share messages of hope. During September, and throughout the year, we can care about suicide prevention; connect to community, culture, data, and research; and collaborate with others to address this public health problem that has impacted millions of Americans.

**Council Action Requested:**

Review and discuss the Proclamation for Suicide Awareness Month.

**Suggested Motion:**

Move to Proclaim the month of September as Suicide Awareness Month.



## ***Proclamation*** ***Designation of September as National Suicide Prevention Month***

**WHEREAS**, suicide is a significant public health problem, claiming the lives of 26 individuals in Henderson County in 2023 according to NC DETECT, the highest number since 2015, and contributing to a tragic national toll expected to surpass 50,000 deaths for the first time in 2023; and

**WHEREAS**, one person dies by suicide every 10.6 minutes in the United States, making it the 11th leading cause of death in the country and one of the most preventable causes; and

**WHEREAS**, men are four times more likely to die by suicide, with 22 out of the 26 suicide deaths in Henderson County in 2023 being men; and

**WHEREAS**, Henderson County is creating a Suicide Postvention Response Team to offer support to families and the community as they navigate the challenges of prolonged grief and loss, demonstrating our commitment to comprehensive suicide prevention and response efforts; and

**WHEREAS**, the Henderson County Department of Public Health, in collaboration with the Hope Coalition, is committed to implementing evidence-based suicide prevention strategies, including the launch of “Safe September”, which promotes awareness that suicide is preventable and provides community members with life-saving resources such as gun locks and medicine lock pouches; and

**WHEREAS**, the public is invited to attend a Question, Persuade, Refer suicide prevention training event hosted by the Henderson County Department of Public Health on September 13, 2024, to further empower our community with the knowledge and tools necessary to prevent suicide and save lives; and

**WHEREAS**, World Suicide Prevention Day on September 10 and National Suicide Prevention Month in September provide an opportunity for Laurel Park to join the global and national movements to raise awareness about suicide, honor those who have been affected by suicide, and promote the message that suicide is preventable;

**NOW, THEREFORE, BE IT PROCLAIMED**, we, the Laurel Park Town Council, do hereby proclaim September 10, 2024, as World Suicide Prevention Day and September 2024 as National Suicide Prevention Month in Laurel Park. We call upon all citizens, government agencies, public and private institutions, businesses, and schools in Laurel Park to work together to prevent suicide, offer support to those who have lost loved ones, and promote hope, health, and safety for all.

Proclaimed this the 12<sup>th</sup> day of September 2024.

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Mayor Carey J. O’Cain

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Tamara Amin, CMC. NCCMC  
Town Clerk



## AGENDA ITEM SUMMARY

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**Title of Item:** Agenda Review for the Council Meeting scheduled for September 17, 2024

**Presenter:** Mayor O’Cain

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

- Draft September 17, 2024, Town Council Agenda

**Summary of Item:**

The Town Council will hold their regularly scheduled Town Council meeting on the third Tuesday of the month, September 17, 2024, at 9:30am. The draft agenda is included with this memorandum for review.

**Council Action Requested:**

Staff requests the Town Council review the draft agenda and amend it at their pleasure.

**Suggested Motion:**

N/A



## AGENDA ITEM SUMMARY

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**Town Council  
Regular Meeting  
September 17<sup>th</sup>, 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**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Public Comment**
- 4. Approval of the Agenda**
- 5. Consent Agenda**
  - A. August Monthly Report
  - B. Minutes for the August 15, 2024 Work Session
  - C. Minutes for the August 20, 2024 Regular Meeting
  - D. Minutes for the August 20, 2024 Closed Session
  - E. Minutes for the September 3, 2024 Special Meeting
- 6. Old Business**
  - A. WXZ Discussion
- 7. New Business**
  - A. Friends of Laurel Park 2025 Concerts
- 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. Adjournment**