



**Town Council
Regular Meeting
November 21, 2023, 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. Budget Quarterly Report
 - B. October Monthly Report
 - C. Minutes for the October 12, 2023 Work Session
 - D. Closed Session Minutes for October 12, 2023
 - E. Minutes for the October 17, 2023 Regular Meeting
- 6. Old Business**
 - A. Invasive Species Funding Discussion
 - B. ABC Merger Discussion
- 7. New Business**
 - A. Budget Amendment for Laurel Green Fencing and Professional Services
 - B. Ammunition Discussion
- 8. Town Manager's Report**
- 9. Department Head Reports**
 - A. Public Works
 - 1) Rhododendron Lake Nature Park Bridge
 - B. Fire Department
 - C. Police
 - D. Administration
 - 1) Primrose Property
- 10. Mayor and Commissioner Comments**
- 11. Closed Session-** N.C. Gen. Stat. §143-318.11(a)(6) to consider the qualifications, competence, performance, condition of appointment of a public officer or employee, which privilege is hereby acknowledged.
- 12. Adjournment**



TOWN OF LAUREL PARK
AGENDA ITEM SUMMARY

Title of Item: Consent Agenda

Presenter: Mayor J. Carey O’Cain

Attachment(s): Yes/No

- Quarterly Report
- Monthly Report

Summary of Item:

The quarterly financial and monthly zoning reports are attached.

Council Action Requested:

Staff requests the Town Council review the consent agenda.

Suggested Motion:

Move to approve the consent agenda.

Town of Laurel Park
Budget to Actual Report
For Accounting Period Ended September 30, 2023

| Fund 10 - General Fund | | | | | |
|-------------------------------|-------------------------------------|-----------------|------------------------|----------------------|------------------------|
| Account Number | Account Description | Expense/Revenue | Budget | Actual | Variance |
| 10-3070-0000 | FUND BALANCE APPROPRIATED | R | \$ 200,000.00 | \$ - | \$ 200,000.00 |
| 10-3100-1100 | TAXES/PRIOR YEARS | R | 1,000.00 | 2,773.65 | (1,773.65) |
| 10-3100-1700 | TAX PENALTIES/INT | R | 1,000.00 | 222.36 | 777.64 |
| 10-3190-1100 | TAXES/CURRENT YEAR | R | 2,451,175.91 | 455,059.04 | 1,996,116.87 |
| 10-3190-1201 | MOTOR VEHICLE TAX - DMV | R | 118,694.11 | 38,031.71 | 80,662.40 |
| 10-3230-3510 | SALES & USE TAX | R | 825,000.00 | 249,651.51 | 575,348.49 |
| 10-3230-3530 | SOLID WASTE DISPOSAL TAX | R | 1,640.00 | 451.37 | 1,188.63 |
| 10-3290-0000 | INTEREST EARNED | R | 30,000.00 | 45,734.83 | (15,734.83) |
| 10-3316-3300 | POWELL BILL | R | 100,000.00 | - | 100,000.00 |
| 10-3322-3100 | BEER & WINE TAX | R | 10,210.00 | - | 10,210.00 |
| 10-3323-3100 | COURT FEES | R | 100.00 | 99.00 | 1.00 |
| 10-3324-3000 | NC UTILITIES FRANCHISE TAX | R | 140,000.00 | 38,157.43 | 101,842.57 |
| 10-3343-1100 | BLDG\ZONING | R | 5,000.00 | 900.00 | 4,100.00 |
| 10-3813-8900 | GRANT PROCEEDS | R | 25,000.00 | - | 25,000.00 |
| 10-3820-8200 | SALE OF FIXED ASSETS | R | 43,351.00 | - | 43,351.00 |
| 10-3833-8400 | PARK CONTRIBUTIONS | R | 20,000.00 | 5,100.00 | 14,900.00 |
| 10-3833-8420 | CENTENNIAL CONTRIBUTIONS | R | - | 165.00 | (165.00) |
| 10-3837-3100 | ABC FUNDS | R | 70,000.00 | 13,940.28 | 56,059.72 |
| 10-3837-3200 | ABC FUNDS POLICE | R | 10,000.00 | 1,294.63 | 8,705.37 |
| 10-3839-1100 | VIDEO PROGRAMMING | R | 22,400.00 | 5,101.74 | 17,298.26 |
| 10-3839-8900 | MISCELLANEOUS INCOME | R | 79,350.00 | 1,833.70 | 77,516.30 |
| Revenue Total | | | <u>\$ 4,153,921.02</u> | <u>\$ 858,516.25</u> | <u>\$ 3,295,404.77</u> |
| 10-4110-1210 | STIPEND | E | \$ 12,600.00 | \$ - | \$ 12,600.00 |
| 10-4110-1705 | STATE OF THE TOWN DINNER | E | 3,000.00 | - | 3,000.00 |
| 10-4110-1710 | EMPLOYEE APPRECIATION DINNER | E | 2,600.00 | - | 2,600.00 |
| 10-4110-1715 | BOARDS AND COMMISSIONS APPRECIATION | E | 4,500.00 | - | 4,500.00 |
| 10-4110-1720 | COUNCIL RETREAT | E | 2,000.00 | - | 2,000.00 |
| 10-4110-1810 | SOCIAL SECURITY/MEDICARE | E | 1,250.00 | - | 1,250.00 |
| 10-4110-1900 | LEGAL SERVICES | E | 5,000.00 | - | 5,000.00 |
| 10-4110-3700 | PRINTING & ADVERTISING | E | 500.00 | - | 500.00 |
| 10-4110-4550 | AUDIT | E | 22,000.00 | 14,215.55 | 7,784.45 |

| | | | | | |
|--------------|----------------------------------|---|------------|------------|------------|
| 10-4110-5100 | CAPITAL OUTLAY | E | 9,000.00 | - | 9,000.00 |
| 10-4120-1210 | SALARIES & WAGES | E | 305,034.87 | 64,312.34 | 240,722.53 |
| 10-4120-1230 | COMP PAY | E | 500.00 | - | 500.00 |
| 10-4120-1260 | PART-TIME SALARY | E | 29,976.91 | 6,646.16 | 23,330.75 |
| 10-4120-1810 | SOCIAL SECURITY/MEDICARE | E | 25,364.55 | 5,337.20 | 20,027.35 |
| 10-4120-1820 | RETIREMENT | E | 54,111.00 | 11,508.34 | 42,602.66 |
| 10-4120-1830 | GROUP INSURANCE | E | 34,500.00 | 7,395.96 | 27,104.04 |
| 10-4120-1855 | UNEMPLOYMENT - 1% RESERVE | E | 1,000.00 | - | 1,000.00 |
| 10-4120-1860 | WORKMENS COMPENSATION | E | 496.30 | 496.30 | - |
| 10-4120-1900 | PROFESSIONAL SERVICES | E | 100.00 | - | 100.00 |
| 10-4120-1920 | LEGAL SERVICES | E | 10,000.00 | 1,925.00 | 8,075.00 |
| 10-4120-2600 | OFFICE SUPPLIES | E | 2,000.00 | 1,262.73 | 737.27 |
| 10-4120-2900 | MISCELLANEOUS | E | 3,500.00 | 60.90 | 3,439.10 |
| 10-4120-2940 | EQUIPMENT & SUPPLIES | E | 3,500.00 | 205.10 | 3,294.90 |
| 10-4120-3110 | TRAVEL & TRAINING | E | 19,500.00 | 3,404.18 | 16,095.82 |
| 10-4120-3210 | UTILITIES | E | 15,000.00 | 4,286.85 | 10,713.15 |
| 10-4120-3250 | POSTAGE | E | 2,300.00 | 237.25 | 2,062.75 |
| 10-4120-3510 | BUILDING MAINTENANCE | E | 1,000.00 | 176.14 | 823.86 |
| 10-4120-3520 | EQUIPMENT MAINTENANCE | E | 500.00 | - | 500.00 |
| 10-4120-3590 | SOFTWARE SUPPORT | E | 32,000.00 | 5,971.09 | 26,028.91 |
| 10-4120-3700 | ADVERTISING & PRINTING | E | 4,000.00 | 107.16 | 3,892.84 |
| 10-4120-3990 | ELECTIONS | E | 4,000.00 | - | 4,000.00 |
| 10-4120-4000 | CENTENNIAL EXPENSES | E | 5,000.00 | 1,550.28 | 3,449.72 |
| 10-4120-4450 | CONTRACTED SERVICES | E | 44,730.00 | 11,109.78 | 33,620.22 |
| 10-4120-4510 | PROP INS/GEN LIAB | E | 38,203.70 | 38,203.70 | - |
| 10-4120-4910 | DUES/SUBSCRIPTIONS/FEES | E | 16,000.00 | 8,748.00 | 7,252.00 |
| 10-4120-4920 | BANK SERVICE CHARGE | E | 1,000.00 | - | 1,000.00 |
| 10-4120-4940 | CREDIT CARD FEES | E | 500.00 | 0.68 | 499.32 |
| 10-4120-4950 | TAX COLLECTOR'S FEE - HC | E | 25.00 | - | 25.00 |
| 10-4120-4960 | TAX COLLECTOR'S FEE - DMV | E | 4,750.00 | 1,372.29 | 3,377.71 |
| 10-4120-4970 | PROPERTY TAX COLLECTION FEE - HC | E | 13,000.00 | 2,288.33 | 10,711.67 |
| 10-4310-1210 | SALARIES & WAGES | E | 471,000.00 | 107,306.16 | 363,693.84 |
| 10-4310-1220 | OVERTIME SALARY | E | 17,000.00 | 3,176.73 | 13,823.27 |
| 10-4310-1230 | COMP PAY | E | 5,000.00 | 994.91 | 4,005.09 |
| 10-4310-1260 | PART-TIME SALARY | E | 28,000.00 | 6,222.38 | 21,777.62 |
| 10-4310-1810 | SOCIAL SECURITY/MEDICARE | E | 35,600.00 | 8,884.31 | 26,715.69 |
| 10-4310-1820 | RETIREMENT | E | 86,500.00 | 21,210.98 | 65,289.02 |
| 10-4310-1830 | GROUP INSURANCE | E | 74,000.00 | 17,657.64 | 56,342.36 |
| 10-4310-1860 | WORKMENS COMPENSATION | E | 8,500.00 | 8,500.00 | - |

| | | | | | |
|--------------|--------------------------|---|------------|------------|------------|
| 10-4310-1900 | PROFESSIONAL SERVICES | E | 1,500.00 | 1,282.00 | 218.00 |
| 10-4310-2120 | UNIFORMS | E | 4,500.00 | 1,123.86 | 3,376.14 |
| 10-4310-2590 | AUTO SUPPLIES & REPAIRS | E | 25,000.00 | 1,406.82 | 23,593.18 |
| 10-4310-2900 | MISCELLANEOUS | E | 4,000.00 | - | 4,000.00 |
| 10-4310-2901 | COMMUNITY OUTREACH | E | 2,000.00 | - | 2,000.00 |
| 10-4310-2940 | EQUIPMENT & SUPPLIES | E | 9,000.00 | 2,808.51 | 6,191.49 |
| 10-4310-3110 | TRAVEL & TRAINING | E | 4,000.00 | 2,426.30 | 1,573.70 |
| 10-4310-3210 | UTILITIES | E | 6,500.00 | 114.31 | 6,385.69 |
| 10-4310-3520 | EQUIPMENT MAINTENANCE | E | 2,500.00 | - | 2,500.00 |
| 10-4310-3590 | SOFTWARE SUPPORT | E | 14,500.00 | 1,761.17 | 12,738.83 |
| 10-4310-4450 | CONTRACTED SERVICES | E | 6,500.00 | 2,466.00 | 4,034.00 |
| 10-4310-4910 | DUES/SUBSCRIPTIONS/FEES | E | 700.00 | - | 700.00 |
| 10-4310-5100 | CAPITAL OUTLAY | E | 18,100.00 | - | 18,100.00 |
| 10-4310-7700 | INSTALLMENT/LEASE | E | 88,982.80 | 5,083.80 | 83,899.00 |
| 10-4340-4450 | CONTRACTED SERVICES | E | 574,945.29 | 287,472.65 | 287,472.64 |
| 10-4510-1210 | SALARIES & WAGES | E | 380,000.00 | 83,572.80 | 296,427.20 |
| 10-4510-1220 | OVERTIME SALARY | E | 2,000.00 | - | 2,000.00 |
| 10-4510-1230 | COMP PAY | E | 4,000.00 | 685.14 | 3,314.86 |
| 10-4510-1260 | PART-TIME SALARY | E | 15,000.00 | 1,282.96 | 13,717.04 |
| 10-4510-1810 | SOCIAL SECURITY/MEDICARE | E | 28,600.00 | 6,369.36 | 22,230.64 |
| 10-4510-1820 | RETIREMENT | E | 67,000.00 | 15,090.61 | 51,909.39 |
| 10-4510-1830 | GROUP INSURANCE | E | 65,500.00 | 15,612.36 | 49,887.64 |
| 10-4510-1860 | WORKMENS COMPENSATION | E | 12,500.00 | 11,311.83 | 1,188.17 |
| 10-4510-1900 | PROFESSIONAL SERVICES | E | 10,000.00 | - | 10,000.00 |
| 10-4510-2120 | UNIFORMS | E | 4,000.00 | 3,091.23 | 908.77 |
| 10-4510-2500 | ROAD REPAIR MATERIALS | E | 7,500.00 | 933.42 | 6,566.58 |
| 10-4510-2510 | SNOW REMOVAL | E | 7,500.00 | - | 7,500.00 |
| 10-4510-2590 | AUTO SUPPLIES & REPAIRS | E | 20,000.00 | 3,729.03 | 16,270.97 |
| 10-4510-2900 | MISCELLANEOUS | E | 1,000.00 | - | 1,000.00 |
| 10-4510-2940 | EQUIPMENT & SUPPLIES | E | 20,000.00 | 5,615.58 | 14,384.42 |
| 10-4510-3110 | TRAVEL & TRAINING | E | 4,000.00 | - | 4,000.00 |
| 10-4510-3210 | UTILITIES | E | 17,000.00 | 1,963.26 | 15,036.74 |
| 10-4510-3510 | BUILDING MAINTENANCE | E | 4,000.00 | 176.14 | 3,823.86 |
| 10-4510-3520 | EQUIPMENT MAINTENANCE | E | 15,000.00 | 698.40 | 14,301.60 |
| 10-4510-3590 | SOFTWARE SUPPORT | E | 4,750.00 | 450.00 | 4,300.00 |
| 10-4510-4450 | CONTRACTED SERVICES | E | 15,000.00 | 3,500.00 | 11,500.00 |
| 10-4510-4930 | FEES & PERMITS | E | 2,500.00 | 69.68 | 2,430.32 |
| 10-4510-5100 | CAPITAL OUTLAY | E | 97,875.00 | 92,221.30 | 5,653.70 |
| 10-4510-7700 | INSTALLMENT/LEASE | E | 110,565.60 | 12,283.58 | 98,282.02 |

| | | | | | |
|---------------|--|---|-----------------|---------------|-----------------|
| 10-4710-4450 | CONTRACTED SERVICES | E | 206,700.00 | 31,336.40 | 175,363.60 |
| 10-6130-1210 | SALARIES & WAGES | E | 59,700.00 | 13,391.36 | 46,308.64 |
| 10-6130-1220 | OVERTIME SALARY | E | 2,000.00 | 658.44 | 1,341.56 |
| 10-6130-1230 | COMP PAY | E | 1,000.00 | 103.44 | 896.56 |
| 10-6130-1260 | PART-TIME SALARY | E | 10,000.00 | 3,710.00 | 6,290.00 |
| 10-6130-1700 | COMMITTEE MEMBER EXPENSE | E | 100.00 | - | 100.00 |
| 10-6130-1810 | SOC. SEC./MEDICARE | E | 4,600.00 | 1,310.05 | 3,289.95 |
| 10-6130-1820 | RETIREMENT | E | 11,000.00 | 2,534.84 | 8,465.16 |
| 10-6130-1830 | GROUP INSURANCE | E | 14,000.00 | 3,282.90 | 10,717.10 |
| 10-6130-1900 | PROFESSIONAL SERVICES | E | 5,000.00 | - | 5,000.00 |
| 10-6130-2900 | MISCELLANEOUS | E | 1,500.00 | 201.35 | 1,298.65 |
| 10-6130-2940 | EQUIPMENT & SUPPLIES | E | 8,000.00 | 401.37 | 7,598.63 |
| 10-6130-3110 | TRAVEL & TRAINING | E | 2,000.00 | - | 2,000.00 |
| 10-6130-3210 | UTILITIES - PARKS | E | 2,500.00 | 576.93 | 1,923.07 |
| 10-6130-3580 | PARK MAINTENANCE | E | 10,000.00 | 2,535.39 | 7,464.61 |
| 10-6130-4450 | CONTRACTED SERVICES | E | 7,500.00 | 520.00 | 6,980.00 |
| 10-6130-5100 | CAPITAL OUTLAY | E | 13,500.00 | - | 13,500.00 |
| 10-6130-5101 | P&G BOARD EXPENSE | E | 19,300.00 | 794.00 | 18,506.00 |
| 10-6130-6010 | JUMP OFF ROCK | E | 2,500.00 | - | 2,500.00 |
| 10-6130-6020 | LAUREL GREEN | E | 7,500.00 | 1,183.00 | 6,317.00 |
| 10-6130-6030 | RHODODENDRON LAKE PARK | E | 7,500.00 | 3,357.41 | 4,142.59 |
| 10-9840-9801 | TRANSFER TO CAPITAL RESERVE - HWY 64 | E | 30,000.00 | - | 30,000.00 |
| 10-9840-9803 | TRANSFER TO RDS & POWELL BILL CAPITAL PROJECT FUND | E | 590,360.00 | - | 590,360.00 |
| Expense Total | | | \$ 4,153,921.02 | \$ 995,273.40 | \$ 3,158,647.62 |

Fund 21 - Capital Reserve (Highway 64 Project)

| Account Number | Account Description | Expense/Revenue | Budget | Actual | Variance |
|----------------|---------------------------|-----------------|---------------|--------------|---------------|
| 21-3070-0000 | FUND BALANCE APPROPRIATED | R | \$ 109,734.25 | \$ - | \$ 109,734.25 |
| 21-3798-8900 | TRANSFER FROM GF | R | 30,000.00 | - | 30,000.00 |
| Revenue Total | | | \$ 139,734.25 | \$ - | \$ 139,734.25 |
| 21-4510-1900 | PROFESSIONAL SERVICES | E | \$ 25,000.00 | \$ 12,739.25 | \$ 12,260.75 |
| 21-4510-4450 | CONTRACTED SERVICES | E | 114,734.25 | - | 114,734.25 |
| Expense Total | | | \$ 139,734.25 | \$ 12,739.25 | \$ 126,995.00 |

Fund 23 - Capital Reserve (Laurel Green Stream)

| Account Number | Account Description | Expense/Revenue | Budget | Actual | Variance |
|----------------|---------------------------|-----------------|---------------|--------|---------------|
| 23-3070-0000 | FUND BALANCE APPROPRIATED | R | \$ 28,293.97 | \$ - | \$ 28,293.97 |
| 23-3813-8900 | GRANTS | R | 187,963.00 | - | 187,963.00 |
| Revenue Total | | | \$ 216,256.97 | \$ - | \$ 216,256.97 |
| 23-6130-2900 | MISCELLANEOUS | E | \$ 15,000.00 | \$ - | \$ 15,000.00 |
| 23-6130-4450 | CONTRACTED SERVICES | E | 201,256.97 | - | 201,256.97 |
| Expense Total | | | \$ 216,256.97 | \$ - | \$ 216,256.97 |

Fund 24 - ARPA/CSLRF Grants

| Account Number | Account Description | Expense/Revenue | Budget | Actual | Variance |
|----------------|---------------------------|-----------------|---------------|---------------|---------------|
| 24-3070-0000 | FUND BALANCE APPROPRIATED | R | \$ 742,565.04 | \$ - | \$ 742,565.04 |
| Revenue Total | | | \$ 742,565.04 | \$ - | \$ 742,565.04 |
| 24-4510-4450 | CONTRACTED SERVICES | E | \$ 742,565.04 | \$ 264,835.78 | \$ 477,729.26 |
| Expense Total | | | \$ 742,565.04 | \$ 264,835.78 | \$ 477,729.26 |

Fund 25 - Capital Projects (Roads and Powell Bill)

| Account Number | Account Description | Expense/Revenue | Budget | Actual | Variance |
|----------------|---------------------------|-----------------|-----------------|--------------|-----------------|
| 25-3070-0000 | FUND BALANCE APPROPRIATED | R | \$ 2,082,360.39 | \$ - | \$ 2,082,360.39 |
| 25-3798-8900 | TRANSFER FROM GF | R | 690,359.70 | - | 690,359.70 |
| Revenue Total | | | \$ 2,772,720.09 | \$ - | \$ 2,772,720.09 |
| 25-4510-1900 | PROFESSIONAL SERVICES | E | \$ 50,000.00 | \$ 10,000.00 | \$ 40,000.00 |
| 25-4510-2500 | ROAD REPAIR MATERIALS | E | 25,000.00 | - | 25,000.00 |
| 25-4510-4450 | CONTRACTED SERVICES | E | 2,451,518.08 | - | 2,451,518.08 |
| 25-4510-9791 | CONTINGENCY | E | 246,202.01 | - | 246,202.01 |
| Expense Total | | | \$ 2,772,720.09 | \$ 10,000.00 | \$ 2,762,720.09 |

Fund 26 - Laurel Green Stream Restoration

| Account Number | Account Description | Expense/Revenue | Budget | Actual | Variance |
|----------------|---------------------------|-----------------|---------------|-----------|---------------|
| 26-3070-0000 | FUND BALANCE APPROPRIATED | R | \$ 467,522.42 | \$ - | \$ 467,522.42 |
| 26-3813-8900 | GRANT PROCEEDS | R | 158,500.00 | - | 158,500.00 |
| Revenue Total | | | \$ 626,022.42 | \$ - | \$ 626,022.42 |
| 26-6130-1900 | PROFESSIONAL SERVICES | E | \$ 42,300.00 | \$ 550.00 | \$ 41,750.00 |
| 26-6130-4450 | CONTRACTED SERVICES | E | 583,722.42 | - | 583,722.42 |
| Expense Total | | | \$ 626,022.42 | \$ 550.00 | \$ 625,472.42 |

Fund 27 - Town Hall Capital Project

| Account Number | Account Description | Expense/Revenue | Budget | Actual | Variance |
|----------------|---------------------------|-----------------|---------------|--------|---------------|
| 27-3070-0000 | FUND BALANCE APPROPRIATED | R | \$ 309,900.00 | \$ - | \$ 309,000.00 |
| 27-3991-9900 | TRANSFER FROM GF | R | - | - | - |
| Revenue Total | | | \$ 309,900.00 | \$ - | \$ 309,000.00 |
| 27-4120-1900 | PROFESSIONAL SERVICES | E | \$ 514,900.00 | \$ - | \$ 514,900.00 |
| 27-4120-4450 | CONTRACTED SERVICES | E | 115,000.00 | - | 115,000.00 |
| 27-4120-9791 | CONTINGENCY | E | 5,000.00 | - | 5,000.00 |
| Expense Total | | | \$ 634,900.00 | \$ - | \$ 634,900.00 |

Fund 62 - Stormwater

| Account Number | Account Description | Expense/Revenue | Budget | Actual | Variance |
|----------------|----------------------------|-----------------|---------------|--------------|---------------|
| 62-3070-0000 | FUND BALANCE APPROPRIATION | R | \$ 76,914.70 | \$ - | \$ 76,914.70 |
| 62-3713-5000 | STORMWATER FEE | R | 73,000.00 | 19,392.37 | 53,607.63 |
| Revenue Total | | | \$ 149,914.70 | \$ 19,392.37 | \$ 130,522.33 |
| 62-4120-4960 | COH COLLECTION FEE | E | \$ 8,000.00 | \$ - | \$ 8,000.00 |
| 62-7110-1900 | PROFESSIONAL SERVICES | E | 20,000.00 | - | 20,000.00 |
| 62-7110-2900 | MISC | E | 1,000.00 | - | 1,000.00 |
| 62-7110-4450 | CONTRACTED SERVICES | E | 100,414.70 | - | 100,414.70 |
| 62-7110-5100 | CAPITAL OUTLAY | E | - | 842.00 | (842.00) |
| 62-7120-2940 | EQUIPMENT & SUPPLIES | E | 20,000.00 | - | 20,000.00 |
| 62-7120-3700 | ADVERTISING & PRINTING | E | 500.00 | - | 500.00 |
| Expense Total | | | \$ 149,914.70 | \$ 842.00 | \$ 149,072.70 |



October Monthly Report

Tax Collector's Report (October 30, 2023)

For prior year taxes, a total of \$31,763.54 remains outstanding. The Town received \$168,004.55 from Henderson County for property taxes collected for August and a total of \$727,556.98 since the 2023 bills were mailed. The 2023 tax levy is \$2,571,817.81. The Town currently has a collection rate of 28.296%.



Planning & Zoning

Status of Single Family Residential Dwellings (SFRD)

| | | | |
|---------|---------------------------|---------------------|-------|
| 2021-19 | 212 Beechwood | Jennifer Yost | UC |
| 2022-1 | 312 Daniel Dr. | Chris St. Onge | UC |
| 2022-23 | 74 Indian Woods Trl | Jon Skillman | UC |
| 2022-31 | 10 Fawn Turn Ln | Sigfrid Della Valle | UC |
| 2022-38 | 209 Ficker Cir. | Sarah Adams | UC |
| 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 | 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 | 2 |
| Sign | 0 |
| Fence | 0 |
| Additions or Remodel | 0 |
| Accessory Use or Structure | 1 |
| Total for October | 3 |



TOWN OF LAUREL PARK
AGENDA ITEM SUMMARY

Title of Item: Invasive Species Funding Discussion

Presenter: Mayor Carey O’Cain

Attachment(s): Yes/No

- Progress Map

Summary of Item:

The Town originally received a grant of \$20,000 to remove invasive species from Town property. \$130 has been donated as matching funds. As the Town neared expending all of those funds the original grantor donated another \$10,000.

Council Action Requested:

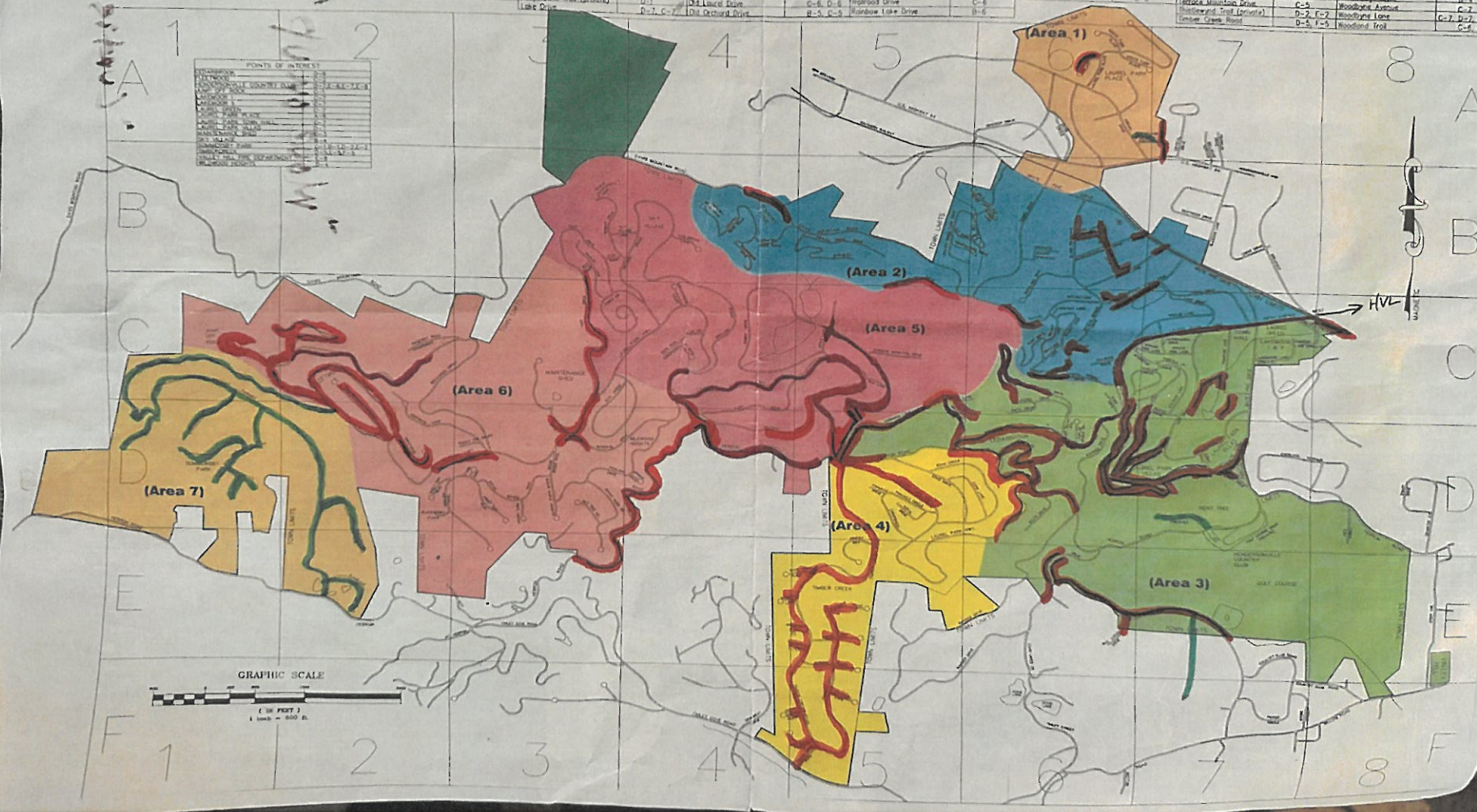
Discuss additional funding for the remaining invasive species removal.

Suggested Motion:

N/A

STREET LEGEND

| | | | | | | | | | | | | | | | |
|----------|-------------------|----------|---------------|----------|------------------|----------|-------------------------|----------|----------------------------|----------|--------------------|----------|---------------------|----------|--------------|
| C-3 | Cadabra Drive | D-6 | Lido Circle | D-5, D-6 | Hazel Street | C-5, C-6 | Lakeside Lane (private) | C-7 | Old Pasture Way | B-5, B-6 | Reservoir Drive | C-5, D-6 | Silver Spring Drive | D-6, D-7 | Form Drive |
| C-5 | Central Drive | Out. D-5 | Lido Drive | D-6, D-6 | Headwaters Drive | B-5, B-6 | Lea Drive Lane | D-4 | Old Village Road (private) | A-6 | Retina Lane | B-3 | Stuyvesant Lane | D-6, D-7 | Terra Drive |
| B-6, B-7 | Clacklow Circle | C-6, C-7 | Lido Lane | D-5, D-6 | Heron Road | D-1, D-8 | Leard Park Highway | C-1, C-7 | Oslo Lane | C-4 | Rhododendron Drive | B-6 | Stuyvesant Lane | B-1, B-4 | Terra Circle |
| F-5 | Diff Drive | C-6 | Lyn Lane | D-5, D-6 | Hemlock Trail | C-4 | Leard Park Place | D-1 | Oslo Lane | C-4 | Rosemary Drive | C-7 | Trails Lane | B-1 | Terra Lane |
| B-5 | Gold Water Lane | C-6 | Tinslow Drive | C-1, D-4 | Hyacinth Lane | F-5 | Linden Turn | D-1 | Orchard Circle | C-4, B-4 | Robinson Lane | D-1, D-4 | Uxue Lane | C-1 | Uxue Lane |
| B-2, B-3 | Country Edge Road | B-4 | Tinslow Drive | C-1, D-4 | Hyacinth Lane | F-5 | Linden Turn | D-1 | Orchard Circle | C-4, B-4 | Robinson Lane | D-1, D-4 | Uxue Lane | C-1 | Uxue Lane |
| B-2, B-3 | Country Edge Road | B-4 | Tinslow Drive | C-1, D-4 | Hyacinth Lane | F-5 | Linden Turn | D-1 | Orchard Circle | C-4, B-4 | Robinson Lane | D-1, D-4 | Uxue Lane | C-1 | Uxue Lane |
| B-2, B-3 | Country Edge Road | B-4 | Tinslow Drive | C-1, D-4 | Hyacinth Lane | F-5 | Linden Turn | D-1 | Orchard Circle | C-4, B-4 | Robinson Lane | D-1, D-4 | Uxue Lane | C-1 | Uxue Lane |
| B-2, B-3 | Country Edge Road | B-4 | Tinslow Drive | C-1, D-4 | Hyacinth Lane | F-5 | Linden Turn | D-1 | Orchard Circle | C-4, B-4 | Robinson Lane | D-1, D-4 | Uxue Lane | C-1 | Uxue Lane |
| B-2, B-3 | Country Edge Road | B-4 | Tinslow Drive | C-1, D-4 | Hyacinth Lane | F-5 | Linden Turn | D-1 | Orchard Circle | C-4, B-4 | Robinson Lane | D-1, D-4 | Uxue Lane | C-1 | Uxue Lane |
| B-2, B-3 | Country Edge Road | B-4 | Tinslow Drive | C-1, D-4 | Hyacinth Lane | F-5 | Linden Turn | D-1 | Orchard Circle | C-4, B-4 | Robinson Lane | D-1, D-4 | Uxue Lane | C-1 | Uxue Lane |
| B-2, B-3 | Country Edge Road | B-4 | Tinslow Drive | C-1, D-4 | Hyacinth Lane | F-5 | Linden Turn | D-1 | Orchard Circle | C-4, B-4 | Robinson Lane | D-1, D-4 | Uxue Lane | C-1 | Uxue Lane |
| B-2, B-3 | Country Edge Road | B-4 | Tinslow Drive | C-1, D-4 | Hyacinth Lane | F-5 | Linden Turn | D-1 | Orchard Circle | C-4, B-4 | Robinson Lane | D-1, D-4 | Uxue Lane | C-1 | Uxue Lane |
| B-2, B-3 | Country Edge Road | B-4 | Tinslow Drive | C-1, D-4 | Hyacinth Lane | F-5 | Linden Turn | D-1 | Orchard Circle | C-4, B-4 | Robinson Lane | D-1, D-4 | Uxue Lane | C-1 | Uxue Lane |
| B-2, B-3 | Country Edge Road | B-4 | Tinslow Drive | C-1, D-4 | Hyacinth Lane | F-5 | Linden Turn | D-1 | Orchard Circle | C-4, B-4 | Robinson Lane | D-1, D-4 | Uxue Lane | C-1 | Uxue Lane |
| B-2, B-3 | Country Edge Road | B-4 | Tinslow Drive | C-1, D-4 | Hyacinth Lane | F-5 | Linden Turn | D-1 | Orchard Circle | C-4, B-4 | Robinson Lane | D-1, D-4 | Uxue Lane | C-1 | Uxue Lane |
| B-2, B-3 | Country Edge Road | B-4 | Tinslow Drive | C-1, D-4 | Hyacinth Lane | F-5 | Linden Turn | D-1 | Orchard Circle | C-4, B-4 | Robinson Lane | D-1, D-4 | Uxue Lane | C-1 | Uxue Lane |
| B-2, B-3 | Country Edge Road | B-4 | Tinslow Drive | C-1, D-4 | Hyacinth Lane | F-5 | Linden Turn | D-1 | Orchard Circle | C-4, B-4 | Robinson Lane | D-1, D-4 | Uxue Lane | C-1 | Uxue Lane |
| B-2, B-3 | Country Edge Road | B-4 | Tinslow Drive | C-1, D-4 | Hyacinth Lane | F-5 | Linden Turn | D-1 | Orchard Circle | C-4, B-4 | Robinson Lane | D-1, D-4 | Uxue Lane | C-1 | Uxue Lane |





**TOWN OF LAUREL PARK
AGENDA ITEM SUMMARY**

Title of Item: ABC Merger Discussion

Presenter: Town Manager Alex Carmichael

Attachment(s): Yes/No

- Notes on Merging the ABC Boards

Summary of Item:

ABC Store Manager John Nall will be present to discuss the potential merger of the Laurel Park and Hendersonville ABC Boards.

Council Action Requested:

Discuss potential merger of the Laurel Park and Hendersonville ABC Boards.

Suggested Motion:

N/A

Advantages of merging the boards:

- 1) Current expenses that would go away - Roughly \$5800 for an annual audit, bi-annual Ethics training \$200, Annual membership to NC League of Municipalities group which grants us access to Local Government Retirement system and our medical insurance. \$1200.
- 2) A weekly truck delivery and no more 3 week periods without a delivery. If we are out of a popular product like Tanqueray, we currently won't have a chance to order any more for 3 weeks. This gap happens at least 4 times a year, but normally it's 2 trucks for us per month.
- 3) No more monthly reports to each government agency such as the several NCDOR and Federal Withholding. Admin staff at Church St would handle this for each store.
- 4) Direct Deposit for Payroll, Vendors, and EFT's to each distiller rather than paper checks which tend to get lost in the postal service. This is a bank issue, so switching banks might solve this, if the merge were to fall through.
- 5) We currently pay a CPA to help with our monthly accounting. Roughly \$10,000 last year.
- 6) Insurance should be reduced by proportional sharing of an Unemployment Insurance policy as well as a Contents policy for inventory and equipment.
- 7) Sales reps have been given direction by their employers to all but ignore the smaller boards and concentrate on the large accounts. The biggest effect from this is not having our breakage written off in a timely manner.
- 8) Our specialty bourbon allocation should increase, and we should have access to products that don't go to smaller boards.

As of October 2023 Jeff Nance of Hendersonville ABC had offered to assist paying for our store remodel which was scheduled for winter 2024. A certain percentage was never secured, but 25% was a gentleman's agreement. The store remodel has now been postponed to see what happens with the merger documents.

Potential Disadvantages:

- 1) Adoption of the Hendersonville ABC board Employee rules. (I see nothing out of the ordinary in these rules except cell phone usage is prohibited and we can work around that)
- 2) Will L.P. retain choice of it the products it carries ? Again, nowhere is it written that it will not.
- 3) Employees may get shuffled around between stores, and they may force us to stay open until 9pm.
- 4)



TOWN OF LAUREL PARK AGENDA ITEM SUMMARY

Title of Item: Budget Amendment for Laurel Green Fencing and Professional Services

Presenter: Town Manager Alex Carmichael

Attachment(s): Yes/No

- Email from Hunter Marks

Summary of Item:

There are two funds for the Laurel Green Stream Project. There was an issue with the rollover of the fiscal year in our budgeting software for one of the funds. The software essentially doubled the amounts for one of the funds and it was not caught until now. The other fund worked fine.

I told you last month that we had enough grant money to cover the \$37,720 cost of the split rail fence. That turns out not to be the case. We do not have enough grant funds to cover the fence. We have already entered into a change order. The delineation that the fence will provide is really needed and will be a critical component of the project.

Additionally, professional services for landscape architecture has already run over budget by \$8,584.50, and additional services are needed.

Council Action Requested:

Review and discuss Budget Amendment #2

Suggested Motion:

Move to approve Budget Amendment # 2 in the amount of \$49,720 for the Laurel Green stream restoration project.

From: [Town Manager](#)
To: [Tamara Amin](#)
Subject: FW: Laurel Green Creek Work to date
Date: Thursday, November 16, 2023 2:09:30 PM

For the agenda packet:

Cordially,

Alex Carmichael
Town Manager

Town of Laurel Park

441 White Pine Drive, Laurel Park NC 28739

828.693.4840 (p) 828.696.4948 (f)

Townmanager@laurelpark.org | www.laurelpark.org



Pursuant to North Carolina General Statutes Chapter 132 Public Records, this electronic mail message and any attachments hereto, as well as any electronic mail message(s) that may be sent in response to it, may be considered public record and as such, are subject to request and review by third parties.

From: Hunter Marks <Hunter@watermarkland.com>
Sent: Thursday, November 16, 2023 11:21 AM
To: Town Manager <TownManager@laurelpark.org>
Subject: Laurel Green Creek Work to date

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.

Alex:

Per our conversation yesterday, here is a review and breakdown of our time spent on the Laurel Green Creek project.

- Original proposal estimate: \$26,300. This included \$5,000 towards Construction Administration. So in effect \$21,300 for data collection/design development/construction documents, and \$5,000 for construction administration.
- On 6/17/2022 I invoiced the town the full amount, per the towns request. At the time we had performed work totaling \$12,662.50, so in effect pre-billing the town for the difference, \$13,637.50.

Our total time on this project to date:

- Data Collection/Design Development/Construction Documents: \$21,536.75 (Original estimate \$21,300.00) (\$236.75 over estimate)
- Construction Administration: \$10,162.50 (Original estimate \$5,000) (\$5,162.50 over estimate)
- Additional Services not part of project scope:
 - Bid Assistance/Contractor Selection and Coordination: \$1,451.25
 - Additional Survey information needed (sewer line, Lakemoor property lines): \$420.00
 - Additional meetings with town council, staff, Lakemoor, and engineer: \$945.00
 - Total Additional Services: \$2,826.25
- Reimbursable expenses (copies, prints, survey flags): \$417.00 (\$58.00 previously invoiced, balance of \$359.00)

Respectfully, I would request to send the following invoice:

- \$236.75 Additional time on construction documents
- \$5,162.50 Additional time on construction administration (observation & oversight)
 - Total additional fees requested: \$5,399.25
- \$2,826.25 Additional services not in scope per proposal
- \$359.00 Reimbursable expenses
 - \$8,584.50 Total

In summary, I request \$5,399.25 additional plus additional services plus reimbursable expenses. Almost all of this is due to much more time than originally anticipated in working with Baker due to the complexity of the project.

I also wanted to note that the original proposal was accepted in February 2022, 19 months ago. Since that time our hourly rates, and our overhead costs, have increased approximately 18%. I have not raised my rates on this project, and will agree to maintain these rates for as long as any additional services are needed by the town on this project.

I anticipate additional services will be preparing a maintenance plan for the town (we're working on that now), oversight during installation of the rail fence and live stakes in December or January by Baker, and working with Bryan Hensley and the town staff next spring on initial maintenance, as needed and requested by the town.

Please contact me with any questions, and let me know if the above proposed invoice amounts are acceptable.

Thanks,
Hunter

HUNTER MARKS RLA, ASLA, LEED AP
WATERMARK LANDSCAPE ARCHITECTURE
CELL: 828.551.7105
513 N. JUSTICE STREET, SUITE C
HENDERSONVILLE, NC 28739
WWW.WATERMARKLAND.COM

Ord. 2024-3
Town of Laurel Park, North Carolina
Budget Ordinance Amendment
Fiscal Year 2023-2024
Amendment #2

To transfer funds from Fund Balance to Professional Services and Contracted Services for the Laurel Green Creek Restoration Project

Section 1. To amend the Laurel Green Capital Reserve Fund (23), the appropriations are to be changed as follows:

| <u>Account</u> | Decrease | Increase |
|---|----------|---------------------|
| Professional Services (23-6130-1900) | | \$ 12,000.00 |
| Contracted Services (23-6130-4450) | | \$ 37,720.00 |
| | _____ | _____ |
| Total Changes | | \$ 49,720.00 |

Section 2. To amend the Laurel Green Capital Reserve Fund (23), the revenues are to be changed as follows:

| <u>Account</u> | Decrease | Increase |
|---|---------------------|---------------------|
| Fund Balance Appropriated (23-3070-0000) | \$ 49,720.00 | |
| | _____ | _____ |
| Total Changes | \$ 49,720.00 | |
| Grand Total Changes | \$ 49,720.00 | \$ 49,720.00 |

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 November, 2023.

ATTEST:

 J. Carey O’Cain, Mayor

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



TOWN OF LAUREL PARK
AGENDA ITEM SUMMARY

Title of Item: Ammunition Supply Discussion

Presenter: Police Chief Bobbie Trotter

Attachment(s): Yes/No

Summary of Item:

Police Chief Bobbie Trotter will lead a discussion of the supply chain issues Police Departments are facing when ordering ammunition.

Council Action Requested:

Discuss supply chain issues for ammunition and potential means of addressing it.

Suggested Motion:

N/A