



**Town Council
Regular Meeting
March 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. February Monthly Report
 - B. Minutes – February 9, 2023 Special Meeting
 - C. Minutes – February 16, 2023 Work Session
 - D. Minutes – February 16, 2023 Closed Session
 - E. Minutes – February 21, 2023 Regular Meeting
 - F. Minutes – February 21, 2023 Closed Session
 - G. Minutes – February 22, 2023 Budget Retreat Meeting
 - H. Minutes – March 7, 2023 Special Meeting/Budget Workshop
 - I. Arbor Day Proclamation
- 6. Old Business**
- 7. New Business**
 - A. Emergency Operations Plan
 - B. Amendments to the Strategic Plan and Core Values
 - C. Story Map Proposal
 - D. Budget Amendment # 4 - Legal Services
- 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**



TOWN OF LAUREL PARK
AGENDA ITEM SUMMARY

Title of Item: Consent Agenda

Presenter: Mayor J. Carey O’Cain

Attachment(s): Yes/No

- Monthly Report
- Arbor Day Proclamation

Summary of Item:

The monthly financial and zoning report from February 2023 is attached. Also attached is the 2023 Arbor Day Proclamation

Council Action Requested:

Staff requests the Town Council review the consent agenda.

Suggested Motion:

Move to approve the consent agenda.



TOWN OF LAUREL PARK
AGENDA ITEM SUMMARY

Title of Item: Emergency Operations Plan

Presenter: Chief of Police Bobbie Trotter

Attachment(s): Yes/No

Summary of Item:

The proposed Emergency Operations Plan is a multi-discipline, all-hazards plan that establishes the single, comprehensive framework for the management of significant events, either planned or spontaneous, within the cooperate limits of the Town. The plan meets the requirements of FEMA planning guidance, Civil Preparedness Guide (CPG) CPG 1-8, CPG 1-8A, National Response Framework (NRT) NRT-1 and the legal responsibilities identified in North Carolina Statutes, Chapter 166-A. It provides all the necessary elements to ensure that local government can fulfill its legal responsibilities for emergency preparedness.

Council Action Requested:

Review and provide feedback on the proposed Emergency Operations Plan.

Suggested Motion:

Hendersonville core values

Move to approve/deny/amend the Emergency Operations Plan as presented.



TOWN OF LAUREL PARK AGENDA ITEM SUMMARY

Title of Item: Amendments to the Strategic Operations Plan and Core Values

Presenter: Town Manager Alex Carmichael

Attachment(s): Yes/No

- Vision, Mission, and Values

Summary of Item:

At the February 21st, 2023 Regular Meeting, Council asked staff to prepare an update to the Strategic Operations Plan and Core Values to include Non partisanship in the list of Core Values. The amended list would include the following:

- **Quality** - To ensure all activities and services meet excellence.
- **Community** - Foster a feeling of fellowship within our town, as to facilitate and strengthen common attitudes, interests, and goals.
- **Prestige** - To be the example for our citizens, neighbors, and region.
- **Sustainability** - To provide sustainability for the town, through its environment, culture, and finances.
- **Transparency** - To foster trust between government and citizens through active, honest communication.
- **Non Partisanship** - To work together and solve problems regardless of affiliation.

Council Action Requested:

Staff requests the Town Council review and discuss the amended Core Values.

Suggested Motion:

Move to approve/deny the amended Core Values as presented.



TOWN OF LAUREL PARK AGENDA ITEM SUMMARY

Title of Item: Story Map Proposal

Presenter: Town Manager Alex Carmichael

Attachment(s): Yes/No

Summary of Item:

Council asked staff to reach out to the Land of Sky Regional Council of Governments (L.O.S.) for help with consolidating and communicating a master plan. The L.O.S. proposed creating a “story map,” aggregating various Town data and turning into a presentation that is understandable.

The projects and initiatives to include in the story map are:

1. Annual Budget
 1. Updated each year
2. Road Infrastructure
 1. Town-Maintained roads
 - i. Create an interactive map where users can see roads prioritized for improvements (paving and planned culvert replacements) over the next few years.
 - ii. Include images of current road conditions.
 2. Hwy 64
 - i. Share any available DOT maps of planned roundabouts on NC-64
 - ii. Discuss NC-64’s important role in creating commercial areas
3. Water/Sewer Infrastructure
 1. Share map with existing water/sewer infrastructure
 2. Share data on failing septic systems (these systems will not be mapped in order to avoid privacy concerns)
4. High Speed Internet/Broadband
 1. Share map council obtained showing possible underground fiber optic cable addition
 2. Create map sharing current internet and cable TV infrastructure using existing NCDIT data
5. Parks/Greenways/Walking Trails
 1. Create map with existing trails
 2. Include Ecusta Trail path and possible additions, like new bathrooms, that could be prioritized as the Ecusta Trail develops
6. Town Hall
 1. Share images and narratives highlighting how town hall is at/past capacity
 2. Focus on how town hall’s limitations impact the Laurel Park Police Department
7. Growth & Development
 1. Create map showing vacant lots
 2. Create narrative using statistics and archival images highlighting town’s growth over time
8. 2019/2021 Survey results



TOWN OF LAUREL PARK AGENDA ITEM SUMMARY

The estimated hours and costs are:

- Jon – 5 days (\$80/hour) – ArcGIS mapping, revisions, communication with town/LOS personnel
- Paul – 10 days (\$60/hour) – coordinating/communicating with town personnel, collecting media (archival and new photos, video, statistics, possible interviews, etc), story map development, revisions
- 1-2 trips to interview, take photos, videos, etc

Total cost to complete based on staff time: \$8,000

Council Action Requested:

Review and discuss proposal. Brainstorm any needed additional items.

Suggested Motion:

N/A



TOWN OF LAUREL PARK
AGENDA ITEM SUMMARY

Title of Item: Budget Amendment #4 – Legal Services

Presenter: Town Manager Alex Carmichael

Attachment(s): Yes/No

- Budget Amendment #4 – Legal Services

Summary of Item:

Due to a larger than anticipated volume of necessary legal services this year, a budget amendment is necessary to maintain a balanced budget. Budget Amendment #4 appropriates \$5,000 additional general fund dollars.

Council Action Requested:

Consider Budget Amendment #4, appropriating an additional \$5,000 dollars from the General Fund.

Suggested Motion:

Move to approve/deny Budget Amendment #4 as presented.