



**Town Council
Regular Meeting
April 18, 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. March Monthly Report
 - B. Minutes- March 16, 2023 Work Session Meeting
 - C. Minutes- March 16, 2023 Closed Session Minutes
 - D. Minutes- March 21, 2023 Regular Meeting
 - E. Municipal Clerks Week Proclamation
 - F. Police Week Proclamation
 - G. Public Works Week Proclamation
 - H. World Bee Day Proclamation
- 6. Old Business**
- 7. New Business**
 - A. Henderson County Comprehensive Plan Presentation
 - B. Budget Amendment #5 – Story Map
 - C. Budget Amendment #6 – Glenn Rock Springs
- 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
- Municipal Clerks Week Proclamation
- Police Week Proclamation
- Public Works Week Proclamation
- World Bee Day Proclamation

Summary of Item:

The monthly financial and zoning report from March 2023 is attached. Also attached is the Municipal Clerks Week Proclamation, Police Week Proclamation, Public Works Week Proclamation and World Bee Day Proclamation.

Council Action Requested:

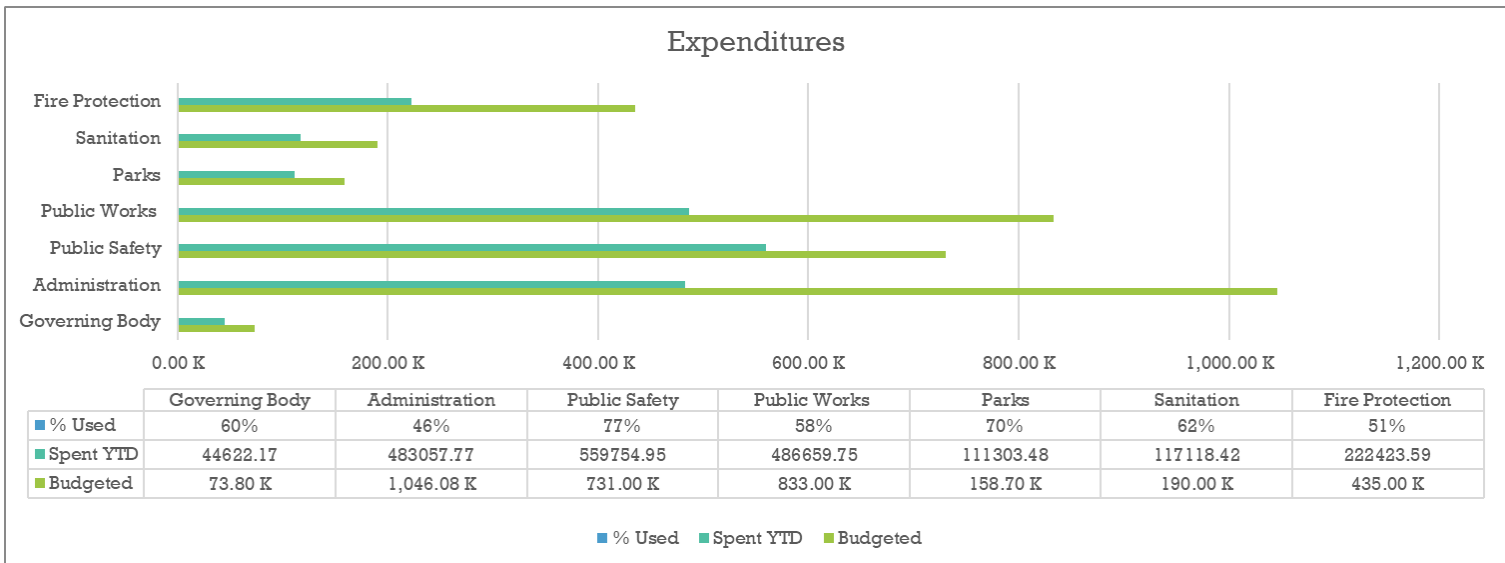
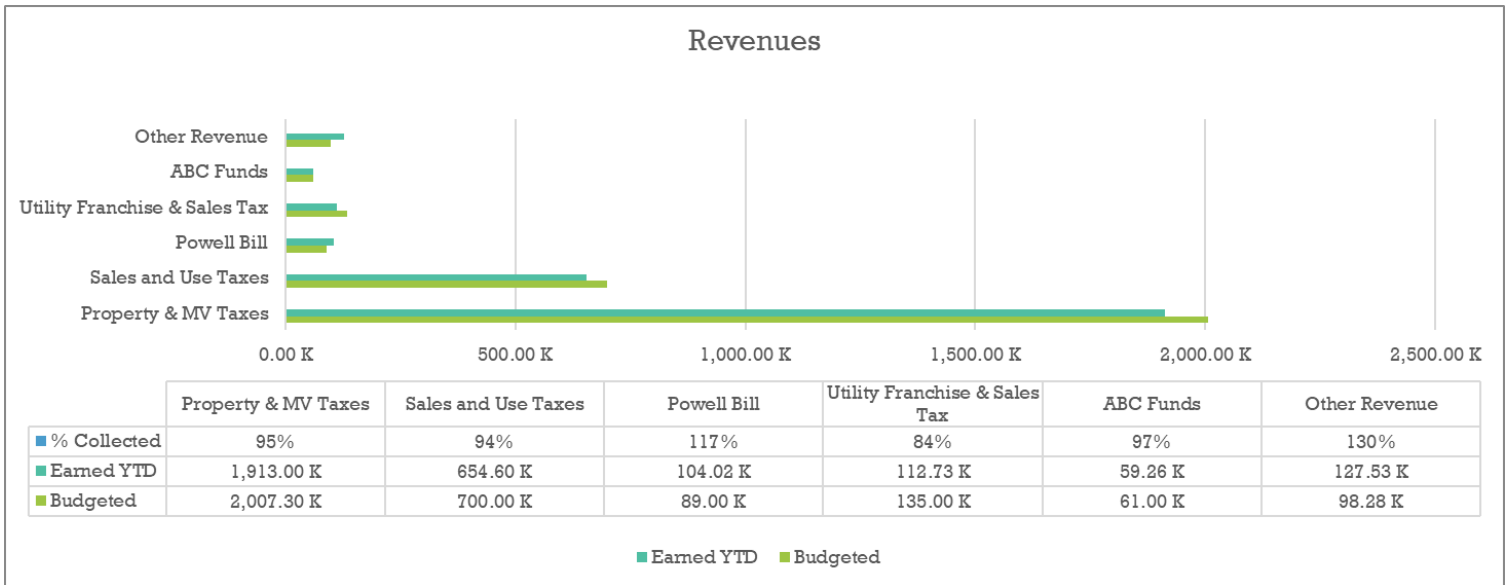
Staff requests the Town Council review the consent agenda.

Suggested Motion:

Move to approve the consent agenda.



Monthly Report – March



Tax Collector's Report (March 31, 2023)-

For prior year taxes, a total of \$29,759.96 remains outstanding. The Town received \$5,623.52 from Henderson County for property taxes collected for August and a total of \$1,849,029.48 since the 2022 bills were mailed. The 2022 tax levy is \$1,867,476.50. The Town currently has a collection rate of 99.369%.



Planning & Zoning

Status of Single Family Residential Dwellings (SFRD)

PERMIT #	ADDRESS/LOT #/ZONE	OWNER/BUILDER	STATUS
2021-13	3149 LP Hwy	Sigfrid Della Valle	NC
2021-19	212 Beechwood	Jennifer Yost	UC
2021-25	209 Sunny Ridge Rd	Walter Baker	UC
2021-40	276 Roberts Dr.	Chris Miller	NC
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	HCBP
2022-44	945 Somersby Pkwy.	Matt Padula	HCBP
2023-4	PIN# 9558351987/Rowland	Loyd Alexander	LPZCP
2023-5	PIN# 9548467175/Clays Cv.	Josh Youngblood	LPZCP

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	1
Additions or Remodel	1
Accessory Use or Structure	2
Total for March	4

PROCLAMATION
54TH ANNUAL MUNICIPAL CLERKS WEEK
April 30th THROUGH May 6th , 2023

***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 April 30th through May 6th, 2023 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 day of April 2023.*

J. Carey O’Cain
Mayor

Attest: _____

Tamara M. Amin
CMC, NCCMC
Town Clerk

PROCLAMATION
POLICE WEEK
May 14th THROUGH May 20th, 2023

***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 14th through May 20th, 2023 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 day of April 2023.*

J. Carey O’Cain
Mayor

Mayor

Attest: _____
Tamara Amin, CMC, NCCMC
Town Clerk

PROCLAMATION

PUBLIC WORKS WEEK MAY 21st THROUGH MAY 27th 2023

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 21st through May 27th, 2023 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 day of April, 2023.

J. Carey O’Cain
Mayor

Attest: _____
Tamara Amin, CMC, NCCMC
Town Clerk

Town of Laurel Park
PROCLAMATION
WORLD BEE DAY May 20, 2023

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, 2023, 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, 2023.

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: Henderson County Comprehensive Plan Presentation

Presenter: Autumn Radcliff, Henderson County Planning Director

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

Summary of Item:

Henderson County Staff have recommended a Comprehensive Plan. The County Board of Commissioners is reviewing and amending the Plan. The Laurel Park Town Council has requested an overview of the Plan.

Council Action Requested:

For informational purposes only.

Suggested Motion:

N/A



TOWN OF LAUREL PARK
AGENDA ITEM SUMMARY

Title of Item: Story Map – Budget Amendment

Presenter: Town Manager Alex Carmichael

Attachment(s): Yes/No

- Budget Amendment #5

Summary of Item:

The Land of Sky Council of Governments has proposed a fee of \$8,000 for a master Story Map detailing the Town's projects. Commissioner Bridges has proposed wrapping the Story Map into a wider website redesign.

Council Action Requested:

Consider Budget Amendment # 5.

Suggested Motion:

Move to approve/deny Budget Amendment # 5 in the amount of \$ _____.

Ord. 2023-6
Town of Laurel Park, North Carolina
Budget Ordinance Amendment
Fiscal Year 2022-2023
Amendment #5

To transfer funds from Fund Balance to the Administration Department Contracted Services for Story Map/Website update.

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)		
Total Changes		\$

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)		
Total Changes		
Grand Total Changes	\$ 	\$

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 18th day of April, 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: Budget Amendment – Glenn Rock Springs

Presenter: Town Manager Alex Carmichael

Attachment(s): Yes/No

- Budget Amendment # 6
- Glenn Rock Spring Invoice

Summary of Item:

Budget Amendment #6 appropriates \$1,565 from Fund Balance to Parks Contracted Services (10-6130-4450.) This appropriation is necessary to pay for services at Glenn Rock Springs.

Council Action Requested:

Consider Budget Amendment # 6.

Suggested Motion:

Move to approve/deny Budget Amendment # 6 as presented.

Ord. 2023-7
Town of Laurel Park, North Carolina
Budget Ordinance Amendment
Fiscal Year 2022-2023
Amendment #6

To transfer funds from Fund Balance to the Parks Department Contracted Services for Glenn Rock Springs.

Section 1. To amend the General Fund (10), the appropriations are to be changed as follows:

<u>Account</u>	Decrease	Increase
Contracted Services (10-6130-4450)		\$ 1,565.00
Total Changes		\$ 1,565.00

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)	\$ 1,565.00	
Total Changes	\$ 1,565.00	
Grand Total Changes	\$1,565	\$1,565

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 18th day of April, 2023.

ATTEST:

J. Carey O’Cain, Mayor

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

Southwinds Landscaping, LLC

422-B S. Whitted Street
 Hendersonville, NC 28739
 (828) 777-0777
 info@southwindslandscapes.com

Invoice

Date 3/29/2023
 Invoice # 2022-305

To: Glen Rock Spring
 Gary Anderson
 Laurel Park, NC 29739

Work Order Number

Quantity	Description	Unit Price	Unit Total
1	Deck 8'x12', Timber tech decking, color -Brown Oak, with pine framing, concrete footers.	5,850.00	5,850.00
1	Locust Railing for deck and sloped walkway.	1,890.00	1,890.00
85	Retaining Wall, per lft	32.00	2,720.00
18	River Rock, 5-7", with some large mixed in, per ton	375.00	6,750.00
1	Large Boulder Step	560.00	560.00
1	Labor to Distinguish Pathways	2,400.00	2,400.00
1	Labor to Repair Seatwall	450.00	450.00
1	Labor to Carve Steps	1,680.00	1,680.00
1	Locust Railing for Carved Steps	485.00	485.00
1	Steps, Fieldstone Tread (1.5'x3') with Fieldstone Riser (6-7"), 6 Steps	1,560.00	1,560.00
2	Small Boulders, per ton	315.00	630.00
1	Locust Railing for Stone Steps	485.00	485.00
1	Labor to Transplant Ferns	125.00	125.00
Make checks payable to Southwinds Landscaping		Total	\$25,585.00
<p style="text-align: center;">Thank you for your business</p> <p>(828)777-0777 info@southwindslandscapes.com</p>		Payments/Credits	\$0.00
		Balance Due	\$25,585.00