



**Town Council  
Public Work Session/Public Hearing  
July 13, 2023**

**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. Approval of the Agenda**
- 3. Old Business**
  - A. Website Upgrade
- 4. New Business**
  - A. Oath of Office- Kirk Medlin
  - B. Tree Concern at Jump Off Rock
  - C. COLA/Merit Discussion
- 5. Agenda Review**
- 6. Adjournment**



TOWN OF LAUREL PARK  
**AGENDA ITEM SUMMARY**

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**Title of Item:** Website Upgrade

**Presenter:** Alex Carmichael

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

**Summary of Item:**

At the regularly scheduled June meeting, Summit Marketing and Activate Business Solutions presented their proposals for the website upgrade.

**Council Action Requested:**

Discuss website proposal presentations by Summit Marketing and Activate Business Solutions.

**Suggested Motion:**

Move to award a contract for Website Upgrades and to authorize the Town Manager to sign and execute related documents.



**TOWN OF LAUREL PARK  
AGENDA ITEM SUMMARY**

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**Title of Item:** Oath of Office- Kirk Medlin

**Presenter:** Mayor O’Cain

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

- Oath of Office

**Summary of Item:**

Mayor O’Cain will administer the oath of office to Finance Officer, Kirk Medlin.

**Council Action Requested:**

N/A

**Suggested Motion:**

N/A

STATE OF NORTH CAROLINA  
COUNTY OF HENDERSON

**OATH OF OFFICE  
FINANCE OFFICER  
TOWN OF LAUREL PARK, NC**

“I, Thomas Kirk Medlin, do solemnly swear (or affirm) that I will support and maintain the Constitution of the United States and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Finance Officer for the Town of Laurel Park, so help me God.”

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Thomas Kirk Medlin

Sworn to and subscribed before me  
this \_\_\_\_ day of \_\_\_\_\_ 2023.

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Mayor J. Carey O’Cain



TOWN OF LAUREL PARK  
**AGENDA ITEM SUMMARY**

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**Title of Item:** Tree Concern at JOR

**Presenter:** Town Manager Alex Carmichael

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

- Email

**Summary of Item:**

Miranda Newton contacted Town Hall about trimming the trees at Jump Off Rock. She will be having a wedding there on September 30<sup>th</sup> and requests that the overgrowth near the two oak trees to the left of the Rock be trimmed.

**Council Action Requested:**

Review and discuss overgrowth trimming at Jump Off Rock.

**Suggested Motion:**

Move to approve/deny overgrowth trimming at Jump Off Rock.

**From:** Miranda Newton <[miranda.newton723@gmail.com](mailto:miranda.newton723@gmail.com)>

**Sent:** Saturday, June 17, 2023 1:18 PM

**To:** Laurel Park General Info <[info@laurelpark.org](mailto:info@laurelpark.org)>

**Subject:** Re: Wedding Reservation

**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.

Hi Carol!

We came and visited Jump Off Rock this weekend to check everything out & it is gorgeous!

I wanted to reach out with just one concern that we have, and that is the overgrowth of the trees/weeds that block the view of the mountains. The desired location we are looking at is where the oak trees are located to the left of the rock overlook. When we visited today, there were tons of overgrowth blocking the entire view from where you sit even on the bench. Is this something you all can clear beforehand? We are more than willing to pay extra, as we have picked this spot for its stunning views!

I have also included the picture I took today for reference!

Thank so much and we look forward to hearing from you!

M





**TOWN OF LAUREL PARK  
AGENDA ITEM SUMMARY**

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**Title of Item:** COLA/Merit Discussion

**Presenter:** Mayor J. Carey O’Cain

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

**Summary of Item:**

At the June Regular Meeting, the Council asked staff to hold off on distribution of COLA and Merit to staff until after the July meeting.

**Council Action Requested:**

Review and discuss FY24 COLA and Merit.

**Suggested Motion:**

N/A





**TOWN OF LAUREL PARK  
AGENDA ITEM SUMMARY**

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**Title of Item:** Agenda Review for the Council Meeting scheduled for July 18, 2023

**Presenter:** Town Manager Alex Carmichael

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

- Draft July 18, 2023, Town Council Agenda

**Summary of Item:**

The Town Council will hold their regularly scheduled Town Council meeting on the third Tuesday of the month, July 18, 2023, at 9:30am. The draft agenda is included with this memorandum for their review.

**Council Action Requested:**

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

**Suggested Motion:**

None



TOWN OF LAUREL PARK  
**AGENDA ITEM SUMMARY**

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**Town Council  
Regular Meeting  
July 18, 2023, 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. June Monthly Report
  - B. Minutes for the May 11, 2023 Closed Session
  - C. Minutes for the June 15, 2023 Work Session
  - D. Minutes for the June 20, 2023 Regular Meeting
  - E. Minutes for the June 20, 2023 Closed Session
  - F. Minutes for the June 27, 2023 Special Meeting
  - G. Minutes for the June 27, 2023 Closed Session
  - H. Tax Collector Charge Resolution
  - I. Resolution for Bank Card Signature
- 6. Old Business**
- 7. New Business**
  - A. Roads Update
  - B. Legislative Update
- 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**