



**Town Council  
Work Session Minutes  
April 13, 2023 – 9:30 a.m.**

Mayor O’Cain called the Work Session Council Meeting to order at 9:30 a.m. on April 13, 2023, in person at Town Hall, 441 White Pine Drive, Laurel Park, NC 28739.

The following attended in person at Town Hall:

- Mayor Carey O’Cain
- Mayor Pro Tempore A. Paul Hansen
- Commissioner George W. Banta
- Commissioner Deb Bridges
- Town Manager Alex Carmichael
- Town Clerk Tamara Amin
- Assistant to the Town Manager Jordan Jones
- Public Works Director Brandon Johnson
- Town Engineer Will Buie
- Town Attorney Sharon Alexander

The following were absent:

- Commissioner Kristin Dunn
- Interim Finance Officer Ed McGowan
- Police Chief Bobbie Trotter
- Fire Chief Tim Garren

**APPROVAL OF THE AGENDA**

Mayor Pro Tem Hansen moved to approve the agenda. Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

**NEW BUSINESS**

**STORY MAP PROPOSAL DISCUSSION**

Town Manager Carmichael said Council asked to have a follow up meeting with the Land of Sky Council of Governments about the proposal for a web-based story map. Mayor Pro Tem Hansen, Commissioner Banta, and Town Manager Alex Carmichael met with Erica Anderson from the Land of Sky on March 27, 2023. Ms. Anderson provided examples of the story maps that would be a link on the Town’s website.

*Sharon Alexander joined the meeting at 9:55 a.m.  
Will Buie joined the meeting at 9:58 a.m.*

Council discussed whether the Town should pay for a story map or use that money to build a better Town website.

Council asked Staff to include the webpage updates in the upcoming budget.

Mayor Pro Tem Hansen moved to proceed with the \$8k Story Map Proposal from Land of Sky. Mayor O’Cain asked for discussion.

Council discussed postponing the discussion until the Town does website improvements. Council would like to appropriate money for the Story Map and the new Website together.

Mayor Pro Tem Hansen moved to withdraw his motion and postpone the discussion of the Story Map to the Regular Council Meeting on Tuesday. Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

### **RESOLUTION #2023-3 – SURPLUS PROPERTY**

Staff requests authority to exchange surplus property in accordance with §160A-271 Exchange of Property. The revenues and expenditures of these exchanges have been budgeted in the FY23 budget.

Council reviewed the resolution.

Commissioner Bridges moved to approve Resolution #2023-3 – Surplus Property as presented. Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

- a. Surplus Property Resolution - The aforesaid Resolution is attached to and made part of these minutes as Appendix 1.

### **BID WITHDRAWAL- COOPER CONSTRUCTION**

Town Engineer Will Buie said bids were accepted for the Town of Laurel Park Drainage Improvements Project on Thursday, March 23, 2023. Five bids were received ranging from a low bid of \$423,542.00 to a high bid of \$747,968.00. The low bid was submitted by Cooper Construction. They contacted WGLA the afternoon of the bid opening and indicated they had an error in their bid. They have since submitted a letter requesting that their bid be withdrawn. The bidders were not required to submit bid bonds for this project in an attempt to entice more interest from contractors. Based on WGLA’s review of Cooper’s bid and their request to withdraw, we believe it is clear they had made an error when completing their bid. It appears their pavement removal and patching number was significantly lower than the other bidders. We believe it is in the Town’s best interest to allow withdrawal of the bid and to move forward with the second lowest bidder.

Council reviewed and discussed Cooper Construction’s request to withdraw their bid.

- b. Cooper Construction Letter - The aforesaid letter is attached to and made part of these minutes as Appendix 2.

Commissioner Banta moved to approve bid withdrawal from Cooper Construction for the Town of Laurel Park Drainage Improvements Project. Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

### **STORM DRAINAGE AWARD- AUSTIN CONSTRUCTION**

Town Engineer Will Buie said with the release of the Cooper Construction bid, the apparent low bidder is Austin Construction Company of Horseshoe, NC with a bid of \$633,565.00. WGLA has reviewed their bid, and it appears to be correct and complete.

Council reviewed and discussed Austin Construction’s bid.

Mayor Pro Tem Hansen moved to award the contract to Austin Construction Company with the following conditions/contingencies:

- Receipt of any required easements prior to issuance of the notice to proceed.
- Receipt of performance and payment bonds after issuance of the notice of award.
- Proper execution of contract documents and ARPA contract addendum

Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

Council asked Staff to obtain a schedule from Austin Construction Company on road closures in Town.

### **AGENDA REVIEW FOR THE COUNCIL REGULAR MEETING SCHEDULED FOR APRIL 18, 2023**

Mr. Carmichael said the Town Council will hold their regularly scheduled Town Council meeting on the third Tuesday of the month, April 18, 2023, at 9:30am. The Town Council reviewed the draft agenda.

- 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**

- 6. Old Business**
- 7. New Business**
  - A. Henderson County Comprehensive Plan Presentation
  - B. Discussion – Town Hall Pre-Design
  - C. Budget Amendment – Story Map
  - D. Budget Amendment – 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**

Staff would like to add World Bee Proclamation.

Mayor O’Cain asked the Town Manager for a Stream Restoration Update. Town Manager Carmichael said the contractor is sourcing materials and mobilizing.

Mayor O’Cain said the Boys Scouts are looking to do another Eagle Scout Project in Town.

Commissioner Banta asked Public Works Director, Brandon Johnson to give an update on culvert repairs.

**CLOSED SESSION**

Mayor Pro Tem Hansen moved that the Council enter Closed Session at 10:27 a.m. pursuant to [N.C.G.S. 143-318.11(a) (3)] to consult with our attorney to consider and give instructions concerning a potential or actual claim, administrative procedure, or judicial action. Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

*Mr. Johnson and Will Buie departed the meeting at 10:28 a.m.*

Mayor Pro Tem Hansen moved to reconvene the Council Regular Meeting at 11:02 a.m. Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

The following were present at Town Hall:

- Mayor J. Carey O’Cain
- Mayor Pro-Tempore A. Paul Hansen
- Commissioner Deb Bridges
- Commissioner George W. Banta
- Town Manager Alex Carmichael
- Town Clerk Tamara Amin
- Assistant to the Town Manager Jordan Jones
- Town Attorney Sharon Alexander

Town Attorney Sharon Alexander left the meeting at 11:02 a.m.

Council discussed the May/June Newsletter coming up and asked Staff to cover roads and parks.

Town Manager Carmichael said Toby Linville from the County contacted the Town and asked if visitors from the Ecusta Trail could use Town Hall restrooms and parking. Town Manager Carmichael said he had replied to him letting him know that the Town does not have the facilities but supports Henderson County.

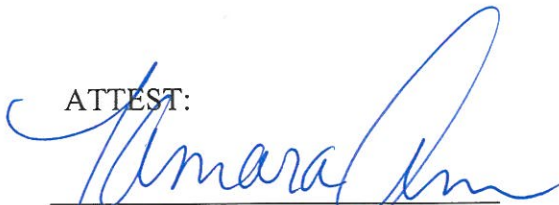
Council agreed the Town of Laurel Park does not want to put pressure on taxpayers. The Ecusta Trail is a County Project that they need to maintain it since Laurel Park pays County taxes. Laurel Park will work hand in hand with the County to provide security but our Public Works Staff should not be picking up trash along the Trail.

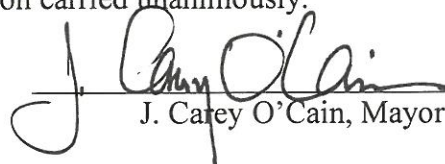
Council asked Staff to have an update on Vine Removal in Town in the newsletter.

**ADJOURNMENT**

There being no further business, Commissioner Bridges moved to adjourn at 11:13 a.m. Mayor O’Cain asked for discussion; there was none. The motion carried unanimously.

ATTEST:

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

  
\_\_\_\_\_  
J. Carey O’Cain, Mayor  
  
5/16/23  
\_\_\_\_\_  
Date



**RESOLUTION AUTHORIZING THE DISPOSITION OF  
CERTAIN PERSONAL PROPERTY BY EXCHANGE**

**RESOLUTION # 2023-3**

WHEREAS, pursuant to G.S.160A-266 and 160A-271, the Council of the Town of Laurel Park desires to dispose of certain surplus property of the Town of Laurel Park; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Laurel Park that:

1. The following described property is hereby declared to be surplus to the needs of the Town of Laurel Park:

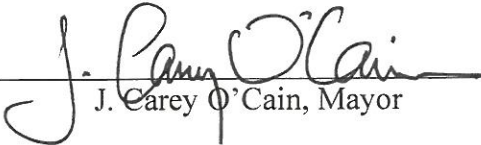
- 2017 Ram Promaster Van (VIN: 3C6TRVAG1HE514803) with 2,779 miles*
- 2009 Ford F550 with snowplow and spreader (VIN: 1FDAF57R89EA76016) with 66,137 miles*
- 2019 Ford Police Interceptor (VIN: 1FM5K8AR0KGA22615) with 49,950 miles*
- 2013 Ford Escape (VIN: 1FMCU9GX3DUD71821) with 32,652 miles*
- 2013 Ford Sedan Police Interceptor (VIN: 1FAHP2M86DG123525) with 87,939 miles*

2. The Town Manager is authorized to dispose of the described property by exchange/trade.

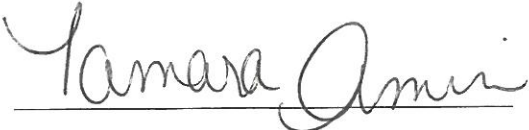
3. The Town of Laurel Park Clerk shall publish notice summarizing this Resolution in accordance with G.S. 160A-267.

4. The sale may be consummated not earlier than ten (10) days from the date of publication.

Adopted this 13<sup>th</sup> day of April, 2023

  
J. Carey O' Cain, Mayor

Attest:



Tamara Amin, CMC, NCCMC

Town Clerk

Appendix - 2

**COOPER**  
CONSTRUCTION COMPANY, INC.

OFFICE 761 S. Allen Road, Flat Rock NC 28731  
MAIL PO Box 806, Hendersonville NC 28793  
PHONE (828) 692-7238 FAX (828) 696-9978  
WEB [www.cooperconst.com](http://www.cooperconst.com)  
NC LICENSE #4763  
SC LICENSE #G12759

AGRICULTURAL  
COMMERCIAL  
INDUSTRIAL  
INSTITUTIONAL  
MEDICAL  
PROFESSIONAL

A THIRD GENERATION  
FAMILY-OWNED  
GENERAL CONTRACTOR

March 27, 2023

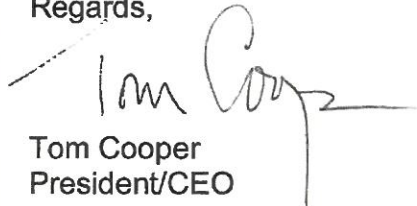
William R. Buie, P.E.  
WGLA Engineering, PLLC  
724 5<sup>th</sup> Avenue West  
Hendersonville, NC 28739

Dear Mr. Buie,

This letter will serve as Cooper Construction Company's formal withdrawal of our bid for the Town of Laurel Park Drainage Improvements project per the standards of the contract documents.

If you have any questions, please feel free to give me a call at 828-692-7238.

Regards,



Tom Cooper  
President/CEO