



**Town Council  
Regular Meeting Minutes  
September 19, 2023 – 9:30 a.m.**

Mayor Pro Tem Hansen called the Regular Council Meeting to order at 9:30 a.m. on September 19, 2023, in person at Town Hall, 441 White Pine Drive, Laurel Park, NC 28739 and electronically through Zoom platform.

The following attended in person at Town Hall, 441 White Pine Drive, Laurel Park, NC 28739:

- Mayor Pro Tempore A. Paul Hansen
- Commissioner George W. Banta
- Commissioner Kristin Dunn
- Commissioner Deb Bridges
- Town Manager Alex Carmichael
- Town Clerk Tamara Amin
- Assistant to the Town Manager Jordan Jones
- Police Chief Bobbie Trotter
- Public Works Director Brandon Johnson
- Town Engineer Will Buie

The following were absent:

- Mayor Carey O’Cain
- Finance Officer Kirk Medlin
- Fire Chief Tim Garren

Mayor Pro Tem Hansen opened the Regular Meeting and led the Pledge of Allegiance.

**PUBLIC COMMENT**

Mayor Pro Tem Hansen asked if there was any public comment; there was none.

**APPROVAL OF THE AGENDA**

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

**APPROVAL OF THE CONSENT AGENDA**

Mayor Pro Tem Hansen asked staff about 3149 Laurel Park Highway because of the lack of landscaping. Mr. Jordan Jones said the owner has the CO and has met all standards with mulching and existing vegetation.

Town Clerk Amin said the minutes of August 15, 2023 did not reflect Commissioner Bridges attending via ZOOM.

Commissioner Banta asked to remove the Laurel Green Budget Ordinance from the Consent Agenda for a separate discussion.

- a. August Monthly Report - The aforesaid report is attached to, and made part of, these minutes as Appendix 1.
- b. Surplus Property Resolution 2024-1- The aforesaid resolution is attached to, and made part of, these minutes as Appendix 2.

Commissioner Bridges moved to approve the amended consent agenda with the removal of the Laurel Green Budget Ordinance 2024-1 and the correction on the August 15, 2023 Minutes. Mayor Pro Tem Hansen asked for discussion; there was none. The vote was unanimous in favor of the motion.

### **Laurel Green Budget Ordinance 2024-1**

Commissioner Banta asked that Council not dip into the fund balance because the Parks and Greenways Board tends to go over their budget every year. He suggested telling the Board to take the extra money out of other areas of their budget. He said it is still early in the fiscal year to be asking for money.

Commissioners Dunn and Bridges suggested taking a bigger picture of the playground and not spending \$11k on a small fix for 20-year-old equipment.

After much discussion, Council recommends Parks and Greenways create a budget for all playground equipment. Council wants to see pictures of the broken equipment and if need be, take the whole playground away until it is fully replaced.

### **OLD BUSINESS**

#### **CULVERT AND PAVING CONTRACT AMENDMENT**

Town Engineer Will Buie said as reported previously, we have received pricing from Austin Construction (drainage) and Tarheel Paving (paving) for the 2023/2024 improvements that were discussed at the Council meeting in July. The total combined cost for the improvements is \$886,435.10.

The Town has \$720,000.00 available for additional work. The Town has allocated \$60,000.00 for contingency for paving and \$15,000.00 for geotechnical/materials and testing services. This leaves \$645,000.00 available for construction.

Based on this budget, we recommend the following work be added to the paving and drainage contracts via change order:

Paving:

Escalation	\$25,000.00
Mobilization, Bonds and Insurance	\$20,000.00
Arbutus Lane	\$36,852.50
Sabine Drive (Apple Ln to 458 Sabine)	\$83,307.60
Orchard Circle (East Ramp to Sky Village Ln)	\$25,134.00
Laurel Park Hwy (McCarson Dr. to Indian Woods)	\$27,382.50
Laurel Park Hwy (Roberts Dr. to Breckenridge Ct.)	\$64,285.00
Timber Creek (Hebron to Finley Cove)	\$294,075.50
TOTAL	\$576,037.10

Drainage:

Mobilization, Insurance and Const. Staking	\$9,100.00
Clearing and Grubbing	\$12,900.00
Restoration of Surfaces	\$12,900.00
Laurel Park Hwy (McCarson Dr. to Indian Woods)	\$13,020.00
Timber Creek (Hebron to Finley Cove)	\$15,165.00
TOTAL	\$63,085.00

This would be an addition to the construction contracts of \$639,122.10. If contingency and escalation is not used, Mr. Buie recommends converting those funds to completing drainage improvements and paving on roads that have been deferred. Mr. Buie recommends that the Town Council approve change orders in the amounts noted and authorize Staff to sign the necessary change order documents. Mr. Buie said they are 2/3 of way done with culvert replacements.

Council reviewed and discussed the summary of pricing for the additional work.

Commissioner Bridges moved to approve change orders in in the amounts presented and authorize the Town Manager to sign the necessary change order documents. Mayor Pro Tem Hansen asked for discussion; there was none. The vote was unanimous in favor of the motion.

*Mr. Will Buie departed the meeting at 9:53 am*

**NEW BUSINESS**

**BOARD OF ADJUSTMENT APPOINTMENT**

Town Manager Carmichael said at the September 14, 2023, Board of Adjustment meeting it was recommended that Mr. Bonnema step into the role of the Alternate position member and his term be extended to December 31, 2026.

Commissioner Banta moved to appoint Mr. Bonnema for the Board of Adjustment alternate position, for a term ending December 31, 2026. Mayor Pro Tem Hansen asked for discussion; there was none. The vote was unanimous in favor of the motion.

UDO TEXT AMENDMENT PROPOSAL

Mr. Jordan Jones said Staff proposes that the Town Council initiate a text amendment that would allow the Planning Board to review and decide zoning applications for the Town Center and Mixed-Mountain Use zoning districts.

At the regular Planning Board meeting last week, Planning Board members and staff discussed the importance of taking a proactive approach with any new development or renovations of existing buildings in the Town Center and Mixed-Mountain use zoning districts.

- US-64 Improvements (will afford opportunities to reimagine these areas)
- 2026 Comprehensive Plan (remain consistent with this plan)
- UDO (guiding document on how to achieve this)

As new development and redevelopment occurs in these zoning districts, this proposed text amendment of allowing Planning Board to be involved with the permitting process would afford a better opportunity to achieve these goals and remain consistent with the plans.

Commissioner Banta moved to initiate text amendments for the Town Center and Mixed-Mountain Use zoning districts. Mayor Pro Tem Hansen asked for discussion; there was none. The vote was unanimous in favor of the motion.

WEBSITE CONTRACT FROM SUMMIT MARKETING

Town Manager Carmicheal said the Town Council awarded a bid to Summit Marketing for a website update. The attached document would enter the Town into a contract for those services. The fee breakdown is as follows:

Website

Website graphic design, layout, SEO, build, 1.5 hours of training	\$3,900.00
Jot Forms. Interface	\$ 120.00
Home Blocks Component	\$ 685.00
FAQ's Component	\$ 820.00
Department Component	\$ 350.00
Alerts Component	\$ 400.00
News Component	\$ 350.00
Calendar Component	\$ 450.00

Roads Component	\$1,200.00
<b>TOTAL:</b>	<b>\$8,275.00</b>

Additional Services

Annual Web Hosting	\$250/year
Annual SSL Certificate	\$195/year
Annual Security Service	\$800/year

This service engages Summit to perform all security updates to the content management system within 24-hours of release

As-needed Services

Copywriting	\$95/page
Professional Photography	By quotation

Council reviewed and discussed Summit Marketing contract. They asked Staff to get photography done because the website will probably be up and running by the end of November or December.

Mr. Bonnema interrupted Council to let them know the TDA said they provide professional photographers.

Council asked Staff to find out about copywriting the whole website content.

Commissioner Dunn moved to approve the contract for website development with Summit Marketing as presented. Mayor Pro Tem Hansen asked for discussion; there was none. The vote was unanimous in favor of the motion.

**TOWN MANAGER’S REPORT**

Town Manager Carmichael gave updates on a couple of topics.

Invasives- They are working on two areas, Laurel Park Highway and Old and Upper Laurel Park Highway, averaging about 15 hours a week. Council said they have not seen any progress at Old Laurel Park for over a month. Staff said they will check into it.

Laurel Green Stream Restoration- the three Stormwater Control Measures (SCM) are done, the next floodplain activation will not take six weeks to complete, they have installed the turf and will come back in the Spring to do the larger bushes. They are aiming to complete the work by the end of October or beginning of November.

Sewer Status- Lakemoor Condos has engaged Mr. Philip Ellis for the sewer project. The Town has agreed to pay for the survey work. The City of Hendersonville will be donating their time and work on the project.

Mayor Pro Tem Hansen asked about the status of Fleetwood. Mr. Jordan Jones said Cooper Construction is supposed to be working on it but there is no timeline yet. They will need to replace pipes before building the pump station that has caused the paving delay on Pinewood Road.

Website Status- The group met last week and were shown a concept of what the website would look like. Mayor Pro Tem Hansen asked to find out when they would be able to make a final presentation to Council.

Audit- Fieldwork for the Audit is currently taking place.

ETJ Representative- Mr. Stephen Braznell has brought to Staffs attention that he is not within the Town of Laurel Park's ETJ. Staff has asked that Mr. Braznell step down. Council will need to find a replacement and recommend to the County a new ETJ representative.

## **DEPARTMENT HEAD REPORTS**

### **PUBLIC WORKS**

Public Works Director Brandon Johnson said the department is finishing up some asphalt patches. After that they will be working on brush pick up and drainage repairs.

Commissioner Banta asked about the two dead trees on Laurel Park Highway and the safety hazards. He asked Staff to find who the owner is and send them a letter.

Mayor Pro Tem Hansen asked Staff to remove the dead tree in Rhododendron Lake Nature Park.

### **FIRE**

Fire Chief Tim Garren was not present.

### **POLICE**

Chief Trotter said she was just going to concentrate on the positives for this meeting. Officer Pittman was awarded Hometown Hero last Friday. The LPPD and the City of Hendersonville Police Departments had a very successful DWI checkpoint. Officer Elliot became a member of the Regional Negotiator Team and completed a leadership class. Officer Moore is in CSI training. Assistant Chief Capps earned his Tactical Emergency Casualty Care Instructor Certification. Both Officers Elliott and Junger enrolled in the certification program for death investigation. Last item is a reminder of the Community Day which will include a Shred-it truck and many local nonprofit organizations on October 2 at the Church across from Town Hall.

ADMINISTRATION

Town Clerk Amin wanted to thank the Parks and Greenways Board for a wonderful picnic and all the businesses that donated gift cards for the wonderful volunteers. She also wanted to congratulate Mr. Joe Sanders on being awarded Volunteer of the Year at the picnic.

Some housekeeping items Ms. Amin talked about where Volunteer Gardening Day is today and tomorrow at Laurel Green, Open enrollment will be coming up beginning October 9-27 and a reminder of Mr. Ball's Celebration of Life on Sunday at the Hendersonville Country Club.

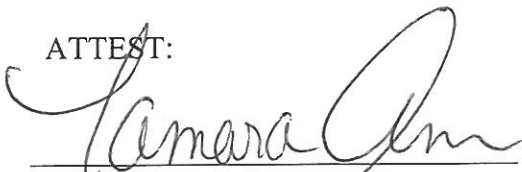
MAYOR AND COMMISSIONER COMMENTS


No Comments.

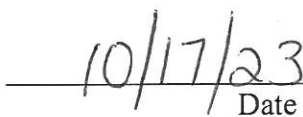
ADJOURNMENT

There being no further business, Commissioner Banta moved to adjourn at 10:27 a.m. Mayor Pro Tem Hansen asked for discussion; there was none. The vote was unanimous in favor of the motion.

ATTEST:

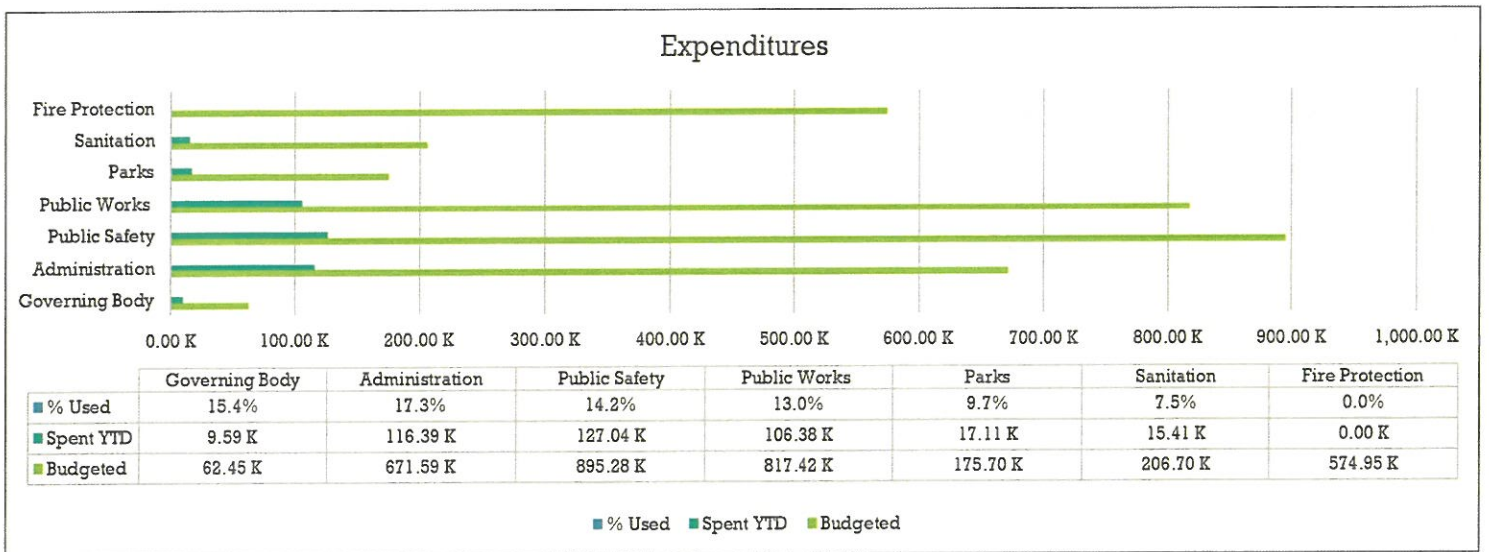
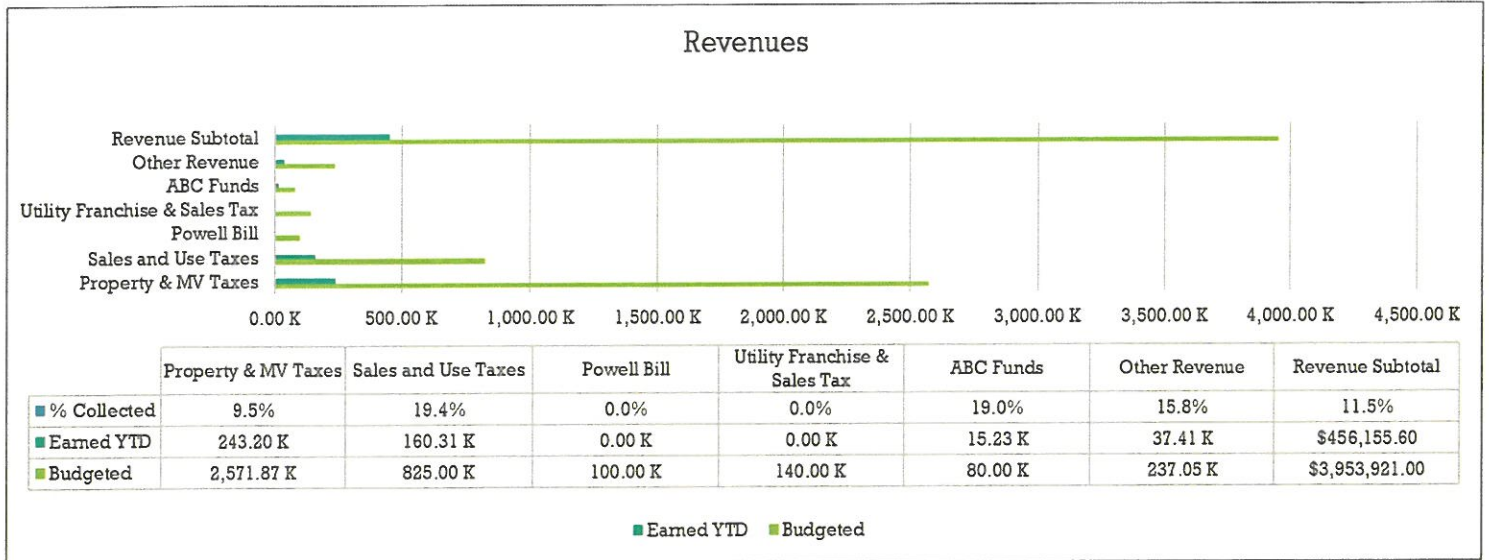
  
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Tamara M. Amin, CMC, NCCMC  
Town Clerk/ Deputy Tax Collector

  
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A. Paul Hansen, Mayor Pro Tempore

  
\_\_\_\_\_  
Date



# Appendix-1 August Monthly Report



## Tax Collector's Report (August 31, 2023)

For prior year taxes, a total of \$32,567.40 remains outstanding. The Town received \$225,634.59 from Henderson County for property taxes collected for August and a total of \$228,224.51 since the 2023 bills were mailed. The 2023 tax levy is \$2,574,357.22. The Town currently has a collection rate of 8.81%.





# 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	HCBP
2022-44	945 Somersby Pkwy.	Matt Padula	HCBP
2023-4	200 Rowland Dr.	Loyd Alexander	LPZCP
2023-5	PIN# 9548467175/Clays Cv.	Josh Youngblood	LPZCP
2023-29	PIN# 9558252937	Chris Brock	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	1
Sign	0
Fence	2
Additions or Remodel	0
Accessory Use or Structure	0
<b>Total for August</b>	<b>3</b>



RESOLUTION NO. 2024-1

RESOLUTION DECLARING SURPLUS AND AUTHORIZING THE DISPOSAL OF SURPLUS PERSONAL PROPERTY

WHEREAS, the Town Council of the Town of Laurel Park desires to declare said property surplus and dispose in accordance with the Town of Laurel Park's Policy and the North Carolina General Statutes; and

WHEREAS, the Town Council of the Town of Laurel Park hereby declares surplus the following described property:

Table with 4 columns: ITEM NAME, NO. OF ASSET, DESCRIPTION, DISPOSITION. Row 1: Mitel 8568 Telephone, 9, Telephone Equipment, As per G.S. 160A-266

WHEREAS, North Carolina G.S. 160A-266(d) allows the Town to discard any personal property that: (i) is determined to have no value; (ii) remains unsold or unclaimed after the Town has exhausted efforts to sell the property using any applicable procedure under this Article; or (iii) poses a potential threat to the public health or safety;

WHEREAS, the referenced statute does not require the Town to publish notice of the intent to declare or discard surplus property that has no value;

NOW, THEREFORE, BE IT RESOLVED, by the Laurel Park Town Council declares the real and personal property as surplus and authorizes the following:

- 1. The property that has no value to be discarded according to the referenced statutes.

Adopted by the Laurel Park Town Council of the Town of Laurel Park this 19th day of September, 2023.

A. Paul Hansen (handwritten signature)

A. Paul Hansen, Mayor Pro Tempore

Attest:

(handwritten signature)
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Tamara Amin, Town Clerk