



**Town Council
Regular Meeting Minutes
February 21, 2023 – 9:30 a.m.**

Mayor O’Cain called the Regular Council Meeting to order at 9:29 a.m. on February 21, 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 Carey O’Cain
- Mayor Pro Tempore A. Paul Hansen
- Commissioner George W. Banta
- Commissioner Deb Bridges
- Commissioner Kristin Dunn
- Town Manager Alex Carmichael
- Town Clerk Tamara Amin
- Assistant to the Town Manager Jordan Jones
- Police Chief Bobbie Trotter
- Public Works Director Brandon Johnson
- Fire Chief Tim Garren
- Wayland Shamburger- Shamburger Architectural Group

The following were absent:

- Finance Officer Heather Smith

Mayor O’Cain opened the Regular Meeting and led the Pledge of Allegiance.

PUBLIC COMMENT

Mayor O’Cain asked if there was any public comment; there was none.

APPROVAL OF THE AGENDA

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

APPROVAL OF THE CONSENT AGENDA

- a. January Monthly Report - The aforesaid report is attached to and made part of these minutes as Appendix 1.

Commissioner Bridges moved to approve the consent agenda as presented. Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

OLD BUSINESS

LAUREL PARK WELCOME SIGN

Town Manager Alex Carmichael said Summit Marketing Group has provided visuals and cost estimates for Welcome/corporate limit signs for the Town of Laurel Park. Installed, the estimated price for three signs is \$8,547.38.

If the Town subtracts the labor cost of \$960 and install them in house, it will cost \$7,587.38.

Mayor Pro Tem Hansen moved to approve the design proof from Summit Marketing Group for the welcome signs and for installment by Town Staff in the designated three areas. Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

NEW BUSINESS

ARCHITECTURAL DESIGN FIRM INTERVIEWS FOR TOWN HALL PROJECT

Town Council interviewed Shamburger Architectural Group for the Town Hall project. Mr. Wayland Shamburger introduced himself and presented Council reasons why their company would be a fit for Laurel Park.

Mr. Wayland Shamburger left at 9:54 a.m.

DISCUSSION OF QUALIFICATIONS OF ARCHITECTURAL FIRMS FOR TOWN HALL PROJECT

Town Manager Carmichael said G.S. 143-64.31 requires that municipalities select architects and engineers using a qualifications-based selection model. The Council must rank the most qualified firm, second most qualified firm, and third most qualified firm. The Town will then negotiate a contract with the top ranked firm. If no agreement can be reached, the Town will then negotiate with the second highest ranking firm. If an agreement cannot be reached again, the Town will negotiate with the third top ranking firm.

Mayor O’Cain said a meeting is setup with Land of Sky to help with the Town of Laurel Park’s Master Plan and a marketing presentation due to some pushback from residents about a new Town Hall.

Mayor Pro Tem Hansen moved to rank Shamburger Architectural Group as the most qualified architectural firm for the Town Hall project. Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

Mayor Pro Tem Hansen moved to rank Masters Architecture, PLLC as the second most qualified architectural firm for the Town Hall project. Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

Mayor Pro Tem Hansen moved to rank NOVUS Architects Inc as the third most qualified architectural firm for the Town Hall project. Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

Some Council members were concerned about moving forward with the Town Hall Project without the Community Support.

Mayor Pro Tem Hansen said Council said is stuck between a need or want. There is a need for Police and more office space for Administration. Council does want the Town Hall but not just for the sake of a Town Hall.

Mayor O’Cain described the need for a Town Hall like outgrowing your first home that cannot accommodate the issues like security, filing, meeting space, etc.

Commissioner Bridges said if we could say this project is not going to cost more than this amount, that would help residents better understand.

Mayor asked if the cost should be shared with future residents.

Commissioner Banta said the feedback from volunteers was pretty substantial and the Town needs more community input.

Mayor O’Cain suggested meeting with Land of Sky for the Comprehensive Plan that will convince Council first then convince residents.

BUDGET AMENDMENT #3

Town Manager Alex Carmichael said a budget amendment is necessary for the Town to match the Tourism Development Authority (TDA) grant for parking renovations at Jump-Off-Rock. Budget Amendment #3 appropriates \$5,000 additional dollars, raising the town match from \$5,000 to \$10,000.

- b. Budget Amendment - The aforesaid budget amendment is attached to and made part of these minutes as Appendix 2.

Public Works Director Brandon Johnson said he will call the contractor today to find out when they will start.

Mayor Pro Tem Hansen moved to approve Budget Amendment #3 as presented. Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

RESOLUTION OPPOSING CHANGES TO MUNICIPAL ELECTIONS

Mayor O’Cain said Resolution 2023-1 requests the General Assembly to oppose creating partisan municipal elections or changing the election cycle to even numbered years.

c. Resolution - The aforesaid resolution is attached to and made part of these minutes as Appendix 3.

Mayor suggested the Council put nonpartisan elections in the Town's core values.

Town Manager Alex Carmichael said this would require an update to the Strategic Plan.

Commissioner Bridges moved to approve Resolution 2023-1 Opposing Changes to Municipal Elections. Mayor O'Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

TOWN MANAGER'S REPORT

Town Manager Alex Carmichael said the draft budget will be presented tomorrow. The police department is working on the emergency operation plan.

DEPARTMENT HEAD REPORTS

PUBLIC WORKS

Public Works Director Brandon Johnson said Public Works is working on replacing missing street signs, drainage issues around the shop, organizing and getting rid of items to sell on Gov Deals, as well as doing culvert and shoulder work.

Brush pick up will be starting as well.

Mayor O'Cain asked to look at the Newsletter to make sure the correct information is on there before it goes out.

FIRE

Fire Chief Tim Garren said there have been lots of wreck calls and overdose calls all over the district. Chief Garren asked if Staff has heard back about the Fleetwood Project.

Town Manager Carmichael said the City will be coming to the next Board of Adjustment meeting for a variance.

POLICE

Chief Trotter said there have been 10,097 events. Newly appointed Officer Matheu Murray started on Monday. Chief Trotter is currently working on the Emergency Plan with the Fire Chief, Staff and Commissioner Bridges. Chief Trotter spoke about the gift card scam and assured Council she did not ask for any donations from any resident.

ADMINISTRATION

Town Clerk Amin reminded Council of the Budget Retreat meeting tomorrow at 10:00 a.m. at Echo Mountain Inn. Town Clerk Amin said Ms. Denise Layfield from the Parks and Greenways Board asked if council can observe or declare 2 dates for Bee City:

- May 20- World Bee Day
- 3rd week of June as National Pollinator Week

If so, she will prepare the proclamations.

Mayor Pro Tem Hansen moved to move forward with the Proclamations and present them at a later meeting. Mayor O’Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

Assistant to the Town Manager Jordan Jones said new UDO Books with the Stormwater changes were here for Council members.

Mayor O’Cain asked that Staff keep one copy of the UDO and the Comprehensive Plan in the meeting room for easy access.

MAYOR AND COMMISSIONER COMMENTS

Commissioner Bridges – Commissioner Bridges said the Town of Fletcher has a very good survey out. She recommended the Council consider a Community Survey.

Mayor O’Cain – Mayor O’Cain asked about Cocula. Chief Trotter said the owner’s cousin is opening up a restaurant called Tequila.

Commissioner Banta – Commissioner Banta asked if any Council members have replied to an email sent by State Representative Jennifer Balkcom. Commissioner Banta recommended Council ask her for seed money for the City of Hendersonville to invest in the Town’s sewer system.

Mayor O’Cain asked Commissioner Dunn to contact her office for a lunch or breakfast that would include him.

Commissioner Banta said there has been a push from the MPO to extend Highway 64 improvements to County lines. Commissioner Banta recommended not putting this as an extension to what we are doing and no revisions.

Mayor Pro Tem Hansen – No comment.

Commissioner Dunn – No comment.

CLOSED SESSION

Commissioner Dunn moved that the Council enter Closed Session at 10:54 a.m. pursuant to [N.C.G.S. 143-318.11(a) (6)] to consider the qualifications, competence, performance, condition of appointment of a public officer or employee, which privilege is hereby acknowledged. Mayor O'Cain asked for discussion; there was none. The vote was unanimous in favor of the motion.

Mr. Carmichael, Ms. Amin, Mr. Jones, Chief Trotter, Chief Garren, and Mr. Johnson departed the meeting at 10:55 a.m.

Mayor Pro Tem Hansen moved to reconvene the Council Regular Meeting at 11:13 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:

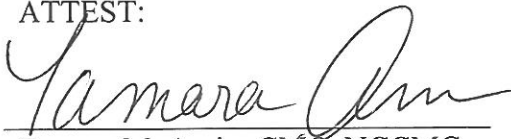
- Mayor J. Carey O’Cain
- Mayor Pro-Tempore A. Paul Hansen
- Commissioner Deb Bridges
- Commissioner George W. Banta
- Commissioner Kristin Dunn
- Town Manager Alex Carmichael


Mayor Pro Tem Hansen moved to increase Town Manager Carmichael’s salary by \$2,500 annually beginning March 1, 2023.

ADJOURNMENT

There being no further business, Commissioner Bridges moved to adjourn at 11:14 a.m. Mayor O’Cain asked for discussion; there was none. The motion carried unanimously.

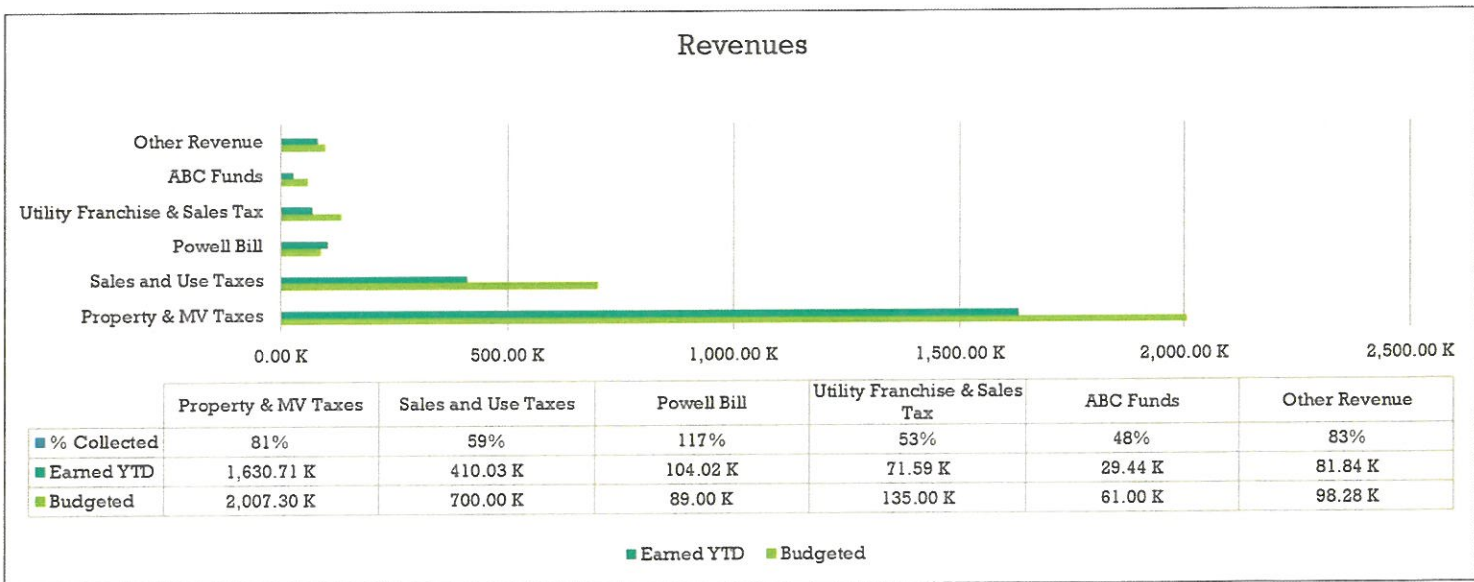
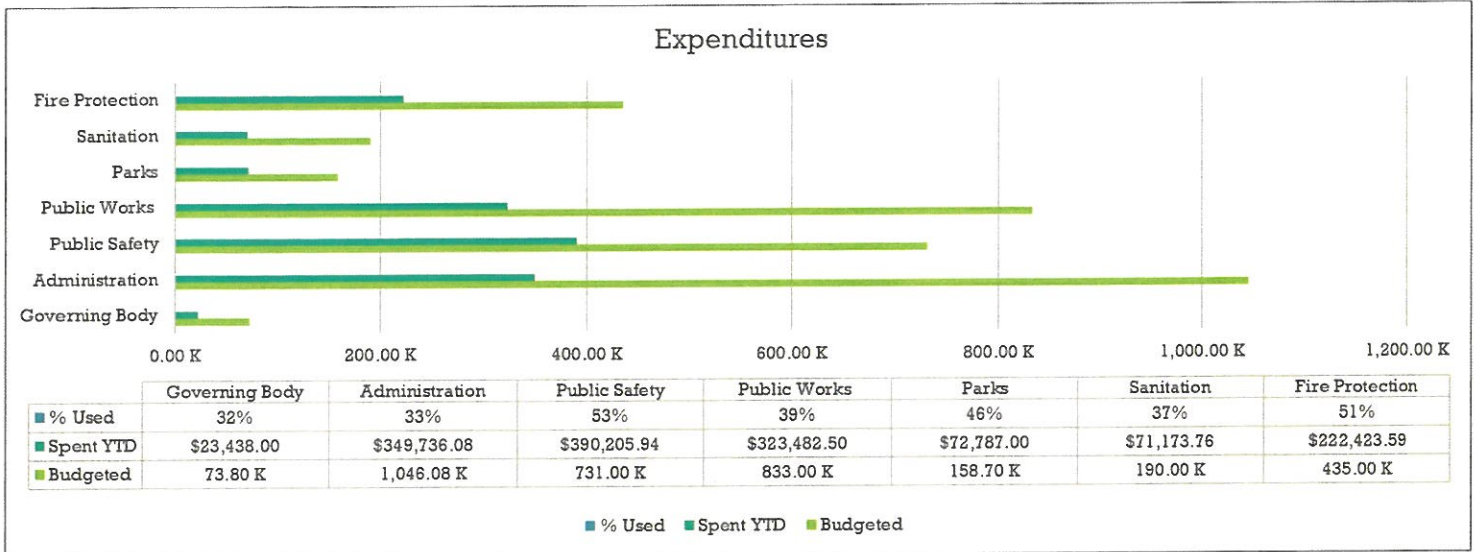
ATTEST:


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


 J. Carey O’Cain, Mayor
 3/22/23
 Date



Quarterly Report (Oct, Nov, Dec)



Tax Collector's Report (December 31, 2022)-

For prior year taxes, a total of \$30,040.49 remains outstanding. The Town received \$473,311.00 from Henderson County for property taxes collected for August and a total of \$1,616,330.56 since the 2022 bills were mailed. The 2022 tax levy is \$1,867,476.57. The Town currently has a collection rate of 89.982%.

Outstanding Certificate of Occupancy Single Family Homes

PERMIT #	ADDRESS/LOT NO.	Owner/Builder	Status
2020-34	287 Alta Cir	Traci Clark	In Progress
2021-1	33 East Ramp	Michael Hux	In Progress
2021-7	91 Ransier Dr	Chris Nevel	Permit Issued
2021-13	9558565741	Sigfrid Della Valle	In Progress
2021-19	212 Beechwood	Jennifer Yost	Building Permit
2021-20	126 Elm Ln	Chris Brock	Building Permit+
2021-25	209 Sunny Ridge Rd.	Walter Baker	Building Permit
2021-40	276 Roberts Dr	Chris Miller	In Progress
2022-1	312 Daniel Dr	Chris St. Onge	In Progress
2022-7	211 Lady's Fern Trl	Chris Miller	In Progress
2022-23	74 Indian Woods Trl	Jon Skillman	In Progress

Department Updates

Planning and Zoning- Permits Issued by type for December 2022.

- **New Single-Family Homes – 0**
- **Deck – 0**
- **Signs -**
- **Additions/Remodel – 3**
- **Fence – 0**
- **Swimming Pool – 0**
- **Total – 3**

Appendix-2

Ord. 2023-5

Town of Laurel Park, North Carolina Budget Ordinance Amendment

Fiscal Year 2022-2023

Amendment #3

To transfer funds from Fund Balance to the Capital Outlay account in the Parks Department. The funds are necessary to match a grant from Henderson County TDA.

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

<u>Account</u>	Decrease	Increase
Capital Outlay (106130.5100)		\$ 5,000.00
	_____	_____
Total Changes		\$ 5,000.00

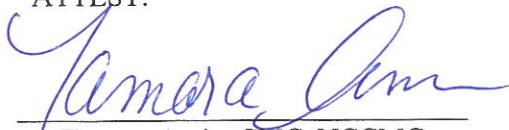
Section 2. To amend the General Fund (10), the revenues are to be changed as follows:

<u>Account</u>	Decrease	Increase
Fund Balance Appropriated (103070.0000)	\$ 5,000.00	
	_____	_____
Total Changes	\$ 5,000.00	
Grand Total Changes	\$5,000	\$5,000

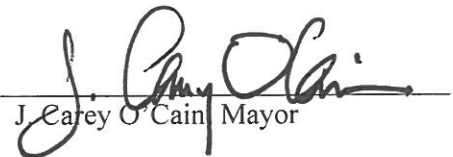
Section 3. Copies of this budget amendment shall be furnished to the Clerk to the Town Council, and to the Budget Officer and the Finance Officer for their direction.

Adopted this 21st day of February 2023.

ATTEST:



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


J. Carey O' Cain, Mayor



J. CAREY O'CAIN, Mayor
A. PAUL HANSEN Commissioner
and Mayor Pro Tem
GEORGE W. BANTA, Commissioner
KRISTIN DUNN, Commissioner
DEBRA BRIDGES, Commissioner

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ALEX CARMICHAEL, Town Manager
TAMARA M. AMIN, CMC, NCCMC, Town Clerk
HEATHER SMITH, Finance Officer
BRANDON JOHNSON, Public Works Director
BOBBIE K. TROTTER, Chief of Police
SHARON B. ALEXANDER, Town Attorney

Resolution No 2023-01

**A RESOLUTION OF THE TOWN OF LAUREL PARK TOWN COUNCIL OPPOSING
CHANGES TO MUNICIPAL ELECTIONS**

WHEREAS, municipalities in North Carolina have a longstanding history of being among the highest professionally run local governments in the country; AND

WHEREAS, we believe that as local officials who live and work daily in the community we represent, we can best determine the specific needs of our citizens and our communities; AND

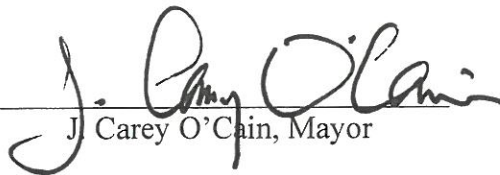
WHEREAS, we as local officials, strongly affirm that as a non-partisan body we are better able to serve our residents and make decisions based on the best interest of the municipality independent of partisan principles; AND

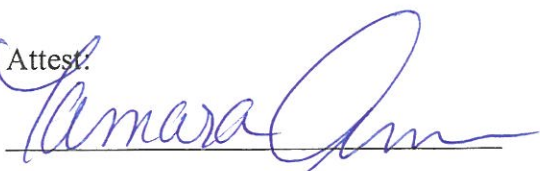
WHEREAS, since 2000, the Town's Corporate Charter provides that the Town's regular municipal elections shall be held in the Town every two years in odd-numbered years, and shall be conducted on a nonpartisan basis using the nonpartisan plurality method in accordance with the G.S. 163-292; AND

WHEREAS, municipal elections are purposely held in odd-numbered years in order to separate national and state elections from local government elections.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Laurel Park, in order to protect the rights of local municipalities to choose their own form of government, opposes the establishment of partisan municipal elections in Laurel Park and requests the North Carolina General Assembly to oppose the afore-referenced request or any subsequent legislation with the intent of mandating partisan elections and/or changing election cycles to even-numbered years unless requested by the municipality, and further, that a copy of this Resolution be provided to North Carolina House of Representative Jennifer Balkcom and North Carolina Senator Timothy Moffitt.

Adopted this the 21st day of February 2023.


J. Carey O'Cain, Mayor

Attest:

Tamara Amin, CMC, NCCMC

Town Clerk