



**Town Council
Regular Meeting
September 19, 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. August Monthly Report
 - B. Minutes for the August 10, 2023 Work Session
 - C. Minutes for the August 15, 2023 Regular Meeting
 - D. Surplus Property Resolution 2024-1
 - E. Laurel Green Budget Ordinance 2024-2
- 6. Old Business**
 - A. Paving and Culvert Contract Amendment
- 7. New Business**
 - A. Board of Adjustment 1 Alternate Appointment
 - 1) Paul D. Bell
 - 2) Travis Bonnema
 - 3) Donald T. McIntyre
 - 4) Wesley Belew
 - B. UDO Text Amendment Proposal
 - C. Website Contract from Summit Marketing
- 8. Town Manager's Report**
 - A. Update On English Ivy Removal Project
 - B. Status of Laurel Green Stream Restoration
 - C. Lakemoor Sewer Status
 - D. Website Development Status
- 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
- Resolution 2024-1
- Ordinance 2024-2

Summary of Item:

The monthly financial and zoning report from August 2023, Resolution 2024-1 and Ordinance 2024-2 are attached.

Council Action Requested:

Staff requests the Town Council review the consent agenda.

Suggested Motion:

Move to approve the consent agenda.



TOWN OF LAUREL PARK
AGENDA ITEM SUMMARY

Title of Item: Paving and Culvert Contract Amendment

Presenter: Will Buie, P.E.

Attachment(s): Yes/No

- Summary of Pricing for Additional Work 9-11-23

Summary of Item:

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 July. The total combined cost for the improvements is \$886,435.10.

The Town has \$720,000.00 available for the 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.

Recommendations are in the attachment.

Council Action Requested:

Review and discuss Summary of Pricing for Additional Work 9-11-23

Suggested Motion:

Move to approve change orders in in the amounts presented and authorize the Town Manager to sign the necessary change order documents.



TOWN OF LAUREL PARK AGENDA ITEM SUMMARY

Title of Item: Board of Adjustment Appointments

Presenter: Town Manager Alex Carmichael

Attachment(s): Yes/No

- Paul D. Bell Application
- Travis Bonnema Application
- Donald T. McIntyre Application
- Wesley Bellew Application

Summary of Item:

The council appoints volunteers to serve on the four (4) standing advisory boards, and any other boards and commissions as needed. Current members may be reappointed, or new applicants appointed.

Town Staff has solicited the public for applications for the Board of Adjustment in the Town Facebook page and Town Website. We have received 4 applications for the Board of Adjustments, due to a vacancy.

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 12/31/2026.

Board of Adjustments- 1 positions – 3-year term – Term ending December 31, 2023

Council Action Requested:

Review the applications.

Suggested Motion:

Move to appoint _____ for the Board of Adjustment as a _____, for a term ending December 31, 202_.



TOWN OF LAUREL PARK
AGENDA ITEM SUMMARY

Title of Item: UDO Text Amendment Proposal

Presenter: Jordan Jones, Assistant to the Town Manager

Attachment(s): Yes/No

Summary of Item: 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.

Council Action Requested: Staff requests the Town Council discuss this proposed amendment.

Suggested Motion: N/A



**TOWN OF LAUREL PARK
AGENDA ITEM SUMMARY**

Title of Item: Website Contract from Summit Marketing

Presenter: Town Manager Alex Carmichael

Attachment(s): Yes/No

- Contract Laurel Park Website 2023

Summary of Item:

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
TOTAL:	\$8,275.00

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



TOWN OF LAUREL PARK
AGENDA ITEM SUMMARY

Council Action Requested: Review and discuss Summit Marketing contract.

Suggested Motion:

Move to approve/deny the contract for website development with Summit Marketing as presented.