



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, July 13, 2023 at 5:30 PM
Board Room, 83 Allen Street Sylva, North Carolina

AGENDA

CALL TO ORDER

APPROVAL OF AGENDA

All items listed and adopted are for discussion or possible action

APPROVAL OF CONSENT AGENDA

1. July 13, 2023 Consent Agenda

PUBLIC COMMENTS

REPORTS

2. Mayor's Report
3. Commissioner's Report
4. Manager's Report

NEW BUSINESS

5. Planning Board Appointment
6. ABC Board Chairman Appointment
7. FY 2023-2024 ABC Board Budget--Review Only
8. Special Event Request--Innovation Brewing at Farmers Markets
9. Special Event Request--Balsam Falls Brewing at Concerts on the Creek

ADJOURNMENT

*Town of Sylva
CONSENT AGENDA
July 13, 2023*

1- APPROVE MINUTES: June 8, 2023, Regular Board Meeting

2- BUDGET AMENDMENT:

#47 10-510-0600 PD Group Insurance	\$39,996.00 D
10-510-0610 PD H-S-A	4,800.00 D
10-560-0600 SD Insurance	26,664.00 D
10-560-0610 SD H-S-A	3,200.00 D
10-690-9900 OPEB Health Insurance	74,660.00 C
10-510-0400 PD Separation Allowance	50,547.05 D
10-510-0500 PD FICA	3,866.87 D
10-690-9800 Separation Allowance	54,413.92 C

REF: EOY accounting entries required to move the budget for OPEB and Separation Allowance expenses into their applicable departments as of June 30, 2023.

#48 10-580-0200 Sanitation Wages/Salaries	\$ 7,430.07 C
10-580-0500 Sanitation FICA	568.40 C
10-580-0700 Sanitation Retirement	902.01 C
10-560-0200 Street Department Wages/Salaries	7,430.07 D
10-560-0500 Street Department FICA	568.40 D
10-560-0700 Street Department Retirement	902.01 D

REF: To amend the personnel budget between the Street Department and the Sanitation Department to reflect the correct percentage breakout.

#1 10-399-0200 GF Fund Balance Rollover	\$ 3,850 C
10-510-7102 PD Grant – Walmart	3,850 D

REF: To rollover GF Fund Balance from the unused 2022-2023 Walmart Grant that will be used for K-9 purposes.

#2 10-399-0200 GF Fund Balance Rollover	\$ 4,807 C
10-560-3300 PD Supplies and Expense	4,807 D

REF: To rollover court released monies that were not spent as of 6/30/2023.

#3 24-399-0200 Fisher Creek Fund Balance Rollover	\$ 150,000 C
24-420-7100 Pinnacle Park Master Plan	130,000 D
24-420-0100 Blackrock/EBCI Master Plan	20,000 D

REF: To rollover Fund Balance money that was appropriated on 5/25/2023 from (Jackson County, Fisher Creek FB (non- water quality) and TDA) to pay for a Master Plan for the Pinnacle Park. Due to the timing of the contract, this expense needed to be reappropriated into the 23-24 budget.

3- REPORTS:

- 1- Business Registration Permits as of **June 30, 2023**
- 2- Vehicle Tax Report as of **May 31, 2023**
- 3- Ad Valorem Tax Report as of **May 31, 2023**
- 4- Statement of Revenues, Expenditures, Changes in Fund Balance as of **May 31, 2023**

4- OTHER:

- Bryson Park Jungle Gym ~ sold for scrap metal (non-fixed capital asset) ~ **\$25.20**
- **Approve amended Bryson Park and Playground Equipment Grant Project Ordinance** ~ *No increase in project costs - budget updates only.*
- **Approve amended Allen Street Landslide Capital Project Ordinance** ~ *No increase in project costs - budget updates only.*

JACKSON COUNTY ACTIVITY TOTALS REPORT
 ACTIVITY FROM 05/01/2023 THRU 05/31/2023

Tax Year 2022	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
SGR Sylva Gross Receipts			0.00	328.67		328.67	328.67
Totals For Year 2022			0.00	328.67		328.67	328.67

Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
		0.00	328.67		328.67	328.67
Grand Totals					328.67	328.67

**Business Registration Permit Application
June 2023**

Item 1.

Date Submitted

Business Name

Business Location

Owner

6/6/2023
6/12/2023
6/22/2023

Sylva Auto & Towing
Queen Bail Bonds
City Lights Café (ownership)

11 E. Sylva Circle
186 Grindstaff Cove Rd.
3 E. Main St.

Christy Smith
Kimberly Orcutt Hampton
Donna DiGiorgio

Tax Summary
as of May 31, 2023

(10-301-XX)	2021	2020	2019	2018	2017	2016	2015	2014	2013	2012	Total	Current Year	TOTALS
Starting Balances	47803.32	25739.87	11355.89	7814.42	6305.23	4092.75	2964.2	2037.46	1,333.46	113,275.12		\$2,205,266.51	10-281-0000
July	-2875.7	-482.5	-286.21	-239.4	-239.4	-239.4	-248.36	-248.36	-248.36	-5,356.05			-5,356.05
August	-1561.35	-389.12	-203.69	-155.9	-155.9	-155.9	-144.29	-144.29	-132.93	-3,043.37			-3,043.37
September	-2282.79	-1238.64	-1287.9	-896.66						-5,705.99			-184,610.24
October	-754.67	-150.41	-73.27							-978.35			-252,344.84
November	-506.6	-89.18	-394.56	-265.18	-265.18	-265.18	-191.57			-990.34			-330,147.84
December	-3730.74	-321.13	-239.1	-265.18						-5,278.08			-858,242.65
January	-5458.36	-250.01	-273.02							-5,981.39			-444,263.03
February	-518.28	-3299.85	-61.3							-3,879.43			-47,067.17
March	-5374.33	-1007.82	-120.82	-347.18	-326.66	-326.66	-289.04	-191.93		-6,846.76			-51,275.52
April	-1066.99	-608.62	-537.62	-31.52						-3,694.70			-13,553.55
May	-4249.73	-3061.77	-1021.06							-8,364.08			-17,611.28
June										0.00			0.00
July - June Totals	-28379.54	-10899.05	-4498.35	-1935.84	-1043.87	-1107.68	-1039.98	-584.58	-381.29	-248.36	-50,118.54	-2,159,365.69	-2,209,484.23
Releases											0.00		-84.48
Add to Original Levy											0.00		10,226.12
Under Appeal											0.00		0.00
Bankruptcy											0.00		0.00
Refund/Adj											0.00		0.00
Subtotals	-28,379.54	-10,899.05	-4,498.35	-1,935.84	-1,043.87	-1,107.68	-1,039.98	-584.58	-381.29	-248.36	-50,118.54	-2,149,224.05	-2,199,342.59
EOY Adjustment													
(10-110-XX) Balance	\$19,423.78	\$14,840.82	\$6,857.54	\$5,878.58	\$5,251.36	\$2,985.07	\$1,924.22	\$1,452.88	\$3,447.23	\$1,085.10	63,156.58	\$56,044.46	\$119,201.04
Interest													
July	185.51	74.81	59.56	78.35	99.71	121.07	147.69	169.89	192.09	214.30	1,342.98	236.50	1,579.48
August	116.11	54.29	40.1	52.13	66.05	79.97	86.64	99.48	97.34		692.11		692.11
September	193.83	210.37	322.41	306.26							1,032.87		1,032.87
October	64.92	34.75	6.31								105.98		372.95
November	19.13	190.79	38.47								248.39		481.06
December	376.88	45.86	48.28	96.6	120.24	128.39	121.42				937.47		937.47
January	570.22	39.7	57.14								667.06		3,100.25
February	60.94	610.69	0.46								672.09		2,015.94
March	659.92	179.16	37.4		57.29	68.09	109.10				1,110.96		2,595.47
April	186.89	126.03	167.92	132.68	157.94	187.10	191.44	23.38			1,173.38		1,527.29
May	588.67	695.49	275.94	10.58							1,570.68		2,156.07
June													
Interest Collected	\$3,022.82	\$2,261.94	\$1,053.99	\$676.60	\$501.23	\$584.62	\$656.29	\$292.75	\$289.43	\$214.30	\$9,553.97	\$6,936.99	\$16,490.96
Submitted by: Amanda Murajda, Tax Collector												Collection Rate	97.4703%

Top 10 Delinquent Accounts (2022 & prior)

Name	Balance
	5/31/2023
Angela George	\$ 14,556.89
Joe Wilson	\$ 5,245.36
Dorothy Worley	\$ 4,621.93
Marjorie Herbert Smith	\$ 3,644.27
5 Grindstaff Cove (Nantahala Brewing)	\$ 3,598.40
David George Howell	\$ 3,431.98
Teena Marie Woodard	\$ 3,414.90
Joyce Stratton	\$ 3,318.15
Janina Beck	\$ 2,917.46
pm Realty LLC	\$ 2,825.34

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
5/31/2023

		General Fund				Actual to	Statement		
		2022-2023	Previously	2022-2023	Current	2022-2023	Percent	Variance	
		Budgeted	Reported	YTD Actual	Month	Budget Balance	Period	11	
Revenues:									
Ad valorem taxes	\$	2,257,082	2,295,536.88	2,329,184.81	\$ 33,647.93	\$ (72,102.81)	103.19%	91.67%	11.53%
Other taxes and licenses	\$	6,000	6,325.00	6,900.00	\$ 575.00	\$ (900.00)	115.00%	91.67%	23.33%
Unrestricted intergovernmental	\$	2,842,708	2,339,223.56	2,516,939.94	\$ 177,716.38	\$ 325,768.06	88.54%	91.67%	-3.13% *
Permits and Fees	\$	21,291	17,300.81	23,808.03	\$ 6,507.22	\$ (2,517.03)	111.82%	91.67%	20.16%
Restricted intergovernmental	\$	248,637	151,526.62	165,357.11	\$ 13,830.49	\$ 83,279.89	66.51%	91.67%	-25.16% *
Investment earnings	\$	38,192	145,575.03	168,402.56	\$ 22,827.52	\$ (130,210.56)	440.94%	91.67%	349.27%
Other revenues	\$	37,194	50,417.40	52,693.99	\$ 2,276.60	\$ (15,499.99)	141.67%	91.67%	50.01%
Total revenues	\$	5,451,104	5,005,905.30	5,263,286.44	257,381.14	\$ 187,817.56	96.55%	91.67%	4.89%
Expenditures:									
General Government	\$	957,385	680,688.12	748,587.60	67,790.99	208,797.40	78.19%	91.67%	13.48%
Salaries & Benefits	\$	369,637	308,986.22	336,937.63	28,295.89				
Capital outlay	\$	-	-	-	-				
All other expenditures	\$	587,748	371,701.90	411,649.97	39,495.10				
Public Safety	\$	3,388,614	2,313,358.92	2,593,988.67	280,738.24	794,625.33	76.55%	91.67%	15.12%
Salaries & Benefits	\$	1,762,418	1,293,590.24	1,363,879.29	120,429.60				
Capital outlay	\$	207,335	113,894.78	113,894.78	-				
All other expenditures	\$	1,418,861	28,773.70	28,773.70	160,308.64				
Culture and Recreation	\$	115,936	74,595.30	79,897.13	5,301.83	36,038.87	68.91%	91.67%	22.75%
Salaries & Benefits	\$	31,400	16,752.92	20,220.32	1,840.14				
Capital outlay	\$	10,000	-	-	-				
All other expenditures	\$	74,536	57,842.38	59,676.81	3,461.69				
Transportation	\$	775,555	469,058.46	518,556.58	49,498.12	256,998.42	66.86%	91.67%	24.80%
Salaries & Benefits	\$	336,650	221,079.05	221,079.05	32,510.43				
Capital outlay	\$	73,664	-	-	-				
All other expenditures	\$	365,241	247,979.41	297,477.53	16,987.69				
Economic and Physical Development	\$	-	-	-	-	-	0.00%	0.00%	0.00%
Salaries & Benefits	\$	-	-	-	-				
Capital outlay	\$	-	-	-	-				
All other expenditures	\$	-	-	-	-				
Environmental Protection	\$	203,315	153,626.98	173,752.76	20,125.78	29,562.24	85.46%	91.67%	6.21%
Salaries & Benefits	\$	87,750	74,433.71	81,787.09	7,353.38				
Capital outlay	\$	-	-	-	-				
All other expenditures	\$	115,565	79,193.27	91,965.67	12,772.40				
Total expenditures	\$	5,440,805	3,691,327.78	4,114,782.74	423,454.96	1,326,022.26	75.63%	91.67%	16.04%
Revenues over expenditures	\$	10,299	1,314,577.52	1,148,503.70	(166,073.82)	(1,138,204.70)	-20.92%		
Other financing sources (uses):									
Transfers in	\$	889,005	883,106.50	883,106.50	-				
Appropriated fund balance	\$	599,320	-	-	-				
Contributed Capital	\$	20,000	-	-	-				
Sale of Assets	\$	14,982	10,400.00	14,982.00	-				
Loan Proceeds	\$	1,523,308	893,506.50	898,088.50	-				
Transfers to other funds:	\$	-	-	-	-	-			
Contributed to fund balance	\$	-	-	-	-				
Transfers out	\$	1,533,607	1,096,019.00	1,096,019.00	-				
Transfer to Capital Reserve	\$	-	-	-	-				
Total other financing sources (uses)	\$	(10,299)	(202,512.50)	(197,930.50)	-	-			
Revenues and other sources over expenditures and other uses	\$	-	1,112,065.02	950,573.20	(166,073.82)	(1,138,204.70)			

Analysis:
Timing of Revenues

**AMENDED
TOWN OF SYLVA
BRYSON PARK AND PLAYGROUND EQUIPMENT GRANT PROJECT
ORDINANCE**

BE IT ORDAINED by the Governing Board of the Town of Sylva, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project is adopted:

Section 1. The project authorized is the for the engineering, repair, and construction, facility upgrades, and playground equipment at Bryson Park.

Section 2. The project may be funded by financing through debt, grant funding, fund balance reserves, earmarked monies or other revenue sources that are applicable.

Section 3. The officers of this unit are hereby directed to proceed with the grant project within the budget contained herein.

Section 4. The following amounts are appropriated for the project:

Revenues:

State Capital and Infrastructure Grant Fund (SCIF) **\$ 3,000,000**

Expenditures:

Professional Services 68,268

Construction/Repair 1,997,615

Playground, Equipment, and Facility Upgrades **683,736**

Sidewalk Professional 27,700

Contingency 202,681

Additional Testing and Inspection (Kessel) **12,832**

Miscellaneous Expense **3,668**

Sales Tax (NC and County) **3,500**

\$ 3,000,000

Section 6. The Finance Officer is hereby directed to maintain within the grant project ordinance sufficient detailed accounting records to satisfy the requirements of a grantor agency and any federal regulations if applicable.

Section 7. If needed, funds may be advanced from the General Fund Balance for the purpose of making payments due. Any funds appropriated from Fund Balance will be approved by the Board of Commissioners.

Section 8. The Finance Officer is directed to report on a quarterly basis the financial status of each project element in Section 4.

Section 9. Copies of this grant project ordinance shall be furnished to the Clerk of the Governing Board and the Finance Officer for direction in carrying out this project.

Section 10. Fund 31 (Bryson Park and Playground Equipment Grant Project Ordinance) will account for the bookkeeping records of this project.

Section 11. Per SCIF Grant requirements, investment earnings received on grant monies must be used for the same purpose as the authorized uses.

Section 12. Per SCIF Grant requirements, monies will not revert until the end of the project.

Section 13. Per SCIF Grant requirements, all records related to the grant project must be retained at least five years after the close of the project.

Adopted this the 13th day of July 2023

David Nestler, Mayor

ATTEST:

Amanda Murajda, Town Clerk

**AMENDED
TOWN OF SYLVA
ALLEN STREET LANDSLIDE CAPITAL PROJECT ORDINANCE**

BE IT ORDAINED by the Governing Board of the Town of Sylva, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following capital project is adopted:

Section 1. The project authorized is the for the engineering, building, and repairing of a landslide area along Allen Street.

Section 2. Allen Street is a municipal street meeting the requirements of a Powell Bill eligible street and recorded within the municipal street system of the Town of Sylva.

Section 3. The project may be funded by financing through debt, grant funding, fund balance reserves, earmarked monies or other revenue sources that are applicable.

Section 4. The officers of this unit are hereby directed to proceed with the capital project within the budget contained herein.

Section 5. The following amounts are appropriated for the project:

Revenues:

Earmarked Money (GF 10-560-7600)	\$ 426,000
GF Fund Balance (Board Approved on June 10, 2021)	324,000
GF Fund Balance (6/30/2021 Capital Transfer)	490,500
GF Fund Balance Appropriation (4/21/2022)	323,647
DOT Contingency Funds Reimbursement	<u>750,000</u>
	\$ 2,314,147

Expenditures:

Slope Stabilization	\$1,426,268
Preconstruction Consulting Services	5,000
Preconstruction Design Services	158,932
Topo Survey	3,500
Overhead Utility Relocation	118,000
Rock Exclusion	20,000
Contingency	142,627
Contribution to Allen Street Fund Balance	413,320
Additional Testing and Inspections (Kessel)	18,744
Miscellaneous Supplies and Expense	4,000
Sales Tax (State and County)	<u>3,756</u>
	\$ 2,314,147

Section 6. The Finance Officer is hereby directed to maintain within the capital project ordinance sufficient detailed accounting records to satisfy the requirements of a grantor agency and any federal regulations if applicable.

Section 7. If needed, funds may be advanced from the General Fund Balance for the purpose of making payments due. Any funds appropriated from Fund Balance will be approved by the Board of Commissioners.

Section 8. The Finance Officer is directed to report on a quarterly basis the financial status of each project element in Section 5.

Section 9. Copies of this capital project ordinance shall be furnished to the Clerk of the Governing Board and the Finance Officer for direction in carrying out this project.

Section 10. Fund 22 (Allen Street Landslide Project) will account for the bookkeeping records of this project.

Adopted this the 13th day of July 2023

David Nestler, Mayor

ATTEST:

Amanda Murajda, Town Clerk



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, June 8, 2023 at 5:30 PM

Board Room, 83 Allen Street Sylva, North Carolina

MINUTES

PRESENT: Mary Gelbaugh, Mayor Pro-Tem
 Greg McPherson, Commissioner
 David Nestler, Mayor
 Natalie Newman, Commissioner
 Brad Waldrop, Commissioner

Paige Dowling, Town Manager
 Amanda Murajda, Town Clerk
 Eric Ridenour, Town Attorney

ABSENT: Ben Guiney, Commissioner

CALL TO ORDER

Mayor Nestler called the meeting to order at 5:30 p.m.

STAFF PRESENT: Tanya Giordano (Police Officer) and Chris Hatton (Police Chief).

VISITORS: Ruby Annas (Sylva Herald)

APPROVAL OF AGENDA

Commissioner McPherson made a motion to amend the agenda by removing the discussion on the Town website. The motion carried with a unanimous vote. Commissioner McPherson made a motion to approve the agenda as amended. The motion carried with a unanimous vote.

APPROVAL OF CONSENT AGENDA

Commissioner Newman made a motion to approve the consent agenda. The motion carries with a unanimous vote.

PUBLIC COMMENTS

None.

MAYOR'S REPORT

Mayor Nestler reported that the contract for the Pinnacle Park Action Plan was almost complete.

COMMISSIONER'S REPORT

Commissioner Gelbaugh offered condolences to the family of Gene Brown. Commissioner Waldrop noted the progress being made on the Allen Street repairs. Commissioner McPherson congratulated the SMHS Class of 2023 on their graduation. He reminded everyone of the skate park grand opening celebration on June 15th at 4:00 p.m. Commissioner Guiney submitted a report, read by the Mayor, recognizing Kyle Dowling for his heroic efforts saving the life of a wreck victim.

MANAGER'S REPORT: Manager Dowling reported the following:

- Allen Street Update: The first row of soil nails has been completed and shotcrete has started above Bryson Park. The nail drilling on the second row is underway.
- The dedication for Sylva Skate will be June 15th at 4:00 p.m. behind Motion Makers.
- The TDA grant application for the Bridge Park expansion/green infrastructure project has been submitted. Dowling thanked Becca Scott and Anne Wade at the Southwestern Commission for their assistance with the application and submittal.
- The 90% plans for the public restroom are available for review.
- Employment Update: Officer Tanya Giordano has been hired to fill a vacancy. Tanya worked ten years in Clearwater, Florida as an officer. Jacob Waldroup has been promoted to Sergeant. Jacob is filling the position Robbie Carter left when he was promoted to Lieutenant. Brittany MacLean will begin in Jacob's officer position July 1st. She is transferring from the Highlands Police Department.

Regular Board Meeting June 8, 2023

- Alan Brown's seat on the Planning Board is vacant and will need to be filled.
- Dowling will be attending the NC City and County Management Association conference in Wilmington June 20st-24th.
- Town Hall will be closed June 19th for Juneteenth. The Monday trash route will be picked up on Tuesday.

NEW BUSINESS

FY 2023-2024 BUDGET ORDINANCE: Manager Dowling explained that the budget ordinance presented is the same version as advertised. She thanked everyone for their time and effort on budget. *Commissioner McPherson made a motion to approve the budget as presented. The motion carried with a unanimous vote.*

FY 2023-2024 FEE SCHEDULE: Manager Dowling reported that the only change was to add a labor hour charge for the fire department since they were now employees of the Town. *Commissioner Gelbaugh made a motion to approve the FY 2023-2024 fee schedule. The motion carried with a unanimous vote.*

ADJOURNMENT: *Commissioner Gelbaugh made a motion to adjourn the meeting at 5:42 p.m. The motion carried with a unanimous vote.*

David Nestler
Mayor

Amanda W. Murajda
Town Clerk

JACKSON COUNTY ADMINISTRATION

County Manager: Don Adams



401 Grindstaff Cove Road, Suite A-207, Sylva, North Carolina 28779

Phone: 828-631-2295 • FAX: 828-631-2208

Email: donadams@jacksonnc.org

June 07, 2023

Mr. David Noland
625 Fisher Creek Road
Sylva, NC 28779

Re: ABC Board

Dear Mr. Noland:

At a regular meeting on June 07, 2023, the Jackson County Board of Commissioners reappointed you to serve an additional three-year term on the ABC Board, term expiring June 30, 2026. Also, to an additional one-year term as Chair of the ABC Board, term expiring June 30, 2024.

Thank you for your willingness to serve. Should you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to be "D Adams", written in a cursive style.

Don Adams,
County Manager

cc: Paige Dowling, Sylva Town Manager

JACKSON COUNTY ABC BOARD**BUDGET MESSAGE FOR FISCAL YEAR 2023-2024**

Jackson County ABC Board budget has been prepared in accordance with G.S. 188-102, Financial Operations of Local Boards

- There have been minimal changes to the budget over prior fiscal year.
- The board operates two stores. The board owns Store #1 (Sylva) and has a Lease/Mortgage on Store #2 (Cashiers).
- The ABC Board currently has 8 (eight) full time employees and 1 (one) part time employee
- The board offers all full-time employees health insurance and retirement and paid time off as a benefits package. The board pays all health insurance premiums in full.
- The board has voted to a 7% cost of living pay increase for all employees.
- The board has voted to continue the additional distributions for county and town contributions of \$400,000. The contribution will be split 60/40 as in previous distributions with 60% to county and 40% to town. The distributions will be paid out quarterly with regular distributions.

This budget has been prepared utilizing and analyzing data from fiscal year 22/23.

Debi Choi

Finance Officer

**Jackson County ABC Board
FYE 2024 Approved Budget**

	Budget
Income	
4001 LIQUOR SALES	5,815,000.00
4003 MIXED BEV. SALES	1,842,200.00
Total Income	\$ 7,657,200.00
Cost of Goods Sold	
5001 COST OF LIQUOR	3,665,000.00
5002 COST OF WINE/MIX	60,000.00
Total Cost of Goods Sold	\$ 3,725,000.00
Gross Profit	\$ 3,932,200.00
 Expenses	
5100 Taxes Paid	2,100,000.00
5101 MXB TAX (DHHR)	
5102 NC EXCISE TAX	
5104 BOTTLE TAX BC 777	
5150 SALES AND BEVERAGE TAX	
Total 5100 Taxes Paid	\$ 2,100,000.00
 6002 ALARM SERVICE	650.00
6003 BOARD EXPENSE (MEETINGS)	400.00
6007 DUES & SUBSCRIPTIONS	1,650.00
6008 INSURANCE EXP.	18,750.00
6009-1 MORTGAGE (CASHIERS PRINCIPLE PORTION ONLY)	35,000.00
6009-2 INTEREST PAID - CASHIERS MORTGAGE	18,900.00
6010-1 BANK CHARGES AND FEES	2,100.00
6010-2 CREDIT CARD PROCESSING FEES	82,000.00
6012 MAINTENANCE AGREEMENTS	22,700.00
6013 OFFICE/POSTAGE SUPP	5,800.00
6015 PROFESSIONAL SERVICES	
6015-5 SECURITY AND POLICE SERVICES	500.00

6015-6 ACCOUNTING (MONTHLY AND AUDITS)	57,000.00
Total 6015 PROFESSIONAL SERVICES	\$ 57,500.00
6016 REP. & MAINT. BLDG	7,000.00
6017 REP. & MAINT. EQUIP.	700.00
6019 STORE SUPPLIES	22,500.00
6021 TRAINING	500.00
6022 TRAVEL	1,500.00
6023 UNIFORMS	150.00
6024 UTILITIES (Including Fiber Optics)	47,750.00
6100 5% LAW DIST. - COUNTY	16,000.00
6101 5% LAW DIST. - TOWN	10,650.00
6102 7% EDUCATION DIST COUNTY	34,200.00
6103 7% EDUCATION DIST TOWN	22,800.00
6104 60% JACKSON CO.	240,000.00
6105 40% TOWN OF SYLVA	160,000.00
6300 DELIVERY EXPENSE	
6301 BAILMENT	86,000.00
6302 SURCHARGE	36,000.00
Total 6300 DELIVERY EXPENSE	\$ 122,000.00
6500 CONTINGENCY FUND	30,000.00
7000 PAYROLL EXPENSES	
7001 SALARIES AND WAGES	369,000.00
7002 PAYROLL TAX (SS/MED EXPENSE)	28,000.00
7003 RETIREMENT FUND	13,500.00
7004 GROUP INSURANCE	61,000.00
8900 Cash Drawer Over/Short	
Total Expenses	\$ 3,532,700.00
Net Operating Income	\$ 399,500.00
Other Income	
4100 INTEREST INCOME	500.00
Total Other Income	\$ 500.00
Other Expenses	
9500 Additional Budgeted Distributions	
9501 Additional Distribution County	240,000.00
9502 Additional Distributions Town	160,000.00
Total 9500 Additional Budgeted Distributions	\$ 400,000.00
Total Other Expenses	\$ 400,000.00

Net Other Income
Net Income

<u>-</u>	<u>\$ 399,500.00</u>
\$	0.00

TOWN OF SYLVA

83 Allen Street
Sylva, N.C. 28779

Phone: (828) 586-2719 Fax: (828) 586-8134 E-mail: townclerk@townofsylva.org

OUTDOOR SPECIAL EVENT PERMIT APPLICATION CONSUMPTION OF ALCOHOL

Today's Date 6/20/23

Name of Business Balsam Falls Brewing

NC alcohol license holder # 00256653CM-999

Primary Organizer Contact:

Name Laure Bryson

Phone# 828-226-1061

Address 506 W. Main Street Sylva NC 28779

Email Address laure@balsamfallsbrewing.com

Fax # _____

Primary Event Category:

****Note** 60 Day Advance Notice is Required for Events that will need a Road Closure!!**

Name of Event Concerts on the Creek

Date(s) of Actual Event 7/28, 8/4, 8/11, 8/25

Estimated Attendance _____ ***determines police presence at \$35/hr/officer***
minimum of 2 officers required

Event Time(s) Opening _____ AM/PM - Closing _____ AM/PM

Set-up Date(s) _____ Set-up Time(s) _____ AM/PM -- _____ AM/PM

Primary On-Site Contact Laure Bryson

Mobile Phone# 828-226-1061

Mission/Purpose of Event _____

Describe Event _____

List quantity of structures & equipment on-site (Ex. Tents; Stakes; Generators; Inflatables, etc.)

-
-
- Will streets/sidewalks need to be closed? Yes ___ No
- Will any vehicles/trailers be located in non-parking areas? Yes ___ No
- Are sales by private vendors being planned?
IF YES, how many? _____ Yes ___ No
- Will tents or canopies be used at the event? Yes No ___
- Will banners or signs be used outside the event area? Yes ___ No
- Does your event require electricity? Yes ___ No
- Will sound amplification be used? Yes ___ No
- Will there be any cooking with grease? Yes ___ No
- Will private grills be in use for food preparation? Yes ___ No
- Will additional trash receptacles be used? Yes ___ No
- Will the event be publicized? Yes ___ No
- Do you intend to serve alcohol? Yes ___ No
- Do you intend to sell the alcohol? Yes ___ No
(If yes, attach a copy of your NC license to sell alcohol)
- What type of alcohol do you intend to serve? Beer/Cider
(i.e. beer, unfortified wine, etc.)

A certificate of liability insurance coverage at a level of \$1,000,000 must be held by event organizer and must list the Town of Sylva for the day of the event. Please attach to this application a copy of certificate listing the Town of Sylva.

If the date and/or location requested is not available, or if the requested location is not an appropriate site to conduct your proposed event, the Town of Sylva will contact you and an alternate location will suggested if available. Your confirmation will be in the form of a permit, issued to the organization and/or person responsible for planning the event. **Do not publicize your event until approval has been granted by the Town of Sylva Board of Commissioners. The submission of an Outdoor Special Event Permit Application—Alcohol Consumption is NOT approval to hold an event.**

List of Fees:

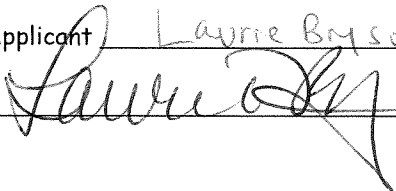
*NOTE: All fees must be paid before reservation is approved.

- ___ \$30.00 for two hours (Town Residents)
- ___ \$50.00 for two hours (non Town Residents)
- ___ \$50.00 for four hours (Town Residents)
- ___ \$75.00 for four hours (non Town Residents)
- ___ \$100.00 for eight hours (Town Residents)
- ___ \$125.00 for eight hours (non Town Residents)
- ___ \$5.00 per vendor

Everything that I have stated on this application is correct to the best of my knowledge. I have read, understand, and agree to abide by the policies, rules and regulations. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Sylva Town Manager.

I also understand that I am responsible for scheduling with the Town of Sylva Police Department officers to be on duty during event, and that payment for officer presence is due at the time application is submitted.

Name of Applicant Lawrie Bryson

Signature  Date 6/20/23

Official Use Only:

Officers Required _____ (\$35/hr/officer) Total Due _____

Certificate of Liability Insurance Coverage attached _____

Copy of NC license to sell alcohol attached _____ (if required)

Resolution of Approval dated _____