



# TOWN OF SYLVA SUPPLEMENTAL BOARD OF COMMISSIONERS MEETING

Thursday, October 26, 2023 at 9:00 AM  
Board Room, 83 Allen Street Sylva, North Carolina

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## AGENDA

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### CALL TO ORDER

### APPROVAL OF AGENDA

*All items listed and adopted are for discussion or possible action*

### PUBLIC COMMENTS

### REPORTS

1. Mayor's Report
2. Commissioner's Report
3. Manager's Report
4. Public Works Department Report
5. Police Department Report
6. Fire Department Report
7. Main Street Report
8. TWSA Board Report
9. Pinnacle Park Report

### NEW BUSINESS

10. Bridge Park Green Infrastructure Project--Electronic Re-bid Approval
11. Downtown Public Restroom Item Valuation Discussion
12. Recess--Estimated 10 minutes
13. [Downtown Public Restroom Project](#)
  - A. Budget Amendment
  - B. Project Ordinance Amendment

C. Resolution Authorizing Mayor to Sign Contract

14. Cancel November 23, 2023 Planning Board Meeting

15. Cancel December 28, 2023 Planning Board Meeting

16. Cancel November 23, 2023 Regular Board of Commissioner Meeting

17. Cancel December 28, 2023 Regular Board of Commissioner Meeting

**ADJOURNMENT**

**AMENDED  
TOWN OF SYLVA  
PUBLIC RESTROOMS 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 Statues of North Carolina, the following grant project is adopted:

**Section 1.** The project authorized is the for the engineering and construction of public restrooms downtown.

**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 #11611)	250,000
State Capital and Infrastructure Grant Fund (SCIF #11613)	100,000
Southwestern Commission Council of Government (SCIF)	40,000
<b>Interest (SCIF #11611 and SCIF#11613)</b>	<b>8,900</b>
<b>Town of Sylva ARPA Related Funds</b>	<b><u>224,648</u></b>
	<b>\$ 623,548</b>

**Expenditures:**

Professional Services	32,500
<b>Construction (\$22,000 Contingency)</b>	<b>507,423</b>
<b>Solar System (Alternate)</b>	<b>14,875</b>
<b>Utility Relocation</b>	<b>5,000</b>
Property Lease	10,000
<b>Misc. Supplies and Expense</b>	<b>3,000</b>
<b>Sales Tax</b>	<b>2,000</b>
<b>Landscape/Tables/Benches</b>	<b>20,000</b>
<b>Contingency</b>	<b><u>28,750</u></b>
	<b>\$ 623,548</b>

**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 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 30** (Public Restroom Grant Project Ordinance) will account for the bookkeeping records of this project.

**Section 11.** Per SCIF Grant and Southwestern Commission of Government Grant requirements, investment earnings received from 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 and Southwestern Commission of Government 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 26th day of October 2023.

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David Nestler, Mayor

ATTEST:

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Amanda Murajda, Town Clerk

**Downtown Public Restroom  
Resolution Authorizing the Town of Sylva Board of Commissioners to Award the  
Contract and Authorizing the Town Mayor to Execute the Contract with Cinderella  
Partners**

**Whereas**, the Town of Sylva is a diverse community for travel and tourism where many visitors visit each year; and

**Whereas**, the Town of Sylva is host to many public festivals and events throughout the year; and

**Whereas**, it is the desire of the Town of Sylva to construct a downtown public restroom in the area of Railroad Avenue known as the Depot to serve residents and visitors of the Town; and

**Whereas**, requests for sealed bids were solicited from interested companies who attended a pre-bid conference; and

**Whereas**, on October 10, 2023, the Town of Sylva received and opened sealed bids from four (4) agencies and Cinderella Partners' proposal was selected and recommended for approval; and

**Whereas**, the Town of Sylva will enter into an agreement pending a final reference check and recommendation from staff; and

**Whereas**, the Town of Sylva will be entering into an agreement in the amount not to exceed \$522,297.09 to complete construction of a public restroom; and

**Now Therefore Be it Resolved**, the Town of Sylva Board of Commissioners awards the contract to Cinderella Partners and authorizes the Town of Sylva Mayor to enter into a contract with Cinderella Partners in the amount not to exceed \$522,297.09 to complete the comprehensive construction of a downtown public restroom. Furthermore, funding for the contract will come from a combination of Fund Balance using funds set aside for ARPA related projects and State Capital and Infrastructure Grant Funds (SCIF Grant funds).

Approved this the 26<sup>th</sup> day of October 2023 in Sylva, North Carolina

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David Nestler, Mayor

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Amanda W. Murajda, Town Clerk