



TOWN OF SYLVA SUPPLEMENTAL BOARD OF COMMISSIONERS MEETING

Thursday, April 25, 2024 at 9:00 AM
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. April 25, 2024 Consent Agenda

PUBLIC COMMENTS

REPORTS

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

NEW BUSINESS

11. Circles of Hope Presentation
12. Pinnacle Park Master Plan--Adoption of Plan
13. ABC Board
 - A. Term Limit Discussion

B. Chairman Appointment

C. Board Member Appointment

CLOSED SESSION

14. Pursuant to G.S. 143-318.11(a)(3)--Consult with Attorney

15. Pursuant to G.S. 143-318.11(a)(6)--Personnel-Town Manager's Evaluation

ADJOURNMENT

Town of Sylva
CONSENT AGENDA
April 25, 2024

1- BUDGET AMENDMENT:

#26 10-367-0400 Misc Grant (Art Council)	\$ 5,000 C
10-399-0000 Fund Balance Approp. (Schulman Endowment)	6,700 C
10-450-7500 MS Capital	11,700 D

REF: To appropriate funding into the Main Street budget for the Sylva Supply Mural and bronze plaques.

#27 19-336-0100 FD Donations	\$ 3,300 C
19-329-0000 FD Interest	1,503 C
19-367-0000 FD Sales Tax	600 C
19-530-0600 FD Volunteer Pay Per Call	5,403 D

REF: To appropriate additional revenue to cover a shortage in pay -per-call expenses.

2- OTHER:

- **To approve Sylva Façade Improvement Grant Program Project Ordinance (see attached)** *The project authorized is intended to help property owners in the Main Street district through the availability of grant-matching funds (up to \$3,000) for improvements to their building exterior.*

- **Asset sold on GovDeals (Ref: R-2024-03) on April 19, 2024**
~2016 Dodge Charger Vin#2C3CDXAT7GH122304(Asset#0365) \$7,100

**SYLVA FAÇADE IMPROVEMENT GRANT PROGRAM
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 intended to help property owners in the Main Street district through the availability of grant-matching funds (up to \$3,000) for improvements to their building exterior.

Section 2. The project may be funded by financing through grant funding, fund balance reserves, 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:

Jackson County TDA	20,000
WNC Community Foundation	<u>10,000</u>
	\$ 30,000

Expenditures:

Facade Expense	<u>30,000</u>
	\$ 30,000

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 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 33 (Sylva Façade Grant Program) will account for the bookkeeping records of this project.

Section 11. The Façade Grant Program General Guidelines document directs how the program shall be administered.

Adopted this the 25th day of April 2024.

Johnny Phillips, Mayor

ATTEST:

Amanda Murajda, Town Clerk

Attorney's Certification of Site Control for Development Projects

Local Government: _____ Project Name: _____

Instructions: Review the Site Plan for the project (as described on pages 8-10). An attorney must certify that the local government has control of the entire site of a proposed development project for providing public recreation by May 1, 2024. The project must be located on a single contiguous site. Please contact your regional consultant about linear parks and greenways.

Important: The application can be declared ineligible without this certification.

Exception: This certification is not required for applications only proposing land acquisition or applications proposing to acquire the site of a proposed development project.

1. TYPE OF SITE CONTROL: Indicate the type(s) of control the applicant has for the project site.	
TYPE OF CONTROL Check all that apply	
<input type="checkbox"/> Fee Simple Title	<input type="checkbox"/> Entire Site. <input type="checkbox"/> Portion of site
<input type="checkbox"/> Lease (25 years or longer)	<input type="checkbox"/> Entire Site. <input type="checkbox"/> Portion of site
<input type="checkbox"/> Easement	<input type="checkbox"/> Entire Site. <input type="checkbox"/> Portion of site
2. LIMITATIONS, CONDITIONS OR ENCUMBRANCES:	
<input type="checkbox"/> No limitations, conditions, or encumbrances <input type="checkbox"/> Limitations, conditions, or encumbrances Attach additional pages describing any conditions or limitations in current or proposed leases, easements or use agreements. Include restrictions on the local government's use of the site or the rights to be reserved by the landowner that may impact the local government's ability to complete the project in a timely manner and/ or provide for public recreational use for at least 25 years. Attach additional pages if needed.	
3. ATTORNEY'S CERTIFICATION	
I have reviewed the site of the proposed project identified on this page and certify that the information provided above is accurate to the best of my knowledge. The proposed project will be on one contiguous site.	
NAME (Printed/Typed) _____	
TITLE _____	
SIGNATURE _____ Date _____	

N.C. Parks and Recreation Trust Fund (PARTF): 2023-2024 Basic Facts and Assurances

Local Government Name: Town of Sylva	County: Jackson
Federal Employer I.D. Number: 56-	
Local Government Contact Person for the Grant: Name: <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Ms. Paige Dowling Title: Town Manager Organization: Town of Sylva Mailing Address: 83 Allen Street City/State/Zip: Sylva, NC 28779 Telephone: 828-586-2719 E-mail: townmanager@townofsylva.org (must be an employee of the sponsoring local government)	Local Government Manager: Name: <input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Ms. Paige Dowling Title: Town Manager Mailing Address: 83 Allen Street City/State/Zip: Sylva, NC 28779 Telephone: 828-586-2719 E-mail: townmanager@townofsylva.org
Chief Elected Official: Name: <input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Ms. Johnny Phillips Title: Mayor Mailing Address: 83 Allen Street City/State/Zip: Sylva, NC 28779	Type of Project: <input type="checkbox"/> Land Acquisition Only <input checked="" type="checkbox"/> Development Only (construction or renovation) <input type="checkbox"/> Land Acquisition and Development
Site Control (check all that apply): <input checked="" type="checkbox"/> Owned by local government <input type="checkbox"/> To be obtained with this land acquisition project <input type="checkbox"/> Has been obtained for this land acquisition project using an approved waiver that expires on this date: _____ <input type="checkbox"/> Leased by applicant for 25 years or more <input checked="" type="checkbox"/> Easement <input type="checkbox"/> Owned by school board	Costs rounded to nearest dollar: PARTF funds requested: \$ <u>682,645</u> .00 Local government's matching funds: \$ <u>341,323</u> .00 Total cost of project \$ <u>341,323</u> .00

Recreation Resources Service (RRS) regional consultant:Blake Covington - West Region

Project Name:Pinnacle Park Improvements

Is this an LWCF-funded park on these [lists of NC projects](#)? yes No **If yes, list the grant number(s):**

Certification and Approval by Local Governing Board

I hereby certify the information contained in the attached application is true and correct and the required dollar-for-dollar matching funds will be available during the project period. This application has been approved by the local governing board.

Chief Elected Official (Print or Type Name and Title)	(Signature)
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If two local governments are applying together, this form must be completed and signed by each local government. One applicant must be identified by adding "primary sponsor" in the "Local Government Name" section.

This form must be complete in its entirety for your application to be considered