



**TOWN OF SYLVA  
BOARD OF COMMISSIONERS  
REGULAR MEETING**

Thursday, August 08, 2024 at 5:30 PM  
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*

**APPROVAL OF CONSENT AGENDA**

- [1.](#) August 8, 2024 Consent Agenda

**PUBLIC COMMENTS**

**REPORTS**

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

**NEW BUSINESS**

- [5.](#) Ordinance Amendment: Chapter 30: Streets and Sidewalks
- [6.](#) Economic Development Committee Rules of Procedure
- [7.](#) Special Event Request: Jackson County Farmers Market Fundraiser--Alcohol Request

**ADJOURNMENT**

*Town of Sylva*  
**CONSENT AGENDA**  
*August 8, 2024*

**1- APPROVE MINUTES:** July 11, 2024, Regular Board Meeting; July 25, 2022, Board Work Session

**2- BUDGET AMENDMENT:**

# 3 10-399-0000 Fund Balance Appropriation	\$ 6,700 C
10-510-3500 PD Substance Tax	6,700 D

**REF: To appropriate PD Substance Tax monies into the Police Department budget to allow for the purchase of two shipping containers.**

**3- REPORTS:**

- No new business registration
- 1- Vehicle Tax Report as of June 30, 2024
- 2- Ad Valorem Tax Reports as of June 30, 2024
- 3- Statement of Revenues, Expenditures, Changes in Fund Balance as of June 30, 2024
- 4- Quarterly Finance Report as of June 30, 2024
- 5- Quarterly Special Revenue as of June 30, 2024

**4- TAX SETTLEMENTS:**

- 1- 2023 Ad Valorem Tax Settlement
- 2- 2023 Delinquent Tax Settlement – (2013-2022)
- 3- 2023 Prepaid Ad Valorem Tax Settlement
- 4- \$5.00 or Less Settlement
- 5- \$1.00 or Less Over/ Under Settlement
- 6- 2013 Ad Valorem Tax Release
- 7- Insolvent Tax Settlement
- 8- 2023 Delinquent County Vehicle Tax Settlement
- 9- 2023 Rental Motor Vehicle Tax Settlement
- 10- 2023 Combined Town and County Tax Settlement

**5- OTHER:**

- *Based on G.S. 105-373(a)(1)b the insolvent list will be advertised in **The Sylva Herald** on August 22, 2024.*
- *Lynn Allen Bryant – Deputy Tax Collector – Board authorization to collect taxes (see attachment) bonded under Tax Collector.*
- *Amanda Murajda - Tax Collector – Board authorization to bill and collect taxes (see attachment) bonded for \$400,000.*
- *Amended Bryson Park and Playground Equipment Grant Project Ordinance ~ Moves Wurster remaining built in contingency from construction and adds to contingency. (see attached)*
- *Amended Bridge Park Stormwater Project Ordinance ~ Moves contingency into supplies and expense to purchase a trash trout for Scotts Creek that was a requirement of the JCTDA Grant.*
- *Closeout Allen Street Landslide Project Fund ~ Detailed information on total project costs, remaining balance, and appropriation of remaining funds. (see attached)*

- ***Approval of Poteet Park Renovation Project Ordinance ~ Initial funding is from the closeout of Allen Street Project. (see attached)***
- ***Approval of Scotts Creek Stabilization Project Ordinance ~ Initial funding is from the closeout of Allen Street Project. (see attached).***

JACKSON COUNTY ACTIVITY TOTALS REPORT  
 ACTIVITY FROM 6/1/24 THRU 6/30/24

RUN DATE: 7/1/2024 9:55 AM

Tax Year 2022	Lewy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
SGR Sylva Gross Receipts			0.00	560.95		560.95	560.95
Totals For Year 2022			0.00	560.95		560.95	560.95

Grand Totals	Lewy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
			0.00	560.95		560.95	560.95

Tax Summary  
as of June 30, 2024

(10-301-XX)	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	Total	Current Year	TOTALS
<b>Starting Balances</b>	54618.14	19247.75	14712.84	6778.87	5799.32	5182.1	2905.81	1924.22	1452.86	3,447.23	116,069.16	\$2,197,834.50	10-281-0000
July	-1498.16	-496.62	-43.35	-101.49	-102.25	-102.25	-102.25	-101.74	-101.74	-101.74	-2,038.13	-14,662.01	-2,038.13
August	-1256.79	-134.46	-328.37	-36.68	-38.25	-328.37	-328.37	-36.68	-38.25	-36.68	-2,433.08	-359,534.01	-17,095.09
September	-1041.67	-29.46	-35.99	-1174.94	-112.52	-150.29	-1174.94	-112.52	-150.29	-112.52	-1,182.05	-113,536.11	-360,716.06
October	-1174.94	-293.97	-100.3	-3600.47	-293.97	-100.3	-3600.47	-293.97	-100.3	-100.3	-1,437.75	-265,562.31	-114,973.86
November	-1935.54	-4.88	-31.38	-214.86	-7.57	-9.49	-214.86	-7.57	-9.49	-9.49	-1,940.42	-1,055,677.13	-269,557.05
December	-4197.84	-502.41	-531.26	-273.54	-223.9	-53.53	-273.54	-223.9	-53.53	-53.53	-4,963.53	-321,945.81	-1,057,617.55
January	-6139.03	-697.1	-466.87	-49.98	-50.35	-147.75	-49.98	-50.35	-147.75	-147.75	-7,367.39	-51,853.26	-326,909.34
February	-2730.54	-487.96	-176.46	-118.37	-422.32	-555.17	-176.46	-422.32	-555.17	-177.18	-4,357.61	-44,993.16	-49,350.77
March	-134.99	-118.37	-3797.25	-676.55	-422.32	-555.17	-179.76	-177.18	-177.18	-177.18	-791.89	-3,613.77	-4,405.66
April	-5487.5	-4975.66	-5535.04	-676.55	-422.32	-555.17	-179.76	-177.18	-177.18	-177.18	-5,724.00	-12,165.25	-17,889.25
May	-4753.39	-8029.87	-0.10	-676.55	-422.32	-555.17	-179.76	-177.18	-177.18	-177.18	-13,650.32	-6,642.88	-20,293.20
June	-33950.66	-8029.87	-5535.04	-676.55	-422.32	-555.17	-179.76	-177.18	-177.18	-177.18	-49,890.91	-2,250,185.70	-2,300,066.61
July - June Totals	-1.39	-8,029.87	-5,535.14	-676.55	-422.32	-555.17	-179.76	-177.18	-177.18	-177.18	-1.49	-202.54	-204.03
Releases											0.00	101,221.91	101,221.91
Add to Original Levy											0.00	0.00	0.00
Under Appeal											0.00	0.00	0.00
Bankruptcy											0.00	0.00	0.00
Refund/Adj											0.00	0.00	0.00
Subtotals	-33,952.05	-8,029.87	-5,535.14	-676.55	-422.32	-555.17	-179.76	-177.18	-177.18	-177.18	-49,892.40	-2,149,166.33	-2,199,048.73
EOY Adjustment	\$20,666.09	\$11,217.88	\$9,177.70	\$6,102.32	\$5,377.00	\$4,626.93	\$2,726.05	\$1,747.04	\$1,275.70	\$3,270.05	66,186.76	\$48,668.17	\$14,854.93
(10-110-XX) Balance											Total		
Interest	105.39	37.1	0.33	33.19	41.97	51.09	60.21	68.90	78.02	87.14	142.82	96.26	142.82
July	50.45	192.96	39.68	13.05	17.01	51.09	60.21	68.90	78.02	87.14	703.61	96.26	799.87
August	77.33	4.97	9.36	13.05	17.01	51.09	60.21	68.90	78.02	87.14	121.72	96.26	121.72
September	89.26	11.57	29.19	13.05	17.01	51.09	60.21	68.90	78.02	87.14	130.02	96.26	130.02
October	321.12	68.99	0.75	13.05	17.01	51.09	60.21	68.90	78.02	87.14	390.86	96.26	390.86
November	198.79	20.12	9.26	13.05	17.01	51.09	60.21	68.90	78.02	87.14	218.91	96.26	218.91
December	417.99	127.19	9.26	13.05	17.01	51.09	60.21	68.90	78.02	87.14	645.00	96.26	645.00
January	719.78	115.87	158.63	107.98	88.22	109.59	17.54	23.44	26.20	28.96	1,094.28	1,289.20	1,334.20
February	351.7	70.91	142.35	19.87	24.46	31.50	33.34	33.21	37.17	41.13	966.89	1,337.37	2,431.65
March	17.86	12.51	15.43	19.87	24.46	31.50	33.34	33.21	37.17	41.13	286.48	1,550.45	2,517.34
April	853.11	13.05	1243.62	19.87	24.46	31.50	33.34	33.21	37.17	41.13	868.03	182.27	448.75
May	722.53	1138.2	1243.62	19.87	24.46	31.50	33.34	33.21	37.17	41.13	3,105.33	609.51	1,477.54
June											392.38	392.38	3,497.71
Interest Collected	\$1,813.44	\$1,813.44	\$1,648.60	\$255.67	\$175.41	\$300.26	\$111.09	\$125.55	\$141.39	\$157.23	\$9,653.95	\$5,457.44	\$14,111.39
Submitted by: Amanda Murajda, Tax Collector													97.8831%

**Top 10 Delinquent Accounts (2023 & prior)**

Name	Balance 6/30/2024
JTS Transport	\$ 8,010.53
Joe Wilson	\$ 6,071.48
Dorothy Worley	\$ 5,571.08
Marjorie Herbert Smith	\$ 4,642.16
Kelly Robinson	\$ 4,596.25
David George Howell	\$ 4,390.53
Joyce Straton	\$ 4,061.18
Nantahala Brewing Company	\$ 3,271.65
Ray Wilson	\$ 3,188.55
Patel	\$ 2,950.82

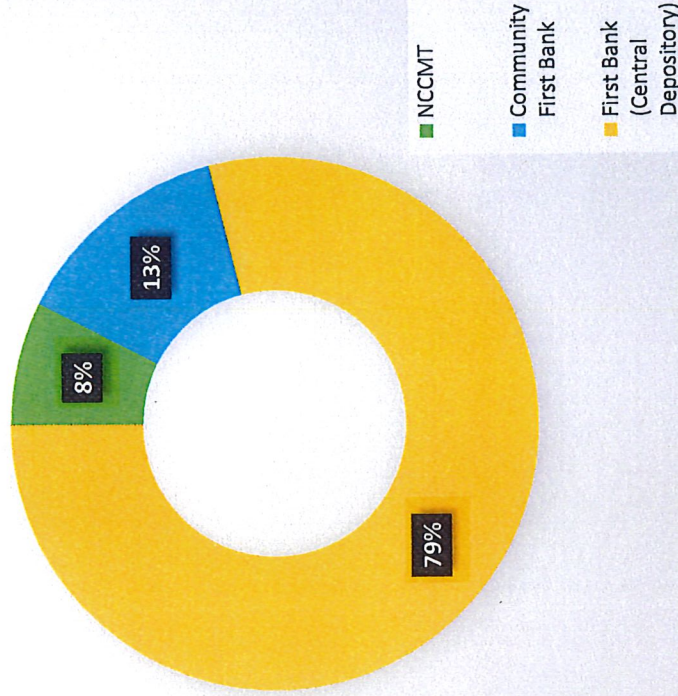
General Fund  
Statement of Revenues, Expenditures, and Changes in Fund Balances  
6/30/2024

		General Fund				Actual to	Statement		
		2023-2024	Previously	2023-2024	Current	2023-2024	Period	Variance	
		Budgeted	Reported	YTD Actual	Month	Budget Balance	Percent	12	
<b>Revenues:</b>									
Ad valorem taxes	\$	2,318,925	2,394,441.61	2,443,212.08	\$ 48,770.47	\$ (124,287.08)	105.36%	100.00%	5.36%
Other taxes and licenses	\$	6,200	6,870.00	7,475.00	\$ 585.00	\$ (1,275.00)	120.56%	100.00%	20.56%
Unrestricted intergovernmental	\$	2,847,872	2,493,508.25	3,073,778.87	\$ 580,270.62	\$ (225,906.87)	107.93%	100.00%	7.93%
Permits and Fees	\$	18,250	14,361.57	15,269.46	\$ 907.89	\$ 2,980.54	83.67%	100.00%	-16.33% *
Restricted intergovernmental	\$	165,923	134,015.00	174,948.53	\$ 40,933.53	\$ (9,025.53)	105.44%	100.00%	5.44%
Investment earnings	\$	84,223	270,249.34	298,305.99	\$ 28,056.65	\$ (214,082.99)	354.19%	100.00%	254.19%
Other revenues	\$	52,932	60,645.92	59,151.43	\$ (1,494.49)	\$ (6,219.43)	111.75%	100.00%	11.75%
<b>Total revenues</b>	\$	<b>5,494,325</b>	<b>5,374,091.69</b>	<b>6,072,141.36</b>	<b>698,029.67</b>	<b>\$ (577,816.36)</b>	<b>110.52%</b>	<b>100.00%</b>	<b>10.52%</b>
<b>Expenditures:</b>									
<b>General Government</b>									
Salaries & Benefits	\$	1,023,996	810,722.81	895,181.99	84,459.18	128,814.01	87.42%	100.00%	12.58%
Capital outlay	\$	426,778	386,438.20	414,098.19	33,071.28				
All other expenditures	\$	32,830	26,000.00	32,829.00	6,703.94				
	\$	547,188	398,284.61	448,254.80	44,683.96				
<b>Public Safety</b>									
Salaries & Benefits	\$	3,384,020	2,387,153.59	2,896,373.56	349,973.70	487,646.44	85.59%	100.00%	14.41%
Capital outlay	\$	1,645,472	1,372,666.22	1,512,267.62	164,494.60				
All other expenditures	\$	166,749	72,628.28	162,042.87	23,226.09				
	\$	1,325,073	28,773.70	28,773.70	162,253.01				
<b>Culture and Recreation</b>									
Salaries & Benefits	\$	111,090	75,882.05	79,289.70	3,407.65	31,800.30	71.37%	100.00%	28.63%
Capital outlay	\$	31,990	19,946.72	21,774.10	1,827.38				
All other expenditures	\$	-	-	-	-				
	\$	79,100	55,935.33	57,515.60	1,580.27				
<b>Transportation</b>									
Salaries & Benefits	\$	878,589	615,120.93	786,659.17	171,538.24	91,929.83	89.54%	100.00%	10.46%
Capital outlay	\$	350,246	278,368.63	334,177.66	26,980.68				
All other expenditures	\$	145,963	47,805.54	135,230.54	87,425.00				
	\$	382,380	288,946.76	317,250.97	57,132.56				
<b>Economic and Physical Development</b>									
Salaries & Benefits	\$	-	-	-	-	-	0.00%	0.00%	0.00%
Capital outlay	\$	-	-	-	-				
All other expenditures	\$	-	-	-	-				
<b>Environmental Protection</b>									
Salaries & Benefits	\$	212,881	157,553.21	179,895.31	17,142.10	32,985.69	84.51%	100.00%	15.49%
Capital outlay	\$	92,154	81,204.47	86,504.37	6,299.90				
All other expenditures	\$	-	-	-	-				
	\$	120,727	76,348.74	93,390.94	10,842.20				
<b>Total expenditures</b>	\$	<b>5,610,576</b>	<b>4,046,432.59</b>	<b>4,837,399.73</b>	<b>626,520.87</b>	<b>773,176.27</b>	<b>86.22%</b>	<b>100.00%</b>	<b>13.78%</b>
<b>Revenues over expenditures</b>	\$	<b>(116,251)</b>	<b>1,327,659.10</b>	<b>1,234,741.63</b>	<b>71,508.80</b>	<b>(1,350,992.63)</b>	<b>-24.08%</b>		
<b>Other financing sources (uses):</b>									
Transfers in	\$	423,085	423,085.00	423,085.00	-	-			
Appropriated fund balance	\$	851,700	-	-	-	-			
ARPA Related Appropriations	\$	336,196	-	-	-	-			
PB Appropriated fund balance	\$	35,000	-	-	-	-			
Fund Balance rollover	\$	42,561	-	-	-	-			
Contributed Capital	\$	-	-	-	-	-			
Sale of Assets	\$	20,000	12,150.01	34,433.01	-	-			
Loan Proceeds	\$	-	-	-	-	-			
	\$	1,708,542	435,235.01	457,518.01	-	-			
<b>Transfers to other funds:</b>									
Contributed to GF fund balance	\$	-	-	-	-	-			
Transfers out	\$	768,560	884,281.00	(115,721.00)	-	-			
Transfer to Capital Reserve	\$	823,731	823,731.00	823,731.00	-	-			
	\$	1,592,291	1,708,012.00	708,010.00	-	-			
<b>Total other financing sources (uses)</b>	\$	<b>116,251</b>	<b>(1,272,776.99)</b>	<b>(250,491.99)</b>	<b>-</b>	<b>-</b>			
<b>Revenues and other sources over expenditures and other uses</b>	\$	<b>-</b>	<b>54,882.11</b>	<b>984,249.64</b>	<b>71,508.80</b>	<b>(1,350,992.63)</b>			

**Analysis:**  
 Did not meet estimated budget

INVESTMENT PORTFOLIO:		3 Month Avg
BANK	INVESTMENTS	INTEREST
NCCMT	\$1,183,631	5.23%
Community First Bank	\$2,122,225	3.38%
First Bank (Central Depository)	\$12,393,284	5.12%
	<b>\$15,699,140</b>	

## DIVERSIFICATION OF INVESTMENTS



STATE REVENUE ANALYSIS: (33% Budget)	Revenue	% Collected
Telecommunication	\$25,291	117.09%
Natural Gas	\$9,927	124.09%
Video Programming	\$10,094	100.94%
Franchise on Power	\$333,995	117.19%
Total 4th QTR (Avg should be 100%)	<b>\$379,307</b>	
<b>July Estimated</b>		
Article 40 (.50 % pooled - per capita)	\$239,108	116.07%
Article 42 (.50% point of sale)	\$247,574	113.05%
Article 39 (1% point of sale)	\$499,635	113.55%
Hold Harmless (related to county medicaid)	\$214,032	115.69%
Total 12 Months (Avg should be 100%)	<b>\$1,200,349</b>	

What does 1 cent = \$50,000

# ARPA Related Approp	4	Balance \$117,187.27
# GF Approp. after 7/1	1	Not ARPA Related
# Contingency Approp.	1	Balance \$2,426
# GF Rollovers after 7/1	3	

Note: Board policy states that Fund Balance will not drop below 40% and the goal is to have Fund Balance at 68% of expenditures.

### FUND BALANCE ANALYSIS:

Unassigned - 6/30/23 + Subsequent	\$5,423,523	
Subsequent appropriation/rollover	-\$83,150	
Appropriated/rollover after 7/1/23	-\$90,342	
Recommended transfer to GF Capital Res.	-\$788,000	
ARPA related funds (per 6/30/2023 audit)	-\$446,642	
Available Fund Balance	<b>\$4,015,389</b>	<b>Goal</b>
	<b>67.29%</b>	<b>68.00%</b>

CAPITAL RESERVE FUNDS:		Fire Department		REVOLVING LOAN FUND:	
General Fund	GF Res. 6/30/2023 + Sub	FD Res. 6/30/23 + Sub	Balance to GL	RLF Balance 6/30/23 + Subsequent	
Recommended/Over 68%	\$222,974	\$788,000	\$73	\$106,953	
Interest	\$33,988	\$33,988	\$19,803	\$1,668	
Transfer in GF	\$35,731	\$35,731	\$18,040	-\$52,435	
Subsequent/Approp after 7/1			Interest	-\$6,000	
GF Available Funds	\$1,080,693		Transfer to FD GF		
			FD Available Funds		
					\$50,186

FISHER CREEK ANALYSIS:		Current		Fisher Creek	
Bank Investments	Current Invested	FY Interest as of 6/30/2024	Interest Rate	Fund Balance + Sub	Funds Available
NCCMT	\$8,580	\$29,235.69	5.23%	Subsequent/Roll Over	3,247,653
Entegra/Select Bank/First Bank	\$1,086,393	\$23,958.42	5.12%	Water Quality	-20,000
Community First Bank	\$2,122,225	\$70,413.18	3.38%	Revenues	-1,296,108
UICB	\$0			Expenditures	123,823
HomeTrust	\$0				-134,278
Wachovia	\$0			Funds Available	\$1,921,091
1st Citizen	\$0			ARPA Funds/Interest	889,383
				Appropriations	-\$772,156
				Balance Remaining	\$117,227

Note: \$3,500,000 received from Clean Water Management Trust Grant 10/2007. The grant requires that \$1,400,000 (40%) be spent on water quality. Currently \$182,141 has been expended towards this purpose leaving \$1,217,859 remaining.

PROPERTY TAX ANALYSIS (52% Budget)		OUTSTANDING LOANS	
		Loan	P/I
Budgeted	\$2,181,525		
Original Billing	\$2,299,056		
Est. 97.96% Collection	\$2,252,156		
Collection/Releases	-\$2,250,388		
Discovery/Penalties	\$31,873		
Appeals (Total)	\$0		
Outstanding	\$46,668		
Collection % Rate	97.88%		
Prior Year Collection % Rate	97.53%		
		Loan Payoff Year	Annual Debt
			\$0
			\$0
			\$0

Submitted by: Lynn Bryant, Finance Officer



Town of Sylva  
Special Revenue Funds/Capital and Grant Project Quarterly Report  
June 30, 2024

Item 1.

**Public Art Fund (Fund 23) - Special Revenue Fund:**

Original Ordinance (2017-01)	0
Fund Balance (6/30/2023 )	3,747
Revenue - Donations/ Interest	532.93
Fund Balance Appropriation (Operating Budget)	-2,000
Expenditures	-64.97
<b>Balance to Date</b>	<b>\$2,215</b>

**Sidewalk SRF (Fund 27) - Special Revenue Fund:**

Original Ordinance (2017-02)      Note: Amended from RLF	103,713
Budget Amendment #1 (Skyland Drive 7/11/19)	174,687
Budget Amendment #2 (Skyland Drive 3/12/20 - Note: Reapproved on 2/10/22 )	2,800
GF Transfer In from GF (Hwy 107) - (Prepaid 40,131.38)	159,869
Budget Amendment #3 (Skyland Drive 11/12/22)	100,000
Revenue/Interest	38,770
Expenditures (Skyland Drive)	-114,974
Encumbrances Remaining DOT Contract Skyland Drive	-294,021
<b>Balance to Date</b>	<b>\$170,844</b>

**Allen Street Landslide (Fund 22) - Capital Project Fund:**

Original Ordinance (GF end of year - could have rolled into Capital Reserves)      (5/31/2021)	426,000
Amended (GF Fund Balance - Approved 6/10/2021)	324,000
Amended ( 6/30/2021 Capital Transfer)	490,500
Amended (4/21/22 GF Fund Balance)	323,647
Amended (4/21/22 DOT Contingency) Reimbursement	750,000
Expenditures	-\$1,648,528
Encumbrances (CDC Contract)	\$0
Encumbrances (Wurster Contract)	-\$126,376
Encumbrances (Kessel Contract)	-\$10,203
Contribution to Allen Street Fund Balance	-\$349,820
Interest	<b>\$75,316</b>
<b>Balance to Date</b>	<b>\$179,220</b>

**Bryson Park/Playground (Fund 31) - SCIF Grant Capital Project Fund:**

Original Ordinance (SCIF Grant 11612) (2/24/22)	3,000,000
Expenditures	-2,028,953
Encumbrances (CDC Contract 7/28/2022)	0
Encumbrances (Wurster Contract)	-153,643
Encumbrances (Kessel Contract)	0
Encumbrances (Bliss Products - Contract)	-397,660
Encumbrances (Odell)	-1,800
Interest	<b>\$102,938</b>
<b>Balance to Date</b>	<b>\$417,944</b>

Town of Sylva  
 Special Revenue Funds/Capital and Grant Project Quarterly Report  
 June 30, 2024

Item 1.

**Public Restrooms (Fund 30) - SCIF Grant Capital Project Fund:**

Original Ordinance (SCIF Grant 11611) (2/24/22)	250,000
Amended - SWC Grant (Reimbursable) (5/12/22)	40,000
Amended - (SCIF Grant 11613) (10/27/2022)	100,000
Amended - Project Interest (SCIF #11611 and SCIF#11613) (October 26, 2023)	<b>8,900</b>
Amended - ARPA Related Funds (10/26/2023)	209,773
Amended - ARPA Related Funds (12/14/2023)	5,976
Amended - ARPA Related Funds (3/14/2024)	22,000
Expenditures	-162,129
Encumbrances (Cinderella Partners 1/3/2024)	-418,676
Encumbrances (Odell Contract 3/24/2022)	-2,200
Interest	<b>\$23,311</b>
	<b>\$53,644</b>

**Bridge Park Stormwater Project ( Fund 32) - Capital Project Fund:**

Original Ordinance (10/27/2022) ARPA Related Funds	421,000
Amended Ordinance (11/10/2022) ARPA Related Funds	-3,000
Amended Ordinance (11/9/2023) ARPA Related Funds	98,447
Amended Ordinance (9/14/2023) JCTDA	367,757
Amended Ordinance Bridge Park Interest (11/9/2023)	<b>9,500</b>
Expenditures	-807,660
Encumbrances (Equinox Contract 11/21/22)	0
Encumbrances (BSI 11/27/2023)-Retainage	-38,403
Interest	<b>\$18,396</b>
	<b>\$47,640</b>

**Facade Grant Improvement Program ( Fund 33) - Grant Project Fund:**

Original Ordinance (4/25/2024) JC TDA	20,000
Original Ordinance (4/25/2024) Community Foundation	10,000
Expenditures	-3,000
Interest	<b>\$461</b>
	<b>\$27,000</b>

**2023 Tax Settlement**  
**July 1, 2023 - June 30, 2024**

**CHARGES:**

Original Levy	2,134,985.14
Additional Levy	101,221.91
Refunds	
Interest	5,457.44
Discoveries	28,014.25
Discovery Penalties	3,858.23
Late Listing	28,160.80
Late Listing Penalties	<u>2,816.08</u>
<b>Total Charges</b>	<b><u>2,304,513.85</u></b>

**CREDITS:**

Deposits	2,255,643.14
Releases	202.54
Refunds	0.00
Insolvencies - Personal	15,454.79
Bankruptcy	0.00
Under Appeal	0.00
Uncollected - Real	<u>33,213.38</u>
<b>Total Credits</b>	<b><u>2,304,513.85</u></b>

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Amanda W. Murajda, Tax Collector

**2023 Tax Settlement  
Delinquent Taxes  
July 1, 2023 - June 30, 2024**

**CHARGES:**

Levy	116,069.16
Refunds	0.00
Interest	8,653.95
2013 Statutory Write-Off	-3,270.05
Levy Adj. Correction	0.00
<b>Total Charges</b>	<b>121,453.06</b>

**CREDITS:**

Deposits	58,534.86
Releases	1.49
Refunds	0.00
Appeals	0.00
Bankruptcy	0.00
Taxes Remaining	62,916.71
<b>Total Credits</b>	<b>121,453.06</b>

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Amanda W Murajda, Tax Collector

2023-2024

PREPAID AD VALOREM TAX SETTLEMENT

Item 1.

10-241-00 TAXES COLLECTED IN ADVANCE:

NAME	PIN#	(Bal Forward)	DATE PAID		Amount	Remaining
	ACCT#	AMOUNT			Applied to 2023	Balance
						-
SPD Ventures	A# 4507	3.27	2/7/2020			3.27
Harris Regional	A# 3915	2.20	1/3/2023			2.20
Mountain Spine	A# 4437	9.16	1/13/2023			9.16
SE Laundry Equip Sales Inc	A#4670	13.68	3/1/2023			13.68
AC Siding & Guttering	a# 4022	2.72	4/17/2023			2.72
Russell Bowling Attorney	P# 7641-57-5333	78.90	3/24/2023	NCDOT purchase		78.90
Paragon Acquisitions LLC	A#4765	1.97	4/17/2023	NCDOT purchase		1.97
Paragon Acquisitions LLC	A# 2705	34.53	4/17/2023	NCDOT purchase		34.53
Freebird Co Inc	A# 4642	27.11	5/2/2023			27.11
Margaret Underwood/SECU	P# 7631-76-3660	321.93	12/6/2023			321.93
Don Hensley	A# 2 P# 7175 & 8063	100.00	12/18/2023			100.00
Jennifer Nicholson	A# 2695 P# 7641-46-0487	5.76	1/2/2024			5.76
D and H Properties/Bowling La	A# 3595	2,090.57	1/24/2024	NCDOT purchase		2,090.57
Stanberry/Brigham & Mattox	P# 7641-75-5664/7641-75-570	4,968.99	2/20/2024	NCDOT purchase		4,968.99
Wayne Smith	various	3,850.00	3/13/2024			3,850.00
Wholesale/Brigham & Mattox	P# 7641-27-6761	3,103.16	3/18/2024	NCDOT purchase		3,103.16
Lovell Webb Electric LLC	A# 5282 P#183477	290.78	4/4/2024			290.78
Regina Nicole LLC	A# 5291 P# 179254	45.15	4/5/2024			45.15
Paul Beckett	various	73.12	4/6/2024			73.12
Wayne Smith	various	3,850.00	4/11/2024			3,850.00
Wayne Smith	various	3,850.00	5/10/2024			3,850.00
Wayne Smith	various	3,850.00	6/13/2024			3,850.00
<b>Exempt</b>						
<b>Applied to Back Taxes</b>						
2022 Pre-pay taxes		26,573.00			-	26,573.00
	Adj. from previous pre-pay	-0.47				
		26,572.53				

Please move \$ from 10-241-0000 to offset cash for manual payment.

**2023 Tax Settlement  
Less Than \$5.00**

Item 1.

<u>Acct #</u>	<u>Name</u>	<u>Amount</u>	<u>Value</u>	<u>R/P/U</u>
2873	ACCELERATED CARE PLUS LEASING	\$ 3.93	873	P
5355	ACCENTHEALTH LLC	\$ 4.92	1,093	P
4377	ALLMAN ZEBADIAH POLK	\$ 2.25	500	P
5190	ATM USA LLC	\$ 3.28	729	P
3281	BLANTONS TAX SERVICE INC	\$ 2.63	584	P
5379	BREWTON, NATALIE MARIE	\$ 2.12	471	P
5386	CACTUS INC	\$ 2.94	653	P
5391	CATALYST COUNSELING SERVICES	\$ 3.39	753	P
5394	CHARLIE HARTLINE INC	\$ 3.81	847	P
5402	COLEMAN, CHUCK	\$ 2.64	587	P
5007	COLONIAL SQUARE POA INC	\$ 2.25	500	P
1378	DILLARD, MICHAEL E	\$ 2.28	507	P
5191	ELDER BUSINESS SERVICE	\$ 3.14	698	P
5434	EMPLOYEE ASSISTANCE NETWORK INC	\$ 3.05	678	P
5313	FEDERAL EXPRESS CORPORATION	\$ 4.28	951	P
1732	GREEN, BRUCE	\$ 1.13	251	P
5453	GUNNELS, ROBIN	\$ 1.78	396	P
5462	HEWLETT PACKARD FINANCIAL SERV	\$ 0.79	176	P
5229	HOMESTAR FINANCIAL CORPORATION	\$ 4.70	1,044	P
5467	HOOKER, DENISE	\$ 2.10	467	P
3194	J M BROWN AMUSEMENT CO INC	\$ 2.75	611	P
5195	JACKSON COUNTY REALTY INC	\$ 0.30	67	P
5248	JOHNSON CONTROLS SECURITY SOL	\$ 4.64	1,031	P
3370	JONES, JEFFREY SCOTT	\$ 3.16	702	P
5494	LA MAS SABROSA LLC	\$ 4.85	1,078	P
1456	LEASECOMM CORP	\$ 1.67	371	P
5306	MARK MANUFACTURING CORP	\$ 3.82	849	P
5124	MIDDLETON PAWN SHOP	\$ 2.88	640	P
5525	MOORE, CLAUDIA CROWE	\$ 0.12	27	P
1372	PARKER, GERENA	\$ 4.10	911	P
5542	PATRICIA BRYSON-WINK INC	\$ 2.50	556	P
5253	PINNACLE CONSULT AND MKTG INC	\$ 2.08	462	P
5323	PORTIER LLC	\$ 4.68	1,040	P
5548	PRUETT, DARRELL DEWAYNE	\$ 3.92	871	P
5325	RAYMOND LARGE LAW PLLC	\$ 1.98	440	P
5552	RESOLUTE OSTEOPRACTIC	\$ 1.72	382	P
5555	RIDGELINE THERAPEUTIC COLL	\$ 3.63	807	P
5308	ROBERTS OXYGEN COMPANY INC	\$ 0.41	91	P
5199	SKY FI INC	\$ 4.91	1,091	P
5575	SMOKY MOUNTAIN NEWS	\$ 1.47	327	P
5586	STATE FARM MUTUAL AUTO INSURANCE COMPANY	\$ 2.57	571	P
5157	THE STYLE STUDIO INC	\$ 1.87	416	P

**2023 Tax Settlement**

**Less Than \$5.00**

Item 1.

5309	THE YOGA MILL LLC	\$	1.76	391	P
5599	TOLLIE, PHOUMALA	\$	3.45	767	P
5187	TRANSACTION NETWORK SERVICES	\$	0.29	64	P
1506	WATSON ALIGNMENT INC	\$	2.07	460	P
2011	WESTERN CAROLINA COUNSELING SERV PA	\$	4.16	924	P
5216	WESTERN CAROLINA RENTALS INC	\$	4.85	1,078	P
3529	WILLIAMSON, MARY	\$	4.81	1,069	P
5234	WONDERWORKS LEARNING & ARTS INC	\$	3.07	682	P
5622	WOODS, DEBRA PAINTER	\$	2.61	580	P

Personal	\$	144.51
Real	\$	34.12
Utilities	\$	14.45
	\$	<u>193.08</u>

**2023 Tax Settlement  
Less Than \$1.00  
as of June 30, 2024**

Name	Account	Principal Amount	Interest Amount	Over/Under Payments	<u>Release Date</u>
<b>2023 Taxes:</b>					
Savannah Corp	583	0.10			1/12/2024
Linde Gas & Equipment	4981	0.17			1/12/2024
Elder Business Service	4192	0.18			1/12/2024
Virgil Houston	4272	0.23			1/12/2024
Toshiba America	3525	0.81	0.03		1/12/2024
Stephen Shuler	566	0.01			1/12/2024
Blaine Vanhook	1902	0.01			1/12/2024
Misty Taylor	5590	0.02			1/12/2024
Awenasa Realty	4536	0.25	0.01		1/12/2024
David Bryson	430	0.26			1/12/2024
Jesus Garcia	2733	0.40	0.01		1/12/2024
Gary Miller	5523	0.77	0.02		1/12/2024

	3.21	0.07
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**Tax Overage**

Offset Manual payment		110.55
Key Auto Sales	3508	0.03
Han Family LP	1005	0.20
Robert Hall	947	0.03
Mills Rentals	3607	0.50
Encarnacion Ammons	150	0.03
Livingston Kelley	365	0.02
Charter-Dukenet	1426	4.82
Republic Services	1766	29.04
West Sylva-Sage Ventures	5144	8.97

\$ 154.19 10-317-0500



**2013  
AD VALOREM TAX RELEASE**

Based on G.S. 105-378 the following taxes plus interest will be written off for the tax year of 2013 due to the statute of limitations. Account balances are as June 30, 2024. Additional interest for June and July will be included.

<u>Acct#</u>	<u>Name</u>	<u>Tax Principal</u>	<u>Tax Interest</u>	<u>Advertising</u>	<u>6/30/2024 Total</u>
3724	Bone Shak	347.09	331.94		679.03
3724	Bone Shak	416.23	398.32		814.55
1012	Mary Bryson	9.43	8.87	3.00	21.30
115	JR Chastain	116.18	109.49	3.00	228.67
2682	CPI Images	13.61	12.77		26.38
3725	Devon P, Inc	219.19	209.38		428.57
3725	Devon P, Inc	272.25	260.45		532.70
3725	Devon P, Inc	336.88	322.99		659.87
3725	Devon P, Inc	270.90	259.17		530.07
3725	Devon P, Inc	240.69	231.06		471.75
352	Dillard Real Estate Group	62.02	58.81	3.00	123.83
485	Charles Dorsey	78.59	74.72	3.00	156.31
1062	Rose Anne Dorsey	105.06	99.35	3.00	207.41
4223	Charles Griffin		1.54		1.54
2132	Hugh Thompson	40.81	39.57		80.38
814	Rachael Sutton Johns	94.30	89.21	3.00	186.51
554	Kenneth Jordan	37.72	35.47	3.00	76.19
421	Will Lay	93.55	88.66	3.00	185.21
2383	Jacobo Mandelblum	17.55	16.47	3.00	37.02
1800	Raymond Welch	14.52	13.09		27.61
420	Grant Wilson	116.22	110.19	3.00	229.41
983	Joe Wilson	322.86	305.09	3.00	630.95
763	Nelson Wilson	23.06	21.54	3.00	47.60
905	Willie Wilson	92.70	87.94	3.00	183.64
696	Wings Aviation	(71.36)			(71.36)
		<b>3,270.05</b>	<b>3,186.09</b>	<b>39.00</b>	<b>6,495.14</b>

Amanda W. Murajda, Tax Collector

Under and by virtue of the authority vested in me by section 105-373 (a)(1) of the North Carolina General Statutes, I am hereby declaring the below listed taxes as insolvent for personal property that is not secured by liens against real property. By declaring these taxes insolvent, the taxing unit does not compromise its authority to collect these taxes in the future.

Name	Principal	Late List Penalty
911 SURETY GROUP INC	11.25	1.13
ACCESS GRANTED INTERNATIONAL	23.04	2.30
ACEVEDO MARIA DEL CARMEN	10.35	1.03
AIRGAS USA LLC	1.54	
DARRELL BUCHANAN	15.48	1.55
JOHNNY BURRELL	11.25	1.13
DIGITAL CINEMA DISTRIBUTION	16.48	
ELECTRIC COWGIRL TANNING LLC	36.04	
FERRARAS II INC	90.48	9.05
GEMINI TATTOOS AND BODY	64.68	
GLORY MARTIAL ARTS FITNESS LLC	22.50	2.25
GUADALUPE LLC	95.79	9.58
H & R BLOCK	24.45	2.45
EVON HALL	22.50	2.25
HANNA COLES	222.80	22.28
MICHAEL HOOPER	37.91	3.79
IN YOUR EAR MUSIC	78.97	
JM SYLVA LLC	1,750.28	175.03
MARY SHULER JOHNSON	11.25	1.13
MARY SHULER JOHNSON	6.46	0.65
JTS TRANSPORT	1,954.98	195.50
JTS TRANSPORT	1,319.83	659.91
JTS TRANSPORT	769.27	307.71
JTS TRANSPORT	1,928.65	385.73
K & M EXPRESS SHRIMP LLC	22.72	2.27
JAMES FRANK LAY	22.50	2.25
ROBERT WILLIAM MARTIN	35.66	3.57
MASIMO AMERICAS INC	2.63	
MARVITA QUEEN MCMAHAN	11.25	1.13
MOUNTAIN BREWS	273.57	27.36
MOUNTAIN WELLNESS THERAPY	9.43	
NANTAHALA BREWING	533.81	53.38
NANTAHALA BREWING	692.75	346.38
NANTAHALA BREWING	602.47	180.74
NANTAHALA BREWING	552.09	110.42
NELON ENTERPRISES	298.80	29.88
JOSEPH NOECKER	67.95	
NUCO2 SUPPLY LLC	13.85	
P & J INC	43.55	4.35
PERK AND PASTRY BISTRO INC	16.89	1.69
HERBERT POTTS	6.52	0.65
DORIS QUEEN	11.25	1.13
DORIS QUEEN	3.15	0.32
REAL ESTATE PROF OF HAYWOOD CO	41.12	
REDBOX AUTOMATED RETAIL LLC	41.18	

SPECIALTS ON CALL INC	8.88	0.89
CASEY DANNY STAMEY	17.10	1.71
PEGGY STEPP	24.95	2.50
STICKY BRICK LABS LLC	26.04	2.60
SUBWAY OF CULLOWHEE, INC	138.21	13.82
SUNRISE SUNRIPENED TOMATOES, INC	533.53	53.35
SYLVA VAPOR LLC	45.00	4.50
THE PAPERMILL LOUNGE	123.41	12.34
MICHAEL THOMAS	11.25	1.13
MICHAEL THOMAS	2.25	0.23
Z'S TOBACCO & VAPES INC	45.00	4.50

<b>Total Insolvency</b>	<b>\$ 12,804.99</b>	<b>\$ 2,647.54</b>
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<b>Total</b>	<b>\$ 15,452.53</b>
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I certify that the above information is true to the best of my knowledge.

\_\_\_\_\_  
Amanda W. Murajda, Tax Collector

I, \_\_\_\_\_, a Notary Public for Jackson County, North Carolina, certify that Amanda W. Murajda personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

Witness my hand and official seal this the \_\_\_\_\_ day of August, 2024.

\_\_\_\_\_  
Notary Public

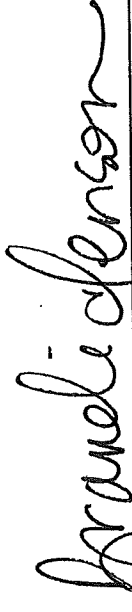
**TOWN OF SYLVA  
2023 DELINQUENT TAX SETTLEMENT**

JULY 1, 2023 THROUGH JUNE 30, 2024

YEAR	BALANCE July 1, 2023	COLLECTIONS		RELEASES	WRITE-OFF	REFUNDS	BALANCE June 30, 2024
		TAX	INTEREST				
2013	1,127.45	-	-	-	1,127.45	-	-
<b>TOTAL</b>	<b>1,127.45</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,127.45</b>	<b>-</b>	<b>-</b>

**CHARGES:** LEVY \$ 1,127.45  
INTEREST -  
\$ 1,127.45

**CREDITS:** DEPOSITED \$ -  
WRITE-OFFS 1,127.45  
UNCOLLECTED -  
\$ 1,127.45

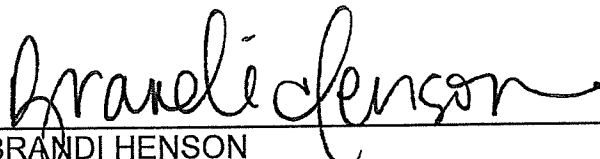
  
BRANDI HENSON  
JACKSON COUNTY TAX COLLECTOR

# TOWN OF SYLVA RENTAL MOTOR VEHICLES 2023 TAX SETTLEMENT

JULY 1, 2023 THROUGH JUNE 30, 2024

## TOWN OF SYLVA

MONTH	AMOUNT COLLECTED
Jul-23	\$ 460.96
Aug-23	\$ 593.39
Sep-23	\$ 630.70
Oct-23	\$ 466.50
Nov-23	\$ 414.76
Dec-23	\$ 326.69
Jan-24	\$ 480.01
Feb-24	\$ 397.02
Mar-24	\$ 410.40
Apr-24	\$ 434.41
May-24	\$ 455.33
Jun-24	\$ 560.95
<b>TOTAL DEPOSITED</b>	<b>\$ 5,631.12</b>

  
\_\_\_\_\_  
BRANDI HENSON  
JACKSON COUNTY TAX COLLECTOR

**Combined  
2023 Tax Settlement  
Delinquent Taxes  
July 1, 2023 - June 30, 2024**

**CHARGES:**

Levy	117,196.61
2013 Statutory Write-Off	-3,270.05
Refunds	0.00
Interest	8,653.95
Levy Adj. Correction	0.00
<b>Total Charges</b>	<u><b>122,580.51</b></u>

**CREDITS:**

Deposits	58,534.86
Levy Adj. Write-Off	1,128.94
Releases	0.00
Refunds	0.00
Appeals	0.00
Bankruptcy	0.00
Taxes Remaining	62,916.71
<b>Total Credits</b>	<u><b>122,580.51</b></u>

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Amanda W. Murajda, Tax Collector

**State of North Carolina  
Town of Sylva**

**Amanda Murajda, Tax Collector of the Town of Sylva:**

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of Sylva Municipal Hall and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the Town of Sylva, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this the **8th day of August, 2024.**

\_\_\_\_\_  
**Johnny Phillips, Mayor**

**Attest:**

\_\_\_\_\_  
**Amanda Murajda, Town Clerk**

**State of North Carolina  
Town of Sylva**

**Lynn Allen Bryant, Deputy Tax Collector of the Town of Sylva:**

You are hereby authorized, empowered, and commanded to collect the taxes set forth in the tax records filed in the office of Sylva Municipal Hall and in the tax receipts herewith delivered to you, in the amounts and from the taxpayers likewise therein set forth. Such taxes are hereby declared to be a first lien upon all real property of the respective taxpayers in the Town of Sylva, and this order shall be a full and sufficient authority to direct, require, and enable you to levy on and sell any real or personal property of such taxpayers, for and on account thereof, in accordance with law.

Witness my hand and official seal, this the **8th day of August, 2024.**

\_\_\_\_\_  
**Johnny Phillips, Mayor**

**Attest:**

\_\_\_\_\_  
**Amanda Murajda, Town Clerk**



**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:

<b>Revenues:</b>	
State Capital and Infrastructure Grant Fund (SCIF)	<b>\$ 3,000,000</b>
 <b>Expenditures:</b>	
Professional Services	72,768
<b>Construction/Repair</b>	<b>1,954,598</b>
Playground Equipment	441,665
Facility Upgrades	303,000
Water Fountain	10,000
Sidewalk Professional	27,700
<b>Contingency (\$30,300 Facility Upgrade)</b>	<b>139,352</b>
Additional Testing and Inspection (Kessel)	12,832
Miscellaneous Expense	3,668
Sales Tax (NC and County)	34,417
	<hr/>
	<b>\$ 3,000,000</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 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 8<sup>th</sup> day of August 2024

\_\_\_\_\_  
Johnny Phillips, Mayor

ATTEST:

\_\_\_\_\_  
Amanda Murajda, Town Clerk

**AMENDED  
TOWN OF SYLVA  
BRIDGE PARK STORMWATER 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 project is adopted:

**Section 1.** The project authorized will install stormwater improvements adjacent to Bridge Park including drainage, biowales, riparian buffers, landscaping, implementation of stream restoration, and parking areas.

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

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

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

<b>Revenues:</b>	
ARPA Related Funds (1 <sup>st</sup> Appropriation)	\$ 418,000
ARPA Related Funds (2 <sup>nd</sup> Appropriation)	98,447
JCTDA Grant	367,757
Bridge Park Interest	<u>9,500</u>
<b>Total Project</b>	<b>\$ 893,704</b>
<b>Expenditures:</b>	
Professional Services	67,500
Construction	768,064
<b>Contingency</b>	<b>39,640</b>
<b>Supplies and Expense</b>	<b>18,000</b>
Sales Tax	<u>500</u>
	<b>\$ 893,704</b>

**Section 6.** The Finance Officer is hereby directed to maintain within the 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 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 32** (Bridge Park Stormwater Project Ordinance) will account for the bookkeeping records of this project.

Adopted this the 8th day of August 2024.

\_\_\_\_\_  
Johnny Phillips, Mayor

ATTEST:

\_\_\_\_\_  
Amanda Murajda, Town Clerk

**CLOSEOUT**  
**TOWN OF SYLVA**  
**ALLEN STREET LANDSLIDE CAPITAL PROJECT FUND**  
**As of July 31, 2024**

- **Total Costs of Project \$1,728,743.41**
  - ~ Town Funding \$ 978,743.41
  - ~ DOT Funding \$750,000.00
  
- **Remaining Project Balance** **\$ 677,745**
  - ~ **Project Balance:** **\$ 235,583.59**
    - Contingency \$188,787.26
    - Other \$ 46,836.33
  - ~ **Contribution to Fund Balance** **\$ 349,820.00**  
 (Note: Appropriation from GF Capital Reserve Fund prior to DOT Funding)
  - ~ **Interest** **\$ 78,189.68**
  - ~ **Sales Tax Reimbursement** **\$ 14,151.73**
  
- **Appropriations of Remaining Funding** **\$ 677,745**
  - ~ GF Capital Reserve Fund **\$ 352,745**
  - ~ Poteet Park Restroom Renovation Capital Project **\$ 200,000**
  - ~ Scotts Creek Slope Stabilization Capital Project **\$ 125,000**

**Note: Finance Officer is directed to move the funds accordingly. If additional interest/sales tax is accrued or an adjustment is needed, the difference shall be accounted for in the GF Capital Reserve Fund.**

**TOWN OF SYLVA  
POTEET PARK RESTROOM RENOVATION PROJECT  
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 project is adopted:

**Section 1.** The project authorized is the for the improvement of the Poteet Park Restrooms.

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

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

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

**Revenues:**

Closeout of Allen Street Capital Project Fund	<b>\$ 200,000</b>
(GF Capital Reserve Fund Monies)	

**Expenditures:**

Professional Services	5,000
Facility Upgrades	170,000
Contingency	17,000
Miscellaneous Expense	6,000
Sales Tax (NC and County)	2,000
	<b>\$ 200,000</b>

**Section 6.** The Finance Officer is hereby directed to maintain within the 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 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 34** (Poteet Park Restroom Renovation Project) will account for the bookkeeping records of this project.

Adopted this the 8<sup>th</sup> day of August 2024

\_\_\_\_\_  
Johnny Phillips, Mayor

ATTEST:

\_\_\_\_\_  
Amanda Murajda, Town Clerk

**TOWN OF SYLVA  
SCOTTS CREEK SLOPE STABILIZATION CAPITAL PROJECT  
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 project is adopted:

**Section 1.** The project authorized is the for the planning, budgeting, and procurement of a qualified contractor to repair the Scott’s Creek retaining wall failure. The project will stabilize Scott’s Creek along the bank adjacent to Town property from the Allen Street Bridge to Poteet Park.

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

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

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

<b>Revenues:</b>	
Closeout of Allen Street Capital Project Fund	\$ 125,000
(GF Capital Reserve Fund Monies)	
 <b>Expenditures:</b>	
Professional Services	120,000
Construction/Repair	0
Contingency	5,000
Miscellaneous Expense	0
Sales Tax (NC and County)	0
	\$ 125,000

**Section 6.** The Finance Officer is hereby directed to maintain within the 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 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 35** (Scotts Creek Slope Stabilization Project) will account for the bookkeeping records of this project.

Adopted this the 8<sup>th</sup> day of August 2024

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Johnny Phillips, Mayor

ATTEST:

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Amanda Murajda, Town Clerk



## TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, July 11, 2024 at 5:30 PM

Board Room, 83 Allen Street Sylva, North Carolina

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### MINUTES

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**PRESENT:** Blitz Estridge, Commissioner  
Mary Gelbaugh, Mayor Pro-Tem  
Mark Jones, Commissioner  
Johnny Phillips, Mayor

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

**ABSENT:** Jonathan Brown, Commissioner  
Brad Waldrop, Commissioner

#### CALL TO ORDER

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

**STAFF PRESENT:** Abbie Smith, Mallary Caraway, Eric Fanslau, Mike Beck (Fire Chief), Keith Buchanan (Assistant Fire Chief), Chris Hatton (Police Chief), Robbie Carter (Assistant Police Chief), Jake Scott (Public Works Director) and Bernadette Peters (Economic Development Director).

**VISITORS:** Neil Dawson, David Massengill, Chuck Hall, Carol Hall, Lisa McBride, Jason Kelly and Shannon Queen.

#### APPROVAL OF AGENDA

Commissioner Gelbaugh made a motion to approve the agenda. The motion carried with a unanimous vote.

#### APPROVAL OF CONSENT AGENDA

Commissioner Jones made a motion to approve the consent agenda. The motion carried with a unanimous vote.

**PUBLIC COMMENTS:** None.

**MAYOR'S REPORT:** Mayor Phillips reported that the retaining wall behind Town Hall is failing, and the Town is working on securing funding for repairs.

**COMMISSIONER'S REPORT:** Commissioner Jones thanked the board for appointing him to the Mountain Projects Board. Commissioner Estridge thanked Jake Scott, Chris Hatton and Robbie Carter for the ride-along to Pinnacle Park.

**MANAGER'S REPORT:** Manager Dowling reported the following:

- The procedures for the Economic Development board will be on the agenda at the July 25<sup>th</sup> work session.
- Dowling attended the NC City & County Manager's conference. The managers association holds a summer and winter conference that lasts three days.
- Dowling thanked the Chamber for the excellent job they did with the July 4<sup>th</sup> celebration. The crowd was a record size and there has been plenty of positive feedback about the event.
- Reminder to the board: August 24<sup>th</sup> will be the Bridge Park ribbon cutting and Matt Stillwell's Hometown Party.
- Employment Updates: Officer Maggie Kirkland was sworn in and has started her field training. The lieutenant interview process will begin July 15<sup>th</sup>. There is still a maintenance technician position open in Public Works.
- The restroom progress is slowly coming along. The contractor has experienced several supply chain issues they are working through. There is an estimated substantial completion date of July 31<sup>st</sup>. Utility tie-in work will take place the last week of July

#### NEW BUSINESS

**FIRE DEPARTMENT FIREFIGHTER OF THE YEAR AWARD:** Mayor Phillips presented the annual Firefighter of the Year Award to Eric Fanslau and thanked him for his outstanding service to the community.

**NC GOVERNOR’S HIGHWAY SAFETY PROGRAM—LOCAL GOVERNMENT GRANT:** Shannon Queen explained that the Governor’s Highway Safety Grant for the current year is now accepting applications. This will be a \$30,000 grant for FY 2024-2025. The Town can apply for the grant for traffic-related expenses. *Commissioner Jones made a motion to approve the NC Governor’s Highway Safety Program agreement of conditions and contract for federal funding for traffic safety in the amount of \$30,000 and approve the resolution authorizing Shannon Queen to file on behalf of the Town of Sylva, the application contract. The motion carried with a unanimous vote.*

**WNC FROM THE GROUND UP—MARKET REQUEST:** Lisa McBride addressed the board to request approval of an additional market on Saturdays from 9:00 a.m. – 1:00 p.m. at Bridge Park. She wants between seven and eight vendors to set up in the new section near the picnic tables. These vendors would be restricted to Jackson County farmers. Bridge Park would still be available for the public to rent on Saturday mornings. The board discussed the request. *Commissioner Estridge made a motion to approve the request as presented. The motion carried with a unanimous vote.*

**SPECIAL EVENT: SOCIAL DISTRICT CELEBRATION ALCOHOL REQUEST:** Bernadette Peters explained that the MSSA is requesting the Board’s permission to use Bridge Park September 21st from 3-7:00 p.m. for a Social District celebration. This event will replace Brew Hop. *Commissioner Jones made a motion to approve the request to serve alcohol at the Social District Celebration. The motion carried with a unanimous vote.*

**MSSA FAÇADE GRANT APPLICATIONS APPROVAL:** Bernadette Peters presented three applications eligible for a 1:1 match up to \$3,000 to the board for approval:

1. Remax Realty
2. Innovation Brewing
3. McGuire Estate

*Commissioner Estridge made a motion to approve the three grant applications. The motion carried with a unanimous vote.*

**ADJOURNMENT:** *Commissioner Gelbaugh made a motion to adjourn the meeting at 5:50 p.m. The motion carried with a unanimous vote.*

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Johnny Phillips  
Mayor

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Amanda W. Murajda  
Town Clerk



# TOWN OF SYLVA BOARD OF COMMISSIONERS MEETING

Thursday, July 25, 2024 at 9:00 AM  
Board Room, 83 Allen Street Sylva, North Carolina

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## MINUTES

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**PRESENT:** Jonathan Brown, Commissioner  
Blitz Estridge, Commissioner  
Mark Jones, Commissioner  
Johnny Phillips, Mayor  
Brad Waldrop, Commissioner  
Paige Dowling, Town Manager  
Amanda Murajda, Town Clerk  
Eric Ridenour, Town Attorney

**ABSENT:** Mary Gelbaugh, Mayor Pro-Tem

### CALL TO ORDER

*Mayor Phillips called the meeting to order at 9:00 a.m.*

**STAFF PRESENT:** Jake Scott (Public Works Director), Bernadette Peters (Main Street Director), Mike Beck (Fire Chief) and Chris Hatton (Police Chief).

**VISITORS:** None.

### APPROVAL OF AGENDA

*Commissioner Jones made a motion to approve the agenda. The motion carried with a unanimous vote.*

### PUBLIC COMMENTS

None.

### MAYOR'S REPORT

Mayor Phillips reported that he met with a representative from FEMA regarding the slope failure behind Town Hall.

### COMMISSIONER'S REPORT

Commissioner Jones reported that the playground facilities at Webster School look very good.

### MANAGER'S REPORT:

 Manager Dowling reported the following:

- After August 15<sup>th</sup> trees will begin to come down along the NC 107 corridor to prepare for overhead utility relocation.
- Employment Updates: Tammy Pavey has been hired for the Police Lieutenant position and will start July 29, 2024. Interviews are in process for the Maintenance Technician in Public Works.
- Dowling met with Lake Silver from Congressman Edward's office to show them the Scott's Creek slope failure.
- Dowling reminded the board to have August 24<sup>th</sup> on the calendar for the Bridge Park ribbon cutting and Matt Stillwell concert.

### PUBLIC WORKS DEPARTMENT REPORT:

 Jake Scott reported the following:

- More progress on bathroom as brick has been completed; tile and plumbing will be next.
- Requested calendar schedule for the bathroom—getting close to substantial completion
- Bryson Park playground remodel has begun and working on a few minor water issues
- Bartlett Contracting is mobilizing for pavilion remodel
- Working on updating the emergency action plan for the Fisher Creek Dam project
- Submitted Powell Bill statement

Regular Board Meeting July 25, 2024

**POLICE DEPARTMENT REPORT:** Chris Hatton reported the following:

- Department is working through a state audit.
- The July 4<sup>th</sup> event went well.
- The department is currently planning for the Walk for Hope event in October.
- The department is working on sponsoring BLET candidates because staffing is always an issue.
- Reviewed call history.

**FIRE DEPARTMENT REPORT:** Mike Beck reported on the following:

- Just over 820 calls so far in 2024 which is approximately 110 ahead of last year.

**MAIN STREET REPORT:** Bernadette Peters reported the following:

- Facade grant \$18,575 allocated to 7 applicants of the 30,000 available.
- Will be looking for additional funding in the next few months.
- Sylva Supply mural has now been sealed and progress will be made quickly.
- Concerts on the Creek have had record attendance, and the Town appreciates the co-sponsorship of the Chamber, County Recreation Department
- Peters thanked the Fire Department for showing up at concerts and Public Works for keeping the park looking great.

**TWSA BOARD REPORT:** Manager Dowling reported new rates were in place, the wastewater treatment plant bid will be out, and TWSA will be doing more in-house projects to reduce costs.

#### NEW BUSINESS

**SOLICITATION ORDINANCE—DISCUSSION ONLY:** Mayor Phillips explained that it was brought to attention that public solicitation at intersections was causing safety issues. He suggested that the ordinance be amended to prohibit this on Highway 107, Business Highway 23 and Grindstaff Cove Road and to make the 3<sup>rd</sup> offense a misdemeanor. The Board members discussed the proposed suggestions. Commissioners Brown, Estridge and Jones would like to see the amendment put to vote on August 8, 2024. Commissioner Waldrop was opposed to the amendment.

#### **DRAFT ECONOMIC DEVELOPMENT COMMITTEE RULES OF PROCEDURE—DISCUSSION ONLY:**

Bernadette Peters reviewed the proposed rules of procedure with the board. A requirement to live in Jackson County needs to be added to the rules. Board members discussed the proposal. All were in favor of, at the August 8, 2024 meeting, establishing the committee and approving the rules of procedure.

**ADJOURNMENT:** *Commissioner Waldrop made a motion to adjourn the meeting at 10:20 a.m. The motion carried with a unanimous vote.*

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Johnny Phillips  
Mayor

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Amanda W. Murajda  
Town Clerk

## An Ordinance to Amend Chapter 30 of the Town of Sylva Code of Ordinances: Streets and Sidewalks

Section 30-14 is currently written as follows:

### **Section 30-14. Public solicitation and begging upon the Streets and Sidewalks Regulated**

#### **A. Definitions**

#### **B. Prohibited acts.** It shall be unlawful for any person to solicit or beg as defined above:

1. By accosting another, or by forcing oneself upon the company of another.
2. Within 20 feet of any financial institution.
3. Within 10 feet of any bus stop, train station, or taxi stand, or while in a public transit vehicle.
4. Within 20 feet of any commercial establishment which is open for business.
5. While the person being solicited is standing in line waiting to be admitted to a commercial establishment.
6. By touching the person being solicited without that person's consent.
7. By blocking the path of a person being solicited or blocking the entrance or exit to any building or vehicle.
8. By following the person who has been solicited after that person has declined the request or walked away.
9. By or with the use of threatening, profane, or abusive language, during the solicitation or following an unsuccessful solicitation.
10. By or with the use of any gesture or act intended to cause a reasonable person to be fearful of the solicitor or feel compelled to accede to the solicitation.
11. During nighttime hours from dusk to dawn.

#### **C. Related Activities Prohibited.** In accordance with North Carolina General Statutes, it shall further be unlawful for any person to solicit or beg as defined above:

1. While intoxicated as prohibited by N.C.G.S. §14-444.
2. By using false or misleading information such as stating that the donation is needed to meet a specific need which does not exist, is already met, or when the requestor already possesses the funds necessary to meet the stated need; or such as representing that the solicitor is a veteran when the requestor is in fact not a veteran of the military as prohibited by N.C.G.S §14-100.
3. By indicating that the solicitor or any member of his/her family suffers from a physical or mental disability when such information is false as prohibited by N.C.G.S. §14-113 and/or N.C.G.S. §4-100.

**D. Penalty.** A violation of Section B is punishable as a \$50 fine in accordance with Sec. 1-7 and 1-9 of the Town of Sylva Code of Ordinances. Any protest or appeal of the issuance of a fine shall be made in writing or in person within 30 days of issuance to the Sylva Chief of Police, who shall have full authority to decide and render decision. Further appeal of the decision by the Chief of Police shall be made to the Town Manager, who shall have final authority over the matter.

N.C. Statutory Reference - Authority to prohibit or regulate begging. N.C.G.S. §160A-179.

Existing N.C. General Statutes prohibiting acts described above in section C.

N.C. Statutory Reference – Intoxicated and Disruptive in Public, N.C.G.S. §14-444

N.C. Statutory Reference – Obtaining Property by False Pretenses. N.C.G.S. §14-100

N.C. Statutory Reference – Obtaining Money by False Representation of Physical Disability. N.C.G.S. §14-113

*The Ordinance is now after discussion and affirmative vote amended to state the following:*

## **Section 30-14. Public solicitation and begging upon the Streets and Sidewalks Regulated**

### **A. Definitions**

**B. Prohibited acts.** It shall be unlawful for any person to solicit or beg as defined above:

1. By accosting another, or by forcing oneself upon the company of another.
2. Within 20 feet of any financial institution.
3. Within 10 feet of any bus stop, train station, or taxi stand, or while in a public transit vehicle.
4. Within 20 feet of any commercial establishment which is open for business.
5. While the person being solicited is standing in line waiting to be admitted to a commercial establishment.
6. By touching the person being solicited without that person's consent.
7. By blocking the path of a person being solicited or blocking the entrance or exit to any building or vehicle.
8. By following the person who has been solicited after that person has declined the request or walked away.
9. By or with the use of threatening, profane, or abusive language, during the solicitation or following an unsuccessful solicitation.
10. By or with the use of any gesture or act intended to cause a reasonable person to be fearful of the solicitor or feel compelled to accede to the solicitation.
11. During nighttime hours from dusk to dawn.
12. Within 20' of the edge of the pavement or top of the curb of the following high traffic zone areas within the municipal limits:
  - a. U.S. Highway Business 23, which shall include Main and Mill Streets;
  - b. NC Hwy 107; and
  - c. Grindstaff Cove Road.

**C. Related Activities Prohibited.** In accordance with North Carolina General Statutes, it shall further be unlawful for any person to solicit or beg as defined above:

1. While intoxicated as prohibited by N.C.G.S. §14-444.
2. By using false or misleading information such as stating that the donation is needed to meet a specific need which does not exist, is already met, or when the requestor already possesses the funds necessary to meet the stated need; or such as representing that the solicitor is a veteran when the requestor is in fact not a veteran of the military as prohibited by N.C.G.S §14-100.
3. By indicating that the solicitor or any member of his/her family suffers from a physical or mental disability when such information is false as prohibited by N.C.G.S. §14-113 and/or N.C.G.S. §4-100.
4. **Standing, sitting or lying upon highways or streets prohibited. (a) No person shall willfully stand, sit, or lie upon the highway or street in such a manner as to impede the regular flow of traffic. (b) Violation of this section is a Class 2 misdemeanor pursuant to § 20-174.1.**

**D. Penalty and Right of Appeal.** A violation of Section B is punishable as:

1. A \$50 fine in accordance with Sec. 1-7 and 1-9 of the Town of Sylva Code of Ordinances.
2. Any protest or appeal of the issuance of a fine shall be made in writing or in person within 30 days of issuance to the Sylva Chief of Police, who shall have full authority to decide and render decision. **The Chief of Police may dismiss the violation and fine if the appellant provides proof of a good-faith effort to obtain assistance to address any underlying factors related to unemployment, homelessness, mental health, or substance abuse that might relate to the person's ability to comply with the local ordinance.**

- 3. Further appeal of the decision by the Chief of Police shall be made to the Town Manager, who shall have final authority over the matter.
- 4. A third offense within a 12-month period shall constitute a Class 3 Misdemeanor pursuant to NCGS 14-4.

N.C. Statutory Reference - Authority to prohibit or regulate begging. N.C.G.S. §160A-179.

Existing N.C. General Statutes prohibiting acts described above in section C.

N.C. Statutory Reference – Intoxicated and Disruptive in Public, N.C.G.S. §14-444

N.C. Statutory Reference – Obtaining Property by False Pretenses. N.C.G.S. §14-100

N.C. Statutory Reference – Obtaining Money by False Representation of Physical Disability. N.C.G.S. §14-113.

N.C. Statutory Reference - Standing, sitting or lying upon highways or streets prohibited. N.C.G.S. § 20-174.1.

This ordinance shall be in full force and effect upon its adoption on August 8, 2024.

\_\_\_\_\_  
Johnny Phillips, Mayor

Attest:

Approved as to form:

\_\_\_\_\_  
Amanda W. Murajda, Town Clerk

\_\_\_\_\_  
Town Attorney



**PROCEDURES OF  
TOWN OF SYLVA ECONOMIC DEVELOPMENT ADVISORY COMMITTEE  
An Advisory Committee to the Economic Development Director  
and to the Town of Sylva Board of Commissioners**

Article I  
Purpose

The Town of Sylva Economic Development Advisory Committee, hereafter occasionally referred to as “Committee”, exists to promote, retain, and enhance economic development throughout the Town of Sylva, North Carolina. The Committee’s mission is to grow the town’s tax base by attracting and retaining quality jobs; soliciting new business and development compatible with the assets and values of the Town of Sylva; promoting Sylva’s business image; assisting in the expansion of existing companies and enhancing Sylva’s overall quality of life.

The Committee’s duties include:

1. Identify and assess business development opportunities.
2. Recommend policy positions on economic development matters to the Town of Sylva Economic Development Director and Town Board of Commissioners.
3. Prioritize business development needs and projects according to Town of Sylva priorities.
4. Conduct research and provide input on business development program policy decisions.
5. Consider ongoing economic development initiatives in progress by partners including: Jackson County Economic Development, Southwestern Commission, Mountain West Partnership, and local Small Business Center.

Article II  
Officers

Section 1. Officers. The Officers of the Town of Sylva Economic Development Advisory Committee shall be Committee members and shall consist of a chairman and vice-chairman appointed by the Committee. All terms shall be for a period of one year.

Section 2. Chairman. The chairman shall preside at all meetings and hearings of the Committee and shall have the duties normally conferred by parliamentary usage of such office.

Section 3. Vice-Chairman. The vice-chairman shall act for the chairman in his or her absence and shall exercise the same powers and duties as the chairman in such instances.

Article III  
Administration

Staff. The Town of Sylva Economic Development Director shall serve as staff to the Economic Development Advisory Committee. Staff will be responsible for sending meeting notices and reporting minutes.

Article IV  
Membership

The Town of Sylva Economic Development Advisory Committee shall consist of seven (7) voting members approved by the Town of Sylva Board of Commissioners and who serve at the pleasure of the Town of Sylva Board of Commissioners.

Section 1. Residence. Voting members must reside within Jackson County, North Carolina.

Section 2. Member Selection. Membership shall represent the following geographical areas and will serve for the following terms. Terms will be determined by the membership

<b>Position</b>	<b>Term</b>
Member	1 year
Member	1 year
Member	3 years
Vice Chairman	3 years
Chairman	3 years
Regional Economic Development Appointee – Non-Voting	
Small Business Center Appointee – Non-Voting	

Section 3. Vacancies. In the event of a vacancy on the Committee, the Committee shall recommend a new member to the Town of Sylva Board of Commissioners for appointment to fill the unexpired term of the vacated position.

Article V  
Meetings

Section 1. Regular Meetings. Regular meetings of the Town of Sylva Economic Development Advisory Committee will be held at least quarterly. Meetings may be called more frequently based on pertinent information or ongoing projects. The meeting date, and time, will be determined by the Economic Development Director. Meetings will be held during business hours at Town Hall in the Commissioner’s board room at 83 Allen Street, Sylva NC 28779. Meetings shall be scheduled to comply with the requirements of the North Carolina open meetings law notice.

Section 2. Live Streaming. Regular meetings and work sessions will be live-streamed on the Town of Sylva's YouTube channel. Unless there is a State of Emergency, Committee Members must be present in-person in order to deliberate and vote.

Section 3. Rules of Procedure. The Committee shall follow the "Suggested Rules of Procedures for Small Local Government Boards" written by Fleming Bell and published by the School of Government.

Section 4. Attendance. Regular attendance at Town of Sylva Economic Development Advisory Committee meetings is expected. Failure to attend three (3) consecutive meetings without prior notice to the chairman or the Economic Development Director may result in the Committee recommending dismissal to the Town of Sylva Board of Commissioners.

Section 5. Voting / Quorum. A quorum shall consist of at least three (3) voting members of the Committee provided the chairman or vice-chairman is among the three (3).

Section 6. Conduct of Meetings. The order of business at the regular meetings shall be as follows:

1. Call to order and taking of the roll
2. Call for approval of minutes of previous meetings
3. Consideration of additions to the agenda
4. Consideration of items on the agenda
5. Adjournment

Section 7. Cancellation of Meetings. Whenever there is no business for the Committee or a quorum will not be available, the director may dispense with a regular meeting by giving at least a written public notice to all committee and sunshine list members not less than twenty-four (24) hours prior to the time set for the meeting.

## Article VI Rules of Conduct for Members

Committee members shall act with integrity, and honesty, and adhere to the highest standards of moral and ethical values and principles through personal and professional behavior. Members shall recuse themselves from taking part in the discussion or voting of matters in which he or she is personally or financially interested or immediate family to someone who is. Immediate family is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt and uncle including in-law, step and half relationships and individuals living in the same household who share a relationship comparable to immediate family members.

Article VII  
Membership Liability

The Town of Sylva Economic Development Advisory Committee and the individual members thereof, serving as an Advisory Committee to the Town of Sylva Board of Commissioners, are protected from liability in so far as their actions are within the scope of their duties and responsibilities, North Carolina General Statute 153A-11 and 153A-12.

Article VIII  
Amendments

These rules may, with the limits allowed by law, be amended at anytime by an affirmative vote of the majority of the members of the Committee, provided that such amendments be presented in writing at a regular or special meeting preceding the meeting at which the vote is taken.

**Adopted this the \_\_\_\_\_ day of \_\_\_\_\_, 2024 by the Town of Sylva Board of Commissioners.**

\_\_\_\_\_  
**Mayor  
Town of Sylva Board of Commissioners**

**Attest:**

\_\_\_\_\_  
**Amanda W. Murajda  
Town Clerk**

CK#1244  
Pd. 7/31/24

Item 7.

### TOWN OF SYLVA

83 Allen Street  
Sylva, N.C. 28779

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

## OUTDOOR SPECIAL EVENT PERMIT APPLICATION CONSUMPTION OF ALCOHOL

Today's Date 7/29/2024

Name of Business Innovation Brewing Company

NC alcohol license holder # T00340279

Primary Organizer Contact:

Name Malia Parris

Phone# 828-474-8887

Address 414 W Main St, Sylva, NC 28779

Email Address manager@innovationbrewing.com

Fax # \_\_\_\_\_

Primary Event Category:

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

Name of Event Jackson County Farmers Market Fundraiser

Date(s) of Actual Event 9/7/24

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

Event Time(s) Opening 4PM AM/PM - Closing 7PM AM/PM

Set-up Date(s) 9/7/24 Set-up Time(s) 3PM AM/PM -- 7PM AM/PM

Primary On-Site Contact Malia Parris

Mobile Phone# 828-474-8887

Mission/Purpose of Event Fundraiser

Describe Event To raise funds for the Jackson County Farmers Market

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

Tent, tables, jockey box, coolers

---

- Will streets/sidewalks need to be closed? Yes \_\_\_ No X
- Will any vehicles/trailers be located in non-parking areas? Yes \_\_\_ No X
- Are sales by private vendors being planned? Yes X No \_\_\_  
IF YES, how many? 1
- Will tents or canopies be used at the event? Yes X No \_\_\_
- Will banners or signs be used outside the event area? Yes \_\_\_ No X
- Does your event require electricity? Yes \_\_\_ No X
- Will sound amplification be used? Yes \_\_\_ No X
- Will there be any cooking with grease? Yes \_\_\_ No X
- Will private grills be in use for food preparation? Yes \_\_\_ No X
- Will additional trash receptacles be used? Yes \_\_\_ No X
- Will the event be publicized? Yes X No \_\_\_
- Do you intend to serve alcohol? Yes X No \_\_\_
- Do you intend to sell the alcohol? Yes X No \_\_\_  
(If yes, attach a copy of your NC license to sell alcohol)
- What type of alcohol do you intend to serve? Beer, unfortified wine, 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.

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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 Malia Parris

Signature Malia Parris Date 7/29/24

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 \_\_\_\_\_