



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, December 11, 2025 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.](#) December 11, 2025 Consent Agenda

PUBLIC COMMENTS

REPORTS

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

OLD BUSINESS

5. Pinnacle Park Maintenance Plan
6. Pinnacle Park Erosion Control and Sediment Plan
7. Pinnacle Park Stormwater Plan

RECOGNITION OF SERVICE AWARDS--OUTGOING COMMISSIONERS

SWEARING-IN CEREMONY

Administer Oath of Office--Judge Alan Thornburg

Guy John Phillips, Jr., Mayor

Perry Mathews, Commissioner

Samuel McGuire, Commissioner

Joseph Waldrum, Commissioner

NEW BUSINESS

8. Mayor Pro Tem Appointment
9. Oath of Office to Mayor Pro Tem
10. Engineering Presentation for Scotts Creek
- [11.](#) Resolution for Professional Engineering Services Related to Scotts Creek Retaining Wall
12. Schedule Holiday Lunch for December 18, 2025 at 12:00 p.m.
- [13.](#) FY 2026-2027 Budget Calendar

ADJOURNMENT

Town of Sylva
CONSENT AGENDA
December 11, 2025

1- APPROVE MINUTES: November 13, 2025, Regular Board Meeting

2- BUDGET AMENDMENT:

#19 10-335-0000 Miscellaneous Revenue	\$ 2,331.98 C
10-560-4100 Street Department Service Project	2,331.98 D

REF: A reimbursement from Hands on Jackson for material expenses that were paid from the Street Department.

#20 10-399-0100 PB Fund Balance Appropriation	\$ 93,000 C
10-561-1000 PB Paving (Capital Asset)	93,000 D
10-343-0000 PB Revenue	4,000 C
10-561-1000 PB Paving (Capital Asset)	4,000 D

REF: To appropriate from Powell Bill Fund Balance and Powell Bill revenue additional funding for paving projects.

#21 13-329-0000 Recreation Interest	\$ 2,000 C
13-620-0900 Recreation Liability Insurance	2,000 D

REF: To amend additional interest into the liability insurance expense.

3- REPORTS:

- 1- Ad Valorem Tax Report as of **October 31, 2025**
- 2- Statement of Revenues, Expenditures, Changes in Fund Balance as of **October 31, 2025**

4- OTHER:

- Approval of an **Amended Scotts Creek Slope Stabilization Capital Project Ordinance**. *To appropriate \$51,000 interest into the project, update wording, and combine expenditure lines.* (See Attached)
- Approval of an **Amended Pinnacle Park – NC Parks and Recreation Trust Fund (PARTF) Grant Project Ordinance**. *Update wording and combine contingency expenditure lines.* (See Attached)
- 2025 Jackson County Board of Elections Municipal Canvass Results. (See Attached)
- **Resolution to Amend the Fund Balance Policy for the General Fund (R2025-15)**. *Management recommends decreasing the fund balance target goal from 73% to 68%.* (See Attached)
- **Resolution to Amend General Fund Capital Reserve Fund (R2025-16)**. *Update the resolution for clarification and add a section to include the allowance of interfund due to and due from loans.* (See Attached)
- Approval of an **Amended Poteet Park Renovation Project Ordinance**. *To correct clerical error on last amendment. Overstated the closeout of the Public Restroom by \$500. The difference will be appropriated from interest and the total project will remain the same.* (See Attached)

Tax Summary
as of October 31, 2025

(10-301-XX)	2024	2023	2022	2021	2020	2019	2018	2017	2016	2015	Total	Current Year	TOTALS
Starting Balances	54280.15	27507.36	14404.67	9193.08	8413.67	5331.96	4600.86	4282.07	2411.82	1747.04	132,172.68	\$2,827,207.32	10-281-0000
July	-1709.47		-341.05	-148.53							-2,199.05		-2,199.05
August	-141.85	-95.83	-92.62	-198.14							-528.44		-528.44
September	-8071.28	-664.71	-512.45	-376.82	-273.58	-273.58	-275.64	-275.64			-10,723.70	-407,376.28	-418,099.98
October	-2443.33	-545.9	-440.95								-3,430.18	-166,657.75	-170,087.93
November											0.00		0.00
December											0.00		0.00
January											0.00		0.00
February											0.00		0.00
March											0.00		0.00
April											0.00		0.00
May											0.00		0.00
June											0.00		0.00
July - June Totals	-12365.93	-1306.44	-1387.07	-723.49	-273.58	-273.58	-275.64	-275.64	0	0	-16,881.37	-574,034.03	-590,915.40
Releases											0.00		-298.44
Add to Original Levy											0.00		0.00
Under Appeal											0.00		0.00
Bankruptcy											0.00		0.00
Refund/Adj											0.00		0.00
Subtotals	-12,365.93	-1,306.44	-1,387.07	-723.49	-273.58	-273.58	-275.64	-275.64	0.00	0.00	-16,881.37	-574,332.47	-591,213.84
EOY Adjustment													
(10-110-XX) Balance	\$41,914.22	\$25,200.92	\$13,017.60	\$8,469.59	\$8,140.09	\$5,058.38	\$4,325.22	\$4,006.43	\$2,411.82	\$1,747.04	115,291.31	\$2,252,874.85	\$2,368,166.16
Interest													
July	106.77		102.56	45.47							254.80		254.80
August	80.31	1.44	51.38	1.86							134.99		134.99
September	678.66	70.72	193.40	114.71	120.83	145.55	168.21	192.93	1.13	1.54	1,687.68	1.54	1,689.22
October	210.66	96.81	17.64								325.11		325.11
November											-		-
December											-		-
January											-		-
February											-		-
March											-		-
April											-		-
May											-		-
June											-		-
Interest Collected	\$1,076.40	\$168.97	\$364.98	\$162.04	\$120.83	\$145.55	\$168.21	\$192.93	\$1.13	\$1.54	\$2,402.58	\$1.54	\$2,404.12
Submitted by: Amanda Murajda, Tax Collector												Collection Rate	20.3145%

Top 10 Delinquent Accounts (2024 & prior)

Name	Balance 10/31/2025
JTS Transport	\$ 11,201.63
Gretta Worley	\$ 6,683.40
Kelly Robinson	\$ 5,968.31
Marjorie Herbert Smith	\$ 5,805.93
Joe Wilson	\$ 5,734.50
David George Howell	\$ 5,504.87
Jimmy Ray Wilson	\$ 4,284.86
Nantahala Brewing	\$ 3,640.13
Intain Park Urgent Care	\$ 3,323.16
Item Carolina #1 LLC	\$ 2,904.57

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
10/31/2025

General Fund									
	2025-2026	Previously	2025-2026	Current	2025-2026	Actual to	Statement	Variance	
	Budgeted	Reported	YTD Actual	Month	Budget Balance	Budget Percent	Period		
							4		
Revenues:									
Ad valorem taxes	\$ 2,713,680	\$ 462,291.13	\$ 643,136.25	\$ 180,845.12	\$ 2,070,543.75	23.70%	33.33%	-9.63%	*
Other taxes and licenses	\$ 2,200	200.00	200.00	\$ -	\$ 2,000.00	9.09%	33.33%	-24.24%	*
Unrestricted intergovernmental	\$ 3,131,761	847,701.69	1,171,592.46	\$ 323,890.77	\$ 1,960,168.54	37.41%	33.33%	4.08%	
Permits and Fees	\$ 15,000	2,920.00	3,621.50	\$ 701.50	\$ 11,378.50	24.14%	33.33%	-9.19%	*
Restricted intergovernmental	\$ 315,488	59,713.81	146,622.86	\$ 86,909.05	\$ 168,865.14	46.47%	33.33%	13.14%	
Investment earnings	\$ 112,000	75,820.99	101,112.39	\$ 25,291.40	\$ 10,887.61	90.28%	33.33%	56.95%	
Other revenues	\$ 56,445	18,313.36	19,367.73	\$ 1,054.37	\$ 37,077.27	34.31%	33.33%	0.98%	
Total revenues	\$ 6,346,574	1,466,960.98	2,085,653.19	618,692.21	\$ 4,260,920.81	32.86%	33.33%	-0.47%	
Expenditures:									
General Government	\$ 1,098,700	337,948.80	404,930.58	72,481.78	693,769.42	36.86%	33.33%	-3.52%	**
Salaries & Benefits	\$ 444,310	116,229.16	152,359.42	34,084.91					
Capital outlay	\$ -	-	-	-					
All other expenditures	\$ 562,767	221,719.64	252,571.16	38,396.87					
Public Safety	\$ 4,245,796	931,071.09	1,149,842.12	218,771.03	3,095,953.88	27.08%	33.33%	6.25%	
Salaries & Benefits	\$ 1,827,655	432,266.83	587,057.84	136,726.43					
Capital outlay	\$ 745,246	41,210.85	41,210.85	-					
All other expenditures	\$ 1,325,073	457,593.41	521,573.43	82,044.60					
Culture and Recreation	\$ 141,112	21,033.41	31,617.65	5,084.24	109,494.35	22.41%	33.33%	10.93%	
Salaries & Benefits	\$ 36,300	6,246.63	8,043.27	1,796.64					
Capital outlay	\$ 10,474	-	-	-					
All other expenditures	\$ 94,338	14,786.78	23,574.38	3,287.60					
Transportation	\$ 990,388	202,951.37	249,433.29	46,481.92	740,954.71	25.19%	33.33%	8.15%	
Salaries & Benefits	\$ 358,500	87,642.70	111,563.62	23,920.92					
Capital outlay	\$ 180,000	5,883.98	8,783.58	-					
All other expenditures	\$ 451,888	73,141.19	129,086.09	22,561.00					
Economic and Physical Development	\$ -	-	-	-	-	0.00%	0.00%	0.00%	
Salaries & Benefits									
Capital outlay									
All other expenditures	\$ -	-	-	-					
Environmental Protection	\$ 486,323	62,364.98	74,687.59	12,322.61	411,635.41	15.36%	33.33%	17.98%	
Salaries & Benefits	\$ 104,500	25,790.38	32,255.20	6,464.82					
Capital outlay	\$ 261,508	-	-	-					
All other expenditures	\$ 120,315	36,574.60	42,432.39	5,857.79					
Total expenditures	\$ 6,962,319	1,555,369.65	1,910,511.23	355,141.58	5,051,807.77	27.44%	33.33%	5.89%	
Revenues over expenditures	\$ (615,745)	(88,408.67)	175,141.96	263,550.63	(790,886.96)	-11.36%			
Other financing sources (uses):									
Transfers in	\$ 39,000	39,000.00	-	-	-				
Appropriated fund balance	\$ 9,093	-	-	-					
Transfers to other depts	\$ 374,236	-	-	-					
ARPA Appropriations	\$ 30,000	-	-	-					
Fund Balance rollover	\$ 825,652	-	-	-					
Capital reserve fund	\$ 60,000	-	-	-					
Lease Liability	\$ -	-	-	-					
Sale of Assets	\$ 37,000	-	-	-					
Loan Proceeds	\$ 1,374,981	39,000.00	-	-					
Transfers to other funds:									
Contributed to GF fund balance	\$ -	-	-	-	-				
Transfers out	\$ 759,236	385,000.00	-	-					
Transfer to Capital Reserve	\$ 759,236	385,000.00	-	-					
Total other financing sources (uses)	\$ 615,745	(346,000.00)	-	-	-				
Revenues and other sources over expenditures and other uses	\$ -	(434,408.67)	175,141.96	263,550.63	(790,886.96)				

Analysis:

*	Timing of revenues - grants and taxes
**	Timing of capital purchases

**AMENDED
TOWN OF SYLVA
SCOTTS CREEK SLOPE STABILIZATION 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 the Town are hereby authorized and directed to carry out the project in accordance with the provisions of this ordinance and the total budget authorized amount.

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

Revenues:

Closeout of Allen Street Capital Project Fund (In lieu Capital Reserve Fund)	\$ 125,000.00
Transfer GF Fund Balance (In lieu Capital Reserve Fund)	829,500.00
NCDTS Cashflow Loan	203,928.93
Transfer In GF Budget	385,000.00
Closeout Bridge Park Stormwater Project (ARPA Related Funds)	57,328.84
Interest	<u>51,000.23</u>
	\$ 1,651,758.00

Expenditures:

Professional Services	368,139.00
Construction/Repair	919,689.84
Contingency	160,000.23
NCDTS Cashflow Loan Repayment	<u>203,928.93</u>
	\$ 1,651,758.00

Section 5. The Finance Officer is hereby directed to maintain accounting records for this project in a manner sufficient to satisfy the requirements of any granting agencies and to ensure compliance with all applicable federal and state regulations.

Section 6. The Finance Officer is authorized to transfer amounts between line items within the project ordinance, including contingency appropriation, provided that the total project budget remains unchanged.

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 the 11th day of December 2025

Johnny Phillips, Mayor

ATTEST:

Amanda Murajda, Town Clerk

**AMENDED
TOWN OF SYLVA
PINNACLE PARK - N.C. PARKS AND RECREATION TRUST FUND (PARTF)
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 development of an outdoor classroom, campsite improvements, viewing platform, accessible platform with signage, accessible trail (303 LFT, 6 ft wide), site furnishings, vault toilet, trailhead kiosk, benches, trash receptacles, entrance sign, stone wall in parking area, paved parking area and stormwater feature, trail improvements, hiking trail (5,940 LFT) – (2 locations) and contingency.

Section 2. The project may be funded by grant funding, fisher creek funding (water quality and non-water quality) or other revenue sources that are applicable.

Section 3. The officers of the Town are hereby authorized and directed to carry out the project in accordance with the provisions of this ordinance and within the total budget authorized amount.

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

Revenues:

PARTF GRANT (Awarded 8/22/2025 – Project # 2025-1160 Includes Contingency \$32,507)	\$ 341,323
Match (Fisher Creek Fund Balance non-water quality)	341,323
Cash Flow – (Fisher Creek Fund Balance non-water quality)	341,323
Professional Services (Fisher Creek Fund Balance non-water quality)	<u>68,000</u>
	\$ 1,091,969

Expenditures:

Professional Services	68,000
Cash Flow Reimbursement (Fisher Creek Fund Balance non-water quality)	341,323
Construction/Repair	582,139
Contingency	<u>100,507</u>
	\$ 1,091,969

Section 5. The Finance Officer is directed to maintain accounting records for this project in a manner sufficient to satisfy the requirements of any granting agencies and to ensure compliance with all applicable federal and state regulations.

Section 6. The Finance Officer is authorized to transfer amounts between line items within the project ordinance, including the contingency appropriation, provided that the total project budget remains unchanged.

Section 7. If needed, funds may be advanced from the Fisher Creek Fund Balance for the purpose of making payments due. The Board of Commissioners will approve whether the funding source is water quality or non-water quality. All advanced funds will revert to the respective Fisher Creek Funds.

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 36 Pinnacle Park (PARTF) Grant Project Ordinance will account for the bookkeeping records of this project.

Section 11. Per PARTF Grant requirements, all records related to the grant project must be retained for a minimum of five (5) years or until all audit exceptions have been resolved, whichever is longer.

Section 12. The Town Manager or their designee is responsible for administering this grant project.

Adopted this the 11 day of December, 2025.

Johnny Phillips, Mayor

ATTEST:

Amanda Murajda, Town Clerk



JACKSON COUNTY BOARD OF ELECTIONS

2025 Municipal Canvass Results

From: Amanda Allen, Elections Director

Date: 11.17.2025

Jackson County Municipalities:

The Jackson County Board of Elections administered a successful municipal election on November 4 and certified the election at Canvass on November 14, 2025.

Attached, you will find a copy of the 2025 Municipal Election Abstract of Votes for your municipality including results by contest. This report is for your municipal records.

If you have any additional questions, please feel free to reach out. You can email me directly at AmandaAllen@JacksonNC.org or call the Board of Elections office at 828.586.7538.

We appreciate your partnership for safe and secure elections in Jackson County.



2025 MUNICIPAL ELECTION
11/04/2025
ABSTRACT OF VOTES
FOR
JACKSON COUNTY, NORTH CAROLINA

INSTRUCTIONS

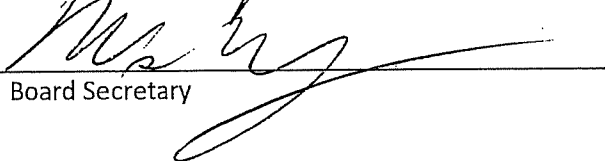
The county board shall prepare abstracts of all the ballot items in triplicate originals. The county board shall retain one of the triplicate originals, and shall distribute one each to the city or town clerk for the municipality and the State Board of Elections. The State Board of Elections shall forward the original abstract it receives to the Secretary of State. (GS § 163-182.6)

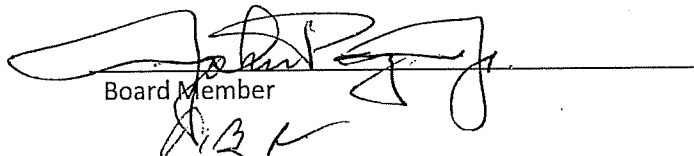
STATE OF NORTH CAROLINA
COUNTY OF JACKSON

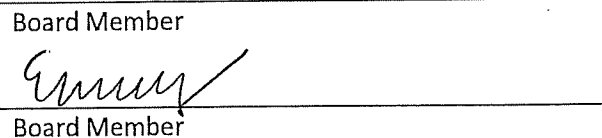
The County Board of Elections for said county, having opened, canvassed, and judicially determined the original returns of the election in the precincts in this county, held as above stated, do hereby certify that the attached is a true abstract thereof, and contains the number of legal ballots cast in each precinct for each office or referendum named, the name of each person or choice voted for, their party affiliation (where applicable), and the number of votes cast for each person or choice for the item named.

This is the 14th day of November, 2025.


 Board Chair

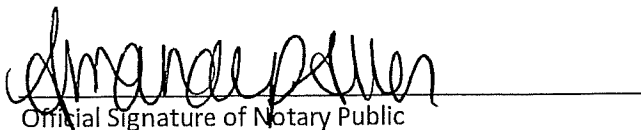

 Board Secretary


 Board Member


 Board Member

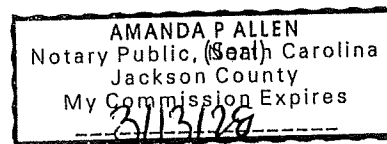
This day personally appeared before me, William Thompson, Chairman of the County Board of Elections, who being duly sworn, says the abstract of votes herein contained is true and correct, according to the returns made to said Board.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal this the 14th day of November, 2025.


 Official Signature of Notary Public

Amanda P. Allen
 Printed/Typed Name of Notary Public

My Commission Expires: 3/13/28



November 04, 2025 Municipal Election Results by Contest

Monday, November 17, 2025
Page 1 of 1

Contest	Choice	Party	Total Votes	Election Day	Early Voting	Abs Mail	Provisional
TOWN OF SYLVA MAYOR	Johnny Phillips		297	126	149	16	6
	Natalie Newman (Write-In)		5	2	3	0	0
	Perry Matthews (Write-In)		5	3	2	0	0
TOWN OF SYLVA COUNCIL MEMBER	Samuel McGuire		312	114	181	12	5
	Joseph Waldrum		245	79	152	10	4
	Calvin Alvoyd Autrey, Jr.		112	54	52	5	1
	Taylor (Armstrong) Home		110	61	46	2	1
	Brooklyn Joan Brownie		35	19	11	4	1
TOWN OF SYLVA COUNCIL MEMBER (UNEXPIRED)	Perry Matthews		270	108	151	8	3
	Jon Brown		161	72	75	11	3

R2025-15

**RESOLUTION TO AMEND
THE FUND BALANCE POLICY FOR THE GENERAL FUND**

WHEREAS, the Town of Sylva Board of Commissioners wish to maintain sound fiscal policies; and

WHEREAS, sound fiscal policy dictates that written policies exist to guide and control the level of fund balance maintained in the General Fund; and

WHEREAS, the current Fund Balance Policy section (9)(d) of the Financial Administrative Policy was originally adopted by the Town of Sylva Board of Commissioners February 10, 2022 by Resolution (2022-01); and

WHEREAS, the current amended Fund Balance Policy **Section (5) Unassigned Fund Balance Reserve Levels** and **Section (6) Use of Excess Fund Balance** state the Fund Balance target goal as **73%**; and

WHEREAS, management feels it is necessary to decrease the Fund Balance target goal to **68%** for **Section (5) Unassigned Fund Balance Reserve Levels** and **Section (6) Use of Excess Fund Balance** in anticipation of the R-5600/107 Highway Project.

WHEREAS, the Town of Sylva Board of Commissioners have reviewed the proposed policy and wish to amend it.

NOW, THEREFORE, BE IT RESOLVED BY SYLVA BOARD OF COMMISSIONERS THAT:

1. The Fund Balance Policy – General Fund, which is attached hereto and incorporated herein by reference, is hereby amended; and
2. The Fund Balance Policy – General Fund, will be updated in the Financial Administrative Policy under section (9)(d) and will now state the target goal of the Fund Balance Reserve to be **68%** under **Section (5) Unassigned Fund Balance Reserve Levels** and **Section (6) Use of Excess Fund Balance**.
3. This policy shall be amended on the date of adoption.

Adopted this the 11th day of December, 2025.

ATTEST:

Johnny Phillips, Mayor

Amanda Murajda, Town Clerk

Fund Balance Policy – General Fund

Financial Administrative Policy (9)(d)
 Prepared by: Lynn Bryant, Finance Officer
 Adopted by Board of Commissioners
 Effective February 10, 2022

(1) Objectives

- a. To establish minimum and targeted goal unassigned fund balance levels for the general operating fund that will provide sufficient financial flexibility and stability to meet future obligations, take advantage of opportunities, and avoid excessive interest expense through use of capital reserves in lieu of debt;
- b. To enhance the financial position of the Town in order to maintain the highest credit and bond ratings;
- c. To maintain reserves for periods of declining revenues and for emergencies such as weather related disasters and unforeseen expenditures;
- d. To generate investment income that helps to diversify revenue streams;
- e. To ensure adequate availability of cash throughout the year;
- f. Create a shared understanding through a formal policy that clearly outlines intended use of excess fund balance.

(2) Definitions

- a. In accordance with governmental accounting standards, the total fund balance of the Town's governmental funds could be comprised of five possible components:
 - **Non-spendable Fund Balance** – resources that are physically or legally in a non-spendable form such as inventory;
 - **Restricted Fund Balance** – resources limited by state law or the provider such as grants or resources reported as "Stabilization by State Statute";
 - **Committed Fund Balance** – resources previously committed by the Board of Commissioners for a particular purpose such as sidewalks;
 - **Assigned Fund Balance** – resources assigned less formally for a particular purpose such subsequent year spending and postemployment benefits;
 - **Unassigned Fund Balance** – all remaining resources.
- b. **Available Fund Balance** is the legal Fund Balance available for appropriations of the General Fund as defined by North Carolina General Statute 159-8(a). The official Available Fund Balance shall be calculated annually on June 30th and reflected in the Town's annual audit.
- c. **Unrestricted Fund Balance** is the combination of committed, assigned and unassigned fund balances.

(3) The North Carolina State Treasurer's Performance Indicators

- a. Annually as of June 30th, an audited fund balance available will be calculated and submitted to the State Treasurer's Office as part of the audit submission process.
- b. The calculation will look at fund balance available as a percentage of expenditures (available fund balance plus debt service fund balance (if applicable) less Powell Bill. The number is then divided by the total of expenditures plus transfers out less bond proceeds).
- c. Municipalities will be grouped by General Fund Expenditures.
- d. A median fund balance available without Powell Bill will be determined for each grouping.

- e. A minimum threshold fund balance available as of expenditures will be determined for each grouping.
- f. If the Town does not meet the median and minimum threshold for its expenditure grouping, they will likely be required to communicate a corrective plan of action to the State Treasurer's Office.

(4) Unassigned Fund Balance Reserves

Internally, the Town will look at unassigned fund balance divided by current year expenditures when determining minimum and target goal fund balances. Management feels this is a better indicator of the Town's financial needs and more restrictive than the North Carolina State Treasurer's performance indicators which encompass a broad range for their groupings. Past performance indicators tend to reflect that smaller municipalities like the Town of Sylva need higher fund balances.

(5) Unassigned Fund Balance Reserve Levels

- a. The Town shall maintain an unassigned **minimum** threshold of **40%** of the general operating budget.
- b. The Town's **target goal** is to maintain an unassigned balance of **68%** of the general operating budget.

(6) Use of Excess Fund Balance

If upon completion of the annual audit of Town finances, there is an unassigned fund balance above the **68%** target goal, the Finance Officer with the approval of the Town Manager will make a recommendation to the Town Board of Commissioners to transfer the excess funds to the General Fund Capital Reserve Fund, a Capital Project Fund or other capital needs. Additionally, any fund balance remaining in the Fire Department budget at year end will be transferred into the Fire Department Capital Reserve Fund.

(7) Fund Balance Below Policy Limits

- a. Unassigned Fund Balance may not go below the minimum established in section (6)(a) except at the discretion of the Board of Commissioners and based on a dire financial circumstance such as unforeseen revenue shortfalls due to a downturn in the economy or emergency expenditures needed during a disaster.
- b. When adopting appropriations reducing Unassigned Fund Balance below the minimum level, the Board of Commissioners shall first look at expenditure reductions. If this is not feasible, then a plan of specific actions shall be adopted that will allow for the restoration of the Unassigned Fund Balance to the minimum set forth in this policy.

Notes:

Amended (75% Target Goal to 68%) February 9, 2023 by Resolution (R2023-02)

Amended (68% Target Goal to 73%) April 11, 2024 by Resolution (R2024-04)

Amended (73% Target Goal to 68%) December 11, 2025 by Resolution (R2025-15)

R2025-16

TOWN OF SYLVA

RESOLUTION AMENDING CAPITAL RESERVE GENERAL FUND FOR EQUIPMENT PURCHASE, EQUIPMENT REPLACEMENT, FACILITY PURCHASE, FACILITY MAINTENANCE, AND ACQUISITION OF LAND

WHEREAS, the Town of Sylva desires to plan for the orderly financing of future capital needs in accordance with North Carolina General Statutes §159-18 through §159-22, which authorize a unit of local government to establish a Capital Reserve General Fund by resolution or ordinance;

WHEREAS, the Town's established a Capital Reserve General Fund by resolution (R2010-06) and amended the Capital Reserve General Fund by resolution (R2016-06);

WHEREAS, it was the intent of the Board of Commissioners to establish a fund for the purpose of accumulating monies for future capital outlay including equipment purchases, equipment replacements, acquisition of land, facility purchases, and facility maintenances essential to the continued operation and development of the Town;

WHEREAS, there is a need to update the resolution for clarification and to add a section to include the allowance of interfund due to and due from shorter term loans which provide flexibility, minimize debt, lower interest rates and elimination of loan fees.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Town of Sylva that:

Section 1. Authority

This resolution is adopted pursuant to North Carolina General Statutes (NCGS) §159-18 through §159-22, which authorize municipal governing boards to establish capital reserve funds for future capital outlays.

Section 2. Establishment of the Capital Reserve Fund

There is hereby amended a Capital Reserve General Fund within the Town of Sylva General Fund to be restricted for the purposes set forth in this resolution. The fund shall be maintained in a separate account and administered in accordance with the Local Government Budget and Fiscal Control Act.

Section 3. Sources of Funding

Monies may be deposited into the Fund from any lawful source permitted under NCGS §159-18, including but not limited to: appropriations from the General Fund; Fund Balance above the targeted goal addressed in the Town's Reserve Policy; transfers from other funds as allowed by law; grants, shared revenues, or intergovernmental distributions designated for capital purposes, proceeds from the sale of capital assets consistent with statutory restrictions, donations, bequests,

investment earnings, all of which shall remain within the Fund, or other contributions designated for capital purposes.

Section 4. Purposes for Which the Fund May Be Used

Pursuant to NCGS §159-18, monies in the fund may be accumulated and expended for any or all of the following capital purposes, including but not limited to:

1. Construction, reconstruction, enlargement, extension, or improvement of town buildings public works, utilities, or other capital facilities.
2. Acquisition of land, equipment, machinery, vehicles, or other capital assets.
3. Major repair, renovation, or replacement of existing capital assets.
4. Any other specific capital purpose authorized under NCGS §159-18 and designated by the Board of Commissioners in the annual budget ordinance, project ordinance, or subsequent amendment to this resolution.

Section 5. Time Period for Accumulation

The Town anticipates contributing to this fund as resources are available. Funds may be accumulated over multiple fiscal years. Since capital needs are ongoing and are tied to the Town's capital replacement plan that is updated annually, there is no fixed termination date established.

Section 6. Administration and Accounting

The Fund shall be accounted for separately and distinctly from all other Town funds, in accordance with the Local Government Budget and Fiscal Control Act. The Town Finance Officer shall maintain accurate accounting records of all deposits, withdrawals, and balances, ensure that all uses of the Fund comply with NCGS §159-18 through §159-22 invest monies in accordance with NCGS §159-30 with all interest credited back to the Fund.

Section 7. Expenditure of Funds

No expenditure may be made from the Fund except by authorization of the Board of Commissioners. Each expenditure must be tied to a capital project or capital purpose that has been approved in the Town's budget ordinance, capital or grant project ordinance adopted pursuant to NCGS §159-13.2, or through a Board approved amendment that specifies the capital purpose.

Section 8. Interfund "Due To / Due From" Loans

To ensure effective cash flow management while maintaining compliance with statutory requirements, the Town of Sylva may authorize interfund loans ("due to / due from" transactions) between this Capital Reserve Fund and other Town funds, subject to the following:

1. **Board Approval Required:** No interfund loan may occur without formal approval by the Board of Commissioners in an open meeting.

2. Permissible Uses: Interfund loans may be used only for lawful governmental purposes and may not circumvent the capital-use restrictions applicable to this Fund.
3. Repayment Terms: Each loan must include a defined repayment schedule specifying the repayment period, method, and interest (if applicable). Repayment must ensure the Fund retains sufficient capacity to meet its intended capital obligations.
4. Documentation: Each transaction must be documented in accordance with generally accepted accounting principles (GAAP), including identifying source funds, recipient fund, purpose, and repayment terms.
5. No Impairment: Loans shall not impair the ability of the Capital Reserve Fund to fulfill the capital purposes for which it was established under NCGS §159-18.

Section 9. Repeal of Conflicting Resolution

Any prior ordinances or actions inconsistent with the terms of this resolution are hereby repealed to the extent of such conflict.

Section 10. Dissolution of the Fund

The Fund shall remain in effect until dissolved by the Board of Commissioners. Upon dissolution, any remaining balance must be used for a capital purpose consistent with NCGS §159-18 or transferred as permitted by Article 3 of Chapter 159.

Section 11. Effective Date

This amended resolution shall take effect upon adoption.

Adopted this the 11th day of December, 2025

Johnny Phillips, Mayor

Amanda Murajda, Clerk

**AMENDED
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 amended:

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 the Town are hereby authorized and directed to carry out the project in accordance with the provisions of this ordinance and within the total budget authorized amount.

Section 4. The following amounts are authorized and appropriated for the project.

Revenue Source	Budget
Closeout of Allen Street	200,000
Interest	11,047
Closeout Public Restroom	<u>81,482</u>
	\$ 292,529

Expenditure Source	
Professional Services	5,000
Facility Upgrades/Construction	<u>287,529</u>
	\$ 292,529

Section 5. The Finance Officer is directed to maintain accounting records for this project in a manner sufficient to satisfy the requirements of any granting agencies and to ensure compliance with all applicable federal and state regulations.

Section 6. The Finance Officer is authorized to transfer amounts between line items within the project ordinance, including the contingency appropriation, provided that the total project budget remains unchanged.

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 the 11th day of December 2025

Johnny Phillips, Mayor

ATTEST:

Amanda Murajda, Town Clerk



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, November 13, 2025 at 5:30 PM
Board Room, 83 Allen Street Sylva, North Carolina

MINUTES

PRESENT: Jonathan Brown, Commissioner
Blitz Estridge, Commissioner
Mary Gelbaugh, Mayor Pro-Tem
Johnny Phillips, Mayor
Joseph Waldrum, Commissioner

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

ABSENT: Brad Waldrop, Commissioner

CALL TO ORDER

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

STAFF PRESENT: Lynn Bryant (Finance Officer), Keith Buchanan (Asst. Fire Chief), Robbie Carter (Asst. Police Chief) and John Jeleniewski (Jackson County Planner).

VISITORS: Sheila Gahagan, Robert Hunt, Sam McGuire, Natalie Newman, Shawn Oberlies and Lydia White.

APPROVAL OF AGENDA:

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

APPROVAL OF CONSENT AGENDA

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

PUBLIC COMMENTS: None.

MAYOR'S REPORT: Mayor Phillips reported on a visit from Anna Stein, North Carolina's First Lady.

COMMISSIONER'S REPORT:

Commissioner Gelbaugh reported that the Sylva Support Stop is gaining activity and is stocked more frequently. Commissioner Waldrum thanked voters for their support. Commissioner Estridge had a business owner ask about removing a dead tree on Main Street. Public Works will evaluate the tree. Commissioner Brown met with the Community Table about being prepared for increased business. He also reported that he attended a Pinnacle Park board meeting.

MANAGER'S REPORT: Manager Dowling reported the following:

- The Town received one proposal for the RTP trails. RYU Contracting Inc.'s proposal was for \$115,000. This is the amount of the RTP grant award. The Town used this company in 2019 to build the Shelter Rock Trail. The contract is currently being reviewed and should be executed soon.
- The Town's FEMA Public Assistance amount is still under review since submitting an engineer's estimate. A new program manager has been assigned through FEMA and NC Emergency Management. Dowling and Jake Scott have a meeting scheduled to meet the new FEMA representative and review the Scotts Creek project.
- The Christmas Parade is Sunday, December 7th.
- The Essentials of Municipal Government course through the School of Government is January 15-16th in Asheville. The entire board will attend together to complete this required ethics training.

PUBLIC HEARING—ZONING MAP AMENDMENT—OPM HOLDINGS, LLC: *Commissioner Gelbaugh made a motion to open the public hearing at 5:38 p.m. The motion carried with a unanimous vote.*

John Jeleniewski, Senior County Planner, presented the staff report as follows:

Applicant: OPM Holdings, LLC (Kole and Kim Clapsaddle) – Property Owners

Property Location: 89 Apollo Drive, Sylva NC 28779; PIN 7641-48-6031

Current Property Zoning: High Density Residential - HDR

Ordinance Section for which the Text Amendment is requested: Article 3 - Procedures - Section 3.9.B – Zoning and Map Amendments

Description of Request:

The applicant is requesting a map amendment that would designate the subject property as General Business (GB) District.

Background:

The General Business District (GB) is the largest district within Sylva's commercially zoned jurisdiction. The GB District offers a broad range of permitted (use-by-right) and special uses (SUP) such as lodging, retail/commercial, restaurants, public/civil and recreational uses. Property improvements in this district are subject to development standards as set forth in the zoning ordinance including building setbacks, landscaping, architectural standards, sidewalk construction, parking, storm water treatment, etc.

The subject property is located on the northeast side of the Highway 107/Asheville Highway (Business 23) intersection just behind vacant property that is currently zoned as General Business (GB) and in the Hall Heights neighborhood. This property is a total of 0.48 acres in land area with one existing residential dwelling. Access to this property is from the public right-of-way of Apollo Drive (Town road). This property is adjacent to properties to the west and south that are in the GB District and are not located within the 100-year flood plain. This property is served by Tuckasegee Water & Sewer Authority for public utilities.

Application Response:

The applicant is requesting that the existing Town of Sylva Zoning Map be amended to designate this property (0.48 acres total) to the General Business District.

Staff Findings:

The requested map amendment would not constitute "spot zoning" as the properties to the west and south are zoned GB District. The Town's adopted Land Use Plan for 2040 establishes that this property will be in the future *Urban Neighborhood District*. The encouraged land uses for this future district include primarily residential: small lot single family, townhome residential, two-, three- or four-family units, and multifamily; civic and educational uses that support community residents, live-work units, small scale in-home businesses and small scale public open space (e.g. active pocket parks, passive open space, greenways). However, if the map amendment request is approved, this property will be in the future *Community Corridors District* with encouraged land uses for this district being mixed-use buildings, institutional uses, walkable neighborhood commercial (retail, office, personal services), large scale commercial, business centers, community services and civic/educational services. In addition, this requested map amendment will create available property and opportunity in the GB District that may be needed to serve the community during/after the proposed Highway 107 improvement project.

Board members asked about the number of private residences on Apollo Drive as well as ingress and egress.

Natalie Newman, a property owner on Apollo Drive, addressed the board and expressed her concerns about approving such a request. She was not in favor of approving the zoning map amendment request.

Commissioner Waldrum asked what the future plans were for the home. John Jeleniewski explained that the property owner would like to convert it to a professional business office. Commissioner Gelbaugh asked what the Planning Board felt was appropriate. Manager Dowling reported that the Planning Board voted to recommend approval.

Being no further comment, Commissioner Gelbaugh made a motion to close the hearing at 5:52 p.m. The motion carried with a unanimous vote.

NEW BUSINESS:

ZONING MAP AMENDMENT REQUEST—OPM HOLDINGS, LLC: The board continued their discussion on the map amendment request. Mayor Phillips gave the board details on the professional use of the building and explained that it would most likely be a mental health counseling office.

Commissioner Estridge made a motion to approve the request. Voting in the affirmative were Commissioners Estridge and Brown. Voting against the motion were Commissioners Gelbaugh and Waldrum. Being a tie, Mayor Phillips voted in the affirmative to approve the request. The motion carried with a 3-2 vote.

Commissioner Gelbaugh read the Statement of Consistency. Commissioner Brown made a motion to approve the statement. Voting in the affirmative were Commissioners Estridge and Brown. Voting against the motion were Commissioners Gelbaugh and Waldrum. Being a tie, Mayor Phillips voted in the affirmative to approve the request. The motion carried with a 3-2 vote.

FIRE DEPARTMENT REQUEST TO PURCHASE NEW PUMPER TRUCK: Keith Buchanan, Assistant Fire Chief, addressed the board and explained that the Fire Department would like to purchase another pumper truck. This would complete the replacement of the two pumper trucks that are beyond their service time. This is the same type of truck the Town currently has ordered. Manufacturing is taking over a year, so the department wants to begin the process to bid and order it. To provide an idea of costs, in December 2025, bids ranged from \$495,300 to \$684,906. The truck we have ordered, including equipment and contingency, is budgeted at \$566,150. Trucks typically have a life cycle of twenty years. The department is trying to stagger the smaller apparatus before it is time to buy another ladder truck. A portion of the truck would be paid out of the Fire Department Capital Reserve fund and the remaining paid from other sources, depending on final price. Buchanan requested approval to advertise for bids in January. *Commissioner Waldrum made a motion to approve the request to advertise for bids. The motion carried with a unanimous vote.*

TWSA BOARD APPOINTMENT: Mick McCardle has completed two terms on the TWSA Board and would like to be reappointed for his third and final three-year term. *Commissioner Gelbaugh made a motion to reappoint Mick McCardle to the TWSA Board. The motion carried with a unanimous vote.*

AMENDED AUDIT CONTRACT FY 2024-2025: The original audit contract had a deadline of 10/31/2025. The auditor did not meet the deadline established in initial contract; therefore it needs to be amended to 12/31/2025. The Local Government Commission's deadline is 12/31/2025. *Commissioner Waldrum made a motion to amend the audit contract. The motion carried with a unanimous vote.*

AUDIT REPORT: Sheila Gahagan, CPA presented the financial statements and auditor's report for the fiscal year ended June 30, 2025. A clean audit opinion was given with no findings. Gahagan encouraged the board to review the report and to read the management discussion.

ADJOURNMENT: *Commissioner Waldrum made a motion to adjourn the meeting at 6:17 p.m. The motion carried with a unanimous vote.*

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk

Resolution Authorizing the Town Manager to Execute a Contract With Johnson, Mirmiran, and Thompson, Inc. (JMT) for Professional Engineering Services Related to Scott's Creek Retaining Wall.

Whereas, the Town of Sylva, pursuant to the authority granted in Chapter 160A of the NC General Statutes, is responsible for providing and maintaining public infrastructure and facilities for the health, safety, and welfare of its residents; and

Whereas, the Town has determined that professional engineering services are required for repair or replacement of the Scott's Creek retaining wall behind the Sylva Town Hall and Public Works building to the Allen Street bridge and

Whereas, in accordance with G.S. 143-64.31 (the "Mini Brooks Act"), the Town has followed a qualifications-based selection process for procuring architectural and engineering services and three firms submitted proposals; and

Whereas, Town staff advertised professional services for surveying, engineering, and construction management services to assist in repairing or replacing the wall; and

Whereas, Town staff ranked proposals and identified Johnson, Mirmiran and Thompson, Inc. (JMT) as the most qualified firm to provide the necessary engineering services for the project and S&ME is JMT's subconsultant for geotechnical services, geotechnical wall designs, and construction phase inspections; and

Whereas, the Town of Sylva Board of Commissioners desires to authorize the Town Manager, pursuant to the general contracting authority provided in G.S. 160A-20.1, to enter into a contract with JMT for such services; and

NOW, THEREFORE BE IT RESOLVED, by the Town of Sylva Board of Commissioners that:

1. **Authorization to Execute Contract.** The Town Manager is hereby authorized to execute and administer a contract with JMT for professional engineering services related to the Scott's Creek Slope failure retaining wall, in an amount not to exceed \$368,139 subject to review and approval as to form by the Town Attorney.
2. **Authorization to Administer Contract.** The Town Manager is further authorized to take all actions necessary to carry out the intent of this Resolution, including execution of minor amendments, change orders, or addenda that do not exceed the approved project budget.
3. **Effective Date.** This Resolution shall be effective upon its adoption.

Adopted this the 11th day of December, 2025.

Johnny Phillips, Mayor

Amanda Murajda, Town Clerk

Town of Sylva Proposed 2026-2027 Budget Schedule

December 11, 2025	Approve Budget Schedule
December 12, 2025	Department Budget Worksheets Emailed to Department Heads
January 22, 2026 10:00 a.m. (after mtg.)	Budget Planning Worksession <ul style="list-style-type: none"> Meeting with Town Staff and Town Council to determine the needs, priorities, and goals.
February 12, 2026	Finalized Department Budget Requests Due <ul style="list-style-type: none"> Department Heads must have Budget Request submitted to Finance Officer.
March 26, 2026 10:00 a.m. (after mtg.)	Budget Planning Worksession <ul style="list-style-type: none"> Town Staff and Town Council meet to prioritize needs and objectives.
March 31, 2026	Grant Spending Deadline <ul style="list-style-type: none"> Department heads notify Finance Officer of any grant funds that will not be encumbered by June 30th.
April 17, 2026	Balanced Draft Budget Sent to Council
April 23, 2026 10:00 a.m. (after mtg.)	Council Worksession <ul style="list-style-type: none"> Town Council and Town Staff
May 14, 2026	Formal Submission of the Budget to Council
May 14, 2026 (tentative) 3:00 p.m. (before mtg.)	Council Worksession <ul style="list-style-type: none"> Town Council and Town Staff
May 14 and 21, 2026	Advertising of the Public Hearing <ul style="list-style-type: none"> <i>Sylva Herald and Ruralite</i>
May 15, 2026	Year-End Spending Deadline
May 28, 2026 (irregular mtg. time) 5:30 p.m.	Public Hearing <ul style="list-style-type: none"> Citizen Input
June 11, 2026 5:30 p.m.	Council Meeting <ul style="list-style-type: none"> Budget Approved by Sylva Town Council