

TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, June 08, 2023 at 5:30 PM Board Room, 83 Allen Street Sylva, North Carolina

AGENDA

CALL TO ORDER

APPROVAL OF AGENDA

All items listed and adopted are for discussion or possible action

APPROVAL OF CONSENT AGENDA

1. June 8, 2023 Consent Agenda

PUBLIC COMMENTS

REPORTS

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

NEW BUSINESS

- 5. FY 2023-2024 Budget Ordinance
- 6. FY 2023-2024 Fee Schedule
- 7. Website Discussion

ADJOURNMENT

Town of Sylva CONSENT AGENDA June 8, 2023

1-APPROVE MINUTES: May 11, 2023, Regular Board Meeting; May 25, 2023 Regular Board Meeting.

2- BUDGET AMENDMENT:

	2,000	С
10-470-1300 Legal Insurance 2	2,000	D

REF: To appropriate additional funds into legal insurance to cover deductibles associated with claims filed with Travelers.

#46 10-367-0400 Miscellaneous Grants	\$ 5,000 C
10-510-7000 PD Contract Employee	5,000 D

REF: Accounting to reflect the Community Care Liaison Grant approved at the 5.11.23 Board Meeting.

3- REPORTS:

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

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JACKSON COUNTY ACTIVITY TOTALS REPORT ACTIVITY FROM 04/01/2023 THRU 04/30/2023

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Tax Summary as of April 30, 2023

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XX Balance S23,77.351 S17,80.256 S7,878.60 S5,910.10 S5,561.56 S56,574.63 S5 S5,447.23 S1,055.10 71,50.56 S56,574.63 S5 S5,447.23 S1,055.10 71,50.56 S55,374.63 S5 S55,374.63 S5 S5,574.63 S5,574.63 S55,374.63 S55,376.63 S55,376.63 S55,376.73 S55,376.73 S55,376	XX) Balance \$23,673.51 \$17,902.59 \$7,878.60 \$5,910.10 \$5,261.36 \$2,985.07 \$1,924.22 \$1,452.88 \$3 Interest 2021 2020 2019 2017 2015 2014 20 ber 185.51 74.81 59.56 78.35 99.71 121.07 147.69 169.89 ber 196.11 54.29 40.1 52.13 66.05 79.97 86.64 99.48 20 ber 193.83 210.37 322.41 306.26 79.97 86.64 99.48 99.48 ber 19.13 190.79 38.47 306.26 79.97 86.64 99.48 ber 19.13 190.79 38.47 306.26 79.39 121.42 ber 570.22 38.47 306.26 6.31 120.24 121.42 ber 570.22 38.47 96.6 120.24 121.42 ber 570.22 37.4 128.39 121.42 146														
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		Submitted by: Amanda Muraic	ta Tay Collectr	Jr.									5	collection Rate	97.0492%
				NAME OF TAXABLE PARTY AND A DESCRIPTION OF TAXABLE PARTY.	NAME AND A DESCRIPTION OF	No. of the local data and the second data and									

Top 10 Delinquent Accounts (2022 & prior)	
Name	Balance
	4/30/2023
Angela George	\$ 14,461.57
	\$ 5,218.14
Dorathy Worley	\$ 4,595.94
Dorothy Franklin	\$ 4,276.79
Marionia Herbert Smith	\$ 3,621.91
5 Grindstaff Cove (Nantahala Brewing)	\$ 3,572.92
David George Howell	\$ 3,411.45
Teena Marie Woodard	\$ 3,393.33
s Straton	\$ 3,298.95
d R Land Development LLC	\$ 3,213.98

Item 1.

General Fund Statement of Revenues, Expenditures, and Changes in Fund Balances 4/30/2023

				General Fund				
						Actual to Budget	Statement	
	2022-2023	Previously	2022-2023	Current	2022-2023	Percent		Variance
	Budgeted	Reported	YTD Actual	Month	Budget Balance		10	
Revenues:								
Ad valorem taxes	\$ 2,257,082		\$ 2,295,536.88		\$ (38,454.88)	101.70%	83.33%	18.37%
Other taxes and licenses	\$ 6,000		6,325.00		\$ (325.00)	105.42%	83.33%	22.08%
Unrestricted intergovernmental	\$ 2,842,708		2,339,223.56		\$ 503,484.44 \$ 3,990.19	82.29% 81.26%		-1.04% * -2.07% *
Permits and Fees	\$ 21,291 \$ 223,637	15,068.90 151,526.62	17,300.81 151,526.62		\$ 5,990.19 \$ 72,110.38	67.76%		-15.58% *
Restricted intergovernmental	\$ 223,637 \$ 33,192		145,575.03		\$ (112,383.03)	438.58%		355.25%
Investment earnings Other revenues	\$ 36,158		50,417.40		\$ (14,259.40)	139.44%		56.10%
Total revenues	\$ 5,420,068		5,005,905.30		\$ 414,162.70	92.36%		9.03%
Expenditures:	0.000.000	(10.0(0.(2)	(00 (00 10	(2.822.48	271,696.88	71.47%	83.33%	11.86%
General Government	\$ 952,385 \$ 369,637		680,688.12 308,986.22	62,822.48 28,295.88	2/1,090.88	/1.4/70	03,3370	11.0070
Salaries & Benefits Capital outlay	<u> </u>	212,343.03	300,900.22	20,293,00				
All other expenditures	\$ 582,748	345,519.78	371,701.90	34,526.60				
An other expenditures	5 502,740	545,517.70	5/1,/01/20	01,020100				
Public Safety	\$ 3,363,614		2,313,358.92	183,819.05	1,050,255.08	68.78%	83.33%	14.56%
Salaries & Benefits	\$ 1,943,651		1,293,590.24	119,879.69				
Capital outlay	\$ 208,635		113,894.78					
All other expenditures	\$ 1,211,328	28,773.70	28,773.70	63,939.36				
Culture and Recreation	\$ 114,899	70,998.90	74,595.30	3,596.40	40,303.70	64.92%	83.33%	18.41%
Salaries & Benefits	\$ 31,400		16,752.92	2,505.21				
Capital outlay	\$ 10,000		-	-				
All other expenditures	\$ 73,499		57,842.38	1,091.19				
	S 775,555	424,444.18	469,058.46	44,614.28	- 306,496.54	60.48%	83.33%	22.85%
Transportation	\$ 775,555 \$ 336,650		221,079.05	32,510.43	300,490.34	00.4070	. 03,3370	22.0370
Salaries & Benefits Capital outlay	\$ 73,664		221,079.03	52,510.45				
All other expenditures	\$ 365,241		247,979.41	12,103.85				
						0.00%	0.00%	0.00%
Economic and Physical Development Salaries & Benefits	<u>s</u> -	-	-		-	0.00%	0.0078	0.00 /0
Capital outlay								
All other expenditures	s -	-	-	-				
Environmental Protection	\$ 203,315	140,881.77	153,626.98	12,745.21	49,688.02	75.56%	83,33%	7.77%
Salaries & Benefits	\$ 87,750		74,433.71	7,175.38	47,000.02	10.00 /	0010070	
Capital outlay	s -	-	-	-				
All other expenditures	\$ 115,565	84,428.91	79,193.27	5,569.83				
Total expenditures	s \$ 5,409,768	3,383,730.36	3,691,327.78	307,597.42	1,718,440.22	68.23%	83.33%	15.10%
rour expenditures	0 0,107,700							
Revenues over expenditures	\$ 10,300	1,289,388.75	1,314,577.52	25,188.77	(1,304,277.52)	-24.11%	0	
Other financing sources (uses):								
Since mancing sources (uses).								
Transfers in	\$ 889,005		883,106.50		-			
Appropriated fund balance	\$ 599,320							
Contributed Capital	\$ 20,000			-				
Sale of Assets	\$ 14,982	10,400.00	14,982.00					
Loan Proceeds	\$ 1,523,30	893,506.50	898,088.50					
Transfers to other funds:	3 1,525,50	893,300.30	898,088.50		-			
Contributed to fund balance	s -							
Transfers out	\$ 1,533,60	1,096,019.00	1,096,019.00					
Transfer to Capital Reserve		-			-			
	\$ 1,533,60		1,096,019.00	<u> </u>				
Total other financing sources (uses)	\$ (10,30	(202,512.50)	(197,930.50)		-			
Revenues and other sources over								
expenditures and other uses	s -	1,086,876.25	1,116,647.02	25,188.77	(1,304,277.52)			

Analysis: * Timing of Revenues



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, May 11, 2023 at 5:30 PM

Board Room, 83 Allen Street Sylva, North Carolina

MINUTES

PRESENT: Ben Guiney, Commissioner Greg McPherson, Commissioner David Nestler, Mayor Natalie Newman, Commissioner Brad Waldrop, Commissioner Paige Dowling, Town Manager Amanda Murajda, Town Clerk Eric Ridenour, Town Attorney

ABSENT: Mary Gelbaugh, Mayor Pro-Tem

CALL TO ORDER

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

STAFF PRESENT: Lynn Bryant (Finance Officer), Jake Scott (Public Works Director), Robbie Carter (Police Lieutenant), Aimee Watson (Lt. Detective) and Chris Hatton (Police Chief).

VISITORS: Jonathan Tharpe, Mick McCardle, Cathy Connors, Luther Jones, Brian Huneycutt, Larry Ingersoll, Nathan Mann, Garret Craig, David Ginn, Cliff Stanis, Brianne Hudak, Eddie Hudak, Travis Rountree, Chris Taber, Virginia Kinkaid, Ina Sams, Mary Schutt, Fred Schutt, Jennifer Harr, Dave Russell, Kristi Booth, Erin Booth, Nancy Martin, Marianne Harr, Sara Steiner, and Dickie Woodard.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

PUBLIC COMMENTS

Mick McCardle addressed the board and expressed his concerns with closing Main Street for any parade or event based on loss of business for restaurants in the area. He added that merchants suffer greatly when streets are closed and the number of events in town should be limited.

Luther Jones addressed the board and expressed his concerns about the proposed FY 23-24 budget. He is opposed to a tax increase to fund a full-time Economic Development Director in the Town of Sylva and explained that the change from part-time to full-time will not be just an additional \$25,000 increase. Benefits of a full-time employee will need to be included as well.

Chris Taber addressed the board and added her support for closing Main Street for Sylva Pride events.

Garrett Craig also addressed the board and offered his support for Sylva Pride. He also added that he was in support of the housing application on the agenda.

MAYOR'S REPORT

Mayor Nestler reported that Ed Harwood would like a board representative to speak at a Memorial Day event. Commissioner Newman agreed.

COMMISSIONER'S REPORT

Commissioners Waldrop, Guiney and Newman all noted that they were glad to see construction had begun on the Allen Street slope failure.

MANAGER'S REPORT: Manager Dowling reported the following:

- Sgt. Robbie Carter has been promoted to Lieutenant.
- Amy Whisnant from NCLM completed a safety walk through all of the Town buildings following the OSHA inspection. This was very helpful for each department.
- Staff is currently working on the TDA grant application for the Bridge Park Green Infrastructure project.
- Alan Brown's family is moving to Asheville in June. He will need to be replaced on the Planning Board.
- The employee wellness fair with the health department was May 11, 2023. This is required of employees for our new health insurance plan.
- Jake Scott gave an update on the construction of Allen Street.

NEW BUSINESS

PUBLIC HEARING—ZONING MENDMENT REQUEST—COOP PROPERTIES (SOLTICE PARTNERS, LLC): Mayor Nestler opened the public hearing at 5:53 p.m.

Manager Dowling explained the project as follows:

Applicant: COOP Properties, LLC; (Solstice Partners, LLC; Cathy Connors, Partner)
Property Location: Savannah Drive, Sylva – PIN 7631-66-1393
Current Property Zoning: General Business District (GB), ETJ
Ordinance Sections for Review: Article 3 – Procedures; Section 3.5.J – Review Process/Conditional Zoning; Section 3.9.B
– Zoning and Map Amendments and Article 4, Section 4.4 – Conditional District

Description of Request: The applicant is requesting a map amendment to create a General Business - Conditional District on the property identified by PIN 7631-66-1393 to allow for a multi-family residential development. The Town Board of Commissioners may approve Conditional Districts through the legislative review process identified in Article 3 – Procedures, Section 3.5 – Review Process.

This proposed conditional district for a multi-family residential development includes three, 2-story structures consisting of eight 1-bedroom units, twenty-eight 2-bedroom units and twelve 3-bedroom units (48 total units). Included amenities are a community center with laundry, computer center; playgrounds and cover picnic shelter with tables/grills.

Background: The property for this development is located on the south and west sides of Savannah Drive and approximately 1,120 If south of the intersection of Business 23 (West Main Street) and Savannah Drive. The area of this vacant property is 6.83 total acres, and this proposed complex would be developed on the entire tract. Public utilities will be provided by Tuckaseigee Water and Sewer Authority (water and sanitary sewer) and Duke Power. This property will be served by the Sylva Fire Department. Driveway access and 3-party encroachment (sidewalk) will be required from NCDOT during their review/approval process as Savannah Drive is a state road (S.R. 1356).

Application Response: The applicant is requesting a zoning map amendment to create a General Business - Conditional District on the 6.83-acre property. Article 4 - Section 4.4 Conditional Districts of the Town's Zoning and Subdivision Ordinance allows the Town Board of Commissioners to create these districts:

Conditional Zoning Districts (-CD) are a zoning tool, permitted in accordance with NCGS 160D-703.b., which may be utilized to create new unique, site-specific districts for uses or developments that may have particular benefits and/or impacts on both the immediate area and the community as a whole. The development of these uses may require deviation of the general district standards. The applicant must provide an initial Master Site Plan and zoning proposal that includes all proposed uses and standards for the conditional zoning district being proposed. It is not the intention of Conditional Zoning to circumvent, reduce, or eliminate particular regulations as they would normally be applied to any particular district or use but rather provide flexibility and design standards unique to the subject property and use. This negotiated approach between the applicant and the Town through a legislative decision allows maximum flexibility to tailor regulations to a particular site and project. Special restrictions have been placed on Conditional zoning. Conditional Zoning Districts occur at the owner's request and conditions cannot be imposed without the owner's agreement. The individual conditions and site-specific standards that can be imposed are limited to those that are needed to bring a project into compliance with town ordinances and adopted plans and to those addressing the impacts reasonably expected to be generated by the use of the site. The town must ensure that all of the factors defining reasonable spot zoning are fully considered and that the public hearing record

<u>Staff Findings:</u> The conclusion of Planning Staff is that this proposed development can meet or exceed the regulations set forth in the zoning ordinance including General Business District standards and required development regulations (Article 7).

Regular Board Meeting May 11, 2023

Approval for this Conditional District is required by the Town Board of Commissioners for this application. Planning Staff will issue a zoning permit at the time of final plan review/approval.

<u>Comments:</u> Nathan Mann offered his support for the proposal. Mary and Fred Shutt noted they were concerned about erosion as they live above the proposed site. Jennifer Harr offered support for the project.

Being no further comment, Commissioner Newman made a motion to close the public hearing at 6:06 p.m. The motion carried with a unanimous vote.

ZONING AMENDMENT REQUEST—COOP PROPERTIES (SOLTICE PARTNERS, LLC):

Cathy Connors, project owner, addressed the board and explained the funding sources, concerns about erosion and traffic.

Commissioner Guiney made a motion to approve the zoning amendment request as presented and adopt the statement of consistency as presented. The motion carried with a unanimous vote.

PUBLIC HEARING—ZONING MAP AMENDMENT REQUEST—CJ PROPERTIES (EDWARD/BRIANNE HUDAK): Mayor Nestler opened the public hearing at 6:24 p.m.

Manager Dowling explained the project as follows:

Applicant: CJ Properties – Property Owners; Edward and Brianne Hudak representatives Property Location: 414 Skyland Drive, Sylva; PIN's 7642-41-7128 and 7642-51-1400 Current Property Zoning: General Business - GB 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 change the subject properties from the General Business District (GB) to the Professional Business District (PB). The representative for the applicant would like to operate a private school on the subject property which is not an allowed use in the GB District; however, schools are a permitted use within the PB District.

Background: The property for this proposed school use is located at 414 Skyland Drive (currently Smoky Mountain Fitness) with access directly to Skyland Drive. This property has a total land area of 13.93 acres (both parcels) with existing structures housing the fitness/pool activities and an accessory storage building. Properties to the east are in the Institutional District, properties to the south are in the High-Density Residential District and properties to the west are in the General Business District. If required by the Town's Zoning Ordinance, property improvements in this district (PB) are subject to development standards as set forth, including building setbacks, landscaping, architectural standards, sidewalk construction, parking, storm water treatment, etc. Tuckaseigee Water and Sewer Authority (water and sanitary sewer) and Duke Power will provide public utilities and the Sylva Fire Department will provide fire safety services.

Application Response: The applicant is requesting that the existing Town of Sylva Zoning Map be amended to designate both properties (PIN's 7642-41-7128 and 7642-51-1400) as Professional Business.

Staff Findings: The requested map amendment would not constitute "spot zoning" as the subject properties will be in accordance with the Town's adopted Land Use Plan for 2040. This plan establishes that these properties as well as the entire Professional Business District will be in the future Skyland Mixed Use Corridor District. The encouraged land uses for this future district include mixed use development, residential (live/work, multifamily, townhomes, small-lot single family), neighborhood commercial, small scale restaurants and breweries, small scale hotels, civic and educational uses that support community residents and open space.

Being no comment, Commissioner McPherson made a motion to close the hearing at 6:26 p.m.

ZONING AMENDMENT REQUEST-CJ PROPERTIES (EDWARD/BRIANNE HUDAK):

Brianne Hudak explained to the board the specific plans for the private school including enrollment, funding, design plans and capacity.

Commissioner Guiney made a motion to re-open the public hearing at 6:33. The motion carried with a unanimous vote.

Luther Jones asked what credentials instructions would need. Jennifer Harr asked questions related to autism.

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Commissioner Waldrop made a motion to close the hearing at 6:37 p.m. The motion carried with a unanimous vote.

Commissioner Waldrop made a motion to approve the zoning map amendment request as presented and adopt the statement of consistency as presented. The motion carried with a unanimous vote.

PUBLIC HEARING—STREET CLOSING: PORTION OF PATHFINDER LANE: Mayor Nestler opened the public hearing at 6:38 p.m. Manager Dowling explained the hearing was for a request to close that portion of the platted but unopened street known as Pathfinder Lane that extends across the northwest corner of the lands of SOCOL Company, Inc. from current Hwy 107 in a southwesterly direction an approximate 280' and thence in a northwesterly direction an approximate 50'

Comments:

Ina Sams, applicant representative, explained that Hallie Manor Court was not a road the allowed for any right-of-way. David Ginn added that he was not opposed to the closure but wanted to make sure the other end of Pathfinder remains open.

Being no further comment, Commissioner Newman made a motion to close the public hearing at 6:42 p.m. The motion carried with a unanimous vote.

STREET CLOSING—PORTION OF PATHFINDER LANE: Mayor Nestler expressed to the board that the Town needed to accommodate the request. Commissioner McPherson made a motion to approve the request to close that portion of the platted but unopened street known as Pathfinder Lane that extends across the northwest corner of the lands of SOCOL Company, Inc. from current Hwy 107 in a southwesterly direction an approximate 280' and thence in a northwesterly direction an approximate 50'. The motion carried with a unanimous vote.

FORMAL PRESENTATION OF FY 2022-2023 BUDGET: Manager Dowling formally presented the FY 2023-2024 budget to the board and reminded them of the public hearing scheduled for May 25, 2023, at 5:30 p.m.

SPECIAL EVENT REQUEST—SYLVA PRIDE: Manager Dowling gave background information of the event. The Town Board has always approved temporary road closure permits to send to NCDOT for events that stop, block, or detour traffic on state-maintained roads. Last year, Town staff updated the park application and procedure for outdoor special events. Town staff started working on special event changes in September 2022 because of increasingly large events being held at Bridge Park and requests for street closures along with 5k races. The revised outdoor special even application encourages bigger events to take place at Bridge Park due to safety and constraints on manpower. Larger events increase the need for more resources. Town staff can approve park rentals, but the authority to request closing the street still rests with the board. Currently, the Board approves road closure permits for the Christmas Parade, Greening Up, WCU Homecoming (WCU PD also works this detour), Treat Street, the Veterans Day Parade (Jackson County assists), and July 4th (this is a temporary detour during the fireworks, if necessary).

Pride is requesting the two-block march on Main Street as they have done for the last two years. The park rental for Pride is approved, but the Town Board will vote on approving the march only. Pride volunteers will staff the other events that weekend. Having a two-block march would involve staff time for planning, coordination, and overtime the day of the event, but a total road closure where we clear the street would use all our resources for a day like the Christmas Parade. Costs and resources vary differently for a two-block march compared to a full street closure.

The Board needs to vote on the temporary street closure resolution to submit to NCDOT for the same route Pride marched the last two-years. The Board also needs to decide whether to charge Pride for the Town resources involved in the road closure. The Board has charged groups in the past for large events which is for security and traffic control.

Commissioner Guiney clarified that by sponsor he meant the town accepts responsibility for the event and provides all staffing, which he asked Chief Hatton to discuss security. Hatton explained that you must be very specific with entry when there is controversy or opposition and that a 2-block route is much simpler and safer.

Commissioner Guiney made a motion to approve the resolution for the Town of Sylva Board of Commissioners to undertake the formal steps necessary to conduct a parade in the downtown area for Sylva Pride. The motion carried with a unanimous vote.

COMMUNITY CARE LIAISON GRANT—GREAT SMOKIES HEALTH FOUNDATION: WCU has received the Dogwood Health Foundation grant to make the Community Care Liaison at the Police Department full-time for three years and they will be employed by WCU which will begin July 1st. In the meantime, the Great Smokies Health Foundation is

Regular Board Meeting May 11, 2023

going to award the Town a \$5,000 grant to cover the lapse in time from now until July 1st to fund the position as a contract employee. The Board needs to approve this grant so that we can amend the budget and fund this contract position.

Commissioner McPherson made a motion to approve acceptance of the grant and fund the contract position for a Community Care Liaison through June 30, 2023. The motion carried with a unanimous vote.

ADJOURNMENT: Commissioner Guiney made a motion to adjourn the meeting at 7:06 p.m. The motion carried with a unanimous vote.

David Nestler Mayor Amanda W. Murajda Town Clerk



TOWN OF SYLVA BOARD OF COMMISSIONERS MEETING

Thursday, May 25, 2023 at 5:30 PM

Board Room, 83 Allen Street Sylva, North Carolina

MINUTES

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

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

ABSENT: Ben Guiney, Commissioner

CALL TO ORDER

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

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

VISITORS: Luther Jones, Lisa McBride and Matt Opinski.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

PUBLIC COMMENTS

None.

MAYOR'S REPORT

None.

COMMISSIONER'S REPORT

Commissioner Gelbaugh, who serves on the library board, encouraged everyone to participate in summer activities offered by the Jackson County Public Library. Commissioner McPherson announced the skate park opening for June 15, 2023 at 4:00 p.m. There will be several activities and vendors present.

MANAGER'S REPORT: Manager Dowling reported the following:

- Matt Opinski will serve as an intern with the Town of Sylva for the summer.
- Currently working on the TDA grant application for the Bridge Park Green Infrastructure project. The Southwestern Commission is assisting with the grant application. It is due June 1st.
- The Allen Street slope stabilization is progressing nicely. Soil nail installation started this week.
- The Town had a 90% plan meeting on the public restroom. A large set of current plans are available for review.
- A replacement on the Planning Board for Alan Brown will need to be made in the near future.
- Town offices are closed for Memorial Day.
- Manager Dowling will be attending the NC City and County Management Association conference in Wilmington June 20st-24th.

PUBLIC WORKS DEPARTMENT REPORT: Jake Scott reported the following:

• Scott gave an update on Allen Street repairs.

• The Sylva Garden Club has begun work for the spring plantings.

POLICE DEPARTMENT REPORT: Chris Hatton reported the following:

- Reviewed calls for service.
- The file audit is almost complete.
- FTO program is being updated.
- Community Care Liaison Galadriel LaVere received the WCU Award for Excellence.

FIRE DEPARTMENT REPORT: Mike Beck reported on the following:

• Reviewed calls for service for 2023.

MAIN STREET REPORT: Bernadette Peters reported the following:

- Concerts on the Creek will begin May 26th
- Continuing to work towards a coworking space.
- The CORE Outdoor Economy groups are close to implementation.

TWSA BOARD REPORT: Mayor Nestler reported the following:

- The board held the annual budget public hearing and approved the FY 2023-2024 budget.
- There are rate increases in the approved budget.

PINNACLE BOARD REPORT: Mayor Nestler reported the following:

• The Town did receive \$50,000 from Jackson County for Pinnacle Park

PUBLIC HEARING—FY 2023-2024 BUDGET: Mayor Nestler opened the public hearing at 6:01 p.m. Luther Jones addressed the board with his concerns related to a tax increase in the proposed budget. *Being no further comment, Commissioner Gelbaugh made a motion to close the hearing at 6:05 p.m. The motion carried with a unanimous vote.*

NEW BUSINESS

RESOLUTION TO AWARD CONTRACT—**PINNACLE PARK MASTER PLAN:** The Pinnacle Park Foundation has received two proposals for the Pinnacle Park master plan. The PPF is recommending awarding the contract to Equinox. The resolution in the agenda packet authorizes the town manager to award the contract up to \$150,000 for the master plan. You will see in the consent agenda that Jackson County and the TDA have approved \$50,000 each for this project. The Town approved \$50,000 from the Fisher Creek General Fund April 13th. *Commissioner Waldrop made a motion to approve the resolution to award the contract. The motion carried with a unanimous vote.*

AUDIT CONTRACT: The audit fee is \$20,200 with Burleson & Earley, P.A. Commissioner Gelbaugh made a motion to approve the audit contract. The motion carried with a unanimous vote.

SPECIAL EVENT REQUEST—INNOVATION BREWING—FARM TO TABLE DINNER: This is a request from Innovation Brewing and WNC Farm to Table to have alcohol at the Farm to Table Dinner October 14, 2023. *Commissioner McPherson made a motion to approve the request. The motion carried with a unanimous vote.*

CANCEL JUNE 22, 2023 REGULAR BOARD MEETING: Commissioner Newman made a motion to cancel the June 22, 2023 regular board meeting. The motion carried with a unanimous vote.

CANCEL JUNE 22, 2023 AND JULY 27, 2023 PLANNING BOARD MEETING: Commissioner Newman made a motion to cancel the June 22, 2023 and July 27, 2023 planning board meetings. The motion carried with a unanimous vote.

ADJOURNMENT: Commissioner McPherson made a motion to adjourn the meeting at 6:09 p.m. The motion carried with a unanimous vote.

David Nestler Mayor Amanda W. Murajda Town Clerk

THE TOWN OF SYLVA FY 2023-2024 BUDGET ORDINANCE

BE IT ORDAINED by the Board of Commissioners of the Town of Sylva, North Carolina:

Section 1. The following amounts are hereby appropriated in the General Operating Budget for the operation of the town government and its activities for the fiscal year beginning July 1, 2023 and ending June 30, 2024 in accordance with the chart of accounts heretofore established for this town.

Mayor/Board	38,977
Administration	486,176
Highway Patrol Electric	1,000
Tax Collection Fees	7,500
Main Street Program	136,618
Professional Services	76,661
Police Department	1,710,225
Street Department	622,751
Powell Bill Department	107,000
Street Lights	100,000
Planning/Land use Department	22,300
Sanitation Department	186,181
Facilities Maintenance	79,810
Cemetery Department	23,400
Non-Departmental	160,724
Grants	64,485
Miscellaneous Appropriations	<u>583,816</u>
Total Expenses	\$4,407,624

Section 2. It is estimated that the following revenues will be available in the General Operating Budget for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

Current Year's Property Tax	2,181,525
Prior Year's Property Tax	20,000
Interest on Taxes	10,600
Tax Advertising Penalties	800
Scrap Metal	500
Business Registration Permit	5,000
ABC License / Privilege License	1,200
Vehicle Taxes	106,000
Interest on Investments	60,000
Sale of Recycling Bins	500
Street Sweeping	1,200
Main Street Program	30,300
K-9 Donations	0
Sales of Telecommunication	21,600
Excise Tax on Natural Gas	8,000
Local Video Programming	10,000
Franchise Tax on Power	285,000

Sales Tax Art 40	206,000
Sales Tax Article 42	219,000
Sales Tax Article 39	440,000
Solid Waste Disposal	2,000
Hold Harmless	185,000
Wine and Beer	11,500
Powell Bill	72,000
ABC Revenue	331,000
Occupancy Use Tax	3,000
Police Department Fines and Fees	9,000
Conditional Use/Appeals	1,000
Sales Tax Refund	15,264
Grants	64,485
Sale of Assets	20,000
Vending Machine Revenue	1,000
Miscellaneous Revenue	0
Fund Balance Rollover	24,650
Fund Balance (Powell Bill)	35,000
Fund Balance Appropriation	23,500
Substance Tax/Equitable Sharing	<u>2,000</u>
Total Revenues	\$4,407,624

Section 3. The following amounts are hereby appropriated in the Recreation Fund 13 for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024.

Personnel Expense	31,900
Operating Expenses	42,090
Pool Expense	<u>31,600</u>
Total Expenses	\$105,590

Section 4: It is estimated that the following revenues will be available in Recreation Fund 13 for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024.

Interest	4,590
Park Rental	4,000
Local Government Reimbursement	0
Transfer from General Fund	<u>97,000</u>
Total Revenues	\$105,590

Section 5. The following amounts are hereby appropriated in the Separation Allowance Fund 14 for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024.

Total Expenses	\$125,000
Fund Balance Contribution	<u>66,600</u>
Payroll – Separation Allowance	58,400

Section 6. It is estimated that the following revenues will be available in Separation Allowance Fund 14 for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024.

Transfer from General Fund

14

Total Revenues

\$125,000

Section 7. The following amounts are hereby appropriated in the Revolving Loan Fund 15 for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024.

RLF Expenses	6,000
Total Expenses	\$6,000

Section 8. It is estimated that the following revenues will be available in the Revolving Loan Fund 15 for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024.

Fund Balance Appropriation	<u>6,000</u>
Total Revenues	\$6,000

Section 9. The following amounts are hereby appropriated in the Fire Department Fund 19 for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024.

Operating Expense	429,035
Personnel Expense	767,150
Building Debt	102,071
<u>Debt – Other</u>	<u>31,019</u>
Total Expenses	\$1,329,275

Section 10. It is estimated that the following revenues will be available in the Fire Department Fund 19 for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024.

Sylva Contribution	201,085
Dillsboro Contribution	20,829
Webster Contribution	19,571
Jackson County Contribution	1,074,290
Sales Tax Refund	8,000
Miscellaneous Revenue	2,500
Total Revenues	\$1,329,275

Section 11. The following amounts are hereby appropriated in the Public Art Fund 23 for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024.

Public Art Fund Expenditures	<u>2,000</u>
Total Expenses	\$2,000

Section 12. It is estimated that the following revenues will be available in the Public Art Fund 23 for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024.

Public Art Fund Balance Appropriation	<u>2,000</u>
Total Revenues	\$2,000

Section 13. The following amounts are hereby appropriated in the Fisher Creek Fund 24 for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024.

Capital	0
Professional Services	20,000
Maintenance	<u>35,000</u>
Total Expenses	\$55,000

Section 14. It is estimated that the following revenues will be available in Fisher Creek Fund 24 for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024.

Interest	35,000
FC Fund Balance Rollover	
FC Fund Balance Appropriation	20,000
Total Revenues	\$55,000

Section 15. The following amounts are hereby appropriated in the Retirement Department Fund 25 for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024.

Retiree Insurance	32,900
Fund Balance Contribution	<u>92,100</u>
Total Expenses	\$125,000

Section 16. It is estimated that the following revenues will be available in Retirement Department Fund 25 for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024.

Revenue from General Fund	125,000
Total Revenues	\$125,000

Section 17. The following amounts are hereby appropriated in the Sidewalk Special Revenue Fund 27 for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024.

Contingency	27,000
Sidewalk Expense	<u>320,308</u>
Total Expenses	\$347,308

Section 18. It is estimated that the following revenues will be available in Sidewalk Special Revenue Fund 27 for the Fiscal Year beginning July 1, 2023 and ending June 30, 2024.

Transfer in General Fund	
Fund Balance Appropriation	347,308
Total Revenues	\$347,308

Section 19. There is hereby levied a tax at the **rate of forty-five cents** (.45) per one hundred dollars (\$100) valuation of property as listed for taxes as of **January 1, 2023** for the purpose of raising the revenue listed as "Current Year's Property Taxes" in the General Fund in Section 2 of this Ordinance. This is based on a total estimated valuation of property for the purposes of taxation of **494,878,823** with an estimated rate of collection of **97.96%**. The revenue listed as "Vehicle Taxes" in the General Fund in Section 2 of this Ordinance is based on a total estimated valuation of property of **23,555,555** with

an estimated rate of collection of 100%.

Section 20. The capitalization threshold for 2022-2023 is \$5,000 for all capital asset classes.

Section 21. The Town Manager is hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

- a. Amounts between objects of expenditures within a department may be transferred without limitations and without report being given.
- b. Amounts up to **\$2,000** dollars may be transferred between departments with an official report on such transfers on the next consent agenda.

Section 22. The Finance Officer is hereby directed to invest all idle funds only in the North Carolina Capital Management Trust and fully insured FDIC demand deposit accounts in the bank of record for the Town of Sylva. Obligations of the U.S. Government, such as Treasury Bill, Bonds, and Notes, time deposits with any financially sound bank or savings institution whose principal office is in North Carolina; A-1, P-1, domestic commercial paper may be utilized only with approval of the Town Board.

ADOPTED THIS THE 8th DAY OF JUNE 2023.

David Nestler, Mayor

ATTEST: _____ Amanda Murajda, Town Clerk

Town of Sylva Proposed Fee Schedule FY 2023-2024

Planning and Code Enforcement Permits and Fees:

Т	no	Fee	
<u>Ty</u>	gle Family		\$50.00
511.		0-1,500 sq. ft.	\$75.00
		1,501-3,000 sq. ft	
		More than 3,000 sq. ft	\$100.00
	Ilti-Family Units	\$40.00 per unit	\$70.00
Ma	nufactured Homes	Singlewide	\$50.00
		Doublewide	\$75.00
	es for replacement only)		
	cessory Buildings	\$50.00	
Ad	ditions/Renovations	(Rooms, Decks, Garage, etc.)	
		\leq 500 sq. ft.	\$50.00
		> 500 sq. ft.	\$75.00
ON-RESIDENT	TIAL USES: COMMERCIAL, BU	SINESS, MIXED USE, INDUST	RIAL
Collected at Tow	yn Hall)		
Oc	cupancy Use Inspection	\$100.00	
(Co	ommercial business opening	(Paid to Town of Sylva prior to	
or c	change of ownership)	issuance of Business Registration P	ermit)
	siness Registration Permit	\$20.00	
	oplicable to all businesses not		
	nsed by the State of NC)		
	erant Merchant License	\$100.00	
	s than 6 months)		
	od Truck (6 months)	\$100.00	
	Idler's License	\$25.00	
	is than 30 minutes in a 24-hour period)	¢23.00	
ON-RESIDENT	—		
Collected by Jac			
	rge Structure	\$500.00	
	20,000 sq. ft.)	\$300.00	
,	edium Structure	\$250.00	
		\$350.00	
	001-19,999 sq. ft.)	¢250.00	
	all Structure	\$250.00	
	5,000 sq. ft.)		* * * * *
Ad	ditions/Renovations	\leq 500 sq. ft.	\$50.00
_		> 500 sq. ft.	\$75.00
VERLAY DIST			
	nned Unit Development	In Addition to CUP fe	e
<u>(Pl</u>	JD) & Mobile Home Parks		
Cla	ass 1 (2-11 Units)	\$150.00	
Cla	ass 2 (12-24 Units)	\$250.00	

Class 3 (25+ Units)	\$400.00 +\$25.00 per home above 2
SUBDIVISION PLAT	
Minor Subdivision	\$50.00 +\$20.00 per lot
Major Subdivision	\$250.00 +\$50.00 per lot
DEMOLITION PERMIT	
Residential	\$80.00
Non-Residential	\$150.00
SIGN PERMIT	
Single-Face	\$150.00
Double-Face	\$200.00
Illuminated	\$250.00
Temporary	\$20.00 (Per event; fee covers two signs)
Sandwich Board	\$40.00 (Annual renewal required)
Off-Premise Sign	\$500.00
ABC PERMIT INSPECTIONS	
On-Premise	\$100.00
Off-Premise	\$100.00
SEXUALLY ORIENTED BUSINESS PERMIT	
Establishment Permit	\$2,000.00 Annually
Entertainer Permit	\$250.00 Annually
FLOOD PLAIN PERMIT	
Residential	\$50.00
Non-Residential	\$100.00
ZONING APPROVAL	
Zoning Approval	\$45.00
FLOOD DAMAGE PREVENTION VARIANCE	
Residential	\$200.00
Non-Residential	\$350.00
ZONING ORDINANCE VARIANCE	
Residential	\$250.00
Non-Residential	\$350.00
SPECIAL USE PERMIT	
Residential	\$250.00
Non-Residential	\$350.00
ZONING ORDINANCE AMENDMENT	
Amendment to Text	\$500.00
Map Amendment	\$500.00
PUBLIC HEARINGS AND APPEAL HEARINGS	
All	\$300.00

Recreation Fees:

POTEET PAI	RK AND BRYSON PARK RENTAL		
	Town Residents	\$25.00 Per two hours	
	Non-Town Residents	\$50.00 Per two hours	
BRIDGE PAI	RK PAVILION RENTAL		
	Town Residents	Two Hours	\$30.00

	Four Hours	\$50.00
	Eight Hours	\$100.00
	Alcohol (+ Cost of Officers)	\$50.00
Non-Town Residents	Two Hours	\$50.00
	Four Hours	\$75.00
	Eight Hours	\$125.00
	Alcohol (+ Cost of Officers)	\$50.00

PUBLIC WORKS MISCELLANEOUS:

STREET/SIDEWALK CUT PERM	ПТ
Streets	\$75.00
Sidewalks	\$50.00
DRIVEWAY ACCESS PERMIT	
Residential	\$25.00
Non-Residential	\$100.00
HAZARD ABATEMENT	
All	\$200.00
RECYCLING BINS	
Residential (both bins	s and lids) \$30.00
Lid (individual replac	sement) \$7.00
Bin (individual replac	sement) \$10.00

PUBLIC WORKS COST BASIS FOR EQUIPMENT AND MANPOWER:

LABOR CHA	RGE (PER HOUR):	
	During Normal Work Hours	\$33.00 per person
	After Normal Work Hours	\$49.00 per person
EQUIPMENT	CHARGE (PER HOUR):	
	Backhoe	\$50.00
	Bucket Truck	\$65.00
	Dump Truck	\$40.00
	Knuckleboom Truck	\$75.00
	Trackhoe	\$65.00
	Water Truck	\$60.00 + Water Charge
	Ton Truck	\$40.00
	Weed Eater OR Leaf Blower	\$20.00
	Mower	\$40.00
	Sweeper	\$65.00

POLICE DEPARTMENT COST BASIS FOR MANPOWER

LABOR CHARGE PER HOUR:	
During Normal Work Hours	\$39.00
After Normal Work Hours	\$58.00
PARKING FINES AND FEES:	

\$23.00

\$34.00

FIRE DEPARTMENT COST BASIS FOR MANPOWER

LABOR CHARGE PER HOUR:

During Normal Work Hours After Normal Work Hours

ADMINISTRATIVE MISCELLANEOUS:

ZONING ORDINANCE COPIES	
Hard Copy	\$15.00
Internet Copy	Free
CODE OF ORDINANCES (Municipal Code Corp	poration)
Internet Copy	Free
GENERAL	
Copies	\$0.10 Per Sheet

Adopted this the 8th day of June 2023.

David Nestler, Mayor

Amanda Murajda, Town Clerk