



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

Thursday, February 12, 2026 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.](#) February 12, 2026 Consent Agenda

### **PUBLIC COMMENTS**

### **REPORTS**

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

### **NEW BUSINESS**

- [5.](#) Fire Department Pumper Truck Purchase Approval  
Resolution of Financing
- [6.](#) Special Event Request--Greening Up the Mountains Beverage Arts
- [7.](#) Special Event Request--Concerts on the Creek Alcohol Service
8. Presentation--Jackson County Public Library Complex--Antoinette MacWatt

### **ADJOURNMENT**

*Town of Sylva*  
**CONSENT AGENDA**  
*February 12, 2026*

**1- APPROVE MINUTES:** January 8, 2026, **Regular Board Meeting;** January 22, 2026, **Regular Board Meeting;** January 22, 2026, **Budget Work Session**

**2- BUDGET AMENDMENTS:**

<b>#26</b> 10-399-0000 GF Fund Balance Appropriation	\$ 334,000 C
10-690-0700 Contribution to GF Capital Reserve Fund	334,000 D
21-392-0000 Transfer In GF	334,000 C
21-410-0600 GF CRF Contribution	334,000 D

**REF: To appropriate the above fund balance goal of 68% into the GF Capital Reserve Fund.**

<b>#27</b> 20-399-0200 FD CRF Fund Balance Appropriation	\$ 250,000 C
20-415-0000 FD CRF Transfer to FD Fund	250,000 D
19-530-9100 FD Transfer In from FD CRF	250,000 C
19-530-7400 FD Capital Outlay	250,000 D

**REF: To appropriate FD capital reserve funds into the FD operational budget to support the funding necessary for the ordering and eventual purchase of a second pumper truck.**

<b>#28</b> 10-354-0000 PD Security	\$ 4,880.00 C
10-510-0300 PD OT Wages	3,599.00 D
10-510-0500 PD FICA	275.38 D
10-510-0700 PD Retirement	578.70 D
10-510-0800 PD 401K	131.50 D
10-510-0300 PD OT Wages	295.42 D

**REF: To amend payments from Duke Energy and Wal-Mart into PD OT Budget for off-duty security.**

<b>#29</b> 19-381-0000 FD Interfund Loan	\$ 200,000 C
19-530-7400 FD Capital Outlay	200,000 D
21-399-0200 GF CRF Fund Balance Appropriation	200,000 C
21-417-0000 GF CRF Interfund Loan Transfer	200,000 D

**REF: To appropriate an interfund loan that supports the funding necessary for ordering and eventual purchase of a second pumper truck.**

<b>#30</b> 19-329-0000 FD Interest	\$ 14,800 C
19-530-7400 FD Capital Outlay	14,800 D

**REF: To appropriate additional investment earnings into the FD budget to support the funding necessary for ordering and eventual purchase of a second pumper truck.**

**3- RELEASED TAXES:**

*#4 2025 Post Mark Release ~\$18.17*

**4- REPORTS:**

- 1- Business Registration Permit as of **January 2026**
- 2- Ad Valorem Tax Report as of **December 31, 2025**
- 3- Statement of Revenues, Expenditures, Changes in Fund Balance as of **December 31, 2024**
- 4- Quarterly Finance Report as of **December 31, 2024**
- 5- Quarterly Special Revenue/Capital and Grant Project **December 31, 2024**

**5- OTHER:**

- Approve the 2025 Pool Report (Attached)

Business Registration Permit Application

December 2025

<u>Date</u>	<u>Business Name</u>	<u>Location</u>	<u>Owner</u>
<u>Submitted</u> 1/9/26	Snippy Hippy	509 Mill Street	Paula Brady



Tax Summary  
as of December 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	5531.96	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	-1838.84	-1031.6	-239.14								-3,109.58	-487,585.15	-490,694.73
December	-4711.59	-16.48	-93.52								-4,821.59	-1,234,210.28	-1,239,031.87
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	-18916.36	-2354.52	-1719.73	-723.49	-273.58	-273.58	-275.64	-275.64	0	0	-24,812.54	-2,295,829.46	-2,320,642.00
Releases											0.00		0.00
Add to Original Levy											0.00	-298.44	-298.44
Under Appeal											0.00		0.00
Bankruptcy											0.00	322,145.08	322,145.08
Refund/Adj											0.00		0.00
Subtotals	-18,916.36	-2,354.52	-1,719.73	-723.49	-273.58	-273.58	-275.64	-275.64	0.00	0.00	-24,812.54	-1,973,982.82	-1,998,795.36
EOY Adjustment											0.00		0.00
(10-110-XX) Balance	\$35,363.79	\$25,152.84	\$12,684.94	\$8,469.59	\$8,140.09	\$5,058.38	\$4,325.22	\$4,006.43	\$2,411.82	\$1,747.04	107,360.14	\$853,224.50	\$960,584.64
Interest											Total		
July	106.77	102.56	45.47								254.80		254.80
August	80.31	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	167.57	190.92	19.86								378.35		378.35
December	482.37	3.09	6.48								491.94		491.94
January											-		-
February											-		-
March											-		-
April											-		-
May											-		-
June											-		-
Interest Collected	\$1,726.34	\$362.98	\$391.32	\$162.04	\$120.83	\$145.55	\$168.21	\$192.93	\$1.13	\$1.54	\$3,272.87	\$1.54	\$3,274.41
Submitted by: Amanda Mura(ja), Tax Collector											Collection Rate		72.9079%

Top 10 Delinquent Accounts (2024 & prior)

Name	Balance 12/31/2025
JTS Transport	\$ 11,345.81
Gretta Worley	\$ 6,752.42
Kelly Robinson	\$ 6,036.65
Marjorie Herbert Smith	\$ 5,870.41
Joe Wilson	\$ 5,792.50
David George Howell	\$ 5,564.77
Jimmy Ray Wilson	\$ 4,335.26
Nantahala Brewing	\$ 3,686.19
ntain Park Urgent Care	\$ 3,368.68
Javis Enterprises Inc	\$ 2,464.90

**General Fund**  
**Statement of Revenues, Expenditures, and Changes in Fund Balances**  
**12/31/2025**

		General Fund				Actual to	Statement		
		2025-2026	Previously	2025-2026	Current	2025-2026	Budget	Period	Variance
		Budgeted	Reported	YTD Actual	Month	Budget Balance	Percent	6	
<b>Revenues:</b>									
Ad valorem taxes	\$	2,713,680	\$ 1,122,256.13	\$ 2,385,193.47	\$ 1,262,937.34	\$ 328,486.53	87.90%	50.00%	37.90%
Other taxes and licenses	\$	2,200	550.00	780.00	230.00	1,420.00	35.45%	50.00%	-14.55% *
Unrestricted intergovernmental	\$	3,131,761	1,059,234.12	1,360,533.14	301,299.02	1,771,227.86	43.44%	50.00%	-6.56% *
Permits and Fees	\$	15,000	4,055.00	5,338.00	1,283.00	9,662.00	35.59%	50.00%	-14.41% *
Restricted intergovernmental	\$	319,488	123,201.40	166,456.63	43,255.23	153,031.37	52.10%	50.00%	2.10%
Investment earnings	\$	114,000	125,110.65	150,250.71	25,140.07	(36,250.71)	131.80%	50.00%	81.80%
Other revenues	\$	58,777	22,572.62	24,768.82	2,196.19	34,008.18	42.14%	50.00%	-7.86% *
Total revenues	\$	6,354,906	2,456,979.92	4,093,320.77	1,636,340.85	2,261,585.23	64.41%	50.00%	14.41%
<b>Expenditures:</b>									
General Government	\$	1,098,700	447,143.63	531,468.64	84,325.01	567,231.36	48.37%	50.00%	1.63%
Salaries & Benefits	\$	444,310	191,880.02	239,024.97	50,104.69				
Capital outlay	\$	-	-	-	-				
All other expenditures	\$	562,767	255,263.61	292,443.67	34,220.32				
Public Safety	\$	4,245,796	1,469,474.59	1,808,769.14	339,294.55	2,437,026.86	42.60%	50.00%	7.40%
Salaries & Benefits	\$	1,827,655	704,011.20	948,694.12	214,920.87				
Capital outlay	\$	750,296	27,339.22	129,649.98	9,740.00				
All other expenditures	\$	1,325,073	738,124.17	730,425.04	114,633.68				
Culture and Recreation	\$	143,112	35,655.20	40,301.94	4,646.74	102,810.06	28.16%	50.00%	21.84%
Salaries & Benefits	\$	35,300	9,839.91	12,519.11	2,679.20				
Capital outlay	\$	10,474	-	-	-				
All other expenditures	\$	97,338	25,815.29	27,782.83	1,967.54				
Transportation	\$	1,089,720	309,843.80	379,099.81	69,256.01	710,620.19	34.79%	50.00%	15.21%
Salaries & Benefits	\$	358,500	140,375.28	180,182.29	39,807.01				
Capital outlay	\$	180,000	8,783.58	16,483.58	-				
All other expenditures	\$	551,220	160,684.94	182,433.94	29,449.00				
Economic and Physical Development	\$	-	-	-	-	-	0.00%	0.00%	0.00%
Salaries & Benefits									
Capital outlay									
All other expenditures	\$	-	-	-	-				
Environmental Protection	\$	486,323	88,944.77	110,920.56	21,975.79	375,402.44	22.81%	50.00%	27.19%
Salaries & Benefits	\$	104,500	40,264.46	51,949.73	11,685.27				
Capital outlay	\$	261,508	-	-	-				
All other expenditures	\$	120,315	48,680.31	58,970.83	10,290.52				
Total expenditures	\$	7,063,651	2,351,061.99	2,870,560.09	519,498.10	4,193,090.91	40.64%	50.00%	9.36%
Revenues over expenditures	\$	(708,745)	546,468.69	1,222,760.68	1,116,842.75	(1,931,505.68)	-27.34%		
<b>Other financing sources (uses):</b>									
Transfers in	\$	39,000	39,000.00	-	-				
Appropriated fund balance	\$	102,093		-	-				
Transfers to other depts	\$	374,236	374,236.00						
ARPA Appropriations	\$	30,000							
Fund Balance rollover	\$	825,652							
Capital reserve fund	\$	60,000	60,000.00	60,000.00	-				
Lease Liability	\$	-							
Sale of Assets	\$	37,000	-						
Loan Proceeds	\$	1,467,981	473,236.00	60,000.00					
Transfers to other funds:									
Contributed to GF fund balance	\$	-							
Transfers out	\$	759,236	759,236.00	-	-				
Transfer to Capital Reserve	\$	759,236	759,236.00	-	-				
Total other financing sources (uses)	\$	708,745	(286,000.00)	60,000.00	-	-			
Revenues and other sources over expenditures and other uses	\$	-	260,468.69	1,282,760.68	1,116,842.75	(1,931,505.68)			

**Analysis:**

\* Timing of revenues - grants and taxes





CAPITAL RESERVE FUNDS:			ESTIMATE
General Fund			
GF Res 6/30/2025 minus sub	\$1,127,749	FD Res. 6/30/2025	\$388,807
Transfer In GF (Over Goal)	\$0	FD DOI Earmarked	\$10,946
Interest	\$24,079	Interest	\$3,333
Due to	\$0	Due From	\$0
Appropriation 7/1/2025	\$0	Appropriation 7/1/25	-\$39,000
GF Available Funds	\$1,151,828	FD Available Funds	\$364,086
REVOLVING LOAN FUND:			ESTIMATE
RLF Balance 6/30/25 minus sub			\$104,939
Interest			\$1,064
Investment in Real Estate			-\$52,435
RLF Available Funds			\$53,568

FISHER CREEK ANALYSIS:			Current Interest Rate
Bank Investments			
NCCMT	\$9,165	FY Interest as of 12/31/2025	3.74%
Entegra/Select Bank/First Bank	\$2,610,426		3.57%
Community 1st/Dogwood Bank	\$0		
UICB	\$0		
HomeTrust	\$0		
Wachovia	\$0		
1st Citizen	\$0		
	\$2,619,591		
	\$62,334.67		
Total Interest starting 10/2007			\$178,337
Fund Balance -Sub			3,294,863
H20 Int Approp.			-18,400
Water Quality			-1,369,996
Revenues			87,620
Expenditures			-762,892
Funds Available			\$1,231,195
ARPA Funds/Interest			123,906
Appropriations			-\$30,000
Balance Remaining			\$95,086

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 (49% Budget)			OUTSTANDING LOANS
Budgeted	\$2,581,280	Loan	P/I
Original Billing	\$3,149,352		
Est. 97.88% Collection	\$3,082,586		
Collection/Releases	-\$2,296,127		
Discovery/Penalties	\$332,274		
Appeals (Total)	\$0		
Outstanding	\$853,225		
Collection % Rate	72.91%		
Prior Year Collection % Rate	81.79%		
Annual Debt			\$0
			\$0
			\$0

Submitted by: Lynn Bryant, Finance Officer



Town of Sylva  
Special Revenue Funds/Capital and Grant Project Quarterly Report  
December 31, 2025

Item 1.

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

Original Ordinance (2017-01)		\$0
Fund Balance (6/30/2025)		\$4,410
Revenue - Donations/ Interest		\$89
Fund Balance Appropriation (Operating Budget)		-\$2,000
Expenditures		\$0
<b>Balance to Date</b>		<b>\$2,500</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/Adjustment			70,128
Expenditures (Skyland Drive)			-114,974
Highway 107 Prepaid NCDOT		\$40,131.00	
Encumbrances Remaining DOT Contract Skyland Drive	295,400	Subsequent	-300,000
<b>Balance to Date</b>			<b>\$196,223</b>

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

Original Ordinance (SCIF Grant 11612) (2/24/22)			3,000,000
Expenditures			-3,046,779
Amendment - Sales Tax Refund (11-14-2024)			56,712
Amendment -Interest thru (9/30/2024)(11-14-2024)			134,703
Sales Tax Refund			
Interest (Not Budgeted)	(136,130.87-134,703)	\$1,428	
<b>Balance to Date</b>			<b>\$144,636</b>

As of 10/31/2025

**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) (October 26, 2023)			8,900
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
Amended - SCIF Interest (SCIF #11611) 10/10/2024			3,573
Amended - SCIF Interest (SCIF #11613) 10/10/2024			5,949
Amended -Sales Tax Reimbursement (SCIF#11611)			1,259
Amended - Interest (11/14/2024)			9,462
Expenditures			-656,892
Sales Tax Refund	(1,259 -1,259)	\$3,534	
Interest	(32,411.12-27,884)	\$4,527	
<b>Project Closed Out November 13, 2025</b>			<b>\$0</b>

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

Original Ordinance (4/25/2024) JC TDA		20,000
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Original Ordinance (4/25/2024) Community Foundation	10,000
Expenditures	-28,910
Interest	\$1,088
<b>Balance to Date</b>	<b>\$1,090</b>

#### Poteet Park Restroom Project ( Fund 34) - Grant Project Fund:

Original Ordinance (8/8/2024) Closeout of Allen Street Capital Project Fund	200,000
Interest Amended (12/11/2025)	11,047
Closeout Public Restroom (12/11/2025)	81,482
Expenditures	-4,125
Interest	\$13,015
<b>Balance to Date</b>	<b>\$288,404</b>

#### Scotts Creek Bridge Project ( Fund 35) - Grant Project Fund:

Original Ordinance (8/8/2024) Closeout of Allen Street Capital Project Fund	125,000
Transfer In GF Year End (6/30/2024)	829,500
NCDTS Cashflow Loan 4/10/2025)	203,929
Closeout Bridge Park Project (May 8, 2025)	57,329
Transfer In GF FY 25-26	385,000
Expenditures	0
Interest	\$61,507
<b>Balance to Date</b>	<b>\$1,600,758</b>

**SWIMMING POOL REPORT**

2025

**REVENUES**

	<u>Account</u>	<u>Total Season</u>
Admissions	11-3612-410-01	32,457.05
Swim Lessons	11-3612-410-02	60.00
Concessions	11-3612-480-01	5,515.50
<b>TOTAL REVENUE</b>		<b>\$ 38,032.55</b>

**EXPENSES**

SALARIES & WAGES	11-6121-121-00	30,647.60
SOCIAL SECURITY	11-6121-181-00	1,919.92
UNEMPLOYMENT COMPENSATION	11-6121-185-00	261.14
WORKMAN'S COMPENSATION	11-6121-186-00	1,091.00
MEDICARE TAX	11-6121-187-00	449.01
SUPPLIES & MATERIALS	11-6121-260-00	15,856.58
CONCESSION SUPPLIES	11-6121-270-00	4,923.09
TELEPHONE	11-6121-321-00	4,465.40
WATER & UTILITIES	11-6121-331-00	28,000.83
CONTRACTED SERVICES	11-6121-393-00	19,435.98
TOWN OF SYLVA/INSURANCE	<b>PD. BY TOWN</b>	1,587.00
CAPITAL OUTLAY-EQUIPMENT	11-6121-550-00	7,442.06
CAPITAL OUTLAY-IMPROVEMENT	11-6121-550-01	-
<b>TOTAL EXPENSE</b>		<b>\$ 116,079.61</b>

TOTAL REVENUE	\$ 38,032.55
TOTAL EXPENSES	\$ 116,079.61
NET PROFIT/LOSS	\$ (78,047.06)
1/2 of Net Profit/Loss	\$ (39,023.53)
1/2 of \$1587 Insurance Paid by Town of Sylva	\$ 793.50
<b>Amount Due From Town of Sylva:</b>	<b>\$ (38,230.03)</b>

**INCLUDED ABOVE**

Michael Hopkins	2.19%
<b>WAGES</b>	<b>2,531.20</b>
<b>FICA</b>	<b>156.93</b>
<b>MEDICARE</b>	<b>36.70</b>
Joseph Lyon	4.81%
<b>WAGES</b>	<b>2,327.89</b>
<b>FICA</b>	<b>144.33</b>
<b>MEDICARE</b>	<b>33.75</b>





## TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, January 8, 2026 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  
Perry Matthews, Commissioner  
Samuel McGuire, Commissioner  
Johnny Phillips, Mayor  
Joseph Waldrum, Commissioner

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

**ABSENT:** Brad Waldrop, Mayor Pro Tem

#### CALL TO ORDER

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

**STAFF PRESENT:** Robbie Carter (Asst. Police Chief).

**VISITORS:** Jared Lee, Kimmie Brownie and Malachi Lunnen.

#### APPROVAL OF AGENDA

*Commissioner Estridge 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:

Jared Lee, resident of Maggie Valley, addressed the Board regarding concerns about the recently constructed skate park located on county property. Mr. Lee expressed dissatisfaction with the skate park's design, lack of skater input during the planning process, and overall usability—particularly for beginner skaters. He stated that the facility lacked flow, was not user-friendly for youth and beginners, and did not reflect best practices or community engagement. Mr. Lee emphasized the importance of involving end users in recreational facility design and questioned the stewardship of public funds used toward the project.

Board members responded by clarifying that:

- The skate park is a Jackson County project located on county property.
- The Town of Sylva contributed funding but did not control design decisions.
- Recreation Department staff and county officials were responsible for planning and implementation.
- Concerns related to design and management should be directed to the Jackson County Board of Commissioners.

**MAYOR'S REPORT:** None.

#### COMMISSIONER'S REPORT:

Commissioner McGuire expressed appreciation for community engagement during the holiday season, support of local businesses, and thanked educators and school staff as students returned to school. He also noted upcoming participation in the Essentials of Municipal Government program. Commissioner Waldrum thanked town staff for their responsiveness and support across departments. Commissioner Estridge highlighted the importance of continued coordination with Jackson County and noted improvements observed at the local community "stop box," including better organization and cleanliness.



Regular Board Meeting January 8, 2026

Board members discussed upcoming road construction related to the NC 107 project and emphasized the importance of safety for residents and construction workers.

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

- Budget priority rankings are due by January 19, ahead of the budget planning work session on January 22 following the regular meeting.
- Essentials of Municipal Government training will take place January 15–16, with carpool arrangements from Town Hall.
- Renovation work at the Poteet Park restrooms has begun; the park will be closed during construction. Project completion is expected by April at a cost of \$237,600.
- An RFP for a new commercial fire truck has been issued; bids will be opened February 2 at noon.
- A new leaf vacuum has been delivered and is in use.
- A joint meeting with Jackson County is scheduled for March 10 at 6:00 p.m. at the Burrell Building.
- Vacancies remain on the Planning Board and Economic Development Advisory Committee.
- NC 107 project construction activity is expected to begin in April, with initial utility relocations during the first year.

**NEW BUSINESS:**

**AUDIT RFP:** Manager Dowling explained that the Town issues a Request for Proposals for the annual audit every few years. This is traditionally a three-year cycle. The last RFP was issued in 2023. This will be sent to firms who have expressed interest in the past and it will be posted on the Town's website. Proposals are due February 13<sup>th</sup>. After reviewing and checking references, staff will provide a summary and recommendation on February 26, 2026. The audit contract will be on the agenda for Town Board approval March 12, 2026. *Commissioner Waldrum made a motion to approve the Audit RFP. The motion carried with a unanimous vote.*

**CLOSED SESSION:** *Commissioner Estridge made a motion to enter closed session pursuant to NCGS. 143-318-11(a)(3) and (6) for personnel and to consult with attorney. The motion carried with a unanimous vote.*

*Commissioner Estridge made a motion to come out of closed session. The motion carried with a unanimous vote and the Board entered into regular session at 6:12 p.m. No action was taken during closed session.*

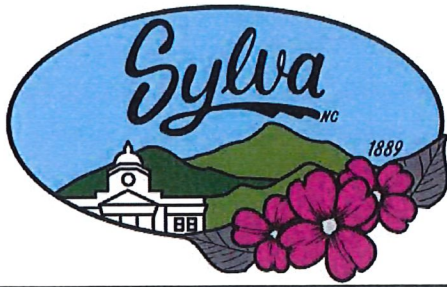
**ADJOURNMENT:** *Commissioner Waldrum made a motion to adjourn the meeting at 6:12 p.m. The motion carried with a unanimous vote.*

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Johnny Phillips  
Mayor

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Amanda W. Murajda  
Town Clerk



# TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, January 22, 2026 at 9:00 AM

Board Room, 83 Allen Street Sylva, North Carolina

## MINUTES

**PRESENT:** Blitz Estridge, Commissioner  
Perry Matthews, Commissioner  
Samuel McGuire, Commissioner  
Joseph Waldrum, Commissioner  
Brad Waldrop, Mayor Pro Tem

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

**ABSENT:** Johnny Phillips, Mayor

### CALL TO ORDER

*Mayor Pro Tem Waldrop called the meeting to order at 9:00 a.m.*

**STAFF PRESENT:** Mike Beck (Fire Chief), Robbie Carter (Asst. Police Chief), Bernadette Peters (Econ. Development Director) and Jake Scott (Public Works Director).

**VISITORS:** Keith Blaine and Justin Castle.

### APPROVAL OF AGENDA

*Commissioner Waldrum 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:

Keith Blaine, a member of the Jackson County America 250 Committee, requested consideration of a Fourth of July parade permit in Sylva as part of America's upcoming 250th anniversary celebration. Mr. Blaine stated that the committee plans countywide events, including a parade in Sylva on July 4, with flexible timing. Additional planned events include a rotating movie night across approximately ten county locations. Mr. Blaine emphasized community involvement and participation by veterans' groups, motorcycle groups, and other organizations.

### MAYOR'S REPORT:

Mayor Pro Tem Waldrop recognized Town staff for their professionalism, budgeting knowledge, and dedication to the overall interests of the Town. Appreciation was expressed for department leadership and staff for their expertise and collaboration. The Mayor Pro Tem also acknowledged the role of local media in keeping citizens informed and holding elected officials accountable, noting the importance of a free and independent press.

### COMMISSIONER'S REPORT: Commissioners reported the following:

Commissioner McGuire offered his appreciation for the opportunity to attend the Essentials of Municipal Government training and for the professionalism of Town staff during the program. He, as well as other board members, noted the value of ongoing education, ethics training, and learning from peer municipalities across the state. Commissioner Waldrum recognized Chief Hatton in anticipation of his upcoming retirement. Commissioner Waldrop added his support for free and independent media, respectful civic dialogue, and constitutional principles. He gave positive feedback regarding police community engagement efforts, including officers walking downtown sidewalks and interacting with businesses. Commissioner Matthews expressed gratitude to Town staff for their service and dedication.

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

- Commissioners were thanked for attending the Essentials of Municipal Government training and were reminded to submit ethics certificates.
- Bid opening for the new commercial fire truck is scheduled for February 2 at noon.

Regular Board Meeting January 22, 2026

- A joint municipal meeting with Jackson County is scheduled for March 10 at 6:00 p.m. at the Burrell Building at SCC.
- Audit proposals are due February 13.
- Dowling will attend the North Carolina City/County Managers Conference in Winston-Salem January 27<sup>th</sup>-30<sup>th</sup>.

**PUBLIC WORKS DEPARTMENT REPORT:** Jake Scott reported the following:

- Storm preparation is underway for potential winter weather, with staff working in shifts and coordinating with emergency management.
- Progress at Poteet Park, including completed demolition, new plumbing installation, and ongoing electrical and masonry work. The project is ahead of schedule.
- The Pinnacle Park RTP Trails Project is pending final permit approval.
- Scotts Creek retaining wall project updates include FEMA coordination, survey completion, and upcoming geotechnical exploration.
- The department has planned resurfacing of Vance Street and Municipal Drive in the spring.

**POLICE DEPARTMENT REPORT:** Robbie Carter, Asst. Police Chief, reported the following:

- Over 12,000 calls for service in 2025, averaging approximately one call per hour.
- Activity for the prior month included traffic stops, follow-up investigations, school zone enforcement, security checks, park patrols, and suspicious activity investigations.
- Staffing updates, including officer marriages and professional certifications.
- Attendance at the Chiefs Conference, including discussions on grants, policy updates, and collaboration with the Attorney General's Office.

**FIRE DEPARTMENT REPORT:** Keith Buchanan, Asst. Fire Chief, reported the following:

- Receipt of an improved ISO insurance rating, moving from Class 5 to Class 3, which may reduce insurance premiums.
- A total of 1,583 calls in 2025, reflecting continued growth in service demand.
- Increased staffing levels and mutual aid participation.
- The department has completed Fire and Life Safety programs in all schools.

**MAIN STREET REPORT:** Bernadette Peters, Economic Development Director, reported the following:

- A successful Christmas Parade with 67 participating groups and approximately 25 volunteers.
- Vendor applications for Greening Up the Mountains opened and are already half full.
- Upcoming business-focused events:
- We Speak – February 19
- Bloom Business Appreciation Event – March 23
- Empower Her Women in Business Event – May 13
- Promotion of the County's Code Red emergency alert system and plans to share sign-up information through Town platforms.

**PLANNING BOARD REPORT:** Manager Dowling reported the following:

- The Planning Board did not meet due to a canceled agenda.

**TWSA BOARD REPORT:**

- Updates were provided on the Clear Well Project, expected to increase water storage capacity.
- The annual meeting is scheduled for March 3 at 4:00 p.m.

**NEW BUSINESS**

**TOWN ATTORNEY APPOINTMENT:** *Commissioner McGuire made a motion to reappoint the Town Attorney for the next four-year term following the recent election. The motion carried with a unanimous vote.*

**PLANNING BOARD APPOINTMENTS:** Manager Dowling explained that Melissa Madrona and Larry Tyson are up for reappointment. This would be for their second three-year term. *Commissioner Waldrum made a motion to reappoint Melissa Madrona and Larry Tyson to their second three-year term. The motion carried with a unanimous vote.*

**RESOLUTION OF EXEMPTION FROM ARCHITECT/ENGINEER/SURVEYOR QUALIFICATIONS-BASED SELECTION: SM&E COST AND ALTERNATIVES ANALYSIS FOR FISHER CREEK DAM:** Manager Dowling presented a resolution allowing exemption from qualifications-based selection to retain a geotechnical firm for cost analysis and repair options for the Fisher Creek Dam, pursuant to North Carolina General Statutes. *Commissioner Waldrum made a motion to approve the resolution of exemption. The motion carried with a unanimous vote.*

Regular Board Meeting January 22, 2026

**CLOSED SESSION:** Commissioner *Estridge* made a motion to enter closed session pursuant to NCGS. 143-318-11(a)(3) and (6) for personnel and to consult with attorney. The motion carried with a unanimous vote.

Commissioner *Waldrum* made a motion to come out of closed session. The motion carried with a unanimous vote and the Board entered into regular session at 10:22 a.m. No action was taken during closed session.


**ADJOURNMENT:** Commissioner *Waldrum* made a motion to adjourn the meeting at 10:22 a.m. The motion carried with a unanimous vote.

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Brad Waldrop  
Mayor Pro Tem

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Amanda W. Murajda  
Town Clerk

	<b>TOWN OF SYLVA</b>		
	<b>BUDGET WORK SESSION</b>		
	Thursday, January 22, 2026 at 10:00 AM		
	Board Room, 83 Allen Street Sylva, North Carolina		
	<b>MINUTES</b>		

**PRESENT:** Blitz Estridge, Commissioner  
Perry Matthews, Commissioner  
Samuel McGuire, Commissioner  
Joseph Waldrum, Commissioner  
Brad Waldrop, Mayor Pro Tem

Paige Dowling, Town Manager  
Amanda Murajda, Town Clerk

**ABSENT:** Johnny Phillips, Mayor

#### **CALL TO ORDER**

*Mayor Pro Tem Waldrop called the meeting to order at 10:37 a.m.*

**STAFF PRESENT:** Mike Beck (Fire Chief), Lynn Bryant (Finance Officer), Robbie Carter (Asst. Police Chief), Chris Hatton (Police Chief), Bernadette Peters (Econ. Development Director) and Jake Scott (Public Works Director).

**VISITORS:** None.

#### **Purpose of Workshop**

The purpose of the workshop was to:

- Review the Town's goals, mission, and accomplishments
- Evaluate the adopted FY 2025–2026 budget and priorities
- Discuss assets, services, and financial obligations
- Identify budget needs, challenges, and priorities for FY 2026–2027

#### **Budget Schedule**

Staff reviewed the FY 2026–2027 Budget Schedule, noting upcoming milestones and dates. It was clarified that certain dates on the schedule do not include meetings, as mentioned in the presentation.

#### **Town Goals, Assets, Vision, and Mission**

Council and staff discussed the Town's assets both as a place and as an organization, including:

- Staff and institutional knowledge
- Facilities and infrastructure
- Community character and partnerships

#### **The Town's mission statement was reviewed:**

*"To provide efficient, high-quality services, while fostering diversity, communication, and partnerships by proactively planning for the future."*

Discussion emphasized alignment of the budget with this mission.

#### **Review of FY 2025–2026 Budget**

Staff presented an overview of the adopted FY 2025–2026 General Fund budget:

- Total General Fund Budget: \$7,596,527
- General Government Budget: \$5,261,402
- Other Financing Sources: \$2,335,125

January 22, 2026 Budget Work Session

**Priorities reflected in the current budget were reviewed, including:**

- Maintaining current service levels
- Critical equipment replacement (Public Works, Police, Fire)
- Community Care Social Worker
- Fire staffing funded by Jackson County
- Bryson Park capital improvements
- Scotts Creek slope stabilization contribution
- Continued funding of separation allowance

**Review of FY 2024-2025 Priorities**

Staff reviewed previously identified priorities, including:

- Skatepark
- Sidewalk repairs and crosswalk improvements
- Community Care Social Worker
- Main Street Police Officer
- Poteet Park restroom renovations
- Storefront improvements
- Salary study and pay plan implementation

Cost-of-living adjustments and merit increases were discussed as dependent on budget capacity and economic indicators.

**Town Accomplishments FY 2025–2026**

- Reopening Bryson Park
- Completion of Depot bathrooms
- Ordering of fire pumper and garbage truck
- Street paving projects
- Employee wellness initiatives
- Additional firefighters
- Community Care Social Worker program
- Facade Grant implementation
- Unqualified FY 2024–2025 audit

Items not funded in FY 2025–2026 were also reviewed.

**Ongoing Capital Project Updates**

- Bryson Park capital improvements
- Scotts Creek Slope Stabilization Project
- Poteet Park restroom renovations
- Pinnacle Park PARTF and RTP projects

Financial balances and expenditures to date were reviewed.

**American Rescue Plan Act (ARPA) Funds**

Staff reviewed the receipt, use, and remaining balance of ARPA funds, including projects funded and the remaining ARPA-related fund balance.

**OPEB and Long-Term Obligations**

An update on Other Post-Employment Benefits (OPEB) was given including:

- Retiree medical insurance
- Separation allowance for police officers
- Actuarial requirements and cost drivers
- Anticipated impacts of an aging workforce

Staff emphasized the importance of long-term financial planning for these obligations.

**Current Financial Situation**

- General fund revenue sources
- Tax collection rates
- Property tax revaluation
- Areas of financial strength and concern

Discussion focused on understanding where tax dollars are allocated and trends affecting future budgets.



### **Core Services Review**

Staff reviewed core services provided by the Town, including:

- Police, Fire, and Emergency Services
- Public Works, Sanitation, and Recreation
- Administration, Finance, Planning, and Economic Development

### **Departmental needs and wants for FY 2026–2027 were presented, including:**

- Police vehicle replacement, equipment, and staffing considerations
- Fire Department apparatus, vehicles, and training improvements
- Public Works fleet replacement and capital maintenance
- Administration reporting no budget requests

### **Future Budget Issues and Considerations**

Staff outlined anticipated challenges for FY 2026–2027, including:

- Property tax collection rates
- Health insurance and personnel costs
- Retirement and inflationary pressures
- Reduced federal funding following ARPA
- Limited capital funding capacity
- Infrastructure repair needs

Council discussed the importance of establishing budget-focused items and priorities moving forward.

**Recess:** *Commissioner Estridge made a motion to recess for lunch. The motion carried with a unanimous vote.*

**Reconvene:** Mayor Pro Tem Waldrop reconvened the meeting at 12:50 p.m.

**Board of Commissioners Priority Selection:** Board members selected their budget priorities for the FY 2026-2027 budget.

**ADJOURNMENT:** *Commissioner Waldrum made a motion to adjourn the meeting at 1:02 p.m. The motion carried with a unanimous vote.*

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Brad Waldrop  
Mayor Pro Tem

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Amanda W. Murajda  
Town Clerk

R2026-02

**TOWN OF SYLVA****RESOLUTION AUTHORIZING AN INTERFUND LOAN FROM THE  
GENERAL FUND CAPITAL RESERVE FUND TO THE FIRE  
DEPARTMENT OPERATING FUND FOR THE PURCHASE OF A  
PUMPER TRUCK**

**WHEREAS**, the Town of Sylva recognizes the necessity of maintaining reliable and modern fire protection equipment to ensure the health, safety, and welfare of its citizens; and

**WHEREAS**, the Town of Sylva Fire Department has identified the need to purchase a new pumper truck to replace or supplement existing fire apparatus; and

**WHEREAS**, the cost of the pumper truck requires funding assistance beyond currently available cash resources of the Fire Department Operating Fund and Fire Department Capital Reserve Fund; and

**WHEREAS**, funding is required to be available and budgeted at the time the pumper truck is ordered in accordance with N.C.G.S. 159-13.2; and

**WHEREAS**, the Town of Sylva maintains a General Fund Capital Reserve Fund with sufficient fund balance to temporarily advance funds for essential capital purposes; and

**WHEREAS**, the Governing Board desires to authorize an interfund loan, accounted for as a Due To / Due From transaction, from the General Fund Capital Reserve Fund to the Fire Department Operating Fund to facilitate the timely purchase of the pumper truck, with repayment expected; and

**WHEREAS**, the Town desires to maintain flexibility in the administration of interfund loans and to ensure that interest rates remain reasonable and reflective of current financial conditions while supporting the Fire Department's financial stability; and

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Board of the Town of Sylva, North Carolina, as follows:

1. **Authorization of Interfund Loan.** The Governing Board hereby authorizes an interfund loan in an amount not to exceed **\$200,000** from the General Fund Capital Reserve Fund to the Fire Department Operating Fund for the purpose of purchasing a pumper truck. The interfund loan is allowed under Town of Sylva **R2025-16**.
2. **Nature of Loan.** The interfund loan shall be accounted for as a Due From Other Funds in the General Fund Capital Reserve Fund and as a Due To Other Funds in the Fire Department Operating Fund, and shall not be considered a permanent transfer of funds.



3. **Interest.** The interfund loan shall bear a non-compounding interest rate of three and one-half percent (**3.5%**) per annum, calculated on the outstanding principal balance. On July 1<sup>st</sup> of each year, the Finance shall review the then-current interest rate, and with the approval of the Town Manager, may reduce the rate in support of the Fire Department interfund loan.
4. **Repayment.** Principal and interest in the interfund loan shall be repaid to the General Fund Capital Reserve Fund from available resources of the Fire Department Operating Fund in accordance with a repayment schedule approved by the Town Manager and maintained by the Finance Officer. Additional payments of interest and principal may be made if funding allows. The loan shall be repaid in full no later than **July 1, 2030.**
5. **Budget Authority.** The Town Manager and Finance Officer are authorized to make all necessary budgetary entries, accounting entries, and administrative arrangements required to carry out the intent of this resolution in accordance with generally accepted accounting principles and applicable North Carolina law.
6. **Effective Date.** This resolution shall become effective upon adoption.

ADOPTED this the 12<sup>th</sup> day of February 2026.

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Johnny Phillips, Mayor

ATTEST:

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Amanda W. Murajda, Town Clerk



## BEVERAGE ARTS VENDOR APPLICATION

Festival Date: April 25, 2026

Application Deadline: March 20, 2026

Please note that a NC Sales Tax Registration Number is required. Applications submitted without a valid NC Sales Tax Number will be returned. Your NC Sales Tax Number must be displayed on the day of the festival.

Organization/Business Name: Balsam Falls Brewing Co  
 Contact Person: Lawrie Bryson NC Sales Tax No: 601109463  
 ABC permit number: 256653 BM/UW/BW/WW Special Events permit number: 256653 WE/DG  
 Address: 506 W Main St City: Sylva State: NC  
 Zip: 28779 Telephone Number: 828-236-1061 Cell: SAME  
 Email Address\*: Lawrie@balsamfallsbrewing.com BalsamFallsBrewing.com  
 \*Please print legibly, as all festival communications will be sent to the email address provided.



Greening Up the Mountains is an Arts Festival with a focus on Appalachian Arts. Our beverage arts spaces are reserved for Independent craft breweries and wineries. You must also get a certificate of insurance from your insurance company for the day of the event naming the Town of Sylva as an additional insured with a liability of 1,000,000. Please also include a copy of your NC ABC Permits. Paper Applications with accompanying payment and certificate of insurance and permits must be submitted to Sylva Town Hall either by hand delivery or by mail. Please DO NOT email your application.



Type of vehicle: ☐ Car ☒ Truck ☐ Truck and Trailer

Please submit the application at [events@townofsylva.org](mailto:events@townofsylva.org) followed by payment at <http://townofsylva.us/#/>.

Please email your logo to [greeningupthemountains@townofsylva.org](mailto:greeningupthemountains@townofsylva.org). Logos may be posted on the festival's website and social media sites for promotional purposes.

By signing this application, you affirm that you have read and agree to abide by the festival policies and understand that no electricity or wi-fi service will be available on the day of the festival. You further consent that the photographs submitted may be used on the festival's website and social media outlets to promote the festival. If you have specific needs, please attach a detailed note describing any accommodations that may be needed. There will be no re-assignment of vendor booth spaces once the layout has been finalized. By signing below, you affirm your understanding that you may NOT consume alcoholic beverages while you are working.

Signature: Lawrie Bryson Date: 1/7/26



**Balsam Falls Brewing Company LLC**  
**Balsam Falls Brewing Company**  
**506 West Main Street**  
**Sylva, NC 28779**

*ISSUED:* 09/13/2022  
*COUNTY:* Jackson  
*TYPE:* LLC Manager Managed

PERMIT NUMBER	ORIGINALLY ISSUED	DESCRIPTION
00256653BM	09/24/2018	Brewery
00256653UW	09/11/2022	Unfortified Winery
00256653BW	09/24/2018	Malt Beverage Wholesaler
00256653WW	09/11/2022	Wine Wholesaler
00256653WE	09/11/2022	Winery Special Event
00256653DG	09/24/2018	Malt Beverage Special Event



FILE NUMBER:

**00256653CM-999**

*William H. Bauer, Jr.*

WILLIAM HENRY BAUER, JR.  
 Chairman

Pursuant to G.S. 18B-903, these permit(s) are valid only for the business listed at this address, are not transferable, and will automatically expire with an ownership change. See authorization(s) on the back.



BALSAL-01

HWRIGHT

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/19/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Chappell, Smith & Associates 1006 Meryllinger Court PO Box 681209 Franklin, TN 37067		<b>CONTACT NAME:</b> Hope Wright <b>PHONE (A/C, No, Ext):</b> (615) 786-9442 <b>FAX (A/C, No):</b> (615) 435-8330 <b>E-MAIL ADDRESS:</b> hwright@chappellsmith.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
		<b>INSURER A:</b> Firstline Insurance Co.	<b>40100</b>
		<b>INSURER B:</b> Harford Mutual Insurance Co.	<b>14141</b>
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**INSURED**  
  
 Balsam Falls Brewing Company, LLC  
 506 W Main Street  
 Sylva, NC 28779

## COVERAGES

**CERTIFICATE NUMBER:**

**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		MP11280118	3/1/2025	3/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 LIQUOR LIABILIT \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ 100,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		MP11280118	3/1/2025	3/1/2026	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		CU112811610	3/1/2025	3/1/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WC11281177	3/1/2025	3/1/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Property		MP11280118	3/1/2025	3/1/2026	Ded \$1,000 900,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

Town of Sylva  
 83 Allen Street  
 Sylva, NC 28779

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



BALSFAL-01

HWRIGHT

# CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)  
 1/19/2026

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PRODUCER Chappell, Smith & Associates 1006 Meryinger Court PO Box 681209 Franklin, TN 37067	CONTACT NAME: Hope Wright PHONE (A/C, No, Ext): (615) 786-9442 FAX (A/C, No): (615) 435-8330 E-MAIL: hwright@chappellsmith.com ADDRESS:	
	INSURER(S) AFFORDING COVERAGE INSURER A: Firstline Insurance Co. NAIC # 40100 INSURER B: Harford Mutual Insurance Co. 14141 INSURER C: INSURER D: INSURER E: INSURER F:	
INSURED Balsam Falls Brewing Company, LLC 506 W Main Street Sylva, NC 28779		

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

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INSR	TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
LTB		INSD	WVD		(MM/DD/YYYY)	(MM/DD/YYYY)	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			MP11280118	3/1/2025	3/1/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 LIQUOR LIABILITY \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			MP11280118	3/1/2025	3/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 100,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			CU112811610	3/1/2025	3/1/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC11281177	3/1/2025	3/1/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Property			MP11280118	3/1/2025	3/1/2026	Ded \$1,000 900,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

Town of Sylva 83 Allen Street Sylva, NC 28779	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	---

## 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)

*This form is for sponsored events at Bridge Park Only. Other events with alcohol sales will require the "Consumption of Alcohol Outdoor Special Event" Application.*

**BRIDGE PARK PAVILION  
FOOD & ALCOHOL VENDOR PERMIT APPLICATION**

Today's Date 1/7/26 Name of Organization or Business Balsam Falls Brewing Co

NC Sales Tax I.D. # 601109463 Tax Employee I.D. # (EID) 81-5218634

NC Alcohol License Holder # (if applicable) 254653 BM | UW | BW | WW | NE | DG

**\*\*Please attach a copy of your alcohol license and certificate of liability insurance coverage for \$1,000,000 naming the Town of Sylva for the dates selected.**

Primary Organizer Contact:

Name Bats Lawrie Bryson

Cell Phone# 828-226-1061 Email Address: Lawrie@balsamfallsbrewing.com

Address 506 W Main St, Sylva, NC 28779

Primary On-Site Contact:

Name Lawrie Bryson Cell Phone# 828-226-1061

Date(s) Requested:

<input checked="" type="checkbox"/> May 22, 2026	<input checked="" type="checkbox"/> June 26, 2026	<input checked="" type="checkbox"/> July 31, 2026
<input checked="" type="checkbox"/> May 29, 2026	<input checked="" type="checkbox"/> July 3, 2026	<input checked="" type="checkbox"/> August 7, 2026
<input checked="" type="checkbox"/> June 5, 2026	<input checked="" type="checkbox"/> July 4, 2026	<input checked="" type="checkbox"/> August 14, 2026
<input checked="" type="checkbox"/> June 12, 2026	<input checked="" type="checkbox"/> July 10, 2026	<input checked="" type="checkbox"/> August 21, 2026
<input checked="" type="checkbox"/> June 19, 2026	<input checked="" type="checkbox"/> July 17, 2026	<input checked="" type="checkbox"/> August 28, 2026
	<input checked="" type="checkbox"/> July 24, 2026	<input checked="" type="checkbox"/> September 4, 2026

Food OR Alcohol Type/Category: Brewery / Winery

Provide Menu: Beer, Wine, Cider, Seltzer

**Vendor Fees:** AFTER YOUR APPLICATION IS APPROVED, fees may be paid either by:  
 1) check to the "Town of Sylva" OR 2) cash at Town Hall OR 3) via our online payment portal at  
<https://townofsyvanc.us/#/> (choose event from Type drop-down field). Fee schedule is below.

\_\_\_ \$30.00 per concert for Concerts on the Creek  
 (25.00 if you have an active Sylva Itinerant Merchant Permit)

\_\_\_ \$30.00 per date for Alcohol Sales

\_\_\_ \$85.00 for July 4<sup>th</sup> Food Vendor  
 (75.00 if you have an active Sylva Itinerant Merchant Permit)

\_\_\_ \$25.00 for Other Private  
 Bridge Park Events

\_\_\_ \$55.00 for Snack Vendor for July 4<sup>th</sup> Festival  
 (50.00 if you have an active Sylva Itinerant Merchant Permit)

Note: Due to space, electricity, and size of the crowd, Concerts on the Creek is limited to one primary (meal) food truck per concert and a few snack vendors. July 4<sup>th</sup> is limited to four food trucks. Preference is given to Jackson County food vendors. Pepsi is an event sponsor therefore, Pepsi branded products are preferred.

**Health Department Certification:** All food vendors must be permitted by the Jackson County Health Department

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.

Name of Applicant Laurie Bryson  
 Signature Laurie Bryson Date 1/7/26

**\*\*Alcohol Sales Applications must be approved by Sylva Town Board at the Next Scheduled Meeting after receipt of application.**

**Official Use Only:**

Town Official Approval \_\_\_\_\_ Date \_\_\_\_\_

Approved Location \_\_\_\_\_ Alcohol Resolution Approval Date \_\_\_\_\_

Certificate of Liability Insurance Coverage attached \_\_\_\_\_

Copy of NC license to sell alcohol attached \_\_\_\_\_ (if required)



BALSAL-01

HWRIG

Item 7.

DATE (MM/DD/YYYY)

1/19/2026

## CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Chappell, Smith & Associates 1006 Meryinger Court PO Box 681209 Franklin, TN 37067	CONTACT NAME: Hope Wright	
	PHONE (A/C, No, Ext): (615) 786-9442	FAX (A/C, No): (615) 435-8330
	E-MAIL ADDRESS: hwright@chappellsmith.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Firstline Insurance Co.	40100
	INSURER B: Harford Mutual Insurance Co.	14141
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

INSURED  
  
Balsam Falls Brewing Company, LLC  
506 W Main Street  
Sylva, NC 28779

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			MP11280118	3/1/2025	3/1/2026	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							LIQUOR LIABILITY	\$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			MP11280118	3/1/2025	3/1/2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 100,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			CU112811610	3/1/2025	3/1/2026	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$ 1,000,000
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC11281177	3/1/2025	3/1/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 500,000
							E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000
A	Property			MP11280118	3/1/2025	3/1/2026	Ded \$1,000	900,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

Town of Sylva  
83 Allen Street  
Sylva, NC 28779

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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**Balsam Falls Brewing Company LLC**  
**Balsam Falls Brewing Company**  
**506 West Main Street**  
**Sylva, NC 28779**

**ISSUED:** 09/13/2022  
**COUNTY:** Jackson  
**TYPE:** LLC Manager Managed

PERMIT NUMBER	ORIGINALLY ISSUED	DESCRIPTION
<b>00256653BM</b>	09/24/2018	Brewery
<b>00256653UW</b>	09/11/2022	Unfortified Winery
<b>00256653BW</b>	09/24/2018	Malt Beverage Wholesaler
<b>00256653WW</b>	09/11/2022	Wine Wholesaler
<b>00256653WE</b>	09/11/2022	Winery Special Event
<b>00256653DG</b>	09/24/2018	Malt Beverage Special Event



FILE NUMBER:

**00256653CM-999**

Pursuant to G.S. 18B-903, these permit(s) are valid only for the business listed at this address, are not transferable, and will automatically expire with an ownership change. See authorization(s) on the **back**.

*William Henry Bauer, Jr.*  
**WILLIAM HENRY BAUER, JR.**  
 Chairman

## 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)

*This form is for sponsored events at Bridge Park Only. Other events with alcohol sales will require the "Consumption of Alcohol Outdoor Special Event" Application.*

## BRIDGE PARK PAVILION

## FOOD &amp; ALCOHOL VENDOR PERMIT APPLICATION

Today's Date 1/12/26 Name of Organization or Business Innovation BrewingNC Sales Tax I.D. # 600929374 Tax Employee I.D. # (EID) 46-0582052NC Alcohol License Holder # (if applicable) 00340276AJ / Special event: 00340279DG

\*\*Please attach a copy of your alcohol license and certificate of liability insurance coverage for \$1,000,000 naming the Town of Sylva for the dates selected.

## Primary Organizer Contact:

Name Chelsea BrintonCell Phone# 913-215-3119 Email Address: chelsea@innovationbrewing.nc.comAddress 414 W. Main St, Sylva, NC, 28779

## Primary On-Site Contact:

Name same as above Cell Phone# same

## Date(s) Requested:

☒ May 22, 2026  
☒ May 29, 2026  
☒ June 5, 2026  
☒ June 12, 2026  
☒ June 19, 2026

☒ June 26, 2026  
☒ July 3, 2026  
☒ July 4, 2026  
☒ July 10, 2026  
☒ July 17, 2026  
☒ July 24, 2026

☒ July 31, 2026  
☒ August 7, 2026  
☒ August 14, 2026  
☒ August 21, 2026  
☒ August 28, 2026  
☒ September 4, 2026

Food OR Alcohol Type/Category: malt beverageProvide Menu: rotating seasonal beverages  
i.e. beer, Seltzer, N/A, etc.

Note: Due to utility limitations and event attendance, we are only able to accommodate a limited number of vendors. Space is limited.

**Set-up:**

Vendors must set-up/load in for events 1 ½ hours prior to the scheduled event start.

Serving Time(s) Opening 5:30 AM/PM - Closing 9:00 AM/PM

Set-up Date(s) <sup>every Fri.</sup> 5/22-9/4 Set-up Time(s) 5:30 AM/PM -- 9:00 AM/PM  
+ JULY 4

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

10x10 tent, 6-foot table, jockey box

Will a pull trailer be used? Size \_\_\_\_\_ Yes \_\_\_ No ✓

Will a mobile food truck be used? Size \_\_\_\_\_ Yes \_\_\_ No ✓

Will a peddler-push cart or mobile food cart be used? Size \_\_\_\_\_ Yes \_\_\_ No ✓

Will tents or canopies be used? Size 10x10 Yes ✓ No \_\_\_

Does your event require electricity? Yes \_\_\_ No ✓

If yes, please check the appropriate boxes for electricity needed on the following pages.

\*Note: Anyone requesting electricity is required to bring their own extension cords. In order to provide adequate electrical power, we must know all needs. Please list all electrical needs. Please see the attached photos and mark the appropriate plug. Generators are discouraged to allow for music.

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 department will contact you and an alternate location will be suggested if available. Your confirmation will be noted on the bottom of this permit and reissued to the organization and/or person responsible for planning the event. **Do not publicize your event until preliminary approval has been confirmed by the Town of Sylva. The submission of a Food Vendor Permit Application is NOT approval to hold an event.**

**Applications are due by April 24<sup>th</sup>.** The Town will review all applications in early May and divide the concert nights between the applicants. The Town will notify you of your approval by May 11<sup>th</sup> and sending you an invoice. Fees must be paid prior to vending.

**Vendor Fees:** AFTER YOUR APPLICATION IS APPROVED, fees may be paid either by:

1) check to the "Town of Sylva" OR 2) cash at Town Hall OR 3) via our online payment portal at <https://townofsylvanc.us/#/> (choose event from Type drop-down field). Fee schedule is below.

\_\_\_ \$30.00 per concert for Concerts on the Creek  
(25.00 if you have an active Sylva Itinerant Merchant Permit)

\_\_\_ \$30.00 per date for Alcohol Sales

\_\_\_ \$85.00 for July 4<sup>th</sup> Food Vendor  
(75.00 if you have an active Sylva Itinerant Merchant Permit)

\_\_\_ \$25.00 for Other Private  
Bridge Park Events


\_\_\_ \$55.00 for Snack Vendor for July 4<sup>th</sup> Festival  
(50.00 if you have an active Sylva Itinerant Merchant Permit)

Note: Due to space, electricity, and size of the crowd, Concerts on the Creek is limited to one primary (meal) food truck per concert and a few snack vendors. July 4<sup>th</sup> is limited to four food trucks. Preference is given to Jackson County food vendors. Pepsi is an event sponsor therefore, Pepsi branded products are preferred.

**Health Department Certification:** All food vendors must be permitted by the Jackson County Health Department

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.

Name of Applicant Chelsea Brinton

Signature  Date 01/12/26

**\*\*Alcohol Sales Applications must be approved by Sylva Town Board at the Next Scheduled Meeting after receipt of application.**

**Official Use Only:**

Town Official Approval \_\_\_\_\_ Date \_\_\_\_\_

Approved Location \_\_\_\_\_ Alcohol Resolution Approval Date \_\_\_\_\_

Certificate of Liability Insurance Coverage attached \_\_\_\_\_

Copy of NC license to sell alcohol attached \_\_\_\_\_ (if required)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/12/2026

Item 7.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Stanberry Insurance Agency, Inc. 715 E. Main St PO Box 577 Sylva NC 28779	<b>CONTACT NAME:</b> Vickie Oakes <b>PHONE (A/C, No, Ext):</b> (828) 586-8926 <b>FAX (A/C, No):</b> (828) 586-8929 <b>E-MAIL ADDRESS:</b> certrequest@stanberry-ins.com														
<b>INSURED</b> Innovation Brewing, LLC 414 W Main St Sylva NC 28779	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Erie Insurance Company</td><td>26263</td></tr><tr><td>INSURER B: Erie Insurance Exchange</td><td>26271</td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Erie Insurance Company	26263	INSURER B: Erie Insurance Exchange	26271	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Erie Insurance Company	26263														
INSURER B: Erie Insurance Exchange	26271														
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

**COVERAGES****CERTIFICATE NUMBER:** 25-26**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		Q61-0411008	05/02/2025	05/02/2026	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ 1,000,000						
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						GENERAL AGGREGATE \$ 2,000,000
	PRODUCTS - COMP/OP AGG \$ 2,000,000						
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			Q29-0270526	05/02/2025	05/02/2026	EACH OCCURRENCE \$ 2,000,000
	AGGREGATE \$ 2,000,000						
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y	N/A	Q88-1501644	04/15/2025	04/15/2026	PER STATUTE OTH-ER
	E.L. EACH ACCIDENT \$ 500,000						
	E.L. DISEASE - EA EMPLOYEE \$ 500,000						
	E.L. DISEASE - POLICY LIMIT \$ 500,000						
A	Liquor Liability			Q61-0411008	05/02/2025	05/02/2026	Each Common Cause \$1,000,000
	Aggregate \$2,000,000						

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

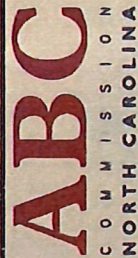
The Town of Sylva is included as Additional Insured with respect to General Liability.

**CERTIFICATE HOLDER****CANCELLATION**

The Town of Sylva 83 Allen Street  Sylva NC 28779	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  
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Innovation Brewing LLC  
Innovation Brewing  
414 A West Main Street  
Sylva, NC 28779

ISSUED: 08/01/2024  
COUNTY: Jackson  
TYPE: LLC Member Managed

PERMIT NUMBER	ORIGINALLY ISSUED	DESCRIPTION
00340276AJ	08/01/2024	Malt Beverage On Premises
00340276AL	08/01/2024	Unfortified Wine On Premises

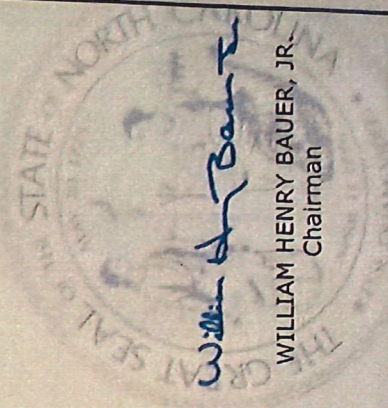
Permit(s) must be registered by **April 30th** every year.



FILE NUMBER:

**00340276AJ-999**

Pursuant to G.S. 18B-903, these permit(s) are valid only for the business listed at this address, are not transferable, and will automatically expire with an ownership change. See authorization(s) on the **back**.

  
*William Henry Bauer*  
WILLIAM HENRY BAUER, JR.  
Chairman



# TOWN OF SYLVA

Item 7.

83 Allen Street, Sylva, N.C. 28779

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

*This form is for sponsored events at Bridge Park Only. Other events with alcohol sales will require the "Consumption of Alcohol Outdoor Special Event" Application.*

## BRIDGE PARK PAVILION FOOD & ALCOHOL VENDOR PERMIT APPLICATION

Today's Date 1/29/2026 Name of Organization or Business Lazy Hiker Brewing Co

NC Sales Tax I.D. # 600953526 Tax Employee I.D. # (EID) 46-4581354

NC Alcohol License Holder # (if applicable) 00225841DG

**\*\*Please attach a copy of your alcohol license and certificate of liability insurance coverage for \$1,000,000 naming the Town of Sylva for the dates selected.**

### Primary Organizer Contact:

Name Graham Norris

Cell Phone# 828-421-2251 Email Address: graham@lazyhikerbrewing.com

Address 188 West Main Street, Franklin, NC 28734

### Primary On-Site Contact:

Name Jesse Lloyd Cell Phone# 704-517-5996

### Date(s) Requested:

<input checked="" type="checkbox"/> May 22, 2026	<input checked="" type="checkbox"/> June 26, 2026	<input type="checkbox"/> July 31, 2026
<input type="checkbox"/> May 29, 2026	<input checked="" type="checkbox"/> July 3, 2026	<input checked="" type="checkbox"/> August 7, 2026
<input checked="" type="checkbox"/> June 5, 2026	<input checked="" type="checkbox"/> July 4, 2026	<input type="checkbox"/> August 14, 2026
<input type="checkbox"/> June 12, 2026	<input type="checkbox"/> July 10, 2026	<input checked="" type="checkbox"/> August 21, 2026
<input type="checkbox"/> June 19, 2026	<input checked="" type="checkbox"/> July 17, 2026	<input type="checkbox"/> August 28, 2026
	<input checked="" type="checkbox"/> July 24, 2026	<input checked="" type="checkbox"/> September 4, 2026

Food OR Alcohol Type/Category: Beer/Brewery

Provide Menu: \_\_\_\_\_

**Vendor Fees:** AFTER YOUR APPLICATION IS APPROVED, fees may be paid either by:

1) check to the "Town of Sylva" OR 2) cash at Town Hall OR 3) via our online payment portal at <https://townofsylvanc.us/#/> (choose event from Type drop-down field). Fee schedule is below.

\_\_\_ **\$30.00** per concert for Concerts on the Creek  
(25.00 if you have an active Sylva Itinerant Merchant Permit)

\_\_\_ **\$30.00** per date for Alcohol Sales

\_\_\_ **\$85.00** for July 4<sup>th</sup> Food Vendor  
(75.00 if you have an active Sylva Itinerant Merchant Permit)

\_\_\_ **\$25.00** for Other Private  
Bridge Park Events

\_\_\_ **\$55.00** for Snack Vendor for July 4<sup>th</sup> Festival  
(50.00 if you have an active Sylva Itinerant Merchant Permit)

Note: Due to space, electricity, and size of the crowd, Concerts on the Creek is limited to one primary (meal) food truck per concert and a few snack vendors. July 4<sup>th</sup> is limited to four food trucks. Preference is given to Jackson County food vendors. Pepsi is an event sponsor therefore, Pepsi branded products are preferred.

**Health Department Certification:** All food vendors must be permitted by the Jackson County Health Department

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.

Name of Applicant Graham Norris

Signature /Graham Norris/ Date 1/29/2026

**\*\*Alcohol Sales Applications must be approved by Sylva Town Board at the Next Scheduled Meeting after receipt of application.**

Official Use Only:

Town Official Approval \_\_\_\_\_ Date \_\_\_\_\_

Approved Location \_\_\_\_\_ Alcohol Resolution Approval Date \_\_\_\_\_

Certificate of Liability Insurance Coverage attached \_\_\_\_\_

Copy of NC license to sell alcohol attached \_\_\_\_\_ (if required)





**ABC**  
COMMISSION  
NORTH CAROLINA

00225841CM - 999  
Malt Beverage Special Event  
Macon  
LLC Manager Managed

Item 7.

# 00225841DG

THIS CERTIFIES THAT **Lazy Hiker LLC**  
**Lazy Hiker Brewing Company**  
**188 West Main Street**  
**Franklin, NC 28734**

IS AUTHORIZED BY THIS PERMIT TO  
**CONDUCT TASTINGS AND SALES AT MALT BEVERAGE SPECIAL EVENTS**  
on the above named premises as set forth in Chapter 18B of the General Statutes and the related rules promulgated by the  
Alcoholic Beverage Control Commission. This permit is subject to revocation, suspension or annulment.

THIS PERMIT IS NOT TRANSFERABLE.

*James C. Smith*  
Chairman



**ABC**  
COMMISSION  
NORTH CAROLINA

00225841CM - 999  
Brewery  
Macon  
LLC Manager Managed

# 00225841BM

THIS CERTIFIES THAT **Lazy Hiker LLC**  
**Lazy Hiker Brewing Company**  
**188 West Main Street**  
**Franklin, NC 28734**

IS AUTHORIZED BY THIS PERMIT TO  
**MANUFACTURE MALT BEVERAGES**  
on the above named premises as set forth in Chapter 18B of the General Statutes and the related rules promulgated by the  
Alcoholic Beverage Control Commission. This permit is subject to revocation, suspension or annulment.

THIS PERMIT IS NOT TRANSFERABLE.

*James C. Smith*  
Chairman



**ABC**  
COMMISSION  
NORTH CAROLINA

00225841CM - 999  
Malt Beverage Wholesaler  
Macon  
LLC Manager Managed

# 00225841BW

THIS CERTIFIES THAT **Lazy Hiker LLC**  
**Lazy Hiker Brewing Company**  
**188 West Main Street**  
**Franklin, NC 28734**

IS AUTHORIZED BY THIS PERMIT TO  
**RECEIVE, TRANSPORT AND SELL AT WHOLESALE, APPROVED MALT BEVERAGE**  
on the above named premises as set forth in Chapter 18B of the General Statutes and the related rules promulgated by the  
Alcoholic Beverage Control Commission. This permit is subject to revocation, suspension or annulment.

THIS PERMIT IS NOT TRANSFERABLE.

*James C. Smith*  
Chairman



LAZYHIK-01

MLEDF Item 7.

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/16/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Wayah Insurance Group, Inc. PO Box 999 Franklin, NC 28744	CONTACT NAME:	
	PHONE (A/C, No, Ext): (828) 524-4442	FAX (A/C, No): (828) 369-5917
INSURED  Lazy Hiker LLC 188 West Main Street Franklin, NC 28734	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Employers Mutual Casualty Co	
	INSURER B :	
	INSURER C :	
	INSURER D :	
INSURER E :		
INSURER F :		

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		6A34651	6/17/2025	6/17/2026	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						LIQUOR LIABILITY \$ 1,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/>						EACH OCCURRENCE \$
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N		6H34651	6/17/2025	6/17/2026	E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Certificate holder covered as add'l insured in regards to General Liability coverage

## CERTIFICATE HOLDER

## CANCELLATION

Town of Sylva 83 Allen Street Sylva, NC 28779	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Janice Sedford</i>

ACORD 25 (2016/03)

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