



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, May 09, 2024 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. May 9, 2024 Consent Agenda

PUBLIC COMMENTS

REPORTS

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

NEW BUSINESS

5. Special Event Request--Concerts on the Creek Alcohol Service
6. Southwestern NC Home Consortium Appointment--Discussion Only
7. Main Street Sylva Association Board Appointment--Discussion Only
8. Formal Presentation of FY 2024-2025 Budget
9. Applications for Board Seat Vacancy
10. Schedule A Special Called Meeting for May 30, 2024 at 5:30 P.M.

For the purpose of the FY 2024-2025 Budget Hearing and Swearing-In Ceremony of newly appointed Commissioner.

11. Cancel June 27, 2024 Regular Board Meeting
12. Cancel June 27, 2024 Planning Board Meeting

ADJOURNMENT

**Town of Sylva
CONSENT AGENDA
May 9, 2024**

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

2- BUDGET AMENDMENT:

#28	10-367-0400 Misc Grants	\$ 1,000 C
	10-450-1800 Main Street Comm. Promotions	1,000 D

REF: To appropriate TDA Funding into the Main Street budget for DOT 107 Signs.

3- REPORTS:

1. Business Registration Permits **April 2024 – No New Permits**
2. Vehicle Tax Report as of **March 31, 2024**
3. Ad Valorem Tax Report as of **March 31, 2024**
4. Statement of Revenues, Expenditures, Changes in Fund Balance **as of March 31, 2024**
5. Quarterly Finance Report as of **March 31, 2024**
6. Quarterly Special Revenue Report as of **March 31, 2024**

JACKSON COUNTY ACTIVITY TOTALS REPORT
ACTIVITY FROM 3/1/24 THRU 3/31/24

	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
Tax Year 2022			0.00	410.40		410.40	410.40
SGR Sylva Gross Receipts			0.00	410.40		410.40	410.40
Totals For Year 2022							

	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
Grand Totals			0.00	410.40		410.40	410.40

Tax Summary
as of March 31, 2024

(10-301-XX)	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013	Total	Current Year	TOTALS
Starting Balances	54618.14	19247.75	14712.84	6778.87	5799.32	5182.1	2905.81	1924.22	1452.88	3,447.23	116,069.16	\$2,197,834.50	10-281-0000
July	-1498.16	-496.62	-43.35	-101.49	-102.25	-102.25	-102.25	-101.74	-101.74	-101.74	-2,038.13	-14,662.01	-2,038.13
August	-1256.79	-134.46	-328.37	-36.68	-38.25	-102.25	-102.25	-101.74	-101.74	-101.74	-2,433.08	-359,534.01	-17,095.09
September	-1041.67	-29.46	-35.99	-101.49	-38.25	-102.25	-102.25	-101.74	-101.74	-101.74	-1,182.05	-114,973.86	-360,716.06
October	-1174.94	-112.52	-150.29	-36.68	-38.25	-102.25	-102.25	-101.74	-101.74	-101.74	-1,437.75	-265,562.31	-114,973.86
November	-3600.47	-293.97	-100.3	-101.49	-38.25	-102.25	-102.25	-101.74	-101.74	-101.74	-3,994.74	-1,055,677.13	-269,557.05
December	-1935.54	-4.88	-31.38	-214.86	-7.57	-9.49	-0.18	-31.43	-31.43	-31.43	-1,940.42	-321,945.81	-1,055,677.13
January	-4197.84	-502.41	-531.26	-273.54	-223.9	-53.53	-26.98	-31.43	-31.43	-31.43	-4,963.53	-51,853.26	-326,909.34
February	-6139.03	-697.1	-466.87	-273.54	-223.9	-53.53	-26.98	-31.43	-31.43	-31.43	-7,367.39	-44,933.16	-59,220.65
March	-2730.54	-487.96	-466.87	-273.54	-223.9	-53.53	-26.98	-31.43	-31.43	-31.43	-4,357.61	-44,933.16	-49,350.77
April											0.00		0.00
May											0.00		0.00
June											0.00		0.00
July - June Totals	-23574.78	-2759.38	-1687.81	-626.57	-371.97	-165.27	-129.41	-133.17	-133.17	-133.17	-29,714.70	-2,227,763.80	-2,257,478.50
Releases	-1.39		-0.10								-1.49		-204.03
Add to Original Levy											0.00		0.00
Under Appeal											0.00		0.00
Bankruptcy											0.00		0.00
Refund/Adj											0.00		0.00
Subtotals	-23,576.17	-2,759.38	-1,687.91	-626.57	-371.97	-165.27	-129.41	-133.17	-133.17	-133.17	-29,716.19	-2,126,744.43	-2,156,460.62
EOY Adjustment													
(10-110-XX) Balance	\$31,041.97	\$16,488.37	\$13,024.93	\$6,152.30	\$5,427.35	\$5,016.83	\$2,776.40	\$1,791.05	\$1,319.71	\$3,314.06	86,352.37	\$71,090.07	\$157,443.04
Interest	105.39	37.1	0.33	33.19	41.97	51.09	60.21	68.90	78.02	87.14	142.82	96.26	142.82
August	50.45	192.96	39.68	33.19	41.97	51.09	60.21	68.90	78.02	87.14	703.61	96.26	799.87
September	77.33	4.97	9.36	13.05	17.01						121.72		121.72
October	89.26	11.57	29.19								130.02		130.02
November	321.12	68.99	0.75								390.86		390.86
December	198.79	20.12									218.91		218.91
January	417.99	127.19	9.26	81.58	3.75	5.23					645.00	1,289.20	1,934.20
February	719.78	115.87	158.63	107.98	88.22	109.59	17.54	23.44	26.20	28.96	1,094.28	1,337.37	2,431.65
March	351.7	70.91	142.35	107.98	88.22	109.59	17.54	23.44	26.20	28.96	966.89	1,550.45	2,517.34
April													
May													
June													
Interest Collected		\$649.68	\$389.55	\$235.80	\$150.95	\$265.91	\$77.75	\$92.34	\$104.22	\$116.10	\$4,414.11	\$4,273.28	\$8,687.39
Submitted by: Amanda Murajida, Tax Collector												Collection Rate	96.9079%

Top 10 Delinquent Accounts (2023 & prior)

Name	Balance 3/31/2024
Angela George	\$ 20,273.20
JTS Transport	\$ 7,841.27
Joe Wilson	\$ 5,979.92
Western Carolina #1LLC	\$ 5,702.84
Acim Realty LLC	\$ 5,680.36
Dorothy Worley	\$ 5,480.36
Marjorie Herbert Smith	\$ 4,560.26
Kelly Robinson	\$ 4,512.64
George Howell	\$ 4,314.81
P Straton	\$ 3,993.29

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
3/31/2023

	General Fund				2022-2023 Budget Balance	Actual to Budget Percent	Statement Period	Variance
	2022-2023 Budgeted	Previously Reported	2022-2023 YTD Actual	Current Month				
Revenues:								
Ad valorem taxes	\$ 2,257,082	\$ 2,207,109.46	\$ 2,269,318.86	\$ 62,209.40	\$ (12,236.86)	100.54%	75.00%	25.54%
Other taxes and licenses	\$ 6,000	5,535.00	5,940.00	\$ 405.00	\$ 60.00	99.00%	75.00%	24.00%
Unrestricted intergovernmental	\$ 2,842,708	1,743,258.77	2,051,815.64	\$ 308,556.87	\$ 790,892.36	72.18%	75.00%	-2.82% *
Permits and Fees	\$ 21,291	12,493.64	15,068.90	\$ 2,575.26	\$ 6,222.10	70.78%	75.00%	-4.22% *
Restricted intergovernmental	\$ 221,205	151,526.62	151,526.62	\$ -	\$ 69,678.38	68.50%	75.00%	-6.50% *
Investment earnings	\$ 33,192	103,237.18	124,351.64	\$ 21,114.46	\$ (91,159.64)	374.64%	75.00%	299.64%
Other revenues	\$ 36,158	34,525.77	55,097.45	\$ 20,471.68	\$ (18,939.45)	152.38%	75.00%	77.38%
Total revenues	\$ 5,417,636	4,257,686.44	4,673,119.11	415,332.67	\$ 744,516.89	86.26%	75.00%	11.26%
Expenditures:								
General Government	\$ 952,385	518,756.39	617,865.63	99,109.24	334,519.37	64.88%	75.00%	10.12%
Salaries & Benefits	\$ 368,560	238,924.69	272,345.85	27,975.62	-	-	-	-
Capital outlay	\$ -	-	-	-	-	-	-	-
All other expenditures	\$ 583,825	279,831.70	345,519.78	71,133.62	-	-	-	-
Public Safety	\$ 3,358,432	1,907,972.20	2,129,539.88	221,567.68	1,228,892.12	63.41%	75.00%	11.59%
Salaries & Benefits	\$ 1,885,251	997,520.94	1,173,710.55	124,277.21	-	-	-	-
Capital outlay	\$ 208,635	113,894.78	113,894.78	-	-	-	-	-
All other expenditures	\$ 1,264,546	28,773.70	28,773.70	97,290.47	-	-	-	-
Culture and Recreation	\$ 114,899	38,682.18	70,998.90	32,316.72	43,900.10	61.79%	75.00%	13.21%
Salaries & Benefits	\$ 31,400	12,645.55	16,752.92	2,505.21	-	-	-	-
Capital outlay	\$ 10,000	-	-	-	-	-	-	-
All other expenditures	\$ 73,499	26,036.63	54,245.98	29,811.51	-	-	-	-
Transportation	\$ 775,123	361,696.69	424,444.18	62,747.49	350,678.82	54.76%	75.00%	20.24%
Salaries & Benefits	\$ 336,650	185,868.62	221,079.05	32,510.43	-	-	-	-
Capital outlay	\$ 73,664	-	-	-	-	-	-	-
All other expenditures	\$ 364,809	175,828.07	203,365.13	30,237.06	-	-	-	-
Economic and Physical Development	\$ -	-	-	-	-	0.00%	0.00%	0.00%
Salaries & Benefits	\$ -	-	-	-	-	-	-	-
Capital outlay	\$ -	-	-	-	-	-	-	-
All other expenditures	\$ -	-	-	-	-	-	-	-
Environmental Protection	\$ 201,315	123,951.50	140,881.77	16,930.27	60,433.23	69.98%	75.00%	5.02%
Salaries & Benefits	\$ 87,750	56,452.86	56,452.86	6,774.03	-	-	-	-
Capital outlay	\$ -	-	-	-	-	-	-	-
All other expenditures	\$ 113,565	67,498.64	84,428.91	10,156.24	-	-	-	-
Total expenditures	\$ 5,402,154	2,951,058.96	3,383,730.36	432,671.40	2,018,423.64	62.64%	75.00%	12.36%
Revenues over expenditures	\$ 15,482	1,306,627.48	1,289,388.75	(17,338.73)	(1,273,906.75)	-23.58%		
Other financing sources (uses):								
Transfers in	\$ 889,005	883,106.50	883,106.50	-	-	-	-	-
Appropriated fund balance	\$ 599,320	-	-	-	-	-	-	-
Contributed Capital	\$ 20,000	-	-	-	(20,000.00)	-	-	-
Sale of Assets	\$ 9,800	10,400.00	10,400.00	-	-	-	-	-
Loan Proceeds	\$ 1,518,125	893,506.50	893,506.50	-	-	-	-	-
Transfers to other funds:								
Contributed to fund balance	\$ -	-	-	-	-	-	-	-
Transfers out	\$ 1,533,607	1,096,019.00	1,096,019.00	-	-	-	-	-
Transfer to Capital Reserve	\$ 1,533,607	1,096,019.00	1,096,019.00	-	-	-	-	-
Total other financing sources (uses)	\$ (15,482)	(202,512.50)	(202,512.50)	-	-			
Revenues and other sources over expenditures and other uses	\$ -	1,104,114.98	1,086,876.25	(17,338.73)	(1,273,906.75)			

Analysis:
 * Timing of Revenues

Town of Sylva
Special Revenue Funds/Capital and Grant Project Quarterly Report
March 31, 2024

Item 1.

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

Original Ordinance (2017-01)	0
Fund Balance (6/30/2023)	3,747
Revenue - Donations/ Interest	80.58
Fund Balance Appropriation (Operating Budget)	-2,000
Expenditures	-64.97
Balance to Date	\$1,763

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)	200,000
Budget Amendment #3 (Skyland Drive 11/12/22)	100,000
Revenue/Interest	32,569
Expenditures (Skyland Drive)	-114,974
Encumbrances Remaining DOT Contract Skyland Drive	-269,432
Balance to Date	\$229,363

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

Original Ordinance (GF end of year - could have rolled into Capital Reserves) (5/31/2021)	426,000
Amended (GF Fund Balance - Approved 6/10/2021)	324,000
Amended (6/30/2021 Capital Transfer)	490,500
Amended (4/21/22 GF Fund Balance)	323,647
Amended (4/21/22 DOT Contingency) Reimbursement	750,000
Expenditures	-\$211,163
Encumbrances (CDC Contract)	-\$128,932
Encumbrances (Wurster Contract)	-\$1,426,268
Encumbrances (Kessel Contract)	-\$18,744
Contribution to Allen Street Fund Balance	-\$349,820
Interest	\$65,938
Balance to Date	\$179,220

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

Original Ordinance (SCIF Grant 11612) (2/24/22)	3,000,000
Expenditures	-40,532
Encumbrances (CDC Contract 7/28/2022)	-68,268
Encumbrances (Wurster Contract)	-2,042,432
Encumbrances (Kessel Contract)	0
Encumbrances (Bliss Products - Contract)	-472,582
Encumbrances (Odell)	-1,200
Interest	\$89,335
Balance to Date	\$374,986

Town of Sylva
Special Revenue Funds/Capital and Grant Project Quarterly Report
March 31, 2024

Item 1.

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

Original Ordinance (SCIF Grant 11611) (2/24/22)	250,000
Amended - SWC Grant (Reimbursable) (5/12/22)	40,000
Amended - (SCIF Grant 11613) (10/27/2022)	100,000
Amended - Project Interest (SCIF #11611 and SCIF#11613) (October 26, 2023)	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
Expenditures	-26,214
Encumbrances (Cinderella Partners 1/3/2024)	-529,291
Encumbrances (Odell Contract 3/24/2022)	-27,500
Interest	\$13,466
	\$53,644

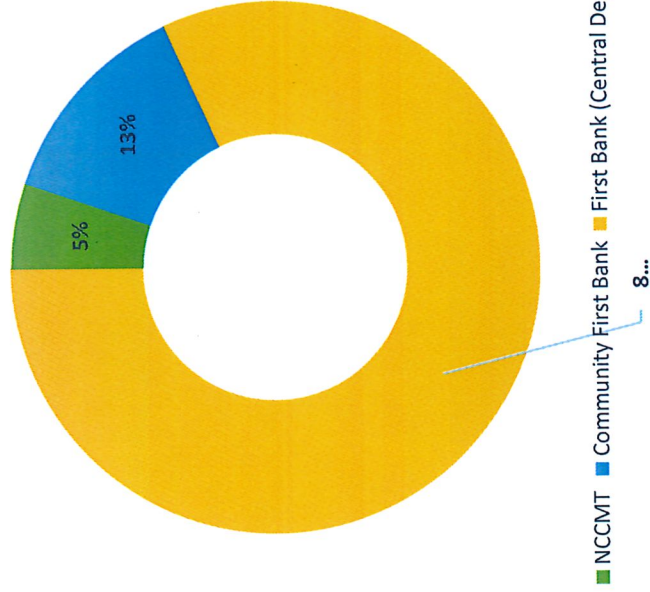
Bridge Park Stormwater Project (Fund 32) - Capital Project Fund:

Original Ordinance (10/27/2022) ARPA Related Funds	421,000
Amended Ordinance (11/10/2022) ARPA Related Funds	-3,000
Amended Ordinance (11/9/2023) ARPA Related Funds	98,447
Amended Ordinance (9/14/2023) JCTDA	367,757
Amended Ordinance Bridge Park Interest (11/9/2023)	9,500
Expenditures	-3,250
Encumbrances (Equinox Contract 11/21/22)	-67,500
Encumbrances (BSI 11/27/2023)	-768,064
Interest	\$16,267
	\$54,890

INVESTMENT PORTFOLIO:

BANK	INVESTMENTS	3 Month Avg INTEREST
NCCMT	\$843,414	5.25%
Community First Bank	\$2,104,492	3.38%
First Bank (Central Depository)	\$13,306,072	5.12%
	\$16,253,978	

DIVERSIFICATION OF INVESTMENTS



STATE REVENUE ANALYSIS: (33% Budget)

	Revenue	% Collected
Telecommunication	\$18,798	87.03%
Natural Gas	\$5,183	64.78%
Video Programming	\$7,625	76.25%
Franchise on Power	\$234,399	82.25%
Total 2nd QTR (Avg should be 75%)	\$266,005	
Article 40 (.50 % pooled - per capita)	\$144,697	70.24%
Article 42 (.50% point of sale)	\$152,893	69.81%
Article 39 (1% point of sale)	\$308,424	70.10%
Hold Harmless (related to county medicaid)	\$128,019	69.20%
Total 4 Months (Avg should be 58.31%)	\$734,033	

FUND BALANCE ANALYSIS:

Unassigned - 6/30/23 + Subsequent	\$5,423,523	# ARPA Related Approp	4	Balance	\$115,744
Subsequent appropriation/rollover	-\$83,150	# GF Approp. after 7/1	1	Not ARPA Related	
Appropriated/rollover after 7/1/23	-\$47,911	# Contingency Approp.	1	Balance	\$2,426
Recommended transfer to GF Capital Res.	-\$788,000	# GF Rollovers after 7/1	3		
ARPA related funds (per 6/30/2023 audit)	-\$446,642				
Available Fund Balance	\$4,057,820				
	68.00%				

What does 1 cent = \$50,000

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

CAPITAL RESERVE FUNDS:		Fire Department	
General Fund		FD Res. 6/30/23 + Sub	
GF Res. 6/30/2023 + Sub	\$222,974	FD Res. 6/30/23 + Sub	\$573,040
Recommended/Over 68%	\$788,000	Appropriations	\$0
Interest	\$20,310	DOI Earmarked	\$16,796
Transfer in GF	\$35,731	Interest	\$10,404
Subsequent/Approp after 7/1		Transfer to FD GF	
GF Available Funds	\$1,067,015	FD Available Funds	\$600,240

REVOLVING LOAN FUND:		Fishes Creek	
		Fund Balance + Sub	Funds Available
RLF Balance 6/30/23 + Subsequent		3,247,653	3,247,653
Interest		-20,000	-20,000
Investment in Real Estate		-1,249,819	-1,249,819
Subsequent Year Approp.		92,004	92,004
		-89,315	-89,315
			\$1,980,523
			887,900
			-772,156
			\$115,744

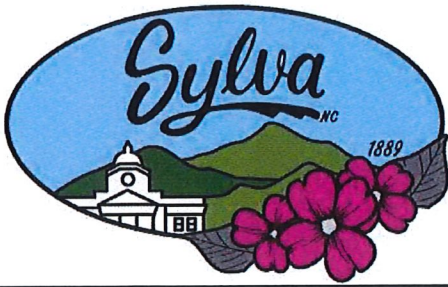
Note: \$3,500,000 received from Clean Water Management Trust Grant 10/2007. The grant requires that \$1,400,000 (40%) be spent on water quality. Currently \$182,141 has been expended towards this purpose leaving \$1,217,859 remaining.

FISHER CREEK ANALYSIS:		Current	
Bank Investments	Current Invested	FY Interest as of 3/31/2024	Interest Rate
NCCMT	\$8,469	\$29,124.90	5.25%
Entegra/Select Bank/First Bank	\$2,104,492	\$10,030.42	5.12%
Community First Bank	\$1,117,471	\$52,680.08	3.38%
UICB	\$0		
HomeTrust	\$0		
Wachovia	\$0		
1st Citizen	\$0		
	\$3,230,432	\$91,835.40	\$616,709

PROPERTY TAX ANALYSIS (52% Budget)		OUTSTANDING LOANS	
		Loan	P/I
Budgeted	\$2,181,525	Pumper Truck - FD	\$15,985
Original Billing	\$2,299,056	Building Renovations - FD*	\$29,783
Est. 97.96% Collection	\$2,252,156		\$45,768
Collection/Releases	\$2,227,966		
Discovery/Penalties	\$85,845		
Appeals (Total)	\$0		
Outstanding	\$71,090		
Collection % Rate	96.91%		
Prior Year Collection % Rate	96.58%		

* Paid by Jackson County

Submitted by: Lynn Bryant, Finance Officer



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, April 11, 2024 at 5:30 PM

Board Room, 83 Allen Street Sylva, North Carolina

MINUTES

PRESENT: Blitz Estridge, Commissioner
Mary Gelbaugh, Mayor Pro-Tem
Mark Jones, Commissioner
Natalie Newman, Commissioner
Johnny Phillips, Mayor
Brad Waldrop, Commissioner

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

ABSENT:

CALL TO ORDER

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

STAFF PRESENT: Jake Scott (Public Works Director), Chris Hatton (Police Chief) and Robbie Carter (Police Lieutenant).

VISITORS: Luther Jones, Nelia Waldrum, Leigh Anne Young, Dave Russell, Chuck Hall and Carol Hall.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

PUBLIC COMMENTS: None.

MAYOR'S REPORT: Mayor Phillips reported that he met with Kevin King, the new Jackson County Manager and also met with Mark Letson regarding paid fire department employees.

COMMISSIONER'S REPORT: Commissioner Gelbaugh reminded everyone of the Tuckasegee River Clean-up event. She noted also that Raymond Street, Cowee Street and Maple Street had areas that the pavement needed to be fixed. Commissioner Waldrop apologized for missing the previous two meetings for family events. He expressed his disappointment in the Board's decision to deny the Sylva Pride parade. Commissioner Jones announced a benefit luncheon for the Karup family and the birth of their child. Commissioner Newman read a statement from herself in about her disappointment regarding Sylva Pride.

MANAGER'S REPORT: Richard Hicks, Interim Town Manager, reported the following:

- Budget Update: The balanced draft budget will be sent to the Board April 18th.
- Greening Up the Mountains is just over two weeks away. Preparations are in full swing.
- Project Updates:
 - Bridge Park: The Bridge Park project is on schedule. The observation deck will be started next week. One weir is completed, and the other is a little over halfway installed.
 - Public Restroom: Cinderella Partners should be back onsite early next week. A local contractor will remediate the unsuitable soil. Materials are being delivered on site. The projected completion date is now June 5th.
 - Bryson Park: Playground equipment has been ordered.
- We have been conducting interviews at the Police Department to try and fill the vacant positions.

NEW BUSINESS

PINNACLE PARK MASTER PLAN—DISCUSSION ONLY: Commissioner Gelbaugh commented the proposal had great ideas for the park and she liked the outdoor classroom option. Commissioner Waldrop agreed with Gelbaugh.

CLOSED SESSION: *Commissioner Gelbaugh made a motion to enter closed session pursuant to NCGS. 143-318-11(a)(3) to consult with the town attorney at 5:49 p.m. The motion carried with a unanimous vote.*

Commissioner Newman made a motion to come out of closed session. The motion carried with a unanimous vote and the Board entered into regular session at 6:48 p.m. No action was taken during closed session.

ADJOURNMENT: *Commissioner Jones made a motion to adjourn the meeting at 6:50 p.m. The motion carried with a unanimous vote.*

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk



TOWN OF SYLVA BOARD OF COMMISSIONERS MEETING

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

MINUTES

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

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

ABSENT:

CALL TO ORDER

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

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

VISITORS: Luther Jones, Rachel Byrd, Ann Melton and Kris Alexander.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

PUBLIC COMMENTS

Luther Jones addressed the board and thanked everyone for their work on Bridge Park. He suggested adding a marker to the new downtown bathroom explaining the center of town location.

MAYOR'S REPORT

Mayor Phillips reported that he would like to have a Business Development Board established for property owners who own property in the city limits but do not live and vote inside city limits. This would be a 5-member board appointed by the Town Board.

COMMISSIONER'S REPORT

Commissioner Gelbaugh noted that she had been contacted about the train cars outside of Jackson Paper having graffiti on them and the possibility of having them become professional murals, ADA compliance at Bridge Park and she would like the Town to consider changes to Treat Street. Commissioner Waldrop liked the idea of changes to Treat Street. He reminded the board about a ceremony on May 4th at Innovation Station for the installation of a highway marker for the Cowee Tunnel Nineteen. Commissioner Jones noted the fundraiser for the Karup family was a success. He also announced that the Tim Haskett family had agreed to work with the Town of Sylva on a land lease for installation of a Pinnacle Park sign at the entrance to Fisher Creek. Commissioner Estridge commented that Bridge Park looked great after construction, and he was looking forward to Greening Up the Mountains.

MANAGER'S REPORT: Manager Dowling reported the following:

- Commissioner Vacancy: Timeline for filling the board vacancy.
April 18 & 25, 2024—Advertise vacancy in the Sylva Herald
May 1, 2024—Applications for Board vacancy due to Town Hall
May 9, 2024—Applications will be distributed to Board for review in open session. Candidate's names will not be shared before the May 9, 2024 meeting.
May 23, 2024—Board of Commissioners will vote by ballot to fill the vacancy.

*Ballots will contain the board member's name and a list of candidates to choose from. **The announcement of the vote must be public including board member's name and selection choice.***

May 30, 2024—newly appointed member will be sworn in.

- **Employment Update:** Assistant Police Chief John Thomas has been hired to be the Police Chief in Claremont. We would like to extend our most sincere congratulations to John. We thank him for his service to Sylva and wish him the best in his promotion.
- **Bridge Park Update:** This project is almost complete. Dowling recognized and thanked the TDA for their investment in Bridge Park, as well as the Southwestern Commission for their assistance with the grant application.
- **Public Restroom Update:** The unsuitable soil has been stabilized so you will see progress soon.
- Greening Up the Mountains is Saturday from 10:00 a.m. until 4:00 p.m.

PUBLIC WORKS DEPARTMENT REPORT: Jake Scott reported the following:

- The department is busy preparing for Greening Up the Mountains

POLICE DEPARTMENT REPORT: Chris Hatton reported the following:

- Assistant Police Chief John Thomas has accepted a position with Claremont Police Department.
- They still have 3 job vacancies.
- The department is busy preparing for Greening Up the Mountains.

FIRE DEPARTMENT REPORT: Mike Beck reported on the following:

- Just over 430 calls so far in 2024.

MAIN STREET REPORT: Bernadette Peters reported the following:

- Reviewed Greening Up the Mountains parking.
- Unveiled a façade grant program recently.
- Thank you to the Chamber of Commerce for hosting Friends Night Out

TWSA BOARD REPORT: Manager Dowling reported that bids for a Cashiers project came in much higher than expected so they are evaluating options.

NEW BUSINESS

CIRCLES OF HOPE—ANN MELTON: Ann Melton, founder of Circles of Hope, addressed the board and gave a presentation on what the Circles program is about, services offered, and clients served.

PINNACLE PARK MASTER PLAN: Mayor Phillips noted the plan had been reviewed at the previous meeting. *Commissioner Gelbaugh made a motion to approve the Pinnacle Park Master Plan. The motion carried with a unanimous vote.*

ABC BOARD TERM LIMITS: Mayor Phillips explained that the current ABC board would like to remain as is to maintain consistency during the Highway 107 construction and time of revenue concern. Currently, board members can serve a maximum of three, 3-year terms on the ABC board. Phillips would like to see the term limits removed. *Commissioner Jones made a motion to remove the term limits of the ABC Board. The Town Board discussed options for the ABC Board. Commissioner Gelbaugh noted that she was a part of the original board who approved term limits. Commissioner Waldrop added that he generally supports term limits. Gelbaugh suggested keeping the term limits but extending them to four, 3-year terms which would see the town through the Highway 107 project. Commissioner Jones rescinded his original motion and made a motion to extend the term limits of the ABC Board to four, 3-year terms. The motion carried with a unanimous vote.*

ABC BOARD APPOINTMENT: *Commissioner Gelbaugh made a motion to appoint Maurice Moody to a fourth term on the ABC Board. The motion carried with a unanimous vote.*

ABC BOARD CHAIRMAN APPOINTMENT: The ABC merger agreement states that the Chairman will be jointly appointed by both the Town and County boards annually. *Commissioner Gelbaugh made a motion to appoint David Noland as Chairman of the ABC Board for a one-year term to expire June 30, 2025. The motion carried with a unanimous vote.*

CLOSED SESSION: *Commissioner Gelbaugh made a motion to enter closed session pursuant to NCGS. 143-318-11(a)(3) to consult with the town attorney and NCGS. 143-318-11(a)(6) personnel at 9:54 a.m. The motion carried with a unanimous vote.*

Commissioner Waldrop made a motion to come out of closed session. The motion carried with a unanimous vote and the Board entered into regular session at 11:00 a.m. No action was taken during closed session.

ADJOURNMENT: *Commissioner Waldrop made a motion to adjourn the meeting at 11:00 a.m. The motion carried with a unanimous vote.*

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk

TOWN OF SYLVA

83 Allen Street, Sylva, N.C. 28779

Phone: (828) 586-2719 Fax: (828) 586-8134 E-mail: 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 3/26/24. 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) 00256653CM-999

****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.**

00256653DG-999 - Special Event

Primary Organizer Contact:

Name Laurie Bryson

Cell Phone# 828-224-1061 Email Address: Laurie@balsamfallsbrewing.com

Address 506 W Main St, Sylva, NC 28779

Primary On-Site Contact:

Name Same as above Cell Phone# Same as above

Date(s) Requested:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> May 24, 2024 | <input checked="" type="checkbox"/> June 28, 2024 | <input checked="" type="checkbox"/> July 26, 2024 |
| <input checked="" type="checkbox"/> May 31, 2024 | <input checked="" type="checkbox"/> July 4, 2024 | <input checked="" type="checkbox"/> August 2, 2024 |
| <input checked="" type="checkbox"/> June 7, 2024 | <input checked="" type="checkbox"/> July 5, 2024 | <input checked="" type="checkbox"/> August 9, 2024 |
| <input checked="" type="checkbox"/> June 14, 2024 | <input checked="" type="checkbox"/> July 12, 2024 | <input checked="" type="checkbox"/> August 16, 2024 |
| <input checked="" type="checkbox"/> June 21, 2024 | <input checked="" type="checkbox"/> July 19, 2024 | <input checked="" type="checkbox"/> August 23, 2024 |
| <input checked="" type="checkbox"/> Other: <u>August 24, 2024</u> | | <input checked="" type="checkbox"/> August 30, 2024 |

Food OR Alcohol Type/Category: Alcohol

Provide Menu: Beer, Cider, Wine

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 4th Food Vendor
(75.00 if you have an active Sylva Itinerant Merchant Permit)

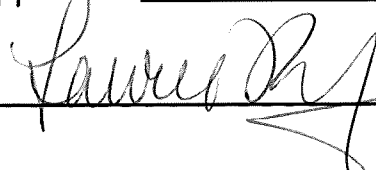
___ \$25.00 for Other Private
Bridge Park Events

___ \$55.00 for Snack Vendor for July 4th 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 two food trucks per concert. July 4th 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  Date 3/26/24

****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

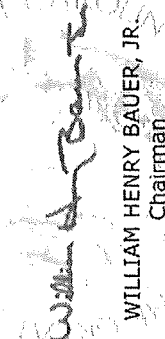
Balsam Falls Brewing Company LLC
Balsam Falls Brewing Company
506 West Main Street
Sylva, NC 28779

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**

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.
Chairman

TOWN OF SYLVA

83 Allen Street, Sylva, N.C. 28779

Phone: (828) 586-2719 Fax: (828) 586-8134 E-mail: 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 5/1/2024 Name of Organization or Business Innovation Brewing

NC Sales Tax I.D. # 600925374 Tax Employee I.D. # (EID) 46-0582052

NC Alcohol License Holder # (if applicable) 00213140DG

***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 Brinton

Cell Phone# 913-215-3119 Email Address: chelsea@innovationbrewing.com

Address 414 W-main st, Sylva, NC, 28779

Primary On-Site Contact:

Name Chelsea Brinton Cell Phone# 913-215-3119

Date(s) Requested:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> May 24, 2024 | <input checked="" type="checkbox"/> June 28, 2024 | <input checked="" type="checkbox"/> July 26, 2024 |
| <input checked="" type="checkbox"/> May 31, 2024 | <input checked="" type="checkbox"/> July 4, 2024 | <input checked="" type="checkbox"/> August 2, 2024 |
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| <input checked="" type="checkbox"/> Other: <u>August 24, 2024</u> | | <input checked="" type="checkbox"/> August 30, 2024 |

Food OR Alcohol Type/Category: malt beverage, unfortified wine

Provide Menu: _____

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 1/2 hours prior to the scheduled event start.

Serving Time(s) Opening 7 AM/PM - Closing 9 AM/PM

Set-up Date(s) TBD Set-up Time(s) 5:30 AM/PM -- 10 AM/PM

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

1 tent, 1 jockey box, 1 sign

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 10' X 10' 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 26th. 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 17th. 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 4th Food Vendor
(75.00 if you have an active Sylva Itinerant Merchant Permit)

___ \$25.00 for Other Private
Bridge Park Events

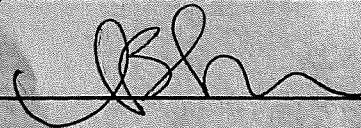
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Health Department Certification: All food vendors must be permitted by the Jackson County Health Department

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 5/1/2024

****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)

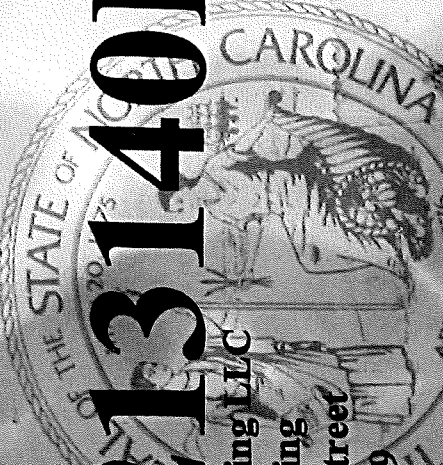
WORKED BY THIS PERMIT TO
RECEIVE, TRANSPORT AND SELL AT WHOLESALE, APPROVED MALT BEVERAGE
on the above named premises as set forth in Chapter 18B of the General Statutes and the related rules promulgated by the
Alcoholic Beverage Control Commission. This permit is subject to revocation, suspension or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

THIS PERMIT IS NOT TRANSFERABLE.

James C. [Signature]
Chairman



ABC
COMMISSION
NORTH CAROLINA



00213140DG

**THIS CERTIFIES THAT Innovation Brewing LLC
Innovation Brewing
414 West Main Street
Sylva, NC 28779**

00213140CM - 999
Malt Beverage Special Event
Jackson
LLC Member Managed

THIS PERMIT IS NOT TRANSFERABLE.

**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.

James C. [Signature]
Chairman

ABC
COMMISSION
NORTH CAROLINA

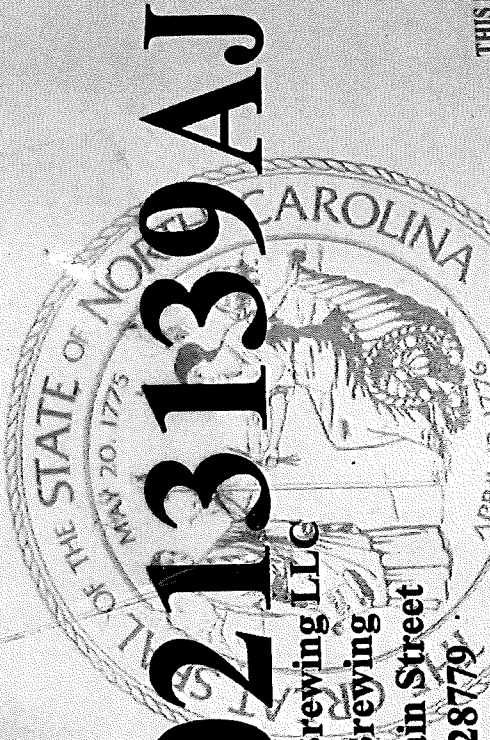


00213139AJ

00213139AJ - 999
Unfortified Wine On Premise
Jackson
LLC Member Managed

...MIL 12 1776
* ESSE QUAM VIDERI *
on the above named MALT BEVERAGES
premises as set forth in Chapter 18B of the
Alcoholic Beverage Control Commission. This permit is subject to revocation, suspension or annulment.

PERMIT IS NOT TRANSFERABLE.
James C. [Signature]
Chairman



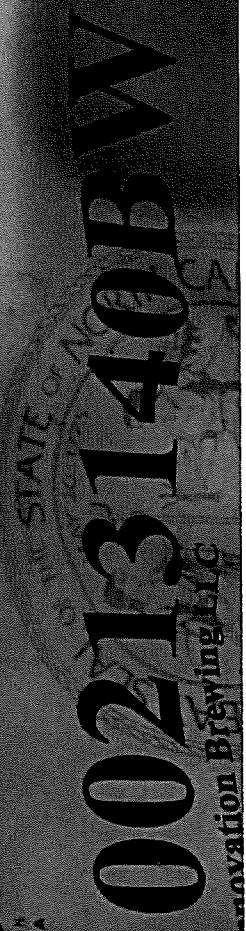
00213139AJ

THIS CERTIFIES THAT **Innovation Brewing LLC**
Innovation Brewing
414 West Main Street
Sylva, NC 28779

00213139AJ - 999
Malt Beverage On Premise
Jackson
LLC Member Managed

IS AUTHORIZED BY THIS PERMIT TO
SELL AT RETAIL MALT BEVERAGE ON PREMISE promulgated by the
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. [Signature]
Chairman



00213140BW

00213140CM - 999
Malt Beverage Wholesaler
Jackson
LLC Member Managed