



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, November 14, 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. November 14, 2024 Consent Agenda

PUBLIC COMMENTS

REPORTS

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

NEW BUSINESS

5. Main Street--Creating Outdoor Recreation Economies Strategic Plan
6. MSSA Facade Grant Correction
7. Christmas Parade-Board Planning
8. Schedule Economic Development Committee Meeting--December 5, 2024 1:00 p.m.
9. Work Session Agenda Changes
10. TWSA Board Appointment
11. FY 2025-2026 Budget Calendar
12. Schedule Holiday Lunch for December 12, 2024 at 12:00 p.m.
13. Cancel November 28, 2024 Regular Board Meeting
14. Cancel November 28, 2024 Planning Board Meeting

15. Cancel December 26, 2024 Regular Board Meeting

16. Cancel December 26, 2024 Planning Board Meeting

ADJOURNMENT

Town of Sylva
CONSENT AGENDA
November 14, 2024

1- APPROVE MINUTES: October 10, 2024, **Regular Board Meeting;** October 24, 2024 **Work Session**

2- BUDGET AMENDMENTS:

#9 10-690-9300 Contribution to Recreation	\$7,000 C
10-660-0600 Contingency	7,000 D

REF: To correct a clerical budgeting error. Contribution to the Recreation Department should have been \$115,150 instead of \$122,130 leave a \$7,000 difference.

3- REPORTS:

- 1- Business Registration Permits as of **October 2024**
- 2- Vehicle Tax Report as of **September 30, 2024**
- 3- Ad Valorem Tax Report as of **September 30, 2024**
- 4- Statement of Revenues, Expenditures, Changes in Fund Balance as of **September 30, 2024**
- 5- Quarterly Special Revenue/Capital and Grant Project Report as of **September 30, 2024**
- 6- Quarterly Finance Report as of **September 30, 2024**

4-OTHER:

- **Amended Bryson Park and Playground Equipment Grant Project Ordinance** (see attached). *This amendment appropriates SCIF interest and SCIF sales tax refund into the project. Allowing for additional expenditures that include cameras, landscaping, basketball court, fencing, sales tax and a single audit. Additionally, playground equipment, facility upgrades and contingency have been updated to reflect budget to actual.*
- **Amended Public Restroom Grant Project Ordinance** (see attached). *This amendment appropriates non-SCIF interest into the project. The interest along with project contingency will allow for the purchase of new cameras for the restrooms.*
- **Resolution Authorizing the Disposition of Town Personal Property (R2024-06)** (see attached). *This resolution authorizes the Town Manager to dispose of the temporary skate park that was water damaged during Hurricane Helene.*
- Effective August 1, 2024, Community First Bank became **Dogwood State Bank**. Documentation was provided indicating that the Town's investments would be fully collateralized.

**Business Registration Permit Application
October 2024**

Item 1.

Date Submitted

Business Name

Business Location

Owner

10/15/2024

Qualla-T Pool & Spa

280 Asheville Hwy, Ste 2

Sabrina Arch

Tax Year 2022	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
SGR Sylva Gross Receipts			0.00	851.76		851.76	851.76
Totals For Year 2022			0.00	851.76		851.76	851.76
Grand Totals	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
			0.00	851.76		851.76	851.76

Tax Summary
as of September 30, 2024

(10-301-XX)	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	Total	Current Year	TOTALS
Starting Balances	48668.17	20666.09	11217.88	9177.7	6102.32	5377	4626.93	2726.05	1747.04	1275.7	111,584.88	\$2,176,717.75	10-281-0000
July	-855.67	-202.88					-6.55				-1,065.10		-1,065.10
August	-833.26	-470.15	-760.85			-50.85					-2,115.11		-2,115.11
September	-4286.56	-232.91				-120.18					-4,639.65	-265,742.26	-270,381.91
October											0.00		0.00
November											0.00		0.00
December											0.00		0.00
January											0.00		0.00
February											0.00		0.00
March											0.00		0.00
April											0.00		0.00
May											0.00		0.00
June											0.00		0.00
July - June Totals	-5975.49	-905.94	-760.85	0	0	-171.03	-6.55	0	0	0	-7,819.86	-265,742.26	-273,562.12
Releases											0.00		0.00
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	-5,975.49	-905.94	-760.85	0.00	0.00	-171.03	-6.55	0.00	0.00	0.00	-7,819.86	-265,742.26	-273,562.12
EOY Adjustment													
(10-110-XX) Balance	\$42,692.68	\$19,760.15	\$10,457.03	\$9,177.70	\$6,102.32	\$5,206.97	\$4,620.38	\$2,726.05	\$1,747.04	\$1,275.70	103,765.02	\$1,910,975.49	\$2,014,740.51
Interest	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	Total		
July	25.09	5.08				118.4	0.05				148.62		148.62
August	60.48	105.57	13.04			70.15					299.24		299.24
September	338.54	10.5				4.82					353.86		353.86
October											-		-
November											-		-
December											-		-
January											-		-
February											-		-
March											-		-
April											-		-
May											-		-
June											-		-
Interest Collected	\$424.11	\$121.15	\$13.04	\$50.00	\$0.00	\$193.37	\$0.05	\$0.00	\$0.00	\$0.00	\$801.72	\$0.00	\$801.72
Submitted by: Amanda Murajda, Tax Collector												Collection Rate	12.2084%

Top 10 Delinquent Accounts (2023 & prior)

Name	Balance 9/30/2024
JTS Transport	\$ 8,179.79
Dorothy Worley	\$ 5,661.83
Joe Wilson	\$ 5,522.41
Marjorie Herbert Smith	\$ 4,724.06
Kelly Robinson	\$ 4,679.86
David George Howell	\$ 4,466.25
Loyce Straton	\$ 4,129.07
Nantahala Brewing Company	\$ 3,340.74
Jimmy Ray Wilson	\$ 3,248.28
Gary Bryson	\$ 2,933.00

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
 9/30/2024

		General Fund				Actual to	Statement		
		2024-2025	Previously	2024-2025	Current	2024-2025	Period	Variance	
		Budgeted	Reported	YTD Actual	Month	Budget Balance	3		
Revenues:									
Ad valorem taxes	\$	2,309,930	\$ 27,329.64	\$ 298,768.19	\$ 271,438.55	\$ 2,011,161.81	12.93%	25.00%	-12.07% *
Other taxes and licenses	\$	6,200	4,290.00	4,745.00	455.00	1,455.00	76.53%	25.00%	51.53%
Unrestricted intergovernmental	\$	2,853,147	455,619.53	810,582.31	354,962.78	2,042,564.69	28.41%	25.00%	3.41%
Permits and Fees	\$	18,000	3,588.25	4,686.25	1,098.00	13,313.75	26.03%	25.00%	1.03%
Restricted intergovernmental	\$	188,535	-	54,802.19	54,802.19	133,732.81	29.07%	25.00%	4.07%
Investment earnings	\$	68,000	56,135.73	81,971.43	25,835.70	(13,971.43)	120.55%	25.00%	95.55%
Other revenues	\$	46,550	5,289.60	7,190.96	1,901.36	39,359.04	15.45%	25.00%	-9.55% *
Total revenues	\$	5,490,362	552,252.75	1,262,746.33	710,493.58	4,227,615.67	23.00%	25.00%	-2.00%
Expenditures:									
General Government	\$	980,152	199,523.95	261,327.00	61,803.05	718,825.00	26.66%	25.00%	-1.66% **
Salaries & Benefits	\$	421,185	80,416.11	113,003.86	32,587.75	-	-	-	-
Capital outlay	\$	-	-	-	-	-	-	-	-
All other expenditures	\$	547,188	119,107.84	148,323.14	29,215.30	-	-	-	-
Public Safety	\$	3,308,589	572,460.29	807,854.97	235,394.68	2,500,734.03	24.42%	25.00%	0.58%
Salaries & Benefits	\$	1,645,472	313,921.22	313,921.22	185,459.33	-	-	-	-
Capital outlay	\$	254,677	-	-	-	-	-	-	-
All other expenditures	\$	1,325,073	28,773.70	28,773.70	49,935.35	-	-	-	-
Culture and Recreation	\$	127,650	12,295.77	21,963.48	9,667.71	105,686.52	17.21%	25.00%	7.79%
Salaries & Benefits	\$	36,050	7,971.43	7,971.43	1,642.98	-	-	-	-
Capital outlay	\$	-	-	-	-	-	-	-	-
All other expenditures	\$	91,600	4,324.34	13,992.05	8,024.73	-	-	-	-
Transportation	\$	856,725	151,376.13	213,252.83	61,876.70	643,472.17	24.89%	25.00%	0.11%
Salaries & Benefits	\$	367,910	60,623.93	85,289.58	24,665.65	-	-	-	-
Capital outlay	\$	85,500	-	8,499.00	8,499.00	-	-	-	-
All other expenditures	\$	403,315	90,752.20	119,464.25	28,712.05	-	-	-	-
Economic and Physical Development	\$	-	-	-	-	-	0.00%	0.00%	0.00%
Salaries & Benefits	\$	-	-	-	-	-	-	-	-
Capital outlay	\$	-	-	-	-	-	-	-	-
All other expenditures	\$	-	-	-	-	-	-	-	-
Environmental Protection	\$	221,630	41,253.94	60,072.02	18,818.08	161,557.98	27.10%	25.00%	-2.10% **
Salaries & Benefits	\$	96,150	17,366.10	24,959.12	7,593.02	-	-	-	-
Capital outlay	\$	-	-	-	-	-	-	-	-
All other expenditures	\$	125,480	23,887.84	35,112.90	11,225.06	-	-	-	-
Total expenditures	\$	5,494,746	976,910.08	1,364,470.30	387,560.22	4,130,275.70	24.83%	25.00%	0.17%
Revenues over expenditures	\$	(4,384)	(424,657.33)	(101,723.97)	322,933.36	97,339.97	1.77%		
Other financing sources (uses):									
Transfers in	\$	466,967	-	-	-	-	-	-	-
Appropriated fund balance	\$	6,700	-	-	-	-	-	-	-
ARPA Related Appropriations	\$	-	-	-	-	-	-	-	-
PB Appropriated fund balance	\$	32,000	-	-	-	-	-	-	-
Fund Balance rollover	\$	228	-	-	-	-	-	-	-
Contributed Capital	\$	-	-	-	-	-	-	-	-
Sale of Assets	\$	-	-	-	-	-	-	-	-
Loan Proceeds	\$	505,895	-	-	-	-	-	-	-
Transfers to other funds:	\$	-	-	-	-	-	-	-	-
Contributed to GF fund balance	\$	-	-	-	-	-	-	-	-
Transfers out	\$	501,511	-	-	-	-	-	-	-
Transfer to Capital Reserve	\$	-	-	-	-	-	-	-	-
Total other financing sources (uses)	\$	4,384	-	-	-	-	-	-	-
Revenues and other sources over expenditures and other uses	\$	-	(424,657.33)	(101,723.97)	322,933.36	97,339.97			

Analysis:
 * Timing of revenues received
 ** Timing of purchases

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

Item 1.

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

Original Ordinance (2017-01)	0
Fund Balance (6/30/2023)	3,747
Revenue - Donations/ Interest	587.04
Fund Balance Appropriation (Operating Budget)	-2,000
Expenditures	-64.97
Balance to Date	\$2,270

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	44,738
Expenditures (Skyland Drive)	-114,974
Encumbrances Remaining DOT Contract Skyland Drive	-294,021
Balance to Date	\$176,811

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

Project Closed		7/31/2024
Total Costs		\$1,728,743
Town	\$978,743	
DOT	\$750,000	

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

Original Ordinance (SCIF Grant 11612) (2/24/22)	3,000,000
Expenditures	-2,146,184
Encumbrances (CDC Contract 7/28/2022) Contract Balance	-1,251
Encumbrances (Wurster Contract)	
Encumbrances (Kessel Contract)	0
Encumbrances (Bliss Products - Playground Equipment and Rubber)	-397,660
Encumbrances (Odell)	-1,275
Encumbrances (Bliss Products - Site Furnishings and Shade)	-118,423
Anticipated Encumbrance (Facility Upgrade)	-289,990
Sales Tax Refund	\$13,510
Interest	\$115,643
Balance to Date	\$45,216

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

Item 1.

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

Original Ordinance (SCIF Grant 11611) (2/24/22)		250,000
Amended - SWC Grant (Reimbursable) (5/12/22)		40,000
Amended - (SCIF Grant 11613) (10/27/2022)		100,000
Amended - Project Interest (SCIF #11611) (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
Expenditures		-449,935
Encumbrances (Cinderella Partners 1/3/2024)		-132,906
Encumbrances (Odell Contract 3/24/2022)		-165
Sales Tax Refund	\$1,259	
Interest	\$27,884	
		\$64,425

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		-853,564
Sales Tax Refund	\$6,602	
Interest	\$19,118	
		\$40,140

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

Original Ordinance (4/25/2024) JC TDA		20,000
Original Ordinance (4/25/2024) Community Foundation		10,000
Expenditures		-12,745
Interest	\$728	
		\$17,255

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

Item 1.

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

Original Ordinance (8/8/2024) Closeout of Allen Street Capital Project Fund	200,000
Expenditures	0
Interest	\$1,690
	\$200,000

Scotts Creek Slope Project (Fund 35) - Grant Project Fund:

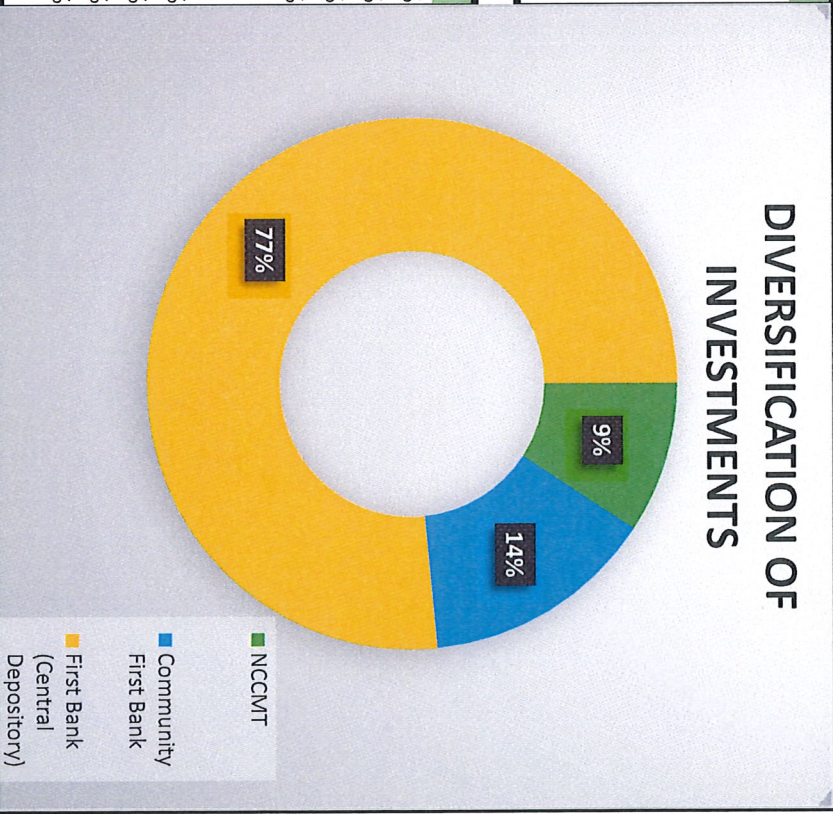
Original Ordinance (8/8/2024) Closeout of Allen Street Capital Project Fund	125,000
Expenditures	
Interest	\$1,056
	\$125,000

Town of Sylva Financial Report as of September 30, 2024

INVESTMENT PORTFOLIO:		
BANK	INVESTMENTS	3 Month Avg INTEREST
NCCMT	\$1,367,284	5.17%
Community First Bank	\$2,134,392	3.38%
First Bank (Central Depository)	\$11,385,039	5.12%
	\$14,886,715	

STATE REVENUE ANALYSIS: (31% Budget)	Revenue	% Collected
Telecommunication	\$6,940	32.13%
Natural Gas	\$2,370	29.62%
Video Programming	\$2,242	24.91%
Franchise on Power	\$77,975	26.43%
Total 1ST QTR (Avg should be 25%)	\$89,527	
Article 40 (.50 % pooled - per capita)	\$42,996	20.47%
Article 42 (.50% point of sale)	\$48,373	21.79%
Article 39 (1% point of sale)	\$97,608	22.97%
Hold Harmless (related to county medicaid)	\$36,507	19.21%
Total 2 Months (Avg should be 16.66%)	\$225,484	

FUND BALANCE ANALYSIS: ESTIMATE ONLY AS OF 6/30/2024		
Unassigned - 6/30/2023 + Subsequent	\$5,423,523	
Subsequent appropriation/rollover	-\$83,150	
Appropriated/rollover after 7/1/23	-\$90,342	
Recommended transfer to GF Capital Res.	-\$788,000	
ARRA related funds (per 6/30/2023 audit)	-\$446,642	
Available Fund Balance	\$4,015,389	Goal
	67.29%	73.00%



What does 1 cent = **\$48,600** Estimated

ARRA Related:	ARRA Related:
# ARPA Related Approp	0
# GF Approp. after 7/1	0
# Contingency Approp.	0
# GF Rollovers after 7/1	1
Balance	\$20,000

Note: Board policy states that Fund Balance will not drop below 40% and the goal is to have Fund Balance at 73% of expenditures.

CAPITAL RESERVE FUNDS: ESTIMATE ONLY

General Fund	Fire Department	REVOLVING LOAN FUND: ESTIMATE ONLY
GF Res. 6/30/2023 + Sub	FD Res. 6/30/23 + Sub	RLF Balance 6/30/23 + Subsequent
\$222,974	\$573,040	\$106,953
Recommended/Over 68%	Balance to GL	Interest
\$788,000	-\$73	Investment in Real Estate
Interest/Sales Tax	DOI Earmarked	Subsequent Year Approp.
\$64,931	\$19,803	-\$52,435
Transfer in GF (Allen St Closeout)	Interest	-\$6,000
\$374,324	\$25,881	
Appropriation 7/1/2024	Appropriation 7/1/24	
-\$44,750	-\$40,706	
GF Available Funds	FD Available Funds	
\$1,405,480	\$577,944	
		RLF Available Funds
		\$50,830

FISHER CREEK ANALYSIS:

Bank Investments	Current Invested	FY Interest as of 9/30/2024	Current Interest Rate	Total Interest starting 10/2007	Fisher Creek Funds Available
NCCMT	\$8,693	\$112.36	5.07%	\$177,864	Available Cash 3,239,900
Entegra/Select Bank/First Bank	\$1,092,191	\$13,882.11	5.12%	\$154,631	Subsequent/Roll Over -63,560
Community First Bank	\$2,140,305	\$18,079.88	3.38%	\$140,320	Water Quality -1,307,648
UICB	\$0	\$0		\$71,236	Revenues 32,236
HomeTrust	\$0	\$0		\$55,723	Expenditures -9,533
Wachovia	\$0	\$0		\$66,937	Funds Available \$1,891,395
1st Citizen	\$0	\$0		\$13,844	ARPA Funds/Interest 118,692
	\$3,241,189	\$32,074.35		\$680,555	Appropriations \$0
					Balance Remaining \$118,692

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.

Total H2O Quality Interest \$89,789.22

PROPERTY TAX ANALYSIS (5.1% Budget)

PROPERTY TAX ANALYSIS	OUTSTANDING LOANS	Annual Debt
Budgeted	Loan	
\$2,167,530	P/I	
Original Billing (No Utilities)	Loan Payoff Year	\$0
\$2,176,717		\$0
Est. 97.96% Collection		\$0
\$2,123,170		\$0
Collection/Releases		\$0
-\$265,742		
Discovery/Penalties		
\$3,008		
Appeals (Total)		
\$0		
Outstanding		
\$1,910,975		
Collection % Rate		
12.08%		
Prior Year Collection % Rate		
17.03%		

**AMENDED
TOWN OF SYLVA
PUBLIC RESTROOMS GRANT PROJECT ORDINANCE**

BE IT ORDAINED by the Governing Board of the Town of Sylva, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statues of North Carolina, the following grant project is adopted:

Section 1. The project authorized is the for the engineering and construction of public restrooms downtown.

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

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

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

Revenues:

State Capital and Infrastructure Grant Fund (SCIF #11611)	250,000
State Capital and Infrastructure Grant Fund (SCIF #11613)	100,000
Southwestern Commission Council of Government (SCIF)	40,000
Interest (SCIF #11611)	12,473.34
Interest (SCIF#11613)	5,948.71
Sales Tax Reimbursement (SCIF #11611) 6/30/2024	1,259.16
Interest (Non-SCIF)	9,461.79
Town of Sylva ARPA Related Funds (10/26/2023)	209,773
Town of Sylva ARPA Related Funds (12/14/2023)	5,976
Town of Sylva ARPA Related Funds (3/14/2024)	<u>22,000</u>
	\$ 656,892

Expenditures:

Professional Services	32,500
Construction (\$22,000 Contingency)	529,292
Utility Relocation	5,000
Property Lease	10,000
Misc. Supplies and Expense	3,000
Sales Tax	2,692
Landscape/Tables/Benches	20,000
TWSA Allocation/Associated Services	5,976
Cameras	9,875
Contingency	<u>38,557</u>
	\$ 656,892

Section 6. The Finance Officer is hereby directed to maintain within the grant project ordinance sufficient detailed accounting records to satisfy the requirements of a grantor agency and any federal regulations if applicable.

Section 7. If needed, funds may be advanced from the General Fund Balance for the purpose of making payments due. Any funds appropriated from Fund Balance will be approved by the Board of Commissioners.

Section 8. The Finance Officer is directed to report on a quarterly basis the financial status of each project element in Section 4.

Section 9. Copies of this grant capital project ordinance shall be furnished to the Clerk of the Governing Board and the Finance Officer for direction in carrying out this project.

Section 10. Fund 30 (Public Restroom Grant Project Ordinance) will account for the bookkeeping records of this project.

Section 11. Per SCIF Grant and Southwestern Commission of Government Grant requirements, investment earnings received from grant monies must be used for the same purpose as the authorized uses.

Section 12. Per SCIF Grant requirements, monies will not revert until the end of the project.

Section 13. Per SCIF Grant and Southwestern Commission of Government Grant requirements, all records related to the grant project must be retained at least five years after the close of the project.

Adopted this the 14th day of November 2024.

Johnny Phillips, Mayor

ATTEST:

Amanda Murajda, Town Clerk

**AMENDED
TOWN OF SYLVA
BRYSON PARK AND PLAYGROUND EQUIPMENT GRANT PROJECT
ORDINANCE**

BE IT ORDAINED by the Governing Board of the Town of Sylva, North Carolina, that, pursuant to Section 13.2 of Chapter 159 of the General Statues of North Carolina, the following grant project is adopted:

Section 1. The project authorized is the for the engineering, repair, and construction, facility upgrades, and playground equipment at Bryson Park.

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

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

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

Revenues:

State Capital and Infrastructure Grant Fund (SCIF)	\$ 3,000,000
SCIF Interest (9/30/2024)	115,643
SCIF Sales Tax Refund (6/30/2024)	<u>13,510</u>
	\$ 3,129,153

Expenditures:

Professional Services	72,768
Construction/Repair	1,954,598
Playground Equipment/Installation/Grading	558,422
Facility Upgrades (10% Contingency)	289,990
Water Fountain	10,000
Sidewalk Professional	27,700
Contingency	35,046
Additional Testing and Inspection (Kessel)	12,832
Miscellaneous Expense	3,668
Sales Tax (NC and County)	48,464
Cameras	15,000
Landscaping	5,000
Basketball Court	56,765
Fencing	35,000
Audit (Single Audit Grant Requirement)	<u>3,900</u>
	\$ 3,129,153

Section 6. The Finance Officer is hereby directed to maintain within the grant project ordinance sufficient detailed accounting records to satisfy the requirements of a grantor agency and any federal regulations if applicable.

Section 7. If needed, funds may be advanced from the General Fund Balance for the purpose of making payments due. Any funds appropriated from Fund Balance will be approved by the Board of Commissioners.

Section 8. The Finance Officer is directed to report on a quarterly basis the financial status of each project element in Section 4.

Section 9. Copies of this grant project ordinance shall be furnished to the Clerk of the Governing Board and the Finance Officer for direction in carrying out this project.

Section 10. Fund 31 (Bryson Park and Playground Equipment Grant Project Ordinance) will account for the bookkeeping records of this project.

Section 11. Per SCIF Grant requirements, investment earnings received on grant monies must be used for the same purpose as the authorized uses.

Section 12. Per SCIF Grant requirements, monies will not revert until the end of the project.

Section 13. Per SCIF Grant requirements, all records related to the grant project must be retained at least five years after the close of the project.

Adopted this the 14th day of November 2024

Johnny Phillips, Mayor

ATTEST:

Amanda Murajda, Town Clerk

R2024-06

Resolution Authorizing the Disposition of Town Personal Property

WHEREAS, the Board of Commissioners of the Town of Sylva, North Carolina desire to declare surplus and dispose of certain Town owned personal property.

WHEREAS, the Public Works Director has determined that the temporary skate park equipment located at 63 Allen Street is unsafe due to flooding that occurred during Hurricane Helene.

WHEREAS, the equipment was not covered under flood insurance due to being located on private property and the flood deductible of \$50,000 was significantly more than the costs of the equipment.

WHEREAS, the Public Works Director recommends that the equipment be destroyed.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Sylva that: The following described property is hereby declared to be surplus to the needs of the Town of Sylva due to water damage:

- 2022 Skatepark Equipment – CA# 1002

BE IT FURTHER RESOLVED that the Town Manager is hereby authorized to dispose of the aforementioned personal property by means allowable by law. The Town Finance Officer shall keep a record of the destruction.

ADOPTED this 14th day of November 2024.

Johnny Phillips, Mayor

Attest:

Amanda W. Murajda, Town Clerk



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, October 10, 2024 at 5:30 PM
Board Room, 83 Allen Street Sylva, North Carolina

MINUTES

PRESENT: Jonathan Brown, Commissioner
Blitz Estridge, Commissioner
Mary Gelbaugh, Mayor Pro-Tem
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 5:30 p.m.

STAFF PRESENT: Bernadette Peters (Economic Development Director), Keith Buchanan (Assistant Fire Chief) and Mike Beck (Fire Chief).

VISITORS: Lisa McBride

APPROVAL OF AGENDA:

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

APPROVAL OF CONSENT AGENDA

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

PUBLIC COMMENTS:

None.

MAYOR'S REPORT: Mayor Phillips reported that the Town of Sylva was fortunate to not have suffered a large amount of damage during Hurricane Helene. He thanked everyone for their support of the surrounding communities and counties east of Jackson County.

COMMISSIONER'S REPORT: All commissioners thanked all persons involved in helping clean up after Hurricane Helene. Commissioner Gelbaugh noted on October 19, 2024, Uncomplicated Kitchen would be hosting a cooking class at the library. Commissioner Brown thanked the Fire Department for allowing him to do a ride-along during the hurricane.

MANAGER'S REPORT: Manager Dowling reported the following:

- Dowling thanked the town departments for their work during Hurricane Helene and expressed care and concern for neighbors to the east of Jackson County. The wall behind Town Hall was damaged by the hurricane significantly and the skate ramp is a total loss.
- Bryson Park Update: Dowling and Jake Scott met with Jeff Bliss on furnishings for Bryson Park to discuss tables, benches, bike racks, grills, exercise equipment, and other items the board and public expressed interest in previously. A finalized contract with Bartlett Operations for the pavilion renovation is forthcoming. The estimated construction time is 5 months.
- Audit site work has been postponed due to Hurricane Helene.
- Employment Update: Blake Cabe started full-time employment at the Fire Department. The Jackson County Health Department offered flu shots to Town employees this morning.
- I know it seems like a long way off, but the Christmas Parade is December 1st at 3:00 p.m. This year the parade falls on Thanksgiving weekend. The parade application will be up available soon.

Regular Board Meeting October 10, 2024

NEW BUSINESS

FIRE DEPARTMENT REQUEST TO PURCHASE PUMPER TRUCK: Fire Chief, Mike Beck, addressed the board and explained that the department is in need of purchasing a new pumper truck. The truck would be paid out of capital reserve funds. Beck would like to open the bidding process on November 1, 2024 and have bids submitted by December 2, 2024. *Commissioner Brown made a motion to authorize the Fire Department to proceed with the bid process. The motion carried with a unanimous vote.*

PLANNING BOARD TERM LIMITS AND APPOINTMENTS: Planning Board members with expired terms are Geoffrey Hirsch (completed his first term), Rose Bauguess (ETJ representative, unexpired term), Russ Harris (completed his third term), and Kendall Waldrop (completed her first term). All members would like to be reappointed for another term. The Planning Board still has a limit of three terms, but since a 4th term was added for the ABC Board, it is recommended the Board add a fourth term for the Planning Board too. Russ Harris has served on the Planning Board the longest of the members and his background knowledge is incredibly helpful. *Commissioner Estridge made a motion to amend the Planning Board term limits to 4 terms. The motion carried with a unanimous vote. Commissioner Gelbaugh made a motion to reappoint Geoffrey Hirsch, Rose Bauguess, Russ Harris and Kendall Waldrop. The motion carried with a unanimous vote.*

ECONOMIC DEVELOPMENT COMMITTEE APPOINTMENTS: The Town has received Economic Development Committee applications from Donald Green, Marne Harris, Josh Carpenter, Tim Jones, Don Hensley and Johnny Maney. This is a seven-member committee with five voting members. Marne Harris is applying as the Small Business Center appointee. Josh Carpenter is applying as the Regional Economic Development appointee. These two seats would be ex-officio. Commissioner Jones asked to be recused because his brother has applied for a seat on the committee. *Commissioner Gelbaugh made a motion to recuse Commissioner Jones from voting. The motion carried with a unanimous vote. Commissioner Gelbaugh made a motion to appoint Marne Harris and Josh Carpenter to ex-officio seats. The motion carried with a unanimous vote. Commissioner Brown made a motion to appoint Jack Hennessee and Don Hensley to a 1-year term, expiring December 31, 2025. The motion carried with a unanimous vote. Commissioner Estridge made a motion to appoint Donald Green, Tim Jones and Johnny Maney to a 3-year term, expiring December 31, 2027. The motion carried with a unanimous vote.*

MSSA FAÇADE GRANT APPLICATIONS APPROVAL: There are three façade grants to be approved to utilize the remaining funding for this cycle.

- o Crystal Pace for Ilda, 462 W. Main Street. It will include a decorative space between the crosswalks that includes planters, repairing drips and windows, as well as painting on the Mill Street side of the building. The total cost is \$2170.80 which amounts to a \$1,085.40 match.
- o David Schulman for the Yoga Mill, 620 Mill Street to replace the metal awning with a metal framed canvas awning. The total cost is \$,5336, which amounts to a \$2,668 match.
- o Jay Coward for Coward Hicks and Siler, 705 W. Main Street to redo the connecting ally hardscape and landscaping. The total cost is \$1,545, which amounts to a \$772.50 match.

Commissioner Waldrop made a motion to approve all three applications for grant funding. The motion carried with a unanimous vote.

SPECIAL EVENT REQUEST: FARM TO TABLE DINNER—ALCOHOL REQUEST: Lisa McBride is applying for a special event alcohol permit for a farm-to-table dinner December 7th. Sante – The Wine Bar is the alcohol permit holder for the event. The event will be held at Bridge Park. *Commissioner Gelbaugh made a motion to approve the event request. The motion carried with a unanimous vote.*

HISTORICAL SIGN AT NEW PUBLIC RESTROOM: Luther Jones previously presented an idea for having a sign depicting the depot restroom as the center point of town. Since the restroom is nearing completion, the board needs to finalize the sign. Manager Dowling suggested adding pictures. Being no further comment, Commissioner Gelbaugh made a motion to move forward with completing and installing the sign. The motion carried with a unanimous vote.

ADJOURNMENT: *Commissioner Waldrop made a motion to adjourn the meeting at 6:02 p.m. The motion carried with a unanimous vote.*

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk



TOWN OF SYLVA BOARD OF COMMISSIONERS WORK SESSION

Thursday, October 24, 2024 at 9:00 AM
Board Room, 83 Allen Street Sylva, North Carolina

MINUTES

PRESENT: Jonathan Brown, Commissioner
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) and Robbie Carter (Assistant Police Chief).

VISITORS: None.

APPROVAL OF AGENDA

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

PUBLIC COMMENTS

None.

COMMISSIONER'S REPORT

Commissioner Gelbaugh reminded everyone that early voting continues through November 2, 2024. Commissioner Jones distributed Mountain Projects' community report. Commissioner Estridge noted that streetlights on highway 107 have been working and thanked Jake Scott for working with Duke Energy on the poles. Commissioner Brown reported that a crew from Louisiana visited town and provided a hot meal for emergency services recently. He thanked this for visiting Sylva.

MAYOR'S REPORT

None.

MANAGER'S REPORT: Manager Dowling reported the following:

- Unfortunately, the skate ramp was not covered by insurance since it was located in an area not covered by the Town's flood insurance. If it had been covered by insurance, the deductible would have been \$50,000 and the equipment initially cost \$10,000. The Board will need to surplus this on the next consent agenda so Public Works can dispose of it.
- The new substantial completion date for the restroom is November 1st.
- Dowling has submitted a Request for Public Assistance with FEMA. This is the first step in the process.
- Audit site work has been rescheduled for November 4, 5, 12, 13, and 14th.

PUBLIC WORKS DEPARTMENT REPORT: Jake Scott reported the following:

- Scott thanked all persons involved with cleanup after Hurricane Helene.
- A contract has been completed with Bartlett Operations for work at Bryson Park. Bryson Park remains closed.
- The Town is in the beginning phases of evaluating the Scotts Creek wall failure behind Town Hall.
- Public Works continues to plan for upcoming town events.

Regular Board Meeting October 24, 2024

POLICE DEPARTMENT REPORT: Robbie Carter, Assistant Police Chief, reported the following:

- Officers Kirkland and McFalls began solo patrol on Wednesday, October 23rd.
- Sgt. Maleah Mathis has been awarded an intermediate law enforcement certificate.
- Robbie Carter completed the Police Chiefs Institute
- Just over 736 calls for the last month.
- Mutual aid provided to Maggie Valley with their flood response during Hurricane Helene.
- New vehicles will hopefully be delivered in the next week.

FIRE DEPARTMENT REPORT: None.

MAIN STREET REPORT: Bernadette Peters reported the following:

- Peters has been working with businesses during the hurricane outages.
- Shopwnc.com is a website built in response to Hurricane Helene damage and closures.
- The Creating Outdoor Recreation Economies Planning report will be presented to the board at the next meeting for approval.

TWSA BOARD REPORT: Manager Dowling reported that TWSA has been focused on repairing storm damage and water outages from Hurricane Helene.

PINNACLE PARK REPORT: Jake Scott reported that there were approximately twenty trees down from Hurricane Helene. The Public Works department cleared the trail of these trees.

NEW BUSINESS—ACTION ITEMS

EMERGENCY AMENDED EVENT STREET CLOSURE RESOLUTIONS: Manager Dowling explained that the Board will need to take action to amend the road closure resolutions for Treat Street and WCU's Homecoming Parade. For safety reasons, the detour will now begin at 3:00 p.m. and cars parked on Main Street will still be able to exit up until the start of the event. *Commissioner Gelbaugh made a motion to approve the resolutions. The motion carried with a unanimous vote.*

NEW BUSINESS—DISCUSSION ONLY

DISCUSSION OF WORK SESSION AGENDA: Mayor Phillips explained that continuing to have the morning meeting as a work session is prohibiting the Town from taking action on important items. The board discussed having an agenda that would be split between action and non-action items. They were in agreement to have a split agenda for the morning meetings. This will be on the next agenda for a vote.

FY 2025-2026 BUDGET CALENDAR—REVIEW ONLY: Manager Dowling presented the FY 2025-2026 budget calendar and asked board members to review prior to the next meeting.

CLOSED SESSION: *Commissioner Gelbaugh made a motion to enter closed session pursuant to NCGS. 143-318-11(a)(4) on economic development at 9:29 a.m. 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 10:18 a.m. No action was taken during closed session.

ADJOURNMENT: *Commissioner Waldrop made a motion to adjourn the meeting at 10:19 a.m. The motion carried with a unanimous vote.*

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk

Town of Sylva Proposed 2025-2026 Budget Schedule

November 14, 2024	Approve Budget Schedule
December 2, 2024	Department Budget Worksheets Emailed to Department Heads
January 30, 2025 9:00 a.m. (irregular mtg. date)	Budget Planning Worksession <ul style="list-style-type: none"> • Meeting with Town Staff and Town Council to determine the needs, priorities, and goals.
February 13, 2025	Finalized Department Budget Requests Due <ul style="list-style-type: none"> • Department Heads must have Budget Request submitted to Finance Officer.
March 27, 2025 10:00 a.m. (after mtg.)	Budget Planning Worksession <ul style="list-style-type: none"> • Town Staff and Town Council meet to prioritize needs and objectives.
March 31, 2025	Grant Spending Deadline <ul style="list-style-type: none"> • Department heads notify Finance Officer of any grant funds that will not be encumbered by June 30th.
April 18, 2025	Balanced Draft Budget Sent to Council
April 24, 2025 10:00 a.m. (after mtg.)	Council Worksession <ul style="list-style-type: none"> • Town Council and Town Staff
May 8, 2025	Formal Submission of the Budget to Council
May 8, 2025 (tentative) 3:00 p.m. (before mtg.)	Council Worksession <ul style="list-style-type: none"> • Town Council and Town Staff
May 15 and 22, 2025	Advertising of the Public Hearing <ul style="list-style-type: none"> • <i>Sylva Herald and Ruralite</i>
May 15, 2025	Year-End Spending Deadline
May 29, 2025 (irregular mtg. date) 5:30 p.m.	Public Hearing <ul style="list-style-type: none"> • Citizen Input
June 12, 2025 5:30 p.m.	Council Meeting <ul style="list-style-type: none"> • Budget Approved by Sylva Town Council