



# TOWN OF SYLVA BOARD OF COMMISSIONERS WORK SESSION

Thursday, October 24, 2024 at 9:00 AM  
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*

### PUBLIC COMMENTS

### REPORTS

1. Commissioner's Report
2. Mayor's Report
3. Manager's Report
4. Public Works Department Report
5. Police Department Report
6. Fire Department Report
7. Main Street Report
8. TWSA Board Report
9. Pinnacle Park Report

### NEW BUSINESS--ACTION ITEMS

- [10.](#) Emergency Amended Event Street Closure Resolutions
  1. Treat Street--October 31, 2024
  2. WCU Homecoming Parade--November 1, 2024

### NEW BUSINESS--DISCUSSION ONLY

11. Discussion of Work Session Agenda
- [12.](#) FY 2025-2026 Budget Calendar-Review Only

**CLOSED SESSION**

13. Pursuant to G.S 143-318.11(a)(4)—Economic Development

**ADJOURNMENT**

State of North Carolina  
Town of Sylva

**AMENDED  
RESOLUTION TO REQUEST A FESTIVAL PERMIT  
FOR TREAT STREET  
IN SYLVA, NORTH CAROLINA**

**WHEREAS**, the Town of Sylva Board of Commissioners has received a request from the Main Street Association of Sylva requesting the Board undertake the formal steps necessary for the citizens of Sylva, North Carolina to conduct a festival in the downtown area on Main Street (NC 107/US 23 BUS.), on Thursday, October 31, 2024, from 4:00 P.M. to 9:00 P.M.; and

**WHEREAS**, the Town of Sylva Board of Commissioners believes that it is in the best interest of the citizens of the Town of Sylva that they act favorably on said request and formally notify the NC Department of Transportation for the closing of said highway at said times for the conducting of a festival in Sylva, North Carolina.

**NOW, THEREFORE**, the Town of Sylva Board of Commissioners does hereby resolve as follows:

1. The North Carolina Department of Transportation be advised that the Town of Sylva Board of Commissioners hereby agrees to serve as the sponsoring governmental entity for the festival to be held in Sylva, North Carolina on Thursday, October 31, 2024, from 3:00 P.M. to 9:00 P.M., with no rain date and at the location of downtown Sylva on Main Street (NC107/US 23 BUS.).
2. That the Town of Sylva Board of Commissioners agrees to be the governmental entity making a request for the closing of said highway at said times and for obtaining compliance with those requirements of the North Carolina Department of Transportation for the conducting of said parade and the rerouting traffic during those times when said highway is closed.
3. The Town of Sylva Board of Commissioners accepts full responsibility for the special event and recognizes that the Town of Sylva will be responsible for safety, traffic flow, traffic control, signage, and ensuring that decorations and all debris will be removed following the event.

Date: October 31, 2024

Time: 3:00 p.m. – 9:00 p.m.

Route Description: The festival will take place in the downtown area of Main Street. Main Street will be closed from 3:00 p.m. to 9:00 p.m. for the festival. Traffic will be routed along Jackson Street and then down to Evalina Street back to Main Street.

Adopted this the 24<sup>th</sup> day of October 2024.

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Johnny Phillips, Mayor  
Town of Sylva

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Amanda W. Murajda, Town Clerk  
Town of Sylva

State of North Carolina  
Town of Sylva

**AMENDED  
RESOLUTION TO REQUEST A PARADE PERMIT  
FOR A WESTERN CAROLINA UNIVERSITY HOMECOMING PARADE  
IN SYLVA, NORTH CAROLINA**

**WHEREAS**, the Town of Sylva Board of Commissioners has received a request from Western Carolina University requesting the Board undertake the formal steps necessary for the citizens of Sylva, North Carolina to conduct a parade in the downtown area on Main Street (NC 107/US 23 BUS.), on Friday evening, November 1, 2024, at 6:00 P.M.; and

**WHEREAS**, the Town of Sylva Board of Commissioners believes that it is in the best interest of the citizens of the Town of Sylva that they act favorably on said request and formally notify the NC Department of Transportation for the closing of said highway at said times for the conducting of a parade in Sylva, North Carolina.

**NOW, THEREFORE**, the Town of Sylva Board of Commissioners does hereby resolve as follows:

1. The North Carolina Department of Transportation be advised that the Town of Sylva Board of Commissioners hereby agrees to serve as the sponsoring governmental entity for a parade to be held in Sylva, North Carolina on Friday evening, November 1, 2024 at 6:00 P.M., with no rain date and at the location of downtown Sylva on Main Street (NC107/US 23 BUS.).
2. That the Town of Sylva Board of Commissioners agrees to be the governmental entity making a request for the closing of said highway at said times and for obtaining compliance with those requirements of the North Carolina Department of Transportation for the conducting of said parade and the rerouting traffic during those times when said highway is closed.
3. The Town of Sylva Board of Commissioners accepts full responsibility for the special event and recognizes that the Town of Sylva will be responsible for safety, traffic flow, traffic control, signage, and ensuring that decorations and all debris will be removed following the event.

Date: November 1, 2024

Time: 3:00 p.m. – 7:30 p.m.

Route Description: The parade will originate at Mark Watson Park and travel east on NC 107/US 23 BUS to the intersection of Main Street and Mill Street. Walking participants will turn onto Mill Street and proceed west back to Bridge Park. The WCU Marching Band will continue to travel east on NC107/US 23 BUS to Jackson Paper. Traffic will be routed to Municipal Drive during the parade.

Adopted this the 24<sup>th</sup> day of October 2024.

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Johnny Phillips, Mayor  
Town of Sylva

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Amanda W. Murajda, Town Clerk  
Town of Sylva

## Town of Sylva Proposed 2025-2026 Budget Schedule

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