Town of Sylva
CONSENT AGENDA
November 12, 2026

1- APPROVE MINUTES: October 8, 2026, **Regular Board Meeting;** October 22, 2026 **Regular Board Meeting**

2- BUDGET:

#25	10-660-0600 Contingency	$ 8,000.00 C
	10-470-2200 Consulting Professionals	$ 8,000.00 D

REF: To cover the cost of financial consulting services.

#26	10-399-0000 Fund Balance Appropriation	$46,250.00 D
	10-560-7600 Street Dept.	$46,250.00 C

REF: To cover the increased cost of the Ridgeway Street Slope Failure repair.

3- REPORTS:

1- Business Registration Permits as of **October 2026**
2- Ad Valorem Tax Report as of **September 30, 2026**
3- Statement of Revenues, Expenditures, Changes in Fund Balance as of **September 30, 2026**
4- Quarterly Special Revenue/Capital and Grant Project Report as of **September 30, 2026**
5- Quarterly Finance Report as of **September 30, 2026**

4- OTHER:

- **Resolution Imposing the Duties of Finance Officer Upon Kristie Walker (R2026-19)** Lynn Bryant retirement is effective January 1, 2027. In a resolution approved October 8, 2026, the Board imposed the duties of Finance Officer upon the Town Manager. Kristie Walker assumed the permanent Finance Officer position November 4, 2026.
- **Resolution Imposing the Duties of Town Clerk Upon Paige Dowling, Town Manager (R2026-20)** Angie Stanley, Town Clerk, has tendered her resignation effective November 13, 2026. This resolution temporarily imposes the duties of Town Clerk upon the Town Manager, Paige Dowling, until a permanent Town Clerk is hired.

Tax Summary
as of September 30, 2026

(10-301-XX)	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016	Total	Current Year	TOTALS	
Starting Balances	64370.98	23189.58	22877.03	9790.65	6392.91	7019.62	4421.43	4325.22	4006.43	2411.82	148,805.67	$2,747,010.16	10-281-0000	
July	-3359.62	-42.84					-59.74	-496.18	-212.98		-4,171.36	-12,922.91	-17,094.27	
August	-2464.56										-2,464.56		-2,464.56	
September	-3326.63	-563.85	-653.78	-551.32	-56.23						-5,151.81	-301,693.16	-306,844.97	
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	$2,837,720.59
March											0.00		0.00	
April											0.00		0.00	
May											0.00		0.00	
June											0.00		0.00	
July - June Totals	-9150.81	-606.69	-653.78	-551.32	-56.23	0	-59.74	-496.18	-212.98	0	-11,787.73	-314,616.07	-326,403.80	
Releases		-13.62	-14.86	-12.10	-12.10	-11.69			-540.21		-604.58	-41.94	-646.52	
Add to Original Levy											0.00	90,710.43	90,710.43	
Under Appeal											0.00		0.00	
Bankruptcy											0.00		0.00	
Refund/Adj											0.00		0.00	
Subtotals	-9,150.81	-620.31	-668.64	-563.42	-68.33	-11.69	-59.74	-496.18	-753.19	0.00	-12,392.31	-223,947.58	-236,339.89	
EOY Adjustment														
(10-110-XX) Balance	$55,220.17	$22,569.27	$22,208.39	$9,227.23	$6,324.58	$7,007.93	$4,361.69	$3,829.04	$3,253.24	$2,411.82	136,413.36	$2,523,062.58	$2,659,475.94	
Interest	2025	2024	2023	2022	2021	2020	2019	2018	2017	2016	Total			
July	202.56	7.16					297.67	340.63	84.80		932.82		932.82	
August	257.7		100.00								357.70		357.70	
September	106.68	95.88	181.71	192.75	20.16						597.18		597.18	
October											-		-	
November											-		-	
December											-		-	
January											-		-	
February											-		-	
March											-		-	
April											-		-	
May											-		-	
June											-		-	
Interest Collected	$566.94	$103.04	$281.71	$192.75	$20.16	$0.00	$297.67	$340.63	$84.80	$0.00	$1,887.70	$0.00	$1,887.70	10-317-0000
Submitted by: Amanda Murajda, Tax Collector												Collection Rate	11.0884%	

Top 10 Delinquent Accounts (2025 & prior)

Name	Balance 9/30/2026
JTS Transport	$ 14,227.64
GL Mtn Apartments LLC	$ 7,166.18
Gretta Worley	$ 7,111.74
Mountain Park Urgent Care	$ 6,509.74
David George Howell	$ 6,180.91
Jimmy Ray Wilson	$ 5,723.98
Joe Wilson	$ 5,701.79
Marjorie Herbert Smith	$ 5,634.33
Nantahala Brewing Company	$ 3,893.46
Timothy Queen	$ 3,705.66

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
9/30/2026

	General Fund					Actual to Budget Percent	Statement Period 3	Variance
	2026-2027 Budgeted	Previously Reported	2026-2027 YTD Actual	Current Month	2026-2027 Budget Balance			
Revenues:								
Ad valorem taxes	$ 2,907,954	$ 33,417.32	$ 355,151.73	$ 321,734.41	$ 2,552,802.27	12.21%	25.00%	-12.79% *
Other taxes and licenses	$ 1,200	60.00	60.00	$ -	$ 1,140.00	5.00%	25.00%	-20.00% *
Unrestricted intergovernmental	$ 3,311,610	204,619.26	448,086.26	$ 243,467.00	$ 2,863,523.74	13.53%	25.00%	-11.47% *
Permits and Fees	$ 15,500	7,211.00	7,736.00	$ 525.00	$ 7,764.00	49.91%	25.00%	24.91%
Restricted intergovernmental	$ 187,166	14,485.31	57,318.69	$ 42,833.38	$ 129,847.31	30.62%	25.00%	5.62% *
Investment earnings	$ 135,000	51,937.88	76,224.81	$ 24,286.93	$ 58,775.19	56.46%	25.00%	31.46%
Other revenues	$ 54,400	12,759.88	17,392.00	$ 4,632.12	$ 37,008.00	31.97%	25.00%	6.97%
Total revenues	$ 6,612,830	324,490.65	961,969.49	637,478.84	$ 5,650,860.51	14.55%	25.00%	-10.45%
Expenditures:								
General Government	$ 1,178,055	191,322.26	281,516.49	90,194.23	896,538.51	23.90%	25.00%	1.10% **
Salaries & Benefits	$ 509,740	74,644.58	117,292.78	42,648.20				
Capital outlay	$ 25,761	-	-	-				
All other expenditures	$ 562,767	116,677.68	164,223.71	47,546.03				
Public Safety	$ 5,114,660	662,595.87	960,972.71	298,376.84	4,153,687.29	18.79%	25.00%	6.21%
Salaries & Benefits	$ 2,133,485	296,358.96	451,253.11	154,894.15				
Capital outlay	$ 1,367,662	50,000.00	81,389.82	31,389.82				
All other expenditures	$ 1,613,513	316,236.91	428,329.78	112,092.87				
Culture and Recreation	$ 147,612	21,137.04	26,071.28	4,934.24	121,540.72	17.66%	25.00%	7.34%
Salaries & Benefits	$ 35,650	3,490.45	5,339.86	1,849.41				
Capital outlay	$ 5,000	3,622.85	3,622.85	-				
All other expenditures	$ 106,962	14,023.74	17,108.57	3,084.83				
Transportation	$ 1,342,625	168,631.37	235,407.80	66,776.43	1,107,217.20	17.53%	25.00%	7.47%
Salaries & Benefits	$ 407,170	56,472.91	84,455.35	27,982.44				
Capital outlay	$ 72,000	21,085.84	22,970.09	1,884.25				
All other expenditures	$ 863,455	91,072.62	127,982.36	36,909.74				
Economic and Physical Development	$ -	-	-	-	-	0.00%	0.00%	0.00%
Salaries & Benefits								
Capital outlay								
All other expenditures	$ -	-	-	-				
Environmental Protection	$ 496,450	267,791.31	286,027.99	18,236.68	210,422.01	57.61%	25.00%	-32.61%
Salaries & Benefits	$ 119,820	14,828.29	22,195.28	7,366.99				
Capital outlay	$ 252,500	225,000.00	227,006.00	2,006.00				
All other expenditures	$ 124,130	27,963.02	36,826.71	8,863.69				
Total expenditures	$ 8,279,402	1,311,477.85	1,789,996.27	478,518.42	6,489,405.73	21.62%	25.00%	3.38%
Revenues over expenditures	$ (1,666,572)	(986,987.20)	(828,026.78)	158,960.42	(838,545.22)	-10.13%		
Other Financing Sources (Uses)		-	-	-	-			
Sale of capital assets	$ 10,000		-					
Lease liabilities issued	$ -							
Transfers (to) from other funds	$ 1,656,572		15,300.00					
					-			
		-	-		-			
		-	-	-				
Total other financing sources (uses)	$ 1,666,572	-	15,300.00	-	-			
Revenues and other sources over expenditures and other uses	$ -	(986,987.20)	(812,726.78)	158,960.42	(838,545.22)			

Analysis:

* Timing on tax and state revenues

** Credit card distribution required

Town of Sylva
Special Revenue Funds/Capital and Grant Project Quarterly Report
September 30, 2026

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

Original Ordinance (2017-01)		$0
Fund Balance (6/30/2025)		$4,565
Revenue - Donations/ Interest		$40
Fund Balance Appropriation (Operating Budget)		$0
Expenditures		$0
Balance to Date		**$4,605**

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 (since inception)		83,384
Expenditures (Skyland Drive)		-115,088
Highway 107 Prepaid NCDOT	$40,131.00	
Accrued Liability for DOT Skyland Drive		-294,021
Balance to Date		**$215,344**

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

Original Ordinance (SCIF Grant 11612) (2/24/22)	3,000,000.00
Expenditures	-3,194,215.00
Amendment - Sales Tax Refund (11-14-2024)	56,712.00
Amendment -Interest thru (9/30/2024)(11-14-2024)	137,503.00
Closed Project on August 27, 2026	**0.00**

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		-28,910
Interest	$1,145	
Balance to Date		**$1,090**

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

Original Ordinance (8/8/2024) Closeout of Allen Street Capital Project Fund		125,000.00
Transfer In GF Year End (6/30/2024)		829,500.00
NCDTS Cashflow Loan (4/10/2025)		203,928.93
Closeout Bridge Park Project (May 8, 2025)		57,328.84
Transfer In GF FY 25-26		385,000.00
Amended Interest		51,000.23
Expenditures		-$156,866.90
Interest (103,410.51- 51,000.23 = $52,410.28)	$52,410	
Balance to Date		**1,494,891.10**

Pinnacle Park - PARTF (Fund 36) - Grant Project Fund:

Original Ordinance (10/23/2025)PARTF Grant Award Reimbursement QTR Request		341,323
Professional Services - Fisher Creek Non- Water Quality		68,000
Cash Flow - Fisher Creek Non-Water Quality		341,324
Match (JCTDA)		341,322
Expenditures		-8,179
Interest	$21,496	
Balance to Date		**$1,083,790**

Stormwater Inlet Repair - Ritz - Commerce Grant Project Fund:

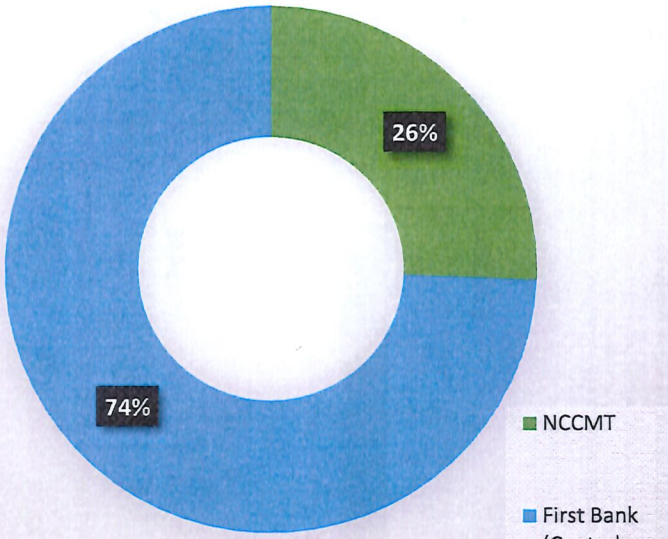
Original Ordinance (9/24/2026) Commerce Grant		774,921
Commer Grant 20% Grant Advance		193,730
Cash Flow- Fisher Creek Water Quality		774,921
Expenditures		
Interest	$446	
Balance to Date		**$1,743,572**

Town of Sylva Financial Report as of September 30, 2026

INVESTMENT PORTFOLIO:		3 Month Avg
BANK	INVESTMENTS	INTEREST
NCCMT	$4,310,089	3.54%
First Bank (Central Depository)	$12,535,581	3.50%
	$16,845,670	

STATE REVENUE ANALYSIS: (28.45% Budget)	Revenue	% Collected
Telecommunication	$6,184	28.63%
Natural Gas	$2,872	35.90%
Video Programming	$1,768	23.57%
Franchise on Power	$77,389	24.88%
Total 1st QTR (Avg should be 25%)	**$88,213**	
Article 40 (.50% pooled - per capita)	$24,582	10.69%
Article 42 (.50% point of sale)	$28,255	11.77%
Article 39 (1% point of sale)	$56,975	12.39%
Hold Harmless (related to county medicaid)	$20,749	10.37%
Total 1 Month (Avg should be 8.33%)	**$130,561**	

DIVERSIFICATION OF INVESTMENTS



FUND BALANCE ANALYSIS:		
Unassigned - 6/30/2026 (10-299-0000)	$5,364,779	
Appropriated/rollover after 7/1/26	$0	
Transfer over goal	-$170,000	
ARPA related funds (10-299-0500)	-$97,010	
Available Fund Balance	**$5,097,769**	**Goal**
	68.00%	**68.00%**

What does 1 cent =	$68,502
# ARPA Related Approp	0
# GF Approp. after 7/1	0
# Contingency Approp.	0
# GF Rollovers after 7/1	0

ARPA Related:
$97,010
Contingency Balance

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:

General Fund	ESTIMATE	Fire Department	ESTIMATE
GF Res 6/30/2026	$1,094,158	FD Res. 6/30/2026	$105,729
Transfer In GF (Over Goal)@6/30		FD DOI Earmarked	
Interest	$10,054	Interest	$800
Due To/From	$39,724	2nd Pumper Truck	
Appropriation 7/1/2026	$0	Appropriation 7/1/25	-$15,300
GF Available Funds	**$1,143,937**	FD Available Funds	**$91,230**

REVOLVING LOAN FUND:

RLF Balance 6/30/25 minus sub	$105,421
Interest	$2,001
Investment in Real Estate	-$52,435
RLF Available Funds	**$54,987**

FISHER CREEK ANALYSIS:

Bank Investments	Current Invested	FY Interest as of 9/30/2026	Current Interest Rate	Total Interest starting 10/2007
NCCMT	$9,413	$84.94	3.55%	$178,586
Entegra/Select Bank/**First Bank**	$2,179,428	$25,912.18	3.50%	$348,731
Community 1st/**Dogwood Bank**	$0			$153,369
UICB	$0			$71,236
HomeTrust	$0			$55,723
Wachovia	$0			$66,937
1st Citizen	$0			$13,844
	$2,188,841	**$25,997.12**		**$888,426**

Fisher Creek Funds Available	
Fund Balance	3,294,863
Water Quality/SUB	**-1,153,981**
Revenues	482,610
Expenditures	-927,060
Funds Available	**$1,696,432**
ARPA Funds/Interest	127,010
Appropriations	-$30,000
Balance Remaining	**$97,010**

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 $218,641 has been expended towards this purpose leaving $1,181,359 remaining.

Total H20 Quality Interest $171,942

PROPERTY TAX ANALYSIS

Budgeted	
Original Billing	$2,747,010
Est. 97.75% Collection	$2,685,202
Collection/Releases	**-$314,658**
Discovery/Penalties	$90,710
Appeals (Total)	$0
Outstanding	**$2,523,063**
Collection % Rate	**11.09%**
Prior Year Collection % Rate	97.96%

OUTSTANDING LOANS - General Government

Loan	P/I	Loan Payoff Year	Annual Debt
			$0
			$0
			$0

Submitted by: Lynn Bryant, Finance Officer

R2026-19

Resolution Finance Officer

WHEREAS, N.C. Gen. Stat. § 159-24 requires the Town to have a Finance Officer at all times and permits the duties of the Finance Officer to be imposed upon the budget officer; and

WHEREAS, the Town's current Finance Officer will retire effective January 1, 2027; and

WHEREAS, on October 8, 2026, the duties of Finance Office were imposed on the Town Manager who also serves as the Town's budget officer pursuant to N.C. Gen. Stat. § 159-9; and

WHEREAS, Kristie Walker was hired as the new Finance Officer on November 4, 2026; and

WHEREAS, the Board desires to ensure continuity of the Town's financial operations during this transition;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Sylva that:

1. Effective November 4, 2026, the duties of Finance Officer are hereby imposed upon Kristie Walker, Finance Officer pursuant to N.C. Gen. Stat. §§ 159-9 and 159-24.
2. The Finance Officer shall perform the statutory duties of the Finance Officer, including applicable preaudit, accounting, disbursement, and financial reporting responsibilities.
3. The Finance Officer is authorized to take all necessary administrative actions to ensure an orderly transition of financial records, banking authority, accounting system access, and other Finance Officer responsibilities.
4. This designation shall remain in effect until otherwise modified by the Board.

ADOPTED this 12th day of November, 2026.

_____
Johnny Phillips, Mayor

ATTEST:

_____
Angie D. Stanley, Town Clerk

OATH OF OFFICE

I, Kristie Walker, do solemnly swear that I will support and maintain the Constitution of the United States; and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Finance Director so help me God.

Kristie Walker

Signature

11/4/2026

Date

Angela D Stanley

Town Clerk Angela D. Stanley

Resolution Imposing the Duties of Town Clerk Upon the Town Manager

WHEREAS, N.C. Gen. Stat. § 160A-171 requires the Town to have a Town Clerk to keep the journal of the proceedings of the Board, safely keep the Town's records, and perform other duties as required by law or by the Board; and

WHEREAS, the Town Manager serves as the Town's chief administrative officer and is well positioned to perform these duties on an interim basis; and

WHEREAS, the Town's current Town Clerk will perform the duties of the office through November 13, 2026; and

WHEREAS, the Board desires to ensure continuity of the Town's official records and operations during this transition;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Town of Sylva that:

1. Effective November 14, 2026, the duties of Town Clerk are hereby imposed upon the Town Manager pursuant to N.C. Gen. Stat. § 160A-171.
2. The Town Manager shall perform the statutory duties of the Town Clerk, including keeping the minutes and journal of the proceedings of the Board, maintaining and safeguarding the Town's official records, and attesting official documents, until a permanent Town Clerk assumes the position.
3. The Town Manager shall maintain the Town's official records in an orderly manner and in accordance with applicable public records and records retention requirements.
4. The Town Manager is authorized to take all necessary administrative actions to ensure an orderly transition of Board minutes, ordinances, resolutions, contracts, and other Town Clerk records and responsibilities.
5. This designation shall remain in effect until a permanent Town Clerk assumes the duties of the position or until otherwise modified by the Board.

ADOPTED this 12th day of November, 2026.

_____
Johnny Phillips, Mayor

Attest:

_____
Angie D. Stanley, Town Clerk

Water & Sewer Authority
TUCKASEIGEE
SERVING JACKSON COUNTY
1246 West Main Street
Sylva, NC 28779

October 23, 2026

Angie Stanley, Town Clerk
Town of Sylva
83 Allen Street
Sylva, NC 28779

Dear Ms. Stanley,

I hope this letter finds you well.

Tuckaseigee Water and Sewer Authority (TWSA) swears in new or reappointed Board Members at the January Business Meeting. Paige Dowling has completed her first full term on the TWSA Board of Directors and that term expires on December 31, 2026. However, she is eligible to serve another three (3) year term. Please provide the Town's appointment for this seat in the near future so we can prepare for the January meeting.

TWSA is very appreciative of the time, energy and dedication the Board of Directors contribute.

Sincerely,

Daniel Manring
Executive Director