

Town of Sylva
CONSENT AGENDA
March 13, 2025

1- APPROVE MINUTES: February 13, 2025, **Regular Board Meeting**; February 13, 2025, **Budget Work Session**; February 27, 2025, **Regular Board Meeting**

2- BUDGET AMENDMENT:

#17 10-391-0000 Lease Liability Issued	\$ 57,097 Credit
10-510-7200 PD Capital Outlay Lease	57,097 Debit

REF: To record a ROU Lease that would allow the Police Department to purchase body cameras for a term starting April 2025 and ending July 2029. This initial amendment allows for the lease contract to be signed for the full term of the lease. Only \$4,282.30 will be expended in the current year budget with the remainder paid for in annual installments.

4- REPORTS:

- 1- Business Registration Permit as of **February 2025**
- 2- Vehicle Tax Report as of **January 31, 2025**
- 3- Ad Valorem Tax Report as of **January 31, 2025**
- 4- Statement of Revenues, Expenditures, Changes in Fund Balance as of **January 31, 2025**

5- OTHER:

- *Approve the 2024 Swimming Pool Report (attached)*

Tax Year 2022	Levy	Penalty	Subtotal	Charges	Interest
SGR Sylva Gross Receipts			0.00	667.42	
Totals For Year 2022			0.00	667.42	

Grand Totals	Levy	Penalty	Subtotal	Charges	Interest
			0.00	667.42	

Tax Summary
as of January 31, 2025

(10-301-XX)	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	Total	Current Year	TOTALS
Starting Balances	48,668.17	20,666.09	11,217.88	9,177.70	6,102.32	5,377.00	4,626.93	2,726.05	1,747.04	1,275.70	111,584.88	\$2,176,717.75	10,281,000.00
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	-97.91	-197.31				-128.49					-423.71	-135,849.18	-136,272.89
November	-897.29	-1279.83				-73.13					-2,250.25	-328,991.79	-331,242.04
December	-2461	-216.56	-49.81								-2,727.37	-1,130,306.05	-1,133,033.42
January	-2905.12	-688.27	-144.19		-73.72						-3,791.30	-228,005.28	-231,796.58
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	-12336.81	-3267.91	-954.85	0	-73.72	-372.65	-6.55	0	0	0	-17,012.49	-2,088,894.56	-2,105,907.05
Releases	-569.96	-554.74									-1,124.70	-2,294.89	-3,419.59
Add to Original Levy											0.00	102,803.24	102,803.24
Under Appeal											0.00		0.00
Bankruptcy											0.00		0.00
Refund/Adj											0.00		0.00
Subtotals	-12,906.77	-3,822.65	-954.85	0.00	-73.72	-372.65	-6.55	0.00	0.00	0.00	-18,137.19	-1,988,386.21	-2,006,523.40
EOY Adjustment													
(10-110-XX) Balance	\$35,761.40	\$16,843.44	\$10,263.03	\$9,177.70	\$6,028.60	\$5,004.35	\$4,620.38	\$2,726.05	\$1,747.04	\$1,275.70	93,447.69	\$188,331.54	\$281,775.23
Interest											Total		
July	25.09	5.08				118.40	0.05				148.62		148.62
August	60.48	105.57	13.04	50.00		70.15					299.24		299.24
September	338.54	10.50				4.82					353.86		353.86
October	34.12	1.48	120.00			1.51					157.11		157.11
November	119.37	230.19				0.55					401.43		401.43
December	270.79	37.92	94.19								402.90	86.37	489.27
January	359.97	102.8	5.81		122.28						590.86	1,385.52	1,976.38
February											-		-
March											-		-
April											-		-
May											-		-
June											-		-
Interest Collected	\$1,208.36	\$493.54	\$233.04	\$50.00	\$173.60	\$195.43	\$0.05	\$0.00	\$0.00	\$0.00	\$2,354.02	\$1,471.89	\$3,825.91
Submitted by: Amanda Murajda, Tax Collector												Collection Rate	91.7381%

Top 10 Delinquent Accounts (2023 & prior)

Name	Balance 1/31/2025
JTS Transport	\$ 10,552.82
DT Retail Properties	\$ 6,489.30
Dorothy Worley	\$ 6,366.81
Joe Wilson	\$ 6,089.01
Kelly Robinson	\$ 5,654.78
Jimmy Moore Trustee	\$ 5,569.63
Marjorie Herbert Smith	\$ 5,509.77
NCDOT	\$ 5,337.39
David George Howell	\$ 5,211.32
Joyce Stratton	\$ 4,689.87

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
1/31/2025

		General Fund							
		2024-2025	Previously	2024-2025	Current	2024-2025	Actual to	Statement	
		Budgeted	Reported	YTD Actual	Month	Budget Balance	Percent	Period	Variance
								7	
Revenues:									
Ad valorem taxes	\$	2,309,930	\$ 1,933,211.52	\$ 2,177,587.31	\$ 244,375.79	\$ 132,342.69	94.27%	58.33%	35.94%
Other taxes and licenses	\$	6,200	5,325.00	5,325.00	-	\$ 875.00	85.89%	58.33%	27.55%
Unrestricted intergovernmental	\$	2,853,147	1,260,275.90	1,541,705.48	\$ 281,429.58	\$ 1,311,441.52	54.04%	58.33%	-4.30%*
Permits and Fees	\$	18,000	7,025.80	8,743.30	\$ 1,717.50	\$ 9,256.70	48.57%	58.33%	-9.76%*
Restricted intergovernmental	\$	188,542	137,925.02	147,772.89	\$ 9,847.87	\$ 40,769.11	78.38%	58.33%	20.04%
Investment earnings	\$	74,750	157,480.34	184,710.88	\$ 27,230.54	\$ (109,960.88)	247.10%	58.33%	188.77%
Other revenues	\$	51,585	(45,595.25)	43,797.96	\$ 89,393.21	\$ 7,787.04	84.90%	58.33%	26.57%
Total revenues	\$	5,502,154	3,455,648.33	4,109,642.82	653,994.49	\$ 1,392,511.18	74.69%	58.33%	16.36%
Expenditures:									
General Government	\$	987,227	448,044.53	522,351.27	63,643.77	464,875.73	52.91%	58.33%	5.42%
Salaries & Benefits	\$	424,460	208,535.77	260,779.06	47,858.95				
Capital outlay	\$	-	-	-	-				
All other expenditures	\$	562,767	239,508.76	261,572.21	15,784.82				
Public Safety	\$	3,808,856	1,492,141.78	1,750,905.40	258,763.02	2,057,950.60	45.97%	58.33%	12.36%
Salaries & Benefits	\$	1,687,326	773,389.32	922,934.95	126,435.85				
Capital outlay	\$	749,977	112,184.43	114,039.43	1,855.00				
All other expenditures	\$	1,325,073	606,568.03	713,931.02	130,472.17				
Culture and Recreation	\$	127,650	32,056.33	36,400.28	4,343.95	91,249.72	28.52%	58.33%	29.82%
Salaries & Benefits	\$	36,050	11,293.24	13,679.60	2,386.36				
Capital outlay	\$	-	-	-	-				
All other expenditures	\$	91,600	20,763.09	22,720.68	1,957.59				
Transportation	\$	863,475	357,366.59	415,677.24	58,340.65	447,797.76	48.14%	58.33%	10.19%
Salaries & Benefits	\$	367,910	163,524.34	163,524.34	24,772.29				
Capital outlay	\$	85,500	8,499.00	14,699.00	6,200.00				
All other expenditures	\$	410,065	185,343.25	237,453.90	27,368.36				
Economic and Physical Development	\$	-	-	-	-	-	0.00%	0.00%	0.00%
Salaries & Benefits	\$	-	-	-	-				
Capital outlay	\$	-	-	-	-				
All other expenditures	\$	-	-	-	-				
Environmental Protection	\$	221,630	104,052.68	118,974.98	14,922.30	102,655.02	53.68%	58.33%	4.65%
Salaries & Benefits	\$	96,150	46,392.08	55,801.32	9,409.24				
Capital outlay	\$	-	-	-	-				
All other expenditures	\$	125,480	57,660.60	63,173.66	5,513.06				
Total expenditures	\$	6,008,838	2,433,661.91	2,844,309.17	400,013.69	3,164,528.83	47.34%	58.33%	11.00%
Revenues over expenditures	\$	(506,684)	1,021,986.42	1,265,333.65	253,980.80	(1,772,017.65)	-29.49%		
Other financing sources (uses):									
Transfers in	\$	592,756	548,006.00	-	-	-			
Appropriated fund balance	\$	836,200	-	-	-	-			
Transfers to other depts	\$	369,511	369,511.00	-	-	-			
PB Appropriated fund balance	\$	32,000	-	-	-	-			
Fund Balance rollover	\$	228	-	-	-	-			
Contributed Capital	\$	-	-	-	-	-			
Sale of Assets	\$	-	-	-	-	-			
Loan Proceeds	\$	-	-	-	-	-			
Total	\$	1,830,695	917,517.00	-	-	-			
Transfers to other funds:	\$	-	-	-	-	-			
Contributed to GF fund balance	\$	-	-	-	-	-			
Transfers out	\$	494,511	494,511.00	-	-	-			
Transfer to Capital Reserve	\$	829,500	829,500.00	-	-	-			
Total	\$	1,324,011	-	-	-	-			
Total other financing sources (uses)	\$	506,684	1,324,011.00	-	-	-			
Revenues and other sources over expenditures and other uses	\$	-	2,345,997.42	1,265,333.65	253,980.80	(1,772,017.65)			

Analysis:

* Timing of revenues received

SWIMMING POOL REPORT

2024

REVENUES

	<u>Account</u>	<u>Total Season</u>
Admissions	11-3612-410-01	44,236.00
Swim Lessons	11-3612-410-02	1,550.00
Concessions	11-3612-480-01	11,864.00
TOTAL REVENUE		\$ <u>57,650.00</u>

EXPENSES

SALARIES & WAGES	11-6121-121-00	44,894.59
SOCIAL SECURITY	11-6121-181-00	2,988.67
UNEMPLOYMENT COMPENSATION	11-6121-185-00	376.41
WORKMAN'S COMPENSATION	11-6121-186-00	1,059.00
MEDICARE TAX	11-6121-187-00	698.96
SUPPLIES & MATERIALS	11-6121-260-00	17,907.02
CONCESSION SUPPLIES	11-6121-270-00	10,786.84
TELEPHONE	11-6121-321-00	3,495.32
WATER & UTILITIES	11-6121-331-00	30,148.76
CONTRACTED SERVICES	11-6121-393-00	15,374.00
TOWN OF SYLVA/INSURANCE	PD. BY TOWN	1,668.00
CAPITAL OUTLAY-EQUIPMENT	11-6121-550-00	-
CAPITAL OUTLAY-IMPROVEMENT	11-6121-550-01	<u>14,664.21</u>
TOTAL EXPENSE		\$ <u>144,061.78</u>

TOTAL REVENUE	\$ 57,650.00
TOTAL EXPENSES	<u>\$ 144,061.78</u>
NET PROFIT/LOSS	<u>\$ (86,411.78)</u>
1/2 of Net Profit/Loss	\$ (43,205.89)
1/2 of \$1668 Insurance Paid by Town of Sylva	\$ 834.00
Amount Due From Town of Sylva:	\$ (42,371.89)

INCLUDED ABOVE

Michael Hopkins	6.44%
WAGES	6,824.46
FICA	423.12
MEDICARE	98.95
Joseph Lyon	4.57%
WAGES	2,103.06
FICA	130.39
MEDICARE	30.49



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, February 13, 2025 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
Johnny Phillips, Mayor
Brad Waldrop, Commissioner

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

ABSENT: Mark Jones, Commissioner

CALL TO ORDER

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

STAFF PRESENT: Jake Scott (Public Works Director)

VISITORS: Daniel Manring and Joan Stearns.

APPROVAL OF AGENDA:

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

APPROVAL OF CONSENT AGENDA

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

PUBLIC COMMENTS: Daniel Manring addressed the board and invited them to TWSA's annual meeting on March 4, 2025 at 4:00 p.m. Joan Stearns let the board know that a sign near her house had been fixed.

MAYOR'S REPORT: Mayor Phillips reminded the board to continue thinking of Commissioner Mark Jones during his health issues.

COMMISSIONER'S REPORT: Commissioner Brown noted he was happy to see positive communication on a possible skate park with the county. Manager Dowling read a resignation letter from Mark Jones and thanked him for his services. *Commissioner Waldrop made a motion to add an item to the agenda to accept Commissioner Jones resignation and discuss a schedule for replacement. The motion carried with a unanimous vote.*

MANAGER'S REPORT: Manager Dowling reported the following:

- Departmental budget worksheets are due on Thursday.
- Dowling attended the NC City & County Manager's conference in Winston Salem. Most sessions focused on disaster relief, resilience, and how to prepare in the future.
- Jake Scott and Dowling had a site visit with a FEMA site inspector last week to look at the slope failure behind Town Hall. The site inspector measured the damage to the wall, culvert, and parking lot. The measurements from the site visit are used to calculate what damages we are eligible to claim. The site inspector said it could take a couple of months to determine the amount of public assistance the Town is eligible for.
- Bryson Park Pavilion Update: The roofing is completed, and the siding should be finished this week. The fixtures have been delivered. The building is on schedule to be finished by the end of March.
- The fire truck contract has been signed and a preconstruction meeting will be held February 28th.
- Town offices are closed for President's Day on Monday, February 17th. Trash will be collected on Tuesday.

NEW BUSINESS:

RESOLUTION OF SUPPORT—JACKSON COUNTY RECREATIONAL MASTER PLAN—SKATE PARK:

Commissioner Waldrop made a motion to approve a resolution of support for the Jackson County Recreational Master Plan to include a skate park. The motion carried with a unanimous vote.

MOUNTAIN PROJECTS BOARD APPOINTMENT: Commissioner Mark Jones will no longer serve on the board and the seat must be filled with a Town commissioner. Commissioner Waldrop noted he would like to serve on that board. *Commissioner Gelbaugh made a motion to appoint Commissioner Brad Waldrop to the Mountain Projects Board. The motion carried with a unanimous vote.*

COMMISSIONER RESIGNATION AND REPLACEMENT SCHEDULE: Commissioner Estridge made a motion to accept the resignation of Commissioner Mark Jones. The motion carried with a unanimous vote. Manger Dowling presented the board with a schedule for accepting applications and appointing a new commissioner.

The schedule is as follows:

February 20 & 27, 2025—Advertise vacancy in the Sylva Herald

March 5, 2025—Applications for Board vacancy due to Town Hall

March 13, 2025—Applications will be distributed to Board for review in open session. Candidate's names will not be shared before the March 13, 2025 meeting.

March 27, 2025—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.

March 27, 2025—Newly appointed Commissioner attends budget meeting.

April 10, 2025—Newly appointed Commissioner will be sworn in.

ADJOURNMENT: Commissioner Waldrop made a motion to adjourn the meeting at 5:46 p.m. The motion carried with a unanimous vote.

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk

BUDGET WORK SESSION
Town of Sylva Board of Commissioners
February 13, 2025

The Town of Sylva Board of Commissioners held a budget work session on February 13, 2025 at 1:00 p.m. hosted in the Board Room of Municipal Hall, 83 Allen Street, Sylva, N.C. and held electronically by Zoom meeting.

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

Paige Dowling, Town Manager
Amanda Murajda, Town Clerk

ABSENT: Mark Jones, Commissioner

Mayor Phillips called the budget work session to order at 1:00 p.m.

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

VISITORS: None.

Manager Dowling reviewed the budget schedule for the upcoming months as well as the following:

- Town's assets
- Vision and mission
- Accomplishments from FY 2024-2025
- Priorities from FY 2024-2025
- Ongoing Projects
- OPEB review and concerns

PROJECTS UPDATE:

Bryson Park Playground Equipment & Capital Improvements
Approved budget ordinance--\$3,000,000 + \$129,153 interest/sales tax
Funding Source: State Capital & Infrastructure Grant Fund (SCIF)
Expenditures & Encumbrances:
-To date--\$2,544,444
-Encumbrances:
-Playground Equipment: \$118,423
-Pavilion Improvements: \$289,990

Downtown Public Restroom

Approved budget ordinance--\$656,892
Funding Sources:
-State Capital & Infrastructure Grant Fund (SCIF): \$390,000
-ARPA Related Funds: \$215,749
Interest: \$8,900
Expenditures & Encumbrances:
-To Date: \$593,572
-Balance: \$63,320 (landscaping, tables, signage)

Bridge Park Stormwater Project

Approved Budget Ordinance: \$893,704
Funding Sources:
-ARPA Related Funds: \$516,447
-Jackson County TDA: \$367,757
• Interest: \$9,500
Expenditures:
-To Date: \$853,564
-Balance: \$40,140 (landscaping, signage)

DISCUSSION:

Lynn Bryant, Finance Officer, reviewed the Town's Financial Report as of 12/31/23. She noted areas of interest on the financial report presented to the board. Bryant reviewed the Town's investment accounts and explained the quarterly finance report. She also reviewed the general capital reserve funds for equipment, the Fisher Creek Analysis, state revenues, fund balance and the Revolving Loan Fund.

Bryant discussed current predictions from financial analysts. Sales tax revenue, currently at a high rate, and other categories of revenue are difficult to predict. The Town will need to be cautious in planning for future expenditures.

Amanda Murajda, Tax Collector, reported that the 2023-2024 tax collection rate was 97.88%. Murajda reviewed the effect of a tax rate pertaining to the 2025 revaluation. Numbers show that there is an increase in value over the previous year though the average growth from the previous revaluation is negative 0.8%. The last revaluation had positive growth of around 1.5%. This is why it is so important to be careful in setting the tax rate during a revaluation year. Although it looks as if the Town would be bringing in more revenue, this is a market adjustment for current services and costs of the Town. To maintain the current level of services the Town cannot reduce the current tax rate.

Department Needs

Administration:

- 2 Laptops w/monitors--\$7,156

Public Works:

- Garbage Truck--\$259,502
- Radios--\$4,592

Police

- Maintain vehicle replacement schedule of 2 vehicles--\$66,300
- Community Care Program—Social Worker--\$87,000
- Body camera replacement--\$11,420 annually

Fire Department

- Pumper Truck--\$600,000 (currently 3 years behind replacement schedule)
- 2 Additional Personnel from County

Department Wants

Public Works

- Leaf Vacuum--\$122,936
- Snow Plow--\$11,000

Fire Department

- First Responder command vehicle--\$45,000
- Replace carpet on 2nd Floor of station--\$25,000
- Improvement to training grounds--\$20,000

Board:

- Additional fire department personnel.
- Full-time Community Care Social Worker for the police department.
- Alternate source of funding for Community Care Social Worker.
- Main Street police officer--full or part-time.
- Budget line item for additional community cares social workers in future as alternative to additional police officers.
- No additional hiring of employees until the budget allows after the road construction of Highway 107.
- No tax increase of any kind.
- Renovations of the Poteet Park bathrooms.
- The water fountain functioning at Poteet Park.
- Poteet Park additions for empty volleyball space. (Once the honored years of the grant are over.)
- Skate Park--collaboration/task force with Jackson County to secure a location ideally, in the town limits, for a skate park and seek funding.

- Chipper Curve Road sidewalk.
- Revisiting any sidewalks that are in need of repair. Example: Landis Street & Downtown
- Freshly painted crosswalks in town and Mill Street pavers fixed.
- Welcome to Sylva signs (entering town from different directions).
- Economic Development Committee budget line item--\$5,000
- Enhance communication with citizens on information about the R 5600 project as efficiently as possible.
- Budget line item that illustrates the Town's commitment to additional store front enhancements in downtown. (Grant funding should be the objective, but seeing this in the budget would indicate a commitment on behalf of the town to help improve and maintain storefronts with or without grants. Absent ordinances requiring building owners to do this, the town must take responsibility.)
- Alternative location for GUTM, Treat Street, etc. (to maximize ease, safety, participation, and less impacts (example: more utilization of Mark Watson Park, the Bridge Park, vendors vehicles staying with participants during event/different streamlined layout.)

ADJOURNMENT: *Commissioner Waldrop made a motion to adjourn the meeting at 2:45 p m. The motion carries with a unanimous vote.*

Johnny Phillips
Mayor

Amanda Murajda
Town Clerk



TOWN OF SYLVA BOARD OF COMMISSIONERS WORK SESSION

Thursday, February 27, 2025 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
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), Robbie Carter (Assistant Police Chief) and Chris Hatton (Police Chief).

VISITORS: Sara White, Sarah Hirsch, Ricardo Ball and Sarah West.

APPROVAL OF AGENDA

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

PUBLIC COMMENTS

None.

MAYOR'S REPORT

Mayor Phillips expressed his support for the Community Care program.

COMMISSIONER'S REPORT

Commissioner Brown noted that PBS aired a wonderful program on the Community Care Program. He added that Jackson County was working on a skate park plan.

MANAGER'S REPORT: Manager Dowling reported the following:

- Budget Process: Department heads have submitted their budget worksheets. Administration is working to compile them. The next budget work session will be March 27th immediately after the morning board meeting.
- Vacancy: Applications for the Board vacancy are due to Town Hall March 5th. The applications we receive will be distributed to the Board March 13th. These will be distributed in open session for review. The Board will vote by ballot on March 27th to fill the vacancy. The newly appointed commissioner will be sworn in April 10th. The new commissioner will participate in the March 27th budget work session after being selected.
- A preconstruction meeting for the new firetruck is February 28th.
- The March 13th agenda will have two separate requests for zoning map amendments.
- Allison Joseph has resigned from the Planning Board. The Board needs to be thinking of a replacement to fill the remainder of her term. The term will expire on December 31, 2026.
- Clearing for utilities along NC 107 started yesterday (Feb. 24). The former Jackson Vet Clinic building is scheduled to be torn down the first week of March. This is the last remaining structure to be removed. The construction let date is July 16, 2025.
- TWSA's Annual Meeting is Tuesday, March 4th at 4:00 p.m.
- Greening Up the Mountains vendor spaces are full. The festival is Saturday, April 26th from 10:00 a.m. – 4:00 p.m.

PUBLIC WORKS DEPARTMENT REPORT: Jake Scott reported the following:

- Bryson Park Update: new roof, siding and interior framing completed; tile, shading structures and site furnishings soon.
- Preliminary pricing being established for FEMA on the wall failure behind Town Hall.
- Litter sweep will take place over the next few weeks.

POLICE DEPARTMENT REPORT: Chris Hatton, Police Chief, reported the following:

- Working with community groups on local needs for housing.
- Still have one personnel vacancy.
- NC SOG will be filming in Town in a few weeks on the Community Care program.
- Reviewed calls for service.

FIRE DEPARTMENT REPORT: Mike Beck, Fire Chief, reported the following:

- Calls for service have increased.
- A preconstruction meeting for the new fire truck will be Friday, February 28th.

MAIN STREET REPORT: Bernadette Peters reported the following:

- GUTM vendor spots are now full.
- Conducting meetings for merchant networking.
- The Main Street program received national accreditation again this year.

PLANNING BOARD REPORT:

- The Planning Board will meet February 27th to review two zoning map amendment requests

TWSA BOARD REPORT:

- TWSA's annual meeting is March 4, 2025

NEW BUSINESS

PRESENTATION FROM UNIDXS: Ricardo Ball, UNIDXS Executive Director, gave a presentation to the board about the organization's mission and services provided. UNIDXS is a non-profit organization dedicated to promoting inclusion, diversity and the rights of the Latinx community, as well as for anyone in need in the WNC region.

RESOLUTION IN SUPPORT OF NCDOT HIGH IMPACT LOW-COST FUNDS—SKYLAND DRIVE: NCDOT is able to use funding called High Impact Low Cost Funds for resurfacing that was done on Skyland Drive when the sidewalk was completed. Resurfacing was not part of the original contract, but the scope was broadened and combined with another project in Maggie Valley in order to attract bidders. Passing this resolution will help align the Town's portion of the construction costs with what we have budgeted. NCDOT is paying 80% of the cost of the sidewalk and the Town is paying 20% of the cost. The Town's expenditures for the Skyland Drive sidewalk will total \$377,009.84. *Commissioner Brown made a motion to approve the resolution, and the motion carried with a unanimous vote.*

ORDINANCE ADOPTING AND ENACTING NEW CODE OF ORDINANCES: Every ten years municipalities recodify the Code of Ordinances. Essentially, we contract with a company to make sure all amendments have been added to the Code of Ordinance, that the ordinances match what is published online, that the references and links are still valid, and that our ordinances do not conflict with state laws. The Board needs to adopt the ordinance in the agenda packet to officially recodify the Town's Code of Ordinances. *Commissioner Waldrop made a motion to adopt the new code of ordinances, and the motion carried with a unanimous vote.*

CLOSED SESSION: *Commissioner Waldrop made a motion to enter closed session pursuant to NCGS. 143-318-11(a)(6) for the Town Manager's Evaluation at 9:45 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 10:06 a.m. No action was taken during closed session.

ADJOURNMENT: *Commissioner Waldrop made a motion to adjourn the meeting at 10:06 a.m. The motion carried with a unanimous vote.*

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk