

Town of Sylva
CONSENT AGENDA
October 10, 2024

1- APPROVE MINUTES: September 12, 2024, **Regular Board Meeting**; September 26, 2024, **Board Work Session**

2- BUDGET AMENDMENTS:

| | | |
|---------------------------------------|----|-----|
| # 7 10-367-0200 Federal Grant Revenue | \$ | 7 C |
| 10-510-7101 PD Highway Safety Grant | | 7 D |

REF: To appropriate additional remaining (23-24) GHSG money into the (24-25) Budget. See budget amendment #6 on 9.12.24 for original amendment.

| | | |
|--|----|------|
| #8 10-366-0110 FC Non-Water Quality Fund Balance | \$ | 75 C |
| 10-450-1800 MS Promotions | | 75 D |

REF: To appropriate a donation from WCU into the Main Street Budget.

3- REPORTS:

- 1-Business Registration ~ **September 2024**
- 2-Vehicle Tax Report as of **August 31, 2024**
- 3-Ad Valorem Tax Report as of **August 31, 2024**
- 4-Statement of Revenues, Expenditures, Changes in Fund Balance as of **August 31, 2024**

4- OTHER:

- **Amended Public Restrooms Grant Project Ordinance (see attached)**
The amended ordinance appropriates additional earned interest from SCIF Funding (11611 and 11613) as well as SCIF Sales Tax Reimbursement (11611) into the project. These funds will be used to supplant the construction costs which in turn will increase the project contingency.

- **Amended Bridge Park Stormwater Project Ordinance (see attached)**
The amended ordinance appropriates some of the remaining contingency into landscaping and sales tax.

**Business Registration Permit Application
September 2024**

Date Submitted

Business Name

Business Location

Owner

9/6/2024

Southern & Sunkissed-New Owner

633 W. Main Street

Stephanie Fitch

9/9/2024

WNC Wholesale Distribution

623 E. Main Street

Lora Lenders

9/12/2024

Sylva Social

582 W. Main Street

Tammy Fuller

9/17/2024

Lucas Auto & Marine Detailing

59 East Sylva Circle

Caleb Lucas

9/26/2024

Dream Catcher's Guides LLC-New Owner

21 B Steeple Rd

Brian Cagle

JACKSON COUNTY ACTIVITY TOTALS REPORT
 ACTIVITY FROM 8/1/24 THRU 8/31/24

| Tax Year 2022 | Levy | Penalty | Subtotal | Charges | Interest | Subtotal | Total |
|--------------------------|------|---------|----------|---------|----------|----------|--------|
| SGR Sylva Gross Receipts | | | 0.00 | 691.56 | | 691.56 | 691.56 |
| Totals For Year 2022 | | | 0.00 | 691.56 | | 691.56 | 691.56 |

| Grand Totals | Levy | Penalty | Subtotal | Charges | Interest | Subtotal | Total |
|--------------|------|---------|----------|---------|----------|----------|--------|
| | | | 0.00 | 691.56 | | 691.56 | 691.56 |

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
8/31/2024

| | | General Fund | | | | Actual to | Statement | Variance | |
|--|----|------------------|---------------------|---------------------|---------------------|------------------------|---------------|---------------|------------------|
| | | 2024-2025 | Previously | 2024-2025 | Current | 2024-2025 | Period | 2 | |
| | | Budgeted | Reported | YTD Actual | Month | Budget Balance | Percent | 2 | |
| Revenues: | | | | | | | | | |
| Ad valorem taxes | \$ | 2,309,930 | 12,756.69 | 27,329.64 | \$ 14,572.95 | \$ 2,282,600.36 | 1.18% | 16.67% | -15.48% * |
| Other taxes and licenses | \$ | 6,200 | 2,980.00 | 4,290.00 | \$ 1,310.00 | \$ 1,910.00 | 69.19% | 16.67% | 52.53% |
| Unrestricted intergovernmental | \$ | 2,853,147 | 266,778.55 | 455,619.53 | \$ 188,840.98 | \$ 2,397,527.47 | 15.97% | 16.67% | -0.70% * |
| Permits and Fees | \$ | 18,000 | 3,032.01 | 3,588.25 | \$ 556.24 | \$ 14,411.75 | 19.93% | 16.67% | 3.27% |
| Restricted intergovernmental | \$ | 181,500 | - | - | \$ - | \$ 181,500.00 | 0.00% | 16.67% | -16.67% * |
| Investment earnings | \$ | 68,000 | 28,367.15 | 56,135.73 | \$ 27,768.58 | \$ 11,864.27 | 82.55% | 16.67% | 65.89% |
| Other revenues | \$ | 45,475 | 154.55 | 5,289.60 | \$ 5,135.05 | \$ 40,185.40 | 11.63% | 16.67% | -5.03% * |
| Total revenues | \$ | 5,482,252 | 314,068.95 | 552,252.75 | 238,183.80 | \$ 4,929,999.25 | 10.07% | 16.67% | -6.59% |
| Expenditures: | | | | | | | | | |
| General Government | \$ | 980,152 | 185,267.16 | 199,523.95 | 14,256.79 | 780,628.05 | 20.36% | 16.67% | -3.69% ** |
| Salaries & Benefits | \$ | 421,185 | 32,587.75 | 80,416.11 | 17,828.36 | | | | |
| Capital outlay | \$ | - | - | - | - | | | | |
| All other expenditures | \$ | 547,188 | 152,679.41 | 119,107.84 | (3,571.57) | | | | |
| Public Safety | \$ | 3,300,251 | 330,501.14 | 572,460.29 | 241,959.15 | 2,727,790.71 | 17.35% | 16.67% | -0.68% ** |
| Salaries & Benefits | \$ | 1,645,472 | 3,206.82 | 313,921.22 | 185,459.33 | | | | |
| Capital outlay | \$ | 254,677 | - | - | - | | | | |
| All other expenditures | \$ | 1,325,073 | 28,773.70 | 28,773.70 | 56,499.82 | | | | |
| Culture and Recreation | \$ | 127,650 | 8,105.52 | 12,295.77 | 4,190.25 | 115,354.23 | 9.63% | 16.67% | 7.03% |
| Salaries & Benefits | \$ | 31,990 | 1,777.07 | 7,971.43 | 1,642.98 | | | | |
| Capital outlay | \$ | - | - | - | - | | | | |
| All other expenditures | \$ | 95,660 | 6,328.45 | 4,324.34 | 2,547.27 | | | | |
| Transportation | \$ | 856,725 | 75,951.08 | 151,376.13 | 75,424.35 | 705,348.87 | 17.67% | 16.67% | -1.00% ** |
| Salaries & Benefits | \$ | 367,910 | 67,214.06 | 60,623.93 | 36,122.41 | | | | |
| Capital outlay | \$ | 85,500 | - | - | - | | | | |
| All other expenditures | \$ | 403,315 | 8,737.02 | 90,752.20 | 39,301.94 | | | | |
| Economic and Physical Development | \$ | - | - | - | - | - | 0.00% | 0.00% | 0.00% |
| Salaries & Benefits | \$ | - | - | - | - | | | | |
| Capital outlay | \$ | - | - | - | - | | | | |
| All other expenditures | \$ | - | - | - | - | | | | |
| Environmental Protection | \$ | 221,630 | 21,422.93 | 41,253.94 | 19,831.01 | 180,376.06 | 18.61% | 16.67% | -1.95% ** |
| Salaries & Benefits | \$ | 96,150 | 6,606.24 | 17,366.10 | 10,759.86 | | | | |
| Capital outlay | \$ | - | - | - | - | | | | |
| All other expenditures | \$ | 125,480 | 14,816.69 | 23,887.84 | 9,071.15 | | | | |
| Total expenditures | \$ | 5,486,408 | 621,247.83 | 976,910.08 | 355,661.55 | 4,509,497.92 | 17.81% | 16.67% | -1.14% |
| Revenues over expenditures | \$ | (4,156) | (307,178.88) | (424,657.33) | (117,477.75) | 420,501.33 | 7.66% | | |
| 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 | \$ | - | - | - | - | - | | | |
| Contributed Capital | \$ | - | - | - | - | - | | | |
| Sale of Assets | \$ | - | - | - | - | - | | | |
| Loan Proceeds | \$ | - | - | - | - | - | | | |
| | \$ | 505,667 | - | - | - | - | | | |
| Transfers to other funds: | \$ | - | - | - | - | - | | | |
| Contributed to GF fund balance | \$ | - | - | - | - | - | | | |
| Transfers out | \$ | 501,511 | - | - | - | - | | | |
| Transfer to Capital Reserve | \$ | - | - | - | - | - | | | |
| | \$ | 501,511 | - | - | - | - | | | |
| Total other financing sources (uses) | \$ | 4,156 | - | - | - | - | | | |
| Revenues and other sources over expenditures and other uses | \$ | - | (307,178.88) | (424,657.33) | (117,477.75) | 420,501.33 | | | |

Analysis:

- * Timing of revenues received
- ** Timing and large capital purchases

Tax Summary
as of August 31, 2024

| (10-301-XX) | 2023 | 2022 | 2021 | 2020 | 2019 | 2018 | 2017 | 2016 | 2015 | 2014 | 2013 | 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 | 3,270.05 | 114,854.93 | | 10-281-0000 |
| July | | | | | | | | | | | | -1,065.10 | | -1,065.10 |
| August | -855.67 | -202.88 | | | | | | | | | | -2,115.11 | | -2,115.11 |
| September | -833.26 | -470.15 | -760.85 | | | -50.85 | | | | | | 0.00 | | 0.00 |
| 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 | -1688.93 | -673.03 | -760.85 | 0 | 0 | -50.85 | -6.55 | 0 | 0 | 0 | 0 | -3,180.21 | 0.00 | -3,180.21 |
| 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 | -1,688.93 | -673.03 | -760.85 | 0.00 | 0.00 | -50.85 | -6.55 | 0.00 | 0.00 | 0.00 | 0.00 | -3,180.21 | 0.00 | -3,180.21 |
| EOY Adjustment | | | | | | | | | | | | | | |
| (10-110-XX) Balance | \$46,979.24 | \$19,993.06 | \$10,457.03 | \$9,177.70 | \$6,102.32 | \$5,326.15 | \$4,620.38 | \$2,726.05 | \$1,747.04 | \$1,275.70 | \$3,270.05 | \$11,674.72 | \$0.00 | \$111,674.72 |
| Interest | 2023 | 2022 | 2021 | 2020 | 2019 | 2018 | 2017 | 2016 | 2015 | 2014 | 2013 | Total | | |
| July | 25.09 | 5.08 | 13.04 | 50 | | 118.4 | 0.05 | | | | | 148.62 | | 148.62 |
| August | 60.48 | 105.57 | 70.15 | | | | | | | | | 299.24 | | 299.24 |
| September | | | | | | | | | | | | | | |
| October | | | | | | | | | | | | | | |
| November | | | | | | | | | | | | | | |
| December | | | | | | | | | | | | | | |
| January | | | | | | | | | | | | | | |
| February | | | | | | | | | | | | | | |
| March | | | | | | | | | | | | | | |
| April | | | | | | | | | | | | | | |
| May | | | | | | | | | | | | | | |
| June | | | | | | | | | | | | | | |
| Interest Collected | \$85.57 | \$110.65 | \$13.04 | \$50.00 | \$0.00 | \$188.55 | \$0.05 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$447.86 | \$0.00 | \$447.86 |
| Submitted by: Amanda Murajda, Tax Collector | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | Collection Rate | #DIV/0! |

Top 10 Delinquent Accounts (2023 & prior)

| Name | Balance |
|---------------------------|-------------|
| JTS Transport | 8/31/2024 |
| Joe Wilson | \$ 8,123.37 |
| Dorothy Worley | \$ 6,132.52 |
| Marjorie Herbert Smith | \$ 5,631.58 |
| Kelly Robinson | \$ 4,696.76 |
| David George Howell | \$ 4,651.99 |
| Joyce Straton | \$ 4,441.01 |
| Nantahala Brewing Company | \$ 4,106.44 |
| Jimmy Ray Wilson | \$ 3,317.71 |
| Gary Bryson | \$ 3,228.37 |
| | \$ 2,914.29 |

**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 Statutes 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 |
| 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> |
| | \$ 647,430.21 |

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 | 2,000 |
| Landscape/Tables/Benches | 20,000 |
| TWSA Allocation/Associated Services | 5,976 |
| Contingency | <u>39,662.21</u> |
| | \$ 647,430.21 |

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 10th day of October 2024.

Johnny Phillips, Mayor

ATTEST:

Amanda Murajda, Town Clerk

**AMENDED
TOWN OF SYLVA
BRIDGE PARK STORMWATER 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 Statutes of North Carolina, the following project is adopted:

Section 1. The project authorized will install stormwater improvements adjacent to Bridge Park including drainage, biowales, riparian buffers, landscaping, implementation of stream restoration, and parking areas.

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

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

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

Revenues:

| | |
|--|-------------------|
| ARPA Related Funds (1 st Appropriation) | \$ 418,000 |
| ARPA Related Funds (2 nd Appropriation) | 98,447 |
| JCTDA Grant | 367,757 |
| Bridge Park Interest | <u>9,500</u> |
| Total Project | \$ 893,704 |

Expenditures:

| | |
|-----------------------|---------------------|
| Professional Services | 67,500 |
| Construction | 768,064 |
| Contingency | 29,140 |
| Supplies and Expense | 18,000 |
| Landscaping | 10,000 |
| Sales Tax | <u>1,000</u> |
| | \$ 893,704 |

Section 6. The Finance Officer is hereby directed to maintain within the 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 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 32 (Bridge Park Stormwater Project Ordinance) will account for the bookkeeping records of this project.

Adopted this the 10th day of October 2024.

Johnny Phillips, Mayor

ATTEST:

Amanda Murajda, Town Clerk



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, September 12, 2024 at 5:30 PM
Board Room, 83 Allen Street Sylva, North Carolina

MINUTES

PRESENT: Jonathan Brown, Commissioner
Blitz Estridge, Commissioner
Mark Jones, Commissioner
Johnny Phillips, Mayor

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

ABSENT: Mary Gelbaugh, Mayor Pro-Tem
Brad Waldrop, Commissioner

CALL TO ORDER

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

STAFF PRESENT: Robbie Carter (Assistant Police Chief) and Aimee Sumner (Lieutenant).

VISITORS: Luther Jones, Travis Rountree, Nelia Waldrum, Cathy Stillwell Gibson, Ben Guiney, Kristen Caplinger, John Caplinger, Destri Leger, Mardy Ashe, Patrick Cochran, Blair Smoker and Natalie Newman.

APPROVAL OF AGENDA

Commissioner Jones made a motion to add an item to the agenda to discuss the local ABC distribution rates. The motion carried with a unanimous vote. Commissioner Estridge made a motion to approve the agenda as amended. 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 met with County Commissioners about changing the ABC Distribution formula to 50/50 for the next 5 years. This would help the Town during the Highway 107 construction phase.

COMMISSIONER'S REPORT: Commissioner Jones reported that he met with Public Works and visited Bryson Park to see the construction of the new playground equipment. He also thanked everyone for attending the Matt Stillwell concert where over \$4,000 was raised and a tremendous amount of canned food was collected for UCM. Commissioner Estridge reported that he and Commissioner Waldrop were continuing to work on the clean-up of cables and wiring on Mill Street.

MANAGER'S REPORT: Manager Dowling reported the following:

- The Town should have a contract soon from Bartlett Operations for the Bryson Park pavilion. The poured-in-place rubber is being installed this week on the playground.
- Unfortunately, the Town did not receive the PARTF grant for Pinnacle Park this funding cycle, but the application for the Recreational Trails Program was submitted by Equinox last Friday. Sylva will need to submit the PARTF application again for a future funding cycle.
- Employee flu shots are scheduled for October 8th.

PUBLIC HEARING: ORDINANCE AMENDMENT—CHAPTER 30: STREETS AND SIDEWALKS:

Commissioner Estridge made a motion to open the public hearing. The motion carried with a unanimous vote. Luther Jones explained that he did not like the proposed changes and that they do not fix the problem. He added that it gives the chief of police and town manager judicial power that is not warranted. Ben Guiney also addressed the board and expressed his dislike of the ordinance. Destri Leger and Sarah Hirsch also expressed their disapproval of the proposed ordinance changes.

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Commissioner Jon Brown thanked everyone for their comments. He added that he had been in conversation with others since the last board meeting and he felt it was important to make the Town a welcoming place. He noted that the ordinance as it stands is sufficient and changes are not needed.

Being no further comment, Commissioner Estridge made a motion to close the hearing. The motion carried with a unanimous vote.

NEW BUSINESS

PROCLAMATION FOR CONSTITUTION WEEK 2024: Mardy Ashe addressed the board and gave a history of the Constitution. She requested the Town adopt a proclamation declaring September 17-23, 2024, Constitution Week. This request is made on behalf of the local DAR chapter. *Commissioner Jones made a motion to approve the proclamation. The motion carried with a unanimous vote.*

SYLVA WEBSERFEST 2024: Cathy Stillwell Gibson addressed the board about the upcoming Sylva Websterfest giving details of all events planned.

ORDINANCE AMENDMENT—CHAPTER 30: STREETS AND SIDEWALKS: Mayor Phillips asked for the pleasure of the board. *Commissioner Jones made a motion to deny the proposed revisions to the ordinance amendment of Chapter 30: Streets and Sidewalks. The motion carried with a unanimous vote.*

SPECIAL EVENT REQUEST: UNCOMPLICATED KITCHEN CROQUET TOURNAMENT—ALCOHOL REQUEST: Uncomplicated Kitchen is requesting to have Innovation Brewing serve beer at their croquet tournament and carnival October 5th at Bridge Park which needs board approval. *Commissioner Estridge made a motion to approve the request. The motion carried with a unanimous vote.*

SPECIAL EVENT REQUEST: WARD'S PLUMBING EMPLOYEE APPRECIATION EVENT—ALCOHOL REQUEST: Ward Plumbing is requesting to have Innovation Brewing serve beer at their employee appreciation event October 2nd at Bridge Park which needs board approval. *Commissioner Brown made a motion to approve the request. The motion carried with a unanimous vote.*

SPECIAL EVENT STREET CLOSURE RESOLUTIONS:

EVENT STREET CLOSURE RESOLUTIONS:

- (A) **EVENT RESOLUTION—TREAT STREET:** A request has been made by the Main Street Sylva Association to close Main Street for the purpose of having a "Treat Street" festival for Halloween on October 31, 2024.
- (B) **EVENT RESOLUTION—WCU HOMECOMING PARADE:** A request has been made by Western Carolina University to close Main Street for the purpose of having a homecoming parade on November 1, 2024.
- (C) **PARADE RESOLUTION—CHRISTMAS PARADE:** A request has been made by the Main Street Sylva Association to close Main Street for the purpose of having a Christmas parade on December 1, 2024.
- (D) **EVENT RESOLUTION—GREENING UP THE MOUNTAINS:** A request has been made by the Main Street Sylva Association to close Main Street for the purpose of having the Greening Up the Mountains festival on April 26, 2025.

Commissioner Estridge made a motion to approve all of the event street closure resolutions. The motion carried with a unanimous vote.

MSSA FAÇADE GRANT APPLICATIONS APPROVAL: Bernadette Peters presented two applications eligible for a 1:1 match up to \$3,000 to the board for approval:

1. Kent Cranford—Motion Makers Building
2. Baxley's Chocolates

Commissioner Brown made a motion to approve the two grant applications. The motion carried with a unanimous vote.

FY 2024-2025 FEE SCHEDULE AMENDMENTS: Changes are proposed for Bridge Park fees for alcohol vendors, food trucks, and vendor tents. Staff are proposing these increases because the types of events Bridge Park is being rented for are changing and it is primarily used for large events. The park rental fee will remain the same at \$50 for two hours (with a discount for town residents) but it is proposed to change the alcohol fee to \$25.00 per vendor. The previous fee was a flat

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\$50.00. The Town Board will continue to approve alcohol requests. Staff are also proposing adding a flat fee for up to six food trucks of \$75.00. In the past, food trucks were approved with a separate permit fee of \$30.00-\$65.00 based on the type of event. The final suggested change is adding a \$100 fee if the park rental includes vendor tents. This is the rate for up to 30 tents, which is all that can feasibly fit for most events on the grass. These fees will help offset maintenance costs and electricity, but the fees will reflect the types of events the park is now being rented for. *Commissioner Jones made a motion to approve the proposed changes. The motion carried with a unanimous vote.*

ABC DISTRIBUTION RATES: Mayor Phillips would like to request that Jackson County agree to change the ABC distribution rates to 60/40 to 50/50 for the upcoming 5-year period of Highway 107 construction. *Commissioner Jones made a motion to request that staff construct a request to be sent to Jackson County requesting that the distribution rates be changed for a period of 5 years. The motion carried with a unanimous vote.*

ADJOURNMENT: *Commissioner Brown made a motion to adjourn the meeting at 6:07 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, September 26, 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 Mike Beck (Fire Chief).

VISITORS: None.

APPROVAL OF AGENDA

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

PUBLIC COMMENTS

None.

MAYOR'S REPORT

Mayor Phillips reported that he participated in conference call with local WNC mayors in regard to Hurricane Helene and storm preparation.

COMMISSIONER'S REPORT

Commissioner Gelbaugh expressed her concern with Hurricane Helene and reminded everyone to stay safe. Commissioner Waldrop reported that Sylva Pride festivities were successful. Commissioner Estridge has been attending the Pinnacle Park Foundation meetings. They are in the process of working on a directional sign to be located at the base of Fisher Creek Road. Commissioner Brown noted that he received great feedback about the Sylva Websterfest.

MANAGER'S REPORT: Manager Dowling reported the following:

- Property tax bills have been mailed and payments are beginning to come in.
- Employment Update: Jacob Lewis has resigned at the Fire Department. He is moving back home near Wilmington to be closer to family. Blake Cabe has been covering shifts at the Fire Department and he will begin full-time.

PUBLIC WORKS DEPARTMENT REPORT: Jake Scott reported the following:

- The department is working on storm preparation in anticipation of Hurricane Helene.
- Bryson Park—playground equipment is approximately 95% installed; the poured-in-place rubber is complete, and Bliss Products will submit plans for shade structures. The contract with Bartlett Construction has been received and under review.

POLICE DEPARTMENT REPORT: None.

Regular Board Meeting September 26, 2024

FIRE DEPARTMENT REPORT: Mike Beck reported on the following:

- Storm preparation is underway for Hurricane Helene.
- Just over 1055 calls so far in 2024.

MAIN STREET REPORT: Bernadette Peters reported the following:

- Community entrepreneurship pitch program and 7 participants presented their business ideas.
- Social district celebration was lightly attended so the board will debrief on the future of the event.
- There are 3 façade grant applications remaining. If approved, that will conclude the first round of awards.

TWSA BOARD REPORT: Manager Dowling reported TWSA was preparing for Hurricane Helene.

NEW BUSINESS

PLANNING BOARD TERM LIMITS AND APPOINTMENTS—DISCUSSION ONLY: Mayor Phillips reported that the term limits of the ABC Board were recently changed for the Town of Sylva, and he would like to see the planning board changed to the same. This would allow four, 3-year terms instead of three. Manager Dowling explained that there are four seats for reappointment. Those include Russ Harris, Rose Bauguess, Kendall Waldrop and Geoffrey Hirsch.

ECONOMIC DEVELOPMENT COMMITTEE APPLICATIONS—DISCUSSION ONLY: Mayor Phillips explained that applications had been received for the 2 ex-officio seats and three of the five general seats. Those include Marne Harris and Josh Carpenter for the ex-officio seats and Donald Green, Tim Jones and Don Hensley for the general seats.

HISTORICAL SIGN AT NEW PUBLIC RESTROOM—DISCUSSION ONLY: Luther Jones submitted a proposal to the Town for a historical sign identifying the center of town near the new public restrooms. Commissioner Gelbaugh suggested “then and now” pictures from David Schulman be included.

ADJOURNMENT: *Commissioner Estridge made a motion to adjourn the meeting at 9:32 a.m. The motion carried with a unanimous vote.*

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk