

Town of Sylva
CONSENT AGENDA
September 12, 2024

1- APPROVE MINUTES: August 8, 2024, **Regular Board Meeting;** August 22, 2024, **Board Work Session**

2- BUDGET AMENDMENT:

#4 10-353-0100 PD Donations	\$ 1,075.05 C
10-510-3700 PD Community Policing	1,075.05 D

REF: To appropriate donated monies into the Police Department for Walk for Hope.

#5 10-399-0200 Fund Balance Rollover	\$ 227.78 C
10-510-7103 PD Great Smokies Health Grant	227.78 D

REF: To appropriate the remaining (23-24) Great Smokies Health Grant monies into (24-25) budget.

#6 10-367-0200 Federal Grant Revenue	\$ 7,034.91 C
10-510-7101 PD Highway Safety Grant	7,034.91 D

REF: To appropriate the remaining (23-24) GHSG monies into the (24-25) budget.

3- REPORTS:

Note: No Business Registration as of August 31, 2024

1- JC Vehicle Tax Report as of **July 31, 2024**

2- Ad Valorem Tax Report as of **July 31, 2024**

3- Statement of Revenues, Expenditures, Changes in Fund Balance as of **July 31, 2024**

JACKSON COUNTY ACTIVITY TOTALS REPORT
 ACTIVITY FROM 7/1/24 THRU 7/31/24

Tax Year 2022	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
SGR Sylva Gross Receipts			0.00	773.12		773.12	773.12
Totals For Year 2022			0.00	773.12		773.12	773.12

Grand Totals	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
			0.00	773.12		773.12	773.12

Tax Summary
as of July 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	-855.67	-202.88										-1,065.10		-1,065.10
August												0.00		0.00
September												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	-855.67	-202.88	0	0	0	0	-6.55	0	0	0	0	-1,065.10	0.00	-1,065.10
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	-855.67	-202.88	0.00	0.00	0.00	0.00	-6.55	0.00	0.00	0.00	0.00	-1,065.10	0.00	-1,065.10
EOY Adjustment														
(10-110-XX) Balance	\$47,812.50	\$20,463.21	\$11,217.88	\$9,177.70	\$6,102.32	\$5,377.00	\$4,620.38	\$2,726.05	\$1,747.04	\$1,275.70	\$3,270.05	113,789.83	\$0.00	\$113,789.83
Interest	25.09	5.08				118.4	0.05					148.62		148.62
July														
August														
September														
October														
November														
December														
January														
February														
March														
April														
May														
June														
Interest Collected	\$25.09	\$5.08	\$0.00	\$0.00	\$0.00	\$118.40	\$0.05	\$0.00	\$0.00	\$0.00	\$0.00	\$148.62	\$0.00	\$148.62
Submitted by: Amanda Murajda, Tax Collector														#DIV/0!

Top 10 Delinquent Accounts (2023 & prior)

Name	Balance 7/31/2024
JTS Transport	\$ 8,066.95
Joe Wilson	\$ 6,102.00
Dorothy Worley	\$ 5,601.33
Marjorie Herbert Smith	\$ 4,669.46
Kelly Robinson	\$ 4,624.12
David George Howell	\$ 4,415.77
Joyce Straton	\$ 4,063.81
Nantahala Brewing Company	\$ 3,294.68
Jimmy Ray Wilson	\$ 3,208.46
Ratilal Patel	\$ 2,971.07

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
7/31/2024

		General Fund				Actual to Budget		Statement	
		2024-2025	Previously	2024-2025	Current	2024-2025	Percent	Period	Variance
		Budgeted	Reported	YTD Actual	Month	Budget Balance		1	
Revenues:									
Ad valorem taxes	\$	2,309,930	-	\$ 12,756.69	\$ 12,756.69	\$ 2,297,173.31	0.55%	8.33%	-7.78% *
Other taxes and licenses	\$	6,200	-	2,980.00	\$ 2,980.00	\$ 3,220.00	48.06%	8.33%	39.73%
Unrestricted intergovernmental	\$	2,853,147	-	266,778.55	\$ 266,778.55	\$ 2,586,368.45	9.35%	8.33%	1.02%
Permits and Fees	\$	18,000	-	3,032.01	\$ 3,032.01	\$ 14,967.99	16.84%	8.33%	8.51%
Restricted intergovernmental	\$	181,500	-	-	-	\$ 181,500.00	0.00%	8.33%	-8.33% *
Investment earnings	\$	68,000	-	28,367.15	\$ 28,367.15	\$ 39,632.85	41.72%	8.33%	33.38%
Other revenues	\$	45,475	-	154.55	\$ 154.55	\$ 45,320.45	0.34%	8.33%	-7.99% *
Total revenues	\$	5,482,252	-	314,068.95	314,068.95	\$ 5,168,183.05	5.73%	8.33%	-2.60%
Expenditures:									
General Government	\$	980,152	-	185,267.16	185,267.16	794,884.84	18.90%	8.33%	-10.57% **
Salaries & Benefits	\$	421,185	-	32,587.75	32,587.75				
Capital outlay	\$	-	-	-	-				
All other expenditures	\$	547,188	-	152,679.41	152,679.41				
Public Safety	\$	3,293,551	-	330,501.14	330,501.14	2,963,049.86	10.03%	8.33%	-1.70% **
Salaries & Benefits	\$	1,645,472	-	3,206.82	3,206.82				
Capital outlay	\$	254,677	-	-	-				
All other expenditures	\$	1,325,073	-	28,773.70	327,294.32				
Culture and Recreation	\$	127,650	-	8,105.52	8,105.52	119,544.48	6.35%	8.33%	1.98%
Salaries & Benefits	\$	31,990	-	1,777.07	1,777.07				
Capital outlay	\$	-	-	-	-				
All other expenditures	\$	95,660	-	6,328.45	6,328.45				
Transportation	\$	856,725	-	75,951.08	75,951.78	780,773.92	8.87%	8.33%	-0.53% **
Salaries & Benefits	\$	367,910	-	67,214.06	67,214.06				
Capital outlay	\$	85,500	-	-	-				
All other expenditures	\$	403,315	-	8,737.02	8,737.72				
Economic and Physical Development	\$	-	-	-	-	-	0.00%	0.00%	0.00%
Salaries & Benefits	\$	-	-	-	-				
Capital outlay	\$	-	-	-	-				
All other expenditures	\$	-	-	-	-				
Environmental Protection	\$	221,630	-	21,422.93	21,422.93	200,207.07	9.67%	8.33%	-1.33% **
Salaries & Benefits	\$	96,150	-	6,606.24	6,606.24				
Capital outlay	\$	-	-	-	-				
All other expenditures	\$	125,480	-	14,816.69	14,816.69				
Total expenditures	\$	5,479,708	-	621,247.83	621,248.53	4,858,460.17	11.34%	8.33%	-3.00%
Revenues over expenditures	\$	2,544	-	(307,178.88)	(307,179.58)	309,722.88	5.65%		
Other financing sources (uses):									
Transfers in	\$	466,967	-	-	-	-			
Appropriated fund balance	\$	-	-	-	-				
ARPA Related Appropriations	\$	-	-	-	-				
PB Appropriated fund balance	\$	32,000	-	-	-				
Fund Balance rollover	\$	-	-	-	-				
Contributed Capital	\$	-	-	-	-				
Sale of Assets	\$	-	-	-	-				
Loan Proceeds	\$	-	-	-	-				
	\$	498,967	-	-	-				
Transfers to other funds:	\$	-	-	-	-	-			
Contributed to GF fund balance	\$	-	-	-	-				
Transfers out	\$	501,511	884,281.00	(115,721.00)	-				
Transfer to Capital Reserve	\$	-	823,731.00	823,731.00	-				
	\$	501,511	1,708,012.00	708,010.00	-				
Total other financing sources (uses)	\$	(2,544)	(1,708,012.00)	(708,010.00)	-	-			
Revenues and other sources over expenditures and other uses	\$	-	(1,708,012.00)	(1,015,188.88)	(307,179.58)	309,722.88			

Analysis:

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



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, August 8, 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

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: Chris Hatton (Police Chief)

VISITORS: Luther Jones, Sarah Hirsch, Geoffrey Hirsch, Jennifer Harr and Natalie Newman.

APPROVAL OF AGENDA

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

APPROVAL OF CONSENT AGENDA

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

PUBLIC COMMENTS: Luther Jones addressed the board and expressed his concerns about the new amendments to the solicitation ordinance. Sarah Hirsch, Geoffrey Hirsch and Jennifer Harr followed Luther Jones with the same concerns.

MAYOR'S REPORT: Mayor Phillips has requested the help of Luther Jones in researching history related to the survey marker at the new restrooms. He would like to incorporate that marker into the design of the building.

COMMISSIONER'S REPORT: Commissioner Gelbaugh mentioned having a skate park at the Mark Watson Park garage area. Commissioner Waldrop reminded everyone of the styrofoam recycling events being planned in the near future. Commissioner Brown noted that he had received welcoming feedback about the upcoming Matt Stillwell concert.

MANAGER'S REPORT: In the absence of Manager Dowling, Amanda Murajda reported the following:

- Reminder of the Bridge Park Ribbon Cutting and Matt Stillwell concert on August 25, 2024.
- The new restroom project has an estimated completion date of August 30, 2024.

NEW BUSINESS

ORDINANCE AMENDMENT—CHAPTER 30: STREETS AND SIDEWALKS: Mayor Phillips asked for a motion to approve the amendments to the ordinance as presented. *Commissioner Estridge made a motion to approve the amendments. Commissioner Waldrop followed with a request to Estridge to withdraw his motion so that a public hearing could be scheduled. The board discussed having a public hearing. Commissioner Waldrop made a motion to schedule a public hearing on the solicitation ordinance for September 12, 2024. The motion carried with a unanimous vote.*

ECONOMIC DEVELOPMENT COMMITTEE RULES OF PROCEDURE: Mayor Phillips called for a motion to approve the resolution to establish the Town of Sylva Economic Development Committee and approve the committee's rules of procedure. *Commissioner Jones made the motion to approve, and the motion carried with a unanimous vote.*

Regular Board Meeting August 8, 2024

SPECIAL EVENT REQUEST: JACKSON COUNTY FARMER'S MARKET FUNDRAISER—ALCOHOL

REQUEST: The Jackson County Farmer's Market and Innovation Brewing are requesting permission to serve alcohol at their market fundraiser on September 7, 2024. *Commissioner Gelbaugh made a motion to approve the request. The motion carried with a unanimous vote.*

ADJOURNMENT: *Commissioner Waldrop made a motion to adjourn the meeting at 5:54 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, August 22, 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), Mike Beck (Fire Chief), Robbie Carter (Assistant Police Chief) and Chris Hatton (Police Chief).

VISITORS: Nick Breedlove

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 all board members are invited to an event with the Great Smoky Mountain Railroad on September 6, 2024.

COMMISSIONER'S REPORT

Commissioner Gelbaugh reported that she attended the annual river release meeting for the upcoming year with Duke Energy. She also attended the Library Board's quarterly meeting. The Library will be assisting with voter registration in the upcoming weeks and they have received a grant to purchase and supply Wi-Fi boxes to residents. Commissioner Jones reported that he attended the Mountain Projects Board regular meeting. He added that UCM will be the benefactor of the Matt Stillwell concert food drive. He also requested a flagpole be added at Bridge Park and a Town flag be designed. Commissioner Estridge attended the MSSA Board retreat. He encouraged everyone to shop and dine locally.

MANAGER'S REPORT: Manager Dowling reported the following:

- The Matt Stillwell Hometown House Party and Bridge Park ribbon cutting is Saturday from 6:00-8:00 p.m.
- Dowling will be attending the WNCMA Manager's meeting on Friday, August 23, 2024. The topic discussed will be emergency management and storm preparation.
- The estimated substantial completion date on the public restroom is August 30th. They worked on water and sewer installation last Friday.
- We should have a contract soon from Bartlett Operations for the Bryson Park pavilion.

PUBLIC WORKS DEPARTMENT REPORT: Jake Scott reported the following:

- More progress on the new downtown bathrooms as water and sewer connections have been made.
- Downtown streetlights will hopefully be installed by the end of October.

Regular Board Meeting August 22, 2024

- Bryson Park—grading and drainage work for the bases are complete; Bartlett Construction will begin work on the pavilion as soon as the playground installation is complete.

POLICE DEPARTMENT REPORT: Chris Hatton reported the following:

- The department is working through a state audit.
- The department is currently planning for the Walk for Hope event in October.
- Currently one vacant position.
- Reviewed call history.

FIRE DEPARTMENT REPORT: Mike Beck reported on the following:

- Just over 925 calls so far in 2024.
- Open House will be the first Saturday in October.
- The department will begin looking at purchasing a new fire truck in the near future.

MAIN STREET REPORT: Bernadette Peters reported the following:

- Main Street economic impact report distributed and reviewed.
- Seven applicants have now been recipients of the façade grant program.

TWSA BOARD REPORT: Manager Dowling reported TWSA was looking at a low-interest loan for the Clearwell project.

NEW BUSINESS

JACKSON COUNTY TDA PRESENTATION: Nick Breedlove, JCTDA Director, gave a presentation focused on Sylva's specific tourism statistics, recent community impact, current and upcoming grant opportunities, state of the tourism industry, and strategic plans for advertising and marketing.

FY 2024-2025 FEE SCHEDULE AMENDMENT—DISCUSSION ONLY: Manager Dowling explained that the 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 \$50.00. The Town Board will continue to approve alcohol requests. Staff is also suggesting 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 we 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.

ADJOURNMENT: *Commissioner Waldrop made a motion to adjourn the meeting at 10:23 a.m. The motion carried with a unanimous vote.*

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk