

Town of Sylva
CONSENT AGENDA
July 10, 2025

1- APPROVE MINUTES: June 12, 2025, Regular Board Meeting

2- BUDGET AMENDMENT:

#30 19-336-0200 FD State Property	\$ 2,428 C
19-530-9100 FD Transfer to Capital CRF	2,428 D
20-392-0000 FD Capital Reserve Transfer In	2,428 C
20-410-0600 FD CRF Contribution	2,428 D

REF: To transfer FD State Property unspent revenue into the Fire Department Capital Reserve Fund as of June 30, 2025.

#1 10-660-0600 Contingency	\$ 1,200 C
10-660-0800 Parking Lot Rental	1,200 D

REF: To appropriate from contingency to cover under budgeting in Non-Departmental.

#2 10-336-0200 GUTM Arts/Crafts	\$ 1,400 C
10-450-1700 GUTM Expense	1,400 D

REF: To amend additional GUTM revenue due to an increase in fees.

#3 20-399-0200 FD CRF Fund Balance Approp.	\$ 20,000 C
20-415-0000 FD CRF Transfer to FD	20,000 D
19-391-0000 FD Transfer In	20,000 C
19-530-7400 FD Capital	20,000 D

REF: To appropriate from FD CRF into FD Capital to purchase a Lucas Device. A donation of \$10,000 was received in (2024-2025).

#4 20-399-0200 FD CRF Fund Balance Approp.	\$ 19,000 C
20-415-0000 FD CRF Transfer to	19,000 D
19-391-0000 FD Transfer In	19,000 C
19-530-7400 FD Capital	19,000 D

REF: To amend the FD CRF into FD Capital to allow for repair work on the ladder truck. Insurance covered most of the repair; however, due to timing of when the insurance check was received a rollover was necessary.

3- REPORTS:

- 1- Business Registration Permits as of **June 30, 2025**
- 2- Vehicle Tax Report as of **May 31, 2025**
- 3- Ad Valorem Tax Report as of **May 31, 2025**
- 4- Statement of Revenues, Expenditures, Changes in Fund Balance as of **May 31, 2025**

Business Registration Permit Application
June 2025

Date Submitted

Business Name

Business Location

Owner

6/10/2025

Mama Chuya

30 E. Main Street

Martin Guadarrama

JACKSON COUNTY ACTIVITY TOTALS REPORT
ACTIVITY FROM 5/1/25 THRU 5/31/25

Tax Year 2022	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
SGR Sylva Gross Receipts			0.00	371.62		371.62	371.62
Totals For Year 2022			0.00	371.62		371.62	371.62

Grand Totals	Levy	Penalty	Subtotal	Charges	Interest	Subtotal	Total
			0.00	371.62		371.62	371.62

Tax Summary
as of May 31, 2025

(10-301-XX)	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	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	111,584.88	\$2,176,717.75	10-281-0000
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											-2,727.37	-1,130,306.05	-1,133,033.42
January	-2905.12	-2461	-49.81		-73.72						-3,791.30	-228,005.28	-231,796.58
February	-997.25	-668.27	-144.19		-207.78						-1,351.70	-57,113.87	-58,465.57
March	-2244.11	-1907.71	-365.22	-61.06	-88.38						-4,666.48	-44,926.35	-49,592.83
April	-3286.2	-200.7	-146.52	-262.37	-64.69	-65.18					-4,025.66	-18,356.97	-22,382.63
May	-1234.1	-144.28	-294.28	-329.46	-335.79	-338.31	-338.31	-314.23			-3,328.76	-11,912.33	-15,241.09
June											0.00		0.00
July - June Totals	-20098.47	-5522	-1906.14	-652.89	-770.36	-776.14	-344.86	-314.23	0	0	-30,385.09	-2,221,204.08	-2,251,589.17
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	-20,668.43	-6,076.74	-1,906.14	-652.89	-770.36	-776.14	-344.86	-314.23	0.00	0.00	-31,509.79	-2,120,695.73	-2,152,205.52
EOY Adjustment													
(10-110-XX) Balance	\$27,999.74	\$14,589.35	\$9,311.74	\$8,524.81	\$5,331.96	\$4,600.86	\$4,282.07	\$2,411.82	\$1,747.04	\$1,275.70	80,075.09	\$56,022.02	\$136,097.11
Interest	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			51.32	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	140.21	0.11	4.73		2.22						147.27	1,539.89	1,687.16
March	271.57	409.98	70.34	145.9	0.66						898.45	1,567.89	2,466.34
April	430.52	19.37	17.95	166.36	200.16	234.57	227.26	197.86			1,494.05	844.00	2,338.05
May	195.3	33.13	46.09								274.52	530.61	805.13
June													
Interest Collected	\$2,245.96	\$956.13	\$372.15	\$362.26	\$376.64	\$430.00	\$227.31	\$197.86	\$0.00	\$0.00	\$5,168.31	\$5,954.28	\$11,122.59
Submitted by: Amanda Murajda, Tax Collector												Collection Rate	97.5424%

Top 10 Delinquent Accounts (2024 & prior)

Name	Balance 5/31/2025
JTS Transport	\$ 10,841.18
Dorothy Worley	\$ 6,510.85
Joe Wilson	\$ 6,220.69
Kelly Robinson	\$ 5,797.46
Marjorie Herbert Smith	\$ 5,644.73
David George Howell	\$ 5,355.12
Angela George	\$ 4,831.47
Jimmy Ray Wilson	\$ 4,158.86
Nantahala Brewing	\$ 3,524.98
Mountain Park Urgent Care	\$ 3,209.36

General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balances
5/31/2025

		General Fund				Actual to	Statement	
		2024-2025	Previously	2024-2025	Current	Budget	Period	Variance
		Budgeted	Reported	YTD Actual	Month	Budget Balance	11	
Revenues:								
Ad valorem taxes	\$	2,309,930	\$ 2,355,939.44	\$ 2,382,078.10	\$ 25,680.24	\$ (72,148.10)	103.12%	91.67% 11.46%
Other taxes and licenses	\$	6,200	7,235.00	7,465.00	\$ 230.00	\$ (1,265.00)	120.40%	91.67% 28.74%
Unrestricted intergovernmental	\$	2,853,147	2,324,249.32	2,495,895.94	\$ 172,105.04	\$ 357,251.06	87.48%	91.67% -4.19%
Permits and Fees	\$	18,000	17,439.81	19,069.80	\$ 1,629.99	\$ (1,069.80)	105.94%	91.67% 14.28%
Restricted intergovernmental	\$	194,042	136,496.89	143,946.87	\$ 7,449.98	\$ 50,095.13	74.18%	91.67% -17.48%
Investment earnings	\$	77,250	266,754.54	294,827.61	\$ 28,073.07	\$ (217,577.61)	381.65%	91.67% 289.99%
Other revenues	\$	53,215	52,635.57	66,753.29	\$ 14,117.72	\$ (13,538.29)	125.44%	91.67% 33.77%
Total revenues	\$	5,511,784	5,160,750.57	5,410,036.61	249,286.04	\$ 101,747.39	98.15%	91.67% 6.49%
Expenditures:								
General Government	\$	984,727	641,422.66	789,024.89	73,570.68	195,702.11	80.13%	91.67% 11.54%
Salaries & Benefits	\$	424,460	352,299.12	389,813.00	32,258.44			
Capital outlay	\$	-	-	-	-			
All other expenditures	\$	562,767	289,123.54	399,211.89	41,312.24			
Public Safety	\$	3,971,935	2,183,607.71	2,707,989.01	291,224.58	1,263,945.99	68.18%	91.67% 23.49%
Salaries & Benefits	\$	1,691,516	1,189,745.03	1,431,537.81	139,334.79			
Capital outlay	\$	820,484	174,303.96	204,772.94	-			
All other expenditures	\$	1,325,073	819,558.72	1,071,678.26	151,889.79			
Culture and Recreation	\$	127,650	85,681.53	96,079.16	5,659.65	31,570.84	75.27%	91.67% 16.40%
Salaries & Benefits	\$	33,650	17,075.57	20,763.85	3,722.89			
Capital outlay	\$	10,474	10,473.95	10,473.95	-			
All other expenditures	\$	83,526	58,132.01	64,841.36	1,936.76			
Transportation	\$	870,475	511,180.31	623,963.52	53,544.93	246,511.48	71.68%	91.67% 19.99%
Salaries & Benefits	\$	367,910	249,527.23	297,597.40	25,091.58			
Capital outlay	\$	85,100	14,699.00	14,891.00	192.00			
All other expenditures	\$	417,465	246,954.08	311,475.12	28,261.35			
Economic and Physical Development	\$	-	-	-	-	-	0.00%	0.00% 0.00%
Salaries & Benefits								
Capital outlay								
All other expenditures	\$	-	-	-	-			
Environmental Protection	\$	479,132	150,318.18	177,336.27	16,016.96	301,795.73	37.01%	91.67% 54.65%
Salaries & Benefits	\$	97,480	55,801.32	72,128.88	4,107.53			
Capital outlay	\$	259,502	-	-	-			
All other expenditures	\$	122,150	94,516.86	105,207.39	11,909.43			
Total expenditures	\$	6,433,919	3,572,210.39	4,394,392.85	440,016.80	2,039,526.15	68.30%	91.67% 23.37%
Revenues over expenditures	\$	(922,135)	1,588,540.18	1,015,643.76	(190,730.76)	(1,937,778.76)	-30.12%	
Other financing sources (uses):								
Transfers in	\$	892,258	892,258.00	40,000.00	-			
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	\$	-	-	-	-			
Lease Liability	\$	57,097	-	-	-			
Sale of Assets	\$	20,370	10,960.00	10,960.00	-			
Loan Proceeds	\$	-	-	-	-			
	\$	2,207,664	1,272,729.00	50,960.00	-			
Transfers to other funds:								
Contributed to GF fund balance	\$	-	-	-	-			
Transfers out	\$	456,029	456,029.00	(38,481.84)	-			
Transfer to Capital Reserve	\$	829,500	829,500.00	-	-			
	\$	1,285,529	1,285,529.00	(38,481.84)	-			
Total other financing sources (uses)	\$	922,135	(12,800.00)	12,478.16	-	-		
Revenues and other sources over expenditures and other uses	\$	-	1,575,740.18	1,028,121.92	(190,730.76)	(1,937,778.76)		

Analysis:

* Timing of Sales Tax and Grants



TOWN OF SYLVA BOARD OF COMMISSIONERS REGULAR MEETING

Thursday, June 12, 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
Joseph Waldrum, 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 5:30 p.m.

STAFF PRESENT: Robbie Carter (Asst. Police Chief), John Jeleniewski (County Planner) and Michael Poston (County Planner).

VISITORS: Deborah Smith, Tammy Brown, Sarah Hirsch, Carol Hall, Chuck Hall, Keith Blaine, Bill Lefevers, Christy Agner, Pat Morris, Cody Lewis and Melissa Lewis.

APPROVAL OF AGENDA:

Commissioner Brown made a motion to remove Item #11, Resolution of Support—Fontana Regional Library. The motion carried with a 3-2 vote. Voting in the affirmative were commissioners Brown, Estridge and Gelbaugh. Voting against the amendment were commissioners Waldrop and Waldrum. Commissioner Gelbaugh made a motion to approve the agenda as amended. The motion carried with a unanimous vote.

APPROVAL OF CONSENT AGENDA

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

PUBLIC COMMENTS: Sarah Hirsch addressed the board regarding the Fontana Regional Library and was hopeful the board would show support for the FRL instead of removing the resolution. Keith Blaine discussed political signs located throughout town during election time. He also asked the board to consider changing municipal elections to even number years.

MAYOR'S REPORT: None.

COMMISSIONER'S REPORT: Commissioners reported the following:

Waldrop—Commissioner Waldrop stated he was proud of the Town of Sylva and does not agree with removing the resolution in support of the Fontana Regional Library.

MANAGER'S REPORT: Manager Dowling reported the following:

- Paving on Fincannon Road is being completed this week. Charles Street was paved last week.
- The basketball court at Bryson Park will be resurfaced this week. The fence and concrete work will be the last two remaining items.
- Employment: Josh Geiger has been promoted from Police Officer to Sergeant.

- Town Hall will be closed June 20th in observance of Juneteenth.
- The mast arms downtown will be painted in early July. Most work will be done at night.
- Dowling thanked Commissioner Estridge and Commissioner Waldrop for the work they've been doing on Mill Street to remove outdated utility lines.

PUBLIC HEARING—ZONING MAP AMENDMENT—AWD FAMILY LIMITED PARTNERSHIP

LLLP/JACKSON COUNTY: *Commissioner Brown made a motion to open the public hearing at 5:44 p.m. The motion carried with a unanimous vote.*

ZONING MAP AMENDMENT REQUEST—AWD FAMILY LIMITED PARTNERSHIP LLLP/JACKSON COUNTY: John Jeleniewski, Senior County Planner, presented the staff report as follows:

Applicant: Jackson County Government – Kevin King, County Manager

Property Location: 899 Highway 107, Sylva NC 28779; PIN 7640-85-7027

Current Property Zoning: ETJ General Business (ETJ-GB)

Ordinance Section for which the Text Amendment is requested: Article 3 - Procedures - Section 3.9.B – Zoning and Map Amendments

Description of Request:

The applicant is requesting a map amendment that would designate the subject property as ETJ Institutional District (ETJ-ID).

Background:

The Institutional District (ID) is a moderately sized district within Sylva's zoned jurisdiction. The ID District offers a broad range of permitted (use-by-right) and special uses (SUP) such as public/civic/social services, auditoriums, community centers, emergency services, government facilities, places of worship, pre-school/daycare, parks/recreation, health care facilities, professional offices, etc. Property improvements in this district are subject to development standards as set forth in the zoning ordinance including building setbacks, landscaping, architectural standards, sidewalk construction, parking, storm water treatment, etc.

The subject property is located on Highway 107 and approximately 850 feet north of the Highway 107/Old Cullowhee Road intersection. This property is a total of 58.60 acres in land area and is vacant with no structures. Access to this property is from the public right-of-way of Highway 107. This property is adjacent to properties to the north and south that are in the ETJ-GB District and is not located within the 100-year flood plain or protected watershed. This property is or can be served by Tuckasegee Water & Sewer Authority for public utilities.

Application Response:

The applicant is requesting that the existing Town of Sylva Zoning Map be amended to designate this property (58.60 acres total) to the ETJ-I District.

Staff Findings:

The requested map amendment would not constitute "spot zoning" as the request is consistent with the Town's adopted 2040 Land Use Plan. The Town's adopted Land Use Plan for 2040 establishes that this property will be in the future *Community Corridors District* with encouraged land uses for this district being mixed-use buildings, institutional uses, walkable neighborhood commercial (retail, office, personal services), large scale commercial, business centers, community services and civic/educational services.

Bill Lefevers address the board and noted that the Lutheran Church did not received the adjoining property owners notice in the mail and the Town should make other efforts to notify property owners.

Pat Morris addressed the board and would like information on how traffic patters would change.

Being no further comment, Commissioner Waldrum made a motion to close the hearing at 5:55 p.m. The motion carried with a unanimous vote.

NEW BUSINESS:

ZONING MAP AMENDMENT REQUEST—AWD FAMILY LIMITED PARTNERSHIP LLLP/JACKSON

COUNTY: *Commissioner Brown made a motion to approve the zoning map amendment request. The motion carried with a unanimous vote. Commissioner Waldrop read the statement of consistency and made a motion to approve. The motion carried with a unanimous vote.*

FY 2025-2026 BUDGET ORDINANCE: Manager Dowling explained that the budget ordinance presented is the same version as advertised. She thanked everyone for their time and effort on budget. *Commissioner Waldrum made a motion to approve the budget as presented. The motion carried with a unanimous vote.*

FY 2025-2026 FEE SCHEDULE: Manager Dowling reported that the fee schedule is the same as the version advertised. *Commissioner Waldrop made a motion to approve the FY 2025-2026 fee schedule. The motion carried with a unanimous vote.*

ORDINANCE AMENDMENT—CHAPTER 22—LICENSE AND BUSIENSS REGULATIONS: Currently, new businesses pay a \$100 occupancy use fee and the \$20 registration. Existing businesses pay a \$20 annual business registration permit fee. The occupancy use fee was intended to cover the cost of fire and zoning inspections. The business registration was intended to provide the Town with up-to-date information for correspondence and emergency contact information. The business registration permit process has not worked well the last few years and staff have ended up spending a lot of time billing, when few are returned and others are sent back without up-to-date information. It's creating an unpaid liability in our accounting system that we need to correct. The amended ordinance and fee schedule propose a \$200 fee for a new commercial business, professional service, and non-profit. This \$200 will cover the cost of zoning and fire inspections for new establishments. When a business moves locations, changes ownership, or expands in a way that would necessitate another inspection, the business will need to pay for the new inspection or permit. *Commissioner Estridge made a motion to approve the ordinance amendment. The motion carried with a unanimous vote.*

SPECIAL EVENT REQUEST: SMHS CLASS OF 2005—ALCOHOL SERVICE: The SMHS Class of 2005 has rented Bridge Park June 28th for a class reunion and is applying to have Balsam Falls sell alcohol at the event. This application is coming before the Town Board since Bridge Park is Town owned property. *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 6:00 p.m. The motion carried with a unanimous vote.*

Johnny Phillips
Mayor

Amanda W. Murajda
Town Clerk