

REGULAR BOARD MEETING
Town of Sylva Board of Commissioners
May 20, 2010

The Town of Sylva Board of Commissioners held their regularly scheduled meeting on May 20, 2010 at 9:15 a.m. in the Board Room of Municipal Hall, 83 Allen Street, Sylva, N.C.

MEMBERS PRESENT: Mayor Maurice Moody and Commissioners Danny Allen, Sarah Graham, Ray Lewis, Christina Matheson and Stacy Knotts

MEMBERS ABSENT: None

STAFF PRESENT: Adrienne Isenhower (Town Manager), Brandi King (Town Clerk), Jeff Jamison (Police Chief), Dan Schaeffer (Public Works Director) and Eric Ridenour (Town Attorney)

VISITORS PRESENT: Nick Breedlove, Thaddeus Huff, Rusty Ellis, Jeff Carpenter, Claire Collins, Sheryl Rudd, Mary Kelley and Jeremy Duke

CALLED TO ORDER: Mayor Moody called the meeting to order at 9:15 a.m.

APPROVAL OF AGENDA: *Commissioner Graham made a motion to approve the agenda as amended. The motion carries with a unanimous vote.*

APPROVAL OF CONSENT AGENDA: *Commissioner Graham made a motion to approve the consent agenda. The motion carries with a unanimous vote.*

PUBLIC COMMENTS: None

COMMISSIONER'S REPORT: Commissioner Graham stated her family will be moving outside the city limits so she will be resigning on June 30, 2010.

MANAGER'S REPORT: Isenhower reported she spoke with Ralph Kennedy at NCDOT and the Sylva to Dillsboro Sidewalk Project will be bid out in June. The project should be complete late summer or early fall.

PUBLIC WORKS DEPARTMENT REPORT: Schaeffer reported that DENR has cited the Town of Sylva a violation for dumping leaves at Fisher Creek. Schaeffer is applying for a permit to allow the Town to compost leaves at Fisher Creek.

POLICE DEPARTMENT REPORT: Chief Jamison reported on the statistics from the previous month.

DSA REPORT: Claire Collins reported that the "Greening Up the Mountains" Celebration was a success. There were 153 vendors and 8,000 to 10,000 visitors this year. Sylva After Dark will be June 4th. Taste of Downtown Sylva will be June 26th. Concerts

on the Creek will be starting May 28th and will be held every Friday night until Labor Day.

PLANNING BOARD REPORT: Mary Kelley reported the Planning Board is developing an ordinance for new construction in the B-1 district. They will be modeling the ordinance after Lenoir. The Planning Board is also looking into crosswalk safety and signage, especially in the Evalina Street area.

PARKING LOT RENTAL: Commissioner Knotts would like to see the item tabled since they did not get to discuss the parking lot rental in their Budget Work Session. Commissioner Matheson stated she would like the Board to develop an ordinance prohibiting oversized vehicles from parking in the diagonal spaces on Main Street.

PINNACLE PARK DISCUSSION: Isenhower has a proposed permit for camping at Pinnacle Park in designated camping sites. Jeff Carpenter, Jackson County Recreation Director, stated the Town would be responsible for the maintenance of the campsites. Schaeffer reported road improvements would need to be made so the Public Works Crew would have access to the sites to maintain them. Commissioner Matheson questioned whether the Town has insurance coverage that would allow camping. The item has been tabled until the next Board Meeting.

GROSS RECEIPTS DISCUSSION: Commissioner Matheson and Knotts would like to hear from other Towns to see the benefits, disadvantages and experiences of charging for gross receipts. Mayor Moody and Commissioner Allen would like to hear from other consultants who help Towns with charging gross receipts. The item has been tabled until Isenhower is able to speak with other Towns and consultants.

POOL REPORT – RUST ELLIS: Ellis reported that the 2009 Pool Season went very well with no major areas of concern. The main drains in both pools were replaced to be in compliance for \$6,950. Revenues were down from previous years due to rainy weather and decrease in the amount of teens attending the pool. The deficit for the 2009 season is \$469 if the drain replacement is excluded. Commissioner Matheson questioned whether the pool could stay open past August 15th. Ellis stated it is difficult to stay open longer because seven out of nine of the lifeguards are WCU students and they go back to school the third week in August. Commissioner Knotts questioned whether the Town could apply for energy efficiency grants to purchase solar heating panels for the pool. Jeff Carpenter and Rusty Ellis do not feel that solar heating would be beneficial because of the large amount of water that would need to be heated. Ellis will check with pool companies to get quotes for a heating system.

PARKING PRESENTATION – THADDEUS HUFF: Huff is an MPA student at WCU. Huff worked with members of DSA and conducted a detailed parking study for downtown Sylva. The study showed that downtown has 600 parking spaces in an eight block radius and one-third of those spaces are on-street parking. Huff's conclusion is that downtown Sylva does have enough parking spaces, we just need to figure out ideas to get people to park off-street. The full report can be found on the WCU Public Policy Institute website.

EMPLOYEE HEALTH INSURANCE COVERAGE: During the Budget Work Session it was discussed that health insurance rates have increased 17% this year. Isenhower recommends decreasing the plan from HealthPlus to CarePlus for a savings of \$19,000. *Commissioner Matheson made a motion to change the employee's health care coverage from HealthPlus to CarePlus. The motion carries with a unanimous vote.*

DEPARTMENTAL FUND BALANCES: Isenhower has recommended the Board set up a Reserve Policy to go along with the Capital Improvement Plan and dissolve the departmental funds balances. *Commissioner Knotts made a motion to dissolve the departmental fund balance designations and appropriate the remaining funds into a Fire Department Reserve Fund and Equipment Replacement Reserve Fund. The motion carries with a unanimous vote.*

RESERVE POLICY: The Board was presented with a Reserve Policy stating the Town will maintain a fund balance of at least 40% of the general operating budget. The policy also sets up a Capital Reserve Fund where general fund balances above the targeted goal of 40% may be transferred to the Capital Reserve Fund with Board approval. *Commissioner Knotts made a motion to adopt the Reserve Policy. The motion carries with a unanimous vote.*

GARDEN CLUB CONTRIBUTION: Mayor Moody stated the Garden Club needs to purchase 11 flower cradles for the bridges. The cradles cost \$100 each. *Commissioner Graham made a motion to contribute \$500 from miscellaneous contributions to the Garden Club. The motion carries with a unanimous vote.*

CLOSED SESSION: *Commissioner Matheson made a motion to go into closed session pursuant to G.S. 143-318.11 (a) (6) regarding the Town Manager's annual evaluation. The motion carries with a unanimous vote and the Board entered into closed session at 11:00 a.m.*

Commissioner Graham made a motion to come out of closed session. The motion carries with a unanimous vote and the Board entered into regular session at 12:07 p.m.

Mayor Moody stated the Board discussed the Town Manager's evaluation. Another closed session will be held at the next Board meeting to discuss the evaluation further.

ADJOURNMENT: *Commissioner Knotts made a motion to adjourn the meeting. The motion carries and the meeting was adjourned at 12:08 p.m.*

Maurice Moody
Mayor

Brandi H. King
Town Clerk