

The Town of Smithfield Appearance Commission met in regular session on Tuesday February 20, 2018 at 5:00 in the Town Hall Conference Room located at 350 East Market Street, Smithfield, North Carolina.

Members Present

Peggy Scott –Chairperson
Alice Harris – Vice Chairperson
Bryan Gibson
Perry Harris
Regina Sanders

Members Absent

Anita Liverman
Jeremey Pearce

Staff Present

Lawrence Davis – Public Works Superintendent
Shannan Parrish – Town Clerk

Staff Absent

Call to Order

Chairperson Peggy Scott called the meeting to order at 5:00 pm.

Invocation

Regina Sanders offered the invocation.

Approval of Meeting Minutes – January 16, 2018

Minutes were approved by affirmation.

Financial Report

Appearance Commission General Fund Balance – \$12,871.68

Donate-A-Tree Account Balance \$

J. B. George Fund Balance – \$0.00

J.P. George Fund Balance \$0.00

Chairperson Peggy Scott informed the members of the Appearance Commission that there were some discrepancies with the financial reports due to the Finance Department's recent software conversion. She would speak with the Finance Director about the new reports.

Old Business

Donate A Tree

Lawrence Davis informed the members of the Appearance Commission that no new trees had been donated. He stated that Mr. Branch informed him that the trees would be planted this month weather permitting.

DSDC Report

Downtown Smithfield Development Corporation Executive Director Sarah Edwards informed the members of the Appearance Commission that the DSDC held their Plan of Work meeting. The DSDC purchased four benches to replace four benches in the Downtown area that were not in compliance. The Town's Public Works Department will be installing the benches. \$5,000 was also allocated for the replacement of additional benches. Other DSDC projects included: awning grants for the replacement of weathered awnings and light grants that allow for store fronts to be illuminated during the evening hours via a timer.

Boat Ramp

Chairperson Peggy Scott stated that the Appearance Commission was excited about the boat ramp. At the last meeting, the Commission discussed assisting the DSDC with landscaping and flagpoles. Ms. Edwards responded that the DSDC had no plans for the boat ramp. They would be willing to be involved but felt this was more of a Town project and not a DSDC project. Ms. Edwards suggested that a kiosk be installed listing the Downtown businesses. Alice Harris questioned if the boat ramp area would be the responsibility of the Parks and Recreation Department. Mrs. Scott replied that it probably would be maintained by that Department. Perry Harris suggested that improvements to the boat ramp area be presented to the Council for funding during the upcoming budget work sessions.

Ideas for the area included: utilizing the Boy Scout hut for bike and kayak rentals , converting the Boy Scout hut into public restrooms, stops for the boat ramp, signage for trailer parking, additional gravel on the river side of the parking area, and a shelter with picnic tables on the site of the old water plant. Mr. Gibson explained that constructing restroom were costly. Mr. Harris stated he was unsure if the Boy Scout hut could even be converted into restrooms. Ms. Edwards responded that the building is in good condition. Ms. Edwards had been contacted by various Boy Scout volunteering to assist with any restoration/rehab to the Boy Scout hut. Bike and Kayak rentals could be done on a trial basis managed by the Parks and Recreation Department.

In attendance was Dr. John Booker and his wife whose property was adjacent to the boat ramp area. Dr. Booker informed the members of the Appearance Commission there was a lot of potential for the area. He stated that he was willing to enhance not only his property but also some of the Town's property. The only request he had was not blocking the back entrance to his property. Mr. Harris questioned if Dr. and Mrs. Booker had any ideas for the area. Mrs. Booker replied that she would like to have more lighting in the area. Dr. Booker suggested that the area be cleaned and landscaped. Mr. Harris proposed that a covered shelter be constructed similar to the shelters at Community Park. Bryan Gibson volunteered to draft a design for the area that included a picnic shelter, landscaping, lighting and flagpoles.

Mr. Harris stated in past minutes it was reflected that Billie Stevens had informed the Appearance Commission that the boat ramp project would be completed by DSDC. Ms. Edwards responded that DSDC would assist, but not take on the project. Mrs. Scott suggested that a joint committee be formed to develop a plan for the boat ramp. The committee would be comprised of members from the Appearance Commission, the DSDC and Town staff. Bryan Gibson and Perry Harris volunteered to serve on the committee.

Also in attendance, from the DSDC was Ruffin Johnson. Mr. Johnson expressed his concerns about lack of sufficient parking.

Mr. Harris explained that he was recently in the area and noticed a lot of undergrowth. The trees behind the amphitheater were covered in vines. He spoke with Public Works Director Lenny Branch about having the area cleaned up.

Mr. Harris suggested scheduling a meeting with the Town Manager, Mayor and Mayor Pro-Tem concerning the boat ramp project and funding options.

Projects 2017-2018

Breakfast for Public Works

Chairperson Peggy Scott informed the members of the Appearance Commission that the breakfast went very well and was appreciated by the Public Works Staff.

Library: Estimated cost so far (Voted and Passed \$1500)

Sod \$525, 80 plants \$640

Ideas: Bench, caterpillar rocks, flower pot, 2 sets of tables and chairs, crayon fence

Chairperson Peggy Scott informed the members of the Appearance Commission that the sod has been installed, additional top soil has been added and the bushes had been removed. Mrs. Scott explained that Hosta will be planted by the windows. In the children's area, it was suggested that colorful benches or a colorful commercial grade one piece table and chair set be purchased for the area. Mrs. Scott questioned when the area would be pressure washed. Mr. Davis responded it would be done as soon as possible. Mrs. Scott stated the Appearance Commission would need to get a cost estimate in the event that the sidewalk could not be painted with a kid friendly design. DSDC Director Sarah Edwards stated that the Margaret Marshall, Director of the Library, had expressed some concerns about the picnic tables in the area. Mrs. Marshall does not have the resources to make sure the area is cleaned and maintained. Perry Harris responded that the area would be maintained by the Town as it is currently being maintained by the Town. Ms. Edwards also questioned if the sidewalks on Third and Market Streets could be pressure washed because there was a major difference between the new sidewalks and the old sidewalks.

Downtown Flags

Chairperson Peggy Scott stated at the last meeting, the Appearance Commission approved spending \$3,000 for the replacement of the American Flags displayed in Downtown.

Banners

Due to the absence of Anita Liverman, this item will be discussed at the March 20, 2018 meeting.

Miracle Park Planting

Bryan Gibson informed the members of the Appearance Commission that he met with Parks and Recreation Director Gary Johnson concerning the Miracle League Project. He explained that the long range plan for the area does include restroom facilities, but the construction of restrooms may never come to fruition. Therefore, Mr. Johnson would rather have trees planted now in the area to help provide shade for the Park. It was suggested that the twelve Maple trees that were donated be used for this project. Mr. Gibson also explained that there are four or six islands that Mr. Johnson would like to have landscaped. Mr. Johnson requested that low growing and low maintenance plants be considered for the islands. The grand opening for the Miracle League Park and Inclusion Park will be held on April 14th

Perry Harris made a motion, seconded by Regina Sanders, to use the 10-12 donated Maple trees for this project. Unanimously approved.

Bryan Gibson volunteered to design a landscape plan for the islands and include a cost estimate for the project's completion.

MLK Planting

Chairperson Peggy Scott questioned if there was an update on this project. Mr. Davis responded that he was not provided an update on the plantings around the MLK sign near Smith Collins Park.

Plan for replacement of dying trees

Chairperson Peggy Scott informed the members of the Appearance Commission that Anita Liverman was working on this project and an update would be provided at the March 20th meeting.

New Business

Chairperson Peggy Scott informed the member of the Appearance Commission that the Town Manager was requesting a formal budget from the Commission that included projects with cost estimates. It was the consensus of the Appearance Commission to focus attention and funds on the boat ramp. Other suggests were brick walk paths in roadways and a hardscape in the Town Hall Park.

Adjournment

Being no further business, Perry Harris made a motion, seconded by Alice Harris, to adjourn the meeting. Unanimously approved. The meeting adjourned at approximately 6:13 p.m.

Respectfully Submitted,



Shannan L. Parrish
Town Clerk