

The Town of Smithfield Appearance Commission met in regular session on Tuesday, April 17, 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
Jeremey Pearce
Councilman David Stevens

Members Absent

Anita Liverman
Regina Sanders

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

Chairperson Peggy Scott offered the invocation.

Approval of Meeting Minutes – March 20, 2018

Perry Harris made a motion, seconded by Jeremey Pearce, to approve the March 20, 2018 minutes as submitted. Unanimously approved.

Financial Report

Appearance Commission General Fund Balance – \$6,039.87 (Estimated – Awaiting final balance after the purchase of plants for the Inclusion Park Project)

Donate-A-Tree Account Balance – \$692.86

J. B. George Fund Balance – \$761.60

J.P. George Fund Balance – \$256.84

Mulch - Inclusion Park

Chairperson Peggy Scott questioned if the mulch for the Inclusion Park Project had been donated. Perry Harris responded that Jeff Johnson owner of Power Mulch committed to donating sixteen yards to the Appearance Commission. It was unsure if all the donated mulch was used at the Inclusion Park or if some was used for the library project. Mrs. Scott will send a thank you letter to Mr. Johnson for his donation to the Appearance Commission

Old Business

Donate A Tree Project Update *(Planting of 11 Crepe Myrtles trees)*

Chairperson Peggy Scott inquired as to when the trees would be planted. Public Works Superintendent Lawrence Davis responded the planting of the trees was the last project the Public Works Department needed to complete and would be completed as soon as possible. Mrs. Scott stated that one tree had been donated this year and suggested it be planted at Riverside Extension Cemetery with the other four trees already approved by the Appearance Commission. Also, Mrs. Scott asked if the name plates for the Donate-A-Tree plaque could be

ordered. It was the consensus of the members of the Appearance Commission to order the one new name plate and the four replacement name plates.

DSDC Report

Vice Chairperson Alice Harris informed the members of the Appearance Commission she was unable to attend the DSDC's monthly meeting. She will provide an update at the next meeting and offered to begin sending the DSDC minutes and reports to the members of the Appearance Commission.

Advisement for the JP and JB George Funds

Chairperson Peggy Scott informed the members of the Appearance Commission the advertisement for the JB George fund has been submitted to the newspaper for publication. Mrs. Scott explained that anyone in Town could submit an application for funding per the JB George and JP George Agreements. Applications are reviewed and approved by the Appearance Commission in accordance with the agreements.

Projects

Tree Plan Update

Due to the absence of Anita Liverman, this item was not discussed.

Boat Ramp:

Chairperson Peggy Scott informed the members of the Appearance Commission that Parks and Recreation Director Gary Johnson had planned to be in attendance at the meeting, but had to cancel. Mrs. Scott explained that since the boat ramp was such a large project, the person responsible for the project should be a Town Department Head. Since the boat ramp will be the responsibility of the Parks and Recreation Department, the project should be overseen by Gary Johnson. In speaking with Mr. Johnson, he did not want to include any funding for the boat ramp in the upcoming budget because he felt there wasn't enough of a plan to introduce to the Council. He would like to have plantings along the hillside between the road and the sidewalks. There are plantings that could be removed and the area should be cleaned. Mr. Johnson suggested members of the Appearance Commission meet with him to devise a plan for the area.

Perry Harris stated since the boat ramp was the Appearance Commission's primary project for the new budget year, there were still things that could be completed. Mr. Harris questioned the amount requested by the Appearance Commission for the upcoming fiscal year. Mrs. Scott responded that she requested \$15,000 for general projects and \$50,000 for the boat ramp project.

Bryan Gibson inquired as to the next steps of the project. Mrs. Scott responded that he and Mr. Harris should meet with Gary Johnsons to start the planning process. Mr. Gibson suggested that the Town hire someone to develop a master plan for the entire riverfront area.

Councilman David Stevens informed the members of the Appearance Commission that the Town Council just approved a request by Johnston County Visitor's Bureau to use funds from the occupancy and tourism tax to have a firm develop a new plan for the amphitheater. Also, there is a boat ramp behind the old bread store on highway 301 that the owner may be willing to sell or lease to the Town. This could be used as an additional destination point on the river.

It was decided that Perry Harris and Bryan Gibson would meet with Gary Johnson to discuss the boat ramp area. Mr. Harris suggested that someone contact the Town Manager to clarify the situation with the Boy Scout Hut.

MLK Sign

Chairperson Peggy Scott informed the members of the Appearance Commission that this project has not been completed. This would be a Parks and Recreation Project and not a Public Works Project. Mrs. Scott stated that Appearance Commission member Anita Liverman had developed a plan for the area. She explained the existing plants could be removed and taken to the seed nursery to be used in other areas.

Vice Chairperson Alice Harris made a motion, seconded by Perry Harris, to purchase the plants needed for the MLK sign to be installed by the Parks and Recreation Department. Unanimously approved.

Remainder of our Budget

Encumber the balance of the budget.

It was the consensus of the members of the Appearance Commission to encumber any unused funds from this fiscal year allowing it to be used in the next fiscal year beginning July 1, 2018.

Plantings around the new Park Signs

Chairperson Peggy Scott informed the members of the Appearance Commission that she spoke with Parks and Recreation Director Gary Johnson about the plantings for the new parks signs. Mr. Johnson asked that the Ilex Cornuta "Fire Line Holly" not be planted behind the signs as they would be too difficult to trim because the fencing is too close. Mr. Johnson did approve of the two knockout roses on each side of the sign and the 5 Juniperus Horizontalis "Bar Harbor" in the front of the sign. Bryan Gibson estimated the cost to be approximately \$6000 for eleven signs or \$545 a sign. This would allow for the purchase of larger plantings.

Perry Harris made a motion, seconded by Alice Harris, to purchase the plants needed for the eleven Parks signs to be installed by the Parks and Recreation Department. Unanimously approved.

New Business

There was no new business to discuss.

Adjournment

Being no further business, Perry Harris made a motion, seconded by Vice Chairperson Alice Harris, to adjourn the meeting. The meeting adjourned at approximately 5:48 p.m.

Respectfully Submitted,



Shannan L. Parrish
Town Clerk