

The Town of Smithfield Appearance Commission met on Tuesday, May 16, 2023, at 5:00 in the Town Hall Council Chambers located at 350 East Market Street, Smithfield, North Carolina.

Members Present

Kaitlyn Tarley – Chairperson
Emery Ashley, Jr. – Vice Chairperson
Michelle Choe
Sharon Lynch

Members Absent

Robin Cook
Carmen Zepp
Elizabeth Baker

Staff Present

Lawrence Davis – Public Works Director
Shannan Parrish – Town Clerk

Staff Absent

Call to Order

Chairperson Kaitlyn Tarley called the meeting to order at 5:12 pm

Invocation

Public Works Director Lawrence Davis offered the invocation.

Approval of Meeting Minutes of April 18, 2023

This item was tabled until the June meeting.

Financial Report

Appearance Commission General Fund: \$ 27,571.82
Donate-A-Tree: \$ 817.99
JB George Fund: \$ -130.41
JP George Fund: \$ 566.52

Agenda Items

Updates

Thanks to Peggy

Chairperson Kaitlyn Tarley informed the member of the Appearance Commission that Peggy Scott recently resigned from the Commission. She expressed her appreciation to Mrs. Scott for her hard work and dedication to the Commission.

Plantings Around I-95 Signage

Public Works Director Lawrence Davis informed the members of the Appearance Commission that he did not receive any bids for the landscaping for the I-95 signage. Since that has been advertised twice, the commission can reach out to landscape architects for designs and cost estimates.

Vice Chairperson Emery Ashley, Jr. made a motion, seconded by Sharon Lynch, to contact Clayton Narron to develop a landscape plan for the Welcome Signs at Exit 93 and 95. Unanimously approved.

Vice Chairperson Emery Ashley, Jr. Meeting with the Garden Club

Vice Chairperson Emery Ashley, Jr. informed the members of the Appearance Commission that he attended the Trial-and-Error Garden Club meeting on April 20th. He explained there were a lot of great suggestions and ideas during the meeting. Also, members of the Garden Club would be attending the Appearance Commission meetings.

College Pond Trail Additions

Chairperson Kaitlyn Tarley informed the members of the Appearance Commission that she spoke with Parks and Recreation Director Gary Johnson about amenities the Appearance Commission agreed to purchase for the amphitheater/greenway, the Eva Ennis Splash pad and the College/Smith Collins Park Trail. He stated the benches and waste receptacles had been ordered.

Updates/Action Items

Donate- A-Tree and Ordering Brochures

Chairperson Kaitlyn Tarley informed the members of the Appearance Commission that she and Sharon had passed out all of the Donate-A-Tree brochures at the Ham and Yam Festival. They received a lot of positive feedback about the program. She stated there were opportunities to evolve and expand the program. One idea was to offer donation tiers whereby allowing a lesser donation than the current \$100 donation. She also suggested easier payment/donation options such as online. Revising the program and the brochures could be a potential future project for the Commission.

T-Shirts & Polos

Chairperson Kaitlyn Tarley informed the members of the Appearance Commission the t-shirts for the Ham and Yam festival were not received in time. She stated the Commission could still sell the t-shirts at various Town events or even give them away. The purpose was more to bring awareness and support for the Commission. Also, Chairperson Kaitlyn Tarley suggested purchasing blue polo shirts for each member of the Commission. These shirts would have the Town's logo and embroidered with "Appearance Commission". Members of the Commission could wear these shirts at Town events. Each polo shirt would cost approximately \$20.00

Michelle Choe questioned when the Appearance Commission would wear the polo shirts and how the Commission would sell the t-shirts. Chairperson Kaitlyn Tarley replied the t-shirts could be sold at Town festivals/events or at the Farmers Market.

It was suggested that koozies or some small item could be purchased as "give away" items.

Tree Donations in Honor of Peggy Scott and Stuart Lee

Vice Chairperson Emery Ashley, Jr. suggested donating trees in honor of Peggy Scott and Stuart Lee for their service and dedication to the Appearance Commission.

Vice Chairperson Emery Ashley, Jr. made a motion, seconded by Michelle Choe, to donate two trees in honor of Peggy Scott and Stuart Lee. Unanimously approved.

More involvement/collaboration

Chairperson Kaitlyn Tarley stated the Commission had been discussing collaborating with other groups such as the Garden Club, Johnston Community College, local schools and the Johnston County Arts Council.

She introduced Colleen McDermott, Miss Teen Johnston County to the members of the Appearance Commission. Ms. McDermott explained that her community service project was planet youth. She further explained the project to the Commission and how she could collaborate with the Commission.

Vice Chairperson Emery Ashley, Jr. stated the Appearance Commission could work with Ms. McDermott on additional litter sweeps since there are currently only two per year.

Adjourn

Having no further business, Michelle Choe made a motion, seconded by Vice Chairperson Emery Ashley, Jr., to adjourn the meeting. The meeting adjourned at approximately 6:12 pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Shannan L. Parrish".

Shannan L. Parrish
Town Clerk