

SMITHFIELD APPEARANCE COMMISSION MINUTES

January 16, 2007

Members Present

Kay Long, Co-Chairperson
Ann Ragland, Co-Chairperson
Candace Jackson
Joe Morgan
Bettie Robinson
Harold Tharrington

Members Absent

Wallace Ashley, Jr.
Regina Sanders
Phillip Starr

Staff Present

Latanya Merritt

Staff Absent

Mike McKinney
Code Enforcement Officer

I. Call to Order

Co-Chairperson Ann Ragland called the meeting to order.

Invocation

Mr. Tharrington gave the invocation.

II. Approval of Agenda

On motion made by Mr. Tharrington, seconded by Ms. Robinson, and duly carried, the agenda was approved.

III. Approval of Meeting Minutes, November 16, 2006

On motion made by Ms. Robinson, seconded by Ms. Jackson and duly carried, the minutes were approved after corrections were made.

IV. Financial Report

1). Appearance Commission Budget

Mr. Morgan presented the JB George Fund financial report:

❖ Interest Paid to Date	\$ 2,189.65
❖ Expenditures Balance	\$ 3,595.00
❖ Account Balance	\$ 1,405.00

V. Old Business

1). Review of Annual Plan of Work Status

Mr. Morgan stated that the Commission's calendar/review of annual plan of work status should be submitted to Town Council by April 15, 2007.

Mr. Morgan stated that Marty Anderson would need figures from the Commission, before speaking with Town Council.

Co-Chairperson Ragland stated that she met with Marty Anderson and he stated when he went before the Town Council he would need something in hand to present to them and this Review of Annual Plan of Work Status would be a great tool to show what the Commission is doing and how they are spending money.

Co-Chairperson Ragland also stated that a request was made for the purchase of Christmas angels for the downtown area Marty Anderson said that he would be requesting \$10,000 for the Appearance Commission. But before the Commission would be considered getting the money, a plan would need to be given to him explaining why the money was needed.

- Fostering neighborhood pride:
 - Mr. Morgan stated that the event would occur in the spring of 2007 and the Commission should receive information on this event soon.
 - Co-Chairperson Long stated that the events are advertised in the paper to inform the public, encouraging groups to participate in the project.
 - Mr. Morgan stated the Commission would need to follow up with Marty Anderson on the completion of the sidewalks within the historic "sidewalk grid" neighborhoods. Marty Anderson said that the department of transportation would perform a study on this issue.

- Acknowledging achievement and excellence of citizens in fulfilling the purposes of the Appearance Commission:
 - Mr. Morgan stated that Phillip Starr would be in charge of meeting with the Greater Smithfield-Selma chamber of Commerce and Downtown Smithfield Development in recognizing excellence in property appearance.

- Showcasing natural and architectural beauty:

- Mr. Morgan stated that crape myrtles have been planted at the entryway on Brogden Road (I-95, exit 93) thanks to Mr. Simpson.
 - Ms. Robinson stated that a resident requested to her, to have a large oak tree removed from the corner of Hancock and Fourth Street so that it would unify the street. The Commission will review this issue.
 - Mr. Morgan stated that all of the town public cemeteries should have buffers to preserve the intended cemetery setting.
- Encouraging appealing: community entrances; seasonal or holiday decorations; and signage:
 - Co-Chairperson Ragland stated that the request for Christmas decorations has been turned in.
 - Mr. Morgan stated that an inquiry has been sent out to sign companies to get an idea on what the cost might be for adequate signage on Market Street.
- Encouraging well planned, coordinated tree planting, preservation and maintenance throughout the Town:
 - Ms. Jackson stated that the equipment that the Town is using to pick up yard debris is digging up the ground and chopping the tree roots. She also stated that she has lost trees because of this.
 - Co-Chairperson Long stated that she would talk with Marty Anderson on this issue.
 - Mr. Morgan stated that a tree-by-tree inventory has been done showing what tree is growing on every lot (street yard trees). The inventory list needs to be updated so we will know what's been planted and what's been cut down, it would also give us a more accurate list.
 - Co-Chairperson Long and Ms. Jackson volunteered to go around and update the inventory list.
- Discouraging littering and blight:
 - Mr. Morgan stated that the Commission has partnered with Keep Johnston County Beautiful.
 - All requests and appearance related ordinances and regulations should be submitted to Mike McKinney.

Co-Chairperson Long stated that updating the planning work for the fiscal year 2007- 2008 should be added to the February Agenda under Old Business.

2). J. B. George Fund Year End Status Report

Mr. Morgan stated that he received an email from Mr. Mark Stephenson with changes to the J.B. George fund. Mr. Morgan stated that this fund requires an annual report. These reports need to be done every year within ninety days after the end of the fiscal year. It was noted, "in the event that the Appearance Commission is unable to furnish an annual report, the Town Manager or his designate shall do so."

The following changes were made on the J.B.George fund financial status 2005-06 report:

❖ Interest Paid	\$ 3,407
❖ Interest Earned	\$ 1,533
❖ Available for Projects (Interest Only)	\$ 3,407

On motion made by Mr. Morgan, seconded by Ms. Jackson and duly carried to accept the Josephine B. George fund financial status report and submit report to Town Manager. The vote was unanimous.

VI. New Business

1). Revised J. B. George Fund Agreement

Mr. Morgan stated due to the latest changes to the financial status, the Commission would not have any access to any of the J. B. George fund money until July 1, 2007.

All members received a copy of the J.B. George Endowment Agreement.

The Endowment Agreement Ad will be placed in the paper by April 15, 2007 to be published four times. Applications due from the public will be due by July 1, 2007

2). Public Art Visioning Planning Team Minutes

Mr. Morgan stated Mr. Helmer would place the minutes for the Public Art Visioning on the Town of Smithfield web page.

3). Proposed Budget Revisions

Mr. Morgan stated the bench in the Town's garden is not listed on this budget. Therefore, \$706.00 would be added to \$850.00 making the total for the Alternate Revision \$1,556.00, which would be requested from the Town.

Mr. Morgan made a motion that was seconded by Mr. Tharrington to approve the revised budget and ask the Town to fund the budget. If the Town does not approve the revised budget the Commission will go back to the old total cost. The vote was unanimous.

Co-Chairperson Ragland highly praised Mr. Morgan for all of his hard work.

4). Nominating Committee For Officers

Co-Chairperson Ragland stated that new Officers should be elected in February. Mrs. Ragland and Mrs. Long are stepping down from their position as Co-Chairpersons. Therefore, the commission will need to elect a new chairman/chairperson.

Mr. Morgan stated that he would continue in his position.

Co-Chairperson's Long and Ragland stated that they would assist the next appointed Chairperson in any way they could to help with the transition.

Mr. Tharrington stated that he would talk with Mr. Ashley, Jr. to see if he would be interested in taking on the Chairpersons position.

VII. Adjournment

Co-Chairperson Ragland declared the meeting adjourned.