

# SMITHFIELD APPEARANCE COMMISSION MINUTES

August 21, 2007

## Members Present

Candace Jackson, Chairperson  
Bettie Robinson  
Kay Long  
Regina Sanders  
Ann Ragland

## Members Absent

Wallace Ashley, Chairperson  
Joe Morgan  
Phillip Starr  
Harold Tharrington

## Staff Present

Mike McKinney  
Latanya Merritt

### **I. Call to Order**

Kay Long called the meeting to order at 6:00 p.m. on Tuesday, August 21, 2007 in the conference room of Town Hall.

### **Invocation**

Mrs. Ragland gave the invocation.

### **II. Approval of Agenda**

On motion of Mrs. Long, seconded by Ms. Jackson and duly carried, the agenda was approved after listing Enhancement Fund as a New Business item.

### **III. Approval of Meeting Minutes May 15, 2007**

On motion of Ms. Jackson, seconded by Ms. Robinson and duly carried, the minutes were approved as amended.

### **IV. Financial Report**

#### 1). Appearance Commission Budget:

Mr. McKinney gave the financial report as follow:

- Expenditure Balance \$10,000

2). J. B. George Fund

Mr. McKinney stated that there is an estimated balance of \$85,000 to \$86,000 in the J. B. George Fund.

A). Fund Applications received by the staff.

There were none.

B). Fund Applications proposed by the Appearance Commission.

There were none

C). J. B. George Fund 2006-2007 Annual Report

Will be discussed at the next Appearance Commission meeting.

**V. Old Business**

1). 2007-2008 Plan of Work:

Mr. McKinney stated that Mr. Morgan had outlined the objectives and task goals needed to achieve the goals of the Smithfield Appearance Commission proposed Plan of Work.

Mr. McKinney suggested to the Commission members to have a display during Public Power Week, which is scheduled in October.

Mrs. Long asked the members to keep in mind the proposed plan of work and to highlight any items of importance that they would like to discuss at the next meeting.

2). Appearance Commission Budget Update:

Mr. McKinney stated that the budget is \$3,700.

3). Sidewalk Improvement Update:

Mr. McKinney stated that Mr. Marty Anderson affirmed that there is \$30,000 available for sidewalk improvement.

Mr. McKinney stated that a letter needed to be drafted to Mr. Anderson on how and where the money should be spent for sidewalk improvements.

4). Creating Place Grant Update:

Will be discussed in more detail at the next meeting.

5). Street Tree Inventory Update, Planting Guidelines, and Removal:

Ms. Jackson stated that 1/10 of the street tree inventory is completed. She will continue the street inventory once the extreme hot weather has subsided.

Mrs. Long stated that she would assist Ms. Jackson with the remainder of the tree inventory.

## **VI New Business**

1). **Partnership with:**

**A). Keep Johnston County Beautiful:**

Upon discussion, Mrs. Sanders made a motion, seconded by Mrs. Ragland to participate in this years Festival of Trees event.

Discussion on the amount of money to be spent (\$50.00 or \$100.00) on the Festival of Trees will take place at the next meeting.

**B). Neighborhood Clean-up Groups:**

Mrs. Sanders stated that she attended the Keep Johnston County Beautiful event. She stated that she made remarks and parents inquired on with steps they could take to get involved with the Smithfield Appearance Commission.

**C). Smithfield-Selma Chamber of Commerce:**

Smithfield-Selma Chamber of Commerce will provide the new welcome sign.

**D). Civic Clubs:**

Each civic club is responsible for getting their logo to the Lenny Branch and once all the logos have been received, the welcome sign will be placed at the entrance of West Market Street.

2). **Invitations to Town Leaders:**

Will be discussed at the next meeting.

3). **Cemetery Landscaping Update:**

Mr. McKinney stated that the area behind the Episcopal Church has been cleared and more discussion will take place at the next meeting.

4). **Riverside Cemetery Expansion:**

Mr. McKinney stated that he was not sure what needed to be discussed on this issue.

5). **SUP Review Since May, 2007**

There are none.

6). **Update On Special Use Permit Appearance Related Conditions, Non-Compliance for 2005-2007**

Mr. McKinney stated he was not sure what needed to be discussed on this issue.

**VII. Adjournment**

On motion of Ms. Robinson, seconded by Mrs. Ragland and duly carried, the meeting was adjourned. The next scheduled meeting will be held September 18, 2007.