

SMITHFIELD APPEARANCE COMMISSION MINUTES

October 16, 2007

Members Present

Wallace Ashley, Chairperson
Candace Jackson Co-Chairperson
Kay Long
Ann Ragland
Regina Sanders
Harold Tharrington

Members Absent

Joe Morgan
Phillip Starr

Staff Present

Mike McKinney, Code Enforcement Officer
Latanya Merritt

I. Call to Order

Chairman Ashley called the meeting to order at 6:00 p.m. on Tuesday, October 16, 2007 in the Council Chambers of Town Hall.

Invocation

There was no invocation.

II. Approval of Agenda

On motion of Mr. Tharrington and seconded by Mrs. Ragland and duly carried, the agenda was approved.

III. Approval of Meeting Minutes September 18, 2007

On motion of Mrs. Ragland and seconded by Mrs. Sanders, the minutes were approved.

IV. Financial Report

- 1). Appearance Commission Budget:
Mr. McKinney stated there were no changes to the Appearance Commission budget. Expenditures (\$10,00)
- 2). J. B. George Fund:
Mr. McKinney stated \$5,000 is available to be spent from the J.B. George Fund.

V. **Old Business**

1). **J. B. George Fund 2006-07 Annual Report:**

Mr. McKinney presented the J. B. George Fund Status Report of the Fiscal Year ending June 30, 2007 to the Commission.

Mr. McKinney stated the balance for the end of fiscal year 2006-07 June 30 report, is \$96,079.

2). **Street Tree Inventory Update:**

Mrs. Ragland had completed her assigned section and received sections B-12 and D-10 to complete.

Mrs. Long was assigned section A-6 of the street inventory list.

Other members are still working on their assigned list.

3). **Creating Place Grant Award:**

Mr. McKinney stated he spoke with Mr. Joe Morgan and was told by him that the grant has been sent off.

Laura Coats is scouting for Artists.

Mrs. Long stated that the artists are to come up with concepts based on the feedback from the Community Forum Planning Team members and citizens.

4). **Festival of Trees:**

Mr. McKinney stated that the fees for the festival of trees have been paid.

Mrs. Ragland stated that a new theme should be established for this year.

Mrs. Long suggested Past & Present as a theme.

On motion of Mr. Tharrington seconded by Ms. Jackson and duly carried, Mrs. Long and Mrs. Ragland will serve as a subcommittee for this project, and call on members of the commission as needed.

5). **Public Power Week:**

Mr. McKinney stated that public power week was a success. Citizens collected several items from the Appearance Commission's booth.

Mrs. Ragland stated that she did not have adequate time to get pencils or promotional items for the Appearance Commission's booth this year.

Ms. Jackson presented several promotional items she thought would be a great way to promote awareness of the Appearance Commission. Upon discussion of ways to promote the Appearance Commission during different town events (festival of trees, ham & yam, public power week etc.) a motion was made.

On motion of Mrs. Long seconded by Mrs. Ragland and duly carried, Mrs. Sanders and Ms. Jackson will serve as a subcommittee and gather information on different promotional items to promote the Appearance Commission.

VI. New Business

Mrs. Sanders asked if Christmas decoration were in place for this year.

Mrs. Long stated that Marty Anderson received positive response from citizens regarding the Christmas angle displayed on Third Street.

VII. Adjournment

On motion of Ms. Jackson, seconded by Mrs. Ragland and duly carried, the meeting was adjourned.