

# SMITHFIELD APPEARANCE COMMISSION MINUTES

January 19, 2010

## **Members Present**

Chairperson Regina Sanders  
Nancy Barry  
Candace Jackson  
Vice-Chairperson Kay Long  
Ann Ragland

## **Members Absent**

Billie Stevens  
Ed Greer  
Zach Parrish

## **Staff Present**

Mike McKinney, Code Enforcement Officer  
Lola Andrews, Administrative Secretary

## **Staff Absent**

Lenny Branch  
Public Works Superintendent

## **I. Call to Order**

Chairperson Regina Sanders called the meeting to order at 6:00 p.m. on Tuesday, January 19, 2010 in the Conference Room of Town Hall. She welcomed new member Nancy Barry.

## **Invocation**

Ann Ragland gave the invocation.

## **II. Approval of Agenda**

On motion of Vice-Chairperson Kay Long and seconded by Candace Jackson, the agenda was approved with the addition of one item under New Business. That item was: Response letter from City Manager. Unanimous.

## **III. Approval of Meeting Minutes December 15, 2009**

On motion of Candace Jackson and seconded by Kay Long, the minutes were approved as written. Unanimous.

## **IV. Financial Report**

- |  |                            |
|--|----------------------------|
| 1). <u>Appearance Commission Budget:</u> | Balance: \$8,000.00        |
| 2). <u>J. B. George Fund:</u>            | <u>Balance: \$1,065.00</u> |
|  | Total: \$9,065.00          |

### **3). J.B. George Fund Records, Procedures and Oversight**

Mike McKinney explained the City Manager's concerns over repeated inquiries from Mr. Jim George regarding the J. B. George Fund, and the manner in which it is being administered. Mr. McKinney stated that it appears that Mr. George does not trust that the Town and the Appearance Commission are utilizing the fund in the manner required by the trust endowment document, or that he possibly believes that there has been some sort of impropriety in the manner in which monies from the fund have been expended and records have been kept.

After a lengthy discussion and opposing viewpoints, which included the possibility of returning the fund to Mr. George for him to administer, the Commission asked Mr. McKinney to advise the City Manager that the Commission would support whatever actions he deemed necessary to assure Mr. George that the funds were being properly administered.

V. **Old Business**

Plan of Work Subcommittee Report:

Vice-Chairperson Long stated that she is still working on the Plan of Work updates. She has deleted jobs, projects and goals that have already been completed. She stated that the report would be ready for discussion and review at the February meeting.

f. **New Business**

Response letter from City Manager

At the Appearance Commission meeting last month, it was decided to send the Town Manager a letter expressing the Commission's views and concerns regarding the condition of the Old Water Plant on Front Street. Chairperson Regina Sanders received a response letter from the City Manager. She read portions of the letter to the Commission. The letter made it clear that the City Manager and Town Council were aware of the issues at the Old Water Plant, and that improvements have been, and would continue to be made. These improvements included debris removal, fence repair and general clean up. The Town Council is considering various options for future actions, including removal of the Plant.

VII. **Adjournment**

There was no further business. Vice-Chairperson Kay Long made a motion, seconded by Candace Jackson, to adjourn. The vote was unanimous.

Submitted this 22<sup>nd</sup> day of January 2010.

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Lola Andrews  
Planning Department  
Administrative Support Specialist