

SMITHFIELD APPEARANCE COMMISSION MINUTES

May 19, 2009

Members Present

Kay Long
Ann Ragland

Members Absent

Candace Jackson
Regina Sanders
Ed Greer

Staff Present

Mike McKinney, Code Enforcement Officer
Lola Andrews, Administrative Secretary

I. Call to Order

Kay Long called the meeting to order at 6:00 p.m. on Tuesday, May 19, 2009 in the Conference Room of Town Hall.

Invocation

Ann Ragland gave the invocation.

II. Approval of Agenda

On motion of Kay Long and seconded by Ann Ragland and duly carried, the agenda was approved as amended with the addition of two items:

1. JB George Fund to new business
2. Letter to Town Manager, Mayor, and DSDC to old business

III. Approval of Meeting Minutes April 21, 2009

On motion of Ann Ragland and seconded by Kay Long, the minutes were approved as amended with the changes made.

IV. Financial Report

1). Appearance Commission Budget:	Balance:	\$10,000.00
2). J. B. George Fund:	Balance:	<u>\$ 5,387.65</u>
		\$15,387.65

V. Old Business

The members declined to discuss the Plan of Work. There was a suggestion made regarding calling a special meeting for next month.

Ann Ragland presented the Slogan letter to be submitted to the Mayor, City Manger and the Downtown Smithfield Development Director. The letters were signed by Kay Long, Vice Chairperson, and mailed from the Planning Department on May 20, 2009.

VI. New Business

The members discussed the JB George Fund application process. Mike stated that there were no applications received by the deadline date.

There was a discussion regarding the encumbering of funds from the JB George fund for the lighting and landscaping at the Public Art Sculpture located at the Town Commons in the current year's budget.

Kay Long suggested possibly sending a short form letter to Community Organizations, Churches and Civic Groups regarding funding assistance from the J. B. George Fund. She also suggested developing a sort of schedule of things that need to be done every year and a timeline for them.

The committee would like for Lenny Branch to replace two trees at Church and South Third Street that fell down last year.

VII. Adjournment

On motion of Kay Long, seconded by Ann Ragland the meeting was adjourned. Unanimous. The next meeting will be June 16, 2009.