

The Town of Smithfield Appearance Commission met in regular session on Tuesday January 16, 2018 at 5:00 in the Town Hall Conference Room located at 350 East Market Street, Smithfield, North Carolina.

Members Present

Peggy Scott – Vice Chairperson
Alice Harris
Perry Harris
Anita Liverman
Jeremey Pearce

Members Absent

Bryan Gibson
Regina Sanders

Staff Present

Lenny Branch – Public Works Director

Staff Absent

Shannan Parrish

Call to Order

Vice Chairperson Peggy Scott called the meeting to order at 5:00 pm.

Invocation

Perry Harris offered the invocation.

Approval of Meeting Minutes – December 19, 2017

Perry Harris made a motion, seconded by Alice Harris, to approve the minutes of December 19, 2017 as submitted. Unanimously approved.

Financial Report

Appearance Commission General Fund Balance – \$12,871.68

Donate-A-Tree Account Balance \$

J. B. George Fund Balance – \$0.00

J.P. George Fund Balance \$

Old Business

Donate A Tree

Vice Chairperson Peggy Scott informed the members of the Appearance Commission that there hasn't been any activity with the Donate-A-Tree project. Perry Harris suggested that the information be shared on the Town's website and the Public Access channel. Mrs. Scott questioned if there were still plenty of brochures that could be distributed. Anita Liverman suggested that Regina Sanders be contacted to determine the amount of brochures left. Mrs. Scott informed the members that when brochures are reordered, the \$50 donation be increased because that amount no longer covers the cost of the tree. Alice Harris suggested mailing letters to solicit participation. Mrs. Liverman questioned if information could be included in the utility billings. Mrs. Scott responded that she would ask the Town Manager

Lenny Branch informed the members of the Appearance Commission that the trees would be planted in January weather permitting.

Other Business

Vice Chairperson Peggy Scott informed the members of the Appearance Commission that Chairperson Katherine Tamer had to resign due to her employment commitment.

DSDC Report

Alice Harris informed the members of the Appearance Commission that the DSDC board discussed the funding of the Wayfinding project and the Appearance Commission's involvement in the project. Vice Chairperson Peggy Scott stated the DSDC originally requested the Appearance Commission fund plantings around the large gateway signs which the Commission agreed to do. Ms. Harris stated that the DSDC would be conducting a Wayfinding meeting and the Appearance Commission Chairperson would be invited to attend.

Lenny Branch informed the members of the Appearance Commission that the boat ramp project had been completed. Mr. Branch suggested additional landscaping and a flagpole installed. This could be done at an estimated cost of \$2000.00. Ms. Harris suggested that the Appearance Commission and the DSDC work together on the project. Mrs. Scott responded that at former members of the Appearance Commission, Billie Stevens, told the Commission that any improvements to the boat ramp area would be completed by the DSDC, but the Appearance Commission would possibly be willing to assist. Mrs. Scott stated that when members of the Appearance Commission met with DSDC Board Member, Ruffin Johnson, he suggested that a pavilion with picnic tables be installed in the area. Mrs. Scott questioned if there was an area where a pavilion could be constructed. Perry Harris suggested the Appearance Commission make a request to the Town Council for boat ramp area improvements to be included in the upcoming budget. Mrs. Liverman stated that she believed the VFW would have to be contacted concerning the erecting of a flagpole and flag. Mr. Branch responded that in the past the VFW has actually donated the flagpole and flag.

Library Estimated cost so far (Voted and Passed \$1500)

Sod \$525

80 plants \$640

Some suggestions for the Library included: benches, caterpillar rocks, flower pots, two chairs and table sets and a crayon fence. Vice Chairperson Peggy Scott stated that the beds where the hosta would be planted needed to be built up with more topsoil. Mr. Branch responded that he could purchase topsoil from JP Edwards, Inc. for approximately \$200.00

Alice Harris read the following email from Bryan Gibson concerning the painting on the sidewalk: *" I researched what to do in regards to painting a snake or dragon on the concrete. The concrete is rough and dirty. To do a good job with this, we need to clean the existing concrete and then apply a concrete resurfacer to get the concrete smooth enough to paint. We then would paint it with an epoxy based paint. I reached out to a few concrete guys a few days ago but have not heard back. If we just had someone do the cleaning and concrete resurface work Im guessing around \$3 to \$5 a sq ft. The area back there is around 900 sq ft. So maybe \$2700 to \$4500 range? This feels high but to do it right that may be what it takes. I work for free so I could do the painting of the snake. The resurfacer can not be applied when it is less than 50 outside, so we are looking at a springtime project at the earliest."* Mr. Branch responded that he felt it was unnecessary to do what was suggested. Mr. Branch explained that he was having the statutes pressure washed and he would have the concrete pressure washed

at the same time. Mr. Branch informed the members of the Appearance Commission that due to the weather, the concrete work had not been completed.

Downtown Flags: estimated cost \$3000

Vice Chairperson Peggy Scott questioned if it was the responsibility of the Appearance Commission or the Town to purchase the American Flags that were displayed downtown. Lenny Branch provided a brief history of the flags. He explained that the Town decided to discontinue using the American Flag in the downtown area, but the Appearance Commission wanted to continue displaying them. At the time of that decision, Mr. Branch informed the Appearance Commission that the flags would be a reoccurring cost to be paid by the Commission.

Perry Harris made a motion, seconded by Alice Harris, to authorize Lenny Branch to purchase the needed flags at a cost not to exceed \$3,000.00. Unanimously approved.

Banners: where are we here?

Vice Chairperson questioned the status of the purchase of banners for the downtown area. Anita Liverman responded that former member, Jeremy Davis, he was in charge of this project. Lenny Branch explained that the Town Council approved \$15,000 in last year's budget for the replacement of the banners. Since a decision had not been made, he encumbered the funds to be spent in this fiscal year. Jeremy Davis contacted DSDC and Johnston County Visitor's Bureau because it was discussed that they wanted the banners to match the Wayfinding project. Mr. Branch stated that the banners were faded and needed to be replaced and they would have to be replaced in this fiscal year. Anita Liverman explained that she had spoken with Johnston County Visitor's Bureau and they were going to develop a design for the banners. Mrs. Liverman would contact Johnston County Visitor's Bureau to determine if they had a design for the banners. This will be discussed at the February meeting.

Miracle park

Vice Chairperson Peggy Scott informed the members of the Appearance commission that plantings for Miracle Park were discussed at the last meeting. Alice Harris explained that the Miracle League field will need the plantings. This item was tabled until Bryan Gibson could meet with Parks and Recreation Director Gary Johnson to determine what plants were needed.

MLK: plantings

Lenny Branch informed the members of the Appearance Commission that nothing has been done on this project. Anita Liverman stated that Yaupon could be planted in the back and Carissa in the front. Those two plants were selected because they do not require a lot of maintenance. It was suggested that the current plants be dug up and moved to the nursery and the Yaupon and Carissa be installed.

Plan: for replacement of dying trees

Currently there is not a replacement plan in place for the aging oak trees throughout Town. Lenny Branch explained that a majority of the trees have exceeded their life expectancy. Mr. Branch stated he prefers the Paper Bark Maple trees because they are slow growing trees, but they are expensive and they cannot be purchased locally. He suggested the Appearance Commission consider an ornamental tree. Since NCDOT has tree guidelines, Mr. Branch suggested going through the NCDOT list to obtain pictures so the Appearance Commission could choose a type of tree to replace the aging oak trees. This item was tabled pending further research.

New Business

Breakfast for Public Works Jan 24 Wed. 7AM

Vice Chairperson Peggy Scott informed the members of the Appearance Commission that breakfast would be served for the Public Works Department on Wednesday, January 24th at 7:00 am. This breakfast is to show appreciation for all the hard work the Public Works department does for the Appearance Commission .The following items would be purchased for breakfast: 15 Cheddar Biscuits, 15 Sausage Biscuits, 16 Ham Biscuits, 12 Bo Berry Biscuits and 3 gallons of orange juice.

Jeremy Pearce made a motion, seconded by Perry Harris, to authorize the use of Appearance Commission funds for the Public works Breakfast. Unanimously approved.

Election of New Chairperson & Vice Chairperson

Perry Harris made a motion, seconded by Anita Liverman, to appoint Peggy Scott to serve as the Chairperson of the Appearance Commission and Alice Harris to serve as the Vice Chairperson of the Appearance Commission. Unanimously approved.

Adjournment

Being no further business, Perry Harris made a motion, seconded by Alice Harris to adjourn the meeting. Unanimously approved. The meeting adjourned at approximately 6:13 p.m.