

Havelock Appearance Commission  
Minutes – October 14, 2021

**PRESENT:**

Michele Leo, Chair  
Alida Holden, Vice  
Marlene Lynch, Secretary  
Nadyne Bentley  
Agnes Curran-Tonkin  
Mary Eastman  
Shirley Kelley  
Maggie Pimental  
Stacy Ramos  
Glenda Strunk  
Ginger Sims, Step-In Staff Liaison  
Karen Lewis, Commissioner Liaison

**EXCUSED:**

X

**ABSENT:**

X

Chair Michele Leo called the October 14, 2021 meeting to order at 6:34pm at City Hall. Michele led the group in prayer followed by everyone reciting the Pledge of Allegiance. A motion was made by Alida Holden to accept the September 9<sup>th</sup> minutes as written, and seconded by Agnes Curran-Tonkin. All were in favor. Minutes were accepted as written.

Ginger Sims was in attendance in place of Staff Liaison Travis Adams.

**FINANCE REPORT:**

\$5650 which includes \$2030 in unspecified funds.

**OLD BUSINESS:**

• **UNSPECIFIED FUNDS REQUEST:**

Suggested unspecified funds items were discussed. The following items will be researched and approximate prices will be submitted to Travis Adams:

2 electric spot lights and 4 storage bins with handles and wheels. Michele suggested new ground signs for our Plant Swap in April. The Appearance Commission's Plant Swap banner is worn and does not advertise the date of our event. All were in favor of Michele checking on 4 ground signs that can be placed on all four corners of City Park the day of the event.

• **HOPSCOTCH:**

After discussion, it was decided to finish all of the parks hopscotches in January or February 2022.

• **TRUNK OR TREAT:**

Ginger reported the candy for the event and a portion of the glow stick necklaces will arrive in a day or two with the remaining necklaces by October 19<sup>th</sup>. Alida will provide the cover for our

area and the corn hole game. Marlene has created a ring toss game with cones painted like "Halloween Candy". The pumpkins will be given out to each child (until they are gone). The pumpkins will need to be picked up from Garner's Farm on October 28<sup>th</sup>.

- **FLOWER BED/ART PIECE:**

The flower bed and bricks need to be pulled up and the area near the brick "Havelock" sign needs to be weeded. Glenda asked if she could start to dig up and remove the bricks. The group thinks it is too big of a job to do without the help of Public Services. It will probably need to be done in the spring.

Michele has asked Mayor Will Lewis, through City Clerk Cindy Morgan, if the Appearance Commission could embellish the art piece in City Park. Per Cindy, the answer is that we cannot.

- **ORGANIZE BOOTS:**

The committee is in agreement that with Veteran's Day, Tree Lighting Jubilee and Make Havelock Shine coming up, it is best to organize the boots in the spring.

#### **NEW BUSINESS:**

- **PRIDE OF HAVELOCK:**

After some discussion, everyone was in agreement that Days Inn has improved and renovated the exterior of the Inn. Michele will place the "Pride of Havelock" sign at their property and take a photo that will be submitted to the City's website, Chamber of Commerce's Newsletter and on the Appearance Commissions Facebook page.

- **VETERAN'S DAY BOOT DISPLAY:**

Boots "down" on Tuesday, November 9<sup>th</sup> at 3:30pm; "up" on Monday, November 15<sup>th</sup> at 3:30pm. Michele advised unfortunately she will be unable to help with boots "up". Our committee was also asked to display our boots at the Veteran's Memorial Service at the Tourist and Event Center.

- **ANNUAL TREE LIGHTING JUBILEE:**

\$1500.00 allocated! Marlene will mark off the area in City Park for the three sheds and call 811 to mark where underground lines are located.

Sheds will be delivered onsite between November 8-12<sup>th</sup>. The committee will decorate on Saturday, November 20<sup>th</sup> starting at 9am (rain or shine). Michele will contact Jennifer Merlo to request 20 volunteers to help decorate our sheds from the Single Marines Program.

We will need an update from Mary Eastman, who was absent this evening, of how much cocoa, cups, napkins and cider is needed. This year we are incorporating food trucks, non-profit and for-profit vendors. Food truck and vendor procedures and applications were passed out. Marlene

and Glenda will be contacting our local churches for their interest in joining us. Michele will solicit food trucks.

We have been advised that the MC Band that was to play at our event is now unavailable. Ginger stated she would check with ECU's band to see if they are available. If not, we may need to have overhead music provided via PA system.

The committee is in agreement to have John Mullinex light our tree this year in his honor of placing flags at our "Salute the Boot" display each year. We hope the new stage will be completed.

- **MAKE HAVELOCK SHINE (HOMEOWNERS/BUSINESS):**

At our November meeting, our committee will be assigned an area and a partner to drive around and choose their suggestions for the five categories of "Make Havelock Shine". Dates to ride around are December 13<sup>th</sup> or 14<sup>th</sup>. On Wednesday, December 15<sup>th</sup>, we will meet at Alida's home for a potluck dinner, then we will ride around to make the final choices for each category.

- **BUSINESS LIVE WINDOW DISPLAY:**

Businesses will be asked to participate on December 15<sup>th</sup> with their live or outdoor displays. The time for the community to ride around to see the businesses is 6-8pm. Two businesses will be chosen and our Appearance Commission Banner designating the winner will be hung at their business.

Residential and business winners will be recognized at the January 24<sup>th</sup>, 2022 Board of Commissioners meeting. Each winner will be awarded a gift certificate for \$45.00 to a local Havelock Restaurant and a Christmas ornament with their home or business photo on it.

- **TREE BENCH:**

We will discuss the specifics and who can build it for us at a future meeting.

- **HAVELOCK APPEARANCE COMMISSION PAMPHLETS:**

If we can, we would like to have more pamphlets made. We will need an original to then see if additional pamphlets can be printed.

**OTHER:**

- **ANNOUNCEMENTS:**

November 9-15<sup>th</sup>: Veteran's Day Display-City Park

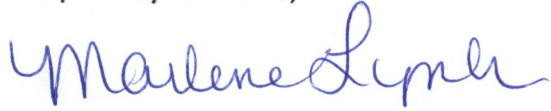
December 4<sup>th</sup>: Tree Lighting Jubilee-City Park (3-5pm)

The committee was again reminded of the next Board of Commissioners Meeting on Monday, October 25<sup>th</sup> at City Hall and were again encouraged to attend.

Our next meeting is scheduled for Tuesday, November 9, 2021, at 6:30pm in the Board of Commissioners Chambers.

A motion to adjourn was made by Alida Holden, seconded by Marlene Lynch. All were in favor. Meeting was adjourned at 8:00pm.

Respectfully submitted,

A handwritten signature in blue ink that reads "Marlene Lynch". The signature is written in a cursive style with a large initial "M".

Marlene Lynch, Secretary