

Havelock Appearance Commission
June 9, 2022 Minutes

	<u>PRESENT</u>	<u>EXCUSED</u>	<u>UNEXCUSED</u>
Michele Leo, Chair	_____		
Alida Holden, Vice	_____		
Marlene Lynch, Secretary	_____		

Agnes Curran-Tonkin	_____		
John Barra	_____		
Shirley Kelly		X	
Glenda Strunk	_____		
Nadyne Bentley	_____		
Stacy Ramos	_____		
Maggie Pimentel	_____		
Travis Adams, Staff Liaison	_____		
Karen D Lewis, Commissioner Liaison		X	
Prayer/Pledge			

Chair Michele Leo called the meeting to order at 5:20pm. Newest Appearance Member John Barra was introduced to the committee. A prayer was provided by Agnes Curran-Tonkin followed by the Pledge of Allegiance.

A motion to approve the April 14, 2022 minutes were provided by Glenda Strunk and seconded by Stacy Ramos. All were in favor; minutes were approved as written. The May 12, 2022 Appearance Commission meeting was not held due to a Staff scheduling conflict. We were also advised that Shirley Kelly's email has changed to skelly38@gmail.com. This information will be provided to Assistant Manager, Cindy Morgan for a corrected roster.

OLD BUSINESS

Unspecified Funds

Three items are still outstanding: tree bench, pamphlets, and Christmas video.

Michele met with Finance Director Lee Tillman who advised the above items' purchase orders will remain open for payment, however, the materials must be purchased for the projects by June 30, 2022, no exceptions. Each item was updated as to what phase of completion it is in.

Plant Swap

Our 2022 Plant Swap was a huge success. Our new planting station was a wonderful addition this year. We had great flower donations from Sandy's Flower Shoppe, Garners Plant Stand, Morehead City Lowe's, Lidl, Ace Hardware, and Jillian's Furniture. Michele provided a Letter of Appreciation to each of the above and were delivered personally by Michele. There was also discussion regarding an attendee who comes each year that does not bring an item to swap, but takes multiple items; this year 9 of some of the best large donations. The first suggestion was when next year's flyer is created to remove the words: it's all free with the word SWAP. The committee was in

agreement that a procedure be in place when someone does not bring an item to swap. One suggestion could be to place smaller plants on a separate table and encourage the attendee to choose from that table or take 1 item from each table we have.

Yard of the Month

Our May winners were Patsy and Warren Salter of 308 Belltown Road.

June winners are Mario & Doris Nunez of 330 Lee Drive.

July will be judged by Michele & Glenda area 2

At the end of June, Alida will give their yard sign to Marlene Area 1

Tee Shirts

In April Mary (Tagg) relayed prices to our committee for Appearance Commission t-shirts for Maggie, Nadyne, Stacy, and Glenda however, did not provide a written quote. Michele reminded Mary our Finance Director would require a quote, and an invoice. Therefore, without a quote, the committee did not vote on purchasing the items. In May, a quote and invoice were given to Michele. Mary advised she had 1 t-shirt in addition to the 4. Mary was asked for an additional quote and invoice to add to the others. Unfortunately, our May meeting was cancelled, therefore, t-shirts could not be discussed. Michele spoke with Finance Director Lee Tillman who advised, because a motion was not made and voted on in May, the cut-off date for new purchases for 2021-2022 budget is closed. Our committee will need to discuss, vote, and approve the above purchase at the July meeting.

NEW BUSINESS

Pride of Havelock

The Pride of Havelock award was recently awarded to Te'Asha's Kitchen and Grill at 411 W. Main Street. A photo was taken of daughter (who is the reason for the name of the restaurant), and the Pride of Havelock sign was placed in the front of the establishment. The photos and writeup were posted on the Appearance, City and Chamber websites.

Boots

There was a great turnout of volunteers (20) from the Cherry Point Single Marines Program to help organize and store all of our boots. It was suggested to also place boots "down and up" for the Freedom Festival on July 4th. After some discussion the committee agreed that we would not place boots in the park because of the foot traffic and fireworks in the park for the festival.

Board of Commissioners Meetings

Michele explained the dates and times of the commissioner's meetings to the committee and the importance of attending. On the 2nd Monday of the month the commissioners have their workshop with city staff. The commissioners are advised of the items each department will have on the 4th Monday's meeting. This procedure introduces each item, is explained, and questions can be discussed. None are voted on, except when there may be a time sensitive item. The workshop is open to the public however, not for public discussion. On the 4th Monday meeting, the public comments are heard prior to the items on the evening agenda. Michele encouraged all committee members to attend the commissioner's meetings.

Advisory Board

Referencing to Chapter 33: City Organizations/COMMUNITY APPEARANCE COMMISSION 33.25 and 33.30 ADVISORY COUNSEL; COMMITTEES.

The Commission may establish an Advisory Council when in the judgement of the Commission such a Council will be an aid to the performance of its duties. However, the Commission shall not delegate to the Advisory Council any of its official powers or duties. In addition, the Commission, from its own membership, may establish any temporary or permanent committees needed to assist it in the study of specific questions and problems.

At our April meeting Michele read the Duties and Ordinances to the committee. The above ordinance was reviewed. Michele suggested that our committee could volunteer to assist the Planning Department with nuisance abatement and other building issues, specifically concerning the 70 corridor. Michele asked for a vote to approve a meeting with the Planning Director and Staff Liaison Travis Adams. All were in favor. Michele scheduled a meeting with Katrina to discuss the idea of creating an advisory board. Travis was unavailable. Michele explained to Katrina that the committee would like to invoke our ordinance to create an advisory board to assist Planning. A committee of 4-6 community members could, with the assistance of an appearance member, create a plan of duties and responsibilities. Michele was encouraged by the meeting and asked John, Glenda, Maggie, and Stacy if they would help create a plan. A meeting will be held in the future before our July meeting.

OTHER:

Next meeting Thursday July 14th at 6:30 pm.

A motion to adjourn was made by Agnes, seconded by Glenda. Meeting adjourned at 6:30.

Respectfully submitted,

A handwritten signature in blue ink that reads "Michele Leo". The signature is fluid and cursive, with the first name "Michele" and the last name "Leo" clearly legible.

Michele Leo for Marlene Lynch