

Havelock Appearance Commission
Minutes – Thursday, April 14, 2022

	<u>EXCUSED:</u>	<u>ABSENT:</u>
Michele Leo, Chair		
Alida Holden, Vice		
Marlene Lynch, Secretary		
Nadyne Bentley	X	
Agnes Curran-Tonkin	X	
Mary Eastman		
Shirley Kelly		
Maggie Pimentel		
Stacy Ramos		
Glenda Strunk	X	
Travis Adams, Staff Liaison		
Karen Lewis, Commissioner Liaison	X	

Chair Michele Leo called the April 14, 2022 meeting to order at 6:33pm at City Hall. Marlene Lynch provided the prayer for the committee followed by the Pledge of Allegiance.

The March 10, 2022 minutes were accepted by Mary Eastman and seconded by Alida Holden. Visitor Wayne Cartwright attended our meeting to observe what our committee does for the City of Havelock.

OLD BUSINESS:

- **UNSPECIFIED FUNDS:**

PENDING:

\$260.00 = Four Plant Swap yard signs

\$230.00 = Pamphlets (Stacy is updating our Appearance Committee pamphlets and incorporating updated pictures of our Tree Lighting Jubilee). As soon as the pamphlet is updated, Travis will have Staples print them.

\$350.00 = Christmas Video (Jen Merlo will submit the contract for the video and the link for the video. As soon as the City Attorney reviews these items, Finance Director will advise whether the video can be purchased).

PAID OUT:

\$132.00 = Two Appearance Committee banners

REMAINING FROM ALLOCATED:

\$96.00 remaining from allocated \$250.00 for Plant Swap. (Michele will obtain quotes from Walmart for 8-quart potting mix, give to Travis, he will purchase with remaining \$96.15).

- **PRIDE OF HAVELOCK:**

Everyone was asked to bring their suggestions to next months meeting. Mary shared the business Godliness Cleaning on Trader Street. That address will be looked at.

- **BOOT ORGANIZATION:**

The boot organization was a great success. All military boots were paired and placed in our storage boxes with the help of volunteers from the Single Marine Program. Boots "down" for the Chamber's "Salute to our Veterans" dinner on May 1th at 10am, "up" May 11th at 10am.

For the "Salute the Boot" Memorial Day display, boots will go "down" on May 26th at 3pm, "up" May 31st at 4pm. Volunteers from the Cherry Point Single Marine Program will also assist in the above two events.

- **T-SHIRTS:**

Mary from TAGG advised the four shirts needed for Maggie, Nadyne, Stacy and Glenda are ready. Mary was advised Finance will require a quote, then an invoice before payment.

- **PLANT SWAP:**

Michele will pick up signs from ABS Signs and provide the bill to Travis. Finance will submit payment to ABS signs. Michele has created donation letters for flowers and will be submitted to the following: Sandy's Flowers, Lidl, Garner's Plant Stand, Lowe's, Walmart and Ace Hardware. The potting station was put together and looks great. Stacy advised she is unable to attend as is Marlene. Everyone was asked to arrive by 9:30am to help place items on the park's tables.

NEW BUSINESS:

- **YARD OF MONTH:**

April's Yard of the Month was awarded to Mr. & Mrs. John Honer at 500 Gene Drive. The yard sign was placed, their \$25.00 gift certificate was presented and permission obtained to share on all of the available social media platforms. Maggie and Nadyne have "Area 4" for the month of May.

- **DUTIES AND ORDINANCES:**

The Appearance Commission duties and ordinances states our committee is able to create an Appearance Advisory Board to assist in nuisance abatement and other building issues. Michele asked for a vote to approve a meeting with Planning Director Katrina and Travis to assist within the powers and duties of our commission. All were in favor.

OTHER:

- The Appearance Commission will participate in the Chili Festival this year which will be held on Saturday, September 24th and will be an all-day event. Mary provided a basic update which included the event will be for one-day only this year, end around 8-9pm and have several bands participating throughout the day. Crafters/vendors applications have already been secured. We will continue to communicate with Mary for monthly updates.

- The next Board of Commissioners Meeting will be on Monday, April 25th at 7pm. Televised meeting can be viewed on Channel 10 at the following times: Friday @ 8pm, Saturday @ 7pm, Sunday @ 3pm and Tuesday @ 7pm.
- Our next meeting is scheduled for Thursday, May 12, 2022 at 6:30pm in the Board of Commissioners Chambers.

At the conclusion of our April meeting, we closed out with hosting a farewell party for Mary Eastman. Mary has served on the Appearance Commission since 1998, volunteering for 24 years. The committee thanked her for her years of volunteer work, dedication and all the input/time she has provided for our community. Mary will truly be missed.

A motion to adjourn the meeting was made by Michele and seconded by Shirley, all were in favor. The meeting adjourned at 7:33pm.

Respectfully submitted,



Marlene Lynch, Secretary