

Havelock Appearance Commission
Minutes – Thursday, March 10, 2022

EXCUSED:

ABSENT:

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

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Chair Michele Leo called the March 10, 2022 meeting to order at 6:32pm at City Hall. Karen Lewis provided the prayer for the committee followed by the Pledge of Allegiance.

The February 10, 2022 minutes were accepted by Mary Eastman and seconded by Alida Holden.

OLD BUSINESS:

• **MAKE HAVELOCK SHINE:**

Michele gave a brief update on the presentation of the awards for the “Make Havelock Shine” winners at the February 28, 2022 Board of Commissioners meeting. Many of the homeowners were present to receive their gifts. The City Commissioners were quite impressed with the blanket gifts the homeowners received for their outstanding light display.

• **UNSPECIFIED FUNDS:**

Included with the minutes at the meeting was a letter Michele submitted to the attention of the Havelock Board of Commissioners which broke down the items we requested to be paid for out of the “unspecified funds”. Total amount allocated was \$1008.96. This will stand submitted with our minutes.

Some discussion was provided regarding the “Planting station” and Travis has the committee’s approval to purchase the item selected at last months meeting, although it was \$12.00 higher than last months submission. It still fell within the \$200.00 allotted budget (approximately \$153.00).

Michele will stop at ABC Signs and pick up the banners and signs also to be utilized for the Plant Swap next month. Travis will pick up the pamphlets from Staples (500) also for us to be able to pass out at our upcoming events.

Travis also mentioned he emailed Jennifer Merlo documents required to be filled out for the City of Havelock. Once received, they can get her set up in the system for the video we wish to purchase. This document also must be notarized.

- **HOPSCOTCH:**

Michele and Alida will select a date this month to go around the locations previously selected to mark the areas where the hopscotches will be placed. They will also mark the tree in Walter B. Jones Park where Parks & Rec employee Mark will be able to start building the tree bench.

- **PLANT SWAP:**

The Plant Swap will be held on Saturday April 30, 2022 from 10am-12pm. Stacy designed a flyer for the committee which was passed out this evening to all members. Additional flyers will be printed up for committee members to pass out around town, churches, and businesses willing to put them up to advertise our event for us. Committee members were also provided a "procedure" outline to follow as well as instructions on how to share our event with places we will be asking to make donations to our event (ie: Garner's, J&S, Walmart, Lidl, etc). Michele shared that Jillian's has requested to make a \$100.00 donation to our committee for our plant swap. Michele will research if this is being donated from the business so they will be eligible for a tax write off or if Jillian is requesting to make this donation herself. If so, we will request she donate the plants/bulbs instead of providing the monetary donation. Copies of the flyer for our event will be posted on social media, City electronic sign, Chamber and City of Havelock website.

- **PRIDE OF HAVELOCK:**

This has been tabled to the month of April.

- **SALUTE THE BOOT ORGANIZATION:**

All committee members available have been asked to meet on Saturday, March 26th at 10am at the storage facility to organize the boots for upcoming events. Michele will reach out to the Single Marines Program again on base to see if volunteers would also be available to assist. All dog tags will be removed due to personal information on them. Michele and Marlene will attempt to contact family members connected to these dog tags and return them.

- **SALUTE TO VETERANS DINNER:**

The Salute to the Veterans dinner will be held on Tuesday, May 10th. The Tourist & Event Center has asked us to again put up the boot display for their event. Volunteers will be needed and times will be provided at the next months meeting.

- **2022-2023 BUDGET:**

A summary of the budget items were provided at the meeting for all members with an explanation for each designated category. This has been submitted to the Board of Commissioners for their approval. We will get the final approval from the Board by early July 2022.

NEW BUSINESS:

- **YARD OF MONTH:**

The following committee members were paired to select Yard of Month winners and weed the City of Havelock Sign for the following months:

APRIL: Stacy & Shirley (area 5)

MAY: Maggie & Nadyne (area 4)

JUNE: Alida & Mary's replacement (area 3)

JULY: Glenda & Michele (area 2)

AUGUST: Marlene & Agnes (area 1)

Marlene will send out an email reminder to all committee members with the list provided above. Maps were passed out to all areas excluding Map 4 and 2, they were missing. Michele will have the City reprint these maps. All maps will be turned back into Michele at the end of their month.

- **TERMS AND RENEWALS:**

Mary Eastman will be resigning her position in April. Stacy, Nadyne and Maggie have requested to stay on the committee. Their names have been submitted to the Board of Commissioners.

- **DUTIES AND ORDINANCES:**

The duties and ordinances for our committee were distributed to all members to review so they are aware of what our guidelines include. Michele made note that all our special events we do throughout the year are not noted under these ordinances. These are things that the City sees us going above and beyond for our community and assist us with our budget requests.

Michele asked all committee members to bring ideas to next months meeting that they would like to see implemented to further improve the surroundings of our town. (ie: how to make the 70 highway more pleasing to bypassers).

Agnes was asked if she could provide additional research and put together a plan for the Board of Commissioners outlining a 1-3 year plan to include budget items needed for this project (ie: plants/flowers/shrubs, which parks to add to, etc).

Discussion was also provided on what other things we would like to see brought to Havelock, such as a dog park, a skateboard area for the youth. Travis stated a 10 year plan is in the works and ideas need to be provided for this and these are the ideas that should be presented.

However, he did state the legalities/liabilities attached with these requests but encouraged us to provide input anyways.

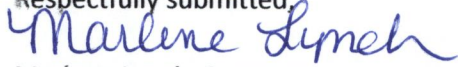
OTHER:

All members were reminded of the next Board of Commissioners meeting which will be held on Monday, March 28th at 7pm at City Hall.

Our next meeting is scheduled for Thursday, April 14th, 2022 at 6:30pm in the Board of Commissioners Chambers.

A motion to adjourn the meeting was made by Marlene and seconded by Agnes, all were in favor. The meeting adjourned at 7:55pm.

Respectfully submitted,



Marlene Lynch, Secretary