

Havelock Appearance Commission  
Minutes – Thursday, September 8, 2022

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

The meeting was called to order by Chair Michele Leo at 6:33pm. The prayer was provided by Agnes Curran-Tonkin followed by the Pledge of Allegiance.

A motion to approve the August 11, 2022 minutes was made by Glenda Strunk and seconded by Nadyne Bentley. All were in favor and the minutes were approved as written.

**FINANCIAL REPORT:** Five Havelock Appearance T-shirts for a total of \$89.67 was spent from our \$250.00 allocated funds leaving a balance of \$160.33 remaining from that line item. The 2022-2023 \$4500.00 approved budget's balance is now \$4410.33.

**OLD BUSINESS:**

- **T-SHIRTS:**  
Havelock Appearance Commission T-shirts were provided to John Barra, Stacy Ramos, Maggie Pimentel, Glenda Strunk and Nadyne Bentley.
- **BOOT DISPLAY:**  
A motion was made, seconded and all in favor to table discussion on the boot display designs for Memorial Day, July 4<sup>th</sup> and Veteran's Day until the October meeting.
- **TREE BENCH:**  
Chair Michele Leo brought to the committee's attention that the Appearance Commission was created in 1982, 40 years ago. Michele would like to take a photo of Mark from Parks & Rec, who built both of our tree benches. Michele asked for a vote from our committee to have a name plate made to affix on the new tree bench with "Havelock Appearance Commission,

established (est.) 1982". All were in favor. Michele will obtain three quotes and report at our October meeting.

- **ADVISORY BOARD:**

Michele spoke with Havelock City Manager, Chris McGee, regarding the creation of an Advisory Board to assist in nuisance abatement, vacant, and dilapidated buildings, especially along Havelock's 70 corridor. This Appearance sub-committee would report to our committee, and, our committee would forward their information/concerns and possibly suggestions for a more aesthetically pleasing Havelock corridor to the Planning Department. After much discussion with the City Manager, he was in agreement that the Appearance Ordinance does indeed allow our committee to assist the Planning Department with such a sub-committee. After discussion from our committee, it was agreed to create an Appearance Commission sub-committee with three members from the community who share our positive interest of making Havelock and its business community more pleasing to the eye. Appearance member Glenda Strunk volunteered to assist as Appearance Member Liaison. There will be monthly reports on the creation of this advisory board.

- **VETERAN'S SIGNS:**

Michele recently spoke to Commissioner Josh Kohr about his vision for a large display of veteran stories in our park. Commissioner Kohr will establish a committee apart from the Appearance Commission to complete his project. Michele also reported that our committee should know sometime in October whether the "Traveling Wall That Heals" is approved to visit Havelock next year.

### **NEW BUSINESS:**

- **TRUNK OR TREAT:**

The Parks & Rec Department has scheduled this year's event to be held on Friday, October 28<sup>th</sup>, 2022 from 5pm-7pm. Our committee was allocated \$500.00 for participating to hand out bags for candy and glow sticks. We may also have a corn hole game and a couple of other games to play. John volunteered to obtain three required quotes for the above items to submit to Staff Liaison Travis Adams for processing and ordering from the company with the best price.

- **PRIDE OF HAVELOCK:**

Emergency Pet Hospital of Craven-Carteret was chosen as our next "Pride of Havelock" recipient. Michele will retrieve the sign from Ziggy's Restaurant and place it at their location at 1301A East Main Street. A recommendation was also made that next month's award should go to Tim Newton Auto Sales. Committee members will look at the new location and submit their own nomination or approve this location at the October meeting.

- **CHILI FESTIVAL:**

The 2022 Havelock Chili Festival will be held for just one day, Saturday, September 24<sup>th</sup> from 10am-8pm. This is a perfect opportunity to hand our new Appearance Commission brochures out to festival attendees. Committee members were encouraged to spend some time at the event to rotate with other members to help educate the community of the events and contests the Appearance Commission hosts throughout the year.

- **NATIONAL NIGHT OUT:**

This year's National Night Out event will be held on Tuesday, October 4<sup>th</sup> from 4p-7pm in Walter B. Jones Park. All are encouraged to participate to hand out brochures. Michele will contact Chief Chris Morning to procure a table during the event for the Appearance Commission.

- **TREE LIGHTING JUBILEE:**

Saturday December 3<sup>rd</sup> from 3:30-5:30pm is the date for the Annual Tree Lighting Jubilee. The committee voted and approved unanimously to spend \$125.00 from the Tree lighting Jubilee line item to place our four Jubilee flyers in the November issue of "Voices of Havelock" magazine.

Marlene provided an update to the committee of items that had already been purchased/received by Travis for this year's event as well as assistance still needed in completing some games. A few committee members volunteered to complete the ring toss game. This will be completed by our next meeting and placed back into storage. Marlene has also compiled a tentative time frame for everyone to work specific sheds/games for our event.

Stacy will create and submit all flyers to Kim Rice Smith. A quote will be obtained and forwarded to Staff Liaison Travis Adams and Lee Tillman for a PO.

Glenda has submitted Jubilee information to multiple radio, TV stations and local magazines for publication/announcements. WSFL and Crystal Coast Magazine are the only ones that have not responded as of this date. Glenda will update her report at our October meeting.

Michele reported that five food trucks have committed their participation and five interested crafter vendors as well. Travis advised he is receiving calls from additional interested vendors and requested all vendors that have signed up get their form and fees submitted to guarantee their spots. Deadline for submissions is October 31<sup>st</sup>. Travis will screen vendors as a first come, first serve basis.

Michele will research prices for two 6-ft. pre-lit outdoor nutcrackers. Our current nutcrackers, that did not hold up well on the outside porch of the Santa shed, will be re-gifted to the City that may be placed in the breezeway entrance of City Hall or elsewhere. Michele will also contact the Single Marines Program Coordinator to request 20 volunteers for the dates of 11/19, 12/3 and 1/7/2023 to assist with decorating the park, on the day of our event and to help take down

decorations. Sheds are expected to arrive around the 1<sup>st</sup> week of November and it was encouraged that all committee members come assist prior to the 11/19 if possible.

All agreed that we will order 900 sugar cookies from Walmart at an approximate cost of \$300.00.

Maggie volunteered to obtain quotes on cocoa and a 6' pre-lit Christmas tree. She will email committee members with the information for their choice of tree. That information will be forwarded to Travis for purchasing at our October meeting.

Marlene and Stacy are creating games and organizing all shed and decorations for this year's event. Marlene will create a map of the park area with placement of all vendors, crafters, sheds and game areas to be created into a QR code (developed by John Barra) for attendees to use upon entering the park. Michele will speak with IT for assistance in implementing the QR code. Marlene will provide the completed map to Travis/John at the November meeting once all Food vendors/crafters have been secured and noted on the map as well.

Commissioner Liaison Karen Lewis will Emcee our 2022 Annual Tree Lighting Jubilee this year.

• **MAKE HAVELOCK SHINE:**

This year's "Make Havelock Shine" homeowner schedule will be as follows: five teams of two, their associated map and contest criteria will be discussed and finalized at the November meeting. The dates for each team to ride around are either Tuesday or Wednesday December 13<sup>th</sup> or 14<sup>th</sup>, with final homeowner group judging on Thursday, December 15<sup>th</sup>. The winners will be advised that evening, the sign placed in their yards and a photo will be taken. The homeowner MUST be advised their photos will appear on all social media platforms and agree to those terms.

The business "Live Window Display" contest will be held on Friday, December 16<sup>th</sup> from 6-8pm. Michele will provide the list of participating businesses at the October meeting. Gifts for the homeowners and businesses will be discussed at the October meeting.

We will also discuss at the October 13<sup>th</sup>, 2022 meeting what evening and where we would like our annual Christmas party to fall on.

**OTHER:**

- Michele announced the dates for Voter Registration.
- She also encouraged everyone to attend the Commissioner's workshop meeting on Monday, September 12<sup>th</sup> at 6pm, as well as the televised meeting on September 26<sup>th</sup> at 7pm.
- The 9/11 Memorial Ceremony will be held on Sunday, September 11<sup>th</sup> at 8:30am.

The next Appearance Commission meeting is Thursday, October 13<sup>th</sup>, 2022 at 6:30pm.

A motion to adjourn was made by John Barra and seconded by Marlene Lynch. The meeting was adjourned at 8:58pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Marlene Lynch". The signature is written in black ink and is positioned above the typed name.

Marlene Lynch, Secretary