



## **AGENDA**

### **MEETING CALLED TO ORDER**

### **PLEDGE**

**Notes on Pledge:** Remain Standing for the invocation

### **INVOCATION**

#### **1. ITEMS FOR PRESENTATION**

##### **A. Administration of the Oath of Office for Reappointed Members**

1. Marlene McCraw
2. Betty Greenlee
3. Jeannie Smith
4. Meghan Cope

##### **B. Administration of the Oath of Office for New Member**

1. Traci Spainhour

#### **2. ADJUSTMENTS TO THE AGENDA/APPROVAL OF AGENDA**

#### **3. PUBLIC COMMENT**

#### **4. APPROVAL OF MINUTES**

- a. Approval of Minutes - September 18, 2025

#### **5. OLD BUSINESS**

- a. Welcome to King Signs Update and Discussion
- b. Christmas Tree Lighting Event Like/Dislikes/ Things to Change For 2026 Event

#### **6. NEW BUSINESS**

- a. Budget Item Request For FY-2026-2027

### **ITEMS OF GENERAL CONCERN**

### **ADJOURNMENT**



## MINUTES

### **Call to Order:**

Chairman Marlene McCraw called the meeting to order at 2:00p p.m. A moment of silence was observed in memory of Gina Callaway, a long-term City of King employee who recently passed away after nearly 30 years of service. The Pledge of Allegiance was recited.

### **Invocation**

Chaplain Rick Hughes offered the invocation.

### **Attendance:**

#### **Members Present:**

Marlene McCraw, Meghan Cope, Adrian Ramsey, and Jeannie Smith.

**Members Absent:** Kathy Loveday and Betty Greenlee

**Motion:** Chairman McCraw moved to excuse the absences of Kathy Loveday and Betty Greenlee. Motion seconded by Adrian Ramsey, motion carried 4-0

**Others Present:** Ben Marion (City Engineer), Susan O'Brien (Finance Director), and Tiffany George (Community Relations Coordinator)

### **PUBLIC COMMENT**

Chairman Marlene McCraw opened the floor to receive public comments. There being no written or verbal requests to speak, the public comment period was closed by Chairman McCraw.

### **APPROVAL OF MINUTES-JULY 7,2025**

Due to the passing of Commission Clerk Gina Calloway, the minutes for the July 7, 2025, meeting were not completed. Notes prepared by Chairman McCraw were presented in lieu of formal minutes. A motion was made by Adrian Ramsey, who moved to approve Chairman McCraw's notes as the official record. The motion was seconded by Meghan Cope and carried unanimously (4-0).

### **OLD BUSINESS**

No old business to be discussed.

### **2025 Tree Lighting Event**

- A. Decorate the holly tree or purchase a tree.** The Commission reached a consensus to decorate the holly tree.
- B. Children's Crafts/ Treat Bags.** It was the commission's consensus that the DIY Christmas Bookmarks Coloring Activity Kit and the Crayons Bulk Pack, regular size, be purchased for children's crafts at the tree lighting. Discussed treat bags to be out together at the next meeting on Thursday, November 20, 2025, in the Council Chamber at City Hall.
- C. Moravian Cookies or cookie trays from Sam's Club.** It was the consensus of the Commission that 20 bags of Moravian Cookies be purchased for the tree lighting.

- D. Begin Cabin Decorations on December 2<sup>nd</sup>, 2025.** It was agreed that the commission will start decorating the cabin on December 2, 2025, at 2 pm, and that ½ cord of wood will be purchased for the cabin fire.
- E. Memorial to Gina Calloway on the cabin porch for this year.** It was the Commission's consensus that a large print of Gina Calloway be purchased and an easel to display the picture at the cabin's front door.
- F. Poinsettias.** The commission reached consensus that no poinsettias be purchased for the tree-lighting event this year.
- G. Water heaters/Percolators.** City Engineer Ben Marion presented commercial-grade percolators to improve safety and efficiency over the current method of boiling water outdoors and transporting it into the cabin. The Commission agreed to purchase commercial-grade percolators for the Christmas tree lighting event.

**New Business**

- A. Membership renewal.** Discussed four of the seven Commission members are due for reappointment in December 2025. New membership applications were distributed. All current members verbally confirmed their willingness to serve another term on the Community Appearance Commission.

**ITEMS OF GENERAL CONCERN**

Chairman McCraw reported contacting Matt Wells at West Stokes High School regarding choir students singing Christmas carols and band students providing music. It was also discussed to invite National Honor Society Students from West Stokes High School and National Junior Honor Society students from Chestnut Grove Middle School to assist with the event, where needed, for volunteer service hours.

**ADJOURNMENT**

Member Adrian Ramsey made a motion to adjourn the meeting. Motion seconded by Jeannie Smith. The motion carried unanimously (4-0).

**Approved by:**

**Attest:**

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**Marlene McCraw**  
 Chairman

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**Tiffany George**  
 Community Relations Coordinator