



MEMORANDUM

To: Mayor and Members of the City Council
From: Montre' Freeman, City Manager
Date: February 10, 2023
Re: Consideration – Appointments to Urban Forestry Commission

BACKGROUND:

The Elizabeth City Urban Forestry Commission was established by ordinance effective December 2008. Membership of the commission includes seven members appointed by the Mayor with the approval of the City Council. All members shall reside in Pasquotank County with no more than two members living outside the corporate City limits. The ordinance provides that members serve staggered three-year terms and may not serve more than three successive terms.

ANALYSIS:

Several members of the Commission have moved / resigned over the last few years and remaining members are working hard to get the board back in shape. We have received two applications for appointment to the Urban Forestry Commission, which are presented here: Grace Atkins and John Saunders. Ms. Atkins resides in the City's ETJ, has a Bachelor's of Science in Horticulture Science from NC State and is the Horticulture Extension Agent for Pasquotank County. Mr. Saunders is a City resident and owns a company called Happy Daisy Garden Center. He has 15 years of experience dealing with plants and foliage.

MAYOR'S RECOMMENDATION:

By **motion** and **roll call vote**, appoint Grace Atkins and John Saunders to three-year terms on the Elizabeth City Urban Forestry Commission, to expire February 28, 2026.



CITY OF ELIZABETH CITY
Application for Board, Committee or Commission Appointment

PLEASE NOTE: This application is a public record under North Carolina law and will be shared with third parties upon request and without notice. If there is any information you do not want released to the public, please do not include it.

Is this application for appointment X or reappointment? _____

PLEASE TYPE OR PRINT CLEARLY:

1. Personal Information:

Name: Grace Atkins

Mailing Address: 1134 Parsonage St Email: gemanzer@ncsu.edu

City and State: Elizabeth City, NC Zip Code 27909

Telephone: Home: _____ Cell: 252 340 5241 Business: _____

*Sex: Female *Race: White *Age: 26

**This information is requested for the sole purpose of assuring that a cross-section of individuals is appointed to serve our community.*

Employed By: North Carolina Cooperative Extension Current Position: Pasquotank County Horticulture Agent

2. Where do you reside?

In Elizabeth City's City Limits? No If so, which Ward? _____

In Elizabeth City's Extraterritorial Jurisdiction (ETJ)? Yes

In Pasquotank County outside Elizabeth City's ETJ? _____

3. Are you currently serving on another board, committee or commission appointed by the City of Elizabeth City? If so, please identify:

No

PLEASE NOTE: No resident of the City of Elizabeth City may serve in more than two appointed positions at one time in City of Elizabeth City government, unless exempted by nature of the position he or she may hold in governmental service.

4. If you previously served on a City board, committee or commission, did you fulfill your term to completion? N/A

5. Please indicate by number your order of preference in serving on the following boards, committees or commissions:

- Alcoholic Beverage Control Board
- EC/PC Airport Authority
- Board of Adjustment
- Human Relations Commission
- Elizabeth City Housing Authority
- Historic Preservation Commission
- Central Communication Advisory
- Joint Animal Control Board

- Planning Commission
- Personnel Appeals Committee
- Parks and Recreation Advisory Board
- Senior Citizen Advisory Committee
- Storm Water Advisory Board
- Tourism Development Authority
- Urban Forestry Commission

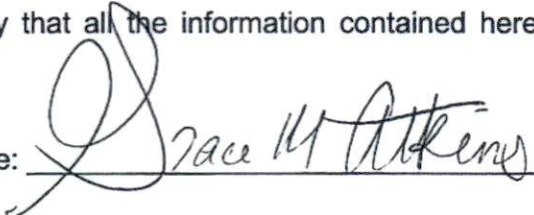
6. List below any experience or qualifications you have that are relevant to the board/committee/commission for which you are applying. (Use additional sheet, if necessary.)

I have a bachelor's of science in Horticulture Science from NC State.
I have been the Horticulture Extension Agent for Pasquotank County since July of 2018.

Applicant Statement:

I understand that I am applying for appointment to a board, committee or commission for the City of Elizabeth City; that I will be required to take an oath of office to uphold the constitutions of the United States and North Carolina and the laws of the same, if appointed; that I will be required to meet the attendance and training requirements of the City if I am appointed, and may be removed from office for failure to meet attendance requirements; that for members of those boards, commissions or committees established by the City Council as requiring annual disclosure, completion of the City's General Disclosure Form, required by Section 2-114 of the City's Code of Ethics Conflict of Interest Ordinance shall be completed by February 1 of each year; and that my application will remain on file for consideration for a period of three (3) years, after which time I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying.

By my signature below, I hereby certify that all the information contained herein is true to the best of my knowledge and belief.

Date: 1/27/23 Signature: 

PLEASE SUBMIT THIS APPLICATION TO:
City Clerk's Office
P. O. Box 347
Elizabeth City, NC 27909
Fax: (252) 337-6956
Phone: (252) 337-6955
Email: aonley@elizabethcitync.gov

OFFICE USE ONLY	
Residence:	_____
_____	Inside
_____	ETJ
_____	County
Appointed:	_____
Term:	_____
Date:	_____

CITY OF ELIZABETH CITY
Application for Board, Committee or Commission Appointment

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Is this application for appointment or reappointment?

PLEASE TYPE OR PRINT CLEARLY:

1. Personal Information:

Name: John R. Saunders

Mailing Address: 918 W. Church St. Email: xjsaundersk@cox.net

City and State Elizabeth City, NC Zip Code 27909

Telephone: Home: _____ Call: 757-498-0460 Business: _____

*Sex: M *Race: W *Age: 57

*This information is requested for the sole purpose of assuring that a cross-section of individuals is appointed to serve our community.

Employed By: Happy Daisy Garden Center Current Position: Owner

2. Where do you reside?

In Elizabeth City's City Limits? If so, which Ward? _____

In Elizabeth City's Extraterritorial Jurisdiction (ETJ)? _____

In Pasquotank County outside Elizabeth City's ETJ? _____

3. Are you currently serving on another board, committee or commission appointed by the City of Elizabeth City? If so, please identify:

NO

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completion? N/A

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- ___ Alcoholic Beverage Control Board
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- ___ Board of Adjustment
- ___ Human Relations Commission
- ___ Elizabeth City Housing Authority
- ___ Historic Preservation Commission
- ___ Central Communication Advisory
- ___ Joint Animal Control Board

- ___ Planning Commission
- ___ Personnel Appeals Committee
- ___ Parks and Recreation Advisory Board
- ___ Senior Citizen Advisory Committee
- ___ Storm Water Advisory Board
- ___ Tourism Development Authority
- 1st Urban Forestry Commission

6. List below any experience or qualifications you have that are relevant to the board/committee/commission for which you are applying. (Use additional sheet, if necessary.)

□□□□

Owner of a Garden Center in Elizabeth City
15 years in the plant industry

Applicant Statement:

I understand that I am applying for appointment to a board, committee or commission for the City of Elizabeth City; that I will be required to take an oath of office to uphold the constitutions of the United States and North Carolina and the laws of the same, if appointed; that I will be required to meet the attendance and training requirements of the City if I am appointed, and may be removed from office for failure to meet attendance requirements; that for members of those boards, commissions or committees established by the City Council as requiring annual disclosure, completion of the City's General Disclosure Form, required by Section 2-114 of the City's Code of Ethics Conflict of Interest Ordinance shall be completed by February 1 of each year, and that my application will remain on file for consideration for a period of three (3) years, after which time I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying.

By my signature below, I hereby certify that all the information contained herein is true to the best of my knowledge and belief.

Date: 1/31/2023 Signature: [Handwritten Signature]

PLEASE SUBMIT THIS APPLICATION TO:
City Clerk's Office
P. O. Box 347
Elizabeth City, NC 27909
Fax: (252) 337-6956
Phone: (252) 337-6955
Email: aonley@elizabethcitync.gov

OFFICE USE ONLY	
Residence:	_____
	Inside
	ETJ
	County
Appointed:	_____
Term:	_____
Date:	_____