

**TOWN OF CARTHAGE
APPEARANCE COMMITTEE—SPECIAL CALLED MEETING
SEPTEMBER 29, 2026
5:30 P.M.**

*The regular meeting scheduled for 9/14/2026 was cancelled due to lack of quorum.
This is a special meeting of the Appearance Committee.*

AGENDA

1. CALL TO ORDER

2. APPROVAL OF AGENDA

Members of the committee may add or remove items on the agenda. A majority vote or unanimous consent is required before proceeding with the meeting.

3. PUBLIC COMMENT

4. REPORTS

- a. Manager's Report

5. NEW BUSINESS

- a. Approve minutes for the August 10, 2026 meeting.
- b. Offices Closed October 12th – Reschedule or Cancel Committee Meeting

6. OLD BUSINESS

- a. Request to install a planter and bench in front of the Tyson Sinclair building.

7. FINAL COMMENTS

8. ADJOURNMENT

**Meetings are held in the Board Room inside the McDonald Building
located at 207 McReynolds Street.**

Manager's Report

TO: Appearance Committee
FROM: Emily D. Yopp, Town Manager
DATE: September 14, 2026

Update on Downtown Revitalization Project – Phase 1 Only

Construction is underway on Phase 1 of the Downtown Revitalization plan. The contractor has already, in the first week, found lots of underground lines that needed to be traced and that there is 8" of concrete road underneath the asphalt pavement. A special saw had to be brought on-site to cut through the concrete and has slowed down progress, although not significantly. We hope that remains the case as the project continues.

Updates are being sent out regularly to a large email distribution list. If there is anyone who the committee feels should be added to the list please send contact info to me via email, townmanager@townofcarthage.org.

Update on New Town Hall Project

At the August BOC meeting, the Board was given the cost to renovate 208 Monroe Street into the new Town Hall after further reducing the scope of work to do a "Phase 1" renovation on the Town Hall which would involve renovating the exterior only to ensure the building is weather-tight and improve its appearance. The cost to do "Phase 1" was presented as \$881,479, but as of this writing has been reduced further to approximately \$850,000.

The Board was given the committee's letter. The Board has not made any final decisions but has directed the Town Manager to seek additional grant or other funding options. Staff are currently in the process of putting together these options and may plan a work session with the Board at a future date to go over all of the funding options and seek a decision on the project overall.

Town of Carthage
Appearance Committee Regular Meeting – August 10, 2026
Meeting Minutes

CALL TO ORDER

Chair Erin Rembert called the meeting to order at 5:01 PM. Also present were committee members Pam O'Connor, Ashley Coates, Tamara Love and Town Manager Emily Yopp.

APPROVAL OF AGENDA

Chair Rembert moved to approve the agenda as written. Ashley Coates seconded the motion. All ayes, 4-0. The motion carried unanimously.

PUBLIC COMMENT

There were no members of the public present for comment.

REPORTS

Manager's Report (Updated from February)

Town Manager Emily Yopp provided updates on the downtown revitalization project and new town hall project. The Manager's Report is and does become part of this record.

NEW BUSINESS

Consideration of Freestanding Planter to Replace One Lost In-Front of the Tyson Sinclair Building

City Barbershop owner, Lee Chriscoe, has asked if the small black freestanding planter and black metal bench that was damaged during a vehicle accident in early June will be replaced by the Town. Manager explained that there is no record that those items were owned by the Town. The Town does have in stock about 10 large concrete planters that could be placed there to help beautify the location but that there are no benches in stock. The committee discussed pricing out a new bench and using one of the concrete planters we already have.

Erin Rembert made a motion to 1) price out some benches to be voted on at the next meeting and 2) install a concrete planter against wall in September/October timeframe when it will also be planted. Ashley Coates seconded the motion. All ayes, 4-0.

Recap of June 8, 2026 Regular Meeting

Town Manager Yopp was out of town during the June meeting and asked for a recap. The committee stated they did not meet long and only discussed a recap of this year's Buggy Festival before adjourning.

OLD BUSINESS – None.

FINAL COMMENTS – None.

ADJOURNMENT

Chair Rembert moved to adjourn the meeting. The motion was seconded by Ashley Coates and carried unanimously 4-0.

The meeting adjourned at 5:42 PM.

MEMORANDUM TO THE APPEARANCE COMMITTEE

FROM: Emily Yopp, Town Manager

DATE: September 14, 2026

SUBJECT: Town Hall Closed for Holiday – Meeting Date Change Requested

Town Hall will be closed for Columbus Day on October 12, 2026, which is also the next date for the APC's regular meeting. All administrative staff will be off. I recommend the committee consider voting on a new date for the October meeting. Some suggestions are:

Monday, October 5th

Tuesday, October 6th

Tuesday, October 13th

MEMORANDUM TO THE APPEARANCE COMMITTEE

FROM: Emily Yopp, Town Manager

DATE: September 14, 2026

SUBJECT: Request to Install a Replacement Planter and Bench In Front of Tyson Sinclair Building



This is a follow-up to the discussion held at the August 10, 2026, APC meeting.

Two motions were made at the August meeting on this matter:

- 1. That the committee price out some benches to replace the one that was damaged and vote on the matter at the September meeting.*
- 2. That a concrete planter would be installed in the area and planted by the committee around the September/October timeframe to avoid summer heat.*

To the left is an image of the bench design that was selected for the downtown revitalization effort for the committee's consideration if they would like to keep inline with the anticipated design of the downtown area upon completion. Manufactured by DuMor, this bench would need to be ordered from a dealer of DuMor products. Estimated cost is \$1,000+.

The committee should revisit this matter and discuss next steps.



Lee Chriscoe, owner of City Barbershop, has asked town staff if a small black freestanding planter and metal bench that was damaged during a vehicle accident in early June will be replaced by the Town. It is unclear whether or not the items were owned by the Town.

We have a few large concrete planters in storage that could be used if the committee wishes to plant them up.

We do not have any benches in our inventory.

Options for replacement the committee may consider are:

- Request the Board of Commissioner's consideration to purchase a bench using Appearance Committee funding.
- Defer the request to next budget year (FY 2027-2028) and request dedicated funding from the Board. Discussions will begin early 2027.
- Wait until the Downtown Revitalization plan addresses that area in Phase 8.