

**TOWN OF CARTHAGE  
APPEARANCE COMMITTEE - REGULAR MEETING  
SEPTEMBER 9, 2024  
5:30 P.M.**

**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. Approval of August 12, 2024, regular meeting minutes.

**6. OLD BUSINESS**

- a. 2024 Holiday Decorating

**7. ADJOURNMENT**

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

## **MANAGER'S REPORT**

**September 6, 2024**

### **1. Public Works Christmas Décor Installation**

As requested in your last meeting, I have met with Allen Smith, Public Works Director, regarding installing the traditional holiday lights and décor around town during the week of November 11 through the 15<sup>th</sup>. Mr. Smith states this will not be a problem and will schedule accordingly.

### **2. Electrical Power at Blue Landscaping Pots**

It was asked if there was electricity available for the blue pots downtown for holiday planning. I have confirmed with Public Works that there are electrical outlets at the base of the pots (on the ground), not in the pots like what is found in the block planters around the circle.

### **3. Silhouette Cut-Outs for Holiday Décor**

I have not been successful in contacting anyone who may be able to do the cut-outs described in your last meeting. One recommendation I have is to put out an call on social media that the Carthage Appearance Committee is seeking proposals from interested individuals who would consider doing this project. This may pull more people from surrounding areas, as well as Carthage. This can be an informal process, where the committee sets the budget they are willing to pay, or requests proposals from people who would donate the work and cut-outs for free. It is completely up to the committee how you would like to go about this process.

Submitted by Town Manager, Emily Yopp

**TOWN OF CARTHAGE  
APPEARANCE COMMITTEE  
MONDAY, AUGUST 12, 2024  
5:30 P.M.**

**MEETING MINUTES**

**ROLL CALL:** Present in person were Chairperson Erin Rembert and Committee member Ashley Coates. Absent was Malcolm Hall. Also present was Town Manager Emily Yopp serving as liaison to the committee. There were no members of the public present.

*Reminder: Prior members Tom and Becky Prim did not seek reappointment and so their terms have expired leaving the committee with three active members for quorum purposes.*

**1. CALL TO ORDER:** Chair Rembert called the meeting to order at 5:32 p.m.

**2. APPROVAL OF AGENDA:** Erin Rembert requested to add “Fall Plantings” under New Business. Ashley Coates motioned to approve the agenda as amended. Erin Rembert seconded the motion. Motion carried 2-0.

**3. PUBLIC COMMENT:** No public comment.

**4. MANAGER’S REPORT:** Town Manager Yopp reported briefly on downtown revitalization plans recently adopted by the Board of Commissioners as well a potential volunteer application for the committee. The written report is attached and does become a part of these minutes.

**5. OLD BUSINESS -** None

**6. NEW BUSINESS**

**a. Approval of Meeting Minutes**

Committee reviewed the meeting minutes from the June 10,2024, regular meeting. There were no changes requested. Erin Rembert motioned to approve the minutes as written, Ashley Coates seconded the motion. All ayes, motion carries 2-0.

**b. Fall Plantings 2024**

Chair Rembert addressed the committee on if fall plantings were needed this year. Erin feels that there is no need to decorate the downtown planters for fall since the petunias will still be in bloom and feels that it would be better to focus on holiday decorating and planting. The committee discussed potential Christmas tree and holiday wreath sponsorship programs as well as new adornments that could be used in the pots this upcoming season. Chair Rembert requested that this topic be brought back to the committee at their September meeting.

**7. ADJOURNMENT:** Chair Rembert motioned to adjourn the meeting, Ashley Coates seconded the motion. All ayes, motion carried 2-0. The meeting was adjourned at 6:34 p.m.

## MEMORANDUM TO THE APPEARANCE COMMITTEE

**FROM:** Emily Yopp, Town Manager

**DATE:** 9/6/2024

**SUBJECT:** 2024 Holiday Decorating

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At the committee's last meeting, discussion of holiday decorating for the 2024 season was touched on and then tabled until this month's meeting. The following topics were discussed:

- Christmas tree and/or holiday wreath sponsorships.
- Electricity availability in pots downtown.
- Silhouette cut-outs of Christmas shapes (i.e., ornaments, snowmen, etc.) for display in the downtown pots.

I was asked to investigate a few things before this meeting and my responses to those questions are listed below.

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I also want to bring to the committee's attention that some of our street lamppost wreaths and garlands are becoming weathered, faded or the lights no longer work. It may be time for the committee to consider replacement of these items either this year or for 2025.

Should the committee decide to seek replacement this year, you may need to consider requesting a budget amendment from the Board of Commissioners if the committee's budget is not enough to cover

the costs of new items. If you wish to wait until the new budget year (FY 2025-2026) you may consider requesting an increase to your committee budget when I speak with you during the budget planning period around January/February 2025.