

**TOWN OF CARTHAGE
APPEARANCE COMMITTEE - REGULAR MEETING
JANUARY 12, 2026
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. October 13, 2025, regular meeting minutes.
 - b. 2025 Recap and 2026 Planning
 - c. Adoption of 2026 Meetings Calendar
- 6. OLD BUSINESS**
- 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: January 12, 2026

Update on Downtown Revitalization Project

The Town Manager and V3 Design Team will be presenting Phase 1 of the Downtown Revitalization Project to the Moore County Board of Commissioners at their January 15th work session. The presentation will highlight the work anticipated and focus on showing the Board how the project will affect their property. Since the majority of Phase 1 work affects the historic courthouse we will need to receive authorization from the Board to do this work before proceeding. We will also be requesting the Board's consideration in financial support for this project by providing \$104,000 for plants to go in the rain gardens as this is not covered by our grant.

Update on New Town Hall Project

As of this writing, cost estimates have been completed by MMI and the Michael Graves Design firm. Cost estimation is helpful for identifying what bids are reasonable and which may be coming in significantly lower that could lead to change orders after the project begins. Change orders can often lead to higher project cost in the end and so it is helpful to have a more accurate understanding of the costs to do the work needed before going into the bidding process. In addition, the cost estimates will help the Carthage Board of Commissioners understand how much of the project will need to be financed as the grant received from the State will not cover the full amount of the renovation. The estimates will be presented to the Board at an upcoming meeting, likely January or February.

Budget Season Begins

The FY 2026-27 budget season is upon us! The committee should consider any budget requests it would like to make to the Board this season and plan to have those requests turned in to the Town Manager at your next meeting on **February 9th**. The Budget Retreat will take place on Saturday, March 7th and staff will need to have most if not all budget requests prepared for the Board's consideration ahead of this meeting.

The committee's current balance is \$6,621.00.

TOWN OF CARTHAGE
APPEARANCE COMMITTEE - REGULAR MEETING
OCTOBER 13, 2025
5:30 P.M.

MEETING MINUTES

ROLL CALL – Present in person was Committee Chair Erin Rembert and committee members Ashley Coates and Pam O’Connor. Also present and acting as staff liaison and clerk to the committee is Town Manager, Emily Yopp.

1. **CALL TO ORDER** – Chair Erin Rembert called the meeting to order at 5:35 p.m.
2. **APPROVAL OF AGENDA** – Chair Rembert motioned to approve the agenda as presented. Pam O’Connor seconded the motion. All ayes, motion carried 3-0.
3. **PUBLIC COMMENT** – None.
4. **REPORTS**
 - a. *Manager’s Report*

Mrs. Yopp gave the report, which is and does become a part of these minutes. Manager Yopp updated the committee on the need to change the phasing for the Downtown Revitalization project to accommodate stormwater runoff that the engineer-design team is anticipating will be needed one more impervious surface is constructed around the downtown.
5. **NEW BUSINESS**
 - a. *Approval of June 9 and August 11, 2025, regular meeting minutes.*

Ashley Coates motioned to approve the minutes as written. Pam O’Connor seconded the motion. All ayes, motion carried 3-0.
 - b. *2025 Holiday Planning*

The committee discussed holiday decorating dates and actions that would be taking place through November and December. Chair Rembert motioned that the committee change their regular meeting in November to a work meeting instead and decorate the planters that evening and that the December meeting be cancelled as there is generally no business conducted during that month. Ashley Coates seconded the motion. All ayes, motion carries 3-0.
6. **OLD BUSINESS** – None
7. **FINAL COMMENTS** – At the request of the committee, Manager Yopp gave an update on the status of the new Town Hall renovation at 208 Monroe Street.
8. **ADJOURNMENT** - With no other business, Ashley Coates motioned to adjourn the meeting. Pam O’Connor seconded the motion. All ayes, motion carried 3-0. Chair Rembert adjourned the meeting at 6:30 p.m.

TO: Appearance Committee
FROM: Emily Yopp, Town Manager
SUBJECT: 2026 Meetings Schedule
DATE: January 12, 2026

Please review the 2026 meeting schedule below. The committee may make any adjustments, additions or deletions prior to adopting this schedule. As a reminder, the ordinance establishing the committee requires a regular meeting be held at least quarterly, although the committee typically meets monthly.

2026 Proposed Monthly Meeting Schedule

January 12

February 9

March 9

April 13

May 11 (*Buggy Festival is May 9*)

June 8

Jul 13

August 10

September 14

October 12 (Town Hall Closed) *Please consider choosing a different date.*

November 9

December 14 (*Christmas Parade is December 12*)