

**TOWN OF CARTHAGE  
APPEARANCE COMMITTEE  
MONDAY, JUNE 10, 2024  
5:30 P.M.**

**REGULAR MEETING AGENDA**

**1. CALL TO ORDER**

**2. APPROVAL OF AGENDA**

The Committee may add, remove or change the agenda prior to proceeding with the meeting.

**3. PUBLIC COMMENT**

**4. MANAGER'S REPORT**

**5. OLD BUSINESS**

**6. NEW BUSINESS**

- a. Term Reappointments and Quorum
- b. Approval of Minutes
  - i. April 8, 2024
  - ii. May 13, 2024

**7. ADJOURNMENT**

**Appearance Committee meetings are held in the  
McDonald Building located at 207 McReynolds St.**



## MEMORANDUM

Date: June 10, 2024

To: Appearance Committee

From: Emily D. Yopp, Town Manager

Subject: Manager's Report

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**1. Baseball Field Agreement at Nancy Kiser Park**

Mr. Hall had previously asked if there was a formal, written agreement between Carthage and the Moore County Parks and Rec department. I have checked the town's files and checked with the Parks and Rec department and a written agreement is not on file. As mentioned in prior conversations, it is likely that the use of the baseball field by Parks and Rec is a longstanding verbal agreement. Currently, Parks and Rec mows inside the fence and drags the field as part of their verbal agreement with the town for use of the area. Carthage Public Works maintains all other areas of the park.

**2. Appearance Committee Application Status**

Mr. Hall had previously requested updates on the application status of Ms. Cheryl Degraffenreid who had come in some time ago and submitted a volunteer application to join the committee. While town staff did receive the application it has not been located. Town Clerk, Kim Gibson, has reached out to Mrs. Degraffenreid to request a new application. As of this writing we have not received a response back. Ms. Gibson will continue to work to reach Ms. Degraffenreid regarding the application.

**3. Committee Fund Balance Report**

At your last meeting it was requested that a fund balance report be presented. Please see attached report.

**4. REMINDER: There will not be a committee meeting in July.**

CARTHAGE APPEARANCE COMMITTEE  
BUDGET REPORT  
6/7/2024

**INCOME**

BALANCE 6/30/2023	\$2,330.82
Annual Town Contribution	\$800.00
Raffle Fundraiser	\$60.00
<b>TOTAL INCOME</b>	<b>\$3,190.82</b>

**EXPENDITURES**

<b>TOTAL EXPENDITURES</b>	<b>\$0.00</b>
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<b>TOTAL</b>	<b>\$3,190.82</b>
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## MEMORANDUM TO THE APPEARANCE COMMITTEE

**DATE:** June 10, 2024  
**FROM:** Emily Yopp, Town Manager  
**SUBJECT:** Term Reappointments & Committee Quorum

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In a previous meeting it was requested that Tom and Becky Prim let me know if they wish to be reappointed to the committee for another term as their current terms expire on June 30<sup>th</sup>. They have responded that they will be happy to assist with planting and decorating projects but that they will not be seeking reappointment to terms as voting members of the committee.

The ordinance establishing and governing the activities of the committee state that “*the Committee shall be composed of 15 voting members.*” With Tom and Becky’s resignation effective as of July 1<sup>st</sup>, the committee is now down to only 3 voting members. The committee ordinance does not address quorum requirements for the committee. When this occurs local governments generally fall to accepted parliamentary practice as laid out in *Robert’s Rules of Order Newly Revised (RONR)*.

For the purposes of this topic, RONR states that a quorum for a committee or board is a majority of its members. The *majority* is defined as more than half. With only 3 voting members remaining the committee should know that any future meetings must consist of all 3 remaining members. The absence of any member will not satisfy quorum requirements and therefore the committee cannot conduct business (i.e. make decisions).

**I recommend that the committee discuss its purpose, activities, membership and any plans to find new volunteers to serve as active voting members.**

Town staff can assist in this effort by posting notice of volunteers needed on social media, town website and in quarterly newsletters as we have done in the past. However, in my experience, it is more effective for the active committee volunteers to recruit new members through word of mouth so that you can share your personal experiences, goals and mission. As a reminder, the duties of the Appearance Committee are:

- Work with and confer with town staff, local residents, and business and community leaders to seek to improve the appearance of the town.
- Review and recommend all policy changes involving the town’s nuisance ordinances, demolition of dilapidated buildings, and maintenance of town rights-of-way and town-owned buildings and properties.
- Undertake fundraising for beautification efforts and downtown revitalization projects.
- Recommend specific projects to be undertaken by the town.
- Perform other duties as the Board may direct.

**TOWN OF CARTHAGE  
APPEARANCE COMMITTEE  
MONDAY, APRIL 8, 2024  
5:30 P.M.**

**MEETING MINUTES**

**ROLL CALL:** Present in person was Ashley Coats, Malcolm Hall, Chairperson Erin Rembert, and Tom and Becky Prim. Town Manager, Emily Yopp, was also present and serving as the committee liaison.

**1. CALL TO ORDER:** The meeting was called to order by Chair Rembert at 5:29 p.m.

**2. APPROVAL OF AGENDA:** Tom motioned to approve the agenda as presented, Becky seconded the motion. All ayes, motion carries 5-0.

**3. PUBLIC COMMENT:** No comments made.

**4. MANAGER'S REPORT:** Mrs. Yopp reported to the committee that the terms for Tom and Becky Prim are expiring and that staff needed to know if they wished to seek reappointment. Malcolm requested that the Town Clerk follow up on a volunteer application submitted by Cheryl Degraffenreid to join the committee.

**5. OLD BUSINESS**

**a. 2024 Buggy Festival Planning**

Possum Run will be donating another fully planted pot for the committee raffle this year. The Buggy Festival tent schedule will be as follows:

- Tom and Becky man the tent from 9:45 a.m.-11:00 a.m.
- Ashley Coates from 11:00 a.m. – 1:00 p.m.
- Emily will be in and out as needed.
- Ian Lumgair, present as a member of the public, volunteered to assist the committee with the tent from 1:00 p.m. – 3:00 p.m.

The planter will be kept inside Erin's shop and will be picked up the morning of the event. Tickets will be sold for 1 x \$5.00 or 5 x \$20. Raffle winner will be announced at 3:00 p.m., festival ends at 4:00 p.m. Historical Committee volunteers will be nearby in case Appearance committee needs assistance with staffing the tent.

**b. Spring Planting**

Planting day for downtown planters will be April 22<sup>nd</sup>. Erin described the petunias she has acquired for this year's annuals. The planters will need to be weeded during planting and topped off with potting soil and mulch. Evergreens also to be trimmed as well and new evergreens added to the newest concrete planters as well. Soil will be amended. Monday April 22<sup>nd</sup> will be the inclement weather day for planting. Ashley stated that she cannot attend planting day.

**6. NEW BUSINESS**

**a. Approval of Minutes from March 11, 2024, Meeting**

Ashley motioned to approve the minutes as presented, Malcolm seconded the motion. All ayes, motion carries 5-0.

Malcolm requested updates for some of the items listed in the minutes regarding Needmore community park project and an agreement between the Moore County Parks and Recreation department concerning the care and maintenance of the town's baseball field at Nancy Kiser Park. Town Manager stated the both matters are still progressing.

**7. ADJOURNMENT**

Becky Prim motioned to adjourn the meeting, Tom Prim seconded the motion. All ayes, motion carries 5-0. Chair Rembert adjourned the meeting at 6:01 p.m.

**TOWN OF CARTHAGE  
APPEARANCE COMMITTEE  
MONDAY, MAY 13, 2024  
5:30 P.M.**

**MEETING MINUTES**

**ROLL CALL:** Present in person were Malcolm Hall, Chair Erin Rembert, Ashley Coates, and Tom and Becky Prim. Also present was Town Manager Emily Yopp serving as liaison to the committee.

**1. CALL TO ORDER:** Chair Rembert called the meeting to order at 5:31 p.m.

**2. APPROVAL OF AGENDA:** Tom motioned to approve agenda as presented, Ashley seconded the motion. All ayes, motion carries 5-0.

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

**4. MANAGER'S REPORT:** Nothing to report.

**5. OLD BUSINESS**

**6. NEW BUSINESS**

**a. Buggy Festival Recap**

Mrs. Yopp reported that the committee raised \$60 in raffle tickets. Erin recommended the committee create informational handouts about the committee, its purpose and mission for next year's festival.

Erin requested to receive a report of the committee's current balance in June to begin planning for fall/winter.

Committee also requests any plans pertaining to downtown landscaping and appearance be brought to the committee when the time comes.

Reminder that there will not be a committee meeting in July.

**7. ADJOURNMENT:** Ashley Coats motioned to adjourn the meeting, Malcolm seconded the motion. All ayes, motion carries 5-0. Chair Rembert adjourned the meeting at 5:48 p.m.