

**TOWN OF CARTHAGE
APPEARANCE COMMITTEE - REGULAR MEETING
OCTOBER 14, 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 – None.

5. NEW BUSINESS

- a. Approval of September 9, 2024, regular meeting minutes.
- b. Request to reschedule November regular meeting due to holiday.

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.**

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

MEETING MINUTES

ROLL CALL: Present in person was Ashley Coats, Malcolm Hall, and Chairperson Erin Rembert. 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 5:30 p.m.
- 2. APPROVAL OF AGENDA:** Malcolm Hall motioned to approve the agenda as presented, Ashley Coates seconded the motion. All ayes, motion carries 3-0.
- 3. PUBLIC COMMENT:** No public attendance.
- 4. MANAGER'S REPORT:** Mrs. Yopp reported on the following:
 - Public Works confirmed that they would put the holiday décor up through town the week of November 11-15th as the committee requested.
 - Confirmed that there is electricity at the base of the blue planter pots running along Monroe Street.
 - Recommended that if the committee wishes to find someone who does cut-outs for silhouettes in the planters this year that a social media post be made asking for proposals from local wood workers. This process does not need to follow any formal procedures and can be paid for with the committee's budget unless the work would be donated for free. Mrs. Yopp did try to reach out to someone she knew who did wood working but was unable to connect with them. *Erin motioned to advertise the committee's interest in using a local wood worker to produce the silhouettes on social media. Ashley seconded the motion. All ayes, motion carried 3-0.*
 - Mrs. Yopp brought up to the committee the need to consider replacing some of the faded or burned-out wreath/garland decorations that are installed on the lamp posts around the downtown area. Committee asked that staff investigate how many pieces would need to be replaced so that the committee may determine if replacements need to occur in this year or all at once in a different year.

5. NEW BUSINESS

a. Approval of August 12, 2024, Regular Meeting Minutes

Ashley Coates motioned to approve the minutes as presented, Erin Rembert seconded the motion. Malcolm Hall abstained from voting since he was not present at this meeting. All ayes, motion carried 2-0.

6. OLD BUSINESS

a. 2024 Holiday Decorating and Updates on Current Plantings

Erin explained that she felt the petunias did well and are lasting well into the fall with no need to plan a fall decorating/planting day. She did notice that people continue to take cutting from the plants. Erin also recommended that the committee consider purchasing evergreen shrubs for the blue pots running along Monroe Street to match those around the circle and down McReynolds Street.

For Christmas 2024, Erin requested that town staff pull out the grapevine wreaths so that they may check them to determine if they will be used again this year. Also requested that Public Works clean out the petunias the first week of November to make room for holiday décor.

Erin will develop the image to be posted to the town's website and/or Facebook page and send to the committee and Town Manager.

The Merry Thanksgiving festival was cancelled this year due to lack of vendor participation and the Town of Robbins vs. Town of Carthage softball games coming in November.

Also, the Carthage Christmas Parade will be held on Saturday, December 14, 2024.

7. ADJOURNMENT – With no other business, Malcolm Hall motioned to adjourn the meeting. Erin Rembert seconded the motion. All ayes; motioned passed 3-0. Meeting was adjourned at 5:58 p.m.

MEMORANDUM TO THE APPEARANCE COMMITTEE

FROM: Emily Yopp, Town Manager

DATE: 10/14/2024

SUBJECT: Consideration to Reschedule November Meeting

The committee's next regular meeting falls on November 11th, which is Veteran's Day and an observed holiday for Town staff. Does the committee wish to consider a new date for their November meeting?

The following dates are reserved for other meetings:

November 7 – Planning Board

November 18 – Board of Commissioners

MEMORANDUM TO THE APPEARANCE COMMITTEE

FROM: Emily Yopp, Town Manager

DATE: 10/14/2024

SUBJECT: 2024 Holiday Decorating

The committee will continue discussing plans for the 2024 holiday decorating season. Updates will include:

- Status of holiday themed cut outs (silhouettes) for planters.
- Condition of lighted wreaths and garlands for downtown lamp posts.
- Town-wide holiday décor to be installed by Public Works the week of November 11-15.
- Potential decorating dates for committee members.