



## DC AND FRANCES LINN PARK COMMITTEE

Monday, March 24, 2025 at 6:00 PM

Landis Board Room

### MINUTES

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PLEASE SILENCE ALL CELL PHONES

#### 1. INTRODUCTION:

##### 1.1 Call Meeting to Order

Madam Chair Michaelle Gray called the meeting to order at 6:03 PM

##### 1.2 Determination of Quorum

**Present:** Madam Chair Michelle Gray, Member John Hall, Member Jessica St. Martin, Member Dannon Webster, Member Katie Sells, Member Meredith Bare Smith, Member Randall Peterman, Member Summer Faw

**Absent:** Member Leanne Freeze

**Employees Present:** Town Manager Michael Ambrose, Deputy Clerk/Assistant to the Town Manager Maddalyn Shuffler

**Foundation Members Present:** Kyle Robinson

##### 1.3 Pledge of Allegiance

Madam Chair Michelle Gray led those in attendance to the Pledge of Allegiance

##### 1.4 Recognitions and Acknowledgements

No Recognitions or Acknowledgements at this time

##### 1.5 Adoption of Agenda

**A MOTION WAS MADE TO ADOPT THE AGENDA AS PRESENTED BY KATIE SELLS, SECONDED BY JOHN HALL, MOTION PASSED UNANIMOUSLY (8-0)**

#### 2. APPROVAL OF MINUTES FOR MEETING(S):

##### 2.1 Consider Approval of February 24, 2025, Meeting Minutes

**A MOTION WAS MADE BY KATIE SELLS TO APPROVE THE FEBRUARY 24, 2025, MEETING MINUTES WITH CORRECTIONS TO ITEMS 4.5 AND 6.1, SECONDED BY JOHN HALL, MOTION PASSED UNANIMOUSLY (8-0)**

### 3. NEW BUSINESS:

#### 3.1 Consider Approval of the Formal Invitation for the DC & Frances Linn Community Park Groundbreaking

Committee Chair Michelle Gray requested clarification on the proposed invitation size. Town Manager Michael Ambrose explained that the committee would determine the size, quantity, envelope, and overall design of the invitation.

Committee members discussed potential sizes and the quantity of the invitations.

**A MOTION WAS MADE TO PURCHASE 75, 5X7 INVITATIONS WITH EVELOPES BY KATIE SELLS, SECONDED BY JOHN HALL, MOTION PASSED UNANIMOUSLY (8-0)**

Committee Chair Michelle Gray sought input on the wording and phrasing of the proposed invitation. Town Mayor and Committee Member Meredith Smith suggested adding the DCFL Park Committee at the beginning of the invitation to emphasize that both the Committee and the Town are hosting the event.

Committee members collaborated with Deputy Town Clerk Maddalyn Shuffler to refine the wording and make necessary grammatical adjustments. The invitation was revised according to the committee's requests.

**A MOTION WAS MADE TO APPROVE THE EDITED INVITATIONS BY KATIE SELLS, SECONDED BY JESSICA ST. MARTIN, MOTION PASSED UNANIMOUSLY (8-0)**

### 4. OLD BUSINESS:

#### 4.1 Consider Discussion of Updates from Ramsay, Burgin, Smith Architecture Inc.

Parks and Recreation Director and Committee Member Jessica St. Martin informed the Committee that she had received the scope of work and plans from the architect. She forwarded these plans to the company proposed to handle the foundation work at the park. Initially, Porter and Cress had quoted \$17,640 to relocate the old jailhouse and the old doctor's office currently on the DC & Frances Linn Park property. However, after reviewing the updated plans, the company submitted a revised quote of \$22,010 for the relocation. She noted that Porter and Cress are willing to accommodate the Town's timeline for moving the buildings.

Town Manager Michael Ambrose explained that the price increase is due to the completion of detailed architectural plans and rising product costs since the initial quote.

**A MOTION WAS MADE TO APPROVE THE UPDATED QUOTE FROM PORTER AND CRESS BY KATIE SELLS, SECONDED BY JESSICA ST. MARTIN, MOTION PASSED UNANIMOUSLY (8-0)**

#### **4.2 Consider Discussion of Park Benches for DC & Frances Linn Community Park**

Town Manager Michael Ambrose provided a brief update on the park benches following their presentation at the last Board of Aldermen meeting. He explained that while the committee had previously approved of the Georgetown bench, the board instead approved of the Waldorf bench. The board also unanimously approved the \$5,000 sponsorship price. The next step for the committee will be determining the placement of the honor plaques on the benches, considering that each bench includes a center armrest.

Parks and Recreation Director and Committee Member Jessica St. Martin suggested reaching out to the bench manufacturer, Belson Outdoors, to obtain a clearer understanding of the center armrest's placement. She also noted that she would work on acquiring samples of various sizes to present to the committee at their next meeting.

Town Manager Michael Ambrose also suggested that the committee purchase a bench for public display, allowing town residents to see the design before making a purchase. After some discussion, the committee agreed to move forward with the purchase. However, members were uncertain about what should be inscribed on the honor plaque.

**A MOTION TO TABLE THE WORDING FOR THE PARK BENCH PLAQUE UNTIL THE APRIL MEETING WAS MADE BY KATIE SELLS AND SECONDED BY JESSICA ST. MARTIN. THE MOTION PASSED UNANIMOUSLY (8-0).**

#### **4.3 Consider Discussion and Update on DC & Frances Linn Community Park Surveys**

Town Manager Michael Ambrose provided an update on the DC & Frances Linn Community Park surveys. He explained that the surveys are being distributed in the April newsletter included with citizens' utility bills and are also available at Town Hall, the Police Department, the Park Office, the future site of DCFL Park, the town library, and the YMCA.

Parks and Recreation Director and Committee Member Jessica St. Martin noted that she has received six completed surveys so far.

### **5. UPCOMING EVENTS:**

#### **5.1 Consider Discussion of the Easter Egg-Stravaganza on April 12th, 2025, From 10:00 AM to 12:00 PM**

Parks and Recreation Director and Committee Member Jessica St. Martin provided a brief overview of the upcoming Easter Egg-Stravaganza event. She explained that the Town staff has finalized the event layout, designating three zones for the Easter egg hunts based on age groups. She has also confirmed participation with various vendors and coordinated with Town staff regarding any Town vendor booths that will be available.

Committee Chair Michelle Gray asked Park Foundation member Kyle Robinson whether the Foundation would be present at the event to collect funds from brick sales. Mr. Robinson confirmed that he plans to attend and will check with other Foundation members to see if they will be present as well.

## **5.2 Consider Discussion for the Groundbreaking of DC and Frances Linn Community Park on May 2, 2025, from 12pm – 2pm**

Parks and Recreation Director and Committee Member Jessica St. Martin presented the finished shovels and hard hats for the groundbreaking, allowing the committee to review them. She also introduced a vision board for the event to give Committee Members a clearer idea of how things will be organized.

Additionally, the committee discussed memorial plaques to be presented to the family members of DC and Frances Linn at the groundbreaking ceremony. These plaques would feature the groundbreaking date along with other commemorative details honoring their legacy. Director St. Martin informed the Committee that all reservations for the Groundbreaking Event have been finalized. She also noted that the caterer has requested an updated headcount approximately two weeks before the event.

Parks and Recreation Director and Committee Member Jessica St. Martin inquired about hiring a photographer for the Groundbreaking Event. She shared that Foundation Member Ryan Nelms had suggested gathering quotes for a photographer/videographer to document the event.

St. Martin informed the Committee that she received a quote from Austin Rayfield with Studio 21 for \$500, which included a 60-second video and full photography coverage of the event. Additionally, she reached out to Ken Thomas Photography, who expressed interest in volunteering his time to photograph the event at no cost. In return, Mr. Thomas requested recognition as the exclusive professional photographer for the event, along with acknowledgment in the Town's social media posts. His services would include two hours of photography coverage with no limit on the number of images taken.

The Committee discussed which photographer would best meet the needs of the event, weighing the benefits of each option.

**A MOTION WAS MADE BY JOHN HALL TO SELECT KEN THOMAS PHOTOGRAPHY AS THE EXCLUSIVE PHOTOGRAPHER FOR THE PARK GROUNDBREAKING EVENT, SECONDED BY DANNON WEBSTER. THE MOTION PASSED UNANIMOUSLY (8-0).**

## **6. CLOSING:**

### **6.1 Committee Comments**

Committee Chair Michelle Gray asked Park Foundation member Kyle Robinson to provide an update on the Foundation's progress. Mr. Robinson shared that the Foundation has established its own Square account to collect funds directly. He reported that, so far, there has been \$301 in sales, \$299 in discounts, resulting in a gross total of \$2, and after fees, a net of \$1.41. Additionally, he noted that the total in the memorial fund currently stands at \$1,455.56.

Committee Member Randall Peterman expressed his interest in partnering with local veteran organizations to promote brick sales in honor of veterans. He explained that he looks to connect with local veterans and bring awareness to the progress of the park. Physical bricks were shown to committee members to give an example of how the bricks will look in the park. Bricks are available to be viewed at Town Hall and the Park Office.

Committee Members discussed scheduling the next meeting and determining a suitable date for convening.

**A MOTION WAS MADE BY KATIE SELLS TO HAVE THE NEXT DC & FRANCES LINN PARK COMMITTEE MEETING ON APRIL 8<sup>TH</sup>, 2025, AT 6:00 PM, SECONDED BY JOHN HALL. THE MOTION PASSED UNANIMOUSLY (8-0).**

## **6.2 Motion to Adjourn**

**A MOTION WAS MADE BY KATIE SELLS TO ADJOURN AT 7:24 PM, SECONDED BY JOHN HALL. THE MOTION PASSED UNANIMOUSLY (8-0).**

Respectfully Submitted,

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Maddalyn Shuffler, Deputy Town Clerk

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