# DC AND FRANCES LINN PARK COMMITTEE

Tuesday, June 09, 2026 at 5:30 PM

Landis Board Room

# AGENDA

**PLEASE SILENCE ALL CELL PHONES**



## 1. INTRODUCTION:

1.1 Call Meeting to Order

Madam Chair Gray Chair called the DC and Frances Linn Park Committee meeting to order on Tuesday, June 9, 2026, at 5:32 PM in the Landis Board Room, Landis, NC.

1.2 Determination of Quorum

**Members Present:** Michelle Gray, John Hall, Randall Peterman, Katie Sells

**Staff Present:** Parks and Recreation Director: Jessica St. Martin, Town Clerk Tori Martin, Chief of Police Matthew Geelen

1.3 Pledge of Allegiance

The Pledge of Allegiance was recited by those in attendance.

1.4 Recognitions and Acknowledgements

There were no recognitions and acknowledgements.

1.5 Adoption of Agenda

ACTION: A MOTION WAS MADE TO ADOPT THE AGENDA AS PRESENTED.

Moved By: John Hall, seconded by Randall Peterman

Motion Passed: (4-0)

Voting For: Michelle Gray, John Hall, Randall Peterman, Katie Sells

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

2.1 **Consider Approval of May 12, 2026 and May 19,2026 Meeting Minutes**

ACTION: A MOTION WAS MADE APPROVAL OF MAY 12, 2026 AND MAY 19, 2026 MEETING MINUTES.

Moved By: John Hall, seconded by Katie Sells

Motion Passed: (4-0)

Voting For: Michelle Gray, John Hall, Randall Peterman, Katie Sells

## 3. OLD BUSINESS:

### 3.1 Consider Discussion on Feedback Received Concerning ADA Accessibility and Grant Funding

Parks & Recreation Director Jessica St. Martin reported on feedback received from a consultant regarding prior committee concerns about brick walkways and ADA compliance requirements. The consultant clarified that brick surfaces may be considered ADA compliant provided they are flush and tightly laid, and that there is no required percentage of sidewalks that must be ADA compliant. The operative standard is that all park amenities must be accessible by at least one pathway, and that state and local code must be met. Director St. Martin also noted that the Town's architect had independently confirmed that brick walkways are feasible, with the primary caution being attention to the type of brick selected to avoid tripping hazards. The consultant extended an offer to meet with staff and/or the committee as the project advances into later phases, whether to assist with design questions or to identify additional funding opportunities.

### 3.2 Consider Viewing the DCFL Merchandise Items for Resale

The committee reviewed the DCFL merchandise items that had arrived and were prepared for resale. Items on hand included T-shirts, tote bags, stickers, and water bottles, with whistles noted as still pending arrival. Director St. Martin confirmed that the items are priced per the fees previously established by the committee and are ready for sale at town events. It was noted that merchandise would be made available at the Wilderness Park office as well as in the display case at Town Hall. The committee expressed enthusiasm for the items and discussed the upcoming Downtown Cruise-In on July 3rd as an early sales opportunity.

### 3.3 Consider the Discussion of the Park Grant Meeting.

Director St. Martin provided a comprehensive update on grant funding developments and project phasing. She reported that a funding opportunity through Enbridge was identified, though it is only accessible through the foundation rather than directly by the Town. This grant would cover walkways and associated plantings, with an emphasis on native and environmentally sustainable plant species. A follow-up meeting with foundation board members, including a newly appointed member, had taken place approximately one week prior, during which the narrative requirements for the grant were discussed. A written narrative had since been drafted and submitted to Town Hall for review, with submission to the grantor anticipated imminently.

Director St. Martin further reported that she and committee member John Hall met with the Town's landscape architect, Bill, to realign the project's phasing structure to better reflect currently available funding sources. While the original phasing breakdown remained largely intact, specific elements were teased out for separate funding tracks. Walkways and plantings were identified for the Enbridge grant; buildings and structural work were already addressed through other funding secured in prior phases; and fencing, lighting, and Wi-Fi connectivity were identified as candidates for a grant through the League of Municipalities. Director St. Martin noted that the architect is expected to provide updated cost breakdowns, with fencing, Wi-Fi, and lighting potentially available ahead of the full estimate by the end of July or early August. The architect also presented complete site plans for the fencing, bathrooms, fire exhibit, concession stand, two arbors, and water feature, enabling staff to proceed with developing a Request for Proposals (RFP) for the fencing work.

It was also noted that the planting plan developed by the landscape designer is largely composed of native species, with the expectation that planters in the Veterans Memorial area would include a combination of perennials and annuals to allow for seasonal color changes.

### 3.4 **Consider the Discussion of the Board of Aldermen Meeting Regarding DCFL Committee.**

Director St. Martin reported that at its meeting the previous evening, the Board of Aldermen approved the quotes submitted for foundation work and the relocation of the historic buildings. Staff had already reached out to both contractors to notify them of the approval and was in the process of gathering the required documents and submitting purchase orders so that a work schedule could be established. Additionally, the stump grinding contract was approved, and it was anticipated that stump grinding would be completed first, followed by the foundation and building relocation work.

The committee was also informed that the necessary county permit, which had been long-awaited, was now in hand in digital form, with the physical copy to be retrieved and posted on-site when work commences. The committee received this news with considerable relief, acknowledging the extended effort required to reach this milestone.

During committee comments, a member raised the matter of the train depot building, noting that the structure contains distinct interior spaces — an office, two small waiting rooms, and a large freight area — that are currently not interconnected in an accessible manner and that wildlife, including squirrels, had been observed inside. Director St. Martin confirmed that securing the structure is a near-term priority and noted that the approved site plans include a deck that will wrap around the exterior of the building, which would cover the existing rock base. Given this, a question was raised as to whether it would be necessary to replace the rock with brick if it will ultimately be obscured by the deck. Director St. Martin suggested this item be placed on the July agenda for further discussion, as the committee has not yet reached a formal consensus on the recommended use of the depot's interior spaces. An invitation was extended to any committee members available after the meeting to view the interior of the depot with staff.



## 4. UPCOMING EVENTS:

The following upcoming events and municipal dates were noted:

- June 16 — Planning Board Meeting at 6:00 PM
- June 30 — Town Hall closes at 10:30 AM for fiscal year closeout
- July 3 — Town Hall closed in observance of Independence Day; Downtown Cruise-In from 5:00–9:00 PM
- July 9 — Board of Aldermen Work Session at 5:30 PM
- July 13 — Board of Aldermen Regular Meeting at 6:00 PM
- July 14— DCFL Park Committee Meeting at 5:30 PM (corrected from the 15th, which falls on a Tuesday; staff confirmed the correct date is Wednesday, July 16th)
- July 21 — Planning Board Meeting at 6:00 PM

Staff confirmed that park personnel would be present at the July 3rd Downtown Cruise-In to sell DCFL merchandise, and committee members were welcome to assist if available.

## 5. CLOSING:

5.1 Motion to Adjourn

ACTION: A MOTION WAS MADE TO ADJOURN THE MEETING AT 5:54 PM.
Moved By: John Hall, seconded by Randall Peterman
Motion Passed: (4-0)
Voting For: Michelle Gray, John Hall, Randall Peterman, Katie Sells