DC AND FRANCES LINN PARK COMMITTEE

Tuesday, July 14, 2026 at 5:30 PM

Landis Board Room

MINUTES

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, May 12, 2026, at 5:32 PM in the Landis Board Room, Landis, NC.

1.2 Determination of Quorum

Members Present: Michelle Gray, John Hall, Katie Sells, David Sells
Staff Present: Parks and Recreation Director: Jessica St. Martin, Town Clerk: Tori Martin, Town Manager: Michael D. Ambrose.

1.3 Pledge of Allegiance

The Pledge of Allegiance was recited by those in attendance.

1.4 Adoption of Agenda

ACTION: A MOTION WAS MADE TO ADOPT THE AGENDA AS PRESENTED.
Moved By: John Hall, seconded by Katie Sells
Motion Passed: (4-0)
Voting For: Michelle Gray, John Hall, Katie Sells, David Sells

2. Consider Approval of June 9,2026 Meeting Minutes

2.1 **Consider Approval of June 9,2026 Meeting Minutes**

Before approval, John Hall identified corrections required to the draft minutes. On page 5, under section 3.3, the minutes incorrectly attributed a visit to the architect to that member rather than to Michelle. The same error appeared in the first paragraph of that section, under the funding development update. It was also noted that Bill's last name should be included in the text, as future readers would not know who was being referenced by first name alone. A further correction was identified on page 6 for the evnets, where the meeting date of July 14th was referenced with the language "which falls on a Tuesday," when it should read "which fell on Wednesday," reflecting the corrected date from the 15th.

ACTION: A MOTION WAS MADE TO APPROVE JUNE,9 2026 MINUTES, GIVEN CHANGES MENTIONED ARE MADE.
Moved By: David Sells, seconded by John Hall
Motion Passed: (4-0)
Voting For: Michelle Gray, John Hall, David Sells, Katie Sells

3. NEW BUSINESS:

3.1 **Discussion of Park Project Phase One (1) Update**

Madam Chair Gray presented a comprehensive Phase I project review, using a prepared packet to walk through progress made since the 2024 year-end review and to identify outstanding items. The intent of the review was also to equip board members with a clear, organized picture of the project's history and current status in order to support continued communication and advocacy.

Site Preparation — Stump Excavation: Trees on the property had previously been marked and removed. Stump excavation was approved by the Board and was being scheduled for the new fiscal year. Director St. Martin confirmed that purchase orders had been submitted to the selected contractor that day, that no deposit was required, and that an estimated start date was expected by the end of the week. The contractor indicated the work would be completed within approximately two weeks and would be finished well ahead of relevant deadlines.

501(c)(3) Foundation Structure: Madam Chair Gray confirmed that Ryan Nelms had been formally established as Director of the Linn Memorial Passive Park Fund through the required 501(c)(3) paperwork. Additional board members include Kyle Robinson, who serves as Treasurer and has assisted in securing donations from Taylor Clay.

Civil Engineering Plans: Madam Chair Gray identified the outstanding civil engineering plans as the single most critical bottleneck to Phase I progress. Permits for building foundations have been issued, but all remaining work — including grading, stormwater management, utility coordination, and building relocation — depends upon completed civil plans. The architect, referred to as Mr. Bergin, had identified a civil engineer but was holding off on finalizing the contract due to uncertainty about a line item for sediment control. Town Manager Ambrose clarified that because the project disturbs less than one acre, the sediment control requirement would effectively calculate to zero, and therefore the contingency should not be a barrier. The committee agreed that Town Manager Ambrose should communicate this directly to Mr. Bergin and encourage him to proceed with retaining the civil engineer without further delay. It was noted that contractors for building relocation (Piedmont) and other site work (Oldham) had already expressed readiness to proceed as soon as the civil plans and foundations were in place.

Building Permits and Relocation: Town Manager Ambrose confirmed that the existing building permit explicitly covers moving the existing historic structures to new foundations on the same site and demolishing the existing foundations. This clarified a previously open question about whether separate permitting would be required before the building relocations could proceed. All parties downstream — including the foundation contractor and the building mover — indicated readiness to begin upon receipt of the go-ahead.

Restroom Facilities: The Board of Aldermen approved the recommended restroom design, consisting of six individual-use accessible units. Construction timing will be determined once other site elements are in place.

Depot Building: Substantial discussion was held regarding the historic depot structure. Director St. Martin reported that the building's contents — including historical materials — are at risk of damage due to the current condition of the building, and that materials stored at Town Hall are being shifted between offices without a stable home. The committee agreed that two concurrent actions are needed: first, engaging a contractor to seal the building against the elements and wildlife, and second, proceeding with construction of the exterior deck and accessible ramp, for which plans already exist. Committee members emphasized the importance of coordinating any contractor work with the architect's plans for the interior renovation, so that decisions about doors, windows, and structural elements are not made in conflict with future design recommendations. It was noted that the depot's construction history — with the original portion built around 1901 and an addition from approximately 1910 — makes preservation of its historic character a priority. The approach of concealing mini-split HVAC compressor units beneath the proposed deck was discussed as a way to preserve the building's exterior appearance. The committee moved to formalize this direction.

Marketing and Visual Storytelling: Madam Chair Gray reported ongoing efforts to expand the park's digital presence, including updates to the Town website, active sharing of park-related content through the Town of Landis Facebook page, and coordination with Parks and Recreation at community events such as cruise-ins. She identified visual storytelling — video content, social media posts, and community profiles connecting the Linn family legacy to current residents — as an area for continued development, and noted that the Town's existing program of nominating community members presented a natural opportunity to identify and share those stories.

Promotional Signage: The South Rowan High School masonry program, under instructor Mr. Yao, has agreed to build park entrance signage using donated bricks from Taylor Clay, with the committee having previously recommended and the Board having approved an in-kind donation for the students' labor. The Board of Aldermen requested a larger, angled corner sign at Ryder and Chapel Streets displaying the park's full name, rather than the simpler rectangular sign depicted in the original renderings. Mr. Yao is currently working on a revised design. Madam Chair Gray noted that once a design is received, it will be reviewed against Town ordinances by Planning and Zoning staff before being brought back to the committee for a recommendation to the Board. A metal fabrication partner will also need to be identified for the lettered elements of the sign.

Lighting Package: The Board previously approved the recommended lighting package design. Madam Chair Gray noted that lighting packages of this type are often discontinued by manufacturers and recommended that the committee identify a funding source for procurement in the near future. She indicated she would place this on the following month's agenda.

Memorial Bench Plaques: A brief discussion was held regarding the size of the dedication plaques for the memorial benches. The committee had previously voted on a 2-by-8-inch plate, but upon physically comparing the plate sample against an actual bench, members observed that the proportion looked awkward. The consensus was that a smaller plate — approximately 2-by-6 inches — would be more appropriate, noting that the original vote was made without a bench in hand for reference. No formal vote was required as the prior decision had not yet been implemented.

Fundraising Totals Correction: A correction was noted during discussion. The minutes and prepared packet had listed the total brick sales at $7,125, but Town Clerk Tori Martin confirmed the accurate combined total — including both Town of Landis sales and foundation sales — is $8,900, reflecting 80 non-veteran and 12 veteran bricks sold through the foundation in addition to the Town's sales.

3.2 **Discussion of Linn Memorial Passive Park Fund (501c3) Update**

Madam Chair Gray reported on the operational and fundraising progress of the Linn Memorial Passive Park Fund. In addition to the organizational structure confirmed under item 3.1, the foundation secured a four-year pledge from the YMCA Service Club of $1,250 annually to sponsor a park bench, with approximately $1,000 received to date. A total of 25 memorial bricks and one veteran brick have been sold through the foundation, generating $2,600. The partnership with the Town of Landis to resell retired street signs has raised $2,020 to date, with the potential to generate approximately $15,000 if all signs are sold. The foundation has applied for its first grant through Enbridge to fund walking pathways; a determination is expected by the end of the month. The grant amount was not specified in the materials provided

3.3 **Consider Discussion of Community Fundraising**

Madam Chair Gray reviewed community fundraising totals to date. A combined total of 92 memorial and veteran bricks have been sold across both the Town and foundation channels, generating approximately $8,900. Park merchandise and Town 125th Anniversary merchandise sales have generated approximately $2,408 through Town Hall. Three memorial benches are currently in the committee's possession, with the bench sponsorship program continuing to be promoted.

Looking ahead, Madam Chair Gray identified the following priorities: securing civil engineering plans to advance Phase I construction; developing additional funding through municipal, grant, and business sponsorship channels; creating a digital marketing campaign with visual content for social media and Town Hall display; continuing to partner with Parks and Recreation at community events; advancing the depot renovation in coordination with the architect; and continuing the partnership with South Rowan High School on the brick entrance sign.

Madam Chair Gray closed the discussion by acknowledging the volume of work the committee has accomplished and encouraging members not to be discouraged by the pace of physical construction, emphasizing that the groundwork laid across fundraising, permitting, partnerships, and planning positions the project well for visible progress in the near term.

3.4 **Next Steps**

Depot Building: Substantial discussion was held regarding the historic depot structure. Staff reported that the building's contents — including historical materials — are at risk of damage due to the current condition of the building, and that materials stored at Town Hall are being shifted between offices without a stable home. The committee agreed that two concurrent actions are needed: first, engaging a contractor to seal the building against the elements and wildlife, and second, proceeding with construction of the exterior deck and accessible ramp, for which plans already exist. Committee members emphasized the importance of coordinating any contractor work with the architect's plans for the interior renovation, so that decisions about doors, windows, and structural elements are not made in conflict with future design recommendations. It was noted that the depot's construction history — with the original portion built around 1901 and an addition from approximately 1910 — makes preservation of its historic character a priority. The approach of concealing mini-split HVAC compressor units beneath the proposed deck was discussed as a way to preserve the building's exterior appearance.

ACTION: A MOTION WAS MADE TO AUTHORIZE PARKS AND RECREATION DIRECTOR ST. MARTIN TO SPEAK WITH CONTRACTOR TO SEAL THE DEPOT BUILDING IN.
Moved By: David Sells, seconded by John Hall
Motion Passed: (4-0)
Voting For: Michelle Gray, John Hall, Katie Sells, David Sells

4. UPCOMING EVENTS:

4.1 Upcoming Events (Included in the packet)

5. CLOSING:

5.1 Motion to Adjourn

ACTION: A MOTION WAS MADE TO ADJOURN THE MEETING AT 6:25PM.
Moved By: John Hall, seconded by David Sells
Motion Passed: (4-0)
Voting For: Michelle Gray, John Hall, Katie Sells, David Sells