



DC AND FRANCES LINN PARK COMMITTEE

Monday, October 27, 2025 at 6:00 PM

Landis Board Room

MINUTES

PLEASE SILENCE ALL CELL PHONES

1. INTRODUCTION:

1.1 Call Meeting to Order

Madam Chair Michelle Gray called the meeting to order at 6:00 PM.

1.2 Determination of Quorum

Members Present: Madam Chair Michelle Gray, Member John Hall, Member Randall Peterman, Member David Sells, Member Katie Sells

Staff Present: Town Manager Michael Ambrose, Deputy Clerk/Planning Technician Angie Sands, Parks and Recreation Director Jessica St. Martin

1.3 Pledge of Allegiance

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

1.4 Adoption of Agenda

Town Manager Michael Ambrose amended the agenda with items 3.4 Events and 125th Year Anniversary Celebration Sales, and 4.2 Building Foundation Updates.

A MOTION WAS MADE BY MEMBER JOHN HALL, SECONDED BY MEMBER RANDALL PETERMAN TO ADOPT THE AGENDA AS AMENDED, MOTION PASSED (5-0).

2. APPROVAL OF MINUTES FOR MEETING(S)

2.1 Consider Approval of September 22, 2025, Meeting Minutes

A MOTION WAS MADE BY MEMBER KATIE SELLS, SECONDED BY MEMBER JOHN HALL TO APPROVE THE MINUTES AS WRITTEN, MOTION PASSED (5-0).

3. NEW BUSINESS:

3.1 Consider Discussion for Tree Lighting Ceremony Volunteers

Members of the Committee briefly discussed who would be available to volunteer for the Tree Lighting Ceremony on November 25, 2025, from 4:00 PM to 6:00 PM. Members Katie Sells and John Hall volunteered for that event.

3.2 Consider Discussion of Advertisement for Brick and Bench Sales for the Holidays

Madam Chair Michelle Gray opened discussion for Brick and Bench Sales for the Holidays. Madam Chair Gray asked the Committee Members if anyone had any ideas to boost sales.

Town Manager Ambrose stated that the sales of benches and bricks have dwindled, starting in July.

Madam Chair Gray asked if we could post on social media at least once a week until the second week in December.

Committee Members discussed amongst themselves and talked about mailers or flyers. During the discussion they decided mailers would be too expensive and flyers would be best.

3.3 Consider Discussion of Gifting a Brick in Honor of Ken Thomas who Donated His Services for DCFL Groundbreaking

Madam Chair Gray began the discussion about how Ken did such an amazing job with the event. Ken donated his time because he loves the town and community. I feel that the committee should honor him for his work.

Town Manager Ambrose stated that the motion would have to be in the form of \$1. It will have to be monetary.

A MOTION WAS MADE BY MEMBER JOHN HALL, SECONDED BY MEMBER DAVID SELLS, TO GIFT A BRICK IN THE AMOUNT OF \$1 TO PHOTOGRAPHER KEN THOMAS, MOTION PASSED (5-0).

A MOTION WAS MADE BY MEMBER KATIE SELLS, SECONDED BY MEMBER JOHN HALL TO DIRECT MADAM CHAIR GRAY TO DETERMINE THE WORDING ON THE BRICK FOR KEN THOMAS, MOTION PASSED (5-0).

3.4 Consider Discussion of Events and 125th Year Anniversary Sales

Town Manager Ambrose gave a brief overview of the events for the remainder of the 125th celebration, which will kick off with a silent opening. All the proceeds will go to the D.C. & Frances Linn Park City Fund. The items will have to be sold by staff and committee members. I need help from this committee on May 2, 2026, 125th Celebration Event. I do not have staff available that day.

Parks and Rec Director Jessica St. Martin stated the event is scheduled from 4:00 PM to 10:00 PM. We would need help from 4:00 PM to 8:00 PM.

Member Katie Sells said she would volunteer to help with that event.

4. OLD BUSINESS:

4.1 Consider Discussion of DCFL Park Foundation Updates

Town Manager Ambrose gave a brief overview of how the town is currently replacing street signs and the citizens have shown interest in the old signs. The DCFL Park Foundation is asking the Board of Alderman to purchase those signs in the amount of \$1 to resale them in the amount of \$20 to any citizen who wants to purchase their street sign. The signs will be collected and the DCFL Foundation will be responsible for who gets what and who paid through the foundation. All this will have to be approved by the Board of Alderman first.

4.2 Consider Discussion of DCFL Park Building Foundation Update

Parks and Rec Director Jessica St. Martin gave an update on the progress of the building foundations and moving the buildings. I have been going back and forth with the county and Mr. Bergin. The county has given notice that no approval has been given during the plan review process. An application was

submitted for the plan review on September 25, 2025, from Bergin and Ramsey. I received an email from the county stating they didn't have everything needed, and it listed the missing items. Mr. Bergin also got the email from the county, and he and I corresponded back and forth. Mr. Bergin seemed to think that all that wasn't needed, and he was going to contact the county himself. Mr. Bergin sent me an email on Friday and said he had spoken to the county, and I could go pick up the permit. I followed up on that, and there is still no permit because we are not approved with the plan review. The permit that was submitted is to move existing buildings with new foundations to new locations, same site, demolish existing foundations. The county needs the civil plans.

Town Manager Ambrose stated that the town has not received civil plans to date. I just want the committee to understand what the hold up is, and where we are at with the building foundations.

Madam Chair Gray asked when the first time was, we asked for the civil plans.

Town Manager Ambrose stated we asked for the civil plans early spring.

Member Katie Sells asked when was the last meeting Mr. Bergin attended?

Manager Ambrose stated that it was in August.

Member Katie Sells stated that she thought Mr. Bergin stated he would be giving Mr. Ambrose the civil plans then.

Manager Ambrose stated that Mr. Bergin was supposed to give the civil plans that week, and we still do not have them.

Madam Chair Gray asked what would the course of action be in this case.

Manager Ambrose stated there is a course of action. There are contract guidelines that can be brought up and looked at. I have not looked at those yet.

Madam Chair Gray asked if anyone had spoken to Mr. Norman, his partner.

Manager Ambrose said he had spoken to Mr. Norman back in the summer.

Madam Chair Gray stated that Mr. Norman is who gave her the adjusted renderings for the park and told her that she could reach out to him at any time.

Town Manager Ambrose stated that staff would follow up with county staff. We will engage Mr. Bergin and get an update. That's the plan of action. If there is nothing there and it's the will of the committee, we can look at the contracts.

Madam Chair Grey stated that we are looking at next year before anything happens.

Town Manager Ambrose stated that he hopes that by March of 2026, we have something going before the 125th Anniversary Celebration on May 2, 2026.

A MOTION WAS MADE BY MEMBER KATIE SELLS, SECONDED BY MEMBER JOHN HALL, IF THE TOWN DOES NOT HAVE THE DCFL PARK CIVIL PLANS AVAILABLE IN 2025, THE FIRST MEETING IN JANUARY 2026 STAFF WILL HAVE THE CONTRACT WITH RAMSEY BERGIN SMITH ARCHITECTS READY FOR REVIEW, MOTION PASSED (5-0).

5. UPCOMING EVENTS:

5.1 Upcoming Events (Included in the Committee Packet)

6. CLOSING:

6.1 Motion to Adjourn

A MOTION WAS MADE BY MEMBER JOHN HALL, SECONDED BY MEMBER RANDALL PETERMAN TO ADJOURN MEETING AT 6:44 PM, MOTION PASSED (5-0).

Respectfully Submitted,

Angie Sands, Deputy Clerk

DRAFT