



DC AND FRANCES LINN PARK COMMITTEE SPECIAL CALLED

Monday, May 19, 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

Present: Madam Chair Michelle Gray, Member John Hall (Left the meeting at 7:01 PM), Member Jessica St. Martin, Member Dannon Webster, Member Katie Sells, Member Randall Peterman, Member David Sells

Absent: Member Meredith Bare Smith, Member Summer Faw, Member Leanne Freeze

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

Others Present: Architect Bill Burgin

1.3 Pledge of Allegiance

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

1.4 Recognitions and Acknowledgements

Committee Chair Michelle Gray presented each committee member with a keepsake from the groundbreaking of the DC & Frances Linn Community Park.

1.5 Adoption of Agenda

A MOTION WAS MADE TO ADOPT THE AGENDA AS PRESENTED BY JESSICA ST. MARTIN, SECONDED BY KATIE SELLS, MOTION PASSED UNANIMOUSLY (7-0)

2. APPROVAL OF MINUTES FOR MEETING(S):

2.1 Consider Approval of April 08, 2025, Meeting Minutes

A MOTION WAS MADE TO APPROVE THE MEETING MINUTES FROM APRIL 8, 2025, BY RANDALL PETERMAN, SECONDED BY JESSICA ST. MARTIN, MOTION PASSED UNANIMOUSLY (7-0)

3. NEW BUSINESS:

3.1 Consider Discussion of Phase 1 Project Breakdown

Town Manager Michael Ambrose informed the committee that the Public Works Department has been working daily at the park site to remove trees and prepare the area for upcoming construction.

Committee Chair Michelle Gray opened the discussion by outlining the key tasks that must be completed before major construction can begin. These include tree removal, underground electrical installation, water and sewer line placement, and site grading. Town Manager Ambrose then noted the need to include an agenda item at the next meeting regarding the proposed fencing around the park. He shared concerns about unauthorized vehicles accessing and driving across the park land. Committee Chair Michelle Gray agreed and mentioned that in the original Phase 1 plan, only 50% of the fencing was scheduled. She asked Manager Ambrose if he was proposing to increase that to 100%, acknowledging that doing so could impact the overall Phase 1 budget. Manager Ambrose confirmed and emphasized that with the scale of work planned, full fencing and a dedicated construction entrance are essential. Architect Bill Burgin added that the initial fencing plan did not include a designated construction gate. Manager Ambrose further clarified that a swinging gate will be necessary during the construction phase to allow access for work crews while restricting pedestrian and vehicle traffic from entering the construction zone. He also recommended that the construction entrance be located off a state-maintained road.

The committee then shifted the discussion to the proposed parking areas included in Phase 1 of the park project. Town Manager Michael Ambrose explained that the current Phase 1 plan includes parallel parking along East Garden Street. Committee Chair Michelle Gray expressed uncertainty about the actual width of East Garden Street but noted that the existing diagonal parking along North Central Avenue has proven to be more effective and convenient for citizens. She suggested that diagonal parking around the park could be more beneficial, depending on the road width. Architect Bill Burgin explained that the original plans did call for diagonal parking throughout the area, but previous planning directors had advised against it due to concerns about road width. Manager Ambrose stated that if the committee wishes to pursue diagonal parking around the park, the matter could be presented to the Town Board of Aldermen for a variance. If granted, this would allow the requested diagonal parking to move forward.

The discussion continued as the committee considered whether diagonal or 90-degree parking would be more beneficial, and how much park space might be lost if the current parallel parking layout were modified. Architect Bill Burgin explained that 90-degree parking spaces are typically 20 feet deep. Converting from parallel to 90-degree parking could require up to 11 feet of additional park space, including the area already designated for parallel parking. However, he noted that this change would result in approximately six additional parking spaces.

Committee members engaged in further discussion with Town Manager Michael Ambrose and Architect Bill Burgin regarding the dimensions, layout, and impact of various parking options on both available space and park usability.

Committee Member David Sells inquired about the possibility of adding additional parking spaces near the water tower. Town Manager Michael Ambrose responded that parts of that area are currently associated with existing businesses along North Central Avenue. However, he noted that if there is remaining available space, the Town could explore the option of adding more parking spots in that location.

A MOTION WAS MADE TO TABLE THE DISCUSSION OF PARKING AND FENCING IN PHASE 1 BY KATIE SELLS, SECONDED BY JOHN HALL, MOTION PASSED UNANIMOUSLY (7-0)

Committee members discussed which items would be included in Phase 1 moving forward. Town Manager Michael Ambrose raised the topic of park lighting, noting that the Town has two primary lighting fixtures to choose from—both designed to shine downward onto the ground. These fixtures are already in use in areas such as Parkdale and Landis Ridge.

Architect Bill Burgin added that the current Phase 1 plan includes lighting that matches the existing fixtures along Central Avenue. However, he noted that those particular lights project outward rather than downward onto the park area.

Committee members held a collaborative discussion regarding which additional elements should be included in or deferred from Phase 1, specifically dog waste stations, benches, and commemorative bricks.

Town Manager Michael Ambrose provided the committee with a brief overview of the proposed sequence of tasks within Phase 1. He explained that the first step involves addressing civil components such as underground stormwater systems, utilities, and fencing. The second step would focus on relocating the historic buildings, using the foundation quotes already obtained by the committee. Step three would involve developing the park's parking areas, followed by step four, which includes the installation of bricks, sidewalks, and curbing. The final step, step five, would be the landscaping phase.

3.2 Consider Discussion of Previous Park Renderings Approved by the Board

Committee Chair Michelle Gray explained that the renderings currently being referenced were originally approved by the Board of Aldermen in October 2023. At that meeting, it was clarified that the renderings were intended primarily for marketing purposes—to help visually promote the park and attract potential donors. She emphasized that, according to the meeting minutes, none of the features shown in those renderings were considered final.

Chair Michelle Gray noted that a fire truck display building, which appears in more recent renderings, was not included in the 2023 versions. She asked the committee for input on how they would like to proceed with plans for the fire truck building.

It was also mentioned that there is an older, disassembled fire truck building currently stored at the Public Works Department. However, the committee expressed uncertainty about whether that structure would provide sufficient security or protection for housing an antique fire truck.

Architect Bill Burgin explained that although the fire truck building was not depicted in the 2023 renderings, it was included in the project's original cost estimate. He stated that the initial estimate for the building was \$540,000, but due to inflation and rising material costs, a more current estimate would be approximately \$770,000. The proposed structure would feature a brick exterior, glass windows, and a metal roof if built new.

Chair Michelle Gray also suggested the possibility of using the disassembled building from Public Works as a museum-style facility instead of housing the fire truck. This alternative would allow for the display of Landis Fire Department memorabilia without the need to construct a new building.

A MOTION WAS MADE TO APPROVE THE CONSTRUCTION OF THE FIRE EXHIBIT BUILDING IN THE MAIN STREET AREA OF THE PARK BY KATIE SELLS, SECONDED BY DANNON WEBSTER, MOTION FAILED (0-6)

3.3 Consider Discussion of Member Application to DC & Frances Linn Committee

Committee Chair Michelle Gray informed the committee that an application had been received from a community member expressing interest in joining the committee. Committee Member Randall Peterman inquired about the current process for appointing new members. He shared that when he joined the committee, he first had an in-depth conversation with the chair to determine whether the committee was the right fit for him and to better understand its goals and responsibilities.

A MOTION WAS MADE TO ALLOW COMMITTEE CHAIR MICHELLE GRAY TO REACH OUT TO THE COMMUNITY MEMBER AND BEGIN DISCUSSIONS OF JOINING THE COMMITTEE IF A SEAT OPENS UP. MOTION MADE BY KATIE SELLS, SECONDED BY JESSICA ST. MARTIN, MOTION PASSED UNANIMOUSLY (6-0)

4. OLD BUSINESS:

4.1 Consider Discussion of Updates for Repairs to the Current DC & Frances Linn Park Sign

Committee Member Jessica St. Martin provided the committee with an update on the timeline for repairs and improvements to the existing DC & Frances Linn Park sign. The committee discussed whether the sign is still under warranty. St. Martin noted that she has reached out to the company that originally installed the sign but has not yet received a response. Town Manager Michael Ambrose stated that the next step will be for him to contact the contractor directly. If there is still no response, the matter will be escalated to the Town Attorney for further action.

4.2 Consider Discussion of Approved Park Benches and Sponsorship Form

Town Manager Michael Ambrose explained that Town staff would need direction from the committee on whether to proceed with purchasing a commemorative bench in honor of the committee, which could also serve as an example for future installations. Committee Chair Michelle Gray agreed that this would be a great idea and asked fellow committee members for input on the wording to be included on the memorial plaque. The committee then engaged in a discussion regarding the phrasing and wording to be used.

A MOTION WAS MADE TO PURCHASE A DISPLAY BENCH WITH THE PLAQUE STATING “IN HONOR OF DC & FRANCES LINN”. MOTION MADE BY KATIE SELLS, SECONDED BY JESSICA ST. MARTIN, MOTION PASSED UNANIMOUSLY (6-0)

Town Manager Michael Ambrose requested a vote from the committee to determine which purchase form should be used for acquiring the bench.

A MOTION WAS MADE TO APPROVE FORM 1 FOR THE BENCH PURCHASE SHEET. MOTION MADE BY KATIE SELLS, SECONDED BY JESSICA ST. MARTIN, MOTION PASSED UNANIMOUSLY (6-0)

4.3 Consider Discussion of Architectural Updates from Ramsay, Burgin, Smith Architecture Inc. Regarding the Foundation of the Old Jailhouse and Doctor's Office

Committee Member Jessica St. Martin explained that the committee had previously approved a foundation quote from Porter and Cress in the amount of \$22,100.00. She noted that she has since obtained an additional quote from Piedmont Footings for \$15,350.00. Architect Bill Burgin reviewed both quotes and confirmed that the scope of work appears to be the same in each. However, he was unable to account for the significant difference in pricing between the two.

A MOTION WAS MADE TO APPROVE THE QUOTE FROM PIEDMONT FOOTINGS FOR \$15,350 FOR THE FOUNDATION WORK. MOTION MADE BY KATIE SELLS, SECONDED BY JESSICA ST. MARTIN, MOTION PASSED UNANIMOUSLY (6-0)

4.4 Consider Discussion of Updates from DC & Frances Linn Park Foundation

Committee Chair Michelle Gray provided a brief update on the status of the foundation.

5. CLOSING:

5.1 Committee Comments

No comments were made.

5.2 Motion to Adjourn

A MOTION WAS MADE BY DAVID SELLS TO ADJOURN AT 8:05 PM, SECONDED BY DANNON WEBSTER. THE MOTION PASSED UNANIMOUSLY (6-0).

Respectfully Submitted,

Maddalyn Shuffler, Deputy Town Clerk