



DC AND FRANCES LINN PARK COMMITTEE

Wednesday, April 29, 2026 at 5:30 PM

Landis Board Room

AGENDA

PLEASE SILENCE ALL CELL PHONES

1. INTRODUCTION:

1.1 Call Meeting to Order

DC and Frances Linn Park Committee Chair Michelle Gray called the meeting to order at 5:30 PM.

1.2 Determination of Quorum

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

Staff Present: Parks and Recreation Director: Jessica St. Martin, Deputy Town Clerk: Tori Martin, HR Director: Madison Stegall, Town Manager: Michael D. Ambrose.

1.3 Adoption of Agenda

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

Moved By: John Hall, seconded by Katie Sells

Motion Passed: (5-0)

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

2. OLD BUSINESS:

2.1 Consider Discussion of DCFL Merchandise Sale Price and T Shirt Colors

Parks and Recreation Director Jessica St. Martin presented suggested resale pricing for all DCFL merchandise items, developed by reviewing vendor production costs, applicable setup fees, shipping, taxes, and comparable retail prices from other sources. The Committee's previous guidance had been to use the pricing framework established for the Town's 125th anniversary merchandise as a general benchmark.

The Committee reviewed the suggested pricing for each item. Two items required clarification, as the suggested prices had been presented as ranges rather than fixed figures: water bottles (suggested at \$15–\$18) and stickers (suggested at \$2–\$3). The Committee agreed to establish firm prices for all items to avoid the need to return to the Board of Aldermen with unresolved details.

For water bottles, Director St. Martin noted the range reflected uncertainty about the finished quality and weight of the product once received. The Committee discussed that typical retail water bottles sell for around \$20, and that the approximate cost per bottle to the Town—after setup fees, shipping, and taxes—was roughly \$4.50 to \$5.00. Members agreed that \$15 was an accessible and fair price and also noted the practical advantage of \$15 as an easier price point for making change for cash sales. The Committee settled on \$15.

For stickers, the approximate cost per unit was noted at around \$0.46–\$0.50. The Committee felt that \$2.00 was a fair and attractive price that would encourage volume sales without over-charging. The Committee settled on \$2.00.

For train whistles, the suggested price was \$10. A Committee member raised a question about whether this was competitive, noting that whistles were observed selling online at various retailers for \$8, \$10, and \$12. A comparison to what the nearby transportation museum charges were also raised as a relevant benchmark. The Committee ultimately confirmed \$10 as the appropriate price, consistent with Director St. Martin's original suggestion.

The tote bags were set at \$20, and T-shirts were set at \$25, consistent with the pricing used for the Town's 125th anniversary merchandise.

A discussion arose regarding payment methods at events. The Committee acknowledged that cash sales remain significant members noted that the Town's cruise T-shirts are sold predominantly in cash, and that a similar pattern was observed at Fall Fest. It was suggested that a cash bank be made available for merchandise sales. Staff indicated they would consult with the Town's finance department to explore making a change fund available for events. The Committee also confirmed that the card reader functions reliably when the tent is positioned near the police department.

Director St. Martin presented four color options for the DCFL T-shirts. The colors were described as two shades of green (a dusty sage and a eucalyptus-toned blue-green, both in a heathered finish) along with two additional heathered tones. The Committee expressed enthusiasm for all four colors, with members noting that the heathered finish gives the shirts a softer, more distinctive appearance.

The Committee discussed order quantities with an awareness that the approved budget allowed for approximately 100 shirts at the base cost of \$10 each, but that sizes 2XL and above carry a \$2 premium per shirt. To stay safely within budget while accommodating those larger sizes, the Committee determined that an order of 80 shirts—20 per color—was prudent. It was also noted, based on sales experience with the mural shirts and 125th anniversary merchandise, that larger sizes (XL and 2XL) sell out most quickly, and that the quantity distribution should reflect that demand.

Staff also clarified the reorder process for the Committee's awareness. Any future reorder would require the Committee to bring a recommendation to the Board of Aldermen. Because pricing and vendor information would already be established, subsequent requests could be streamlined. It was confirmed that a recommendation made at the Committee's next meeting (scheduled for May 12) could be placed on the June Board of Aldermen agenda. Staff also provided additional context on the budget amendment process, explaining that expenditures from the DCFL park fund are governed by a capital project ordinance and must be accompanied by a budget amendment to release funds. Revenue items follow a separate recommendation process without requiring an ordinance.

ACTION: A MOTION WAS MADE TO RECOMMEND THE FOLLOWING RESALE PRICES FOR DCFL MERCHANDISE TO THE BOARD OF ALDERMEN: TOTE BAGS AT \$20.00; T-SHIRTS AT \$25.00, FOUR PRESENTED T-SHIRT COLORS IN HEATHER DUSTY SAGE, EUCALYPTUS BLUE, DESERT TAN AND HEATHER PRISM WITH A BLACK LOGO, WITH EACH COLOR TO BE ORDERED IN THE FOLLOWING QUANTITIES: 3 SMALLS, 3 MEDIUMS, 4 LARGES, 5 EXTRA LARGES, AND 5 DOUBLE EXTRA LARGES, FOR A TOTAL OF 80 SHIRTS; STICKERS AT \$2.00; WATER BOTTLES AT \$15.00; AND WHISTLES AT \$10.00.

Moved By: David Sells, seconded by Randall Peterman

Motion Passed: (5-0)

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

2.2 Consider Discussion of Stump Removal at the DCFL Park, Including Contracting the Service Externally for Removal or Grinding, or Renting Equipment to Complete the Work In-House

Director St. Martin presented four quotes for stump removal at the DCFL Park: full stump excavation from Axtraction for \$3,000; stump grinding from Stinger's Stump Grinding and Land Management for \$2,650; a one-day equipment rental from Sunbelt for \$1,527.40; and a weekly equipment rental from Sunbelt for \$3,325.12. Staff noted that the in-house equipment rental options, when factoring in the labor cost of public works employees, would not result in cost savings and would in fact be more expensive than contracting the work externally.

The Committee's discussion centered primarily on whether stump grinding or full excavation was the more appropriate method given the site's planned development. A key consideration was that the stumps in question are located in the area where historical buildings are to be relocated and where a concrete slab will be poured to accommodate a fire truck building from the public works department. Staff noted that all utilities at the park are currently overhead—there are no underground utilities in that area—and that the Town uses the 811 call-before-you-dig service for routine marking. However, it was noted that future utility work, including conduit installation, is planned for that corridor, and that complete root removal would allow utilities to be run in a straight line without routing around root systems. Staff advised that this made full excavation the more practical and forward-looking choice.

The Committee also noted the distinction between the two external quotes: the Axtraction quote at \$3,000 covers full excavation of six stumps, including root systems, leaving holes to be filled; the Stinger's Stump Grinding quote at \$2,650 covers grinding six stumps to six inches below grade. Given the need for a concrete slab and future underground conduit in that area, the Committee determined that complete excavation was necessary, and that public works staff would fill the resulting holes at no additional contracted cost, as the Town has adequate fill material available.

The Committee referenced Axtraction's quote number 17614-E, as detailed on pages 11 through 16 of the agenda packet.

ACTION: A MOTION WAS MADE TO RECOMMEND QUOTE NO. 17614-E FROM AXTRACTION FOR STUMP REMOVAL, GRINDING, AND EXCAVATION OF SIX STUMPS AT THE DCFL PARK IN THE AMOUNT OF \$3,000, WITH PUBLIC WORKS STAFF TO FILL THE RESULTING HOLES TO THE BOARD OF ALDERMEN.

Moved By: Randall Perteman, seconded by John Hall

Motion Passed: (5-0)

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

3. CLOSING:

3.1 Motion to Adjourn

ACTION: A MOTION WAS MADE TO adjourn the meeting at 6:08 PM.

Moved By: David Sells, seconded by John Hall

Motion Passed: (5-0)

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