



DC AND FRANCES LINN PARK COMMITTEE

Tuesday, April 08, 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

Madam Chair Michelle Gray declared a recess at 6:02 PM. The meeting was reconvened at 6:10 PM.

1.2 Determination of Quorum

Present: Madam Chair Michelle Gray, Member John Hall, Member Jessica St. Martin, Member Dannon Webster, Member Katie Sells, Member Randall Peterman

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

1.3 Pledge of Allegiance

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

1.4 Recognitions and Acknowledgements

Town Manager Michael Ambrose stated that at the upcoming Board of Aldermen meeting scheduled for April 15, 2025, the Board will appoint a new member to serve on the Committee. He reported that he has been researching grant opportunities to support the park project and has identified two potential sources of funding. The Hayes Trust Foundation may provide up to \$100,000 for the children's playground, and the Cannon Foundation may fund up to \$100,000 for sidewalks or exercise-related elements. Both foundations require that 60% of Phase 1 be completed prior to disbursement of funds.

1.5 Adoption of Agenda

A MOTION WAS MADE TO ADOPT THE AGENDA AS PRESENTED BY KATIE SELLS, SECONDED BY JESSICA ST. MARTIN, MOTION PASSED UNANIMOUSLY (6-0)

2. APPROVAL OF MINUTES FOR MEETING(S):

2.1 Consider Approval of March 24, 2025, Meeting Minutes

KATIE SELLS MADE A MOTION TO APPROVE THE MEETING MINUTES FROM MARCH 24, 2025. THE MOTION WAS SECONDED BY JOHN HALL AND PASSED UNANIMOUSLY (6-0).

3. NEW BUSINESS:

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

Committee Chair Michelle Gray provided background on the existing sign located at the future site of DC & Frances Linn Park, noting it was originally constructed by Harwood Signs. She explained that the most recent repairs were completed prior to the Town's Fall Festival in October 2024.

Parks and Recreation Director and Committee Member Jessica St. Martin added that the sign has required repairs twice since its installation. Issues have included water damage, peeling vinyl, and various leaks. She also noted that the dry eraser boards on the sign needed replacement over time due to sun damage.

Committee Member Katie Sells raised the question of whether it would be worthwhile to replace the current sign altogether. In response, Jessica St. Martin suggested that if the decision is made to keep the sign, replacing the vinyl could be a viable option.

Town Manager Michael Ambrose mentioned that if the sign is still under warranty, repairs should be pursued on that route. It was clarified that the materials originally used for the sign were intended to have a lifespan of approximately five years. The Committee then discussed the condition of the sign and the length of time it has been in place.

A MOTION WAS MADE BY KATIE SELLS TO TABLE ITEM 3.1 – CONSIDER DISCUSSION OF UPDATES AND REPAIRS TO THE CURRENT DC & FRANCES LINN PARK SIGN TO THE COMMITTEE'S NEXT MEETING ON APRIL 28, 2025, SECONDED BY JOHN HALL, MOTION PASSED UNANIMOUSLY (6-0).

3.2 Consider Approval of Signage to be Placed at the Future Home of DC & Frances Linn Park

Committee Chair Michelle Gray reported that the committee has obtained multiple quotes for new signage to be placed at the future site of DC & Frances Linn Park. The signage is intended for display during the groundbreaking ceremony and throughout the construction phase. Quotes were received from Omega Graphics for a banner at \$217.21 and a sign at \$562.82, from Deadline Signs with two quotes of \$615.25 and \$820.90, and from Miller Davis for \$262.88. The committee then discussed potential sign placement options and the related costs.

Town Manager Michael Ambrose noted that since the sign will remain in place throughout the construction period and serve as public notice, it should include all relevant project details. Architect Bill Burgen added that the current content of the sign is generally sufficient, with the only necessary addition being appropriate credit to the architect.

KATIE SELLS MADE A MOTION TO APPROVE THE SIGN QUOTE FROM MILLER DAVIS INC. FOR TWO JBOND SIGNS TOTALING \$819.81. THE MOTION WAS SECONDED BY RANDALL PETERMAN AND PASSED UNANIMOUSLY (6-0).

4. OLD BUSINESS:

4.1 Consider Discussion of Updates from Ramsay, Burgin, Smith Architecture Inc

Architect Bill Burgan informed the committee that there were no current updates but welcomed any questions they might have. Parks and Recreation Director and Committee Member Jessica St. Martin reported that she had received an updated quote from Porter and Cress following a review of the revised plans. The company submitted a revised estimate of \$22,010 for relocating the old jailhouse and the old doctor's office. She also mentioned receiving two additional quotes from other companies, both of which were significantly lower than the one from Porter and Cress. She asked Mr. Burgan for insight into why there might be such a discrepancy. Mr. Burgan explained that, since the complete scope of work and plans had been officially submitted, all quotes should be relatively similar in price. He added that he would be happy to review the quotes and report back to the committee with his findings.

KATIE SELLS MADE A MOTION TO TABLE THE RELOCATION OF THE OLD JAILHOUSE AND OLD DOCTORS' OFFICE TO THE COMMITTEE'S NEXT MEETING ON APRIL 28, 2025. THE MOTION WAS SECONDED BY JOHN HALL AND PASSED UNANIMOUSLY (6-0).

4.2 Consider Discussion of Park Benches for DC & Frances Linn Community Park

Committee Chair Michelle Gray provided a brief overview of the committee's previous discussion regarding park benches. Parks and Recreation Director and Committee Member Jessica St. Martin shared that she had obtained quotes for plaques in two sizes—2 x 6 inches and 2 x 8 inches—with each plaque costing an additional \$18. She noted that due to size limitations, each plaque would be limited to two lines of text. Director St. Martin also reiterated that with the current selection of the Belson Waldorf bench, plaques could not be centered, as the middle armrest extends from the bottom to the top of the bench. As an alternative, she presented a different bench option from SiteScapes in the "Westport" style, priced at \$2,070.38. This bench design would allow for a single plaque to be placed in the center, eliminating the need to choose a side. Committee Members discussed the possible bench choice as well as the cost difference between the two benches.

RANDALL PETERMAN MADE A MOTION TO APPROVE THE PURCHASE AND USE OF THE WESTPORT BENCH WITH HORIZONTAL SLATS FROM SITESCAPES IN THE AMOUNT OF \$2,070.38. THE MOTION WAS SECONDED BY JESSICA ST. MARTIN AND PASSED UNANIMOUSLY WITH A VOTE OF (6-0).

JOHN HALL MADE A MOTION TO APPROVE THE USE OF THE 2 X 8-INCH PLAQUES AT A COST OF \$18 EACH. THE MOTION WAS SECONDED BY KATIE SELLS AND PASSED UNANIMOUSLY WITH A VOTE OF (6-0).

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

Committee Chair Michelle Gray stated that she had not received any updates from the foundation at this time.

5. UPCOMING EVENTS:

5.1 Consider Discussion of the Easter Egg-Stravaganza on April 12th, 2025, From 10am – 12pm

Parks and Recreation Director and Committee Member Jessica St. Martin gave a brief update on the Easter Egg-Stravaganza event. She explained that committee members John Hall and Katie Sells would be in attendance as well as Foundation member Kyle Robinson.

5.2 Consider Discussion for the Groundbreaking of DC and Frances Linn Community Park on May 2, 2025, from 12pm – 2pm (Groundbreaking Agenda)

Parks and Recreation Director and Committee Member Jessica St. Martin provided a brief update on the upcoming Groundbreaking event. She noted that she would be meeting with the caterer on-site next week to familiarize them with the location and to help determine the event layout. She also presented a proposed layout for how the event will be set up.

Town Manager Michael Ambrose added that the committee will need to determine both the event agenda and the lineup for the ceremonial groundbreaking. Director St. Martin further stated that the committee will also need to decide on the number of ceremonial plaques to be ordered. K-Town Trophies has been selected to produce the plaques at a cost of \$55.00 each. She shared the proposed wording for the plaques: *“Commemorating the Groundbreaking for the DC & Frances Linn Community Park, May 2nd, 2025, Landis, North Carolina.”*

KATIE SELLS MADE A MOTION TO APPROVE THE WORDING FOR THE CEREMONIAL PLAQUES TO BE GIVEN AT THE GROUNDBREAKING EVENT. THE MOTION WAS SECONDED BY JESSICA ST. MARTIN AND PASSED UNANIMOUSLY WITH A VOTE OF (6-0).

The committee discussed the proposed agenda for the groundbreaking event. Town Manager Michael Ambrose explained that, to finalize the schedule and organize groups for the ceremonial groundbreaking, the committee would need to confirm the number of members expected to be in attendance on the day of the event.

KATIE SELLS MADE A MOTION TO TABLE THE GROUNDBREAKING AGENDA TO THE COMMITTEE'S NEXT MEETING ON APRIL 28, 2025. THE MOTION WAS SECONDED BY JOHN HALL AND PASSED UNANIMOUSLY WITH A VOTE OF (6-0).

6. CLOSING:

6.1 Committee Comments

Parks and Recreation Director and Committee Member Jessica St. Martin added that the DCFL Park Survey was included in the Town's April utility bill. She reported that 40 complete surveys have been returned so far and that additional responses are continuing to come in daily.

Town Manager Michael Ambrose noted that the groundbreaking event will serve as the kickoff to the Town's 2025 Love Landis Week. He shared that events have been scheduled for each day of the week to foster community engagement. Parks and Recreation Director and Committee Member Jessica St. Martin provided the committee with an overview of the planned activities for the week.

6.2 Motion to Adjourn

A MOTION WAS MADE BY KATIE SELLS TO ADJOURN AT 7:18 PM, SECONDED BY JOHN HALL. THE MOTION PASSED UNANIMOUSLY (8-0).

Respectfully Submitted,

Maddalyn Shuffler, Deputy Town Clerk

DRAFT