



DC AND FRANCES LINN PARK COMMITTEE SPECIAL CALLED MEETING

Tuesday, October 20, 2026 at 4:00 PM

Landis Board Room

AGENDA

PLEASE SILENCE ALL CELL PHONES

1. INTRODUCTION:

- 1.1 Call Meeting to Order
- 1.2 Determination of Quorum
- 1.3 Pledge of Allegiance
- 1.4 Adoption of Agenda

2. APPROVAL OF MINUTES FOR MEETING(S):

- 2.1 **Consider Approval of September 8, 2026 Meeting Minutes**

3. NEW BUSINESS:

- 3.1 Please look over the event dates for the upcoming year. A participation form has been created that will need to be filled out and turned in for each event in which the committee decides to participate. This can be completed all at once after the first of the year, or they can be done individually for each event and submitted 30 days prior to the Parks & Recreation Department.
- 3.2 **Consider the Discussion of the D.C. & Frances Linn Community Park Project Civil Plans**

Submitted By: Michael D. Ambrose, Town Manager

Details: This is to get an update on the Civil Plans, and the path forward.

3.3 **Consider the Discussion of the D.C. & Frances Linn Community Park Projects Completed or Underway**

Submitted By: Michael D. Ambrose, Town Manager

Details: Town Staff will provide the DCFL Committee with an overview of previously completed projects, ongoing improvements, and anticipated completion timelines for the D.C. & Frances Linn Community Park.

The presentation will include updates on the completed property survey, relocation of park buildings, foundation work, fencing project, and engineering and architectural services completed to date.

The purpose of this discussion is to provide the committee with a comprehensive understanding of the progress made, the current status of ongoing projects, and the expected deadlines for remaining improvements.

3.4 **Consider the Discussion the Financial Report regarding 125th Anniversary Sales, and DCFL Park Merchandise Sales**

Submitted By: Ashley Burn, Deputy Finance Officer

Details: Staff will present a financial report to the D.C. & Frances Linn Park Committee outlining merchandise sales associated with the Town's 125th Anniversary Celebration Merchandise and the D.C. & Frances Linn Community Park Merchandise.

The presentation will include a breakdown of total sales revenue, merchandise expenditures, remaining inventory, and the overall financial performance of both initiatives.

The purpose of this discussion is to provide the Committee with an understanding of revenues generated, expenses incurred, and remaining merchandise inventory to assist with future sales planning and inventory management.

3.5 **Consider the Discussion of the D.C. & Frances Linn Community Park Project Budget and Allocation of Remaining Funds**

Submitted By: Michael D. Ambrose, Town Manager

Details: The DCFL Committee will review the current financial status of the park project, including the total project budget of \$257,309.39, committed funds totaling \$162,044.29, and the remaining unallocated balance of \$95,265.10. Discussion will include completed projects, upcoming park improvements, and prioritizing the allocation of remaining funds toward future projects or reserving funds for potential matching grant opportunities.

Recommended Action: Discussion and direction from the DCFL Committee regarding future park improvements and the prioritization of remaining available funding in the form of a recommendation to the Board of Aldermen.

3.6 **Consider the Discussion of Updates from the D.C. & Frances Linn Community Park Foundation**

Submitted By: Tori Martin, Town Clerk

Details: The DCFL Foundation will provide the Committee with updates regarding its current activities, fundraising efforts, ongoing initiatives, and future plans to support the continued development and improvements of the D.C. & Frances Linn Community Park.

4. UPCOMING EVENTS:

5. CLOSING:

5.1 Motion to Adjourn