



DC AND FRANCES LINN PARK COMMITTEE

Monday, November 24, 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 6:02 PM

1.2 Determination of Quorum

Members Present: Madam Chair Michell Gray, Member John Hall, Member Randall Peterman

Members Absent: Member Katie Sells, Member David Sells

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

Others Present: Mr. Burgin

1.3 Pledge of Allegiance

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

1.4 Adoption of Agenda

A MOTION WAS MADE BY MEMBER JOHN HALL, SECONDED BY MEMBER RANDALL PETERMAN TO ADOPT THE AGENDA AS PRESENTED, MOTION PASSED (3-0).

2. APPROVAL OF MINUTES FOR MEETING(S):

2.1 Consider Approval of October 27, 2025, Meeting Minutes

A MOTION WAS MADE BY MEMBER RANDALL PETERMAN, SECONDED BY MEMBER JOHN HALL TO APPROVE OCTOBER 27, 2025, MEETING MINUTES AS WRITTEN, MOTION PASSED (3-0).

3. OLD BUSINESS:

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

Mr. Bergin passed out a revised plan of the bathrooms.

Town Manager Ambrose stated that this was item 3.2 on the agenda.

Madam Chair Gray stated that the Board of Alderman asked that the D.C. & Frances Linn Park Committee explore the option to have stalls in the bathrooms and bring back the recommendation of what they feel is the best option. The Board of Alderman will make the decision based on the two options.

Mr. Bergin stated the request was to basically look at a group toilet system, which is what he has in the drawing that he passed out for everyone to see. This doesn't produce any more fixtures but does change the layout. It is probably more typical of what you would see in a restroom in a park that is built now. There is a trend to migrate toward the single stalls that we had in the other plan, because of security and the ability to open up however many you need verses opening them all. This plan with the stalls opens them all.

Town Manager Ambrose asked for Parks and Rec Director St. Martin what her opinion was logistically. Parks & Rec Director St. Martin stated that she does see both sides. I know that we had discussed leaving some of them locked mainly, except when we have events. Leaving a family restroom open at the playground since this one would no longer have a family unit.

Madam Chair stated that this plan with stalls would not add any additional toilets.

Mr. Bergin stated that it would not add any additional toilets. There are six (6) in both plans.

Madam Chair Gray added that having children and trying to squeeze into a stall is very hard, but having the other style is much easier for families. If you are a dad with a daughter and have to take her into the men's bathroom and if there are stalls it can be uncomfortable for other patrons in the bathroom. This would meet the needs of parents.

Mr. Bergin did add that a changing table could be in all the bathrooms, but would not meet ADA, only two (2) would meet ADA. The plan with stalls will cost more. His best estimated guess is \$80,000 more due to the area being bigger than the area with single bathrooms. The plan with stalls is about 200 sq ft bigger.

A MOTION WAS MADE BY MEMBER JOHN HALL TO REAFFIRM THE ACCEPTANCE WITH THE SINGLE BATHROOM PLAN, SECONDED BY MEMBER RANDALL PETERMAN, MOTION PASSED (3-0).

Mr. Bergin gave a brief overview of the issue of getting a permit. Mr. Bergin has spoken to Thomas O'Kelly, head of inspection department. Normally I don't get involved in the permit. I usually submit the packet, and he checks it to make sure it meets code. The builder usually goes to get the permit.

Director St. Martin stated that when she talked to Dianna, she said that it was accepted into review.

Mr. Bergin stated that the only other thing that was left for him was to address Thomas' comments, which were part of phase 2. I told Thomas that and he said fine. I can write that on a piece of paper and send it to him, so that they can record maybe what I'm not doing that they want me to do.

Director St. Martin stated that Thomas explained to her that they are trying to get a permit for phase I that includes the restrooms. Thomas explained the plan goes through review for all of phase I and you can then get permits for each individual step.

Mr. Bergin stated that he can get the plumbing, mechanical and electrical, I can get that to him, it's part of our services. It just takes longer to do that and more upfront costs. Will the Doctor's office and the jail need heating.

Manager Ambrose stated that the Train Depot will be the only building that will need to be heated and cooled. The artifacts and items going into that space will need to be kept in a climate-controlled space.

Madam Chair Gray briefly discussed that the jail and post office only needed lights, no need for compliance with doorways due to them only being to view not enter. The depot will be ADA compliant, and will need heat and lights, but none of the three buildings will need plumbing.

3.2 Consider Discussion of Bathroom Layout

Mr. Bergin discussed this item in 3.1

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

Town Manager Ambrose briefly went over the updates from the foundation.

Manager Ambrose stated that sponsorship for park benches funding source to get a bench put at the park. The YMCA service club has agreed to a four (4) year pledge.

Madam Grey stated that member John Hall has a lead to pass on to the foundation for another sponsor.

4. UPCOMING EVENTS:

4.1 Upcoming Events (Included in Packet)

Madam Chair Gray asked Town Manager Ambrose if there should be anything Park Related at the May 125th Year Celebration. As a committee should there be Park related merchandise at the 125th Year celebration.

Manager Ambrose stated that it is for the Park Committee to decide.

Madam Chair Gray added that she would like everyone to bring any ideas to the January meeting for Park Merchandise.

Manager Ambrose added that in the last few months \$991 has been brought in from the sales of some bricks and the 125th merchandise from October 1st to current date. Once last thing I will say is there is \$268,235 in the Park account.

5. CLOSING:

5.1 Motion to Adjourn

A MOTION TO ADJOURN WAS MADE AT 6:42 PM, BY MEMBER JOHN HALL, SECONDED BY MEMBER RANDALL PETERMAN, MOTION PASSED (3-0).

Respectfully Submitted,

Angie Sands, Deputy Town Clerk