



DC AND FRANCES LINN PARK COMMITTEE

Monday, February 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 Michaelle Gray called the meeting to order at 6:02 PM

1.2 Determination of Quorum

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

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

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

Other Present: Bill Burgen Architect for DCFL Park

1.3 Pledge of Allegiance

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

1.4 Recognitions and Acknowledgements

No Recognitions or Acknowledgements at this time

1.5 Adoption of Agenda

A MOTION WAS MADE TO ADOPT THE AGENDA AS PRESENTED BY JOHN HALL, SECONDED BY DAVID SELLS, MOTION PASSED UNANIMOUSLY (6-0)

2. APPROVAL OF MINUTES FOR MEETING(S):

2.1 Consider Approval of January 17, 2025, Meeting Minutes

A MOTION WAS MADE BY JOHN HALL TO APPROVE THE JANUARY 17, 2025, MEETING MINUTES, SECONDED BY JESSICA ST. MARTIN, MOTION PASSED UNANIMOUSLY (6-0)

3. NEW BUSINESS:

3.1 Consider Discussion of Updating the Park Page on the Town Website for Brick Sales

Town Manager Michael Ambrose provided a brief update on the recent changes to the DCFL Park page on the Town website. The Town has collaborated with Ryan Nelms to simplify the process of purchasing bricks, which can now be done directly through the DCFL website, linked to the Town's site.

3.2 Consider Approval of Park Benches

Parks and Recreation Director/Committee Member Jessica St. Martin provided a brief overview of two park benches presented to the Committee. The options included the Barco Products Georgetown Bench, priced at \$1,132.69 per unit, and the Belson Outdoors Waldorf Bench, priced at \$2,765.15 per unit.

Committee Chair Michelle Gray expressed her concern over the Georgetown Bench. She explained that scrolling on the sides and middle of the bench could become a hazard to clothes or small fingers, as well as the larger space between the slats on the back of the bench could lead to clothing, wallets, or purses becoming stuck in between them.

Committee Member John Hall sought input from DCFL Park architect Bill Burgen on which bench option would be the best fit for the park. Mr. Burgen noted that both options would be suitable for the Town and provided guidance on safety standards to be considered.

Committee Member Katie Sells expressed her preference for the Georgetown bench, as she felt its design reflected the elegance of Mrs. Linn, in whose honor the park was created.

Town Manager Michael Ambrose asked the Committee for suggestions on placard placement, given the dividing bar in the middle of the benches and inquired about an estimated cost for purchasing a bench as part of a fundraiser.

Committee Members then discussed potential pricing for fundraiser purchases and possible placard placement locations.

A MOTION WAS MADE BY KATIE SELLS TO CHOOSE THE GEORGETOWN BENCH FOR THE PARK BENCH FUNDRAISER, SECONDED BY JESSICA ST. MARTIN, THE MOTION PASSED UNANIMOUSLY (6-0)

A MOTION WAS MADE BY KATIE SELLS TO APPROVE THE PROPOSED COST OF \$5,000 PER BENCH FOR THE PARK BENCH FUNDRAISER, SECONDED BY DAVID SELLS, MOTION PASSED UNANIMOUSLY (6-0)

4. OLD BUSINESS:

4.1 Consider Discussion of Committee Meeting Requirements

Town Manager Michael Ambrose provided a brief overview of the Committee Meeting requirements. He clarified that the DCFL Foundation operates separately from the Committee and is solely responsible for fundraising efforts. Meanwhile, the DCFL Park Committee oversees grants and other matters handled through the Town. While Committee Members may assist with fundraising efforts, they are not permitted to collect or handle funds directly.

Manager Ambrose also emphasized that the Foundation holds its own meetings but is welcome to attend Committee meetings and offer recommendations. However, Foundation members cannot make motions or vote on Committee matters.

Additionally, Town Manager Ambrose reviewed quorum guidelines, noting that the Committee consists of 11 members, and at least six members must be present to establish a quorum and conduct official business.

4.2 Consider Approval of Dates and Methods of Disbursement for the Park Surveys

Parks and Recreation Director and Committee Member Jessica St. Martin explained that the current SurveyMonkey tool being used has received approximately 50 responses. However, with the free version, only the first 25 responses are accessible unless a paid upgrade is purchased. She also noted that she is collaborating with Town staff to distribute the surveys through the monthly newsletter and make them available in the Town Hall lobby.

Committee Member John Hall suggested placing the surveys at the local library, and members discussed additional options and locations for distribution.

4.3 Consider Discussion of Update from Ramsay, Burgin, Smith Architecture Inc.

Bill Burgen of Ramsay, Burgin, Smith Architecture Inc. provided a brief update on behalf of his company. He expressed enthusiasm about breaking ground this spring and bringing the project's vision to life. He also noted that he will be coordinating with the Town's Planning and Zoning Department to submit plans for relocating the historic buildings currently situated at the park site.

Committee Member Katie Sells emphasized the importance of transparency regarding the naming of DC & Frances Linn Park. She noted that the current park name differs from what was initially discussed when the Linn Family donated the land to the Town. However, when DC & Frances Linn's daughters became involved in the park's planning, they expressed their desire for the park to be named in honor of their parents.

4.4 Consider Approval of Catering Plans and Discussion of Rental Items for the DCFL Park Groundbreaking

Town Manager Michael Ambrose explained that the purpose of this agenda item is for the Committee to establish a budget for the May 2, 2025, groundbreaking ceremony at DC & Frances Linn Park and determine the necessary rentals and purchases for the event.

Parks and Recreation Director and Committee Member Jessica St. Martin noted that previous discussions had considered renting shovels and hard hats for the event. However, the selected rental company, based in Raleigh, only had six shovels available at a time. As a result, purchasing the shovels and hard hats for future use was deemed a more practical solution.

Additional items needed for the event include 50 chairs for seating, a small stage with podium skirting, small cocktail tables, and various decorations.

For catering, the committee received three quotes:

Southern Style Events – Catering for 75 people, including five finger foods, setup and teardown, an attendant to serve food, and all necessary plates and utensils for **\$1,805.00**.

Carolina Charcuterie and Catering – A charcuterie grazing table for 75 people, including delivery and setup, but no attendant, for **\$1,254.00**.

Table & Board – A mobile charcuterie cart with an attendant, featuring pre-made food cups branded with the DCFL logo, serving 75 people for **\$1,265.00**.

A MOTION WAS MADE BY DAVID SELLS TO USE SOUTHERN STYLE EVENTS AND CATERING FOR THE PARK GROUNDBREAKING, SECONDED BY JOHN HALL, MOTION PASSED UNANIMOUSLY (6-0)

Parks and Recreation Director and Committee Member Jessica St. Martin shared that she obtained quotes for the 50 white resin chairs and 6 cocktail tables needed for the event. McDaniel Rentals provided a quote of \$347.53. Epic Rentals quoted \$778.71, which included 50 regular chairs, 6 cocktail tables, and the stage. Venue Services offered a quote of \$514.40 for the same items. The Committee discussed purchasing tablecloths and decor online and agreed to allocate approximately \$200.00 for those items.

A MOTION WAS MADE BY JESSICA ST. MARTIN TO ALLOCATE A BUDGET OF \$5,000 FOR THE PARK GROUNDBREAKING, SECONDED BY KATIE SELLS, MOTION PASSED UNANIMOUSLY (6-0)

A MOTION WAS MADE BY KATIE SELLS TO USE MCDANIEL RENTALS FOR THE CHAIRS AND COCKTAIL TABLES FOR THE PARK GROUNDBREAKING, SECONDED BY JESSICA ST. MARTIN, MOTION PASSED UNANIMOUSLY (6-0)

A MOTION WAS MADE BY KATIE SELLS TO USE VENUE SERVICES FOR THE STAGE AND SKIRTING FOR THE PARK GROUNDBREAKING, SECONDED BY JOHN HALL, MOTION PASSED UNANIMOUSLY (6-0)

4.5 Consider Discussion of Updates from Committee Members

Town Manager Michael Ambrose explained that the purpose of this agenda item is to provide committee members with time during each meeting to share updates on any related projects they are working on. He requested a motion to permanently add this item to the agenda for all future meetings.

A MOTION WAS MADE BY JOHN HALL TO PERMANENTLY INCLUDE A SECTION FOR UPDATES FROM COMMITTEE MEMBERS IN ALL DCFL PARK COMMITTEE MEETINGS, SECONDED BY JESSICA ST. MARTIN, MOTION PASSED UNANIMOUSLY (6-0)

Committee Member Katie Sells noted that she has observed people parking on DC & Frances Linn Park property and urged the committee to explore options for blocking off the park to prevent this from continuing.

Town Manager Michael Ambrose acknowledged the concern and explained that installing temporary fencing around the entire park would be costly but suggested using caution tape to block off any areas not covered by the temporary fencing.

Katie Sells also requested an update on brick sales from Town staff. Deputy Town Clerk Maddalyn Shuffler reported that a total of 36 bricks has been sold, with 5 dedicated in honor of Veterans and the rest not designated for Veterans.

Committee Chair Michelle Gray informed the committee about a grant opportunity worth \$1,000,000 through the National Institute of Health. She explained that the grant involves collaboration with a health agency and could be requested multiple times. Michelle recommended that the committee consider partnering with Healthy Rowan to pursue this funding. She noted that a key focus of the grant is the development of expansive walking areas and ample green space, which aligns closely with the park's vision and objectives.

Town Manager Michael Ambrose requested clarification on the committee's meeting schedule. Committee Chair Michelle Gray confirmed that the committee intends to meet once a month for the foreseeable future.

5. UPCOMING EVENTS:

5.1 Consider Approval of Updates for the Easter Egg-Stravaganza

Parks and Recreation Director and Committee Member Jessica St. Martin provided a brief update on the upcoming Easter Egg-Stravaganza. She explained that the event will feature the same attractions as in previous years but will benefit from a larger space, as it will be held at the site of DC & Frances Linn Park. The event will include separate egg hunts for different age groups, as well as food vendors and various activities.

Jessica also noted that the foundation plans to set up a tent and table at the event to promote brick sales and raise awareness about the park's future. She encouraged committee members to assist in staffing the table.

6. CLOSING:

6.1 Motion to Adjourn

A MOTION WAS MADE BY JOHN HALL, SECONDED BY DAVID SELLS TO ADJOURN AT 7:35 PM, MOTION PASSED UNANIMOUSLY (6-0).

Respectfully Submitted,

Maddalyn Shuffler, Deputy Town Clerk