



## DC AND FRANCES LINN PARK COMMITTEE

Monday, September 22, 2025 at 6:00 PM

Landis Board Room

### AGENDA

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**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 August 25, 2025, Meeting Minutes

**3. OLD BUSINESS:**

- [3.1](#) Consider Discussion of Foundation Updates
- 3.2 Consider Discussion of Updates from Ramsay, Burgin, Smith Architecture Inc

**4. NEW BUSINESS:**

- [4.1](#) Consider Approval of Removing Donald Frechette from Consideration of D.C. and Frances Linn Park Committee
- 4.2 Consider Discussion of DC & Frances Linn Park Committee Holiday Meeting Schedule

**5. UPCOMING EVENTS:**

**6. CLOSING:**

- 6.1 Motion to Adjourn



## DC AND FRANCES LINN PARK COMMITTEE

Monday, August 25, 2025 at 6:00 PM

Landis Board Room

### MINUTES

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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.

##### 1.2 Determination of Quorum

**MEMBERS PRESENT:** Member David Sells, Madam Chair Michell Gray, Member John Hall, Member Randall Peterman, Member Katie Sells

**STAFF PRESENT:** Planning Technician/ Town Clerk Angie Sands, Parks and Recreation Director Jessica St. Martin

##### 1.3 Pledge of Allegiance

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

##### 1.4 Adoption of Agenda

**A MOTION WAS MADE BY JOHN HALL, SECONDED BY RANDALL PETERMAN TO ADOPT THE AGENDA, MOTION PASSED BY UNANIMOUS VOTE (5-0).**

#### 2. APPROVAL OF MINUTES FOR MEETING(S):

##### 2.1 Consider Approval of July 28, 2025, Meeting Minutes

**A MOTION WAS MADE BY KATIE SELLS, SECONDED BY JOHN HALL TO APPROVE JULY 28, 2025, MEETING MINUTES.**

#### 3. NEW BUSINESS:

##### 3.1 Consider Discussion of Surveying Parcels at DC & Frances Linn Park in Order to Create a Combination Plat

Planning Technician/Deputy Clerk Angie Sands gave a brief overview of the combination plat and why it is recommended. The Town owned properties would be surveyed in that block where the D.C. & Frances Linn Park property is located and will become one parcel.

**A MOTION WAS MADE BY KATIE SELLS, SECONDED BY JOHN HALL TO RECOMMEND TO THE BOARD OF ALDERMEN THAT PARCEL ID: 109 003, 109 004,**

**109 005, 109 006, 109 007, 109 008, 109 146, 109 009, 109 010, 109 011, BE SURVEYED AND COMBINED INTO ONE PARCEL, MOTION PASSED BY UNANIMOUS VOTE (5-0).**

### **3.2 Consider Discussion of Resolution #2025-08-11 - Town of Landis Resolution Establishing the D.C. & Frances Linn (DCFL) Park Committee**

Madam Chair Michelle Gray gave a brief overview of why the Board of Aldermen decided to have the D.C. & Frances Linn Committee reduce the members from seven (7) to five (5). This was decided when the Board also reduced the Planning Board Members from seven (7) to five (5) with two (2) alternates. In the past it has created an issue with having a quorum. When you reduce it to five (5) members you only need three (3) members present to have a quorum.

The committee members asked if they would be allowed to have alternates.

Planning Technician/Deputy Clerk Angie Sands stated that she would ask but the Resolution did not state that the committee would have any alternates.

## **4. OLD BUSINESS:**

### **4.1 Consider Discussion of Lighting Package**

Madam Chair Michelle Gray gave a brief update on the original lighting package that was approved and is no longer available. The updated model is what we have before us today. These are slightly different, they will not have the shade, but that would not be an issue.

**A MOTION WAS MADE BY JOHN HALL, SECONDED BY DAVID SELLS TO APPROVE RL54 – TYPE 5 GLOBE, OPTION B - ROUND WITH SCALLOPED PETALS BASE, OPTION A - VICTORIAN ROOF, OPTION J – CAGE FOR WIDE BODY GLOBE BAND AND NO FINIAL, MOTION PASSED BY UNANIMOUS VOTE (5-0).**

### **4.2 Consider Discussion of DC and Frances Linn Park Foundation Update**

Madam Chair Michelle Gray gave a brief overview of the Pumpkin & Vendor Market that will be on September 27, 2025, from 10:00 am – 3:00 pm. The vendors will mirror the same pricing as Fall Festival.

### **4.3 Consider Discussion of Updates from Ramsey, Burgin, Smith Architecture Inc**

Mr. Burgin gave a brief update on the fence drawing and the bathroom plans. The changes on the fence are the finials are taken off, the circles are removed, and is 4 ½ feet tall, with a concrete skirt under the fence. The idea for the bathrooms was to have private single toilets. One bathroom that is handicap accessible, one that is a family bathroom, and the other four are men and women.

**A MOTION WAS MADE BY RANDALL PETERMAN, SECONDED BY JOHN HALL TO RECOMMEND TO THE BOARD OF ALDERMAN TO CONSIDER RESTROOMS BEING FOUR LOCABLE DOORS FOR MEN OR WOMEN, ONE HANDICAP ACCESSIBLE, AND ONE FAMILY RESTROOM, MOTION PASSED BY UNANIMOUS VOTE (5-0).**

**5. UPCOMING EVENTS:**

**6. CLOSING:**

**6.1 Motion to Adjourn**

**A MOTION WAS MADE BY DAVID SELLS, SECONDED BY JOHN HALL TO ADJOURN THE MEETING AT 7:04 PM, MOTION PASSED BY UNANIMOUS VOTE (5-0).**

**Respectfully Submitted,**

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**Angie Sands, Deputy Clerk**

## **Foundation Updates**

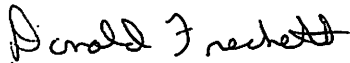
- Account Balance - \$2,780
- YMCA Service Club is purchasing a bench. Asked to pay \$1,000 a year. Need to go to the foundation board for support of that.
- Pumpkin & Vendor Market – Saturday Sept. 27<sup>th</sup> from 10am – 3pm
  - Purchased from Patterson’s Farm – XL, Large, Medium, and Heirloom pumpkins
  - Vendors – Rowan Slushy & Amazing Things
  - I would like to ask Committee to reach out if they could volunteer on Saturday Sept. 27<sup>th</sup>?
  - Could Town help with unloading pallets on Friday Sept. 26<sup>th</sup> @ 2pm?

September 4, 2025

To Whom It May Concern,

I wish to remove myself from consideration for DC and Frances Linn Park Committee for personal reasons.

Thank You,

A handwritten signature in black ink that reads "Donald Frechette". The signature is written in a cursive style with a large initial 'D' and a stylized 'F'.

Donald Frechette