



DC AND FRANCES LINN PARK COMMITTEE

Tuesday, April 08, 2025 at 6:00 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 Recognitions and Acknowledgements
- 1.5 Adoption of Agenda

2. APPROVAL OF MINUTES FOR MEETING(S):

- [2.1](#) Consider Approval of March 24, 2025, Meeting Minutes

3. NEW BUSINESS:

- 3.1 Consider Discussion of Updates for Repairs to the Current DC & Frances Linn Park Sign
- [3.2](#) Consider Approval of Signage to be Placed at the Future Home of DC & Frances Linn Park

4. OLD BUSINESS:

- 4.1 Consider Discussion of Updates from Ramsay, Burgin, Smith Architecture Inc
- [4.2](#) Consider Discussion of Park Benches for DC & Frances Linn Community Park

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

5. UPCOMING EVENTS:

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

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

6. CLOSING:

- 6.1 Committee Comments
- 6.2 Motion to Adjourn



DC AND FRANCES LINN PARK COMMITTEE

Monday, March 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 6:03 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 Meredith Bare Smith, Member Randall Peterman, Member Summer Faw

Absent: Member Leanne Freeze

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

Foundation Members Present: Kyle Robinson

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 KATIE SELLS, SECONDED BY JOHN HALL, MOTION PASSED UNANIMOUSLY (8-0)

2. APPROVAL OF MINUTES FOR MEETING(S):

2.1 Consider Approval of February 24, 2025, Meeting Minutes

A MOTION WAS MADE BY KATIE SELLS TO APPROVE THE FEBRUARY 24, 2025, MEETING MINUTES WITH CORRECTIONS TO ITEMS 4.5 AND 6.1, SECONDED BY JOHN HALL, MOTION PASSED UNANIMOUSLY (8-0)

3. NEW BUSINESS:

3.1 Consider Approval of the Formal Invitation for the DC & Frances Linn Community Park Groundbreaking

Committee Chair Michelle Gray requested clarification on the proposed invitation size. Town Manager Michael Ambrose explained that the committee would determine the size, quantity, envelope, and overall design of the invitation.

Committee members discussed potential sizes and the quantity of the invitations.

A MOTION WAS MADE TO PURCHASE 75, 5X7 INVITATIONS WITH EVELOPES BY KATIE SELLS, SECONDED BY JOHN HALL, MOTION PASSED UNANIMOUSLY (8-0)

Committee Chair Michelle Gray sought input on the wording and phrasing of the proposed invitation. Town Mayor and Committee Member Meredith Smith suggested adding the DCFL Park Committee at the beginning of the invitation to emphasize that both the Committee and the Town are hosting the event.

Committee members collaborated with Deputy Town Clerk Maddalyn Shuffler to refine the wording and make necessary grammatical adjustments. The invitation was revised according to the committee's requests.

A MOTION WAS MADE TO APPROVE THE EDITED INVITATIONS BY KATIE SELLS, SECONDED BY JESSICA ST. MARTIN, MOTION PASSED UNANIMOUSLY (8-0)

4. OLD BUSINESS:

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

Parks and Recreation Director and Committee Member Jessica St. Martin informed the Committee that she had received the scope of work and plans from the architect. She forwarded these plans to the company proposed to handle the foundation work at the park. Initially, Porter and Cress had quoted \$17,640 to relocate the old jailhouse and the old doctor's office currently on the DC & Frances Linn Park property. However, after reviewing the updated plans, the company submitted a revised quote of \$22,010 for the relocation. She noted that Porter and Cress are willing to accommodate the Town's timeline for moving the buildings.

Town Manager Michael Ambrose explained that the price increase is due to the completion of detailed architectural plans and rising product costs since the initial quote.

A MOTION WAS MADE TO APPROVE THE UPDATED QUOTE FROM PORTER AND CRESS BY KATIE SELLS, SECONDED BY JESSICA ST. MARTIN, MOTION PASSED UNANIMOUSLY (8-0)

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

Town Manager Michael Ambrose provided a brief update on the park benches following their presentation at the last Board of Aldermen meeting. He explained that while the committee had previously approved of the Georgetown bench, the board instead approved of the Waldorf bench. The board also unanimously approved the \$5,000 sponsorship price. The next step for the committee will be determining the placement of the honor plaques on the benches, considering that each bench includes a center armrest.

Parks and Recreation Director and Committee Member Jessica St. Martin suggested reaching out to the bench manufacturer, Belson Outdoors, to obtain a clearer understanding of the center armrest's placement. She also noted that she would work on acquiring samples of various sizes to present to the committee at their next meeting.

Town Manager Michael Ambrose also suggested that the committee purchase a bench for public display, allowing town residents to see the design before making a purchase. After some discussion, the committee agreed to move forward with the purchase. However, members were uncertain about what should be inscribed on the honor plaque.

A MOTION TO TABLE THE WORDING FOR THE PARK BENCH PLAQUE UNTIL THE APRIL MEETING WAS MADE BY KATIE SELLS AND SECONDED BY JESSICA ST. MARTIN. THE MOTION PASSED UNANIMOUSLY (8-0).

4.3 Consider Discussion and Update on DC & Frances Linn Community Park Surveys

Town Manager Michael Ambrose provided an update on the DC & Frances Linn Community Park surveys. He explained that the surveys are being distributed in the April newsletter included with citizens' utility bills and are also available at Town Hall, the Police Department, the Park Office, the future site of DCFL Park, the town library, and the YMCA.

Parks and Recreation Director and Committee Member Jessica St. Martin noted that she has received six completed surveys so far.

5. UPCOMING EVENTS:

5.1 Consider Discussion of the Easter Egg-Stravaganza on April 12th, 2025, From 10:00 AM to 12:00 PM

Parks and Recreation Director and Committee Member Jessica St. Martin provided a brief overview of the upcoming Easter Egg-Stravaganza event. She explained that the Town staff has finalized the event layout, designating three zones for the Easter egg hunts based on age groups. She has also confirmed participation with various vendors and coordinated with Town staff regarding any Town vendor booths that will be available.

Committee Chair Michelle Gray asked Park Foundation member Kyle Robinson whether the Foundation would be present at the event to collect funds from brick sales. Mr. Robinson confirmed that he plans to attend and will check with other Foundation members to see if they will be present as well.

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

Parks and Recreation Director and Committee Member Jessica St. Martin presented the finished shovels and hard hats for the groundbreaking, allowing the committee to review them. She also introduced a vision board for the event to give Committee Members a clearer idea of how things will be organized.

Additionally, the committee discussed memorial plaques to be presented to the family members of DC and Frances Linn at the groundbreaking ceremony. These plaques would feature the groundbreaking date along with other commemorative details honoring their legacy. Director St. Martin informed the Committee that all reservations for the Groundbreaking Event have been finalized. She also noted that the caterer has requested an updated headcount approximately two weeks before the event.

Parks and Recreation Director and Committee Member Jessica St. Martin inquired about hiring a photographer for the Groundbreaking Event. She shared that Foundation Member Ryan Nelms had suggested gathering quotes for a photographer/videographer to document the event.

St. Martin informed the Committee that she received a quote from Austin Rayfield with Studio 21 for \$500, which included a 60-second video and full photography coverage of the event. Additionally, she reached out to Ken Thomas Photography, who expressed interest in volunteering his time to photograph the event at no cost. In return, Mr. Thomas requested recognition as the exclusive professional photographer for the event, along with acknowledgment in the Town's social media posts. His services would include two hours of photography coverage with no limit on the number of images taken.

The Committee discussed which photographer would best meet the needs of the event, weighing the benefits of each option.

A MOTION WAS MADE BY JOHN HALL TO SELECT KEN THOMAS PHOTOGRAPHY AS THE EXCLUSIVE PHOTOGRAPHER FOR THE PARK GROUNDBREAKING EVENT, SECONDED BY DANNON WEBSTER. THE MOTION PASSED UNANIMOUSLY (8-0).

6. CLOSING:

6.1 Committee Comments

Committee Chair Michelle Gray asked Park Foundation member Kyle Robinson to provide an update on the Foundation's progress. Mr. Robinson shared that the Foundation has established its own Square account to collect funds directly. He reported that, so far, there has been \$301 in sales, \$299 in discounts, resulting in a gross total of \$2, and after fees, a net of \$1.41. Additionally, he noted that the total in the memorial fund currently stands at \$1,455.56.

Committee Member Randall Peterman expressed his interest in partnering with local veteran organizations to promote brick sales in honor of veterans. He explained that he looks to connect with local veterans and bring awareness to the progress of the park. Physical bricks were shown to committee members to give an example of how the bricks will look in the park. Bricks are available to be viewed at Town Hall and the Park Office.

Committee Members discussed scheduling the next meeting and determining a suitable date for convening.

A MOTION WAS MADE BY KATIE SELLS TO HAVE THE NEXT DC & FRANCES LINN PARK COMMITTEE MEETING ON APRIL 8TH, 2025, AT 6:00 PM, SECONDED BY JOHN HALL. THE MOTION PASSED UNANIMOUSLY (8-0).

6.2 Motion to Adjourn

A MOTION WAS MADE BY KATIE SELLS TO ADJOURN AT 7:24 PM, SECONDED BY JOHN HALL. THE MOTION PASSED UNANIMOUSLY (8-0).

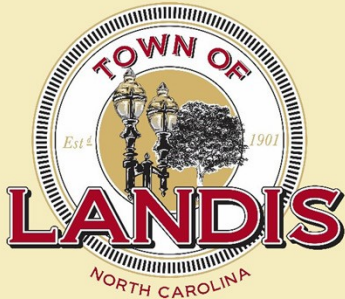
Respectfully Submitted,

Maddalyn Shuffler, Deputy Town Clerk

DRAFT

Future Home Of

D.C. AND FRANCES LINN COMMUNITY PARK



8' x 4' sign or banner A

3-31-25



Estimate

Date	Estimate #
4/2/25	TL04022...

Name / Address
Town of Landis Jessica St. Martin 312 S. Main Street Landis, NC 28088

		Terms	Project	
		Net 30		
Item	Description	Qty	Rate	Total
Banners	8' wide x 4' tall, full color, single sided banner with grommets. DC & Frances Linn Community Park Groundbreaking. (Includes layout)	1	203.00	203.00T
Please review, approval is required to confirm order.		Subtotal		
		Sales Tax (7.0%)		
		Total		

Made For You

DCFL Park Signage:

96"x48"
 Printed 4/0 Single Sided
 2 total sign faces for Double Sided application
 3mm J bond
 Or 3mm Coroplast

Description	Price
J Bond Sign QTY 2	\$246.16 ea or \$492.31
Coroplast Sign QTY 2	\$67.69 ea or \$135.38
J bond Material Shipping	\$200
Creative Development and Graphic Design	\$127.50
J bond TOTAL	\$819.81
Coroplast TOTAL	\$262.88

After proof has been approved, please allow 7-10 business days for production.

Terms:

I hereby authorize Miller Davis, Inc. to provide the production services listed above.
 Any travel and shipping costs are billed at net.
 All orders are subject to satisfactory credit approval and applicable taxes.
 All costs are payable to Miller Davis, Inc. and may be paid by check, Terms: Net 30. A 1.5% monthly finance charge will be assessed on late payments.
 Payment by Credit Card will incur a 3% processing fee.
 Price subject to a 5% over or under run.
 Any changes to the scope of this project as described herein must be agreed upon in writing, and such changes may involve additional costs.



This Proposal/Agreement is valid for 30 days from the date listed above. At that time Miller Davis, Inc. reserves the right to amend the Proposal/Agreement as pricing is subject to change.

Thank you for allowing us to estimate this job. We look forward to being of service to you in the future.

If you agree with the contents of this proposal please sign below and return to Miller Davis, Inc. authorizing services listed above.

Print Name

Authorized Signature

Date

**FUTURE
HOME OF**



DC & FRANCES LINN
community park

DC & FRANCES LINN **community park**





LEARN MORE



TownOfLandisNC.gov

8ft wide x 4 ft tall JBond Sign





Estimate

Date	Estimate #
4/2/25	TL04022...

Name / Address
Town of Landis Jessica St. Martin 312 S. Main Street Landis, NC 28088

		Terms	Project	
		Net 30		
Item	Description	Qty	Rate	Total
Banners	8' wide x 4' tall, full color, single sided Sign. 6mm ACP sign board with full color printed vinyl with protective laminate. DC & Frances Linn Community Park Groundbreaking. (Includes layout)	1	526.00	526.00T
Please review, approval is required to confirm order.		Subtotal		
		Sales Tax (7.0%)		
		Total		



[Quote #65053]

8x4 ACM Panel Only

jstmartin@townoflandisnc.gov

Product	Qty	Sales Price	Total
Aluminum Composite Panel Size: 8W 'x 4'H Orientation: Landscape Material: 6mm ACM Print: 1-Sided Plus Overlamine Images:	1	\$575.00	\$575.00
Tax			\$40.25
Total			\$615.25

Comments:

Note: This is only a quote and prices are subject to change.

Non-Profit Organization or Re-Seller's Certificate

If you are a non-profit organization or have a re-seller's certificate, please e-mail your form to hello@deadlinesigns.com and we will waive the tax on your order.

Save Money and Pay with Check or Cash

All invoices that are paid via credit or debit card will have a 3.1% processing fee added at checkout. This fee will be waived if the invoice is paid via cash or check.

Terms

If you wish to pay with cash or check at pickup then a credit or debit card must be placed on hold prior to production. If you approve the above quote, please click "add to cart" and complete the checkout process. Thank you!



[Quote #65057]

8x4 ACM Panel with Posts

jstmartin@townoflandisnc.gov

Product	Qty	Sales Price	Total
ACM Panel with Posts Size: 8W 'x 4'H Orientation: Landscape Material: 6mm ACM Print: 1-Sided Plus Overlamine	1	\$767.20	\$767.20
(2) 4"x4"x8' Pressure Treated, Unpainted Wooden Posts			
Images:			
Tax			\$53.70
Total			\$820.90

Comments:

Note: This is only a quote and prices are subject to change.

Non-Profit Organization or Re-Seller's Certificate

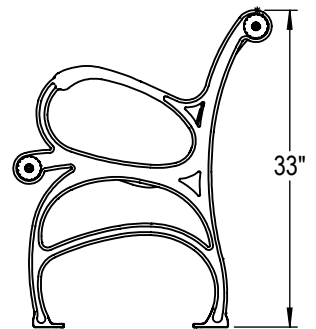
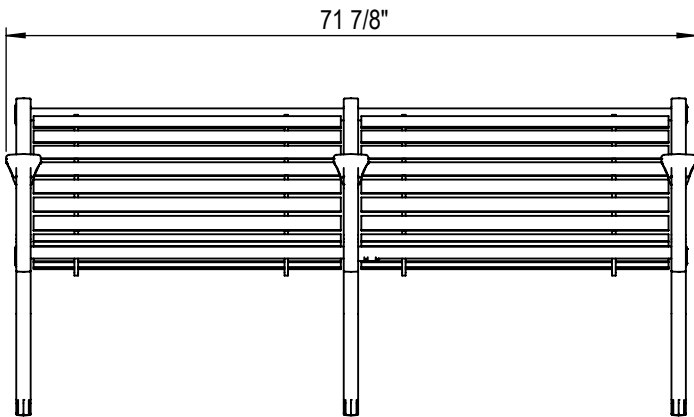
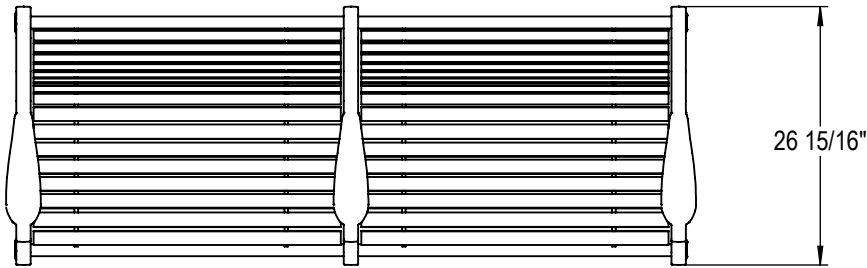
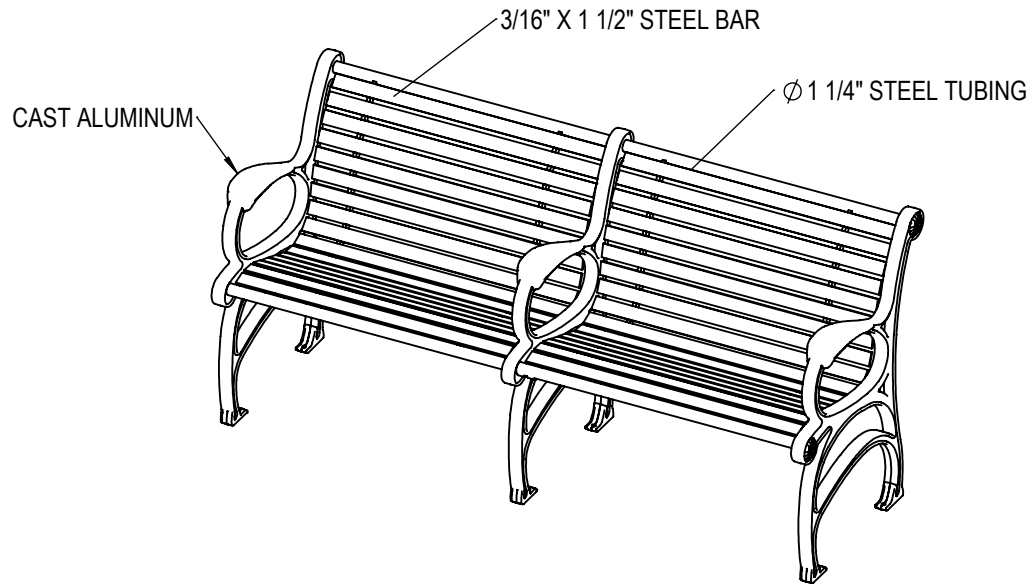
If you are a non-profit organization or have a re-seller's certificate, please e-mail your form to hello@deadlinesigns.com and we will waive the tax on your order.

Save Money and Pay with Check or Cash

All invoices that are paid via credit or debit card will have a 3.1% processing fee added at checkout. This fee will be waived if the invoice is paid via cash or check.

Terms

If you wish to pay with cash or check at pickup then a credit or debit card must be placed on hold prior to production. If you approve the above quote, please click "add to cart" and complete the checkout process. Thank you!



PRODUCT: WLB-6C-HS
DESCRIPTION: WALDORF BENCH, 8FT, CENTER LEG
HORIZONTAL STEEL STRAPS

DATE: 8/28/24
ENG: TMY

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ALL FASTENERS ARE STAINLESS STEEL
SOME ASSEMBLY REQUIRED

SITE FURNISHING IS POWDER COATED WITH TGIC POLYESTER.
STEEL SURFACE PREP INCLUDES MECHANICAL AND CHEMICAL
ETCHING FOLLOWED WITH A COATING TO IMPROVE ADHESION
AND CORROSION RESISTANCE.

Quote #
WQ 374800

Here is the Quote as per your request. The 'Shipping' total has been applied.
To place an order, simply click 'Submit Order Confirmation' below.
Please print this page for your records.
Customer Order Confirmation is **required** to process order.



627 Amersale Drive
Naperville, IL 60563
sales@belson.com

Toll Free: 1-800-323-5664
Phone: 1-630-897-8489
Fax: 1-630-897-0573

QUOTE #
WQ 374800

Expires 3/5/2025

Model #	Description	Lbs	Quantity	Unit Price	Unit Total
WLB-6C-HS-FS	6' Waldorf Contour Bench, Horizontal Powder-Coated Steel Back And Seat Slats, 3 Cast Aluminum Frames, Freestanding With Surface Mount Tabs Choose Color	441	1	\$2,039.00	\$2,039.00
Subtotal		441		Subtotal	\$2,039.00
				<input checked="" type="checkbox"/> 7.0000% Tax	\$180.31
				Freight - S&H	\$536.84
				Grand Total	\$2,756.15

Customer Order Confirmation is required to process order.

Your Order will not be shipped without your "Order Confirmation"

Bill To:	Ship To:
First/Last Name Jessica St.Martin	
Company Town of Landis	Ship To Town of Landis
Address 1 312 South Main St	Address 1 312 South Main St
Address 2	Address 2
City Landis	City Landis
State NC	State NC
Zip Code 28088	Zip Code 28088
Country USA	Country USA
Phone 704-857-4114	Phone 704-857-4114
Fax	Contact Jessica St.Martin
Email jstmartin@townoflandisnc.gov	Email jstmartin@townoflandisnc.gov



Your Outdoor Superstore®

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Waldorf Series Horizontal Stap Park Benches



Elegant Bench Seating

These park benches are designed with broad high arching armrests, which show-off the precision line detailing of the cast aluminum frames. Engineered ready for a variety of applications, the footings are designed for both portable use and surface mount installations.



Model WLB-6-HS-FS

Dimensions

2' Models - 27"L x 27"W x 33"H

4' Models - 51"L x 27"W x 33"H

5' Models - 61"L x 27"W x 33"H

6' Models - 72"L¹ x 27"W x 33"H

8' Models - 96"L² x 27"W x 33"H

1. 6' Models with Center Arms are 84" in Length

2. 8' Models with Center Arm are 102" in Length

Powder-Coat Color Options



SITESCAPES

2401 Production Dr.
Roca, Nebraska 68430
Tel: 888.331.9464 Fax: 402.421.9479
info@sitescapesonline.com
www.SiteScapesOnline.com

Quote

Date Issued	Quote Num
3/26/2025	85122

To:
Town of Landis
c/o Jessica St. Martin
Tel: 704.857.2411
Email: stmartin@townoflandisnc.gov

From:
SiteScapes, Inc.
c/o Hannah Jacobs
2401 Production Dr.
Roca, NE 68430
Tel: 888.331.9464
Fax: ..
Email: hannah@sitescapesonline.com

Project Name:
Town of Landis Community Park

Standard lead time is 45 to 60 days.

Pricing good for thirty days.

Comments:

product	description	price	qty	amount
WP1-1011-PF	Backed Bench, Cast Iron Ends, Six Foot Length, Horizontal Straps, Center Armrest, Powder Coat Finish, To be determined	\$1,370.00	1	\$1,370.00
Surcharge	Steel/Aluminum 22.71% Material Surcharge, NA	\$35.38	1	\$35.38
freight to zip code 28088				\$665.00
total				\$2,070.38
less 2% prox 10				
50% deposit due at time of order.				

***Purchaser is responsible for confirming options, materials, quantities, etc., for completeness and conformity to plans and specifications

***Consignee responsible for off -loading, lift gates, pallet jacks or other services. Special services must be requested in advance and are subject to additional charges

***Refused deliveries and re-routes are subject to additional charges

www.SiteScapesOnline.com :: info@sitescapesonline.com :: p 888.331.9464 :: f 402.421.9479

* If we are not included on your Invitation to Bid list, please add us under 2870 or 129300 - Site Furnishings.



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- › Sketchup Models
- › BIM Objects
- › Brochure (PDF)
- › Guide/CSI Spec (DOC)
- › Naming Structure (GIF)





≡ Product Option Menu

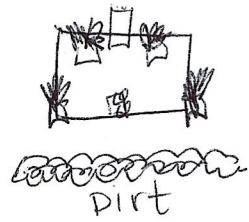
F.P

P.P.

Cocktail
Food Tent
Cocktail



4 ft table - BK cloth
hats, shovel display



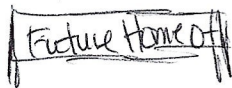
8x8 Platform 1' high - BK Skirting - Ferns - Podium - Speaker

4 ft table - BK cloth
hats, shovel display



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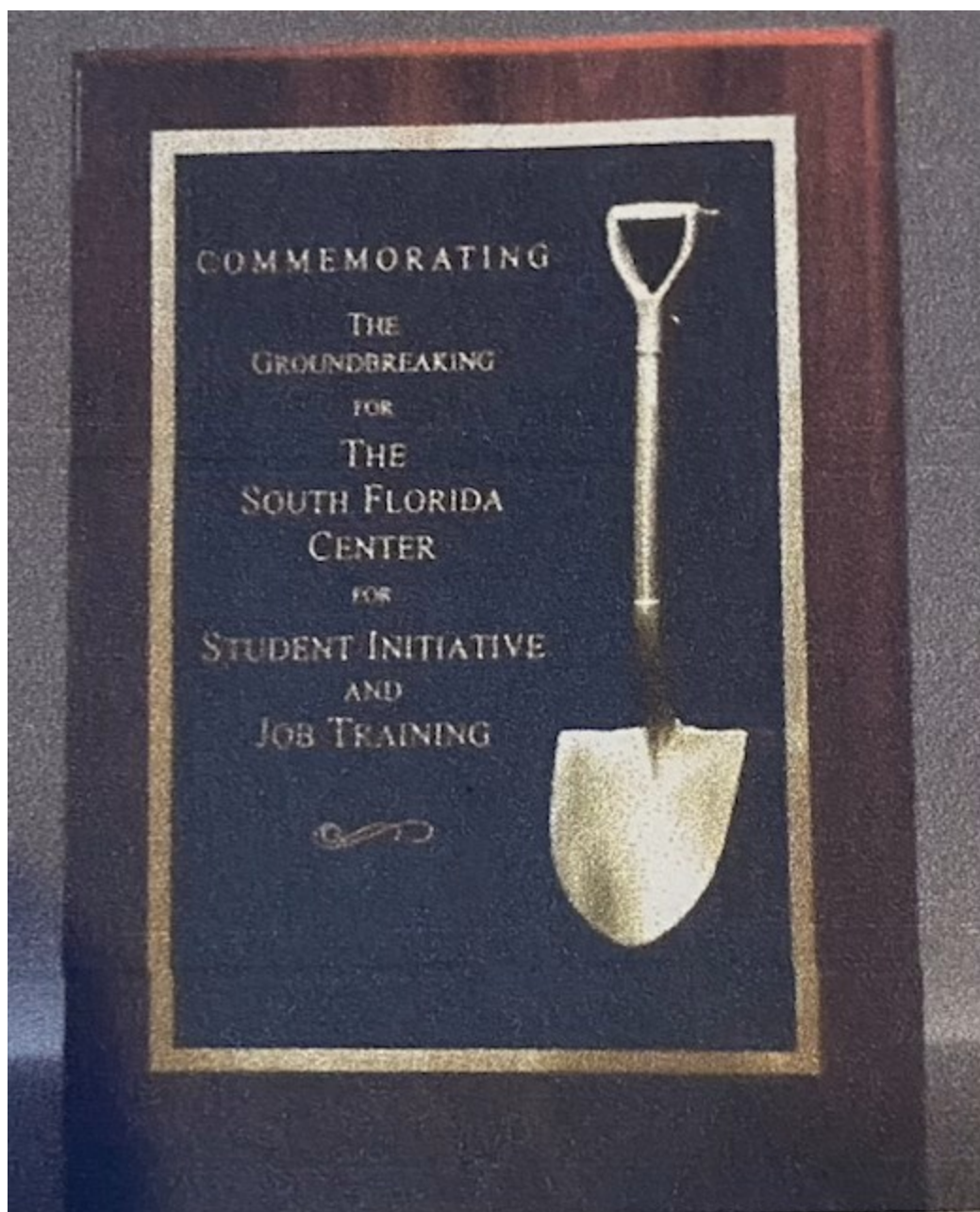
50 chairs



Inf &
Brick Sales Tent
w/duvings 1st phase
w/duvings 2nd phase
w/duvings 3rd phase



N Central





THE TOWN OF LANDIS AND
THE DC & FRANCES LINN PARK COMMITTEE
CORDIALLY INVITES YOU TO JOIN US
IN THE CELEBRATION OF

DC & FRANCES LINN COMMUNITY PARK GROUNDBREAKING CEREMONY

ON FRIDAY, THE SECOND OF MAY
TWO THOUSAND TWENTY FIVE
AT TWELVE NOON

116 NORTH CENTRAL AVENUE, LANDIS NC
REFRESHMENTS WILL BE SERVED FOLLOWING THE CEREMONY





Groundbreaking Ceremony Agenda

Date: Friday, May 2nd, 2025

Time: 12:00-2:00

Location: 116 N. Central Ave.

DC & FRANCES LINN COMMUNITY PARK

1. Welcome & Opening Remarks

Manager Ambrose

2. History of the New Park

Mayor Smith

3. Introduction of Committee Members

Michelle Gray

Acknowledgment and appreciation of key individuals involved in the project.

4. Special Guest Speakers

Federal and State Elected Officials

5. DC Linn Family & Commemorative Recognitions

Mayor Smith / Bill Burgin

The Linn Family

Introduction and words from the DC & Frances Linn Family

Presentation of Commemorative Plaques

6. Official Groundbreaking Ceremony

Symbolic turning of the soil with shovels by Committee Members / Dignitaries

7. Photos & Media Session

Group photos of officials, families, and attendees

Press and community media coverage

8. Closing Remarks

Mayor Smith

9. Refreshments & Community Gathering