



DC AND FRANCES LINN PARK COMMITTEE

Tuesday, July 14, 2026 at 5:30 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. Consider Approval of June 9,2026 Meeting Minutes

- [2.1](#) Consider Approval of June 9,2026 Meeting Minutes

3. NEW BUSINESS:

- 3.1 Discussion of Park Project Phase One (1) Update

Submitted By: Michelle Gray, Committee Chair

Details: Since the 2024 year-end project review, significant progress has been made toward the Phase I goals for the D.C. & Frances Linn Community Park. Marketing efforts have expanded through updates to the park's page on the Town website, increased social media outreach, and the creation of promotional materials, including park signage, event displays, and branded merchandise. The committee also continues to work toward developing visual storytelling to highlight the Linn family legacy and the park's long-term vision.

A major milestone was the groundbreaking ceremony held on May 2, 2025, which brought together Town officials, committee members, community partners, and members of the Linn family to celebrate the beginning of the project.

Site preparation has continued with the removal of trees by Public Works. Following Board approval, stump excavation has been selected as the preferred method of site clearing and is scheduled for the new fiscal year. Progress has also been made on permitting for the park's historic buildings, while civil engineering plans necessary for grading, utilities, stormwater improvements, and building relocation are expected to move forward once RSBA finalizes its engineering contract.

The Board of Aldermen approved the committee's recommended restroom design in February 2026, providing accessible, individual-use facilities for all visitors. Entrance paving and parking improvements have also been included in the Linn Memorial Passive Park Fund's current grant application.

Additional accomplishments include approval of the park's fence and lighting designs, completion of a combined property survey, development of a memorial bench sponsorship program, introduction of park merchandise and memorial brick sales as fundraising initiatives, and the establishment of a partnership with South Rowan High School's masonry program to construct park entrance signage and potentially the Veterans Memorial area.

These accomplishments have established a strong foundation for continued progress as the project moves into the next phase of development.

3.2 **Discussion of Linn Memorial Passive Park Fund (501c3) Update**

Submitted By: Michelle Gray, Committee Chair

Details: Since the last project review, the Linn Memorial Passive Park Fund has made significant progress toward establishing and operating as an independent 501(c)(3) nonprofit organization. During this period, Ryan Nelms was established as the organization's Director, Summer Faw and Ashley Walsh joined the Board of Directors, and Kyle Robinson was appointed Treasurer. The organization also opened a dedicated bank account, secured a post office box, and finalized the necessary incorporation documents, including filing the required IRS Form 990.

In addition to these organizational accomplishments, the Linn Memorial Passive Park Fund has successfully begun raising funds to support future park improvements. The organization presented to the YMCA Service Club and secured a four-year commitment of \$1,250 annually to sponsor a park bench. Memorial bricks have continued to be marketed and sold through the organization's Facebook page and the Town of Landis website, generating approximately \$2,000. to date. The organization also partnered with the Town of Landis to purchase and resell retired street signs as a fundraising initiative, with potential revenue totaling approximately \$2,020. raised to date. Most recently, the nonprofit applied for its first grant through Enbridge to help fund the construction of walking pathways, furthering the vision of creating a more accessible

and walkable community park. Collectively, these accomplishments represent meaningful progress toward the organization's long-term goal of developing Linn Memorial Passive Park into a lasting community asset.

3.3 **Consider Discussion of Community Fundraising**

Submitted By: Michelle Gray, Committee Chair

Details: Since the committee's first community event in October 2024, several new fundraising initiatives have been established to support the development of the D.C. & Frances Linn Community Park. The Community Legacy Brick Campaign continues to be successful, with 92 memorial and veteran bricks sold, generating approximately \$8,900 to date. Memorial bench sponsorships remain available at \$5,000 each, with 1 bench sold, raising approximately \$5,000. The Town's 125th Anniversary merchandise sales have also provided additional financial support through the Board's decision to donate all proceeds to the park project, contributing approximately \$2,408. In addition, the committee developed branded D.C. & Frances Linn Community Park merchandise to create an ongoing source of revenue, generating approximately \$16,308 to date. Merchandise is available for purchase at Town events, Town Hall, and park facilities.

The committee remains committed to supporting Town and Linn Memorial Passive Park Fund events while continuing to expand community partnerships and fundraising opportunities. Priorities for the coming year include securing the civil engineering plans needed to advance Phase I construction, pursuing additional grant, municipal, and business sponsorship opportunities, developing a visual marketing campaign with the Town of Landis, increasing the park's presence at community events, working with RSBA on the historic depot renovation, and continuing the partnership with South Rowan High School to construct the park's brick entrance sign.

4. **UPCOMING EVENTS:**

[4.1](#) Upcoming Events (Included in the packet)

5. **CLOSING:**

5.1 Motion to Adjourn



DC AND FRANCES LINN PARK COMMITTEE

Tuesday, June 09, 2026 at 5:30 PM

Landis Board Room

AGENDA

PLEASE SILENCE ALL CELL PHONES

1. INTRODUCTION:

1.1 Call Meeting to Order

Madam Chair Gray Chair called the DC and Frances Linn Park Committee meeting to order on Tuesday, June 9, 2026, at 5:32 PM in the Landis Board Room, Landis, NC.

1.2 Determination of Quorum

Members Present: Michelle Gray, John Hall, Randall Peterman, Katie Sells

Staff Present: Parks and Recreation Director: Jessica St. Martin, Town Clerk Tori Martin, Chief of Police Matthew Geelen

1.3 Pledge of Allegiance

The Pledge of Allegiance was recited by those in attendance.

1.4 Recognitions and Acknowledgements

There were no recognitions and acknowledgements.

1.5 Adoption of Agenda

ACTION: A MOTION WAS MADE TO ADOPT THE AGENDA AS PRESENTED.

Moved By: John Hall, seconded by Randall Peterman

Motion Passed: (4-0)

Voting For: Michelle Gray, John Hall, Randall Peterman, Katie Sells

2. APPROVAL OF MINUTES FOR MEETING(S):

2.1 Consider Approval of May 12, 2026 and May 19, 2026 Meeting Minutes

ACTION: A MOTION WAS MADE APPROVAL OF MAY 12, 2026 AND MAY 19, 2026 MEETING MINUTES.

Moved By: John Hall, seconded by Katie Sells

Motion Passed: (4-0)

Voting For: Michelle Gray, John Hall, Randall Peterman, Katie Sells

3. OLD BUSINESS:

3.1 Consider Discussion on Feedback Received Concerning ADA Accessibility and Grant Funding

Parks & Recreation Director Jessica St. Martin reported on feedback received from a consultant regarding prior committee concerns about brick walkways and ADA compliance requirements. The consultant clarified that brick surfaces may be considered ADA compliant provided they are flush and tightly laid, and that there is no required percentage of sidewalks that must be ADA compliant. The operative standard is that all park amenities must be accessible by at least one pathway, and that state and local code must be met. Director St. Martin also noted that the Town's architect had independently confirmed that brick walkways are feasible, with the primary caution being attention to the type of brick selected to avoid tripping hazards. The consultant extended an offer to meet with staff and/or the committee as the project advances into later phases, whether to assist with design questions or to identify additional funding opportunities.

3.2 Consider Viewing the DCFL Merchandise Items for Resale

The committee reviewed the DCFL merchandise items that had arrived and were prepared for resale. Items on hand included T-shirts, tote bags, stickers, and water bottles, with whistles noted as still pending arrival. Director St. Martin confirmed that the items are priced per the fees previously established by the committee and are ready for sale at town events. It was noted that merchandise would be made available at the Wilderness Park office as well as in the display case at Town Hall. The committee expressed enthusiasm for the items and discussed the upcoming Downtown Cruise-In on July 3rd as an early sales opportunity.

3.3 Consider the Discussion of the Park Grant Meeting.

Director St. Martin provided a comprehensive update on grant funding developments and project phasing. She reported that a funding opportunity through Enbridge was identified, though it is only accessible through the foundation rather than directly by the Town. This grant would cover walkways and associated plantings, with an emphasis on native and environmentally sustainable plant species. A follow-up meeting with foundation board members, including a newly appointed member, had taken place approximately one week prior, during which the narrative requirements for the grant were discussed. A written narrative had since been drafted and submitted to Town Hall for review, with submission to the grantor anticipated imminently.

Director St. Martin further reported that she and committee member John Hall met with the Town's landscape architect, Bill, to realign the project's phasing structure to better reflect currently available funding sources. While the original phasing breakdown remained largely intact, specific elements were teased out for separate funding tracks. Walkways and plantings were identified for the Enbridge grant; buildings and structural work were already addressed through other funding secured in prior phases; and fencing, lighting, and Wi-Fi connectivity were identified as candidates for a grant through the League of Municipalities. Director St. Martin noted that the architect is expected to provide updated cost breakdowns, with fencing, Wi-Fi, and lighting potentially available ahead of the full estimate by the end of July or early August. The architect also presented complete site plans for the fencing, bathrooms, fire exhibit, concession stand, two arbors, and water feature, enabling staff to proceed with developing a Request for Proposals (RFP) for the fencing work.

It was also noted that the planting plan developed by the landscape designer is largely composed of native species, with the expectation that planters in the Veterans Memorial area would include a combination of perennials and annuals to allow for seasonal color changes.

3.4 Consider the Discussion of the Board of Aldermen Meeting Regarding DCFL Committee.

Director St. Martin reported that at its meeting the previous evening, the Board of Aldermen approved the quotes submitted for foundation work and the relocation of the historic buildings. Staff had already reached out to both contractors to notify them of the approval and was in the process of gathering the required documents and submitting purchase orders so that a work schedule could be established. Additionally, the stump grinding contract was approved, and it was anticipated that stump grinding would be completed first, followed by the foundation and building relocation work.

The committee was also informed that the necessary county permit, which had been long-awaited, was now in hand in digital form, with the physical copy to be retrieved and posted on-site when work commences. The committee received this news with considerable relief, acknowledging the extended effort required to reach this milestone.

During committee comments, a member raised the matter of the train depot building, noting that the structure contains distinct interior spaces — an office, two small waiting rooms, and a large freight area — that are currently not interconnected in an accessible manner and that wildlife, including squirrels, had been observed inside. Director St. Martin confirmed that securing the structure is a near-term priority and noted that the approved site plans include a deck that will wrap around the exterior of the building, which would cover the existing rock base. Given this, a question was raised as to whether it would be necessary to replace the rock with brick if it will ultimately be obscured by the deck. Director St. Martin suggested this item be placed on the July agenda for further discussion, as the committee has not yet reached a formal consensus on the recommended use of the depot's interior spaces. An invitation was extended to any committee members available after the meeting to view the interior of the depot with staff.

4. UPCOMING EVENTS:

The following upcoming events and municipal dates were noted:

- June 16 — Planning Board Meeting at 6:00 PM
- June 30 — Town Hall closes at 10:30 AM for fiscal year closeout
- July 3 — Town Hall closed in observance of Independence Day; Downtown Cruise-In from 5:00–9:00 PM
- July 9 — Board of Aldermen Work Session at 5:30 PM
- July 13 — Board of Aldermen Regular Meeting at 6:00 PM
- July 14— DCFL Park Committee Meeting at 5:30 PM (corrected from the 15th, which falls on a Tuesday; staff confirmed the correct date is Wednesday, July 16th)
- July 21 — Planning Board Meeting at 6:00 PM

Staff confirmed that park personnel would be present at the July 3rd Downtown Cruise-In to sell DCFL merchandise, and committee members were welcome to assist if available.

5. CLOSING:

5.1 Motion to Adjourn

ACTION: A MOTION WAS MADE TO ADJOURN THE MEETING AT 5:54 PM.

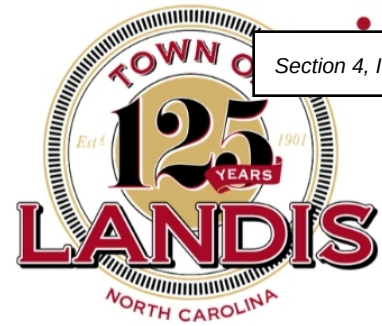
Moved By: John Hall, seconded by Randall Peterman

Motion Passed: (4-0)

Voting For: Michelle Gray, John Hall, Randall Peterman, Katie Sells

DRAFT

2026 JULY



Section 4, Item 4.1

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23 JUNE	24	25	1 National Parks & Recreation Month	2	3 Town Offices Closed In Observance of Independence Day Downtown Cruise-In 5 - 9 PM	4 Independence Day
5	6	7	8	9 Board of Aldermen Work Session Meeting: 5:30 PM	10	11
12	13 Board of Aldermen Regular Scheduled Meeting: 6:00 PM	14 DCFL Park Committee Meeting: 5:30 PM	15	16	17 Parks & Recreation Professionals Day	18
19	20	21 Planning Board Meeting: 6:00 PM	22	23	24	25
26	27	28	29	30	30	1
2	3	4	5	6	7	8 AUGUST

NOTE

Celebrating
125
YEARS

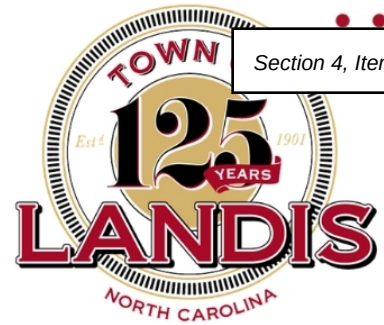
TOWN OF LANDIS
Be a Landis Original

March 28th:	Easter Egg-Stravaganza
May 2nd:	125th Anniversary Celebration
August 4th:	National Night Out
September 25th:	Touch-A-Truck
October 24th:	Fall Fest/Trunk-or-Treat
November 24th:	Christmas Parade & Tree Lighting
December 12th:	Campfire Christmas Santa at the Lake

FOR MORE INFORMATION VISIT: TOWNOFLANDISNC.GOV

2026

AUGUST



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28 JULY	29	30	31	1
2	3	4	5	6 Board of Aldermen Regular Scheduled Meeting: 6:00PM	7 Downtown Cruise In: 5-9pm	8
9	10	11 DCFL Park Committee Meeting: 5:30 PM	12	13	14	15
16	17	18 Planning Board Meeting: 6:00PM	19	20	21	22
23	24	25	26	27	28	29 Town of Landis 125 th Anniversary Celebration
30	31	2 SEPTEMBER	3	4	5	6

NOTE

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