



DC AND FRANCES LINN PARK COMMITTEE

Tuesday, March 10, 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 Recognitions and Acknowledgements
- 1.5 Adoption of Agenda

2. APPROVAL OF MINUTES FOR MEETING(S):

- [2.1](#) Consider Approval of February 23, 2026 Meeting Minutes

3. NEW BUSINESS:

- 3.1 Consider Discussion of Infrastructure Updates

4. OLD BUSINESS:

- [4.1](#) Consider Discussion of Updates from DC & Frances Linn Park Foundation
- 4.2 Consider Discussion of Updates from Ramsay, Burgin, Smith Architecture Inc
- [4.3](#) Consider Discussion of DCFL Park Merchandise Quotes
- 4.4 Consider Discussion of Updates from Utley Surveying

5. UPCOMING EVENTS:

[5.1](#) Upcoming Events

6. CLOSING:

6.1 Motion to Adjourn



DC AND FRANCES LINN PARK COMMITTEE

Monday, February 23, 2026 at 6:00 PM

Landis Board Room

MINUTES

PLEASE SILENCE ALL CELL PHONES

1. INTRODUCTION:

1.1 Call Meeting to Order

Madam Chair Gray called the Meeting to Order at 6:00 PM.

1.2 Determination of Quorum

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

Staff Present: Town Manager Michael Ambrose, Deputy Clerk/Planning Technician Angie Sands, Parks and Rec Coordinator Dannon Webster

Others Present: Alderman Tony Corriher

1.3 Pledge of Allegiance

Madam 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 APPROVE THE AGENDA AS WRITTEN, MOTION PASSED BY UNANIMOUS VOTE (4-0).

2. APPROVAL OF MINUTES FOR MEETING(S):

2.1 Consider Approval of January 29, 2026, Meeting Minutes

A MOTION WAS MADE BY MEMBER RANDALL PETERMAN, SECONDED BY MEMBER JOHN HALL TO APPROVE THE AMENDED MINUTES, MOTION PASSED BY UNANIMOUS VOTE (4-0).

3. NEW BUSINESS:

3.1 Consider Discussion of Infrastructure Updates

Town Manager Ambrose gave a brief overview of we are moving forward to get the civil plans so that we can put all that in the dirt at one time. The understanding is that there is not going to be a lot of dirt moving around the site. My understanding is that Mr. Burgin wants to move as little dirt as possible to

try to get the park functional for the short term and ultimately for the long term as well. The other goal is to get the Depot climate controlled. We are running out of room at Town Hall to store some of the historic items that people are bringing in and we just need space to put these items that is climate controlled. The goal is to get the Depot up to date to store all these historic items for now.

Madam Chair Gray stated that last month they were in a meeting with Mr. Burgin and they discussed getting the Depot floors and windows sealed, adding climate control and accessibility for us to use. We also talked about the civil plans and Mr. Burgin talked about two (2) places that needed grading and that is the big oval in the middle and over where the children’s area will be due to a small slant in the property in that area.

Town Manager Ambrose stated that there may be some confusion about a sink that needed to be added to the Depot.

Madam Chair Gray stated that the committee was very clear with Mr. Burgin that the only water that was needed would be in the bathrooms.

Town Manager Ambrose stated that he thinks that we would be fine with the foundational move and putting our pipes where we need to with the bathrooms.

Madam Chair Gray stated that in the meeting with Mr. Burgin last month they did talk about the materials so that they understood what to order so that when we were ready to move forward, we would be ready. We also asked Mr. Burgin to draw up an RFP for the old Fire Building that is at Public Works now.

Manager Ambrose added that where the old fire building is going there is a sewer line close by and he would rather put in the sewer line before the building is moved. We want to make sure we get all the utilities in the ground.

Member Katie Sells asked Town Manager Ambrose if he had the civil plans.

Town Manager Ambrose stated that he did not have them yet, but they are close to being ready. I will be permitting the whole thing at one time, not in phases. You will be able to fund whatever at any time holding that permit open, so that you are not just stuck to a phase.

4. OLD BUSINESS:

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

4.2 Consider Discussion of Bathroom Update

Madam Chair Gray gave a brief overview of how she wanted to make sure that when recommending something to the board, that the committee specifically put in exact details to explain the reasons why they are choosing to recommend and there is no confusion. It was brought to my attention that we were asked to go to the Transportation Museum to look at the bathrooms there before we decided on the bathrooms for the park. I asked if we were to go to the Transportation Museum, how many stalls are in that bathroom. They have eight (8) stalls in each bathroom there. In our park we would have had three (3). Would it have been a better question regarding capacity instead of style. If the Board of Aldermen were thinking eight (8) stalls in each bathroom, then that’s a capacity issue not style. I just want to make sure we are having the correct conversations, because if we need to have a redraw and have larger bathrooms that’s a different conversation. I think that we may need to think about having a larger bathroom over at the play area rather than just one bathroom.

Manager Ambrose stated that a designated committee member could come to speak at the Board of Aldermen meeting to explain the committee’s side. Manager Ambrose stated that the Board did approve the individual bathrooms. Manager Ambrose also stated that when the committee recommends

an item to the Board of Aldermen that we should send as much information possible, including minutes and description.

4.3 Consider Discussion of Combining Parcels Update

Town Manager Ambrose stated that the Akers property is for the children’s area and was against D.C. Linn’s thing. It was not his property, the Town purchased that property, and we want to educate the public that the back section was purchased by the Town for the kid’s area.

Parks and Rec Coordinator Dannon Webster stated that the Board of Aldermen did approve Uttley for the surveying and combining of the ten (10) parcels. Once they have completed the job at Lake Corriher Park they will begin the project at D.C and Frances Linn Park. Mr. Burgin did communicate to Parks and Rec Director Jessica St.Martin that he is working on RFP’s and should have those in the next few days.

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

4.5 Consider Discussion of DCFL Park Merchandise Quotes

Manager Ambrose stated that the 125 Celebration merchandise is for the DCFL Park and the money that purchased that was town money and all the funds from that merchandise will go to the park. This is something we desperately need help selling. We need to push this somehow. We are boosting posts on Facebook.

Member Katie Sells asked what other suggestions do we have other than Facebook to sell these items. Town Manager Ambrose suggested that committee members could take merchandise to sell door-to-door or volunteer at local town events.

Madam Chair Gray asked if a table would be at the Easter Egg Event in the town.

Manager Ambrose stated that a table would be at that event.

Member Katie Sells stated that she would be available to help that weekend. She stated that we could set up a table for the first cruise in in April, and May 1st cruise in, and May 2nd for the 125th Celebration. Parks and Rec Coordinator Dannon Webster gave a brief overview of the items and the prices in the packet. These are just basic quotes they can be customized how you like.

Manager Ambrose asked the committee if they were thinking these items could be sold long term at the Depot.

Madam Chair Gray stated yes, that is the idea. I also think since seeing the post with the items that the town has with 125th Celebration, we want to have different items to sell.

A MOTION WAS MADE BY MEMBER KATIE SELLS, SECONDED BY MEMBER JOHN HALL TO TABLE THE DISCUSSION OF DCFL PARK MERCHANDISE QUOTES TO THE MARCH MEETING, MOTION PASSED BY UNANIMOUS VOTE (4-0).

5. UPCOMING EVENTS:

5.1 Upcoming Events

Manager Ambrose did give a brief overview of the Landis C.A.R.E.S class that the town is offering to the citizens. If you missed the opportunity to sign up for that class, we will have another one in the fall. This class is designed for the different departments to go through and describe a day to day challenges and success, and gives the citizens a chance to see what goes on in local government.

During discussion, The Park Committee considered the benefits of holding meetings earlier in the month. The committee agreed on the second Tuesday of each month at 5:30 PM would better

accommodate members and allow items requiring recommendation to the Board of Alderman to be submitted in a more timely manner.

A MOTION WAS MADE BY MEMBER JOHN HALL, SECONDED BY MEMBER KATIE SELLS, TO CHANGE THE DCFL PARK COMMITTEE MEETING TO THE SECOND TUESDAY OF EACH MONTH BEGINNING MARCH 10, 2026, AT 5:30 PM, MOTION PASSED BY UNANIMOUS VOTE (4-0).

6. CLOSING:

6.1 Motion to Adjourn

A MOTION TO ADJOURN WAS MADE BY MEMBER JOHN HALL, SECONDED BY MEMBER KATIE SELLS, AT 6:49 PM, MOTION PASSED BY UNANIMOUS VOTE (4-0).

Respectfully Submitted,

Deputy Clerk, Angie Sands

D.C. & Frances Linn Park Foundation **Updates**

- Tax documents have been handed over to the accountant for 2025
- Four (4) Bricks sold in February
- Street Signs will go up for pre-order in April
- Bank Account: \$4,566.20
- Foundation Board to meet in April – Date TBD

Postcards



Vistaprint (basic postcard) – \$16.14 (qty of 50, \$.32/postcard)

U Printing (basic postcard) - \$17.87 (qty of 50, \$.36/postcard)

Stickers



4 Imprint (2" individual circular sticker) - \$306.25 (min order of 125, \$2.45/sticker)

Sticker Mule (2" individual circular sticker) - \$69.00 (qty of 100, \$.69/sticker)

T-shirts



Vistaprint - \$573.32 (qty of 50, \$11.47/shirt)

Campus Creations (tri-blend cotton, front and back print) - \$650 (qty of 50, \$13/shirt)

Insulated Cups

UPrinting - \$562.50 (qty of 50, \$11.25/cup)



Vistaprint - \$799.50 (qty of 50, 15.99/cup)



Water Bottles

Vistaprint (plastic water bottle) - \$222.49 (qty of 50, \$4.45/bottle)



UPrinting (plastic water bottle) - \$356.00 (qty of 50, \$7.12/bottle)



Pins

Vistaprint (button style 3”) - \$153.50 – (qty of 50, \$3.07/pin)



Lapel Pin Now (1” lapel)

\$173.76 (\$45 set up fee included) – (qty of 50, \$3.48/soft lapel pin)

\$145 (\$45 set up fee included) - (qty of 50, \$2.90/hard lapel pin)



Pinmart – (soft enamel lapel 1”) – 257.50 (qty of 50, \$5.15/pin)

Canvas Tote Bags

Vistaprint (15” W x 16.25” H) – \$342.00 + \$39.99 setup fee (qty of 100, \$3.42/bag)

Campus Creations - \$500 (qty of 50, \$10/bag)



Customink (13” W x 11” H) - \$640.00 (min order of 100, \$6.40/bag)



Wooden Train Whistles



Quality Imprint - \$463.68 (min order of 288, \$1.61/whistle)

Everything Branded – \$403.20 (min order of 288, \$1.40/whistle)

Hats

Campus Creations – (embroidered Richardson 112 mesh snapback) - \$900 (qty of 50, \$18/hat)



Vistaprint – (Richardson 115 mesh snapback) - \$980.50 (qty of 50, \$19.61/hat)

Keychains

4 Imprint (round soft keychain) - \$410.00 (min order of 500, \$.82/keychain)



Executive Advertising (round leather keychain, laser engraved) - \$475.00 – (min order 150, \$3.17/keychain)





Product Name 20 oz. Water Bottles with Push Cap

Description Get customers flowing in your direction when you include these 20 oz. custom plastic water bottles in your next advertising campaign! Made of high density polyethylene (recycle code: 2), the flexi-grip easy squeeze-action bottles feature a ridged cap and an easy-flow drinking push spout. They're available in a wide variety of bright and fun colors and can be purchased

unimprinted or with a silkscreened imprint of your branding information. These are the perfect way to gain visibility at company picnics, marathons and more!

Material Plastic

CPN 560059945

Color Black, Frosted, Kelly Green, Navy Blue, Neon Green, Neon Pink, Purple, Red, Reflex Blue, Silver, Teal, White, Yellow, Orange

Size 20 oz

Imprint Method Screen Print

Imprint Color(s) Standard Colors

Imprint Size 3" w x 3.25" h

Imprint Option(s) 1 Color Imprint

1 Color Imprint	
Quantity	50
Price	\$3.22



Product Name Camden Plastic Ballpoint Pen

Description Experience smooth writing with the Camden plastic twist action ballpoint pen. Featuring a sleek matte coating, this pen is equipped with a 1.00 mm ballpoint tip and black refillable ink, ensuring consistent performance and style for all your writing needs.

Material Plastic

CPN 565030561

Color Black, Navy Blue, Silver, Smoke

Size 5.5 " x 0.75 "

Imprint Method Printed, Unimprinted. Set-up Charge: Printed - \$59.00, PMS Matching Charge: Printed - \$25.00

Imprint Color(s) Standard Colors

Imprint Size 1.75" W x 0.25" H

Imprint Option(s) 1 Color Imprint, 1 Color Imprint - Low Quantity, Blank, 2 Day Rush

1 Color Imprint	
Quantity	100
Price	\$0.95

Price Includes 1 color imprint



Product Name Round Shaped Silicone Keychain

Description Upgrade your branding strategy with our round silicone key tags, designed for both functionality and promotional impact. Made from ultra-soft yet durable silicone. The smooth, tactile surface provides a premium feel while offering excellent resistance to water, dust, and daily wear and tear. Each key tag features a convenient snap-clip mechanism, making it effortless to attach and detach from keys, lanyards, or bags. Perfect for

corporate giveaways, trade shows, loyalty programs, and promotional campaigns. Choose from a variety of colors, add your logo or message, and create a cost-effective marketing tool that keeps your brand in customers' hands every day.

Material Silicone

CPN 564373920

Color Red, Rose Red, Transparent Red, Royal Blue, Blue, Yellow, Green, Transparent Green, Orange, Black, White

Size 2 " x 2 " x 3 mm

Imprint Method Uv Full Color One Side, Uv Full Color Both Sides

Imprint Color(s) PMS Colors

Imprint Size 1.8"x1.8"

Full Color One Side	
Quantity	100
Price	\$2.33

Price Includes Standard one location; One Side Full Color UV printing



Product Name Custom Circle Stickers - No Setup Fees

Description Our custom circle stickers are printed on 3M vinyl, have a bubble free permanent adhesive, are UV resistant, and 100% waterproof.

Material Vinyl
CPN 561116751

Color Assorted, White, Blue, Brown, Orange, Purple, Black, Gray, Red, Yellow, Green, Pink, Teal, Light Blue, Royal Blue, Navy Blue, Burgundy, Gold, Maroon, Silver, Custom

Size 1 " x 1 " , 2 " x 2 " , 3 " x 3 " , 4 " x 4 " , 5 " x 5 "

Imprint Method Printed, Digital Print, Full Color

Imprint Color(s) Standard Colors

Imprint Size 2" x 1" , 3" x 2" , 5" x 2" , 5" x 3" , Custom

1 " x 1 "	
Quantity	1
Price	\$1.02



Product Name 4" X 6" Postcards

Description Maximize brand awareness with this eye-catching 4" x 6" postcard! Printed on 14PT extra thick cardstock with vibrant colors and a protective UV ultra high gloss coating, this product grabs attention and is built to last. Send customized messages to clients, announce special offers, or create stunning invitations. This promotional item will handle all of your marketing needs so you can watch your brand recognition soar.

CPN 564527510

Color White

Imprint Method Printed, Unimprinted

Imprint Color(s) Standard Colors

Imprint Option(s) Veritcal, Horizontal, 4 Colors, 9 Colors, 8 Colors, 7 Colors, 6 Colors, 5 Colors, 3 Colors, 2 Colors, 1 Colors, Metallic Teal, Metallic Silver, Metallic Purple, Metallic Pink, Metallic Lavender, Metallic Green, Metallic Gold, Metallic Blue, Metallic Baby Blue, Run Charge - Both Front and Back

White,Printed,UNIMPRINTED	
Quantity	100
Price	\$0.63

Product Name Stainless Steel Tumbler with Handle and Straw, 30 oz.



Description Experience ultimate beverage insulation with our double wall vacuum mug with handle and straw. Crafted from premium 18/8 Stainless Steel, it boasts vacuum isolation technology. The powder-coated body ensures durability and style. Enjoy cold drinks chilled for 16 hours and hot beverages warm for 8 hours. Its AS sliding lid and clear straw lid with twist closure adds

convenience. Add company logo for promotion. Contact our sales team for color availability. Hand wash only, not dishwasher safe. Available in USA.

Material 18/8 Stainless Steel

CPN 564710075

Color White, Red 186C, Blue 7694C, Black, Cool Grey 8C

Size 5 " x 9.5 "

Imprint Method Silkscreen or Laser Engraved

Imprint Color(s) Standard Colors

Imprint Size 2.5 (W) x 3 (H)inches

Quantity	50
Price	\$15.50

Price Includes Setup, Virtual proof, Logo PMS matching, 1 color silkscreen imprint on 1 location



Product Name Train Whistle

Description Blow into this 4-hole whistle to produce an authentic train sound. These train whistles are made of wood, making them recyclable, as well as biodegradable. Recommended for ages 3+. Quantity ordered must be in increments of 12pcs.

Material Wood
CPN 563190954

Color Wood
Size 7 " x 1.19 " x 1.19 "
Imprint Method 1 color imprint
Imprint Color(s) standard colors
Imprint Size 4.00" W x 0.88" H

Imprint	
Quantity	144
Price	\$4.12



2026 MARCH

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	31
FEBRUARY						
1	2	3 Landis C.A.R.E.S 6 PM - 8 PM	4	5 Board of Aldermen Work Session Meeting: 5:30 PM	6	7
8	9	10 DCFL Park Committee Meeting: 6:00 PM ----- Landis C.A.R.E.S 6 PM - 8 PM	11	12	13	14
15 Government Finance Professionals Week	16 Board of Aldermen Regular Scheduled Meeting: 6:00 PM	17 Planning Board Meeting: 6:00PM ----- Landis C.A.R.E.S 6 PM - 8 PM	18 Board of Aldermen Budget Retreat: 9 AM	19	20	21
22	23	24 Landis C.A.R.E.S 6 PM - 8 PM	25	26	27	28 Easter Egg-Stravaganza 11 AM - 1 PM N. Central Ave.
29	30	31	1	2	3	4
APRIL						

NOTE



- 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 La



2026

APRIL

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29 MARCH	30	31	1 Senior Luncheon 12:00 Noon @ Trinity Lutheran Church	2	3 Town Offices Closed In Observance of Good Friday ----- Downtown Cruise-In 5-9 PM	4
5 Easter Sunday	6	7 Landis C.A.R.E.S 6 PM - 8 PM	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: 6:00 PM ----- Landis C.A.R.E.S 6 PM - 8 PM	15	16	17	18
19	20	21 Planning Board Meeting: 6:00 PM ----- Landis C.A.R.E.S 6 PM - 8 PM	22 Administrative Officials Day	23	24	25
26	27	28 Landis C.A.R.E.S 6 PM - 8 PM	29	30	1	2
3 MAY	4	5	6	7	8	9

NOTE



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- FOR MORE INFORMATION VISIT: TOWNOFLANDISNC.GOV