DC AND FRANCES LINN PARK COMMITTEE

Tuesday, September 08, 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. APPROVAL OF MINUTES FOR MEETING(S):

2.1 **Consider Approval of August 11, 2026 Meeting Minutes**

3. NEW BUSINESS:

3.1 **Consider Update Regarding 125th Anniversary Event Sales**

Submitted By: Jessica St. Martin, Parks and Recreation Director

Details: Director St. Martin will provide the Committee with an update regarding sales from the Town of Landis 125th Anniversary Celebration, including sales of D.C. and Frances Linn Community Park items.

3.2 **Consider Discussion of Committee Participation in the Fall Festival**

Submitted By: Michelle Gray, Committee Chair

Details: The Committee will discuss plans for participating in the upcoming Fall Festival, including how the event can be used as an opportunity to promote the D.C. and Frances Linn Community Park. Discussion will include potential Committee involvement, activities or information to share with attendees, and coordination with Town Hall on marketing and promotion of the park leading up to and during the event.

3.3 **Consider Update Regarding the Depot and Linn Family**

Submitted By: Michelle Gray, Committee Chair

Details: Madam Chair Gray will provide the Committee with an update regarding information received from extended members of the Linn family related to the Depot and its history.

3.4 **Consider Discussion of Marketing and Storytelling Plan for D.C. and Frances Linn Community Park**

Submitted By: Michelle Gray, Committee Chair

Details: The Committee will discuss ideas for marketing and promoting the D.C. and Frances Linn Community Park in coordination with Town Hall. Discussion will include developing a plan for social media content, identifying what information or assistance may be needed from Committee members, and gathering ideas for telling the history and story of the park. The Committee will also discuss opportunities to record and preserve historical information and stories from local residents for use in future park-related content

4. OLD BUSINESS:

4.1 **Consider the Discussion of Bids for the D.C. and Frances Linn Community Park Fencing Project (Project # 27-186)**

Submitted By: Tori Martin, Town Clerk

Details: The D.C. and Frances Linn Community Park Committee will review and discuss the bids received for the D.C. and Frances Linn Community Park Fencing Project. Following discussion and review of the bids, the Committee may make a recommendation to the Board of Aldermen regarding the award of the project.

Recommended Action: Motion to recommend _____ in the Amount of $____ Dollars for the D.C. and Frances Linn Community Park Fencing Project to the Board of Aldermen for approval and award. (Project # 27-186)

5. UPCOMING EVENTS:

5.1 **Upcoming Events** (Included in the Board packet)

6. CLOSING:

6.1 Motion to Adjourn

DC AND FRANCES LINN PARK COMMITTEE

Tuesday, August 11, 2026 at 5:30 PM

Landis Board Room

AGENDA

PLEASE SILENCE ALL CELL PHONES

1. INTRODUCTION:

1.1 Call Meeting to Order

DC and Frances Linn Park Committee Chair Michelle Gray called the meeting to order at 5:30 PM.

1.2 Determination of Quorum

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

Staff Present: Town Manager: Michael D. Ambrose, Parks and Recreation Director: Jessica St. Martin, Town Clerk: Tori Martin

1.3 Pledge of Allegiance

The Pledge of Allegiance was recited by those in attendance.

1.4 Adoption of Agenda

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

Moved By: John Hall, seconded by Katie Sells

Motion Passed: (5-0)

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

2. APPROVAL OF MINUTES FOR MEETING(S):

2.1 **Consider Approval of July 14,2026 Meeting Minutes**

It was noted that the July 14, 2026 meeting minutes incorrectly listed Committee Member Randall Peterson as present in both the determination of quorum and in voting on motions, despite his not having been in attendance at that meeting. The Committee agreed that Peterson's name should be removed from those portions of the minutes. No other errors were identified. A motion was made to accept the minutes as amended.

ACTION: A MOTION WAS MADE TO APPROVE AMENDED MEETING MINUTES.
Moved By: John Hall, seconded by Katie Sells
Motion Passed: (5-0)
Voting For: Michelle Gray, John Hall, Randall Peterman, Katie Sells, David Sells

3. OLD BUSINESS:

3.1 **Discussion and Updates from the Parks and Recreation Director**

Parks and Recreation Director Jessica St. Martin presented several updates to the Committee.

Bench Plaque: Director St. Martin displayed the commemorative plaque that has been fabricated for one of the three donated benches. The Committee confirmed the plaque's appearance and agreed it looked well. Discussion followed regarding placement of the three benches at the 125th anniversary event. The consensus was to position the bench near the merchandise and fundraising tent alongside a backdrop featuring a 125th anniversary sign and balloons, so it could serve as a photo opportunity area.

Stump Removal: Director St. Martin reported that the excavation contractor has experienced weather-related delays and has determined that a larger excavator than originally planned will be needed for at least one of the stumps. The contractor is in the process of securing that equipment and anticipates beginning stump removal the following week, with cleanup expected to be completed within a couple of days. Director St. Martin noted that the contractor was aware of the two-week deadline and expressed confidence that it would be met. Once the stumps are removed, the engineer would be able to flag the foundation areas, with actual foundation work commencing after the 125th anniversary celebration.

Depot Repairs and Improvements: Director St. Martin reported that she had walked through the Depot building with a contractor from Carolina Construction Entities to assess the condition of the structure and develop a scope of work focused on sealing and preserving the building rather than full renovation. She summarized the contractor's key recommendations, which included: constructing an 8-foot-wide deck around the entire perimeter of the building with a ramp from the backside to the sidewalk for ADA accessibility; sealing the floor from underneath with plywood painted black to deter critters while preserving the original flooring above; replacing only rotten or missing interior or exterior boards; caulking gaps in the interior walls and exterior siding; retaining and repairing the original sliding doors by fixing the sliding track mechanism and sealing the bottoms; sealing the standard doors and adding door sweeps; and confirming the windows were found to be in sound condition.

The Committee engaged in a substantive discussion around several points. Committee Member Hall raised the issue of insulation, noting that spending money on climate control without insulating the building would be fiscally imprudent. The question was also raised as to how mini-split HVAC units could be installed after the deck was constructed if access to the exterior walls were limited by the skirting. Madam Chair Gray suggested that the skirting design on the backside of the deck could incorporate an access gate or panel to allow future installation of the mini-splits. The Committee agreed in principle that the HVAC units and the deck should ultimately be done together, or at minimum that the deck design should account for future HVAC access.

Town Manager Michael D. Ambrose clarified that civil plans were not yet needed for this scope of work, but cautioned that if the total project cost reached the $30,000 procurement threshold, the work would need to go through a formal RFP process and board approval, potentially adding approximately 90 days to the timeline. He recommended treating the decking and HVAC as separate scopes to keep each below that threshold if possible.

Committee Member Hall suggested reaching out to Norfolk Southern, which has charitable foundations, as a potential funding source for the depot restoration. The Committee expressed interest in exploring this.

Madam Chair Gray raised the idea of inviting Mr. Norvell, who has deep experience with historical depot preservation including having spearheaded the renovation of the Salisbury depot, to provide an informal review of the planned scope of work. The Committee agreed it would be valuable to send him an email describing the approach and soliciting any recommendations, but consensus was that this outreach should not delay obtaining quotes. Director St. Martin indicated she had his contact information. Town Manager Ambrose noted that Mr. Burgin, the project architect, would also be walking the site during the first week of September and would be available to provide input at that time.

ACTION: A MOTION WAS MADE TO AUTHORIZE PARKS AND RECREATION DIRECTOR JESSICA ST. MARTIN TO OBTAIN A DETAILED QUOTE FOR THE PROPOSED IMPROVEMENTS AND REPAIRS TO THE DEPOT. THE QUOTE SHALL INCLUDE THE CONSTRUCTION AND INSTALLATION OF AN 8-FOOT-WIDE DECK AROUND THE PERIMETER OF THE BUILDING, INCLUDING A RAMP ON THE BACK SIDE; SEALING THE FLOOR FROM UNDERNEATH WITH PLYWOOD WHILE PRESERVING THE ORIGINAL FLOORING AND REPLACING ANY ROTTEN OR MISSING BOARDS; CAULKING GAPS BETWEEN INTERIOR WALLS AND REPLACING MISSING INTERIOR PLANKS; RETAINING THE ORIGINAL FOUR (4) SLIDING DOORS AND REPAIRING OR REPLACING THE SLIDING MECHANISMS AS NEEDED, SEALING THE DOORS, AND INSTALLING DOOR SWEEPS ON ALL FOUR (4) SLIDING DOORS AND TWO (2) STANDARD DOORS; AND FILLING EXTERIOR SIDING GAPS WITH SILICONE OR CAULK, WITH EXTERIOR SIDING PLANKS REPLACED ONLY WHERE MISSING OR ROTTEN. THE QUOTE SHALL INCLUDE ALL LABOR, MATERIALS, AND INSTALLATION COSTS ASSOCIATED WITH THE PROPOSED WORK.
Moved By: Kaite Sells, seconded by John Hall
Motion Passed: (5-0)
Voting For: Michelle Gray, John Hall, Randall Peterman, Katie Sells, David Sells

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

Town Manager Ambrose reported that civil plans are currently in process at a cost of $22,000 and that a recent update indicated the work is nearing completion, having been submitted to the engineer on July 28th. He noted that completion within approximately one month would be a commendable turnaround. He clarified that the civil plans are not required before any building moves but will be necessary when water and sewer work begins. The electrical plans, which include the Depot, were completed and paid for approximately one year ago and are ready to be submitted to the county for permitting.

Town Manager Ambrose confirmed that engineer Mr. Burgin is scheduled to be on site during the first week of September to lay out footing locations, coordinate with the contractor on setting batter boards, and address the depot scope as well.

3.3 **Consider Discussion of DC & Frances Linn Park Foundation**

Town Manager Ambrose reported that the DC & Frances Linn Park Foundation received a $10,000 grant from Enbridge's Community Grant program, designated for the walkway. These funds will be deposited into the Foundation's 501(c)(3) account.

ACTION: A MOTION WAS MADE TO AMEND THE AGENDA ADDING ITEM 3.4 FOR DISCUSSION OF DCFL PARK UPDATES
Moved By: John Hall, seconded by Katie Sells
Motion Passed: (5-0)
Voting For: Michelle Gray, John Hall, Randall Peterman, Katie Sells, David Sells

3.4 **Consider Discussion of DCFL Park Update**

Madam Chair Gray addressed the Committee regarding the need to develop a marketing and storytelling strategy for the park. She emphasized that as the park progresses — particularly after the 125th anniversary event when the historic buildings will begin to be relocated to the site — it will be critical to begin communicating the park's story to the public in order to attract additional funding and sponsorships. Chair Gray noted she is willing to invest her time in developing this effort and asked Committee members to come to the next meeting prepared with ideas about what stories, themes, and perspectives should be highlighted — whether historical, community-focused, or otherwise.

Madam Chair Gray also suggested that the storytelling effort could form the foundation of a sponsorship package to present to businesses and foundations, and expressed a goal of having a marketing plan in place by the first of the year. The Committee was asked to think broadly about how to reach potential donors and partners, and to consider how earned media and community storytelling could be integrated with the town's existing communications channels.

4. UPCOMING EVENTS:

4.1 **Upcoming Events** (Included in the packet)

The Committee discussed logistics for staffing the park's table at the upcoming 125th anniversary event on August 29th. Confirmed volunteers for the event included Madam Chair Gray, Committee Member Peterson, and Committee Member Hall, with Committee Member Hall noting he would need assistance with operating the point-of-sale technology. Director St. Martin suggested that Committee Member Hall could assist with the historical display tent near the DCFL area, where his familiarity with the park's story and photographs could be put to good use. Lighting for the tent was discussed as a practical consideration, given that previous events had extended into the evening.

5. CLOSING:

5.1 **Motion to Adjourn**

ACTION: A MOTION WAS MADE TO ADJOURN THE MEETING AT 6:13 PM
Moved By: David sells, seconded by John Hall
Motion Passed: (5-0)
Voting For: Michelle Gray, John Hall, Randall Peterman, Katie Sells, David Sells

PROPOSAL ATTACHMENTS

Landis DCFL Community Park Fencing Project Proposal Form & Sig

It is the intent of the Town to accept the lowest responsible/responsive proposal. The selected proposal will be the most advantageous regarding price, quality of service, vendor qualifications, and capabilities to provide the specified service, and other factors which the Town may consider. The Town reserves the right to accept or reject any or all proposals and to waive irregularities therein.

The undersigned hereby submits the following proposal for the cost of Contractor/Construction services as described within this Request for Proposal document:

Business Name: Stone Castle Fence LLC

Representative Name/Title: Dalton Williams

Address: 440 Gaillard Rd Moncks Corner SC 29461

Office Phone: 843-964-4892 Cell Phone: 843-964-4892

Website: https://stonecastlefenceco.com/ Email: daltonw@stonecastlefenceco@gmail.com

Material Costs	Labor Costs	Other / Note
$42,550	$13,400	

Total Cost: $55,950

Payment will be made to the contractor within 30 days of receiving the monthly invoice. The invoice shall include date(s) of service and the amount for each date. Special services provided will be billed via a separate invoice and described by the service provided and the date it was provided.

Authorized Signature: DW

Date: 8/11/26

PROPOSAL ATTACHMENTS

Section 4, Item4.1

Landis DCFL Community Park Fencing Project Proposal Form & Sig

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The undersigned hereby submits the following proposal for the cost of Contractor/Construction services as described within this Request for Proposal document:

Business Name: Fence Builders, Inc

Representative Name/Title: Robert Shelton / Commercial Estimator & PM

Address: 1230 Old Salisbury Rd. Winston Salem, NC 27127

Office Phone: 336-788-9090 Cell Phone: 336-510-0567

Website: www.fencebuildersinc.com Email: rshelton@fencebuildersinc.com

Material Costs	Labor Costs	Other / Note
$45,650.00	$14,240.00	

Total Cost: $59,890.00

Payment will be made to the contractor within 30 days of receiving the monthly invoice. The invoice shall include date(s) of service and the amount for each date. Special services provided will be billed via a separate invoice and described by the service provided and the date it was provided.

Authorized Signature: Robert Shelton Date: 07/06/2026

PROPOSAL ATTACHMENTS

Landis DCFL Community Park Fencing Project Proposal Form & Signa

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The undersigned hereby submits the following proposal for the cost of Contractor/Construction services as described within this Request for Proposal document:

Business Name: Pinpoint Fence

Representative Name/Title: Andrew Wolstenholm

Address: 121 E. Henry St Belmont NC 28012

Office Phone: 704-740-6042 Cell Phone: 704-898-5787

Website: Pinpointfence.com Email: Andrew@pinpointfence.com

Material Costs	Labor Costs	Other / Note
$51,032.00	$20,264.24	

Total Cost: $71,296.24

Payment will be made to the contractor within 30 days of receiving the monthly invoice. The invoice shall include date(s) of service and the amount for each date. Special services provided will be billed via a separate invoice and described by the service provided and the date it was provided.

Authorized Signature: ______________ Date: 7/08/2026

2026 SEPTEMBER

TOWN 125 YEARS LANDIS NORTH CAROLINA Est. 1901

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
23	24	25	26	27	28	29
30	31	1	2	3	4 Downtown Cruise In: 5 -9 PM	5
6	7 Town Offices Closed in Observance of Labor Day ----------- Last Day of Pool Season	8 DCFL Park Committee Meeting: 5:30 PM	9	10 Board of Aldermen Work Session Meeting: 5:30 PM	11	12
13	14 Board of Aldermen Regular Scheduled Meeting: 6:00 PM	15 Planning Board Meeting: 6:00 PM	16	17	18	19
20	21	22	23	24	25 National Night Out and Touch-A-Truck 5 PM - 7 PM	26
27	28	29	30	1	2	3

AUGUST

OCTOBER

NOTE

Celebrating 125 YEARS TOWN OF LANDIS

Be a Landis Original

March 28th:	Easter Egg-Stravaganza
August 29th:	125th Anniversary Celebration
September 25th:	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

FOR MORE INFORMATION VISIT: TOWNOFLANDISNC.GOV