



DC AND FRANCES LINN PARK COMMITTEE SPECIAL CALLED MEETING

Tuesday, October 20, 2026 at 4:00 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 Adoption of Agenda

2. APPROVAL OF MINUTES FOR MEETING(S):

- [2.1](#) **Consider Approval of September 8, 2026 Meeting Minutes**

3. NEW BUSINESS:

- [3.1](#) Please look over the event dates for the upcoming year. A participation form has been created that will need to be filled out and turned in for each event in which the committee decides to participate. This can be completed all at once after the first of the year, or they can be done individually for each event and submitted 30 days prior to the Parks & Recreation Department.
- 3.2 **Consider the Discussion of the D.C. & Frances Linn Community Park Project Civil Plans**

Submitted By: Michael D. Ambrose, Town Manager

Details: This is to get an update on the Civil Plans, and the path forward.

3.3 **Consider the Discussion of the D.C. & Frances Linn Community Park Projects Completed or Underway**

Submitted By: Michael D. Ambrose, Town Manager

Details: Town Staff will provide the DCFL Committee with an overview of previously completed projects, ongoing improvements, and anticipated completion timelines for the D.C. & Frances Linn Community Park.

The presentation will include updates on the completed property survey, relocation of park buildings, foundation work, fencing project, and engineering and architectural services completed to date.

The purpose of this discussion is to provide the committee with a comprehensive understanding of the progress made, the current status of ongoing projects, and the expected deadlines for remaining improvements.

3.4 **Consider the Discussion the Financial Report regarding 125th Anniversary Sales, and DCFL Park Merchandise Sales**

Submitted By: Ashley Burn, Deputy Finance Officer

Details: Staff will present a financial report to the D.C. & Frances Linn Park Committee outlining merchandise sales associated with the Town's 125th Anniversary Celebration Merchandise and the D.C. & Frances Linn Community Park Merchandise.

The presentation will include a breakdown of total sales revenue, merchandise expenditures, remaining inventory, and the overall financial performance of both initiatives.

The purpose of this discussion is to provide the Committee with an understanding of revenues generated, expenses incurred, and remaining merchandise inventory to assist with future sales planning and inventory management.

3.5 **Consider the Discussion of the D.C. & Frances Linn Community Park Project Budget and Allocation of Remaining Funds**

Submitted By: Michael D. Ambrose, Town Manager

Details: The DCFL Committee will review the current financial status of the park project, including the total project budget of \$257,309.39, committed funds totaling \$162,044.29, and the remaining unallocated balance of \$95,265.10. Discussion will include completed projects, upcoming park improvements, and prioritizing the allocation of remaining funds toward future projects or reserving funds for potential matching grant opportunities.

Recommended Action: Discussion and direction from the DCFL Committee regarding future park improvements and the prioritization of remaining available funding in the form of a recommendation to the Board of Aldermen.

3.6 **Consider the Discussion of Updates from the D.C. & Frances Linn Community Park Foundation**

Submitted By: Tori Martin, Town Clerk

Details: The DCFL Foundation will provide the Committee with updates regarding its current activities, fundraising efforts, ongoing initiatives, and future plans to support the continued development and improvements of the D.C. & Frances Linn Community Park.

4. UPCOMING EVENTS:

5. CLOSING:

5.1 Motion to Adjourn



DC AND FRANCES LINN PARK COMMITTEE

Tuesday, September 08, 2026 at 5:30 PM

Landis Board Room

MINUTES

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: Madam Chair Michelle Gray, Member Randall Petermen, Member John Hall

Members Absent: Member Katie Sells, Member David Sells

Staff Present: Parks and Rec Director Jessica St. Martin, Staff Planner/Deputy Clerk Angie Sands

Others Present: Alderman Corriher, Planning Board Member Glenn Corriher and Kyle Robinson

1.3 Pledge of Allegiance

Madam Chair Gray led those in Attendance to the Pledge of Allegiance

1.4 Adoption of Agenda

ACTION: A MOTION WAS MADE BY JOHN HALL, SECONDED BY RANDALL PETERMAN TO ADOPT THE AGENDA. MOTION PASSED BY UNANIMOUS VOTE (3-0).

2. APPROVAL OF MINUTES FOR MEETING(S):

2.1 Consider Approval of August 11, 2026, Meeting Minutes

ACTION: A MOTION WAS MADE BY JOHN HALL SECONDED BY RANDALL PETERMAN TO APPROVE THE AMMENDED MEETING MINUTES. MOTION PASSED BY UNANIMOUS VOTE (3-0).

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.

Parks and Rec Director St. Martin gave a brief overview of the 125th celebration. Director St. Martin stated that 125 Anniversary merchandise was sold in the amount of \$1,403. No park merchandise was sold during the event.

Member John Hall thanked Director St. Martin and the town staff for all the hard work for the event.

Madam Chair Gray stated that she loved what Director St. Martin did with the tent with the historical exhibit. It was an impressive exhibit.

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.

Madam Chair Gray stated that DCFL Committee would participate at the donations table or Town Hall table. I presented the idea to Alderman Nelms at the 125 event that with the Fall Festival being Halloween themed event that we do a \$5 advice and do the three wise guys and dress up and give Smart Aleck advice as a way to raise money. The foundation is interested in the idea and Mr. Nelms wanted to look into getting those three wise guys.

Director St. Martin added that Leadership discussed if DCFL was going to have a separate tent to sell Park Merchandise that would be separate from administration. At the Fall Festival the Administration tent gives out a lot of free items and keeping the sales separate. Last time I spoke to Mr. Nelms he was thinking depending on how the Depot was looking that he may set up and display at the Depot so that people can see the signs and have more of a display.

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.

Madam Chair Gray reached out to Mr. Norvell, he was incredibly responsive. He will be joining us on the 14th with Bill Burgin. Mr. Burgin plans to mark the site at 11:00 AM and, while he is marking, Ed Norvell and John Hall will be taking a look inside the depot.

Regarding the deck, on first glance the 8ft stood out to several of us, Mr. Norvell and Mr. Burgin among them. The reason for the visit on the 14th is to take the list that Director St. Martin provided regarding work for the depot to make sure that no additional materials or work is needed as well as making sure no work would be counterproductive to the restoration of the depot itself. Mr. Bergin and the office of RSBA will be providing all site plans for the project. I have asked Mr. Bergin if he could have the site plans for the deck specifically ready for us by our October park committee meeting. I was made aware of something else today. Because the building will be in use, we will need a restroom inside the depot. We discussed that maybe the waiting area without knocking a wall down and that was a suggestion.

Director St. Martin asked if the building is primarily used as storage and the front part will be display and souvenir items, and there's a restroom right near that building, we have to have one inside the building. That will change power and water and everything.

Madam Chair Gray, the main area, will be accessible to the public. He showed me some plans from Rockingham that the bathroom was by the stove. That is probably the most thing to be discussed that day. Why is it necessary.

Member John Hall suggested that we could just use the windows that are in the depot and the deck that will be added to just be able to look inside and not go inside.

Madam Chair Gray stated that she will have them review the rules for the restrooms. I see that as a huge stomping on the brakes for this project. Since this building will not be utilized by the community 24 hours a day. It will only be open for display purposes. You would still have to exit the building to get to the restrooms, so why have them if we already have restrooms right by the building.

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

Madam Chair Gray asked what do we want to see as a committee, and would Town Hall be involved since they would be sharing town-related communications. We have discussed in the past talking to people in the town to get history and interactions with the Linn family and the history of that property. I think it's important to record some of those things. My goal will be to start those in January. That gives us a few months to plan who we ask and get them on a schedule. I have been given permission to use the Board Room to do the recording. I know town hall has some things. I have a tripod and lighting, and I can do some of the editing. What are your thoughts and who do you have in mind that we could ask.

Member John Hall stated that Alderman Tony Corriher would be a great person to talk to and get some information.

Madam Chair Gray asked what message should we start off with in the first one.

Member John Hall stated why we are doing the park, the Linn family involvement.

Madam Chair Gray asked who could speak on the sports part of the community, because that ties very heavily into why this park. Those things were part of town health and getting together community, having events but this was something separate that was meaningful to Mr. Linn based on traveling outside of Landis, and because he loved Landis so much, he wanted to bring that here. I can ask Ed and Susan as well. I think no more than five (5) or six (6) people and narrow it down to a seven (7) minute version and a fifteen (15) minute version.

Alderman Corriher stated that Mike Mahaley would be a good person to talk to about the Linn family.

Member Randall Peterman asked if we should find someone to help that has a background with working with historical stuff. Is there a need for someone like that in the mix of everything we are trying to do.

Madam Chair Gray stated her suggestion would be at the next meeting to get information on the options to get someone who would be a historian for this part of the park project.

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)

Madam Chair Gray asked Kyle Robinson to speak on this project.

Kyle Robinson stated that two (2) of the three (3) companies use imported material that is imported here and assembled and it says it's assembled in the USA, but not an American made product. I did work with Fence Builders, Inc and when the town reached out for more information, somebody there remembered that I live in Landis, and they reached out to me for our drawings. Antebellum is my company.

Madam Chair stated this was the only company out of the three (3) that is on the NC Fence Building Association. They are held to a higher standard for materials. They were also the only one who gave the upfront warranty information.

ACTION: A MOTION WAS MADE TO RECOMMEND FENCE BUILDERS, INC. IN THE AMOUNT OF \$59,890.00 FOR THE D.C. AND FRANCES LINN COMMUNITY PARK FENCING PROJECT TO BOARD OF ALDERMEN FOR APPROVAL AND AWARD BY MEMBER RANDALL PETERMAN, SECONDED BY MEMBER JOHN HALL. MOTION PASSED BY UNANIMOUS VOTE.

5. UPCOMING EVENTS:

5.1 Upcoming Events (Included in the Board packet)

6. CLOSING:

6.1 Motion to Adjourn

ACTION: A MOTION WAS MADE BY MEMBER JOHN HALL, SECONDED BY MEMBER RANDALL PETERMAN TO ADJOURN AT 6:17 PM. MOTION PASSED BY UNANOMOUS VOTE (3-0).

Respectfully Submitted,

Angie Sands, Deputy Town Clerk



Landis Annual Community Events **2027**

Easter Eggstravaganza

March 20th 10:00am-12:00pm

Cruise In Events

Cruise In dates are the first Friday of the month April – September EXCEPT for July. Due to the Holiday, it will be held the second Friday.

April 2nd

May 7th

June 4th

July 9th

August 6th

Sept. 3rd

Touch A Truck

September 24th 5:00pm-7:00pm

Fall Festival/Trunk or Treat

October 23rd 2:00pm-6:00pm

Christmas Parade/ Tree Lighting Event

November 23rd Parade prep begins at 1:00pm. Parade starts at 3:00pm
Tree Lighting Event following the parade.

Santa Campfire Christmas by the Lake

December 11th 4:00pm-6:00pm

Senior Lunches / Bingo Trinity Lutheran Church 12:00-1:00

February 3rd April 7th June 2nd Aug 4th Oct 6th Dec 1st



Landis Event Participation Form **2027**

Organization Name: _____

Point of Contact Name: _____

Point of Contact Phone : _____

Point of Contact Email: _____

Event Date (s) attending: *Please list all events you will be attending including specific dates for Cruise Ins along with the name of the person(s) working your tent. All dates may be submitted at once in advance, or if submitting them individually, please commit and submit the form within 30 days of the event.*

Please note: Organizations / Vendors are responsible for providing necessary items needed for their space such as tents, tables, chairs, tablecloths, etc...

