



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
- 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 May 12, 2026 and May 19,2026 Meeting Minutes**

3. OLD BUSINESS:

- [3.1](#) **Consider Discussion on Feedback Received Concerning ADA Accessibility and Grant Funding**

Submitted By: Jessica St Martin, Parks & Recreation Director

Details: After some of the questions and concerns about the brick walkways and the percentages of accessibility required for funding, I reached out to our Regional Recreation Resource Consultant, Trey Fouche. His response was, "Brick may be considered ADA compliant as long as it is maintained to surface and slope standards. Bricks need to be flush and tightly laid. There is not a percentage of sidewalks that need to be ADA compliant. However, you do need to meet state and local code. Generally, this means that all amenities in the park need to be accessible

by at least one pathway. He also is willing to meet with staff or committee to assist as we get further along in phases or offer other funding opportunities available.

3.2 Consider Viewing the DCFL Merchandise Items for Resale

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

Details: Several items purchased for resale have arrived and ready for the committee to view. We have samples of T shirts, Tote bags, Stickers, and Waterbottles.

3.3 Consider the Discussion of the Park Grant Meeting.

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

Details: Discussion regarding matters presented during the Park Grant Meeting, including grant funding needs and opportunities for the park project..

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

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

Details: Discussion regarding matters presented during the Board of Aldermen meeting, including updates and actions related to the Jail and Post Office foundations, as well as stump grinding.

4. UPCOMING EVENTS:

5. CLOSING:

5.1 Motion to Adjourn



SPECIAL CALLED MEETING

Tuesday, May 19, 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 called the Special Called Meeting of the DC and Frances Linn Park Committee to order on Tuesday, May 19, 2026, at 5:30 PM in the Landis Board Room, Landis, NC.

1.2 Determination of Quorum

A quorum was established.

Present: Michelle Gray, John Hall, Katie Sells, David Sells
Staff Present: Jessica St. Martin, Parks and Rec Director, Tori Martin, Town Clerk

1.3 Pledge of Allegiance

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

1.4 Recognitions and Acknowledgements

There were no recognitions or acknowledgements.

1.5 Adoption of Agenda

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

Moved By: John Hall, seconded by Katie Sells

Motion Passed: (4-0) Voting For: Michelle Gray, John Hall, David Sells, Katie Sells

2. NEW BUSINESS:

2.1 Consider Approval of the Foundation Bid for DC and Frances Linn Park Committee

Madam Chair Gray introduced the item, noting that the committee was reviewing updated foundation bids from the same two contractors previously considered: Piedmont Footings and Porter and Crest. The bids presented represented updated versions from the prior year.

Before the committee's review, it was noted that both contractors had been contacted by staff earlier that day to address a discrepancy in the bids: both quotes had included the cost of bricks, which in fact had been donated and would not need to be purchased. Director St. Martin confirmed that updated invoices reflecting the removal of brick costs would be provided to the committee and subsequently forwarded to the Board. It was clarified, however, that the reduction in cost from removing the brick charges was not substantial enough to alter the relative comparison between the two bids, and the committee could therefore proceed with a decision based on the figures presented.

John Hall raised the question of whether the two bids, which were formatted differently from one another, had been reviewed on an apples-to-apples basis to ensure they covered the same scope of work. Director St. Martin confirmed that each contractor had been contacted individually and that the line items were verified to be equivalent, noting that the two companies simply used different terminology and different formatting conventions. Director St. Martin further confirmed that both contractors were working from the same set of specifications prepared by Mr. Bergen, and that both had been cooperative and easy to communicate with during the review process.

Discussion also touched briefly on project timeline. It was noted that both contractors indicated they would need approximately two weeks' notice following approval before being able to begin work. Neither contractor provided a specific estimated completion date, citing factors such as weather conditions and material availability as variables affecting the schedule.

ACTION: A MOTION WAS MADE TO RECOMMEND PIEDMONT FOOTINGS FOR THE FOUNDATION WORK, WITH THE CONDITION THAT THE BRICK COSTS BE REMOVED FROM THE ESTIMATE.

Moved By: Katie Sells, seconded by John Hall

Motion Passed: (4-0) Voting For: Michelle Gray, John Hall, David Sells, Katie Sells

3. CLOSING:

3.1 Motion to Adjourn

ACTION: A MOTION WAS MADE TO ADJOURN THE MEETING AT 5:40.

Moved By: David Sells, seconded by John Hall

Motion Passed: (4-0) Voting For: Michelle Gray, John Hall, David Sells, Katie Sells



DC AND FRANCES LINN PARK COMMITTEE

Tuesday, May 12, 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, May 12, 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, Town Manager: Michael D. Ambrose.

1.3 Pledge of Allegiance

The Pledge of Allegiance was recited by those in attendance.

1.4 Recognitions and Acknowledgements

Town Manager Ambrose acknowledged the introduction of Victoria "Tori" Martin as the new Town Clerk joining Town Hall. It was noted that this was Ms. Martin's second DC and Frances Linn Park Committee meeting, following her first governing board meeting earlier this week and first work session last week. Ms. Martin was identified as the staff point of contact who would be assuming primary responsibilities previously handled by Angie Sands. Madam Chair Gray extended a warm welcome to Ms. Martin and expressed gratitude to Ms. Sands for her communication and service. It was also noted for the record that a representative named Ryan Nelms would be arriving at approximately 5:45 PM and would be formally welcomed at that time.

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 April 14, 2026 and April 29, 2026 Meeting Minutes

Prior to approval of the minutes, John Hall raised a question regarding the discussion of the DCFL Park Foundation (501(c)(3)) that had appeared in the prior meeting minutes, specifically seeking clarification on the nature of the committee's relationship with the foundation and what types of updates were relevant for the committee to receive.

Town Manager Ambrose clarified that the committee's relationship with the 501(c)(3) is limited in scope: the foundation may fundraise and purchase items independently, but cannot install anything at the park without a recommendation from this committee and approval by the governing board. Town Manager Ambrose further noted that the purpose of keeping the foundation on the committee's radar is to remain informed of any grant submissions or fundraising initiatives that may require committee action. It was also explained that each purchase from the park's restricted account must be accompanied by a separate budget amendment, which requires involvement from the Finance Director and placement on the governing board agenda.

Following this discussion, the committee reached a consensus that staff would continue to reach out to the foundation each month for updates, but that foundation-related items would only be placed on the committee's agenda when there is something substantive to report — such as a completed fundraiser total, a pending grant opportunity, or a request requiring committee approval. The committee agreed this approach would improve communication flow and reflect the foundation's efforts more accurately and positively.

ACTION: A MOTION WAS MADE TO APPROVE THE APRIL 14 2026 AND APRIL 29, 2026 MEETING MINUTES

Moved By: Katie Sells, seconded by John Hall

Motion Passed: (4-0)

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

3. NEW BUSINESS:

3.1 Consider Approval of the proof for the DCFL Park ad for Rowan Chamber

The committee reviewed two versions of the annual print advertisement for the DCFL Park to be submitted to the Rowan Chamber — the prior version and the updated proof. Discussion centered on two suggested modifications to the updated proof.

First, the committee noted that the rendered park image currently included in the advertisement (page 13 of the packet) predates the governing board's decision to include the fire truck buildings at the park. A bird's-eye view image (page 12 of the packet) that incorporates the fire truck building was identified as a more accurate and appropriate replacement image. Madam Chair Gray indicated she would provide that image file to staff.

Second, the committee reviewed the QR code included in the advertisement. It was confirmed that the QR code on the prior version directs users to the DCFL Park Foundation's Square site, which is also accessible through the Town's webpage. The current proof's QR code was found to not be functioning, and the committee agreed it should be corrected to properly link to the foundation's site.

The committee expressed general satisfaction with the layout, spacing, and wording of the updated proof, noting it was an improvement over the prior version.

ACTION: A MOTION WAS MADE TO RECOMMEND QUOTE NO. 17614-E FROM ATRACTATION FOR STUMP REMOVAL, GRINDING, AND EXCAVATION OF SIX STUMPS AT THE DCFL PARK IN THE AMOUNT OF \$3,000, WITH PUBLIC WORKS STAFF TO FILL THE RESULTING HOLES TO THE BOARD OF ALDERMEN.

Moved By: Katie Sells, seconded by John Hall

Motion Passed: (4-0)

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

3.2 Consider Discussion of Walking Paths for DCFL Park

The committee engaged in an extensive discussion regarding the prioritization of walking path locations within DCFL Park and the identification of potential funding sources. The committee referenced a bird's-eye view site plan to guide the conversation.

Grant Opportunity Overview

It was noted that a grant opportunity exists for the construction of park walking paths, but that this grant must be written through the 501(c)(3) foundation rather than through the municipality. Ryan Nelms of the foundation was present and confirmed he is actively pursuing the grant application. The grant operates on a calendar-year basis with a submission deadline of July 1. Ryan noted that he has been working to obtain necessary financial documentation from the foundation's accountant and expects to have it ready well in advance of the deadline. Grant awards from this source range from \$5,000 to \$500,000, and the final award amount depends on how the application scores.

Path Design Considerations

The committee discussed the scope of pathways to be included in the grant request. Town Manager Ambrose clarified that any pathways along North Central Avenue would not be eligible under this grant, as that corridor is covered by Powell Bill funding. The committee considered whether to request funding for all planned pathways or a prioritized subset.

A key design and funding concern was raised regarding the use of engraved memorial bricks within the walking paths. The committee discussed at length whether certain areas — particularly the Veterans Memorial — should be surfaced in brick rather than concrete. Several members expressed a strong preference for a brick surface in the Veterans Memorial area, both for aesthetic and commemorative reasons. However, concerns were raised that brick pathways may not be considered ADA-compliant walking surfaces under certain federal grant programs, which could restrict the park's eligibility for larger federal funding in the future. Madam Chair Gray referenced a specific federal health-related grant in the million-dollar range that contains ADA-compliance language as part of its scoring criteria.

A practical alternative was discussed: paving all walking paths in concrete and placing engraved bricks as a decorative border or linear edging alongside the concrete paths throughout the park, rather than as the walking surface itself. This approach was seen as preserving the brick fundraiser's viability — since bricks could be placed throughout the entire park rather than being limited to one area — while

maintaining full ADA compliance on all walking surfaces. It was noted that the Veterans Memorial area, flagpole surroundings, and legs leading from the memorial could still feature brick as a border element without being classified as the primary walking path, meaning that area would not necessarily need to be counted as ADA-compliant walking space in grant applications.

Ryan Nelms expressed a personal preference for a larger brick presence, particularly around the Veterans Memorial circle, and suggested that such an appearance would encourage the public to purchase bricks. The committee acknowledged the point but also noted that maximizing eligibility for larger grants in the future is a priority, as smaller grants alone will not be sufficient to fund the full park buildout.

Loop Requirement

Staff and committee members discussed a requirement understood to be associated with at least one grant program, specifically that funded walking paths must form a continuous loop — they cannot dead-end. The committee worked through the site plan to identify which path segments, when combined, would form a looping circuit. It was determined that if all planned paths (excluding North Central and the Veterans Memorial brick area) were paved in concrete, the resulting network would form a contiguous loop, connecting the parking area through the central park section and back, which would likely satisfy the scoring criteria for health-oriented walking path grants.

Foundation's Grant Application Scope

Ryan Nelms confirmed that the current grant request is written to include all planned park pathways, excluding the North Central Avenue section and the parking lot. The committee expressed support for proceeding on that basis, with the understanding that the final award may be partial and that additional grant applications may be needed in future cycles.

The committee also referenced other potential funding sources, including Duke Energy grants (suggested as applicable to landscaping and pollinator-related plantings) and the Miriam Hayes Foundation grant (seen as well-suited for the sensory and children's play area, with foundation representatives having already signaled strong interest). The Cannon Foundation was noted as less enthusiastic. It was also noted that the park's use of North Carolina native plants throughout the design positions the park well for environmentally focused grant language, even if it is not formally designated a pollinator garden.

The committee reached a general consensus to support the grant application as currently scoped — covering all eligible sidewalk areas — and to continue coordination between the foundation, town staff, and committee members to finalize the application ahead of the July 1 deadline.

No formal motion was made on this item, as it was treated as a discussion and planning item.

4. OLD BUSINESS:

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

Jessica St. Martin reported that an email had been received from the permit office confirming that the permit for the building foundations and building movements is ready to be picked up. Initial plans submitted for plan review were also received and are on file. Director St. Martin indicated she needs to physically retrieve the permit.

Regarding the building mover quote, staff confirmed that Oldham Company — the firm previously recommended by the committee and approved by the governing board — had been contacted and provided an updated price. The original quote was \$5,000; the new quote is \$6,500, reflecting a \$1,500

increase. Director St. Martin requested a formal quote from Oldham to be submitted with the updated figure.

The committee discussed whether to seek additional competitive quotes, but determined that, given the length of time already spent awaiting progress, the committee preferred to move forward with Oldham rather than reopening the bidding process. Staff was directed to transmit the recommendation and updated quote to the governing board at the next available meeting, with the goal of reaching the July governing board meeting, potentially as early as June.

5. UPCOMING EVENTS:

5.1 Upcoming Events

The committee noted that an upcoming cruise-in event is scheduled for June 5. Director St. Martin indicated she would not be in attendance due to a family commitment (her daughter's wedding), but confirmed that the park booth would be staffed as normal, with merchandise and brick sales available. Administrative staff has also been assisting at these events. The 125 event on August 29 from 4:00 to 10:00 PM was referenced, and Madam Chair Gray indicated she would plan to be available to assist with setup. Director St. Martin noted that merchandise inventory is in good shape and may be available to preview at the next committee meeting.

6. CLOSING:

6.1 Motion to Adjourn

ACTION: A MOTION WAS MADE TO ADJOURN THE MEETING AT 6:40 PM.

Moved By: John Hall, seconded by Randall Peterman

Motion Passed: (4-0)

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

Good Morning,

Looking ahead in the future, if Landis applies for the PARTF grant to help fund the new DC & Francis Linn Park, are there any requirements on the percentage of ADA walking spaces that would affect funding? For example, we have several sidewalks throughout the park, but our plans also reflect a veteran's memorial where the traffic pattern is a brick circle. The committee is concerned that if the circle remains brick instead of a concrete sidewalk it could limit funding due to ADA compliance. Any information regarding this you can provide will be helpful in the decision making.

Thank you,

Jessica St. Martin | Director of Parks & Recreation

Hi Jessica,

Thanks for your patience as I work through email after being out last week. Generally speaking, brick may be considered ADA compliant as long as it is maintained to surface and slope standards. Bricks need to be flush and tightly laid. There is not a percentage of sidewalks that need to be ADA compliant. However, you do need to meet state and local code. Generally, this means that all amenities in the park need to be accessible by at least one pathway.

As y'all are visioning the new park, know that I'm happy to come over to meet with you and/or others to talk about PARTF and other state grant opportunities.

Thanks,
Trey