



# DC AND FRANCES LINN PARK COMMITTEE

Tuesday, May 12, 2026 at 5:30 PM

Landis Board Room

## AGENDA

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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 April 14, 2026 and April 29, 2026 Meeting Minutes

### 3. NEW BUSINESS:

- [3.1](#) **Consider Approval of the proof for the DCFL Park ad for Rowan Chamber**

*Submitted By:* Jessica St. Martin, Parks & Rec Director

*Details:* Discuss the proof for the upcoming annual print ad for the DCFL Park for the Rowan Chamber. Any suggested changes on the proof will be sent back to the Chamber for edits. Final proof will be submitted to the Board of Alderman.

*Recommended Action:* Make a Motion to Recommend the Proof for the Annual Print Ad for DCFL Park.

[3.2](#) **Consider Discussion of Walking Paths for DCFL Park**

**Submitted by:** Michelle Gray, DCFL Committee Member

**Details:** Consider multiple factors, including potential funding sources and prioritization of path locations.

**Recommended Action:** Make a Motion to Recommend Path Locations and potential funding sources.

**4. OLD BUSINESS:**

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

**5. UPCOMING EVENTS:**

[5.1](#) Upcoming Events

**6. CLOSING:**

6.1 Motion to Adjourn



# DC AND FRANCES LINN PARK COMMITTEE

Tuesday, April 14, 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 5:37 PM.

**1.2 Determination of Quorum**

**Members Present:** Chair Michelle Gray, Member Randall Peterman, Member Katie Sells

**Members Absent:** Member David Sells, Member John Hall

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

**Others Present:** Alderman Tony Corriher

**1.3 Pledge of Allegiance**

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

**1.4 Recognitions and Acknowledgements**

Town Manager Ambrose Acknowledged that the town did have a new Deputy Clerk / Assistant to the Town Manager Tori Martin that will be coming on board this week.

**1.5 Adoption of Agenda**

**A MOTION WAS MADE BY MEMBER RANDALL PETERMAN TO ADOPT THE AGENDA AS PRESENTED, SECONDED BY MEMBER KATIE SELLS, MOTION PASSED BY UNANIMOUS VOTE (3-0).**

**2. APPROVAL OF MINUTES FOR MEETING(S):**

**2.1 Consider Approval of March 10, 2026, Meeting Minutes**

**A MOTION WAS MADE BY MEMBER KATIE SELLS, SECONDED BY MEMBER RANDALL PETERMAN TO APPROVE THE MARCH 10, 2026, MEETING MINUTES AS WRITTEN, MOTION PASSED BY UNANIMOUS VOTE (3-0).**

### 3. NEW BUSINESS:

#### 3.1 Consider Discussion of Infrastructure Updates

Madam Chair Gray asked if the stump grinding was being done.

Parks and Rec Coordinator added that all the small stumps had been removed. The bigger ones will require larger equipment to remove those.

Madam Chair Gray wanted to thank Parks and Rec Director Jessica St. Martin for using some of her budget to take care of the small stump removal. Can we request that she have quotes ready for us next meeting to recommend to the Board of Aldermen for the next meeting.

Manager Ambrose added that the Town did have certified operators that could do that. We have force count labor, and what that means is the town budget pays for the employees to do the work, and the town Passive Park fund pays for the rental of the equipment.

Madam Chair asked if we could get those quotes for the equipment rental for next meeting so that we could recommend those to the next Board meeting.

Manager Ambrose expressed that it would go on the June meeting for Board of Aldermen due to the fact of the DCFL Park meeting being the day after the Board of Aldermen meeting.

Madam Chair Gray asked if we could just let Director St. Martin present the quotes to the Board of Aldermen and not have to come to DCFL Park Committee for recommendation.

Manager Ambrose stated that the recommendation would have to come from the DCFL Park Committee. If the quotes are on the June Board meeting, they would have to be completed by June 30, 2026, due to the budget year beginning July 1, 2026. You could call a Special Called Meeting to get the recommendations to the Board for the May meeting. Is there a time you could meet.

Madam Chair Gray asked if we could process these quotes to get them on the May Agenda for the Board that would be most excellent.

**A MOTION WAS MADE BY MEMBER KATIE SELLS, SECONDED BY MEMBER RANDALL PETERMAN TO HAVE A MEETING ON WEDNESDAY APRIL 29, 2026, AT 5:30 PM TO DISCUSS THE QUOTES FOR THE STUMP GRINDING EQUIPMENT RENTAL AND ALSO PRICING FOR THE PARK MERCHANDISE AND COLORS OF THE T-SHIRTS. MOTION PASSED BY UNANIMOUS VOTE (3-0).**

### 4. OLD BUSINESS:

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

Madam Chair Gray stated that she spoke with Mr. Burgin and we are on track with the schedule that we received from him last meeting. There was some discussion that Mr. Burgin had received an email and thought that he was being terminated from the project.

Manager Ambrose clarified that the email stated I know that your firm is busy, should we be looking for other firms to maybe do portions of the work. It was NOT a termination.

Manager Ambrose stated that the fence RFP should be on the street already if not it will be shortly. We will at least have that fencing to keep people from parking in the field.

Member Randall Peterman brought up discussion of the issue with the county. He asked if there was an obstacle with the county and getting the permits.

Manager Ambrose stated that he didn't know that it was an obstacle there. I believe the county is still waiting for civil plans.

Madam Chair Gray stated the county has been consistent saying the same thing over and over again. I think the architect thinks he doesn't need to have the full civil plans due to just buildings being moved and no water being run to them, however, the county says yes, we understand that but there will be running under those buildings, you can't put buildings down and then run lines under them.

Manager Ambrose stated that it was just part of the confusion. The other part is we have different phases and the county wants everything.

**4.2 Consider Discussion of Updates from DC & Frances Linn Park Foundation**

Member Katie Sells stated that she had questions for the Foundation. Do we know for sure the taxes have been filed. Has anyone seen paperwork.

Madam Chair Gray stated that the Committee was told the paperwork was turned over to the accountant to file taxes at the last park meeting.

Member Katie Sells asked if the Foundation had any meetings.

Deputy Clerk Angie Sands stated that Foundation Chair Ryan Nelms messaged her that he didn't have any updates for this meeting and he needs to have a meeting next week, but he needed to figure that out.

Member Katie Sells stated that Ryan had said for a few months that he needs to have a meeting and it didn't happen and he was in violation of the 501C3 rules.

Madam Chair Gray stated that holding on to money that was specifically given to the park that's not being discussed or fundraised or marketed. We'd like to partner. Are there things as a committee that we can require because the partnership had to be divided. The 501C3 still must come to the board to spend that money, but there's no development and as a committee that wants to see this park built and move forward. Grants are not being applied for or discussed because they're not even having meetings. What kind of responsibility do we have to make sure that it functions in a healthy way because that money was given for the park, and we are not over it, what is our responsibility to see that it's handled well.

Member Randall Peterman added that he didn't think that DCFL Committee had any legal authority to do anything. They are volunteers but they signed up and agreed, so again it's a reflection on them and their commitment as well as ours. I don't know what the solution is.

Madam Chair Gray asked Deputy Clerk Angie Sands if she could meet with Manager Ambrose to see what the requirements for the foundation to the Town of Landis and the community so that we can have him navigate that relationship. I would like some clarity if we should be doing something what that might be. I am a grant writer, and I would donate my time to help them if needed. Are there nonprofits that never have an annual meeting, yes, are they effective, no. How can we solve the stagnation. We want to help them and we as the Park Committee can volunteer to do that.

**4.3 Consider Discussion of Park Benches Ordered for Display**

Parks and Rec Coordinator Dannon Webster gave a brief overview of the park bench samples. She gave confirmation that the samples had been shipped and we should be receiving them this week to place at the park for 125 Anniversary Celebration.

**4.4 Consider Discussion of Funds Requested from Board of Aldermen for Park Merchandise**

Parks and Rec Coordinator Dannon Webster stated that the Board of Aldermen had approved the purchase of the Park Merchandise. The DCFL Committee will need to discuss pricing for each item that will be sold and send it to the board for approval.

Madam Chair Gray asked if we could use the same pricing guidelines that the town used for pricing the 125 merchandise.

Parks and Rec Coordinator Dannon Webster also asked if they had colors for the T-shirts that they wanted.

Madam Chair Gray asked if Parks and Rec Director St. Martin could get us some colors to look at with the pricing guide and they could make a decision then.

Parks and Rec Coordinator Webster added the DCFL survey has been completed, and a digital draft was sent of the recombination plat. Director St. Martin is waiting on the hard copy of that plat for us to file.

Parks and Rec Coordinator Webster asked if any of the DCFL Committee Members would be working at the 125 Celebration.

Madam Chair Gray stated that she would be here for that and asked for a time schedule.

Parks and Rec Coordinator Webster stated that they could set up by 3:00 PM. You will be close to the Police Department on May 2<sup>nd</sup>.

**4.5 Consider Discussion to Follow up on South Rowan High School Masonry Class Request for a Redesign of the Sign at Corner of Chapel & Ryder**

Madam Chair Gray stated that the Board of Aldermen did not approve the class to do the sign at this time. The Board stated that they didn't even know what they wanted the sign to look like. This is surprising to me and I made sure to catch up with them afterwards and let them know that our architect is using the renderings that the Board approved with the designs of the signs when they were on this committee and as a board approved the renderings. Unless they want a different design for park they already approved, they might want to hustle up and let us know because we are not going to pay the architect to do that. The Board of Aldermen asked if I could possibly come to a work session and I have not heard anything else about that. What they proposed is that Mr. Yow design a sign and make it larger and angle it the way that the one at Ryder and Chapel is and have the smaller sign at the front as is on the renderings. I think that's a great idea.

**5. UPCOMING EVENTS:**

**5.1 Upcoming Events**

**6. CLOSING:**

**6.1 Motion to Adjourn**

**A MOTION WAS MADE TO ADJOURN MEETING AT 6:35 PM BY MEMBER KATIE SELLS, SECONDED BY MEMBER RANDALL PETERMAN, MOTION PASSED BY UNANIMOUS VOTE (3-0).**



## DC AND FRANCES LINN PARK COMMITTEE

Wednesday, April 29, 2026 at 5:30 PM

Landis Board Room

### AGENDA

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**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:** Parks and Recreation Director: Jessica St. Martin, Deputy Town Clerk: Tori Martin, HR Director: Madison Stegall, Town Manager: Michael D. Ambrose.

##### 1.3 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, David Sells, Katie Sells

## 2. OLD BUSINESS:

### 2.1 Consider Discussion of DCFL Merchandise Sale Price and T Shirt Colors

Parks and Recreation Director Jessica St. Martin presented suggested resale pricing for all DCFL merchandise items, developed by reviewing vendor production costs, applicable setup fees, shipping, taxes, and comparable retail prices from other sources. The Committee's previous guidance had been to use the pricing framework established for the Town's 125th anniversary merchandise as a general benchmark.

The Committee reviewed the suggested pricing for each item. Two items required clarification, as the suggested prices had been presented as ranges rather than fixed figures: water bottles (suggested at \$15–\$18) and stickers (suggested at \$2–\$3). The Committee agreed to establish firm prices for all items to avoid the need to return to the Board of Aldermen with unresolved details.

For water bottles, Director St. Martin noted the range reflected uncertainty about the finished quality and weight of the product once received. The Committee discussed that typical retail water bottles sell for around \$20, and that the approximate cost per bottle to the Town—after setup fees, shipping, and taxes—was roughly \$4.50 to \$5.00. Members agreed that \$15 was an accessible and fair price and also noted the practical advantage of \$15 as an easier price point for making change for cash sales. The Committee settled on \$15.

For stickers, the approximate cost per unit was noted at around \$0.46–\$0.50. The Committee felt that \$2.00 was a fair and attractive price that would encourage volume sales without over-charging. The Committee settled on \$2.00.

For train whistles, the suggested price was \$10. A Committee member raised a question about whether this was competitive, noting that whistles were observed selling online at various retailers for \$8, \$10, and \$12. A comparison to what the nearby transportation museum charges were also raised as a relevant benchmark. The Committee ultimately confirmed \$10 as the appropriate price, consistent with Director St. Martin's original suggestion.

The tote bags were set at \$20, and T-shirts were set at \$25, consistent with the pricing used for the Town's 125th anniversary merchandise.

A discussion arose regarding payment methods at events. The Committee acknowledged that cash sales remain significant members noted that the Town's cruise T-shirts are sold predominantly in cash, and that a similar pattern was observed at Fall Fest. It was suggested that a cash bank be made available for merchandise sales. Staff indicated they would consult with the Town's finance department to explore making a change fund available for events. The Committee also confirmed that the card reader functions reliably when the tent is positioned near the police department.

Director St. Martin presented four color options for the DCFL T-shirts. The colors were described as two shades of green (a dusty sage and a eucalyptus-toned blue-green, both in a heathered finish) along with two additional heathered tones. The Committee expressed enthusiasm for all four colors, with members noting that the heathered finish gives the shirts a softer, more distinctive appearance.

The Committee discussed order quantities with an awareness that the approved budget allowed for approximately 100 shirts at the base cost of \$10 each, but that sizes 2XL and above carry a \$2 premium per shirt. To stay safely within budget while accommodating those larger sizes, the Committee determined that an order of 80 shirts—20 per color—was prudent. It was also noted, based on sales experience with the mural shirts and 125th anniversary merchandise, that larger sizes (XL and 2XL) sell out most quickly, and that the quantity distribution should reflect that demand.

Staff also clarified the reorder process for the Committee's awareness. Any future reorder would require the Committee to bring a recommendation to the Board of Aldermen. Because pricing and vendor information would already be established, subsequent requests could be streamlined. It was confirmed that a recommendation made at the Committee's next meeting (scheduled for May 12) could be placed on the June Board of Aldermen agenda. Staff also provided additional context on the budget amendment process, explaining that expenditures from the DCFL park fund are governed by a capital project ordinance and must be accompanied by a budget amendment to release funds. Revenue items follow a separate recommendation process without requiring an ordinance.

**ACTION: A MOTION WAS MADE TO RECOMMEND THE FOLLOWING RESALE PRICES FOR DCFL MERCHANDISE TO THE BOARD OF ALDERMEN: TOTE BAGS AT \$20.00; T-SHIRTS AT \$25.00, FOUR PRESENTED T-SHIRT COLORS IN HEATHER DUSTY SAGE, EUCALYPTUS BLUE, DESERT TAN AND HEATHER PRISM WITH A BLACK LOGO, WITH EACH COLOR TO BE ORDERED IN THE FOLLOWING QUANTITIES: 3 SMALLS, 3 MEDIUMS, 4 LARGES, 5 EXTRA LARGES, AND 5 DOUBLE EXTRA LARGES, FOR A TOTAL OF 80 SHIRTS; STICKERS AT \$2.00; WATER BOTTLES AT \$15.00; AND WHISTLES AT \$10.00.**

Moved By: David Sells, seconded by Randall Perterman

Motion Passed: (5-0)

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

**2.2 Consider Discussion of Stump Removal at the DCFL Park, Including Contracting the Service Externally for Removal or Grinding, or Renting Equipment to Complete the Work In-House**

Director St. Martin presented four quotes for stump removal at the DCFL Park: full stump excavation from Axtraction for \$3,000; stump grinding from Stinger's Stump Grinding and Land Management for \$2,650; a one-day equipment rental from Sunbelt for \$1,527.40; and a weekly equipment rental from Sunbelt for \$3,325.12. Staff noted that the in-house equipment rental options, when factoring in the labor cost of public works employees, would not result in cost savings and would in fact be more expensive than contracting the work externally.

The Committee's discussion centered primarily on whether stump grinding or full excavation was the more appropriate method given the site's planned development. A key consideration was that the stumps in question are located in the area where historical buildings are to be relocated and where a concrete slab will be poured to accommodate a fire truck building from the public works department. Staff noted that all utilities at the park are currently overhead—there are no underground utilities in that area—and that the Town uses the 811 call-before-you-dig service for routine marking. However, it was noted that future utility work, including conduit installation, is planned for that corridor, and that complete root removal would allow utilities to be run in a straight line without routing around root systems. Staff advised that this made full excavation the more practical and forward-looking choice.

The Committee also noted the distinction between the two external quotes: the Axtraction quote at \$3,000 covers full excavation of six stumps, including root systems, leaving holes to be filled; the Stinger's Stump Grinding quote at \$2,650 covers grinding six stumps to six inches below grade. Given the need for a concrete slab and future underground conduit in that area, the Committee determined that complete excavation was necessary, and that public works staff would fill the resulting holes at no additional contracted cost, as the Town has adequate fill material available.

The Committee referenced Axtraction's quote number 17614-E, as detailed on pages 11 through 16 of the agenda packet.

**ACTION:** A MOTION WAS MADE TO RECOMMEND QUOTE NO. 17614-E FROM AXTRACTION 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: Randall Perteman, seconded by John Hall

Motion Passed: (5-0)

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

**3. CLOSING:**

**3.1 Motion to Adjourn**

**ACTION:** A MOTION WAS MADE TO adjourn the meeting at 6:08 PM.

Moved By: David Sells, seconded by John Hall

Motion Passed: (5-0)

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

DRAFT

# Coming Soon!



This park was made possible by the Linn family's generous donation of land to the Town of Landis, ensuring a beautiful gathering space for generations to come.

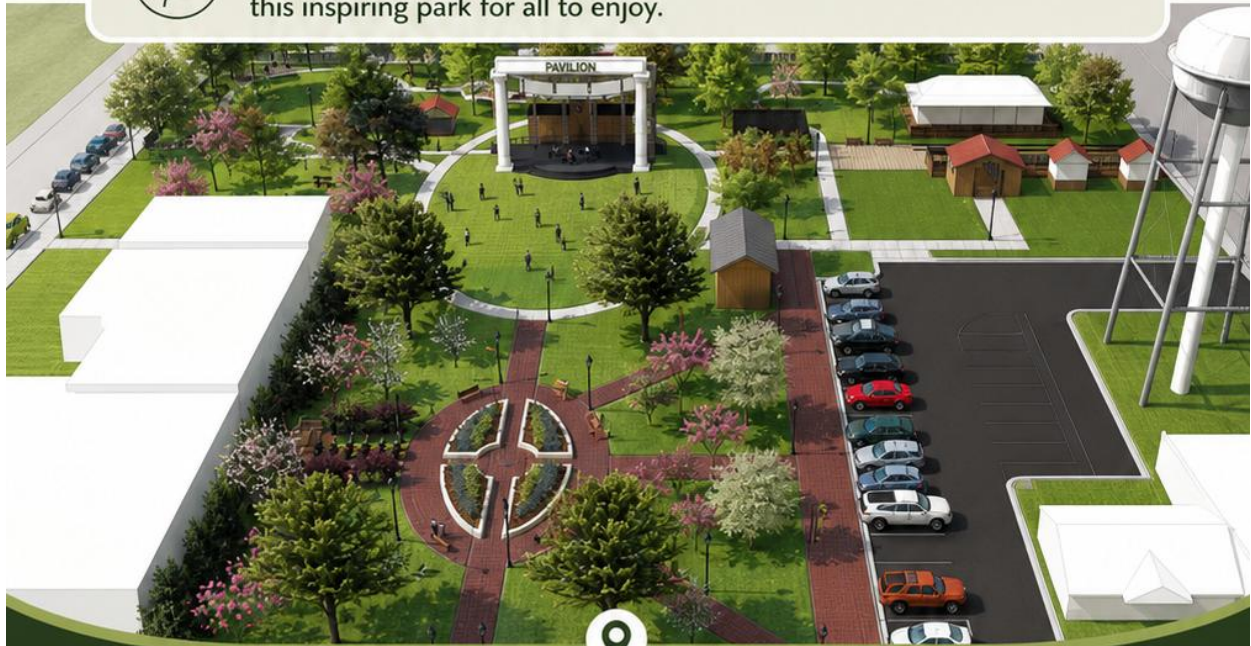
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## PARK FEATURES

- The original Landis Depot
- The town's first jail
- Historic Doctor's/Post Office and Fire Truck displays
- Walking paths and peaceful sitting areas
- Children's play and learning spaces
- Veterans Memorial honoring those who served
- Amphitheater for family and community events

Fundraising is underway, with opportunities for community members, local businesses, and charitable foundations to participate in creating this inspiring park for all to enjoy.



**116 NORTH CENTRAL AVENUE**  
LANDIS, NC

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## LEARN MORE



[www.TownOfLandis.gov](http://www.TownOfLandis.gov)

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**116 NORTH CENTRAL AVENUE, LANDIS, NC**





2026

MAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	APRIL			30	1 Downtown Cruise-In 5 - 9 PM	2 125 <sup>th</sup> Anniversary Celebration 4 PM - 10 PM N. Central Ave
3 Water Resource Professionals Week	4 Businesses with Badges Central Ave 5 - 7 PM	5 Pizza With Public Works N. Central Ave 5 - 7 PM	6 Firefighter Funday N. Central Ave 5 - 7 PM	7 Board of Aldermen Work Session Meeting: 4 PM Talk with Town Hall 312 S. Main St 5 - 7 PM	8 Kids Fish Free Friday Lake Corriher Park 5 - 7 PM	9 Shred it Event @ Town Hall 9 AM - 12 PM
10 Mother's Day ----- National Police Week	11 Board of Aldermen Regular Scheduled Meeting: 6:00 PM	12 DCFL Park Committee Meeting: 5:30 PM	13	14	15	16
17 National Public Works Week	18	19 Planning Board Meeting: 6:00 PM	20	21	22	23
24	25 Town Offices Closed in Observance of Memorial Day	26	27	28	29	30
31	1	2	JUNE			6

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 La

2026

# JUNE



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24	25	26	27	28	29	30
31	1	2	3 Senior Luncheon 12:00 Noon @ Trinity Lutheran Church	4 Board of Aldermen Work Session Meeting: 5:30 PM	5 Downtown Cruise-In 5 - 9 PM	6
7	8 Board of Aldermen Regular Scheduled Meeting: 6:00 PM	9 DCFL Park Committee Meeting: 5:30 PM	10	11	12	13
14	15	16 Planning Board Meeting: 6:00 PM	17	18	19	20
21 Father's Day	22	23	24	25	26	27
28	29	30	1	2	3	4

**NOTE**

*Celebrating*  
**125**  
YEARS

**TOWN OF**  
**LANDIS**  
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