

Committee members present: Chair Walt Brewer  
Vice Chair Lucy Crown  
Anne Kaltreider  
Bryan Messing  
Coral Darby  
Chris Bubenik  
Kennedy Young  
Anne Kaltreider  
Gerald Green

Staff members present: Eric Hardy  
Adrienne Isenhower

1. Conflict of Interest. – Walt Brewer read the following conflict of interest statement, “In accordance with G.S. 188-201, it is the duty of every Committee member to avoid both conflicts of interest and appearance of conflicts. Does any member have any known conflict of interest or appearance of conflict with respect to any matters coming before the Committee today? If so, please identify the conflict or appearance of conflict and refrain from any undue participation in the particular matter involved.
2. Call to Order. – Mr. Brewer called the meeting to order at 3:02 p.m.
3. Approval of the Minutes of the April 27, 2021 meeting. – Gerald Green requested an amendment and moved to approve the minutes as amended. Coral Darby seconded and the motion carried unanimously.
4. Approval of the Agenda. – Chris Bubenik moved to approve the agenda. Bryan Messing seconded and the motion carried unanimously.
5. Public Forum – No public in attendance.

#### AGENDA ITEMS

1. Scope of Work – Mission Statement. Mr. Brewer shared a need for a clearly defined scope of work for each member of the committee and for the work of the subcommittees. Mr. Brewer shared the scope of work needed to originate from staff. Mr. Messing agreed a scope of work could be a source of information for the whole committee. Mr. Brewer stated his concern was based on providing specific direction of scope to town council so there is no preconceived assumption of what the committee should or should not be doing. Lucy Crown agreed with the need for a scope of work and thanked Mr. Messing for his work on the charter document. Mr. Hardy reiterated the task for staff was to create a document defining the mission statement and scope of work for the committee.

## 2. Sub-committee Reports

- a. Subcommittee Notes. Mr. Brewer stated the first item of business for each meeting would be subcommittee presentations. He stated staff would take notes during the meeting and provide the notes to all members for feedback from the full membership.
- b. Communications and Marketing. Coral Darby reported the next communications meeting was scheduled for June 8<sup>th</sup>. Ms. Darby reported turnover at Riverlink creating a need for new strategies for reporting. She stated the work completed thus far had been shared by Riverlink so the subcommittee will meet on June 8<sup>th</sup> to begin talking about new strategy. Mr. Messing asked Mr. Hardy for his thoughts on the changes and he responded there is a question remaining on the future of the relationship with Riverlink and concerns about fundraising efforts. Commissioner Giezentanner shared she had discussed the changes with a current Riverlink board member who was positive about the project and working with the Town of Woodfin so she was optimistic about the future of the relationship.
- c. Project Management. Mr. Messing discussed the option of subcommittees taking their own notes and staff not attending all meetings. After general conversation, the consensus was for committee members to invite staff to meetings when members felt staff involvement was necessary. Mr. Messing continued with a presentation of a draft project charter. The document discusses initiative, outcomes, actions, stakeholders and responsibilities for the Woodfin Parks and Greenways Advisory Committee. Mr. Messing shared details of the responsibilities of staff and the advisory committee members. He also discussed communications, budget and documentation. Commissioner Giezentanner suggested the possibility of Mr. Brewer attending monthly construction meetings for Silverline Park so he could communicate the information to this committee every month. Mr. Brewer and Ms. Giezentanner discussed the possibilities and ultimately decided staff would continue to attend the construction meetings and present the information, but Mr. Brewer was open to attending if invited. Mr. Messing shared an excel spreadsheet documenting all stakeholders to the committee and how often communications should be provided to each stakeholder as well as responsibility for communications and delivery methods. He continued by sharing a stakeholder registry with individual names comprised of stakeholder groups with categories for each person and identification of responsible persons and communication preferences. Mr. Messing stated it was a fluid document so the committee would need to identify the person(s) responsible for document management. Mr. Brewer said his question was who would be responsible for document, and Mr. Hardy indicated that he considered the document helpful and would be responsible for maintaining it. Ms. Darby thanked Mr. Messing for his work but said she needed time to review the document before commenting. She stated Riverlink shared a communications plan that was in the beginning stages, but she said the subcommittee needed to sit down, review and discuss all the options.
- d. Operations and Programming. Mr. Brewer discussed possibilities for assisting with operations and programming issues and provided an example of steps at Riverside Park requiring replacement. He shared he met with staff who did not report a need for a new committee immediately, but he wanted to get feedback from the full committee. Mr. Hardy shared an inventory of all parks was scheduled and the Town would need to discuss what improvements would be needed. He stated town staff would handle operations and programming for now, but it was a lingering question for the committee to think about.

- e. Task Force. Currently this is a placeholder indicated that any task force reports will be included with the sub-committee reports. However, task forces will be discussed further down the agenda.

### 3. Old Business

- a. Public meeting regulations review. Mr. Brewer stated Mr. Hardy had provided documentation on the public meeting regulations for the committee's review.
- b. Term designations. Mr. Hardy reported staff would draw names from a hat to designate terms for each member and this would be recommended to the Board for approval.
- c. Meeting dates. Mr. Hardy stated it would help if the meeting was scheduled before the Board of Commissioners meeting each month so updates were provided in a timely manner. After general discussion, the committee decided to meet on the second Wednesday of each month from 3:00-5:00 p.m. The committee discussed meeting virtually versus meeting in person and Ms. Darby suggested scheduling hybrid meetings, such as in-person meetings every other month. Mr. Brewer stated the committee would plan to schedule the type of meeting on a monthly basis. The committee decided the next meeting would be scheduled for the second Wednesday in July.
- d. Railroad lease review. Mr. Brewer stated someone with expertise on the matter should review the lease, so the item would be dropped from the committee's agenda.

### 4. New Business

- a. Google Docs. Mr. Brewer discussed file structure using Google Docs with a file naming format with like subjects grouped together and dates sorted chronologically. Mr. Hardy stated he was looking at options and was generally planning to use Google Docs with the file structure Mr. Brewer had provided.
- b. Alternate Members Roles. Mr. Brewer suggested using alternate members as a task force to work on anything needed, with a definable duration. Mr. Brewer suggested the task force could begin work on an inventory to identify all the parks in town. Kennedy Young stated he was interested in willing to work on those projects.
- c. Project Updates. Mr. Hardy provided a brief overview of the parks and greenways projects. He shared Linda Giltz was handling grant administration, but she is stepping away from that work, so the town was contracting with another individual for those services. He discussed construction at Silverline Park. He stated playground construction was underway and vertical construction was still scheduled for May 24<sup>th</sup> for the train platform. He continued that a major hurdle of CLOMR review was cleared at the state level and was now under final review with FEMA. He discussed a public forum that was held on April 22<sup>nd</sup> for park design for Riverside Park and the Whitewater Wave. He shared there was currently a push for public input via a survey which would be collected through June. He shared two grant applications were submitted at the end of April for PARTF and a grant award with WRD was pending. He reported the contract was awarded for the preliminary design of the greenways and the best-case scenario was for construction to commence in the first half of 2022. Ms. Crown asked about the deadline for the current bond the Town has, and Mr. Hardy reported it was a seven-year bond, with two and a half years remaining and he is not concerned about meeting the deadline.

The meeting was adjourned at 4:50 p.m.