

MEETING MINUTES

Board Members Present

Walt Brewer	Chris Bubenik
Coral Darby	Gerald Green
Anne Kaltreider	Bryan Messing
Kennedy Young	

Board Members Absent

Lucy Crown	Uta Brandstatter
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Town Staff Present

Eric Hardy, Town Administrator	Ryan Vinson, Town Clerk / HR Analyst
Luke Williams, Project & Facilities Manager	

Chairperson Brewer called the meeting to order at 3:02 pm.

A. Approval of the Agenda

Member Darby made a motion to approve the agenda. Member Kaltreider seconded the motion, which passed unanimously.

B. Approval of the Minutes

September & October minutes be will ready for approval at November meeting.

C. Public Forum

No public comments presented

D. New Business

1. Equinox 30% Design presentation
 - a. David Tuch (Equinox) – S20 is a little behind is in design with some challenges with the White Wave design. We want to come together at 1 time instead of two different times to present everything to this committee. We should be able to meet with them in the next week or two with the intent of presenting to this committee in November.
2. Luke Williams introduction
 - a. Luke joined us on September 27th and brings over 18 years of civil engineering and project management experience in both the private sector and the U.S. Air Force. In addition, has an undergraduate degree in engineering and a master's degree in business administration. A resident of Buncombe County for more than a decade, Williams professional experience and knowledge of the area provides the broad foundation required to oversee Woodfin town projects.
3. Email/communication protocol
 - a. Confirming who to copy on emails from Town side
 - i. Luke & Eric for now, eventually transitioning to Luke as primary point of contact

- ii. Include Ryan on messaging and communication about the Parks.

E. Sub-Committee Reports & Questions

1. Communications and Marketing

- a. Member Kaltreider (Branding) – We had a meeting on brand discovery and a big takeaway was: what are we? What do we want to be? We need for mission/vision/core value for this process.
- b. Kristin (AB Tech student) will be focusing on the visual aspects of successful brands, and what do we want our brand to convey?
- c. Kristin will not be presenting until end of semester, and we will meet with her again then. She is working on a logo and brochure, a web banner for website and paper announcements (letterhead, etc.).
- d. There is no commitment that we have to accept what is presented. However, we are impressed with visual ideas, and professionalism displayed so far.
- e. Chairperson Brewer – For the brand discovery meeting, include commissioners on your notes. What about that responsibility to communicate with Commissioners, Eric? We should have someone to take lead on this to present to commissioners.
 - i. Administrator Hardy – Mayor VeHaun was in first meeting with visioning and provided insight and historical information and has been a part of the project since beginning. We anticipate that the logo creation becomes part of brand, and we use for our parks and programming branding.
- f. Chairperson Brewer – What about towards vision/mission statement buy-in?
 - i. Administrator Hardy – We are embarking on the 2022 Comprehensive Plan, but a vision plan comes from elected officials and/or via strategic plan.
- g. Member Darby – We worked with Eric on the press release announcing the hiring of Luke as Project & Facilities Manager.
- h. Chairperson Brewer – Is there anything needed for upcoming deadlines?
- i. Member Kaltreider – I think we are okay, but we do need to touch base with Eric about the main things to include regarding marketing and branding with regards to Parks & Recreation.
- j. Administrator Hardy – The logo is actionable information and we have the approval and go ahead from this committee, it will then go to Commissioners for their approval.
- k. Member Kaltreider – Blue Wave vs Blue Way?
 - i. Most recollect “Blueway” and/or “The Wave” or “White Wave” or “Whitewater Wave”
 - ii. Consensus: Blueway and the wave a feature of that Blueway
- l. Administrator Hardy – Silver line park official name?
 - i. Chairperson Brewer – I feel that since the property is from Silver-Line Plastics, we should defer to their spelling “Silver-Line” so it gives credit to them for donation and name recognition
 - ii. Member Young made a motion to refer to Silver-Line Park as park name, and Greenway & Blueway (project and post project) and then “The Wave.” Member Darby seconded the motion, which passed unanimously.

2. Project Management (Member Messing)

- a. Met on 9/15
 - i. How to best support Luke and recommendations on deliverables and highlights from PGAC [Parks & Greenways Advisory Committee] sit visits takeaway
 - ii. Luke will be primary liaison for Riverside Park planning, funding, etc. and asked to please include Luke with your work.
 - iii. Inventory a great start and looks awesome

1. Take deeper dive to categorize each building? Parking? H-VAC? Grounds? Lifespan and replacement planning, preventative maintenance?
- iv. Funding – Support process and funding perspective should always share grants and funding available, town responsible for funding and deliverables, PGAC to assist.
- v. Exhibit with scope and milestone phasing and budget and proposed phasing. Plan for budget shortfall and how it aligns with project timeline. Riverlink’s role and their commitment to raise funds and how to close gap.
- vi. Cost of materials and impact to budget as costs go up, we should look at locking in costs, or other funds? Grants, Covid relief? County?
- vii. Park takeaway – Boat ramp recommendation is hard to make without knowing what is in each phase of the park and the budget. Recommend Town defer to designer with traffic flow, parking and other options.
- viii. Skateboard – other variables on why it is not in a public setting, can the Town elaborate?
 1. Chairperson Brewer – I spoke with Mayor VeHaun and Commissioners Giezentanner, Lunsford and Administrator Hardy and the Mayor recalled skateboard was originally at Geneva Maney Park, mainly used by non-locals, there were lots of fights and neighbor complaints. Commissioners Lunsford had looked at the equipment and it is not in operable condition. I Suggest put in parking lot of agenda.
- ix. Member Messing – Next steps: support Luke – acclimate, engage, support, help with asset management plan, etc.
- x. Parking and vehicle traffic shouldn’t infringe on trail usage or users

D. Old Business

1. Review discussion about parking/ramp
 - a. Member Kaltreider – We should preserve the existing parts of Riverside Park and have them in usable condition while expansion continues.
 - b. Mark – pushing to get ramp into phase 1
 - i. Chairperson Brewer – We should leave up to designers to design
 - c. Mark said ramp was requirement of Army Corps of Engineers. Administrator Hardy said he talked to them, and it is not. Chairperson Brewer asked about a scaled down version?
 - d. Chairperson Brewer – We should provide guidance or opinion
 - e. Some questions raised lend themselves to be answered at 30% review and will be addressed then, if necessary. Once we see design then focus on constructability to leave as much of the park open as possible.
2. Results from report of conditions at existing parks
 - a. Detailed list of repairs and priorities in Teams folder
 - b. Immediate, necessary improvements – focused on first, denoted on summary report in property inventory folder. Some repairs occurring this week.
3. Update on parks/other property inventory
4. More work needed on Little Free Libraries (ex. ABC LFL missing and presumed dead)
 - a. Had to take it down for construction truck, ABC store does not know current location?
5. Teams folders review
 - a. Everybody should have access to it. Any questions or problems?

F. Project Updates

1. Maintenance Punchlist
 - a. Working through list of repairs and maintenance items for existing parks
2. Silver-Line Park
 - a. Cofferdam work started, waiting on impervious surface and then will drain the water so the ramp can be built
3. Riverside Park
4. Wave
5. Greenway
 - a. General
 - i. Committee focus
 - ii. Riverlink staff transition
 - b. Silver-Line Park
 - i. Cofferdam in place
 - ii. Change orders
 1. Construction admin, permitting
 - iii. Pending decisions
 1. Pirate ship change, park signage, public building design
 - c. Riverside Park + Whitewater Wave
 - i. \$400k PARTF [Parks & Recreation Trust Fund] grant award!
 - ii. 30% design review in November
 - iii. LWCF [Land & Water Conservation Fund] grant request of \$500k was submitted on September 30th.
 - iv. Ongoing discussion
 1. Boat ramp, parking, outfitter relations
 - v. Amending contract with RiverLink to remove communication – we are now better equipped to handle that in-house with Luke and Ryan.
 - d. Greenways
 - i. Staff changes at Buncombe County
 - ii. Beaverdam creek design nearing completion scope of work
 - iii. Revised project schedule to let construction contract 11/2023
6. Funding strategies

E. Important Dates

- Craggy Mountain Line rail trip/meeting: date to be determined
 - a. Poll coming from Walt on day/time
 - b. BM: Mon/Fri after 4
 - c. Anne: Friday
 - d. Chris: any
 - e. Coral: Monday, some Fridays
 - f. Poll for M/F at 4 pm for the next month or so

Not much between our November meeting and Board of Commissioners meeting, could we meet earlier with Equinox to have more time to discuss and propose option to Board of Commissioners. Member Manning said he could meet sooner in lieu of November meeting.

Administrator Hardy said he will notify Chairperson Brewer when he hears from Equinox about presentation earlier than next meeting.

F. Future Discussion Items

- Homeless issues
- Water quality
- I-26 improvements; esp. bike and walking access across bridge
- Woodfin Comprehensive Parks Plan
- Walking access for Woodfin Residents (10 Minute Walk Pledge 10minutewalk.org)
- Skateboard ramps

G. Adjournment

Chairperson Brewer adjourned the meeting at 4:25 pm.