

## **MEETING MINUTES**

### **Board Members Present**

Chairperson Walt Brewer  
Member Lucy Crown  
Member Gerald Green  
Member Bryan Messing

Member Chris Bubenik  
Member Coral Darby  
Member Anne Kaltreider  
Member Kennedy Young

### **Board Members Absent**

Member Uta Brandstatter

### **Town Staff Present**

Eric Hardy, Town Administrator  
Luke Williams, Project & Facilities Manager

Ryan Vinson, Town Clerk / HR Analyst

Chairperson Brewer called the meeting to order at 3:00 pm.

#### **A. Approval of the Agenda**

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

#### **B. Approval of the 10/13/2021 Meeting Minutes**

Member Kaltreider made a motion to approve the minutes.

#### **C. Public Forum**

No public comments presented.

#### **D. New Business**

1. Equinox 30% Design presentation – David Tuch and Jason Seickel
  - a. Changes from master plan – converted parking lot to 1-way loop (more efficient and more parking) with vehicle turnaround. Also, larger turnout for food trucks, busses, drop off, etc.
  - b. Reduction in upper plaza hardscape, more softscape. Storm water holds edge and not running through middle of plaza.
  - c. Greenway 14ft wide, move to center to give more depth for storm water response
  - d. Added more spaces in preexisting parking lot by adding retaining wall.
  - e. Not taking out any additional trees compared to master plan, changed loop but removes pavilion and can reproduce elsewhere and left the restroom as is.
  - f. Not motorized ramp (meant for non-motorized boats).
  - g. We can add motorized boat ramp by turnaround loops for 2<sup>nd</sup> ramp
  - h. Separate changing room from bathroom.
  - i. Side path added for 2<sup>nd</sup> access walkway and ADA compliance. Ramp is included with the stairs and grades to make it work.
  - j. Play area with culvert slides and rock scramble, picnic tables

- k. The PGAC members like the balance of developed space and open space, increased greenway size, separate bathrooms and changing rooms, added educational signage (historical facts too), a natural forming beach can occur with silt/sand build up near end of rocks.
- l. Lights – main staircase at the moment
- m. No train platform
- n. Seating near wave – several areas are built within
- o. Grills – should add on existing park, possibly by moved pavilion

#### **RILEY (S20)**

1. There is low, med, high flow geometry. We are being mindful of 100-year flood levels and making sure to maintain appropriate slope for native species moving through about 2-3%.
2. Also making sure velocity is accurate for the low, med, high flows.
3. Park is designed to the floor, which is why it's set up the way it is, water can flow in/out easily and it helps protect the park during flooding scenarios
4. Tentative construction calendar
  - i. Board of Commissioners are getting ready for the site development plan
  - ii. 30% cost estimates, should know soon, then 60% design, outreach and drawings
  - iii. 6-9 months for permitting and we cannot construct during Bat Mortarium
    1. Clearing, grading, earth moving is about 3 months
    2. Wave construction is hopefully before peak hurricane season

Chairperson Brewer – How can these document be shared? It was decided that Equinox can house them in a shared folder (Dropbox, one drive, etc.) and share link with committee.

- p. Bridge headwall – could it be a play feature? It's just below the water surface, but we will defer to S20, but it's a hazard and liability and should be removed if at all possible.
  - i. Member Messing – Are there additional storm water features?
  - ii. Jason Seickel – There is more behind the scenes analysis, parking lot runoff, wetlands, culverts. We have done an analysis of trees; we are going to raise the greenway and lower sections with storm water kind of like a berm.
  - iii. Member Messing – How additional parking has been created with the changes?
  - iv. Jason Seickel – There were about 100 spaces between both lots but now it is around 120 spaces.
  - v. Member Messing – What is the rationale of leaving old structures such as the bridge piers?
  - vi. Jason Seickel – Cost issue, do not have estimate as we don't know how tied to bedrock, deferring to S20 on what to do,
  - vii. Riley – Safety is #1, cost, no rise, wave affect. Ideally, we will remove it all. Still assessing options.
  - viii. Project Manager Williams – The intent is to remove them, but could be cost prohibitive, fallback to safety height for safety.
  - ix. Riley – The most expensive part is water control when trying to remove them
  - x. Member Messing – How have scope changes affect budget? With the additions today, how did it affect schedule?
  - xi. Cost estimate next month for 30% design timeline lengthen due to permit lead time, and then bat moratorium which has pushed out to 2024.
  - xii. Jason Seickel – The schedule is realistic and has some flexibility where previous ones did not. Moving forward it is easier to highlight and show how changes to plan have changed the budget.
  - xiii. Chairperson Brewer – Does the boat ramp mean another cofferdam?
  - xiv. Jason Seickel – Yes, that is correct.

- xv. Chairperson Brewer – Rocky said how cars currently navigate can completely block his rail line.
  - xvi. Member Green – What is the retaining wall height? It is 2 feet.
  - xvii. Member Darby – When do you start community outreach and public relations? 60% design?
    - 1. Jason – We had planned for a public meeting, however a coordinated effort very important and were thinking the Town would give notice of the meeting.
  - xviii. Member Kaltreider – What about the pavilion? Will a new one be added to replace the one that is being removed?
    - 1. Jason – Currently, it is not in drawings for replacement. The Town may need to make that decision? We can look at adding in costs for replacement.
  - xix. Chairperson Brewer – Would there be concurrent construction?
    - 1. Jason – Most likely a phased approach, especially if Town wants the park to be able to be used during construction.
  - xx. Member Kaltreider – Can the current bathroom be upgraded to fit pattern or be resurfaced on the outside?
    - 1. Jason – Possibly, it would add continuity in the park.
  - 5. Chairperson Brewer – If we move in phases, I am concerned about cost of a cofferdam, and 40-ft wide boat ramp. I would need to study plans more before a recommendation.
  - 6. Administrator Hardy – There is no reason to rush this, nor the board voting. The Commissioners can receive presentation but don't have to make a decision then either, they can defer until December. It could be helpful to list out questions asked here today. I believe it could be good to wait a month and gather our thoughts and questions.
    - a. Chairperson Brewer – I agree, we should get list of questions, and present recommendations. Member Young agrees.
  - 7. Administrator Hardy – The schedule would not be thrown off by waiting a month.
  - 8. Member Messing – I don't feel we should wait a month if it won't be time well spent.
  - 9. Member Crown – Lower riverside, what if we want bigger boat ramp, is that possible? To have extended parking is a possibility too beyond turnaround in grass area for events.
  - 10. General consensus on agreement with changes made based on feedback.
  - 11. Member Crown made a motion to accept 30% design as seen today. The motion passed unanimously.
2. Role of the French Broad River in shaping Woodfin – a historic perspective
- a. Two parks are 'river focused'
  - b. Pirate ship evokes specific historic events
  - c. Signage should inform, build the connections, contribute to 'sense of place'
  - d. Help needed in locating information or at least sources of information

Administrator Hardy – Jason Young was a historian, but I am having difficulty trying to piece together the story of how Town fits in with the River. We have opportunity to tell our story of how these parks connect to the history of Woodfin – whether that be trade routes, trolley, blue collar, manufacturing, etc. Focus on the river to tell the story of the river.

Chairperson Brewer – Would someone take on (committee or not) this task. Timeline?

Administrator Hardy – Park signage will evolve over time. Lots of educational signage in the works for what you are seeing in parks. This is not immediate, maybe 2-3 years in the making? Maybe a mural? What about Silver-Line? It would not need to coincide with any other aspect of the park projects.

3. Business Plan for Woodfin Parks and Recreation
  - a. Relations and agreements with outfitters
  - b. Staffing needs for maintenance, program development, etc.
  - c. Budgeting for future operations

Administrator Hardy – We need a business plan for what parks will require to keep the shine on them. It is part of a larger system and programming. Would be helpful to articulate what we do know, don't know, will need to know, and Silver-Line opening in spring, and resources – outfitters, staffing, food trucks, rentals, etc.

Member Messing – What elements are you seeking? Is there a phasing opportunity?

Administrator Hardy – Yes, phasing will be natural with park scheduling, start with what we have at Silver-Line Park. That all includes expenses, revenue, staffing (skill level), volunteer groups and coordination? Park ranger (security or info)? Best practices in the field.

Member Messing – What town staff would own the process if we support?

Administrator Hardy – Myself and Luke in the future.

#### **E. Sub-Committee Reports & Questions**

1. Communications and Marketing
  - a. AB Tech student, Anne, who was doing logo and communications work withdrew from class
  - b. Teacher recommended 2 design firms in addition to our local contacts too. Received 4 proposals, we selected Reggie from Curve Theory. Timeline unchanged for mid-December completion.
  - c. Chairperson Brewer – Since the student did put in some work, she created some background info to be used with Reggie. Should we still pay her as previously agreed?
  - d. Member Kaltreider – She did a lot of work and Reggie was very grateful for the information from meetings with the student and gave him a jumpstart. The cost for Reggie's work is \$5000.
2. Project Management
  - a. Bryan Messing – We met with Luke and discussed how we could support him and gave historical data and info.
  - b. Project Management, Planning and Operational – how can we best help Luke? Some other areas could be budget, outfitter relations, operations, etc.

#### **D. Old Business**

1. Craggy Mountain Line rail trip/meeting recap
  - a. Rocky's comments – Riverside Park 'depot' location, parking near tracks, can create a hazard
  - b. Member Green – It was very interesting and amazing thing for me – to see that much undeveloped property in the Town is an asset and challenge in determining what to do with it.
  - c. Chairperson Brewer – Where Rocky currently stops will change as it's right by bathrooms
    - i. Graffiti – Rocky currently paints over it
    - ii. Wishlist – plea for no alcohol in park
2. Review discussion about parking/ramp
  - a. Tabled in the interest of time

3. More work needed on Little Free Libraries (ex. ABC LFL missing and presumed dead)
  - a. Tabled in the interest of time

#### **F. Project Updates (Luke Williams)**

1. General Project update
  - a. Committee focus
    - i. Riverside Park features/amenities; Woodfin Parks & Recreation branding
  - b. RiverLink staff transition
    - i. Executive Director
    - ii. Concentrate on fundraising!
  - c. Tourism Development Authority
    - i. Ongoing dialog regarding project status and funding gap
2. Silver-Line Park
  - a. Construction
    - i. Ramp to riverbank, concrete. Finish paving.
    - ii. Build boulder toe wall
    - iii. Install Roofing
    - iv. Target Completion EOY
  - b. Change orders:
    - i. Reviewing additional -Judd
  - c. Pending decisions:
    - i. Park signage (Curve Solutions)
    - ii. Public building design, floodplain concerns
3. Riverside Park + Whitewater Wave
  - a. Project milestone: 30% design review
  - b. Ongoing discussions:
    - i. Boat ramp
    - ii. Parking
    - iii. Outfitter relations
4. Greenway
  - a. Staffing changes at Buncombe County
  - b. Beaverdam Creek design scope of work nearing completion
  - c. Revised project schedule to let construction contract November 2023
5. Funding strategies
  - a. No change in budget

#### **E. Important Dates**

1. March 2022 public engagement regarding Greenways Design Recommendation Plan

#### **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](http://10minutewalk.org))

- Skateboard ramps
- Graffiti
- Alcohol in the parks

**G. Adjournment**

Chairperson Brewer adjourned the meeting at 5:23 pm.