



MEETING MINUTES

Board Members Present

Chairperson Walt Brewer
Member Coral Darby
Member Bryan Messing

Member Chris Bubenik
Member Anne Kaltreider
Alternate Member Kennedy Young

Board Members Absent

Member Uta Brandstatter
Member Gerald Green

Member Lucy Crown

Town Staff Present

Ryan Vinson, Town Clerk / HR Analyst

Luke Williams, Project & Facilities Manager

Conflict of Interest:

In accordance with G.S. 18B-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.

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

A. Approval of the Agenda

Commissioner Lunsford made a motion to approve the agenda.

B. Approval of the Minutes

Member Kaltreider made a motion to approve the minutes.

C. Public Comment

Everyone wishing to address the Board must sign up with the Town Clerk 15 minutes prior to the meeting. Each speaker will be recognized by the Chair when it is their time to be heard. Comments are limited to three minutes per speaker and the time allotted to public comment will be at the discretion of the Chair.

D. Agenda Items

1. Sub-committee reports and questions

- i. Communications and Marketing (Member Darby)
 1. Looking to get back together as holiday's has been passed
 2. Calendar in Teams with potential deadlines for press releases
 3. Is there an update on the 60% design from Equinox?
 4. Project Manager Williams: Still about 4 months away from 60% designs
 5. Discussion about translating items in Spanish for outreach
- ii. Project Management (Member Messing)
 1. Met with other municipalities about their experiences (Grand Rapids)

2. Talked about some of the goals of the Grand Rapids project, trying to turn a dam into a water feature.
3. Grand Rapids suggested to try outreach events in conjunction with other already scheduled event (concert, special events, etc.)
 - a. Focus groups for outfitters, food trucks, etc.
4. Project Manager Williams: Removing 5 dams, 18-foot drop, river was industry, goal is to remove hardscape and provide access.
5. Project Manager Williams: Public Building; 6,000 sq ft of usable space in the “attic”, could outfitters use it for office space?
6. Discussion about feasibility of using the space above the flood plain, pros, cons, etc.
7. Went over different renderings of concepts for the building
8. Commissioner Lunsford: Are any of these concepts are financially feasible and do we have the budget for it.
9. Project Manager Williams: About 1/3 of the budget for the building was spent on the roof.
10. Member Darby: Is leveling the building an option?
11. Project Manager Williams: Yes, that is an option, unsure of the cost.
12. Project Manager Williams: Limited to 50% of assessed value for improvement in flood plain, about \$150-200K. No limits above the flood plain.

Much discussion amongst committee members about bathrooms and how to have in the park, where to have them, do we rent them, etc.

E. New Business

1. Relations and agreements with outfitters

Still up in the air as to how many outfitters would use the Public Building and to what extent they would use the building...if at all.

Talk about creating survey for outfitters to fill out to gauge their interest in using the park, what parts of the park, the building, etc.

2. Town Administrator Update

Clerk Vinson: Accepting application through January 21st. They will be sent to the Commissioners for review and selection for interview. Intent is to be able to announce the new Administrator in February and have them start in March.

F. Old Business

1. Need to find a ‘historian’ to help locate information or sources of information about the role of the French Broad River in shaping Woodfin for signage in the parks.

Chairperson Brewer: Marlene Berry, volunteers with Rocky Hollifield, has knowledge and background. She said she would be happy to help in some capacity. First opportunity to meet in January 22nd, however may push it to February.

2. More work needed on Little Free Libraries (ex. ABC LFL missing and presumed dead)
 - i. LFL for Silver-Line?
 - ii. Use one of the two at Riverside?
 1. Member Messing agreed with Chairperson Brewer about moving the under utilized LFL at Riverside Park to Silver-Line Park. Group was in agreeance.
3. Project Updates
 - i. Silver-Line Park
 1. Pirate Ship
 - a. Finalize pirate ship, mast, and play surface
 - b. Final grading / seeding after
 - c. Signage in production
 - d. Finish with surface course of pavement for parking lot and greenway
 - e. Target completion February 2022
 - f. Grand opening April 2022
 2. Construction
 - a. Finish paving
 - b. Completed boulder wall
 - c. Target Completion Feb22
 3. Change orders:
 - a. \$52k – Judd
 - b. \$50k contingency remain
 4. Pending decisions:
 - a. Silver-Line Park Building - Reviewing conceptual ideas for development options
 - ii. Riverside Park + Wave
 1. Project milestone: 30% design complete
 - a. Reviewing cost estimate with PM Sub Comm. then PGAC
 - b. Floodplain admin required CLOMR, add \$51.7k
 2. Ongoing discussions:
 - a. Boat ramp a Riverside
 3. Parking
 4. Silver Property (South of Riverside Park)
 - iii. Greenway
 1. Hwy 251, Riverside Dr GW Draft Design Recommendation Plan Set (25% plans) ongoing
 2. Task Order 3 Beaverdam Creek GW in progress
 3. Revised project schedule to let construction contract November 2023
 - iv. Funding strategies
4. Important dates
 - i. March 2022 public engagement regarding Greenways Design Recommendation Plan
5. Future discussion items
 - i. Homeless issues

- ii. Water quality
- iii. I-26 improvements; esp. bike and walking access across bridge
- iv. Woodfin Comprehensive Parks Plan
- v. Walking access for Woodfin Residents (10 Minute Walk Pledge 10minutewalk.org)
 - 1. Mayor VeHaun signed Town up, we are listed on their webpage
- vi. Skateboard ramps
- vii. Graffiti
- viii. Alcohol in the parks
 - 1. Recommendation to Commissioners? Recommend a permit process be developed?
Ryan Vinson will check to see what ordinances already say or don't say.

G. Adjournment

Chairperson Brewer adjourned the meeting at 4:45 pm.

Walt Brewer
Chairperson

Attest: _____
Ryan Vinson
Town Clerk