



TOWN OF WOODIN, NORTH CAROLINA

Parks & Greenways Advisory Committee Meeting Agenda for 4:00 p.m., Tuesday, April 27, 2021

Join via Zoom by following this link: <https://bit.ly/3azLIBb>

1. Approval of minutes from March 31 meeting
2. Committee by-laws
 - a. Comments on draft document
 - b. Motion to approve or amend?
3. Motion to entertain committee officer nominations
 - a. Chairperson – responsibilities include:
 - i. Development of meeting agendas in coordination with Town staff
 - ii. Communication to and coordination with Town Board on advisory committee matters
 - iii. One of three Greenway and Blueway project steering committee members (chairperson, Town administrator, Town Board member)
 - b. Vice-chairperson – responsibilities include:
 - i. Assuming duties of chairperson in his/her absence
 - c. Secretary (Town administrator or designee if draft bylaws are adopted)
4. Subcommittee structure and assignments – each subcommittee having 2 members, with **example** tasks and responsibilities:
 - a. Communications – supports/assists in marketing for Woodfin parks and greenways, collation of community input data
 - b. Project management – attending monthly construction and design team meetings, site visits, inclusion in discussions with contractors
 - c. Operations & programming – assists in determining appropriate levels of service, potential partnerships
5. WGB project update