



22500 Salamo Rd.  
West Linn OR 97068  
[www.westlinnoregon.gov](http://www.westlinnoregon.gov)

# **WEST LINN**

## **MEETING NOTICE**

### **Parks & Recreation Advisory Board**

Thursday December 5, 2019  
City Hall, 7:00 pm

1. Introductions
2. Approval of Today's Agenda (Action Item 5 min.)
3. Approval of Summary Notes (Action Item 5 min.)
4. Community Comments (10 min.)
5. Items of Interest from the Board (Discussion Item 10 min.)
6. White Oak Savanna Nature Play (10 minutes)
7. Advisory Group Annual Report (Discussion/Action 45 min.)
8. Department Staffing Update (5 minutes)
9. Board Applicants (5 minutes)
10. Other Project Updates (Discussion Item 5 min)
11. Community Comment Wrap-up (Discussion Item 10 min.)

Bolton Conference Room  
West Linn City Hall  
22500 Salamo Rd  
West Linn, OR 97068

## **West Linn Parks and Recreation Advisory Board Meeting Protocol**

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1. PRAB protocol standards will be printed on each agenda.
2. PRAB Chair will enforce Protocol and Groundrules for all PRAB members, community and staff with support of all PRAB members.
3. Community Comments:
  - a. Open each meeting with community comments. Total time allowed for this item to 15 minutes.
  - b. Maximum of 3 minutes per person at the beginning of the meeting.
  - c. PRAB members hold their questions to follow the 3 minute comments. PRAB should limit the question and answer section to no more than 3 minutes.
  - d. We should have no public comments during the agenda items unless invited by Chair.
  - e. Last 10 minutes reserved for community member feedback on agenda items discussed on the PRAB agenda with a maximum of 3 minutes per person.
  - f. A member of the PRAB will be responsible for the time keeper role using a timer.
4. Use and enforce PRAB Administration Groundrules (list created and approved 2012).
  - a. Demonstrate collaborative teamwork
  - b. Promote innovative thinking and problem solving
  - c. Always sustain an environment and behaviors that are respectful of each other and all citizens and staff
  - d. Model listening to all stakeholders
  - e. Distribute minutes