

# **WEST LINN MEETING NOTICE**

## **Parks & Recreation Advisory Board**

Thursday, December 10, 2020  
5:30 pm - WebEx\*

Staff Liaison: Ken Warner, [kwerner@westlinnoregon.gov](mailto:kwerner@westlinnoregon.gov)

1. Call to Order & Introductions
2. Approval of Today's Agenda (5 minutes)
3. Approval of Summary Notes (5 minutes)
4. Community Comments (15 minutes)
5. Items of Interest from the Board (10 minutes)
6. New Draft Welcome Signage in Parks (10 minutes)
7. 2020 Advisory Group Annual Report (60 minutes)
8. Parks & Recreation Project Updates (5 minutes)

### **Meeting Notes:**

*\*COVID-19 Update: Due to state restrictions on public gatherings, City Hall is temporarily closed to the public until further notice. The Advisory Board meeting will be conducted virtually via WebEx. The public can watch the meeting online via <https://westlinnoregon.gov/meetings> or on Cable Channel 30.*

*Submit written comments by email to [twiencken@westlinnoregon.gov](mailto:twiencken@westlinnoregon.gov), or to the staff liaison. All comments must be received before noon on the meeting day.*

*To speak during the meeting, complete the form located at <https://westlinnoregon.gov/citycouncil/meeting-request-speak-signup>. All requests to speak must be received before noon on the meeting day. Instructions on how to access the virtual meeting will then be provided to you by email prior to the meeting.*

*If you require special assistance under the Americans with Disabilities Act, please call City Hall 48 hours before the meeting date, 503-657-0331.*

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## West Linn Parks and Recreation Advisory Board Meeting Protocol

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Updated 7/2020

1. PRAB protocol standards will be printed on each agenda.
2. PRAB Chair will enforce Protocol and Ground rules 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 10 minutes.
  - b. Maximum of 5 minutes per person at the beginning of the meeting.
  - c. PRAB members hold their questions to follow the 5 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. A member of the PRAB will be responsible for the time keeper role using a timer.
4. Use and enforce PRAB Administration Ground rules (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