

# **WEST LINN**

## **MEETING NOTICE**

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

Wednesday, December 9, 2021  
5:30 pm – City Hall, Bolton Room & WebEx (Virtual)

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

1. Call to Order – Vicki Handy/Chair
2. Approval of Today's Agenda (5 minutes) - Vicki Handy/Chair
3. Approval of Summary Notes (5 minutes) - Vicki Handy/Chair
4. Community Comments (10 minutes) - Vicki Handy/Chair
5. Items of Interest from the Board (10 minutes) - Vicki Handy/Chair
6. Recreation & Adult Community Center Update(10 minutes) – Tarra Wiencken
7. 2021 PRAB Advisory Report to City Council – (30 minutes) Vicki Handy/Chair
8. Department and 2018 Go Bond Project Update (10 minutes) – Ken Warner

#### **Meeting Notes:**

*\* All City Council and Citizen Advisory Board meetings will be conducted virtually via WebEx. The public can watch this meeting online via YouTube: <https://youtu.be/1g0JFXiDOeQ>*

*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 be forwarded to the Board.*

*If you desire 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 on day of 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.*

## **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