22500 Salamo Rd.
West Linn OR 97068
www.westlinnoregon.gov

WEST LINN MEETING NOTICE

Parks & Recreation Advisory Board

Thursday, January 12, 2023
5:30 pm City Hall, Bolton Room and WebEx (Virtual)

Staff Liaison: Ken Warner, kwarner@westlinnoregon.gov

	Item	Facilitator	Estimated Time
1.	**Opening** Call to Order Approval of Today's Agenda Approval of Summary Notes	Chair Vicki Handy	5 minutes
2.	**Community Comments**	Staff and Chair	5 /person
3.	**New Board Member Orientation Process**	Chair	10 minutes
4.	**Year End Report Review & 2023 12 month framework**	Chair	30 minutes
5.	**Items of Interest from Board Members**	Chair	10 minutes
6.	**Recreation & Adult Community Center Update**	Tarra Wiencken	5 minutes
7.	**Department and Project Update**	Ken Warner	5 minutes
8.	**Items of Interest and feedback from City Council**	TBD	5 minutes
9.	**Next Meeting is February 9, 2023**	Chair	5 minutes
10.	**Meeting Summary and Closure**	Chair	

West Linn Parks and Recreation Advisory Board Members

- Chair: Vicki Handy
- Chris Owens
- Jane Forbes
- Patty Allen
- Todd Olson
- Council Liaison: TBD
- Staff: Ken Warner, kwarner@westlinnoregon.gov
- Staff: Tarra Wiencken

West Linn Parks and Recreation Advisory Board Meeting Notes

This Community Advisory Group meeting will be conducted in a hybrid format with some Councilors, staff, presenters, and members of the public attending remotely via Webex and others attending in person. The public can watch this meeting online via YouTube: https://youtu.be/1Q28Tzx5WYE

Submit written comments by email to 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.

To speak during the meeting, please complete the form located at: https://westlinnoregon.gov/citycouncil/meetingrequest-speak-signup by 4:00 pm the day of the meeting to be input into our system. Instructions on how to access the virtual meeting will then be provided to you by email prior to the meeting. If you miss the deadline and would like to speak at the meeting, please fill out the form and staff will send you a link as time allows.

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

West Linn Parks and Recreation Advisory Board Meeting Protocol

PRAB protocol standards will be printed on each agenda.

1. PRAB Chair will enforce Protocol and Ground rules for all PRAB members, community and staff with support of all PRAB members.
2. 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.
3. 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