

WEST LINN MEETING NOTICE

Parks & Recreation Advisory Board

5:30pm Thursday, January 9, 2025, Bolton Room and WebEx (Virtual)

Staff Liaison: Megan Big John, mbigjohn@westlinnoregon.gov

Come prepared to identify high impact goals for discussions in 2025. Read through 2024 Plan for changes for 2025.

	Item	Facilitator	Estimated Time
1.	Opening Call to Order Introductions Approval of Today's Agenda Approval of Summary Notes	John	5 minutes
2.	Community Comments	Tarra and Vicki	3 /person
3.	Department and Projects Update	Megan	15 minutes
4.	Events and Recreation Update	Tarra	10 minutes
5.	Create 2025 PRAB Plan	Vicki	20 minutes
6.	Items of Interest from Board Members	Vicki	5 minutes
7.	Items of Interest and Feedback from City Council	Council Liaison	5 minutes
8.	Meeting Summary and Closure	Vicki	5 minutes
9.	Next Meeting February 2025		

West Linn Parks and Recreation Advisory Board Members

- Co- Chair: Vicki Handy
- Karen Kellog
- Co-Chair: John Linman
- Todd Olson
- Chris Owens
- Council Liaison: Kevin Bonnington
- Stacy Epsteen
- Staff: Megan Big John
- Diana Lavery
- 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://youtube.com/live/tJJpCeFCAU?feature=share>

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 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. A member of the PRAB will be responsible for the timekeeper 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