

# WEST LINN MEETING NOTICE

## Parks & Recreation Advisory Board

Thursday, February 13, 2025, Bolton Room, and WebEx (Virtual)

Staff Liaison: Megan Big John, [mbigjohn@westlinnoregon.gov](mailto:mbigjohn@westlinnoregon.gov)

Pre-Meeting Work: Read 2025 draft and add input; Read Staff Project Update; Walk through Willamette Park

	Item	Facilitator	Estimated Time
1.	<b>Opening</b> Call to Order Introductions Approval of Today's Agenda Approval of Summary Notes	John	5 minutes
2.	<b>Community Comments</b>	Tarra and Vicki	3 /person
3.	<b>PRAB 2025 Plan</b>	Vicki	15 minutes
4.	<b>Update on City Data</b>	Megan	5 minutes
5.	<b>MSY Lease Update</b>	Megan	5 minutes
6.	<b>Commercial use in parks</b>	Megan	10 minutes
7.	<b>Programming Fees for 2025</b>	Megan and Tarra	10 minutes
8.	<b>Department and Projects Update</b>	Megan	15 minutes
9.	<b>Events and Recreation Update</b>	Tarra	10 minutes
10.	<b>Items of Interest from Board Members</b>	Vicki	5 minutes
11.	<b>Items of Interest and Feedback from City Council</b>	Council Liaison	5 minutes
12.	<b>Meeting Summary and Closure</b>	Vicki	5 minutes
13.	<b>Next Meeting March 13 2025</b>		

### West Linn Parks and Recreation Advisory Board Members

- Co-Chair: John Linman
- Co-Chair: Vicki Handy

- Chris Owens
- Stacy Epsteen
- Diana Lavery
- Karen Kellog
- Todd Olson
- Council Liaison: Kevin Bonnington
- Staff: Megan Big John
- 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:

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.

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.

**To request an interpreter or other communication aids, please contact Tarra Wiencken at 503-742-6048 or [twiencken@westlinnoregon.gov](mailto:twiencken@westlinnoregon.gov)**

## 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