

# WEST LINN MEETING NOTICE

## Parks & Recreation Advisory Board

Thursday, September 11, 2025, 5:30 pm Bolton Room and WebEx (Virtual)

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

	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>City Council Updates</b>	Council Liaison	5 minutes
4.	<b>Council Adopted PRAB Goals Review</b>	Megan	25 Minutes
5.	<b>Review of Summer Events and Program Review</b>	Tarra/Megan	5 minutes
6.	<b>Department and Projects Update</b>	Megan	15 minutes
7.	<b>Events and Recreation Updates</b>	Tarra Wiencken	5 minutes
8.	<b>Parks and Rec Advisory Board issues and feedback</b>	Vicki	10 minutes
9.	<b>Meeting Summary and Closure</b>	Vicki	5 minutes
10.	<b>Next Meeting October 9th</b>		

### West Linn Parks and Recreation Advisory Board Members

- Co- Chair: Vicki Handy
- Co-Chair: John Linman
- 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 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/bJUNQt8Sk1I?feature=share>

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 request an interpreter or other communication aids, 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 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