



City of Salem Salem Parks and Recreation Advisory Board

March 9, 2023

5:30 p.m.

Online ([Zoom](#))

Si necesita ayuda para comprender esta información, por favor llame 503-588-6211.
Para asistencia en español, llame al 503-540-2489.

PARTICIPANTS

Board Members

Dylan McDowell, Chair; Keith Norris, Vice-Chair; Alan Alexander; Woody Dukes; Rick Hartwig; Alan Holland; Joan Lloyd; Debbie Miller; Dave Fridenmaker

Staff

Robert Chandler, Assistant Public Works Director; Mark Becketl, Operations Division Manager; Jennifer Kellar, Parks and Recreation Services Manager; Rob Romanek, Parks Planning and Natural Resources Planning Manager; Becky George, Recreation Supervisor; Milan Davis, City Urban Forester

AGENDA

1. Welcome and Call to Order
2. Approval of February 2023 Minutes
3. Public Comment – Appearance of persons wishing to address the board on any matter other than those which appear on this agenda.
4. Board Items/Presentations
 - a. Support of Geer Park development grant application to Oregon Parks and Recreation Department Local Government Grant Program
 - b. Development of Outreach Materials
5. Board Member Updates
6. Information Reports – written
 - a. Urban Forestry Update
 - b. Parks & Natural Resources Planning Update
 - c. Parks Operations Update
 - d. Salem Park Improvement Fund (SPIF) Project Updates
 - e. Recreation Services Update

- f. Parks Damage Report
- 7. New Business
- 8. Adjourn

Next Meeting: April 13, 2023

This meeting is being conducted virtually, with remote attendance by the governing body. No in-person attendance is possible. Interested persons may view the meeting online on [YouTube](#). Please submit written comments on agenda items, or pre-register to provide Public Comment on items not on the agenda, by 5 p.m. or earlier one day prior to the day of the meeting at nharrington@cityofsalem.net.

Special accommodations are available, upon request, for persons with disabilities or those needing sign language interpretation, or languages other than English. To request accommodations or services, please call 503-588-6211 (TTD/TTY 503-588-6439) at least two business days in advance.

It is the City of Salem's policy to assure that no person shall be discriminated against on the grounds of race, religion, color, sex, marital status, familial status, national origin, age, mental or physical disability, sexual orientation, gender identity, and source of income, as provided by Salem Revised Code 97. The City of Salem also fully complies with Title VI of the Civil Rights Act of 1964, Americans with Disabilities Act of 1990, and related statutes and regulations, in all programs and activities.



City of Salem

Salem Parks and Recreation Advisory Board

February 9, 2023

[Online Meeting](#)

Minutes - Draft

Members Present

Dylan McDowell
Keith Norris
Alan Alexander
Rick Hartwig
Alan Holland
Joan Lloyd
Debbie Miller

Members Absent

Woody Dukes
Dave Fridenmaker

Staff Present

Rob Romanek
Milan Davis
Becky George
Kathleen Swarm
Mitchell Jones

1. Call to Order

Welcome and call to order by Chair McDowell at 5:33 p.m.

2. Roll Call

Woody Dukes and Dave Fridenmaker were marked absent. All other members present. Chair McDowell introduced and welcomed Councilor Micki Varney.

3. Approval of Minutes

Vice-Chair Norris moved to approve the December 8, 2022 minutes and the January 12, 2023 minutes. Member Hartwig seconded. The motion passed unanimously.

4. Public Comment

None.

5. Board Items/Presentations

a. Gerry Frank | Salem Rotary Amphitheater's manager, Kathleen Swarm, introduced herself and reviewed a draft of the strategic plan for the amphitheater's future. Last year, there were 30 different events, and she hopes there will be about 50 events during the dry months of 2023. She explained the five-year projections for revenue and the opportunity for a community economic impact. Partnership, marketing, donations, vending, operations, and administration are focus areas for development. Areas of consideration include venue management focused on unique opportunities and a positive vision for the future.

Chair McDowell asked how many weekends are still available for rental in 2023 and how public versus private events like weddings are handled. Most events are public. Member Hartwig asked about a floating rent based on use. Fees were thoughtfully developed featuring hourly or daily rental opportunities and apply to three rental areas: the stage, the lower lawn and the upper lawn. The vendor area

is available for concessions.

Member Holland asked if the Chamber of Commerce is a partner with the amphitheater. He also wondered about the weathered wood, which is an evolving aesthetic. He also asked about more food carts in the park. The City would like to see food carts occupy the vendor plaza throughout the summer. Member Miller would like more vendors and an event board located near the amphitheater that publicizes upcoming events. Vice-Chair Norris asked about the maximum crowd size that the amphitheater can support and other regional venue competition. Capacity is 5,000 attendees and Cuthbert Amphitheater in Eugene is similar in size. Bend has a larger venue, but Salem can meet the needs of different types of groups. The smaller Riverfront Park Amphitheater is also reservable.

b. Rob Romanek provided updates on the Capital Improvement Plan (CIP) in advance of a more in-depth presentation scheduled for April. He highlighted some new projects that staff have suggested for the CIP process that include some from the recently passed bond measure. The design phase is scheduled next year for three different park athletic courts, as well as a dog park, an additional shelter and sports fields upgrades at Geer Park. Parks Operations is anticipating installing trash compactors at Wallace Marine Park and Riverfront Park. Less System Development Charges (SDC) were received than projected for the current fiscal year, so staff is focusing on completing already-started projects. However, there are two developer-constructed pre-development parks for subdivisions in South Salem. Rob shared that the Robert & Susie Lee School Park is no longer a City park due to a property land exchange with the school district. Willamette View Estates Subdivision will have Neighborhood Park No. 15. Almost three acres is being set aside for the park. A portion will be dedicated to the City and the City will purchase the remainder of the park property. The other area will be the City's twelfth natural area park with some wetland preservation property, located near Pringle Elementary School. The proposed CIP is being drafted and will be presented to the Acting Public Works Director, Brian Martin, then shared with the Citizen Budget Committee in April, then to City Council for review and approval in May or June.

Chair McDowell asked if there are fewer parks with the loss of the Robert & Susie Lee School Park in 2018. There are still 91 Salem parks. He asked for clarification regarding the CIP, which is a five-year plan that is re-approved every year. It's a forecast of anticipated funding, allocated to projects based on what the City expects to receive in revenue and project needs (issues) that are in the queue. The issues list is a collection of projects that have not yet been funded.

Vice-Chair Norris asked where SPRAB could help with this process besides just reviewing the final proposal and corresponding with City Council. He wondered if there are other avenues of potential engagement with City staff. Rob suggested that SPRAB can address the Citizen Budget Committee and comment on the proposed CIP, as well as have a discussion in late Summer to hear suggestions from the board that can be added to the issues list ahead of CIP project scoring in preparation for the following-year's CIP.

Member Alexander asked what the current CIP fund balance is. It's complicated because there are two separate funds: the New Funds and the Old Funds (which

will eventually be combined). Member Holland asked why there appears to be a lot of development around the City, but the funds seem to be lagging in receiving fees. Financial distributions are complicated. Rob reminded the group that if the board is not pleased with the revenue the City is getting, it is welcome to advocate for higher SDC fees. Vice-Chair Norris clarified that SDC fees can only go for parks capital improvement projects, and only toward new services. Chair McDowell requested that the slide presentation from the October retreat on SDC be re-sent to board members.

Member Lloyd asked about the hard-to-read Geer Park street signs. Rob will ask a traffic engineer about the State Street wayfinding signs.

c. Rob Romanek requested feedback from SPRAB members regarding the development of outreach materials. Chair McDowell offered the following suggestions: a list of park master plans that include ward numbers; a fact sheet with basic information (e.g., Chapter 13 of City Code, number of city parks, number of miles of trails, park rangers, etc.); a slide deck for neighborhood associations (e.g., basic information on SPRAB, how to submit public comments, CIP timeline information, SPIF timelines, master plans for that ward, and volunteer opportunities). Member Miller asked for the Salem Parks Foundation grant timeline. It's important that the SPRAB representative knows about the neighborhood association's specific parks and can make a note of concerns that the association might have that the representative can share with SPRAB. Member Holland suggested including what the neighborhood association can expect in the future, like any relevant upcoming projects. Member Alexander identified the tri-fold city parks pamphlet as one of the most popular resources. It is outdated and Rob will work on updating it. Member Lloyd asked how long the presentations to the neighborhood associations should be. Perhaps only sharing about 10 slides but keeping the presentation reasonable in length (about 15 minutes or less). Chair McDowell also suggested including recreation opportunities like reservable facilities and which parks have that feature. Vice-Chair Norris asked about a priority list for staff, recognizing timeframe restrictions. The slide deck, the fact sheet and the park master plan are the most easily completed priority projects. Association outreach will start in May.

6. Board Member Updates

Chair McDowell represented SPRAB in a presentation to City Council last month. Councilor Varney would like to be supportive of SPRAB however she can. (This role ties back to last summer's letter suggesting a Council liaison.) Councilor Varney lives in West Salem and represents Ward 8. She took the new City manager on a recent tour of the West Salem parks. Chair McDowell asked how often she might be able to join the SPRAB meetings. She would like to commit to every month or at least every other month. Vice-Chair Norris thinks SPRAB could benefit the most by having the updates from City Council and discovering how SPRAB could best fulfill its role as parks advisors and advocates. Councilor Varney could offer her thoughts as a member of the budget committee and other committees when parks topics come up. Chair McDowell would like to see a bigger influx of information coming into SPRAB and more folks speaking up and sharing with SPRAB. Member Holland thanked Councilor Varney for her role with SPRAB. Member Alexander was encouraged by the new organizational alignment with Parks. Chair McDowell asked about processes for tree removal permitting and

keeping SPRAB involved in the timeline that includes land use appeals involving trees and raising a voice as an advisory board. Councilor Varney agreed that informing SPRAB whenever she sees the topic of trees on the Council agenda would be beneficial. If SPRAB discusses land use topics, however, she will excuse herself to be compliant with City Council rules.

Member Hartwig and Member Holland reported on their staff recognition ideas that they suggested taking place whenever staff are identified as deserving of recognition. This would include a stylized certificate, recognition to City Council, a feature on the web site and a media press release. Jennifer Kellar is the best resource for identifying deserving staff and providing a bio for writing a press release. Milan Davis provided general information about Parks staff and appreciated the board's desire to recognize deserving staff. Member Hartwig noted that this would also be publicity for the parks and a reminder to the public that City government works well. Member Holland observed that Parks staff are polite and dedicated. Some name ideas for the award were considered.

7. Information Reports

(Information reports provided as written reports ahead of the meeting.)

a. Mission Street Parks Conservancy (MSPC) Minutes

No questions or comments.

b. Organizational Structure Changes

Member Miller asked where Police, Fire and Public Works are on the org chart. They directly report to the City Manager. Vice-Chair Norris asked where Urban Forestry falls on the chart. Rob Romanek identified that the Urban Forestry Department preliminarily will come with Parks to the new Community Services Department.

c. Urban Forestry Update

Milan Davis informed the board that he applied for, and accepted, the supervisory position above his current role. He is now in a position to work in a larger capacity with Parks. He will still be the Urban Forester, but will also work more closely with SPRAB and Rob Romanek. Member Hartwig asked if a private citizen can hire a company to trim a City tree. Milan said it is possible if a company is certified with the City's Development Services. The City prefers to prune City trees. Member Holland asked details about trimming a tree on private property. Certain trees are protected on private property per City Code.

d. Parks & Natural Resources Planning Update

Chair McDowell asked about the status of the park usage and planning subcommittee recommendations on code updates. Rob Romanek will provide an update later. Staff are considering code amendments and Chapter 86 updates to go to City Council when staff have had a chance to make structural changes to the code. Member Miller thought the bald eagle web page was impressive and appreciated how many volunteers signed up for eagle monitoring. Vice-Chair Norris asked about the status of the beaver management plan. Rob said the beaver strategy is in City legal review and has been there for some time. Many new trees have been planted. Rob mentioned one more CIP project that is happening: the Minto Island Park parking lot improvements.

e. Parks Operations Update

No questions or comments.

f. Recreation Services Update

Becky George is glad to have Kathleen Swarm on the Recreation team and is looking forward to the summer amphitheater events. Vice-Chair Norris noticed that the City of Salem won four age group bids for the Western Nationals in 2025, which is exciting. Staff are gearing up in preparation for this large number of groups.

g. Parks Damage Report

No questions or comments.

8. New Business

None.

9. Next Meeting

The next regularly-scheduled meeting is March 9, 2023.

10. Adjourned at 7:27 p.m.

SPRAB Information Reports Packet

March 9, 2023

- 1) Parks & Natural Resources Planning Update**
- 2) Parks Operations Update**
- 3) Salem Park Improvement Fund (SPIF) Project Updates**
- 4) Recreation Services Update**
- 5) Parks Damage Report**

Salem Parks and Recreation Advisory Board
Parks and Natural Resources Planning Update – March 2023

Geer Park Improvements – Numerous improvements to the park are schedule to begin design next fiscal year (shortly after June 30, 2023), including the following:

- Construction of accessible paved pathways
- Construction of a skate park and an accessible spectator viewing plaza
- Construction of two picnic shelters to accommodate small groups
- Construction of a fenced off-leash dog park with separated area for timid dogs
- Full renovation of two baseball fields and two soccer fields
- Installation of new site furnishings and landscaping, including natives and native-adaptive species

Bond sales authorized by the 2022 Salem Safety and Livability Bond Measure will fund some of these improvements, including the dog park, one of the proposed shelters, and field renovations. However, the skate park and associated improvements are not yet been fully funded. This is due, in part, to escalating project costs. In December 2022, City design consultants submitted 30% construction plans (concept plans) with an updated cost estimate. The estimate is 45% higher than an estimate completed in 2021, as part of the park master plan update. The line items with the most escalation are earthwork and the skate park construction. To help fill the gap, the City is preparing a funding application to the Oregon Department of Parks and Recreation Local Government Grant Program.

Minto-Brown Island Park Parking Lots Paving – The Bond-funded project consists of improvements to two existing parking lots within Minto-Brown Island Park. The project will improve two of three highly used parking areas along Minto Island Road SW, Parking Lot #2 and Parking Lot #3. This includes removal and replacement of the existing pavement and expanding the paved parking areas. The schedule for the project is aggressive, aiming to begin construction as soon as Fall of 2023. The City is in the process of bringing on a consultant design team. Parks Planning is working closely with the PW Engineering project delivery team.

Minto Island Conservation Area Event Restrictions – Amendment to Administrative Rule 109-600-001 (Minto Island Conservation Area Restrictions for Events) have been completed. The changes were made to test modified restrictions on large events, such as Ironman. The number and size of large events allowed within the Minto Island Conservation Area (MICA) during the 2023 bird nesting seasons has now increased. Specifically, the change allows two large events per nesting season (previously limit was one large event), with a participation limit of 3,000 individuals per event (previously 1,000 participants). Nesting season is defined as March 1 through August 31.

Eagle Nest Monitoring Program – Volunteer eagle nest monitoring trainings were held on Jan 31, and Feb 4, 10, and 11. We had over 100 people attend the trainings, and we are now receiving nearly daily observation data for both nests. Two nests are included in the monitoring program this year, one at Minto Brown and one across the slough from Riverfront Park on the Salem Audubon Property. Updates for both nests are being posted online at <https://www.cityofsalem.net/community/natural-environment-climate/environmental-planning-management/eagle-nest-watch-news>.

Neighborhood Tree Program (Tree Planting) – Approximately 40 trees were planted in front yards and street rights-of-way during the Friends of Trees planting event on Saturday, February 11 in the North and East Lancaster Neighborhoods. We are now in the process of planning the final two tree planting events of the season: 20 trees will be planted at Eola Ridge Park on March 25 and 40 trees at Stephens-Yoshikai School Park on April 8.

Emerald Ash Borer (EAB) Readiness and Response Plan for Salem – Staff is currently focusing on a response plan for City-owned trees. The many unknowns and difficulties of including trees on private property and in natural areas will require additional time to determine an appropriate planning approach.



Parks Operations Update – March 2023

Maintenance

In the last month, GT Landscape Solutions, COR, has been focusing on right-of-way landscape maintenance at the following locations:

12th & Commercial Street

Salem Parkway

Pringle Avenue & Fairgrounds Road

Mission Street

Edgewater Road

Wallace Road

Hyacinth Street

Front Street

State Street

Kuebler Boulevard

Projects

- Parks Operations is completing makeovers for the on the Mayors' "90 Parks in 90 Days" project. Additionally, we are working with the Public Works GIS group to provide information for an upcoming meeting with the Federal Aviation Administration (FAA) seeking permission for the drone flyovers on 47 park properties. The identified properties require special approval by the FAA for the drone to be flown above 50 feet. The FAA has 30 days to review the submitted special approval requests.
- Riverfront pull-post installation
- McRae playground spinner replacement
- Brush College entrance sign replacement
- Two memorial bench installations at Minto Brown Island Park

Training

Training is occurring this week for Park staff on proper rose pruning techniques as parks make-overs are occurring.

Salem Park Improvement Fund (SPIF)

The SPIF award committee, including SPRAB members, Chair McDowell and Vice-Chair Norris met on February 21, 2023 to review the Final Applications and provide awards to neighborhood association for seven (7) project submittals. Both the respective neighborhood associations and the City Councilor from the affected wards have been notified of the award determinations. The funding awards by the SPIF award committee were as follows:

Morningside NA – (Morningside Park)

Replace hard-surface path with multi-use path starting from where the grove of trees is located.
Continue replacement of path along the southside of the park toward Pringle Road

Award Amount: \$7,500

Northeast Neighbors (NEN) – (McRae Park)

Community art painting on retaining wall

Award Amount: \$3,500

Sunnyslope NA – (Secor Park)

Playground equipment shade covering

Award Amount: \$6,500

Southwest Association of Neighbors (SWAN) – (Bailey Ridge Park)

Bench

Message kiosk board

Award Amount: \$6,450

South Central Association of Neighbors (SCAN) – (Bush's Pasture Park)

Tarter Old Rose Garden collection rehabilitation

Award Amount: \$3,500

Northgate NA – (Fisher Road Park)

Soccer goals (large)

Award Amount: \$6,500

West Salem Neighborhood Association – (Edgewater Parkway)

Picnic tables (2)

Award Amount: \$7,000

Salem Parks and Recreation Advisory Board Meeting Recreation Update—March 2023

1. Events/Facility Use

- The newly updated Gerry Frank I Salem Rotary Amphitheater website went live last week! It can be found at cityofsalem.net/events.
- The Gerry Frank I Salem Rotary Amphitheater is currently being considered for some touring acts. Select dates are being held until April 1 for that purpose.
- Riverfront Park has already had it's first community event in 2023. Last Sunday, February 26 the Run for the Rare was held with approximately 75 attendees. The Great Raindrop Scavenger Hunt will be held in March. There are three events scheduled in April, six in May, eleven in June, thirteen in July, sixteen in August, and ten in September.

2. Youth Recreation Programs

- The 2023 Recreation Guide is scheduled to be released this month. The plan is to mail it to previous program participants the week of Spring Break, March 27-31.
- At the February 13 meeting City Council approved compensation adjustments to recreation seasonal job classifications. This was necessary to improve current market competitiveness.
- We've started the recruitment process for seasonal staff to work in youth recreation programs. The first positions will be posted the week March 6. Depending on the number of qualified applicants the posting could remain open for the next several weeks. We anticipate the need to hire 25-30 staff to lead youth recreation programs.
- The movies in the park have been selected and secured! Follow City of Salem Recreation Services to share the information with friends and family. Here is this year's line-up:
 - June 30 – Strange World
 - July 14 – Puss in Boots the Last Wish
 - July 28 – Wakanda Forever
 - August 11 – Bad Guys
 - August 25 – Minions, Rise of Gru
- The Kids Relays returns after a pause for COVID with a name change to Salem Kids Relays. The COUNTRY Financial home office is no longer supporting the event, but local COUNTRY Financial agents are picking up the donation and have encouraged the name change. All the sponsors like the name change and we look forward to the nod of the City of Salem starting the event 46 years ago.
- We have an exciting new contract class this year. Tree Climbing at Silver Creek Falls is partnering with us to provide the community with the opportunity to learn to climb giant 300-foot trees at Silver Falls State Park. Look for more information in the upcoming Recreation Guide.

3. Softball and Kickball Leagues/Tournaments

- At the February 13 meeting City Council approved compensation adjustments for recreation seasonal job classifications. This was necessary to improve current market competitiveness.

- We are currently in the offer process with eight possible candidates for our seasonal/part time positions. We'll remain in the recruitment phase for the next few weeks with the hope of getting more qualified applicants.
- Our league registration is open and beginning to fill. Spring league registration closes on March 15th so the next couple weeks will be very busy!
- Regarding tournaments, we are completely full for our first two youth invitationals, Mother's Day weekend and Father's Day weekend. The third youth tournament, around the July 4th holiday, is nearly full.

Attached is the Parks and Open Space damage report. If you would like to be removed from this list or know if someone who should be added to the list, please let us know.



MEMO

TO: Jennifer Kellar, Parks and Recreation Services Manager *JK*
Public Works Department

FROM: Marlene Cisneros-Villalovos, Staff Assistant *MC*
Public Works Department

DATE: February 27, 2023

SUBJECT: **Damage to City of Salem Parks and Open Space**

Damage to the City of Salem's parks and landscape maintenance areas caused by malicious mischief, theft, and reckless action is reported by the appropriate law enforcement agency, citizens, and maintenance personnel. The following is a list of incidents during January 2023. The dollar amount shown represents the estimated repair/replacement cost for the damage sustained.

A total value of \$430.00 in repair/replacement costs occurred from thirty four incidents. In comparison, the total from January 2022 was \$334.21 from one incident.

cc: Keith Stahley, City Manager
Trevor Womack, Chief of Police
Chris Hoy, City Mayor
Lt. Ben Bales, Commander, SPD
Irma Coleman, Neighborhood Services Specialist
Reed Godfrey, Deputy Fire Chief, SFD
Michelle Teed, Risk Manager
Jennifer Hingston, Management Analyst, SPD
Lt. Treven Upkes, SPD, Community Response Section
Brian Martin, AIC Public Works Director
Robert D. Chandler, PhD, PE, Assistant Public Works Director
Mark Becktel, AICP, Operations Division Manager
Robert Romanek, Parks and Natural Resources Planning Manager
Becky George, Recreation Supervisor
Skip Miller, Deputy Police Chief, SPD

PARK NAME	FREQUENCY	Cost
Aldrich Park	2	\$40.00
Edgewater Parkway	1	\$15.00
Englewood Park	1	\$30.00
Grant School Park	1	\$10.00
Harry & Grace Thorp Park	5	\$80.00
Highland Park	1	\$15.00
Hoover Park	7	\$145.00
Lee Park	1	\$10.00
Mill Race Beautification	1	\$0.00
Riverfront Park	1	\$0.00
Wallace Marine Park	10	\$50.00
Weathers Street Park	2	\$35.00
West Salem Park	1	\$0.00
Total	34	\$430.00