



City of Salem Salem Parks and Recreation Advisory Board

October 12, 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

Staff

Jennifer Kellar, Parks and Recreation Division Manager; Rob Romanek, Parks Planning Manager; Becky George, Recreation Supervisor; Milan Davis, City Urban Forester/Parks Supervisor III

AGENDA

1. Welcome and Call to Order
2. Approval of September 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. Council Liaison Updates
5. Board Items/Presentations
 - a. Salem Parks Foundation Presentation – *Carol Snyder, President*
Recommendation: Information Only.
 - b. Mission Street Parks Conservancy Quarterly Update – *Maureen McGee, Board Chair*
Recommendation: Information Only.
 - c. Softball and Summer Recreation Program Overview/Recap – *Melinda Moon and Billy Powers, Recreation Services*
Recommendation: Information Only.

- d. Revised FY 2024 City Budget
 - Recommendation:** Approve a letter to City Council regarding City Budget revisions.
 - Attachment:** Review draft of letter.
- e. Discussion of Board Strategic Planning Survey
 - Recommendation:** Information and discussion.
- f. Discussion of SPRAB Annual Report
 - Recommendation:** Information and discussion.
- 6. Board Member Updates
- 7. Information Reports – written
 - a. Parks Planning Update
 - b. Parks Operations Update
 - c. Recreation Services Update
 - d. Urban Forestry Update
 - e. Parks Damage Report
- 8. New Business
- 9. Adjourn

Next Meeting: November 9, 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 salemparks@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, source of income and housing status, 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

September 14, 2023

[Online Meeting](#)

Minutes - Draft

Members Present

Dylan McDowell
Keith Norris
Woody Dukes
Alan Holland
Joan Lloyd
Debbie Miller

Members Absent

Alan Alexander
Rick Hartwig

Staff Present

Jenifer Kellar
Rob Romanek
Becky George
Mitchell Jones

1. Call to Order

Welcome and call to order by Chair McDowell at 5:31 p.m.

2. Roll Call

All members present.

3. Approval of Minutes

**Vice-Chair Norris moved to approve the minutes from July 13, 2023.
Debbie Miller seconded. The motion passed unanimously.**

4. Public Comment

Carol Snider shared some upcoming events from Salem Parks Foundation. They will have booth at the Viva Salem event on Sept. 29. Another event is the Mobility Fair at Center 50+ on Sept. 26. They will share a booth with Just Walk Salem. Also, Pinot for Parks on Sept. 29 and all proceeds go to the Legacy Fund.

Member Holland asked if invitations went out to local bike shops to participate at Mobility Fair to demonstrate suitable transportation for seniors. Carol hopes that Center 50+ have invited local bike shops and that they may have an informational booth at the Mobility Fair.

5. SPRAB's City Council liaison, Councilor Micki Varney, shared information from the City Council:

- Climate Action Plan Council sub-committee meeting on Sept. 11 included discussion of the Goal 5 riparian corridor inventory which is a component of one of the 19 statewide planning goals. Councilor Varney encourages members to check out the meeting, including discussion of the climate action plan implementation actions that have been put into motion by the city and partners or completed.
- Council recently considered a consolidated land use application for multi-family housing project called Titan Hill that includes 436 units. The number of trees being removed is a concern because it is a ground water limited

area. It is disappointing that they can't save anymore trees due to the topography of the land.

- There is a work session on the FY 2024 budget on the evening of Sept. 18. Councilor Varney mentioned that the meeting should be of interest because with the payroll tax going to the voters in November, there is a plan for reductions, and proposed reductions include not hiring two additional park rangers, not expanding the SOS team, Recreation cost recovery of \$400,000 either through reduction or increasing fees in Rec programs, and Parks Operations loss of seven full time employees, a total of \$700,000.
- Member Norris asked when the Goal 5 Inventory will be completed. Councilor Varney mentioned that final map revisions and council approval is set for the third quarter of 2024.
- Following up on the Titian Hill land use approval, Member Holland asked if there were more than 60 objections by residents, of those objections, were any of those identified as necessary to comply with before approval. Councilor Varney responded that those were developed by planning department had to spend a lot of time come up with 63 conditions, adding when an applicant meets those conditions then the building plans can be approved; and said that the council has to approve preliminary plans, and expressed concern that this is public's last chance for input.
- Member Holland asks a follow up question regarding Goal 5, if it includes surveys on any waterways that crosses private land, is this like inventorying plant life. Councilor Varney responded with yes, but is not sure how it's done, adding that they could inventory other resources, but council has only asked to inventory waterways for now. Rob Romanek added that it will be a desktop exercise in the Safe Harbor approach is taken, to identify just the centerline of streams.
- Chair McDowell asked about timeline, when talking about the work plan a few months ago, engaging more with climate action plan and natural resource goals, and that SPRAB should have members starting to work on a timeline.

6. Board Items/Presentations

Chair McDowell mentioned that there is a training – the Public Meetings, Public Records and Ethics for Public Officials annual training for boards and commissions. Mark Weinstein Assistant City Attorney for City of Salem introduced himself; he is the legal advisor for the training. He showed a presentation and discussed Public Meetings Law, Public Records Law and Ethical Considerations for Public Officials as it relates to SPRAB. Member Holland asked who is the Salem Hearings Board Officer. Weinstein responded that they contract with a firm outside of Corvallis. Weinstein thanked everyone for their time.

Chair McDowell reminded everyone that he was leaving at 7 p.m. to attend a Neighborhood Association meeting where he was presenting.

Rob Romanek asked the board to authorize the chair to write a support letter for an application to the Oregon Wildlife Enhancement Board for treatment at Oxbow Slough. Rob shared a map of the slough; Willamette Riverkeepers will be applying to a grant and the application is due by Oct. 30. The grant will go towards continuation of the type of work currently being done in the Willamette Slough. The grant request is for \$200,000, and city contribution would be \$70,000 that includes

staff time and technical assistance. Funding decision will be made in April 2024. Member Holland said he's been out at the slough and recognizes that it needs help. Chair McDowell is happy to work on a letter.

Member Holland moved to authorize the chair to submit a support letter on behalf of SPRAB. Vice-Chair Norris seconded motion. Motion passes unanimously.

Rob Romanek said that the Parks CIP Committee has begun meeting and it was the time of year to submit new ideas for CIP projects. Rob further mentioned that revenues from parks system development charges are coming under the forested amounts. Upcoming Park Planning projects may be delayed as a result. Chair McDowell asked about timeline for submitting CIP project request. Rob responded that new project request should be submitted within a month.

Member Norris asked Rob to provide the types of projects or ideas that can be submitted that are on the CIP list. Rob responded that for system development charges, that they would need to be projects that are on the 309 list which is a list of eligible projects for the expenditure of the system development charges. The list is posted on the COS website.

Member Miller asks if the acquisition of micro parks could be included a potential project and wonder if funding is needed for signage related to new micro mobility rules or management of invasive plants. Rob responded has a small park acquisition has been partly funded, one that is in the fairgrounds area and that CIP calls for remainder of funding in the FY 2025 budget. Management of invasive species and new park regulatory signage would be funded out of the Parks operations budget.

Chair McDowell mentioned the City received a grant for Pringle Creek path and was wondering if there are still any gaps in the pathway and if funding is needed for support facilities.

Member Holland mentioned that he saw a document stating there was a plan to extend bike paths north, and wanted to know what he can do to further it or what the status is. Rob said a few years ago the city made a code amendment so when a development comes in, they can require a trail easement.

CIP project suggestions are accepted through a form online. Rob welcomes suggestions regarding CIP projects outside of meeting

Member Norris asked if there was a way that SPRAB can help prioritize bigger CIP projects.

7. Board Member Updates

Chair McDowell shared a recent email from Rob on an update on the number of presentations SPRAB members have made to neighborhood associations. Rob mentioned that members are on track to reach 12 out of 17 of the neighborhoods by end of October. Chair McDowell added that neighborhood associations appreciate SPRAB being involved and attending and hearing about opportunities. Chair McDowell asked for feedback on any presentations. Member Miller mentioned that most attendees at SESNA didn't know about SPRAB and they

brought a list of things at their parks (nails, boards, broken fences) that they didn't know to bring to Parks, and shared with Rob. Member Miller shared of a warning of tree of heaven growing and affecting growth of native plants in the area, and asked what city can do to inform public.

Chair McDowell asked if any presentations are scheduled and thanked Rob with helping in preparing with meetings and neighborhood association presentations.

Member Holland thanked Parks Operations for addressing the need to turn on water fountains at parks that weren't turned on during the heat, acknowledged the one employee who does irrigation and expressed appreciation for him.

Member Holland expressed concerned that the confluence of Pringle Creek and Willamette Slough has changed over winter, and the course has been diverted westerly into the Peter Courtney Bridge. He's not sure if it can intervened. Rob responded and asked Holland to email him so he can forward to engineering for feedback.

Chair McDowell thinks that there would be value in SPRAB writing a letter to council regarding the proposed budget cuts and emphasize the need to limit as much as possible the parks reductions. Member Miller is willing to help with writing a letter and repeated what Deputy City Manager said about parks being a necessity for the community, not a luxury. Member Norris agrees and would suggest that a letter be written and sent to council in time before decisions are made on proposed budget cuts.

8. Information Reports

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

a. Parks & Natural Resources Planning Update

Rob Romanek added that the Mission Street is planning on joining in October and will reiterate the information of what's in the packet.

Rob also mentioned that the city will be holding a volunteer recognition celebration, and invitations will be sent on Monday, Sept. 18. Friends of Trees planting calendar is available on their website.

b. Parks Operations Update

Jennifer Kellar mentioned that SPIF packets have been sent out to NAs, they have until Oct. 31 to provide letters of intent.

c. Recreation Services Update

Becky George doesn't have anything to add. She said that their busy season is winding down and they're getting ready for fall programs.

Member Holland said that a drum circle meets at Riverfront Wednesday evenings and was curious if it's just a casual gathering or organized by anyone in particular. Becky responded that it's a casual gathering.

d. Urban Forestry Update

Milan Davis shared with Rob that he's anticipating that he will bring forth a heritage tree nomination at the next meeting. He had some news that the city submitted a 9 million dollar grant request for an urban forestry program. Forest Services has awarded the city a 1 million dollar grant, and that the purpose is to fund an apprenticeship program to build capacity for younger generation in urban forestry while planting tree in low canopy areas of the City that are also considered to be disadvantaged communities.

e. Parks Damage Report

No comments

9. New Business

Member Miller asked Rob if there was anyone who was making progress of the tree of heaven issue. Rob responded saying that there is an internal staff group that meets monthly to discuss tree outreach and will discuss the issue at the next meeting.

10. Next Meeting

The next meeting is scheduled for October 12.

11. Adjourned 6:25 p.m.

SPRAB Information Reports Packet

October 12, 2023

- 1) News from Mission Street Park Conservancy**
- 2) Parks Planning Update**
- 3) Parks Operations Update**
- 4) Recreation Services Update**
- 5) Urban Forestry Update**
- 6) Parks Damage Report**

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

Fairview Park Master Plan Revisit and Refinement

- Existing Conditions and Site Analysis

As a first step in the planning process, the project consultant, Cameron McCarthy has made substantial progress evaluating existing conditions both within and surrounding the park. Staff have received and are currently reviewing preliminary diagrams and technical memos summarizing the team’s site analysis and identification of opportunities and constraints to park development and use.

- Outreach and Community Involvement

- *Pop-up Events*

Neighbors closest to the park – those in the Morningside Neighborhood - are invited to join the project team at a pop-up event to learn about the project and share their vision for the park. The event will be held Saturday, October 21 from 1:00 to 4:00 p.m. at Fairview Park. An alternative venue is being secured in case the weather is unfavorable for an outside gathering. This is an open, public event. SPRAB members are welcome to attend!

The event is the first in a series of planned events intended to reach a range of community groups, especially historically underserved communities. Additional pop-up events will be announced soon.

- *Stakeholder Interviews*

The project team is preparing to conduct the first of two rounds of stakeholder interviews to understand areas of need and/or desire for future development of the park. We hope to reach youth and Hispanic/Latinx representatives and are discussing the possibility of hosting board chairs or park chairs for the six closest neighborhood associations. Additional stakeholder representatives will be targeted for interviews following a review of demographic information surrounding project area (~3 miles) as well as key demographic highlights city-wide.

- *Survey*

Parks Planning staff are preparing a community survey to further share information about the project and gather additional input on priorities and needs for the development of the park. The survey will be launched in conjunction with the first pop-up event.

Fisher Road Park Master Planning. The project consultant, GreenWorks is currently reviewing relevant background information about Fisher Road Park and the surrounding neighborhood as they start their site analysis work. GreenWorks and subconsultant, IZO Marketing are also working with City staff to develop a Community Involvement Plan. The plan will identify various public outreach efforts planned, the target audiences, format, roles, and the purpose of each outreach effort. This will include an outreach strategy to support engagement with the Hispanic/Latinx community in the project area. Community engagement is scheduled to begin in late November or the first week of December.

Geer Park Skate Park. The Oregon Parks and Recreation Department has officially announced the City will receive a grant for \$500,000 to help complete the new skate park planned for Geer Park. The total estimate for the project is \$4.25 million. The remaining funds are expected to come from Parks System Development Charges.

At the November 13 City Council meeting, City staff will ask Council to support an exemption from the competitive bidding process and use of a Design Build (DB) contracting method. This method is recommended for the project due to the specialty and technical nature of designing and building skate park features. Through the specific method known as Progressive Design Build, the DB contractor would team with landscape architects and engineers to form one team that is responsible for all the design and construction activities for the project. The DB contractor will provide a Guaranteed Maximum Price (GMP) near the end of the design process and be contractually bound to deliver the project within that GMP. The DB contracting method typically results in much shorter overall construction duration compared to traditional design-bid-build (or “low-bid”) contracting methods.

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

1. Events/Facility Use

- Parks and Recreation staff will be moving to the new Public Works/Parks and Recreation Operations building at 1457 23rd Street. The move will occur in phases with Parks and Recreation going on October 27th.
- From May through October Riverfront Park hosted 111 events! Of those, the City of Salem organized the following: 5 Movies in the Park, 2 STRIDE runs/walks, 3 First Friday concerts and the inaugural Hispanic Heritage Celebration: Viva Salem.
- Over the summer months at Riverfront Park, we developed a food truck program. Vendors increased from 1 vendor 1 day a week, to a rotation of 6 vendors 5 days a week!
- The 2024 event calendar is already beginning to fill, with weekends in June, July, August, and September in high demand.
- The Salem Art Fair and Festival is considering moving their event from the third full weekend in July to the second full weekend in September. We are currently working with the Salem Art Association, City staff, and Willamette University to determine the feasibility of this move.

2. Youth Recreation Programs

- Staff is currently assessing sponsorship packages for Movies in the Park. This past summer, we estimated over 1,000 attendees at each movie. Distribution companies have a sliding scale of cost that is determined by if the movie is shown for free or not, as well as based on estimated attendance. With the popularity of the Movies in the Park series increasing, so will the cost of the rights to show the movies. We're hoping to offset some of these costs with sponsorships.
- Planning is underway for the annual Riverfront Park Holiday Lighting. We are looking to combine the annual park lighting with the Jingle Bell 5K Relay on Friday, December 8. This will be a new, fun addition to the evening's activities.
- The last STRIDE event of the 2023 season is scheduled on October 7th in Minto-Brown Island Park. This popular monthly series will return in May 2024.
- We have four Owl Prowls coming up in Minto-Brown Island Park, two in September and two in October. This year we are offering back-to-back evening events. Unfortunately, weather can have an impact on this event, so we are hoping for clear, dry skies.

3. Softball and Kickball Leagues/Tournaments

- 2023 league play is nearly complete. We have Monday and Tuesday games left and may have to offer an alternative weeknight to get them in.
- The tournament season is over, we ended up raining out the last day – Sunday, September 24th.
- Prep work for next year has begun, including planning for next year's national 10/12B girl's fastpitch tournament, as well as our annual trip to Oklahoma City, October 28-November 1, for the Annual USA Softball Council Meeting where we'll promote Salem as the place to play!