



## City of Salem Salem Parks and Recreation Advisory Board

December 14, 2023

5:30 p.m.

### Hybrid Meeting

In Person: City Operations Building, 1457 23rd St. SE, Room 146

Via Zoom: <https://us02web.zoom.us/j/87881886004>

Via YouTube: <https://www.youtube.com/@cityofsalempublicmeetings8184>

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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; Marc Weinstein, Deputy City Attorney; Jeffery Johnson, Natural Resources Planner

### AGENDA

1. Welcome and Call to Order
2. Approval of November 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 (10 minutes)
5. Board Items/Presentations
  - a. Developer's Proposal to Construct a Portion of a Street within the Hazelgreen Road Park Property – *Rob Romanek* (10 minutes)

**Recommendation:** Take a formal position. Staff is seeking support of the developer's proposal.

- b. State Planning Goal 5 Inventory of Riparian Areas – *Jeffery Johnson*  
(30 minutes)

**Recommendation:** Information and discussion.

- c. 2024 Work Plan Development (10 minutes) – *Dylan McDowell*

**Recommendation:** Information and discussion.

- d. Annual Presentation to Council (10 minutes) – *Dylan McDowell*

**Recommendation:** Information and discussion.

6. Board Member Updates

7. Information Reports – written

- a. Mission Street Park Conservancy 2024 Work Plan
- b. Parks and Recreation Division Report

8. New Business

9. Adjourn

**Next Meeting: January 11, 2024**

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](mailto:salemparks@cityofsalem.net).

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# City of Salem

## Salem Parks and Recreation Advisory Board (SPRAB)

November 9, 2023

[Online Meeting](#)

Minutes - Draft

### Members Present

Dylan McDowell  
Alan Alexander  
Rick Hartwig  
Al Holland  
Joan Lloyd  
Debbie Miller

### Members Absent

Keith Norris  
Woody Dukes

### Staff Present

Jennifer Kellar  
Rob Romanek  
Becky George  
Aaron Kimsey

### Council Liaison Present

Councilor Micki Varney

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#### 1. Call to Order

Welcome and call to order by chair Dylan McDowell at 5:30 pm

#### 2. Roll Call

Keith Norris, Alan Alexander (arrived later), Woody Dukes marked absent. All other members present.

#### 3. Approval of Minutes

Approval of minutes from October 12, 2023

**Motion: Member Hartwig motioned to approve with corrections. Member Lloyd seconded the motion.**

**Motion passed.**

#### 4. Public Comment

- **Carol Snyder**

- Fundraising continues for the Eco Earth at Riverfront Park, will be putting up a progress graphic (thermometer) nearby to show the goal of \$400,000 and amounts as money is raised.

#### 5. City Council – Councilor Micki Varney

- Several upcoming public hearings
  - Annexation of property on Sunnyside Rd
  - Code amendment to comply with the state's climate friendly and equitable community's parking lot requirements.
  - Establishing the new solid waste collection rates for the next two years
  - The proposed amendments to the sign code that covers yard signs, billboards, and inflated signs, as well as digital signs.

#### 6. Board Items/Presentations

- a. Aaron Kimsey presented regarding Bond Funded Park Paths and Trails Rehab and Replacement and criteria for prioritizing investments.
- b. Rob Romanek shared that consideration of Heritage Tree designations of the Lower Oak Grove in Bush's Park are being postponed pending discussions with tribal governments.
- c. Rob Romanek presented an introduction to Parks for All, a multiyear effort to update the Comprehensive Park System Master Plan. Board members discussed participation in a proposed project steering

committee.

- d. A proposal for a 2024 SPRAB work plan will be made at the December meeting.

**7. Board Member Updates**

- Chair McDowell shared that he attended a design review of student ideas for rapidly dismantlable structures for Highland Park.
- Member Llyod highlighted a pollinator planting under the McRae Park sign.
- Member Alexander reported that he will be making his last SPAB outreach visit to a neighborhood association the following week with Central Area Neighborhood Development Organization (CANDO), and he did confirm that they were able to get their Salem Park Improvement Fund (SPIF) request in by the end of last month.
- Member Miller reported that she visited with the Grant Neighborhood Association. Everything went well and they found it was helpful as they had somewhat forgotten about the SPIF grants. Also attended the Southwest Association of Neighbors meeting, were looking for updates from Rob Romanek on what the plans are for the dog park paving. Received other feedback from a member who works with the parks, about the SPIF grants were a lot more this year than what they've been in the past.

**8. Information Reports**

**a. Urban Forestry Update**

None at this time.

**b. Recreation Services Update**

None at this time

**c. Parks Operations Update**

None at this time.

- d. Salem Park Improvement Fund Project Updates** – Jennifer Kellar reported that the City received 14 letters of intent from 10 different neighborhood associations and will be bringing back more information and details in December as far as what those projects look like.

**e. Park Planning Update**

- Geer Park – Rob Romanek reported that staff will be going to the City Council to ask for an exception to the standard procurement process for construction projects, hoping to do a design build approach to a skate park. The City also initiated survey work for a land transfer with the State where the City would end up owning fee title to all of Geer Park.
- The City has initiated a revisit of the Fairview Park master plan and held a popup event at the park which had approximately 70 participants, mostly neighbors. The same day, a survey was launched and has received about 300 responses so far. Early themes from the feedback received indicate that development of trails and preserving open space and trees are priorities.

**f. Parks Damage Report**

None at this time.

- 9. New Business** – None.

- 10. Next Meeting** - December 14, 2023

- 11. Adjourned** at 7:28 pm.



## 2024 Work Goals

### MAINTENANCE

- March, April – Install new trees, shrubs, and other plant material
- March thru November – Continue weekly volunteer gardening work in landscape beds, woodland garden and Tartar Old Rose Garden with focus on edging, mulching, weeding, and hand watering as needed
- April, May – Assist with annual flower beds as requested by Park staff
- April thru July – Hold up to two special Saturday work parties in partnership with community organizations
- April thru June, after bloom time – Help Park staff prune spring-flowering shrubs (Camellias, Rhododendrons, Pieris, lilac, Deutzia, forsythia, azalea, etc.) as needed
- July, August – Provide input as necessary to City Horticulturalist and Urban Forester on health of trees in the Orchard and northwest corner of BPP
- September, November – Install new trees, shrubs, and other plant material
- October – help Park staff prune climbing roses as needed
- October, November – Assist with annual flower beds as requested by Park staff
- November thru February 2024 – Provide input as necessary to City Horticulturalist and Urban Forester on new tree plantings in the Orchard and northwest corner of BPP
- February – Take scion wood from crab apple trees and cherry trees (Orchard) to grow replacement trees if necessary
- On-going – Continue volunteer maintenance of indoor plant collection in the Bush Conservatory
- On-going – Continue to accession new plant material in the NW corner of the park

### PROJECTS

- First priority – Complete any activities on Woodland Garden Project that remain after originally-anticipated project completion date of December 1, 2023
- Second priority – Complete rehabilitation of the Tartar Old Rose Collection, including new plants and new plant labels

- If first and second priorities are completed prior to year-end, coordinate with city staff in prioritizing, initiating and working toward completion of one or more of the following projects:
  - Rehabilitate kidney bed in Tartar Old Rose Collection
  - Partner with City to ‘raise’ more rose beds in the Hybrid Tea/Floribunda collection
  - Participate in and contribute to preservation and improvement of natural landscapes in the riparian area and lower oak grove in Bush’s Pasture Park

## **EVENTS**

- Late Spring or Early Summer – MSPC Donor garden party featuring a tour of the newly-completed Woodland Garden
- March thru October – Offer several free garden tours
- April – Spring plant sale
- September – Fall (Art Fair) plant sale
- Late fall – Annual volunteer appreciation dinner at Pringle Community Hall
- March thru November – Two or more educational events for adults or families

## **OTHER**

- Attend and report to SPRAB quarterly in January, April, July, and October
- Advocate for the development of a formal City of Salem management plan or management policies for Oregon White Oaks
- Advocate for the development of formal City of Salem policies that allow for nature play
- Participate with city staff in planning for the future of the Rhododendron Hillside

## SALEM PARKS AND RECREATION ADVISORY BOARD MEETING

### Parks and Recreation Division Update – December 2023

#### 1. Events/Facility Use

- Between March and October Riverfront Park hosted 111 events! The Gerry Frank I Salem Rotary Amphitheater was host to 40 of those. Events at Riverfront Park included the Turkey Trot on November 18, Run'ucopia on November 23, and the Jingle Bell Relay and Holiday Lighting Display on December 8. Except for Run'ucopia all the remaining 2023 events were coordinated by the City of Salem Parks and Recreation.
- Over the next few months staff will be revising permits and processes to streamline efficiencies for the busy season ahead.

#### 2. Youth Recreation Programs

- This is the time of year we work on looking at renewing and possibly adding new partnerships for summer programming. We look forward to continuing with Coyle Outside (outdoor programs) and Skyhawks (sports programs). We are looking for a new LEGO camp provider and for other STEM programs.
- On Saturday, October 28 we hosted the Frightfully Fun Run in Riverfront Park, where we had 170 registered participants. People of all ages chose to participate in the 1k or 3k event where costumes were encouraged. Some fun event photos are provided at the end of this report.

#### 3. Softball and Kickball Leagues/Tournaments

- Softball supervisory staff attended the Annual USA Softball Council Meeting in Oklahoma City, October 28-November 1. For tournaments in 2025, we were awarded the 12A, 14A, 16A, AND 18a events.
- In conjunction with Parks staff, we have completed a laser level project on all 5 fields at the complex and the park and equipment was cleaned and put away for the offseason.

#### 4. The City Holiday Tree Lighting Event will be held on Friday, December 8<sup>th</sup>. Aside from the lighting display, the event included an appearance by Santa Claus, snow machines, carriage rides, hot cocoa, cookies and popcorn for event patrons, a scavenger hunt, and letters to Santa station. The lighting display will be up for patrons to enjoy through the end of the calendar year.

#### 5. Letters of Intent were received by Neighborhood Associations for the current 2023-25 Salem Park Improvement Fund (SPIF). These letters were reviewed for viability under the guidelines of the program. Parks staff will provide NA's project estimates for the following projects moving forward for final consideration. Final Applications from NA' are due by January 31, 2024, and will be reviewed by the SPIF Committee in February 2024 toward project award determinations:

- WSNA
  - Edgewater Parkway – Park sign identifying Edgewater Parkway; receptacle container; information kiosk.
- North Lancaster NA

- Lansing Park – Sports benches and picnic tables.
- Morningside NA
  - Future Fairview Park – Information kiosk.
- CANDO
  - Proposed New Pringle Pathway to Riverfront – One or more amenities (benches, signage, etc.) to be determined in consultation with Parks & Recreation Division when applicable.
- SWAN
  - Nelson Park – Information kiosk.
- SCAN
  - Fairmount Park – Mutt Mitt dispenser; invasive species removal (lower part of park).
- NEN
  - McRae Park – Two portable soccer goals.
  - Englewood Park – Invasive plant removal, replacing with pollinator garden including the planting of camas; ground cover for south end of park.
- Southeast Salem NA
  - Richmond Park – Multi-generational fitness equipment.
- Sunnyslope NA
  - Sunnyslope Park – Addition of pickleball striping to tennis/basketball court; portable GaGa pit.
  - Secor Park – Portable GaGa pit.
- Northgate NA
  - Northgate Park – Mural installation along west fence line.

## 6. Individual Park Master Planning

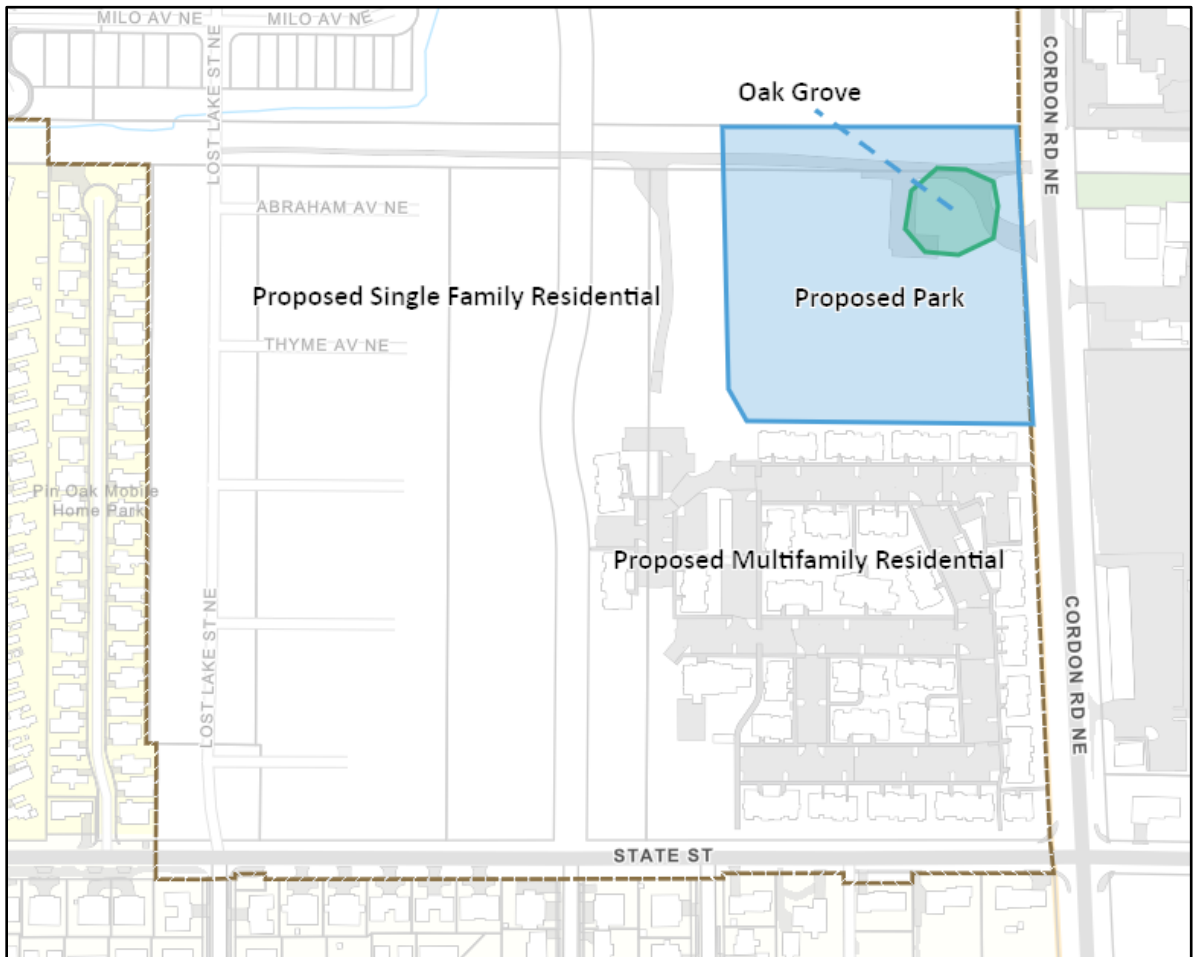
- Fairview Park Master Plan Revisit and Refinement – Fairview Park is a mostly undeveloped community park located at the site of the former Fairview Training Center in south Salem. The City is planning improvements to be constructed in 2-3 years. As a first step, we are engaging the Salem community to reaffirm and update a master plan completed in 2016. The project team is currently preparing multiple master plan refinement options, to be reviewed with community stakeholders in early 2024. This design work is informed by an analysis of current site conditions (a is [map available of the City website](#)) and community input from two pop-up events, stakeholder interviews, and an online survey that received approximately 350 responses.
- Fisher Road Park Master Plan – Fisher Road Park is a mostly undeveloped neighborhood park located at [4350 Fisher Road NE](#) in the Northgate area. The City initiated a park master plan effort several months ago with an initial focus on gathering site information. We are now in the analysis and programming step, which is the first of several opportunities for community engagement in the project. Community engagement for this phase of the project includes the following:
  - Open House on held Friday, December 8<sup>th</sup> between 7:00 and 9:00 pm at the Boys & Girls Club - Epping Homestead Branch
  - An [online survey](#), available from December 8<sup>th</sup>-Decemebr 29<sup>th</sup>
  - Small focus-group discussions, planned for January



7. Park Acquisition

- Near Cordon Road NE and State Street – At their November 17<sup>th</sup> meeting, City Council authorized staff to execute a purchase and sale agreement for the acquisition of a 6.63-acre future park property located near Cordon Road NE and State Street. Staff have been in discussions for several years with East Park, LLC (Seller) to acquire property for an Urban Park. The Comprehensive Park System Master Plan Update identifies the general area as the preferred site for Proposed Urban Park no. 4/Neighborhood Park no. 33. The purchase price is a negotiated amount based on an appraisal completed in June 2022. Funding for this acquisition will come from Parks System Development Charges. Key terms of the agreement and a map are below.

Price	\$1,529,840
Acreage	6.63
Closing Date	no later than December 28, 2023
Earnest Money	\$15,000
Special Conditions	sewer and water connections stubbed to site



8. Students from Oregon State University’s Wood Science and Engineering and University of Oregon’s Architecture department have been working in interdisciplinary groups to design a kit of parts building system that can be quickly deployed and then disassembled to be reused in other locations. A final design review for the University of Oregon/Oregon State University Timber Tectonics course was held on December 1<sup>st</sup>. At the review, the students unveiled a prototype of their design for a pavilion for

Highland Park in Salem. While the course will conclude following the preparation of a final report, the City may elect to carry forward the design concept. Photos of the prototype are below.





9. Kick off the new year right by planting trees at Lansing Park in northeast Salem!

- Friends of Trees and the City will be hosting the next volunteer planting event at Lansing Park on Saturday, January 6 from 9am – 1pm. The goal is to plant approximately 40 trees along a drainage that runs along the western edge of the park. Please join us! Friends of Trees provides gloves, tools, and guidance, as well as light breakfast snacks and coffee/tea/hot chocolate. Visit <https://friendsoftrees.org/salem/> for more info.
- As of November, the Friends of Trees contract with the City for neighborhood tree planting is now being administered by Parks and Recreation staff.