



City of Salem Salem Parks and Recreation Advisory Board

January 11, 2024
1:00- 2:30 p.m.

Hybrid Meeting

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

Via Zoom: <https://us02web.zoom.us/j/87667263729>

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

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Para asistencia en español, llame al 503-540-2489.

PARTICIPANTS

Board Members

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

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; Kimberli Fitzgerald, Historic Preservation Program Manager; Jennifer Mongolo, Senior Natural Resources Planner; Jeffery Johnson, Natural Resources Planner

AGENDA

1. Welcome and Call to Order
2. Approval of December 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. Close of 2024 Officer Nominations (5 minutes)

Recommendation: Hear any additional officer nominations prior to closing nominations.

- b. Election of 2024 Officers (5 minutes)

Recommendation: Conduct chair and vice chair elections by voice vote.

- c. Adopt Meeting Schedule for 2024 (5 minutes)

Recommendation: Adopt the staff recommended meeting schedule included in the agenda packet.

- d. Approve 2023 Annual Report to Salem City Council (5 minutes)

Recommendation: Approve draft annual report included in the agenda packet.

- e. Bush's Pasture Park Heritage Tree Designation – *Milan Davis* (20 minutes)

Recommendation: Endorse staff recommend designation of an approximately 10-acre grove of *Quercus garryana* (Oregon white oak) in lower Bush's Pasture Park.

- f. Minto Island Conservation Area Management Plan Update – *Jennifer Mongolo and Jeffery Johnson* (20 minutes)

Recommendation: Information and discussion

- 6. Board Member Updates
- 7. Information Reports – written
 - a. Parks and Recreation Division Report
- 8. New Business
- 9. Adjourn

Next Meeting: February 15, 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.

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City of Salem

Salem Parks and Recreation Advisory Board

December 14, 2023

[Hybrid Meeting](#)

Minutes – Draft

Members Present

Dylan McDowell
Keith Norris
Rick Hartwig
Al Holland
Joan Lloyd
Debbie Miller

Members Absent

Alan Alexander
Woody Dukes

Staff Present

Rob Romanek
Jennifer Kellar

1. Call to Order

Welcome and call to order by chair Dylan McDowell at 5:34 pm

2. Roll Call

Alan Alexander, Al Holland, and Woody Dukes marked absent. All other members present.

3. Approval of Minutes

Member Hartwig motioned approval of minutes from November 9, 2023. Member Miller seconded the motion. Motion passed with all members present voting in favor of the motion.

Member Holland joined the meeting following the approval of minutes.

4. Public Comment

- Lyn Takada – Chair of Northeast Neighbors
Shared concerned with the effects of budget cuts and graffiti abatements staffing reductions. Englewood Park has become a hot spot for graffiti and conflict, with removal of graffiti happening daily. They have hopes of preserving the park and that the Historic Landmark's Commission can give it a designation of a historic landscape, due to all the native shrubbery and trees within the park.

5. City Council Liaison Updates– Councilor Micki Varney

- City Council is moving forward with the revenue task force, appointment of members January 22, 2024.
- Wallace Marine Park work group is working towards concluding the unmanaged sheltering within the park and hope to have a plan of action by March/April 2024.
- Would like to hear from the Board about what the priorities are for parks in terms of budget since that process will be starting soon. The Budget Committee will be meeting January 10, 2024, with a later meeting of City Council on February 12 where they will be amending the 2024 fiscal year budget, eliminating 41 positions.

6. Board Items/Presentations

1. Rob Romanek - Developer proposal to construct a portion of a street within the Hazelgreen Road Park property and is looking for a motion that provides general support for this proposal. Due to Hazelgreen Road being designated as a parkway, it prevents direct driveway access from being built to serve the park property. The

proposal includes a plan to extend an existing road (Lunar Drive NE) out and along the shared property line between the City park property and adjacent development site, then connecting to a new intersection with Hazelgreen Road NE.

- **Vice-Chair Norris moved that the Salem Parks and Recreation Advisory Board sees the utility and supports development of Lunar Drive NE along the eastern boundary of the Hazelgreen Road Park Property and improvements to Hazelgreen Road NE along the northern boundary, with portions of these street improvements located within the park property. Member Hartwig seconded. With a roll call vote, the motion passing with all members present voting in favor of the motion.**
2. State Planning Goal 5 Riparian Corridor Project Phase 1 – Inventory, Jeffery Johnson, Natural Resources Planner
 - One of 19 planning goals adopted in 1973, Goal 5 focuses on riparian corridors and requires local governments to adopt programs to protect natural resources and conserve scenic, historic, and open spaces by setting up a two-part process. The proposed approach would mean hiring a consultant to do the Standard Inventory of waterways, including: the fish-bearing and non-fish-bearing, as well as the wetlands that are only part of riparian corridors.
 3. 2024 Work Plan
 - January 11, 2024 is a trial for a new time, 1 p.m. to 2:30 p.m.
 - Fairview Park Master Plan – Members Debbie Miller and Rick Hartwig.
 - Another planned retreat for Fall of 2024.
 - **Member Lloyd moved that the 2024 draft work plan be approved. Member Hartwig seconded the motion. Motion passed with all members present voting in favor of the motion.**
 4. Annual Presentation to the Council – Working to streamline the report as well as converting it to a PowerPoint presentation.
 - Accomplishments from 2023 – Increased coordination with City Council, supported park access, and developed coordinated outreach materials.
- 7. Board Member Updates**
- Member Lloyd – Working towards the six London Plane trees on the North High campus designated as historic, but the school district does not want them designated as such.
 - Member Miller, Rob Romanek – Bailey Bridge Park had a crew taking a topographic survey of the park for an upcoming project that will focus on the restoration of Chamber Swale of the creek that runs through the property, as well as some path development.
 - Member Holland – Appreciated all the work done with the Friends of Trees project in Orchard Heights Park, kudos to Councilor Varney for being part of the project. The next event is January 6th, 9 a.m. to 1 p.m. at Lansing Park.
- 8. Information Reports - (Information reports provided as written reports ahead of the meeting.)**
- MSPC Work Plan, Kathy
 - Parks & Recreation Division Report
- 9. New Business**
- Leann Moore to be SPRAB Staff Liaison – Moving forward, send communication to Leann.
 - University of Oregon, Rob Romanek – Sustainable City Initiative and the Green Cities Course opportunities. The Geer park project of installing solar panels continues and they are looking for a couple SPRAB members that are willing to be with this project, as far as learning about the installation, proposal help, and providing input and support. Members Debbie Miller and Al Holland volunteer, Rob Romanek will follow up.
 - Open of 2024 Officer Nominations – Vice Chair Norris motioned to formally open officer nominations for 2024, Member Holland seconded. Nominations: Keith Norris for Chair of SPRAB 2024, and Dylan McDowell for Vice Chair of SPRAB 2024. Nominations will remain open until next SPRAB meeting.

- Chair McDowell – The city has hired a Climate Action Plan Manager, Juliana Douglas. The Board has talked about more involvement in the climate action plan, and it could be a point of order in future meeting.

10. Next Meeting – Hybrid with the option to join in person, January 11, 2024, at 1 p.m.

11. Adjourned at 7:09 pm.

DRAFT

SALEM PARKS AND RECREATION ADVISORY BOARD MEETING

Parks and Recreation Division Update – January 2024

1. Events/Facility Use

- The opening night of the Riverfront Park Holiday Light Display on Friday, December 8 was a huge success. It's estimated over a thousand people attended. Activities were free and included hot chocolate and cookies, music, a scavenger hunt, letters to Santa, holiday colored popcorn, horse and carriage rides, visits/photos with Santa, and the many amazing lighting displays installed by Parks staff!
- Staff have begun preparations for the July 4th fireworks display at the Oregon State Fairgrounds, including securing pyrotechnic production and coordination of internal city department support.
- We continue to receive and process facility use permits for 2024. Currently we already have over 50 reservations schedule in Riverfront Park: January (1), March (1), April (1), May (5), June (12), July (6), August (13), September (10), October (2), December (1).

2. Youth Recreation Programs

- We had a record turnout for the annual Turkey Trot on Saturday, November 18, with 371 registered participants.
- The annual Jingle Bell 5K Relay had 102 teams registered which is more than the previous two years. This year's event was held on the same night, Friday December 8, as the Riverfront Park Holiday Light Display Kick-off.

3. Softball and Kickball Leagues/Tournaments

- Softball program managers are in the process of finalizing league and tournament schedules for 2024.
- Supervisory staff will be attending the USA Softball Oregon State Meeting on Saturday, January 6 where they will be discussing the 2024 tournament season and rule changes, as well as attending the Hall of Fame banquet, and promoting our city hosted events!

4. Salem Park Improvement Fund – Letters of Intent were previously received by Neighborhood Associations for the current 2023-25 Salem Park Improvement Fund (SPIF). Parks staff are providing NA's project estimates for a total of twelve (12) projects that are moving forward for consideration. Final Applications from NA' are due by January 31, 2024, and will be reviewed by the SPIF Committee in February 2024 to determine award amounts for the requested projects.

5. Individual Park Master Planning

- Fairview Park Master Plan Revisit and Refinement – Utilizing the input garnered from community engagement over the past several months, project consultant Cameron McCarthy and Parks Planning are beginning the project design work, with two concepts under development. Each concept will explore how the park master plan could be modified and advanced into greater detail. The project team is also preparing to share a summary of outreach results from fall 2023.
- Fisher Road Park Master Plan – The project team, which includes Parks Planning staff, Greeworks as the lead project consultant, and IZO Marketing as a communications sub-consultant, are

continuing to engage neighbors to learn about their priorities, concerns, and overall vision for future development and use of the park. An online survey that began in December has received 76 responses so far and is being extended through January to garner more feedback. Additionally, small focus-group discussions are being planned for January and February to reach additional neighbors, with a strong emphasis on members of the Latino community. Approximately 52% of residents within the Census tract surrounding the park identify as Hispanic or Latino.

6. Park Improvements

- Rees Park Playground Replacement – The existing playground at Rees Park has served the community well for many years. However, due to age, wear, and outdated safety standards, the equipment is being replaced.

In September and then again in December 2023, a survey was distributed to the Rees Park neighbors, inviting residents of all ages to weigh in on their preferred design for the new playground. The December survey presented six distinct options, each with unique features and themes. A total of 72 responses were received, representing a significant cross-section of the park users. With a clear majority of votes, the nature-based theme playground designed by Buell Recreation emerged as the overwhelming favorite.

To move forward expeditiously, staff are currently in the process of ordering the Buell Recreation playground equipment. Following equipment acquisition, a timeline for site preparation and installation will be developed in consultation with Engineering.

Rees Park is a neighborhood park located in south Salem at 1545 Rees Hill Road S.





- Athletic Courts at Highland, Hoover, Morningside, River Road, and Sumpter Parks - Thanks to the voter approved Safety and Livability Bond passed in 2022, the City is designing improvements to athletic sport courts at Highland, Hoover, Morningside, River Road, and Sumpter parks.

The renovations will be delivered over the next two years. Staff currently expect construction to occur at River Road and Sumpter parks during the 2024 construction season, with improvements at the other three parks constructed the following year.

To gather insights for the River Road and Sumpter parks design process, project consultant AKS Engineering and Forestry and Parks Planning staff are preparing community surveys, one for each park. The surveys, which are scheduled to run from mid-Jan to mid-Fed, will ask for feedback on safety and noise concerns, accessibility needs and accommodations, striping details, and site furnishings.

AKS will present additional information about this project at an upcoming SPRAB meeting.

- Tree Removal for Minto-Brown Island Parking Improvements – The paving projects, at Parking Lot #2 (dog park area) and Parking Lot #3 (main lot), include stormwater drainage improvements and stormwater treatment, accessibility upgrades that connect the parking lot with park paths, landscaping around the new perimeter of the lots, and bicycle parking.

Construction will begin in the spring of 2024, with the goal of avoiding major impacts on park users. Tree removals required for the project will occur in February of 2024, to avoid impacts to nesting birds.

Over 30 trees will be removed as part of the project in the area around the dog park. Most of these trees are European white birch that need to be removed due to their declining health. These trees are infested with the bronze birch borer – an insect pest – and show viable signs of heat stress from the extreme heat waves in Salem over the past summers. The trees also need to be removed so that proper paving and stormwater drainage can be installed in the appropriate sections of the parking lot.

The established evergreen trees bordering the parking lot to the east will not be removed.

Three native cottonwood trees will be removed along the entrance to Parking Lot 1.

Each tree will be replaced with a native tree species in appropriate locations throughout the park.

The logs from the cottonwood trees will be used in the nearby slough to support native turtle habitat.

To comply with Salem Revised Code Sec. 86.090, Parks staff are preparing to post notice of the City tree removals. The postings will transpire in late January with removals occurring in mid-February.

A project page on the City website is under development. Tree removal notices placed in the park will include a QR code and URL to this page, where interested persons can find more information about the project and the tree removals.

Aaron Kimsey is the project manager for the Minto-Brown Island Parking Improvements. Questions can be directed to Aaron by email at akimsey@cityofsalem.net or by phone at 503-588-6211.

7. Neighborhood Trees – Friends of Trees and the City will be hosting the next volunteer planting event at Ellen Lane Park on Saturday, February 10 from 9am – 1pm. Ellen Lane Park is located in west Salem at 3223 Garrett Street NW. The goal is to plant approximately 45 trees within the underdeveloped park, including street trees along the frontage to Garrett Street NW. Please join us! Friends of Trees provides gloves, tools, and guidance, as well as light breakfast snacks and coffee/tea/hot chocolate. For more, visit: <https://friendsoftrees.org/salem/>