



**Public Works Department**

555 Liberty Street SE / Room 325 • Salem OR 97301-3513 • Phone 503-588-6211 • Fax 503-588-6025

**Food and Sundries Distribution to the Homeless  
Community Task Force  
Minutes  
March 7, 2019  
Pringle Community Hall, 606 Church Street SE**

**Members Present**

Ken Houghton, ARCHES Project, MWVCAA  
Dan Clem, Union Gospel Mission  
Dan Sheets, Food Provider Coordinator  
Gretchen Bennett, City Manager’s Office  
Jennifer Kellar, Parks & Recreation Services Manager  
Becky George, Recreation Supervisor  
Matt Maciera, Be Bold Street Ministries  
Sergeant Kevin Hill, Salem Police  
Kevin Hogan, River Church  
Kristin Retherford, Salem Urban Development  
Rebecca Ziegler, Salem Urban Development  
Lorrie Walker, Advocate  
Micki Varney, Salem Parks & Recreation Advisory Board  
Murray Giesbrecht, Emmanuel Bible Church  
Sarah Owens, CAN-DO Neighborhood Association  
Josh Lair, Be Bold Street Ministries

**Staff Present**

Mark Becktel, AICP, Public Works Operations Manager  
Judy Postier, Executive Assistant

**Consultant**

Libby Barg Bakke, Barney & Worth

**Guests**

Alisa Zastoupil, Marion County Environmental Health  
Michael Livingstone, CANDO  
Zachary Tresch, City Vibe

**1) Call to Order and Introductions**

Called to Order at 6:02 p.m. Mark Becktel welcomed everyone. The group went around the room for introductions of members, staff, and consultant.

**2) Approval of February 28, 2019, Meeting Minutes**

The minutes indicated Matt Maceira was present. He was not present at the February 28, 2019, meeting. Motion to amend minutes was seconded. Minutes were approved as amended by consensus.

**3) Benevolent Temporary Restaurant License**

Discussion included use of existing shelters, access requirements for gathering areas, guidelines and restrictions needed, food handler permit requirements, alcohol in parks, process for Marion County inspections, which parks in Salem are eligible for use as a feeding and distribution site, and how long it takes to get a permit or a handler’s license.

The group broke up into two groups to discuss recommendations for permit requirements. Recommendations included:

**Transportation and Utility  
Operations**

1410 20<sup>th</sup> Street SE / Building 2  
Salem OR 97302-1209  
Phone 503-588-6063  
Fax 503-588-6480

**Parks Operations**

1460 20<sup>th</sup> Street SE / Building 14  
Salem OR 97302-1209  
Phone 503-588-6336  
Fax 503-588-6305

**Willow Lake Water Pollution  
Control Facility**

5915 Windsor Island Road N  
Keizer OR 97303-6179  
Phone 503-588-6380  
Fax 503-588-6387

- Location: ARCHES, City-recommended parks.
- Term of Permit: Renewable, daily, weekly or monthly duration; permit fee waived.
- Conditions of Agreement: Provider orientation from the City; posting of rules with City-provided signs (no camping, pick up litter, drug use prohibited, violence will be reported); report violations (take pictures, contact Public Works Dispatch or Police depending on severity); liability insurance; checklist on application to address each issue; City to send Marion County information on dates, times, and locations for their follow up. Ability to keep permit based on compliance, revoke if there are issues.

Mark called for a vote on proceeding with the proposed recommendations (see attached) and incorporating the above recommendations.

The committee approved the recommendation unanimously by consensus.

Mark will prepare a final summary and send it to the committee for their review. The issue is scheduled to go before Council on March 25 or April 8, 2019.

### **Adjournment**

The meeting adjourned at 7:55 p.m.

# Food and Sundries Distribution to the Homeless Community Task Force

## Recommendations

### Strategy Recommendation

| Timeframe                           | Strategies  |
|-------------------------------------|---|
| <b>Short-Term<br/>&lt; 6 months</b> | <ul style="list-style-type: none"> <li>Shelters continue to offer meals indoors, with food bags for those not wanting or able to eat indoors. Shelters are able to offer kitchen facilities for use by other benevolent feeding groups.</li> <li>City adopts new SRC and AR&amp;R language on permitting benevolent food and sundry distribution activities in parks and public spaces that more clearly defines requirements for a specific citywide permit.</li> <li>City designs new permit form.</li> <li>Improvements are made at ARCHES property to better manage the outdoor feeding activities (tent(s), portable toilets, sanitation station, etc.)</li> </ul> |
| <b>Mid-Term<br/>6 – 36 months</b>   | <ul style="list-style-type: none"> <li>Shelters expand their facilities to better provide meal services and allow other benevolent groups to prepare and serve meals, including food bags</li> <li>Outside Benevolent food and sundry distribution activities in parks, and rights-of-way managed through citywide permitting process.</li> </ul>   |
| <b>Long-Term<br/>36+ months</b>     | <ul style="list-style-type: none"> <li>Through ongoing outreach and education, homeless community encouraged to use shelters for obtaining food and sundries, with only a small percentage receiving outside food and sundry distribution</li> </ul>  |

### “Food and Sundry Distribution” Permit Recommendation

|                                |  |
|--------------------------------|--|
| <b>Cost</b>                    | Fee waived   |
| <b>Location</b>                | <ul style="list-style-type: none"> <li>Parks and public spaces (only parks classified as Community or Urban or those that have reservable facilities)</li> <li>Permit needs to limit frequency (# of times per week) of “Distribution” permits per park or open space managed/set by the City</li> </ul>   |
| <b>Term of Permit</b>          | <ul style="list-style-type: none"> <li>Daily, weekly, monthly (no longer a year-long permit)</li> <li>Renewable</li> </ul>   |
| <b>Conditions of Agreement</b> | <ul style="list-style-type: none"> <li>Permit conditioned on following requirements on permit</li> <li>Post rules (no smoking, no drugs, no alcohol) City provides signage</li> <li>Pack out trash and pick up litter</li> <li>Report violations (911, non-emergency, PW Dispatch)</li> <li>Liability Insurance at the discretion of the City</li> </ul>   |
| <b>Other Required Permits</b>  | <ul style="list-style-type: none"> <li>Other required permits noted on the permit application in form of check-list (County Benevolent Meal Site Temporary Restaurant License)</li> <li>Applicant checks box as indication they have or are responsible to get the other required permits</li> <li>City’s “Distribution” permit information shared with contact at Marion County (Alisa Zastoupil, REHS - Program Supervisor AIC)</li> </ul> |
| <b>Other</b>                   | <ul style="list-style-type: none"> <li>Annual Best practices orientation / training offered by the City to providers</li> </ul>  |