

**CITY OF SALEM**  
**PARKS AND RECREATION ADVISORY BOARD (SPRAB)**  
**ON-LINE MEETING AGENDA**

Si necesita ayuda para comprender esta información, por favor llame 503-588-6003.

Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 48 hours prior to the meeting. To request accommodations or services, please call 503-588-6211 or 503-588-6003 (TTD/TTY 503-588-6439), or by e-mail at: [twhitler@cityofsalem.net](mailto:twhitler@cityofsalem.net) at least two business days in advance.

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This regular meeting of the Salem Parks and Recreation Advisory Board will take place online. This page will tell you how to participate in this digital format. The agenda for the meeting is on page two.

**DIGITAL MEETING INFORMATION**

The City will be using ZOOM software to host this meeting. If you are new to ZOOM, you will be able to access the meeting without downloading the application. If you wish to download the software, that option will be provided when you click on the link to the meeting.

**To access the January 14, 2021, 5:30 p.m. Zoom meeting from computer, tablet, or smartphone click on the following link:** <https://zoom.us/j/91714352789>

**You can also view the meeting on YouTube at the following link:**  
[https://www.youtube.com/channel/UCQLj9RKZNHu4wfYcs\\_TC0TA](https://www.youtube.com/channel/UCQLj9RKZNHu4wfYcs_TC0TA)

**PUBLIC COMMENT**

**Contact Toni Whitley, Parks Planner, at [twhitler@cityofsalem.net](mailto:twhitler@cityofsalem.net) if you wish to provide public comment on any agenda or non-agenda item.**

Email comments: Please provide email comments no later than 3:00 p.m. the day of the meeting.

Live, public comment: Please contact Toni Whitley no later than 3:00 p.m. the day of the meeting.

Public comments will only be addressed during the public comment period as noted on the agenda (see Agenda on page 2) and will include comment on agenda and non-agenda items. Email comments submitted will be addressed during the comment period.

**CONTACT INFORMATION**

The City of Salem and the Salem Parks and Recreation Advisory Board thank you for your support by using the digital format. For any questions or concerns about the above information, please contact Toni Whitley, Parks Planner, at [twhitler@cityofsalem.net](mailto:twhitler@cityofsalem.net) or 503-588-6211.

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 the 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.

Es la política de la Ciudad de Salem asegurar que ninguna persona será discriminada por motivos de raza, religión, color, sexo, estado civil, situación familiar, origen nacional, edad, discapacidad mental o física, orientación sexual, identidad de género, ni fuente de ingresos, de acuerdo con el Salem Revised Code Chapter 97. La Ciudad de Salem también cumple plenamente con el Title VI of the Civil Rights Act of 1964, y los estatutos y reglamentos relacionados, en todos los programas y actividades.

**CITY OF SALEM**  
**PARKS AND RECREATION ADVISORY BOARD**  
**DIGITAL AGENDA**  
**January 14, 2021 – 5:30 p.m.**

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**BOARD MEMBERS, CITY STAFF &  
UPCOMING MEETINGS**

**BOARD MEMBERS**

Dylan McDowell, Chair  
Micki Varney, Vice Chair  
Alan Alexander  
Tony Caito  
Woody Dukes  
Dave Fridenmaker  
Keith Norris  
Paul Rice

**CITY STAFF**

Robert Chandler, Assistant Public  
Works Director  
Mark Becktel, Operations Division  
Manager  
Patricia Farrell, Parks and Natural  
Resources Planning Manager  
Jennifer Kellar, Parks and Recreation  
Services Manager  
Becky George, Recreation Supervisor  
Milan Davis, City Urban Forester  
Toni Whitler, Parks Planner & Board  
Liaison

**UPCOMING MEETINGS**

- City Council – January 11 & 25, 6:00 p.m.
- SPRAB Annual Report presented at  
January 11 City Council meeting.

BOARD WEB PAGE:

<https://www.cityofsalem.net/Pages/parks-and-recreation-advisory-board.aspx>

**AGENDA**

- 1. CALL TO ORDER** (5:30 p.m.)
- 2. ROLL CALL**
- 3. MINUTES** (5:35 – 5:40 p.m.)
  - a. December 10, 2020
- 4. PUBLIC COMMENT** (*Public Comment for agenda and non-agenda items.* (5:40 – 5:50 p.m.)
- 5. BOARD ITEMS/PRESENTATIONS**
  - a. Election of Officers – (5:50 – 6:00 p.m.)
  - b. Letter of Support for Transportation Grant Application for Pringle Creek Path – Julie Warncke, Transportation Planning Manager **ACTION**
  - c. Work Plan 2021 Review (6:00 – 6:10 p.m.)
  - d. Draft Parks & Rec Fact Web Page – Toni Whitler (6:10 – 6:25)
- 6. INFORMATION REPORTS – WRITTEN** (6:25 – 6:40 p.m.)
  - a. Mission Street Parks Conservancy Quarterly Report –  
*Christine Chute, President*
  - b. Urban Forestry Update
  - c. Parks Planning Update
  - d. Parks Operations Update
  - e. Recreation Services Update
- 7. NEW BUSINESS** (6:40 – 6:45 p.m.)
- 8. NEXT MEETING**
  - a. February 11, 2020
- 9. ADJOURN**



**SALEM PARKS AND RECREATION ADVISORY BOARD  
DIGITAL MEETING  
December 10, 2020  
MINUTES**

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**MEMBERS PRESENT**

Alan Alexander  
Woody Dukes  
Dylan McDowell  
Micki Varney  
Keith Norris  
David Fridenmaker  
Paul Rice

**MEMBERS ABSENT**

Tony Caito  
Diana Dickey

**STAFF PRESENT**

Patricia Farrell  
Jennifer Kellar  
Eunice Kim  
Milan Davis  
Becky George  
Deborah Topp  
Toni Whitler

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**1. ROLL**

Members Tony Caito and Diana Dickey marked absent. Chair McDowell noted that this would be Member Dickey's last meeting. Anyone looking to apply for the opening on the Board should be directed to the website.

**2. APPROVAL OF MINUTES**

Vice Chair Varney noted that the agenda says the previous meeting was 10/8, but it should be 11/12.

**Micki Varney moved to accept minutes from previous meeting. Keith Norris seconded. Minutes approved with no changes.**

**3. PUBLIC COMMENT**

Mark Wigg submitted a proposal for a path through Pioneer Cemetery. Vice Chair Varney asked what SPRAB's role in the Pioneer Cemetery was. Jennifer Kellar explained that Friends of Pioneer Cemetery does the maintenance. City of Salem has a contract for mowing and edging, and head stone repairs. Member Norris wanted to confirm it was a pending item with City Council. Patricia stated that Councilor Nordyke requested staff investigate adding a path through the West edge of the cemetery, so there is an information report that will go to Council and they will discuss it in January. Toni Whitler confirmed it is a future staff report going forward in January and she will send it to the Board.

**4. BOARD ITEMS/PRESENTATIONS**

**a. Salem Parks Foundation**

Carol Snyder provided the Salem Parks Foundation Annual Report for fiscal year 2019-2020. Vice Chair Varney asked if the bottle drop account is still going on and how much profit they receive from it. Ms. Snyder confirmed it is still going on, but she doesn't have the figures on how much profit they get from it. She estimates they charge .15 per bag and .35 for

processing the cans and they receive the rest of the money collected. If you are looking for bags you can go to their website and send an email to request more.

Vice Chair Varney asked if the Salem Parks Foundation talks about the issues with the unsheltered individuals in Salem parks. Ms. Snyder said they might discuss that at the next meeting in January. She thinks many of the members have written to the city councilors with their concerns, but they haven't provided a statement.

**No other questions or comments. No motion required during this meeting.**

**b. Update on *Our Salem***

Eunice Kim, Project Manager, Community Development Department, presented the update.

Chair McDowell asked how they are collaborating with the Climate Action Task Force. Ms. Kim stated they are working very closely together, with a lot of overlapping issues.

Member Norris asked if the expectation for the Comprehensive Parks System Master Plan is to start in 2022. Patricia Farrell said she does not think it will be ready in January 2022, but they've been keeping track of changes they will make when it's time. Toni Whitley stated the last update took 3 years.

Chair McDowell asked for the definition of a Pocket Park. Patricia stated part of the task of updating the Comprehensive Parks System Master Plan will be to define new park classifications, such as a pocket park. They can be small, left-over spaces between buildings that function as small plazas with fountains or seating areas in an urban environment.

**No other questions or comments. No motion required during this meeting.**

**c. Public Survey about Trees**

Ms. Topp stated that in October 2020, City Council gave staff direction to do more outreach and education on trees. The items that came out of the Council meeting in October were increasing tree canopy on private properties, increasing awareness of tree removal criteria, and increasing awareness for landscaping requirements.

Chair McDowell asked if the public survey will use previously decided questions from Denver and Portland surveys, or start from scratch with new knowledge. Ms. Topp stated they will use the questions that were previously decided with the SPRAB tree committee along with new questions. Ms. Farrell added that she forwarded the previously decided questions to Ms. Topp.

Chair McDowell mentioned the Benefit of Trees pamphlet that was provided and asked if she wants to talk about it now. Ms. Topp stated they recently created the pamphlet and were planning to use it at their outreach events. They were not able to due to COVID but they were able to use it with Friends of Trees. They have it available in Spanish and English. Chair McDowell mentioned the website Toni Whitley and Rob Romanek have been working on which is an online fact sheet of all the parks and services offered with great information.

**No other questions or comments. No motion required during this meeting.**

**d. Draft Annual Report**

Toni Whitler presented the draft annual report with edits submitted previously by Board members.

Member Dukes noted that Lord & Schryver conservancy, Lord & Schryver Gardeners, and Deepwood Gardeners should be added on the top of page 4.

Vice Chair Varney was wondering what the criteria is for the photos for next year's report. She added it would be nice to see more people interacting as well as more diverse individuals in the photos. Ms. Whitler agreed and said there will hopefully be more photos to choose from next year. Ms. Farrell mentioned that the person's permission is required to use the photo. Ms. Whitler confirmed they get the photos from Desktop Publishing who have permissions from the individuals in the photos.

**Alan Alexander moved to approve as modified. Woody Dukes seconded.**

**Vote: All members voted in favor of the motion.**

**e. Letter to City Council Re: Unsheltered Persons in Parks**

Vice Chair Varney provided the letter prior to the meeting. The purpose of the letter is to state that SPRAB previously asked to be kept in the loop on decisions regarding parks and are requesting again to participate in the process regarding decisions to provide parks as a place for unsheltered persons.

Chair McDowell stated he informed Council that a letter was forthcoming. The Board members discussed edits and changes to the letter until a final text was agreed upon.

Ms. Whitler kept track of all notes/changes and will send them over after the meeting.

**Keith Norris moved to approve as modified. Alan Alexander seconded.**

**Vote: All members voted in favor of the motion.**

**f. Nominations of Officers**

Chair McDowell stated that members will have the chance to run for the Chair and Vice Chair positions next month. He is planning to run as Chair again. Vice Chair Varney is planning to run as Vice Chair again as well. Member Alexander said he is very happy with them as Chair and Vice Chair. Member Rice agreed.

**5. INFORMATION REPORTS - WRITTEN**

**a. Urban Forestry Update**

Milan Davis noted that the numbers of trees planted will hopefully continue rising. Some trees around the Civic Center will be removed, including the group of ornamental pears on Liberty between the Library and Civic Center. No other questions or comments regarding Milan Davis' Urban Forestry Update.

### **b. Parks Planning Update**

Patricia Farrell encouraged taking the Climate Action Plan visioning exercise on the website, and Bush's Pasture Park/Deepwood Gardens and Geer Park Surveys. No other questions or comments regarding Ms. Farrell's Parks Planning Update.

### **c. Parks Operations Update**

Jennifer Kellar presented some changes since she provided the update.

- **Encampment Cleanups**

Claggett Creek Nature Park cleanup got postponed to December 15<sup>th</sup>. Last Tuesday they were redirected to two different areas instead, the first was the Bridgehead area near Front St and the outlying downtown areas. They collected about 5 dump trucks full of garbage. The second was to take care of four fires in 48 hours the unsheltered community started underneath the Mission St & 12<sup>th</sup> St overpass, where they cleaned up a lot of debris. They are scheduled to go back to Wallace Marine Park on December 22<sup>nd</sup>.

Member Norris asked what percentage of the garbage was picked up last time they cleaned at Wallace Marine Park. Ms. Kellar said it was about 20 percent of the totality of the garbage. She estimates it will take several weeks of clean up to get it all.

Member Norris asked if this was the first time a clean up was conducted since the camping at Salem parks began. Ms. Kellar stated that they did one at Wallace about two months ago, and there was a longer break between cleaning than anticipated because ServiceMaster was behind due to the wildfire clean ups. Previously they were going to clean up at least once a month before the two-month break. At this point in time Wallace Marine Park is worse than Cascades Gateway Park.

Member Dukes asked how effective the trash for cash program is. Ms. Kellar said initially when it started it was relatively successful, now they have found people getting trash from receptacles and turning them in for the gift cards.

Member Fridenmaker suggested locking the trash receptacles. Ms. Kellar stated that she's not sure if the private property owners do, but we do not lock ours so they can be used.

Member Rice noted that Ms. Kellar said the populations are growing and asked if there's any talk of a limit to the number of people they will allow to camp there. She said they provided the number of people that would comply with the Governor's guidelines with 6-ft social distancing to Council. There is concern with spreading them out to comply with the guidelines and having them spill into the developed areas where we have programs that are revenue streams for the City. She has not heard a specific number that will be the most they allow for a certain location, and it is difficult to tell how many people there really are camping at the parks.

Chair McDowell asked if the bicycle shops are using the recycled bicycle parts. Jennifer said they are not being recycled to bicycle shops because of the conditions they are in, they are recycled at City of Salem Shops building. No other questions or comments regarding Ms. Kellar's Parks Operations Update.

- **Riverfront Park North Restroom**  
Engineering is looking to complete that project toward the end of January. Chair McDowell asked for the status of Pringle Creek trail. Ms. Farrell answered they hired a consultant and are looking for grants. There is no time line yet for the project.

**d. Recreation Services Update**

Becky George added that the virtual tree lighting was added to YouTube today. No other questions or comments regarding Becky George's Recreation Services update.

**6. NEXT MEETING**

The next regularly scheduled meeting is January 14, 2021.

**7. New Business**

Chair McDowell stated that he met with Sarah Strahl at the Salem Library and discovered they have explorer kits. Vice Chair Varney asked if there is a kit for trees, Chair McDowell confirmed there is. Vice Chair Varney wanted to know if there was any action needed from the Board regarding the email Toni Whitler sent from Betsy Bellshaw. Ms. Whitler confirmed there was no action needed it was just an FYI.

**8. ADJOURN**

7:26 PM

Minutes: Michelle Starbuck/Toni Whitler

Agenda Item 4. Public Comment Submission

Agenda Item 5.b – Letter of Support for Transportation Grant Application for Pringle Creek Path

1. Tom Andersen, email attached.
2. Jon Christenson, Pringle Creek Watershed Council, email attached.



## Toni Whitler

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**From:** htandersen@aol.com  
**Sent:** Tuesday, January 12, 2021 4:56 PM  
**To:** Toni Whitler  
**Subject:** SPRAB Agenda Item 5.b

Toni, could you please include this comment on 5.b for tomorrow's SPRAB meeting?

Thanks,

Tom

I email in strong support of the transportation grant application for the Pringle Creek Path. Ever since I was President of SCAN in the late aughts, I and our neighborhood have advocated for a path connecting Buch's Pasture Park and other city properties to the river. A crucial element in this plan is the hanging bridge over Pringle Creek and under Commercial. With boring regularity every time anything close to this path was discussed at Council I hung on to the idea of a hanging bridge to cross the creek without any street interference. I am glad to see that the City is moving forward on applying for the grant and I urge SPRAB to fully support it.

Thank you all for the valuable volunteered work you do for our fair city.

Regards,

Tom

H. Thomas Andersen  
Attorney at Law  
PO Box 1064  
Salem Oregon 97308  
503-587-8506  
Fax 503-585-4161

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## **Toni Whitler**

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**From:** ed scan <edscannewsletter@gmail.com>  
**Sent:** Wednesday, January 13, 2021 6:09 PM  
**To:** Toni Whitler  
**Cc:** Tom Andersen; SUSAN MILLER; Patricia Farrell; Julie Warncke  
**Subject:** Written public comment for SPRAB meeting 1/14/21

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**Dear Ms. Whitler,**

**I concur with Councilor Andersen on the need and support for enhancement of the Pringle Creek Path. This presents an unique opportunity to engage the community in the beauty that the water's edge, the riparian "greenway" can bring, for enjoyment and for education of water resources, aquatic life, streams, water quality and habitat.**

**Extension of the linear path in a safe and careful way, with appropriate drainage - run off, acknowledgement of the regimes of native plants, the soils, need for clean water, connectivity to the river, is exciting.**

**Even more so, as integral to the City's central core infrastructure and proximity to residential communities and businesses. A "walking" City, open space and park qualities. Water streams can be magical to children and a learning experience for us all.**

**Should the Pringle Creek Watershed Council be able to assist, or provide a letter of support for City application to ODOT, please let me know.**

**Thank you.**

**Jon Christenson MURP  
president  
Pringle Creek Watershed Council**

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On Wed, Jan 13, 2021 at 3:54 PM Toni Whitler <[Twhitler@cityofsalem.net](mailto:Twhitler@cityofsalem.net)> wrote:

Please find attached, public comment received regarding Item 5.b on the Parks and Recreation Advisory Board agenda for tomorrow night. It has also been uploaded to the [packet online](#).

FOR BOARD MEETING OF: January 14, 2021  
AGENDA ITEM NO.: 5.b

**TO: SALEM PARKS AND RECREATION ADVISORY BOARD**

**THROUGH: ROBERT CHANDLER, PhD, PE**   
**ASSISTANT PUBLIC WORKS DIRECTOR**

**FROM: JULIE WARNCKE**  
**TRANSPORTATION PLANNING MANAGER**

**SUBJECT: SEEKING LETTER OF SUPPORT FOR OREGON COMMUNITY PATHS  
PROGRAM GRANT APPLICATION TO COMPLETE PRINGLE CREEK  
PATH CONNECTION FROM CIVIC CENTER TO RIVERFRONT PARK**

**ISSUE:**

Should the Salem Parks and Recreation Advisory Board (SPRAB) endorse an application and provide a letter of support for an Oregon Department of Transportation (ODOT) Community Paths Program Grant to provide funding assistance to construct the Pringle Creek Path from Civic Center to Riverfront Park?

**RECOMMENDATION:**

Endorse an application and provide a letter of support for an Oregon Department of Transportation (ODOT) Community Paths Program Grant to provide funding assistance to construct the Pringle Creek Path from Civic Center to Riverfront Park.

**BACKGROUND:**

Pringle Creek joins the Willamette River at the southern end of Riverfront Park. In 2019, the City completed the Pringle Creek Daylighting and Restoration Project along the segment of Pringle Creek located between Commercial Street and the rail line. The removal of the concrete slab from the former Boise Cascade building and restoration of the creek set the stage for connecting the existing trail along Pringle Creek from Civic Center to Riverfront Park, crossing under Commercial Street.

In 2020, ODOT announced a new grant program, the Oregon Community Paths Program. Oregon's Community Paths program is a competitive grant program that supports investments in biking and walking facilities that are "off system," meaning facilities that are not primarily on or along a roadway. Off System facilities may be routes or segments that traverse a park, between housing developments, along greenways, on old rail lines, or areas that are not otherwise within the public road right-of-way. The Oregon Community Path Program is funded with a combination of state and federal funds. The maximum grant award amount for a construction project is \$4 million. The required match depends on the funding source, 30 percent for state funds and 10.27 percent for federal funds.

**FACTS AND FINDINGS:**

Pringle Creek passes through Pringle Park as it flows towards the Willamette River. There is an existing network of paths along Pringle Creek and the Mill Race with connections extending to Bush's Pasture Park, the Salem Hospital, Willamette University, and more. The segment west of Commercial Street is the one missing link to connect these existing paths and parks to Riverfront Park and from there to both the Peter Courtney Minto Island Bridge and the Union Street Pedestrian Bridge.

If funded, this project will connect to the existing paths at the Civic Center, under Commercial Street, along the north bank of Pringle Creek, under the railroad, and into Riverfront Park near the Eco Earth. An illustration of the path concept is attached to this report. This path connection is included in both the *Salem Transportation System Plan* and the *Comprehensive Parks System Master Plan*. The connection is also identified in the *Riverfront Park Master Plan*.

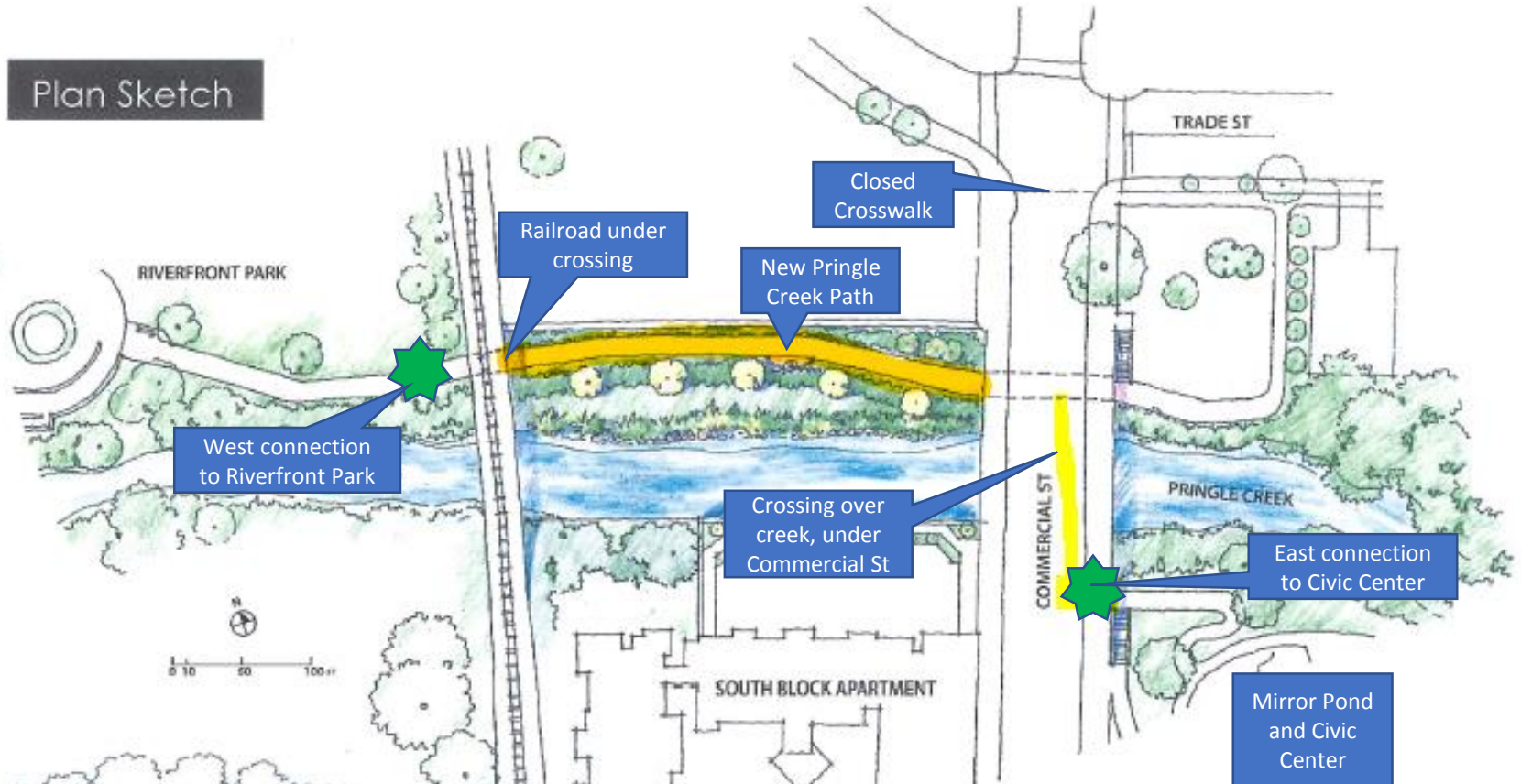
The estimated cost of this project is \$6 million. The grant application will be for the maximum amount of \$4 million. The remaining costs will be covered by South Waterfront Urban Renewal Area funds.

The grant application is due on January 31, 2021. Awards are expected to be announced in summer 2021. If successful, the Oregon Community Path Program requires that projects be completed within five years for state funds or within three years for federal funds. Staff is confident that this project could be delivered in accordance with these deadlines.

Attachment:  
Pringle Creek Path Connection Concept

# Pringle Creek Path Connection Salem, Oregon

## Plan Sketch



Mirror Pond and  
Civic Center

## Pringle Creek Before Slab Removal (completed in Phase 1)



*Pringle Creek before.*

# Pringle Creek After Slab Removal & Creek Restoration

Approx. location of RR  
under crossing

Bench for Future Path  
Construction



**Salem Parks and Recreation Advisory Board - 2021 Work Plan Calendar**

														Meeting Schedule 2020*		
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec				
<b>1. BOARD DEVELOPMENT</b>														January 14, 2021	5:30-7:00 p.m.	Location: Zoom
Nominate / Elect Officers	X											X				
Committee Assignments	X	X														
Work Plan Development/Approval	X	X														
Board Strategic Planning (optional)																
<b>2. BUDGET AND CAPITAL IMPROVEMENT PLAN</b>														May 13, 2021	5:30-7:00 p.m.	Location: Zoom
CIP Discussion																
Review Proposed Budget																
<b>3. ON-GOING PROGRAMS &amp; REPORTS</b>														August 12, 2021	5:30-7:00 p.m.	Location: Zoom
A.C. Gilbert's Discovery Village (To be scheduled)																
Friends of Deepwood (To be scheduled)																
Riverfront Carousel (To be scheduled)																
Salem Art Association (To be scheduled)																
Softball Overview / Recap							X			X						
Summer Recreation Program Overview / Recap							X			X						
Salem Parks Foundation Presentation							X									
Annual Citywide "Volunteers in Action" Report																
Staff Information Reports	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Mission Street Parks Conservancy	X			X			X			X						
														*Alternate Meetings will be scheduled as necessary.		
														<b>Liaison/Committee Assignments (2 for Liaison Assignments)</b>		
<b>4. MAJOR PROGRAM/PROJECT REPORTS/REVIEW</b>														Bailey Ridge Park Master Plan	Micki V., Paul R.	
Salem Park Improvement Fund Project Updates			X				X					X				
Graffiti and Damage in Parks Report	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Citywide Volunteer Recognition Nominations								X								
SPRAB Annual Report Planning									X	X	X	X				
Annual Report to City Council												X				
Park Program/Facility Tour																
<b>5. SCHOOL DISTRICT ITEMS</b>																
Maintenance Agreement																
Cooperative Use Agreement																
<b>2021 OFFICERS</b>														<b>Notes</b>		
Chair: Dylan McDowell																
Vice Chair: Micki Varney																
<b>BOARD MEMBERS</b>																
Alan Alexander														David Fridenmaker		
Tony Caito														Keith Norris		
Woody Dukes														Paul Rice		



## Information Reports Packet

For SPRAB Meeting January 14, 2021

1. Mission Street Parks Conservancy
  - Quarterly Report for October – December 2020
  - November 25, 2020 Board Minutes
2. Urban Forestry Report – Milan Davis, Urban Forester
3. Parks and Natural Resources Planning Report - Patricia Farrell, Parks and Natural Resources Planning Manager
4. Parks Operations Report – Jennifer Kellar, Parks Operations and Recreation Services Manager
5. Recreation Service Report– Becky George, Recreation Services Supervisor
6. Park Damage Report



MISSION STREET PARKS  
CONSERVANCY

TO: SPRAB

FROM: Mission Street Parks Conservancy

DATE: January 6, 2020

**RE: MSPC Report on Activities for the Period October 1, 2020 through  
December 31, 2020**

\*\*\*\*\*

The Mission Street Parks Conservancy is a 501(c)(3) organization dedicated to preserving, maintaining, enhancing, and interpreting Bush’s Pasture Park and other iconic landscapes on and near Mission Street.

**Preserve**

In May, we reported that the Conservancy and the City are working together to rehabilitate the Mae Tarter Old Rose Collection. We have no progress to report on this project. Work to improve tree circles in the southern part of upper Bush’s Pasture Park continued.

**Maintain**

As we reported in October, MSPC’s Tuesday Gardeners continued working throughout the summer and into the fall, with our last gardening day in mid-November. The Conservancy also hired a professional to help park staff with some of the routine maintenance pruning. We added mulch to the landscape beds and tree circles in the northwest part of the park. After that, our active gardening season wound down and the planning season started.

**Enhance**

In mid-summer, several volunteers with horticultural and/or garden design expertise toured the landscape beds to assess the condition of the beds and plan for fall planting. Conservancy volunteers planted well over \$1500 worth of shrubs, perennials, and bulbs to renew some of the beds. Now we wait.



MISSION STREET PARKS  
CONSERVANCY

MSPC also created a draft concept plan for a new garden area in a space that is currently unused and overgrown with weeds and ivy. We submitted the draft to the City of Salem to give staff a preview of a possible project, which we anticipate might involve an early application of the principles developed in the City's Cultural Landscape Management Plan.

### **Interpret**

With the City's help, labels are now installed in all 50 Landscape Beds in the northwest corner of the park. Each label includes the bed's name, its number, and a bar code that launches a web page describing each bed's plant material. The park's landscape beds have never been previously catalogued. This MSPC project is bringing the park into alignment with best practices and will make the collection more accessible to managers and the public.

### **Plant sale**

Because of the COVID-19 pandemic, we cancelled both our spring and summer 2020 plant sales, which are significant fundraising events for MSPC. We are beginning discussions about whether a spring plant sale (April) will be possible in 2021, given on-going restrictions. We remain hopeful that by summer (late July) a plant sale will be possible under at least semi-normal conditions.

### **Debrief**

On January 5, MSPC met with City staff to assess communication over the 2020 gardening season. We generally agreed that communication between the City and MSPC is good, with a few bumps. We identified areas where we can do a better job and look forward to an even more smooth and successful 2021.



Board Meeting Minutes  
November 25, 2020

**In Attendance**

Gretchen Carnaby  
Christine Chute  
Bonnie Heitsch  
Gary McKuen  
Kathy Savicki  
Michael Slater  
Leslie Zeigen

1. **Agenda** Christine called the meeting to order via telephone, and the agenda was moved by Bonnie, seconded by Kathy and approved with an addition.
2. **Minutes** Gretchen moved and Michael seconded adoption of the minutes of the October meeting. The minutes were approved.
3. **Financial** Gary reviewed the end of October financial report.
4. **Old Business**
  - Christine shared a fundraising letter she and Gretchen drafted, which Michael will review. It will be sent to both the email and the mailing lists, using SAA's mailing permit and printed by ReproGraphics. We will address them by hand.
  - Volunteer issues: Christine is still looking for a good quality vest for volunteers. She is collecting City of Salem volunteer forms from our folks. We agreed to continue entering volunteer hours into NEON. We want to send a personalized end-of-year thank you to volunteers.
  - The orchard ladder has been ordered and will arrive Dec. 7.
  - Cultural Landscape Plan: The next public input opportunity is now planned for early December.
  - Bed labels: There are 3 more posts ready for Brian to install. Gretchen and Michael will finish entering the new plantings onto the webpage for each bed, then turn that over to Nadene for formatting work.
  - Grant reports: Gretchen will submit the interim report to HPSO on the Hot Bed in January. Michael will submit the final report on the grant for the bed labels.
  - Reassigning Gretchen's responsibilities: 1. Assessing and design of planting beds will continue using the committee from this summer (Kathy, Judy Crawford, Deb Alexander, Gretchen, Michael), with Bonnie joining and being trained by Gretchen to take the lead the following year. 2. Garden maintenance and volunteer management will require a paid position for approximately a day per week. 3. Plant purchasing and record keeping can be done by volunteers assisting the paid staff. 4.

Plant sales will need a coordinator paid a stipend or a percentage of sales. 5.  
Project management can be done by a board member or board-recruited volunteer.

## 5 New Business

- Volunteers have completed a great deal of planting in the last few weeks, close to \$1500 worth. Brian will be planting two new trees purchased by MSPC; Michael will place these in our on-line store for sponsorship.
- Christine is scheduling a January debriefing with City staff and Brian. Board members who want to participate should email her with their January availability.
- Bonnie has drawn a conceptual design for the Secret Garden. She and Gretchen will walk the space and modify the design. Christine will ask Patricia about how we convey the design to the CLMP process.
- Winter tasks in the Park include selecting and getting City approval for replacement trees, planting some recently acquired heathers, working on the website and the guide to the NW section of the Park. We also need to complete rehab work on the Tartar Old Rose Collection, contract for the brickwork once we get a quote back, and replace the rose labels. Brian will determine when we can raise the next group of hybrid rose beds.
- We are unclear as yet how/if we can schedule any volunteer coffee gatherings, depending on Covid and the weather.

## Next Meeting:

**December 16, 4 to 5pm By Phone**

### **Agenda:**

**Draft 2021 budget from Michael**

**Part-time staff job description from Christine**

**Volunteer coordinator job description from Gretchen**

## SPRAB Urban Forestry Report for January 2021

Urban Forester- Milan Davis, [rdavis@cityofsalem.net](mailto:rdavis@cityofsalem.net), 503-871-5884

Work completed in 2020 by the Urban Forestry Division

16,479 trees inventoried by UFD staff

286 removed

265 planted

3372 pruned

Since December 2020 there were 71 service requests, 20 of those were after hours or weekend call outs for city crews. Currently there are 2 open service requests in the city IPS system assigned to the Urban Forestry Division.

We have started our tree planting this winter and want to double the number of trees planted in 2020

Urban Forestry Staff 2020-2021

Urban Forester- Milan Davis

Project Coordinator- Tom Bradley

Tree Trimmer- Don Gunther

Tree Trimmer- Jake Downer

Tree Trimmer- Mike Tyler

Tree Trimmer- open position to be filled in 2021

Parks Operator- Paul Kellor

Parks Operator(Limited Duration)- Sam Welsh

Parks Seasonal Laborer- Jake Rybloom

Parks Seasonal Laborer- Cesar Estrada

## **Parks and Natural Resources Planning Update – January 2021**

**Geer Park**- Phase 2 Master Plan. A draft master plan was presented to the public for feedback at the 3<sup>rd</sup> virtual open house. 250 people responded and overall feedback was positive. The skateboard community has asked for a covered skate park to increase seasons of use. Next will be finalizing the master plan, initial cost estimates, and master plan report. Draft master plan should come to SPRAB in February or March.

**Bush Pasture Park and Deepwood** - Cultural Landscape Management Plan. A second public open house was open December 7-21. The second survey showed draft Management Area map with recommendations for each area. Overall there was strong support for the recommendations for each management zone. 259 people took the survey. Next step is to begin drafting report.

**Woodmansee Park** - Master Plan Update. The consultant, ESA, is preparing a draft master plan based on the feedback we have received. The final virtual open house will be online late-January 2021. Construction for ASR to start in January 2021.

**Parks and Recreation Frequently Asked Questions** - an on-line platform is being developed and will be demonstrated in January 2021. It will be available to the community and provide park, natural resource, and recreation facts and general information.

**Secor Park construction** - Due to COVID-19 there will not be a ribbon cutting ceremony, but a news feature will be on the City's website in January. Benches and PGE lighting will be completed later.

**Climate Action Plan** - the second Task Force work shop is January 13. The results of the vulnerability assessment and initial strategy development will be focus. Livestream or a recording of the workshop and results from visioning survey are also available to the public. A new "Strategies" page will be open on the website to begin gathering ideas from the public for ways to reduce GHG emissions and increase climate change resiliency.

**Tree Planting Projects**. Due to COVID-19 spikes, public participation in the Friends of Trees planting projects continues to be restricted. Planting will continue to be done by FOT staff and FOT Salem Crew Leaders. Additional street tree planting by Treecology has been completed for this season.

**2020 Annual Tree Report** is being finalized and will be provided to SPRAB and Council as soon as finished.

**Minto Brown Island** – Bald Eagles. Our resident pair of bald eagles has been hanging around at the nest the last week or so; they'll likely begin working on the nest any day now. They should start by carrying sticks to the nest (they will build a new nest cup on top of last year's cup). The trail closures should be in place again soon (the river trail may be closed anyway due to high water).

**Minto Island Conservation Area** – Phase 3 Restoration. Ash Creek Forestry continues their work in the western forested floodplain area to reduce invasives and prepare for planting in spring.

**New Natural Resources Planner**, Jennifer Mongolo, will start January 19<sup>th</sup>!

## **Parks Operations Update – January 2021**

### **COVID-19 Pandemic – Phase II**

December 22<sup>nd</sup> the final large-effort clean-up of our homeless camping areas of the calendar year at Cascades Gateway Park was completed using the on-going configuration of Service Master, Parks Operations, Salem Police, and Code Enforcement staff. The focus was on removing the burnt debris from the explosion/fire that occurred at the park the previous week. After that was cleaned-up general garbage and debris was removed from along the west bank of Mill Creek and around the edges of the tent complex west of the dog park. Overall, 10 cubic yards (2000+ lbs.) of burned metal from the fire site was removed. Over one ton of mixed metal, was taken to Cherry City Metals and we received \$56 for the load! Also removed was 10 cubic yards of burned garbage and debris that is now temporarily stored at the City's Waste Processing Site awaiting transport to Coffin Butte Sanitary Landfill. In addition, another 16 cubic yards of regular garbage was removed– for a grand total of 36 cubic yards or 3 heavy dump truck loads of garbage and debris from the park.

The backwater swale and marshy areas are filled with water and Mill Creek is running high and fast. It was notice many of the campsites were temporarily vacant of people due to the City's social service partners putting many of them up in local hotels during the high-water time. Staff built a pallet bridge across a backwater swale to get to the burned area and left it there for the residents when they return. There is a very large amount of garbage caught in these sloughs and marshy areas that we will have to wait until the creek recedes and things dry out for staff to get to.











Jan 4, 2021 at 08:53:22  
Salem OR 97302  
Cascades Gateway Park



**Next Steps:** A minimum of two clean-ups per month will be scheduled until the situation changes – one per month at Wallace Marine Park and one per month at Cascades Gateway. A clean-up is scheduled for January 15<sup>th</sup> at Wallace Marine Park and January 29<sup>th</sup> at Cascades Gateway. It is becoming difficult to sustain weekly clean-ups with the wintertime staffing at Parks Operations. This is especially the case when staff are supporting one or more joint clean-ups per month with ODOT at I-5/Market, Downtown Bridgeheads, and possibly Salem Parkway/Mainline Drive. This is also a difficult time of year to do clean-ups with both the creeks and river running high and backwater areas flooding and being marshy.

**Large-Effort\* Garbage Removal Totals November-December 2020:**

I-5/Market Interchange/ODOT	60 cu yds
Downtown Bridgeheads - #1	40 cu yds
Wallace Marine Park - #1	60 cu yds
Wallace Marine Park- #2	60 cu yds
Cascades Gateway Park - #1	36 cu yds
Downtown Bridgeheads - #2	60 cu yds
12 <sup>th</sup> /Mission Overpass Fire	10 cu yds
Claggett Creek Natural Area	40 cu yds
<u>Cascades Gateway Park- #2</u>	<u>36 cu yds</u>

Total for Nov./Dec. 2020                      402 cu yds (equivalent to 33.5 heavy dump truck loads)

- Does not include static dumpsters, park trash receptacles, or “cash for trash” garbage removals – just organized crew garbage removals

**Leaf Season** Leaf removal is finishing up and should be concluding by the end of the month.

**DOC Work Crews** Eighteen AIC crew members tested positive for COVID the last week of December. As a result, there were no DOC crews that week nor the following week. With the closure of Mill Creek, one of the three DC crews has been terminated as the facility closure transition process is occurring. For the short term, there will be two DOC crews providing services to Parks Operations.

Discussion between Parks Operations staff and Marion County have transpired and will continue to transpire to discuss the feasibility of additional Marion County crews to offset the elimination of the Mill Creek crews. Discussions to date have been positive toward that endeavor.

**25<sup>th</sup> Annual Holiday Tree Lighting** Approximately 4,000 viewings took place of the virtual holiday tree lighting and the virtual tour.

**Trout Stocking at Walter Wirth Lake (Cascade Gateway Park)** ODFW is temporarily suspending trout stocking at Cascade Gateway Park.

A representative from ODFW’s Salmon Trout Enhancement Program visited Cascade Gateway Park in early December to see how the homeless camps were affecting the angling efforts at Walter Wirth Lake. They found the parking lot filled with dozens of vehicles and numerous RVs. In spite of regularly stocking the lake with trout, at the time of the visit there were only 5 anglers. When they visited a second time there were fewer vehicles; however, one angler was seen. Under normal circumstances there would be 20 to 30 anglers at the pond.

ODFW officials understand the difficult situation COS is in with the homeless population and COVID; however, until the situation with the homeless camps at Cascade Gateway Park is resolved, ODFW will not be stocking trout into Wirth Lake.

In the meantime, ODFW has increased the number of trout stocked into Walling Pond.

### **Project Updates**

- 1) Estimates were assimilated by Parks staff and provided to Neighborhood Association on December 31, 2020. These estimates are based on approved Letters of Intent from eight neighborhood associations for the upcoming 2020-22 SPIF cycle. Neighborhood associations have until January 31, 2021 to submit their SPIF Final Applications. The SPIF Committee will review those Final Applications in February 2021 and determine grant award amounts.

## Parks and Recreation Advisory Board Meeting

January 2021

### Recreation Update

#### 1. Events/Facility Use

- The Public Works Office, Room #325 of City Hall, continues to be closed. Permit Specialist staff in the front office are working remotely, including answering phones (M-F, 8 am to 5 pm) and assisting customers via email and our online payment system.
- We continue to accept 2021 facility rentals for April 1 and beyond. Inquiries are received daily however, the COVID-19 pandemic has vastly impacted the number of requests. Staff believe the recovery to a heavily scheduled park calendar will be a slow process over the next year.
- Parks and Recreation staff have begun a review and update of the Parks, Streets and Open Spaces Rules and Regulations. This project is expected to take a considerable amount of time due to the age of the existing document and the need for various City staff to perform an in-depth review.

#### 2. Youth Recreation Programs

- Recreation staff are looking into program opportunities and promotions while still navigating COVID-19. For instance, we are hoping to have Tennis Camps again this summer. We are awaiting news about kids going back to in-person learning and if not, is there an opportunity to offer tennis in the spring during the online learning time frame instead. Tennis in the spring would be a new offering of a time-tested program.
- Groups that typically use City park facilities for spring programs have started to reach out to staff about the possibilities of scheduling use of outdoor amenities while still being unsure of what the COVID-19 parameters might be. Examples of this include baseball groups wanting to book fields at Geer Community Park for tournaments based off what was allowed under the Governor's directions last summer.

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

- Recreation staff continue to finalize the tournament schedule for 2021. Current plans are to host softball/baseball tournaments at the Wallace Marine Park star complex every weekend beginning the first part of April and lasting through the second weekend in October. Of course, these plans could be modified depending on COVID-19 restrictions in place in the coming months. Recreation staff expect the size of these tournaments (number of teams, spectators, and overall economic impact) will be impacted by COVID-19.
- Softball and kickball league registrations for 2021 spring/summer programs are set to begin in the coming weeks. Recreation staff have been working with administrative and IT staff on making sure the online registration system is ready to accept these requests as the Public Works office is still closed to the public. As is the case with all recreation programming and the tournaments noted above, Recreation staff continue to plan future programs with the understanding that we likely will need to make adjustments in order to adhere to Covid-19 guidelines and restrictions.

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.



---

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

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

**DATE:** December 9, 2020

**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 total of these incidents during November 2020. The dollar amount shown represents the estimated repair/replacement cost for the damage sustained.

A total of \$1329.96 occurred from 5 incidents. In comparison, the total from November 2019 was \$658.41 from 5 incidents.

CC: Steve Powers, City Manager  
Trevor Womack, Chief of Police  
Chuck Bennett, City Mayor  
Lt. Ben Bales, Commander, SPD  
Irma Dowd, Neighborhood Services Specialist  
Reed Godfrey, SFD, Battalion Chief  
Tye Godfrey, Facilities Services Division Manager  
Jennifer Hingston, SPD, Graffiti Abatement / Volunteer Unit  
Marcus Pitts, Risk Manager  
Lt. Treven Upkes, SPD, Community Response Section  
Peter Fernandez, PE, Public Works Director  
Robert D. Chandler, PhD, PE, Assistant Public Works Director  
Mark Bechtel, AICP, Operations Division Manager  
Patricia Farrell, Parks and Natural Resources Planning Manager  
Becky George, Recreation Supervisor  
Toni Whitler, Planner  
Skip Miller, Deputy Police Chief, SPD

**DAMAGE TO CITY OF SALEM PARKS AND OPEN SPACE**  
**November-20**

<b>Date Occurred</b>	<b>Cost</b>	<b>Location / Neighborhood Association</b>	<b>Description</b>
11/12/20	\$124.63	Hoover Park	Graffiti reported and removed
11/17/20	\$326.44	Geer Park	Toilet seat was broken then replaced
11/20/20	\$455.00	Wallace Marine Park	Graffiti reported and removed
11/24/20	\$299.26	Orchard Heights Park	Graffiti reported and removed
11/24/20	\$124.63	Brown Road	Graffiti reported and removed
<b><u>5</u></b>	<b><u>\$1,329.96</u></b>		
<b>Total Number of Incidents</b>	<b>Total Dollar Damage</b>		



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<b>Incidents</b>	<b>Damage</b>		