

**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.

You can participate digitally in the following ways:

- Use a computer, tablet, or smart phone.
- Find additional materials related to the meeting and a recording following this meeting at the SPRAB web page: <https://www.cityofsalem.net/Pages/parks-and-recreation-advisory-board.aspx>

**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 May 14, 2020 meeting from computer, tablet, or smartphone click on the following link:  
<https://us02web.zoom.us/j/85890043304?pwd=eTJKSVV5Q1p6M1c0bHo4azBYcTd4UT09>

**PUBLIC COMMENT**

You will have an opportunity to provide comment at the digital meeting. It is also suggested that you email comments in advance of the meeting, and they will be addressed in the meeting during the public comment period. Email comments to Toni Whitler, Parks Planner at [twhitler@cityofsalem.net](mailto:twhitler@cityofsalem.net) . Public comments will only be addressed during the public comment period. Public comment will be taken in the meeting to address agenda or non-agenda-related issues. Emails 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 Whitler, 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, entodos los programas y actividades.

**CITY OF SALEM  
PARKS AND RECREATION ADVISORY BOARD  
DIGITAL AGENDA  
MAY 14, 2020 – 5:30 to 7:00 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  
Diana Dickey  
Woody Dukes  
Dave Fridenmaker  
Paul Rice

**CITY STAFF**

Robert Chandler, Assistant Public Works Director  
Mark Bechtel, 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**

- June 11, 2020, 5:30 p.m. -  
Next regular SPRAB Meeting (online)

**LINKS**

BOARD WEB PAGE:

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

**AGENDA**

1. CALL TO ORDER
2. ROLL CALL
3. PUBLIC COMMENT
4. MINUTES – NOTE: MARCH AND APRIL MEETINGS CANCELLED DUE TO COVID19
  - a. January 9, 2020
  - b. February 13, 2020
5. BOARD ITEMS/PRESENTATIONS
  - a. Our Salem Update – Eunice Kim, Community Development
  - b. Board Survey *Roles, Goals, and New Ideas* Results and Discussion – Dylan McDowell
6. INFORMATION REPORTS
  - a. Expansion of Park Ranger Duties and Service Area – Suzanne Reynolds/Brady Rogers, Community Development
  - b. Urban Forestry Report – Milan Davis
  - c. Salem Revised Code, Chapter 86, Trees on City Owned Property, Potential Revisions to Administrative Rule – Patricia Farrell
  - d. Parks Planning Update – Patricia Farrell
  - e. Parks Operations Update – Jennifer Kellar
  - f. Recreation Services Update – Becky George
  - g. Parks Damage Report
7. PUBLIC COMMENT
8. NEXT MEETING
  - a. June 11, 2020
9. ADJOURN



**SALEM PARKS AND RECREATION ADVISORY BOARD**

February 12, 2020

Traffic Control Center Conference Room 325

**DRAFT** MINUTES **DRAFT**

**MEMBERS PRESENT**

Alan Alexander  
Tony Caito  
Diana Dickey  
Woody Dukes  
David Fridenmaker  
Dylan McDowell  
Paul Rice  
Micki Varney

**MEMBERS ABSENT**

**STAFF PRESENT**

Patricia Farrell  
Jennifer Kellar  
Milan Davis  
Toni Whitler

**1. ROLL**

All present.

**2. APPROVAL OF MINUTES**

January 9, 2020 minutes were not available.

**3. PUBLIC COMMENT**

a. Michael Slater, Ward 7, Several trees undergoing tree trimming at Division and High Street. The concern is the trimming to provide scaffold clearance for construction work. Jennifer Kellar and Milan Davis will reach out to the project manager on the project.

**4. ACTION ITEM**

a. Approval to Seek Local Government Grant for Bill Riegel Park – *Toni Whitler*  
The Board approved staff moving forward with a grant application for Bill Riegel Park improvements. Member Dickey suggested writing a letter of support by the board to emphasize the importance of this project. She will write the letter and Chair McDowell will sign.

**Motion by Member Dickey for the approval to seek grant funding for Bill Riegel Park and provide a letter of support for the grant application. Motion seconded by Member Rice.**

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

b. Battle Creek Park Master Plan Approval – *Patricia Farrell, Salem Park Planning, Ben Johnson, Greenworks*

Patricia Farrell and Ben Johnson provided a presentation on the master plan process for Battle Creek Park. Public comment was taken at this time and is provided below.

Glenn Baly, Chair, South Gateway Neighborhood Association (SGNA)

The concerns by the neighborhood are focused on flood mitigation, room for school pick up/drop off, impacts to the surrounding neighborhood, that not all survey data was taken into consideration, and maintenance funding for the developed park. Mr. Baly said SGNA voted for the habitat option of the three alternative designs and feels that their opinion was not taken into account. He asked the Board to delay their vote until the Stormwater Basin Plan is fully vetted through City Council.

Patricia Farrell responded that the City is very cognizant of the Stormwater Basin Plan and the Battle Creek Park master plan. West Consultants is on the park planning team because they were already on the stormwater basin planning team. The Stormwater Basin Plan is the starting point for the master plan for the park. Ben Johnson responded to Mr. Baly's statement regarding Habitat Option 1 and said that the draft master plan has no less habitat than the Option 1 alternative that the neighborhood supports.

Jesse Decker, Ward 1

Mr. Decker said he has been to all of the public planning meetings. He supports the skate park component of the park master plan and said the downtown skatepark is degraded, and Weathers Park skate rails do not provide a challenge. Keizer skate park has 60-90 people with scooters, bikes, and roller blades. He believes that the Battle Creek Park plan provides a skate park for the local neighborhood, but it is not a good location for a larger, regional skatepark. He hates to see the downtown skate park removed; he mentioned when he was young, he and his brothers would skateboard, and it kept them busy and out of trouble. Kids (skaters) don't have anywhere to go.

Frances Purdy, Secretary of Board of Directors, Battle Creek Commons

Ms. Purdy is concerned about the southern boundary of the park and referenced a frisbee tournament where people walked into her back yard. Also concerned about the southwest corner and Spring Creek that floods.

Laura Meisner, Spyglass Court

She is fine with the design but would like a postponement of a decision by the Board until the Stormwater Basin Plan is fully vetted.

Peggy Woolsey, Battle Creek Park Neighborhood

Ms. Woolsey lives near the park access point at the southwest corner of the park. She asked if there could be parking spaces created at the city-owned property (and future access point to Battle Creek Park) when the house is removed. Ben Johnson replied that the access point is for the neighborhood to enter. Chair McDowell asked for clarification from Ms. Woolsey that she is saying she wants the (access) property maximized for parking? Yes, replied Woolsey. She stated she is also in agreement with the other commenters regarding flood mitigation.

Shannon Priem, Chair, Southeast Salem Neighborhood Association (SESNA)

Concerned about flooding and that it will continue to increase. Also concerned that the Stormwater Plan hasn't been updated since 2000 and would like to have an updated plan before she can buy off on the park master plan.

Leah Spencer, Ward 4

Ms. Spencer echoed comments that the Stormwater Plan be vetted prior to a decision on the park master plan. She said that parks are good facilities but need to be maintained and park funding is the first to go when the budget cuts come. She believes the plan undermines safety and security. She noted that flooding and raw sewage is a problem with heavy rain. In 2012, heavy rain flooded downstream and flooded at Turner.

Chair McDowell asked Hans Hadley, stormwater consultant on the Stormwater Basin Plan and Battle Creek Park Master Plan to make a clarification.

Hans Hadley, West Consultants

Mr. Hadley is working with City staff on both the Battle Creek Park Master Plan and the Stormwater Basin Plan. He recognizes and is well aware of the flooding issues. The City has done work along Waln Creek to reduce flooding. He added that the two basins (in the park) do not fix this on their own, but are part of an overall system to create capacity in the channel. In the 2012 event, Turner got hit hard, but the majority of water came upstream from Mill Creek to Turner and then headed toward Salem. Originally the park master plan got started in 2016 and it was stopped in order for the City to conduct a stormwater study resulting in stormwater design improvements. At this point, the Battle Creek Park master plan started up again and West Consultants joined Park Planning and its consultant, Greenworks, to incorporate the basin design into the master plan. Mr. Hadley explained that there is shallow groundwater that will create low flow channels. As water comes up it works its way to the creek. In normal rain events, there is minimal added low flow. In high rain event it spills into the ponds and then once the storm is over, the water slowly drains out.

EM Easterly, West Salem

Mr. Easterly asked if the modeling reflected the 1996 flood event. Mr. Hadley said they looked at the 2012 event for the calibration of the model. The gauges needed for modeling were in place for the 2012 event, but not for the 1996 event; however, the animation shown was a 100-year flood (November 1996). He took past flood events and modeled by using the worst event.

Board Members' Comments

Member Rice: Was there any future proposal to do anything with the lower left area of the park for recreation? Ben Johnson responded that it is a tough corner because there is poor visibility and maintenance opportunities. This is why disc golf works well in the area. The disc golf represented on the plan is still a vision at this point with the final layout still to be defined.

Member Dickey: Would some part of the maintenance be taken up by another city section or department? Ms. Farrell replied, yes, stormwater funds provide for construction and maintenance of stormwater facilities.

Member Rice: Was this property always going to be developed with the stormwater component in mind? Mr. Hadley replied, yes, it was purchased with stormwater and park funds. Member Rice asked whether it takes priority over the trails. Ben Johnson replied that West Consultants (Hans Hadley) designed the flood modeling, and the park plan was designed around it.

Chair McDowell asked for a status of the Stormwater Basin Plan.

Patricia Farrell said there should be a draft basin plan for Battle Creek on the website, and it is going through the vetting process with outreach coming soon to neighborhood associations and City Council. She added that a park master plan guides a park's

development over 20 years. Flood mitigation is the priority and we are looking at when that will occur and then maybe some uses ahead of that such as trails and bridges.

Chair McDowell to Jennifer Kellar: Through the 20 years of park plan implementation, will maintenance plans be looked at as improvements go in and impacts the budget. Ms. Kellar replied, yes, we would be looking at what is to be added and how it would impact operations.

Member Rice: In best case scenario, when would you even be starting on the development? Ms. Farrell responded that between master plan and development there is big design phase that includes a lot of analysis, but we can begin to add money to the Capital Improvement Plan to start looking at these items. This is very conceptual at this point, we would need a lot of time for analysis and construction plans.

Member Alexander: Is it safe to say that design has to be done first before first phase of development? Ms. Farrell replied, there could be opportunity for interim developments such as soft trails and disc golf, but we wouldn't want to add the high cost items such as the shelter and playground until we have a handle on the modeling.

Member Alexander: Would the stormwater developments would be taken into account with development? Ms. Farrell replied yes, definitely, and we don't want to put in anything that will be in the way of the stormwater mitigation work.

Member Dickey: Is the stormwater master plan dependent on the master plan being approved? Ms. Farrell replied that it is not dependent, it is related to it in the sense that both plans will try to reflect each other. The basin plan has been modified to reflect the park master plan as it goes into design.

Mr. Hadley added that stormwater basin planning is at the 50,000-foot level planning and we brought it down to the 10,000-foot level when we started to look at the detail of the park planning.

Member Fridenmaker: Can you speak to the timing of the stormwater basin plan and park master plan with regard to the request to delay approval of the park master plan? Ms. Farrell replied, she believed it would be at least six months for the outreach for the Stormwater Basin Plan; if the park master plan is postponed it would be set aside until a later time and brought to City Council again at some point.

Member Rice: If this is referred to City Council and is approved, what wheels start to turn for parks in terms of budget for design work, etc.? Ms. Farrell responded by saying they would start adding money toward design in the 5-year Capital Improvement Plan, and start looking at interim uses.

Member Rice: You might be improving the soft trails? Ms. Farrell replied, yes, improvements to soft trails and addition of a bridge that meets ADA and maintenance vehicle requirements. Then keep setting money aside and look for grant opportunities.

Chair McDowell asked if this is an urban park. Ms. Farrell, yes, it is classified as an Urban Park.

Ms. Farrell added that the City received letters of support from Capital City Disc Golf and Southwest Association of Neighbors (SWAN).

Member Rice: Almost all of the major issues involve drainage.

Member Dickey: This is a very long process to move forward. She encouraged the public to continue to make their voices heard, but this will not happen overnight, it is a long process.

Member Varney said she appreciates that this is a long-term plan and looking at Bill Riegel Park, the master plan occurred 1999, and won't be completed until 2021. She understands concerns and glad that the City looked at the Battle Creek Basin Plan first. Interim plan will allow for trails and minor improvements.

Motion:

Member Varney moved to endorse the Battle Creek Master Plan and forward a recommendation to City Council. Member Dukes seconded the motion.

Vote:

All members in favor of the motion.

## 5. ADDITIONAL ITEMS

Jennifer Kellar introduced Milan Davis, the City's new Urban Forester. Mr. Davis said he is looking forward to working with the community.

Patricia Farrell noted the Woodmansee Park Aquifer Storage and Recovery enhancement project is in its early stages of survey work. Informational signs are installed at the park. A website is available for those who want information on the project and how to receive email updates as it moves forward. <https://www.cityofsalem.net/Pages/drinking-water-improvements-coordinated-with-woodmansee-park-master-plan-update.aspx> A master plan update for the park is part of this project and information is forthcoming about the park planning process.

Member Rice said he was approached at a meeting and asked about the Bush's Pasture Park oak grove report. Ms. Kellar said that there was a report done by Mission Street Parks Conservancy and shared with the City. A copy of the report is available.

Chair McDowell asked about an Oregon white oak tree removal on High Street. Ms. Kellar will send the report; Milan said he read Tom Bradley's report and said it was in decline and needed to be removed. Member Dukes was concerned about the process and if a tree is defined as "hazardous" it should be taken down and not left standing for two weeks. Chair McDowell encouraged Member Dukes and Mr. Davis to have a conversation about Oregon white oak protocol.

Chair McDowell mentioned the sensitive bird habitat signs at Minto. Ms. Kellar said there are two eagles nesting in a new location near trails and the City is protecting the area to reduce disturbance until the eggs are hatched. Looking into specific regulations on space needed for protection.

**6. NEXT MEETING**

March 12, 2020

**7. ADJOURN**

7:15 p.m.





**SALEM PARKS AND RECREATION ADVISORY BOARD**

January 9, 2020

Traffic Control Center Conference Room 325  
**DRAFT MINUTES DRAFT**

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**MEMBERS PRESENT**

Tony Caito  
Diana Dickey  
Woody Dukes  
David Fridenmaker  
Dylan McDowell  
Paul Rice  
Micki Varney

**MEMBERS ABSENT**

**STAFF PRESENT**

Patricia Farrell  
Tibby Larson  
Toni Whitler

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**1. ROLL**

All present.

**2. APPROVAL OF MINUTES**

December 12, 2019 minutes approved with corrections.

**3. PUBLIC COMMENT**

- a. Michael Slater, Faye Wright Neighborhood Association, commented that Faye Wright is looking at a land use application to change the zoning of property from Residential to Commercial and is concerned about tree removals.
- b. Connie with Miss Connie's Children's Foundation

**4. BOARD ITEMS/PRESENTATIONS**

*a. Nominations and election of Chair and Vice Chair*

Dylan McDowell was nominated for chair.

Member Caito moved that Member McDowell be elected chair. Member Dukes seconded.

**Motion approved by unanimous vote.**

Micki Varney was nominated for vice chair.

Member Caito moved that Member Varney be elected vice chair. Chair McDowell seconded.

**Motion approved by unanimous vote.**

*b. Work Plan Development*

The draft SPRAB work plan was reviewed, changes made, and a draft will be sent back to the Board for approval.

*c. Committee Assignments*

Committee Assignments were finalized. These will be approved along with the work plan.

*d. Retreat Discussion*

A retreat will be held, and a poll will be taken of members to determine a Saturday morning that will work for most.

*e. Tree Committee Meeting Summary*

Chair McDowell provided a summary and said the committee is now paused and working via email only.

**5. ACTION ITEM**

*a. Approve draft communication to City Council regarding campsites in Salem parks – Toni Whittler*

At the Board's December 9, 2019 meeting, former Chair Kasia Quillinan brought forward the request to draft a letter of communication to City Council stating that the Board is not in favor of temporary or permanent camping in Salem's parks. The motion was approved, and the letter was drafted and provided at the January meeting.

**Motion**

**Member Dukes moved to approve the letter as written. Member Dickey seconded the motion. All members were in favor of the motion.**

**6. INFORMATION REPORTS**

*a. Mission Street Parks Conservancy Quarterly Report – Michael Slater*

Mr. Slater presented the 2019 fourth quarter report to the Board.

*b. Parks Planning Update – Patricia Farrell*

- Bush's Pasture Park master plan is going to be formally called a cultural landscape and management plan. Deepwood Museum and Gardens will be included. The Request for Proposals for a consultant to assist the City is expected to go out mid-January. The Board will be updated as this process moves forward.
- Battle Creek Park Master Plan
  - Southwest Association of Neighbors (SWAN) and Faye Wright Neighborhood Association received updates on the process. It will come to SPRAB at their February meeting.
- Eagles' View Park Master Plan
  - Public Meeting 2 will be January 15 at 6:30 p.m. at West Salem Roth's Market in upstairs conference room. This meeting will be to review two alternative designs for the park.
- Woodmansee Park Aquifer Storage and Recovery and Park master Plan Update
  - This project is underway. The Board will be notified as it progresses.
- Tree Canopy
  - The city is up to 24 percent tree canopy and a report will be sent to City Council on February 10, 2020. A second tree inventory has been completed and the street tree count has been estimated at approximately 43,000 street trees. A tree inventory of approximately 225 trees was conducted at Pioneer.
- There will be Hiroshima Tree planting at Pringle park to signify peace on April 10 with the Mayor. The tree will be an Asian persimmon.
- Friends of Trees planting at Wallace Marine Park Saturday Jan 11, 9:00 a.m. to noon.
- E. M. Easterly asked about a regional estimate for the 24 percent canopy. Ms. Farrell said it is broken out by neighborhoods and census blocks in the report.

Member Dickey said she was concerned unincorporated areas of Salem were not included. Ms. Farrell replied that they included the data from the urban growth boundary, so unincorporated areas are included in overall City canopy but won't be included in the neighborhood association count because there are no neighborhood associations in those areas.

*c. Parks Operations and Recreation Services Update – Becky George*

- The Holiday Tree lighting was successful, new and different.
- There will be an Owl Prowl for kids at Minto-Brown Island Park with Park Ranger Mike scheduled for January 10 at 4:00 p.m.
- There will be a Lego Camp on Mondays for nine weeks at Pringle Hall beginning January 13.

Becky has over 100 events already scheduled; she ended last year with 500 events.

Member Rice, commenting on the holiday lighting, noted that he was impressed with the Christmas Village but wondered about vandalism. Ms. George replied that initially there was some vandalism during that time, but nothing that couldn't be fixed.

Member Fridenmaker, who represents the school district suggested that summer recreation programs should be scheduled soon due to construction going on at the schools.

**7. NEXT MEETING**

**8. ADJOURN**

6:50 p.m.

# Report for SPRAB Member Survey 2020

## Response Counts

Completion Rate:	100%		
	Complete		8

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Totals: 8

## 1. What motivated you to join the Board?

ResponseID	Response
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2	I was asked by a Board member and I am an admirer of the City's park system. I also have a background in government management, botany, and the environment.
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3	I wanted to be the first Arboricultural Expert on the newly formed Tree Committee on the Parks Board because I felt that I had a lot to offer with my extensive background in arboriculture to support the rest of the committee in their decisions related to tree issues that were expected to come before it. I was also glad to function as an informed member of the Board with regard to all other business the Board was responsible for.
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4	While participating in the Salem Chamber's Leadership Program I was introduced to the work of SPRAB and knew I wanted to advance its mission.
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5	I am a frequent user of the City parks and trails and greatly appreciate how much Salem has done to improve and add green space. I want to make sure this continues and find new ways of increasing access to outdoor spaces and programs.
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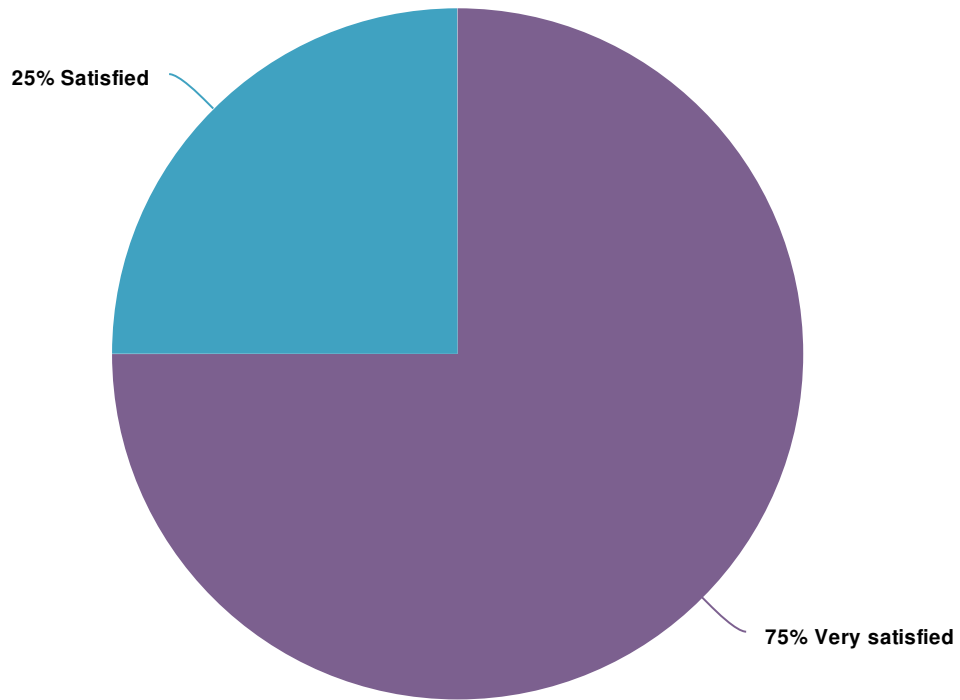
6	Assigned to represent School District on the Board
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7	Interest in City Parks and their development.
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8	I think it's important to ensure that all residents have access to city parks and recreational areas and protecting our greenspaces. Being on SPRAB is a way to provide input and advocacy to the City Council on these important issues.
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9	The greatest motivation was my passion for the outdoors and preserving our resources for our use and enjoyment as well as future generations. I was, and continue to be, concerned about the impacts of our changing climate and a growing population in Salem, and our ability to maintain our green spaces which are utilized and prized by so many of our City residents and visitors. I grew up participating in competitive city leagues and other recreational and educational programs. Those activities helped to shape my interests, my attitude on life, the importance of preserving our environment and my career. Parks and recreation programs provide options for growth and development that might not otherwise be available. Our parks are a welcoming and significant attraction to visitors and we have a well-rounded recreation program that encourages people of all ages to get out and enjoy what we have. I wanted to be on the Board so as to have a voice in maintaining what we have, to assist i
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## 2. What is your level of satisfaction based on your expectations for this Board?

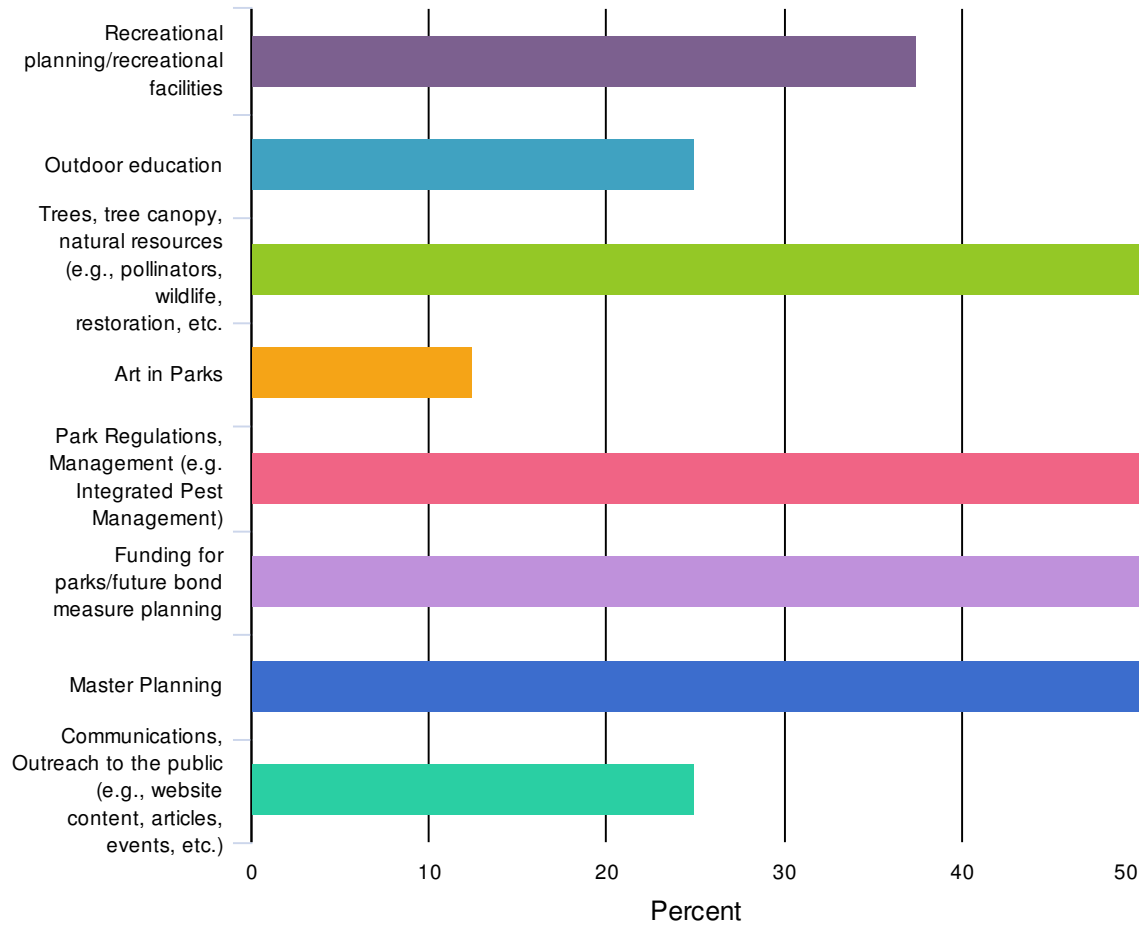


Value		Percent	Responses
Very satisfied		75.0%	6
Satisfied		25.0%	2
			<b>Totals: 8</b>

### 3. What would increase your level of satisfaction?

**No data:** No responses found for this question.

4. What is your main area of interest where you would be willing to spend extra time outside of monthly meetings on a committee? (Please select your top three.)



Value	Percent	Responses
Recreational planning/recreational facilities	37.5%	3
Outdoor education	25.0%	2
Trees, tree canopy, natural resources (e.g., pollinators, wildlife, restoration, etc.)	50.0%	4
Art in Parks	12.5%	1
Park Regulations, Management (e.g. Integrated Pest Management)	50.0%	4
Funding for parks/future bond measure planning	50.0%	4
Master Planning	50.0%	4
Communications, Outreach to the public (e.g., website content, articles, events, etc.)	25.0%	2



5. How would you rate SPRAB meetings as far as organization, exchange of ideas, discussion, and presentations?

	Very Satisfied	Satisfied	Unsatisfied	Very Unsatisfied	Responses
Organization					
Count	7	1	0	0	8
Row %	87.5%	12.5%	0.0%	0.0%	
Exchange of Ideas					
Count	4	4	0	0	8
Row %	50.0%	50.0%	0.0%	0.0%	
Discussion					
Count	5	3	0	0	8
Row %	62.5%	37.5%	0.0%	0.0%	
Presentations					
Count	5	1	0	0	6
Row %	83.3%	16.7%	0.0%	0.0%	
Assistance and cooperation of City staff					
Count	1	0	0	0	1
Row %	100.0%	0.0%	0.0%	0.0%	
Public Input/Participation at Meetings					
Count	0	0	1	0	1
Row %	0.0%	0.0%	100.0%	0.0%	
Resources					
Count	1	0	0	0	1
Row %	100.0%	0.0%	0.0%	0.0%	
Room-Location					
Count	0	0	1	0	1
Row %	0.0%	0.0%	100.0%	0.0%	
Totals					
Total Responses					8

## 6. If you could change one thing at meetings, what would it be?

### ResponseID Response

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2 Nothing specific comes to mind.

3 No changes come to mind

4 More planned opportunities for creative brainstorming and testing of innovative programs.

5 I would like to have more time for members to propose and discuss new ideas for parks and rec along with community engagement. Simply adding time for "new business" would be helpful.

6 Include an agenda item for Board members to report on subcommittee work and any parks/recreation communication received from the community during the previous month.

7 I have only attend 1 meeting as a board member

8 I think we could be more strict at meetings regarding the public input process. There is a process for the public to provide input, but when members of the public speak up during board discussion, it is disruptive.

9 There isn't anything that particularly stands out. For me personally, I would appreciate them starting at 5:45 instead of 5:30. But I know that doesn't work for everybody.

7. Recognizing the existing demand on staff and board members' time, if you could add a NEW focus area for SPRAB or additional time devoted to a topic, what would it be? Items could be added to the Board's work plan and placed on an agenda as time allows.

<b>ResponseID</b>	<b>Response</b>
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2	Looking at ways to be more environmentally conscious on park maintenance.
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3	None come to mind.
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4	Learning lessons from other cities' park boards.
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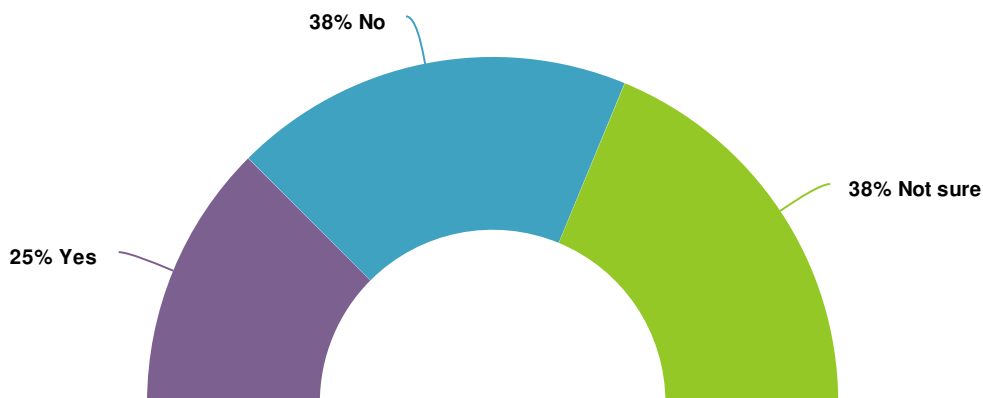
5	I would like to see a focus on connectivity. This would include physical connections between existing parks and trails (such as the Pringle Creek area) but also connectivity with other City and Community programs. This could be a partnership with the library similar to Nature Smart Library programs in other cities or opportunities to work with other local businesses and cultural institutions around shared goals.
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6	Parks stats on usage and include use of sports facilities. How do we know if the facilities are meeting the needs of the community?
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7	Additional focus on park sports activities as an economic benefit for the City and Parks system.
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9	Assessment of current community gardens, plans to promote, enhance, develop.
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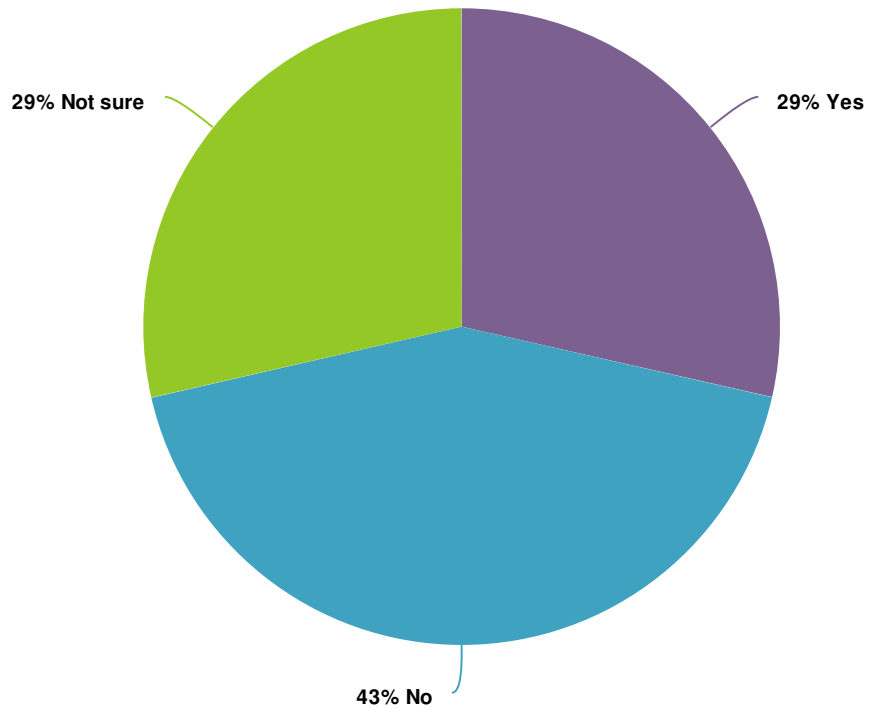
8. Would you support changing the bylaws to designate SPRAB to be the final decision-maker on all park master plans? (As opposed to making a recommendation to Council.)



Value		Percent	Responses
Yes		25.0%	2
No		37.5%	3
Not sure		37.5%	3

Totals: 8

9. Are there other changes to the bylaws you would like to see?



Value	Percent	Responses
Yes	28.6%	2
No	42.9%	3
Not sure	28.6%	2

Totals: 7

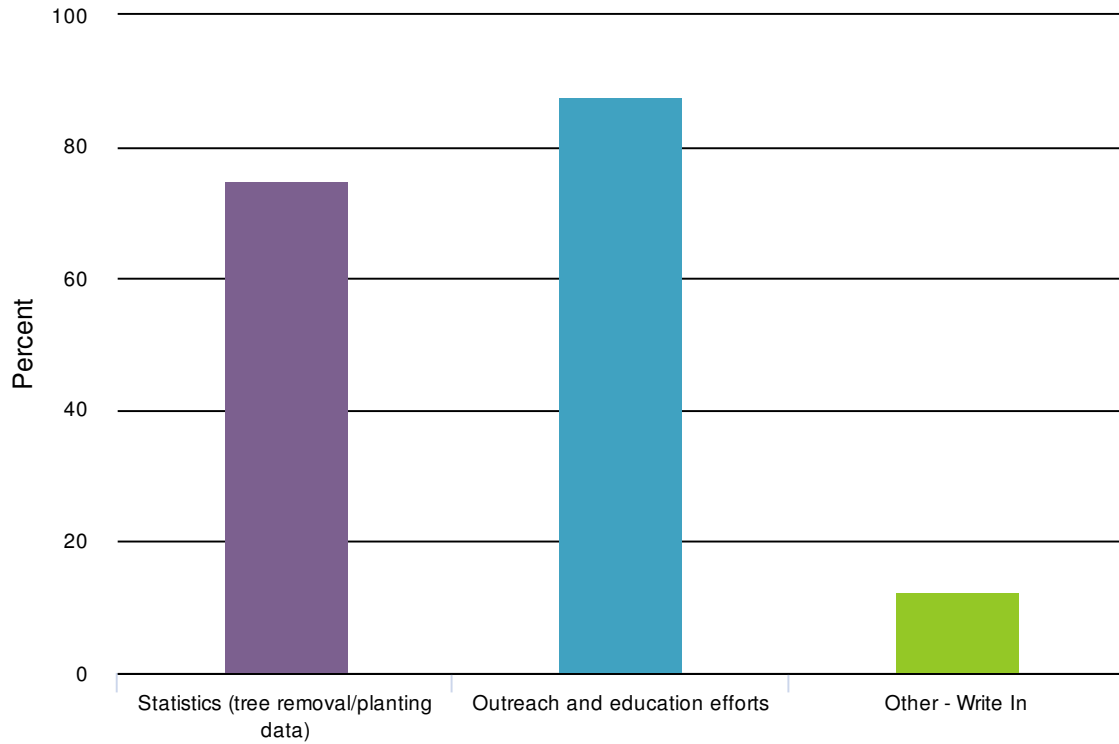
## 10. What would you like to change?




ResponseID	Response
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5	I believe the bylaws currently allow for 5 minutes of public comment but we typically allow for 3 minutes at meetings. That change should be reflected in a future update.
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9	Remove or modify: "Pursuant to SRC Chapter 86, the Public Works Director may, by administrative rule, establish rules of procedure for appeals of decisions on permit applications issued by the Director." from #10. Review "14. HEARINGS OF APPEALS" to verify applicability of all language describing the process. Is there anything in the bylaws or in language in SRC 13.080 and SRC 86.020 describing the duties and function of the Board that needs to be addressed in regards to social media or technology?
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### 11. What information would you like to receive in a monthly urban forestry report to the Board?



Value		Percent	Responses
Statistics (tree removal/planting data)		75.0%	6
Outreach and education efforts		87.5%	7
Other - Write In		12.5%	1

## 12. Is there anything else you would like to recommend or share?

### ResponseID Response

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2 I am always interested in how staffing and budget impact what the department is able to do. Since it is a public meeting, this does inform the public of what can realistically be done.

3 Could we make contact with the chairs of the neighborhood associations with regard to what their thoughts/concerns? It might be where we could have more direct communications with each NA and their parks concerns.

5 I would like to see more opportunities for SPRAB members to engage with the public to promote the parks and bring ideas back to the meetings. This could involve identifying ourselves at more events and creating a fact sheet about Salem parks and rec so board members are ready to share the latest information.

6 Need a better meeting/hearing room with more room, better access for the public to attend and provide input and better setup for presentations.

8 I think SPRAB is generally doing a good job.

9 My gratitude to the staff who ensure SPRAB members are informed and prepared for meetings, and also make sure everything is organized so that things run smoothly.



**TO:** Salem Parks and Recreation Advisory Board

**THROUGH:** Brady Rogers  
Neighborhood Enhancement Administrator

**FROM:** Suzanne Reynolds  
Code Compliance Supervisor

**SUBJECT:** **Expansion of Park Ranger Responsibility**

**ISSUE:**

Expansion of the Park Ranger's duties and service area to better serve the Community's needs.

**RECOMMENDATION:**

Information Only.

**SUMMARY:**

Staff plans to expand the Park Ranger's area of service to include additional City parks, as assigned by the Code Compliance Division, while still remaining focused on Minto Brown, Riverfront, Wallace Marine, and Marion Square.

Moreover, the Park Ranger will be sworn to enforce the additional Salem Revised Code Chapters:

- a. 47: Solid Waste Management, as it applies to Prohibited Dumping and Littering
- b. 50: Property Maintenance, as it applies to Junk Vehicles
- c. 102: Parking, as it applies to the Abatement of Junk Vehicles

**FACTS AND FINDINGS:**

The Park Ranger is currently providing service to only 4 of the 92 City Parks in Salem. The Ranger provides a wide variety of customer service, engaging and educating the public, while enforcing simple code violations, such as smoking in parks, dogs off leash, and unlawful parking.

The majority of complaints received regarding parks entail littering, graffiti, vandalism, noise violations, abandoned vehicles, unlicensed vendors, damaging plants or trees, and disturbing restricted natural areas. These complaints often pertain to parks outside of the Park Ranger's purview and must be addressed by Code Compliance Officers or the Salem Police Department.

Code Compliance and the Parks and Recreation Services Manager met regarding the Park Ranger position and are in agreement that providing the opportunity for the Park Ranger to expand his services to additional City Parks, when assigned by Compliance Services, along with increasing his authority to enforce additional Salem Revised Codes, would provide greater awareness of the Park Ranger program and greatly reduce the necessity for other departments to respond to Park Complaints. Although we would be increasing the Park Ranger's responsibility, the program will remain committed to the same level of service, continuing to deal with the common concerns he currently contends with.

Only a handful of the City's parks have violations consistent with the Park Ranger's enforcement capabilities. The Ranger is very well known in the 4 primary parks being serviced the last few years, however much of the public is unaware the program exists. Occasionally addressing conditions in additional parks as reported, would expand public awareness, as well as, remedy violations at these ancillary parks. The Park Ranger would still be expected to spend the majority of his time in the foremost parks assigned at the inception of the program, only showing his presence in secondary parks as directed.

#### **BACKGROUND:**

Salem added the Park Ranger position to the Public Works Department in August 2016. The position is now administered by the Code Compliance Division of the Community Development Department.

Now four years into the Park Ranger Program, it has become evident that the position would be of greater impact if the Park Ranger was provided a larger customer service area and greater enforcement capability than was initially proposed. Having the ability to assign the Ranger to respond to events at additional Community Parks would greatly increase the customer service provided to our citizens, taking very little time away from the program's core parks.

#### **Attachments:**

1. Park Ranger position Staff Report 16-172 with approved minutes



**Staff Report**

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**File #:** 16-172  
**Version:** 2

**Date:** 8/22/2016  
**Item #:** 3.3a.

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**TO:** Mayor and City Council  
**THROUGH:** Steve Powers, City Manager  
**FROM:** Peter Fernandez, Public Works Director

**SUBJECT:**

Increased work hours for the new Park Ranger position.

Ward(s): All Wards  
Councilor(s): All  
All Neighborhoods

**ISSUE:**

Shall City Council increase the position authority for the Park Ranger position from .50 FTE to .75 FTE to provide for enhanced enforcement and monitoring activities in City parks?

**RECOMMENDATION:**

Approve increase of the Park Ranger position from .50 FTE to .75 FTE.

**SUMMARY AND BACKGROUND:**

The adopted Fiscal Year 2016-2017 Budget funded a Park Ranger position in the Public Works Department. Because the City has not had a Park Ranger position in its work force for some time, staff worked to develop a scope and work schedule for the position.

The Park Ranger will provide day-to-day customer service, security and enforcement activities at Minto-Brown Island, Wallace Marine, Riverfront, and Marion Square parks. The Park Ranger will serve as an ambassador to park users by engaging with the public, providing assistance and responding to questions.

Further investigation led staff to believe that to get the best use out of the position the incumbent should be on duty for a substantial amount of time during the peak season. As a fully-funded part-time position, staff also believes that the incumbent should report to work 52 weeks per year (except for approved leave time related to vacations, illness, etc.). A schedule that addresses both of these

goals provides for 40-hour work weeks (10 hours per day Thursday through Sunday) from mid-June to mid-September, and 20-hour work weeks (exact hours and days to be determined) the rest of the year. This will result in about a 1,300 hours per year, rather than 1,040 hours.

This item was presented to Council at its August 8 meeting, and Council voted to defer consideration of this matter until the August 22 meeting. Council's discussion during the August 8 meeting centered on whether to limit the position to only Minto-Brown Island, Wallace Marine, Riverfront, and Marion Square parks. Based on Council's discussion, the park ranger position will be limited to Minto-Brown Island, Wallace Marine, Riverfront, and Marion Square parks.

### **FACTS AND FINDINGS:**

The FY 2016-17 adopted budget provides a total of \$52,500 for a .50 FTE Parks Ranger position. Upon analysis of an appropriate classification, work duties and schedule, staff determined that a .75 FTE position will better serve the needs of the community. The adopted budget authority will provide sufficient funding for the increased hours because a slightly lower classification is being proposed than originally assumed. The increase of .25 FTE will be manageable within the total budget authority for the position, and will provide for a variable year-round work schedule including 40-hour work weeks during the peak summer months and 20-hour work weeks during the remainder of the year. If the actual cost for the position differs from this estimate as the result of the employee's benefit selections or PERS status, any additional expense will be absorbed in the Parks Operations budget.

D. Patrick Dodge  
Senior Policy Analyst

#### Attachment:

1. Position Description and Job Duties for the position of Park Ranger

08/12/2016

# Park Ranger

August 12, 2016

**Introduction and Purpose** This document provides a summary of the recruitment, training and job expectations of the newly-funded Park Ranger position in the Public Works Department. It is the result of staff discussions on how best to use the position to address the security needs of the parks system given budget limitations and Budget Committee/City Council authorization. The information herein does not amend the official Human Resources classification system.

**Authorization** A part-time Park Ranger position was authorized by the Budget Committee in the FY 2016-2017 Public Works Budget. The position is budgeted for 1,040 hours and \$50,000.

The staff report presented to the Budget Committee included the following,

Park Ranger: As a half-time position, the park ranger would be assigned a Thursday through Sunday schedule for the months of April through October. Patrol responsibilities would involve all City parks, but focus on Minto-Brown Island, Riverfront, Wallace Marine, River Road, and Cascade Gateway. Monitoring and enforcement activities to be addressed by this position would include alcohol use, vending without a permit, compliance with dog leash rules, camping, and all other provisions of SRC Chapter 94 - Offenses in Parks. The park ranger position would perform general patrolling of high use areas and assist with the resolution of transient camps.<sup>1</sup>

Council will consider approving increase in the hours of the position to 1,300 on August 22, 2016. Based on the proposed classification of Code Enforcement Officer 1, the personal services costs are estimated at \$50,233 at the top of the pay scale (\$22.08/hour x 1,300 hours x 1.75). Additional start-up costs include vehicle, bicycle, radio, cell phone, uniform, and forms and pamphlets related to Park Administrative rules and *Salem Revised Code* provisions.

**Classification** *Park Ranger* does not exist in the City's Position Classification System. The position will be classified as a Code Enforcement Officer I. The required minimum qualifications will be as listed in the classification summary (with the exception of the items that relate to property issues). In addition:

- Proficiency in Spanish would be preferred;
- Experience or training in security;
- Physical expectations to include
  - Ability to ride a bicycle for extended periods of time; and
  - Ability to walk for periods of longer than an hour.

**Description** The Park Ranger position will provide day-to-day customer service, security and enforcement activities at the City's major parks. The Park Ranger will serve as an ambassador to park users by engaging with the public, providing assistance and responding to questions.

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<sup>1</sup> Information report to Salem Budget Committee, Agenda Item No: 4.h, May 4, 2016.

Security duties will include vehicular, bicycle and foot patrol of the parks and be limited to “eyes on the park” with a duty to contact the City’s public safety agencies if a situation warrants. Under no circumstances shall a Park Ranger engage in law enforcement actions typically associated with police duties such as enforcement of criminal activities or arrests.

Enforcement duties will be limited in scope to offenses in parks and non-complex investigations. These will include enforcement of *Salem Revised Code* and Parks Administrative Rules related to appropriate park use. Responsibilities will include field inspections of complaints of simple or singular violations, working with the park users to obtain voluntary compliance from responsible parties, and conducting follow-up inspections, where appropriate. From time-to-time formal enforcement actions, including the issuance of citations for infractions or civil penalties may be imposed.

**Day-to-day duties** The Park Ranger position will be assigned to the Department Director’s Office and the incumbent work cooperatively with the Department’s enforcement and policy staff. In discharging the duties of the position, the incumbent will be expected to closely coordinate with Parks Operations and Recreation staff, and be in daily periodic contact with Public Works Dispatch.

During off-peak periods the incumbent may be assigned to light custodial duties in parks, as appropriate. These may include cleaning up litter and garbage. The incumbent shall also carry out other operational duties as assigned.

Specific day-to-day duties will include the following.

1. While the Park Ranger will provide service exclusively to:<sup>2</sup>
  - a. Minto-Brown Island
  - b. Wallace Marine
  - c. Riverfront
  - d. Marion Square
  
2. Be sworn to enforce the following chapters of the *Salem Revised Code*<sup>3</sup>
  - a. 30: Licenses
  - b. 51: Event Sound Permits
  - c. 76: Permits, Streets and Public Ways
  - d. 90: Alcoholic Beverages
  - e. 93: Noise
  - f. 94: Offenses in Parks
  - g. 95: Miscellaneous
  - h. 104: Parades and Community Events

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<sup>2</sup> Per August 8, 2016, Council discussion and direction.

<sup>3</sup> The exact subsections of each SRC Chapter to be determined. Coordination with Parking Services and Compliance Services, and review by Legal, will be required to determine where there are overlap in services. Level of additional Reserve Officer training the incumbent will require will also need to be determined.

3. Patrol for park rules violations related to:
  - a. Alcohol and smoking/vaping
  - b. Dogs off-leash
  - c. Littering
  - d. Parking
  - e. Loitering
  - f. Unpermitted vending
  - g. Noise complaints
  - h. After hours use
  
4. Issue citations where appropriate and appear in Municipal Court when cases are contested. Incumbent will:
  - a. Prepare proper documentation when issuing a citation
  - b. Be knowledgeable of search and seizure laws
  - c. Have working knowledge of Municipal Court proceedings
  - d. Understand how to respond to requests for discovery
  
5. Spot and report to law enforcement and Parks Operations staff as appropriate issues such as:
  - a. Graffiti
  - b. Vandalized or broken equipment
  - c. Illegal camping
  - d. Homeless activity
  - e. Public intoxication and/or drug use
  - f. Downed and hazard trees
  - g. Any other hazards or criminal activity
  
6. Provide first aid where appropriate.
  
7. Support park facility reservations, including:
  - a. Resolving use issues
  - b. Opening and closing facilities
  - c. Assessing and supporting free speech issues
  
8. Provide customer service by responding to park user questions and provide information. Document complaints and concerns of park visitors for review.
  
9. Support park event and softball security and enforcement.

**Schedule** The Park Ranger position is a fully-funded part-time position, and is not intended to be a seasonal position. As such, it is important that the incumbent report to work 52 weeks per year (except for approved leave time related to vacations, illness, etc.). A sample schedule of work is as follows.

Month	Week 1	Week 2	Week 3	Week 4	Week 5	Total Hours
January	20	20	20	20		80
February	20	20	20	20		80
March	20	20	20	20	20	100
April	20	20	20	20		80
May	20	20	20	20	20	100
June	20	20	40	40		120
July	40	40	40	40		160
August	40	40	40	40	40	200
September	40	40	20	20		120
October	20	20	20	20		80
November	20	20	20	20	20	100
December	20	20	20	20		80
Annual Total:						1,300
Highlight indicates anticipated peak season.						

During the peak season, the incumbent will be scheduled to work 10-hour days Thursday through Sunday. Start and stop times will vary depending on need. During the remainder of the year the days of the week and the start and stop times will be assigned based on need, but will not exceed 20 hours per week.

**Equipment** The Park Ranger will be equipped with a vehicle, a bicycle, cell phone, and radio and OC/Pepper spray explicitly for purposes of self-defense from individuals and dogs.

**Uniform** The Park Ranger will be provided a uniform that clearly identifies the incumbent.



- 3.2b. Resolution to join the Healthy Eating Active Living (HEAL) Cities Campaign

Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): All neighborhoods

**Attachments:** [Resolution No. 2016-40](#)  
[HEAL Cities Policy Menu](#)  
[Heal Matrix \(8-10-16\)](#)

**Adopted Resolution No. 2016-40 to join the Healthy Eating Active Living (HEAL) Cities Campaign.**

### 3.3 ACTION ITEMS

- 3.3a. Increased work hours for the new Park Ranger position.

Ward(s): All Wards  
Councilor(s): All  
All Neighborhoods

**Attachments:** [Park Ranger Position Description and Job Duties.doc 1.docx](#)

**Approved increase of the Park Ranger position from .50 FTE to .75 FTE.**

- 3.3b. Police Mobile Command Vehicle

Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): All Neighborhoods

**Attachments:** [Command Vehicle Photo 7 21 16](#)  
[FEMA Controlled Equipment Request](#)

**Approved FEMA Controlled Equipment grant application for funding a police mobile command vehicle.**

- 3.3c. Fourth Amendment to the Purchase and Sale Agreement with Sustainable Fairview Associates, LLC

Ward(s): 3  
Councilor(s): Nanke  
Neighborhood(s): Morningside

**DATE:** May 14, 2020

**TO:** Salem Parks and Recreation Advisory Board

**FROM:** Robert D. Chandler, PhD, PE  
Assistant Public Works Director

**SUBJECT: Preview of upcoming amendments to Administrative Rule 109-500-001, Trees on City-owned Property**

**ISSUE:**

Provide a preview of upcoming amendments to Administrative Rule 109-500-001, Trees on City-owned Property

**RECOMMENDATION:**

Information only.

**SUMMARY:**

*Salem Revised Code* (SRC) Chapter 86 establishes unified and consistent regulations related to planning, planting, maintaining, and removing trees located on City-owned property. Administrative Rule 109-500-001 provides additional requirements, practices, methods, criteria, and other details necessary to implement SRC Chapter 86. City staff are working on two sets of amendments to the administrative rule: (1) amendments clarifying roles and responsibilities when the Director refers a City project to SPRAB; and (2) amendments updating the list of approved street trees and providing guidance regarding tree appraisals and restoration plans for trees removed in violation of SRC Chapter 86.

1. The first set of amendments to the administrative rule will provide procedures to follow when the Director refers a City project to SPRAB for consideration because the project contemplates removing City trees. These amendments also require changes to SRC Chapter 86 and are not expected to be taken up by Council until later this summer. SPRAB will be given an opportunity to review and provide feedback on the proposed revisions to SRC 86 and Administrative Rule 109-500-002 before the matter is presented to Council for consideration.
2. The second set of amendments to the administrative rule requires certain information be provided to the owner or occupant violating SRC Chapter 86,

establish the methodology for tree appraisals, describes the procedures for restoration plans following a violation of SRC Chapter 86, and updates the list of approved street trees. The amendments are currently in draft form and are under review by City staff.

Notice of Violation. This proposed section of the administrative rule draws its authority from SRC 20J.160 and pertains to the notice informing an owner or occupant of a violation of SRC Chapter 86. In addition to information listed in SRC 20J.160, four other items are to be included in the notice: (1) the amount of fine being assessed; (2) the appraised value of the tree(s) removed; (3) the estimated cost for the City to restore the damaged area; and (4) the restoration plan prepared by the Urban Forester.

Appraising the value of regulated trees. This proposed section of the administrative rule draws its authority from SRC 86.105(c) and 86.120(c)(1), which require the City to calculate the value of each tree that has been removed in violation of the code. The calculations are done in accordance with the most current edition of *Guide for Plant Appraisal*, a document authored by the Council of Tree and Landscape Appraisers. The drafted section of the administrative rule specifies the methodology for appraisals, lists required information, provides means to appraise the value of a tree if certain information is unobtainable, and establishes criteria if appealed.

Restoration plans. This proposed section of the administrative rule draws its authority from SRC 86.105(c) and SRC 86.120(c), which establish that a person violating the code is responsible for restoring the damaged area in conformance with a plan approved by the Director. In this drafted section, responsibility for preparing the restoration plan is assigned to the City's Urban Forester. The Urban Forester will then provide a cost estimate to the responsible party who will deposit into the City Tree Fund an amount equal to either the estimated cost of the restoration plan or the appraised value of the removed tree(s), whichever is greater. The City will own the planted trees, is responsible for implementing the restoration plan, and will be responsible for maintaining the trees.

Revised Street Tree list. The Recommended Street Tree list (Appendix A of the rule) will be revised to reflect the information and recommendations provided in the 2019 street tree inventory. To improve the resiliency of Salem's urban forest, fewer maples and more varieties of other species are reflected in the new list.

May 17, 2020

Preview of upcoming amendments to Administrative Rule 109-500-001, Trees on City-owned property

Page 1 of 2

## **FACTS AND FINDINGS:**

1. A City Council work session scheduled for May 18, 2020, on "Salem's Trees and Programs" has been postponed. At this work session, Council was to be briefed on the proposed administrative rule amendments for appraisals and restoration plans. No new date has been set for the work session.
2. Public Works staff are preparing a final draft of the proposed amendments to Administrative Rule 109-500-002 that regard notice, appraisals, renovation plans, and approved street trees. The amendments will be presented to SPRAB for review and feedback prior to proceeding with public notice.
3. The process for adopting, amending, or repealing administrative rules are provided in SRC 20J. In summary, the process involves four steps: (1) notice of rulemaking; (2) opportunity for comment; (3) Council review, which only applies if there is a Council motion; and (4) issuance by the Director.