



City of Salem Salem Parks and Recreation Advisory Board

June 13, 2024
1:00- 2:30 p.m.

Hybrid Meeting

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

Via Zoom: <https://us02web.zoom.us/j/82761827488>

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

Si necesita ayuda para comprender esta información, por favor llame 503-588-6336.
Para asistencia en español, llame al 503-540-2489.

PARTICIPANTS

Board Members

Keith Norris, Chair; Dylan McDowell, Vice-Chair; Alan Alexander; Mauricio Flores, Zachery Hammerle; Alan Holland; Joan Lloyd; Debbie Miller

Staff

Jennifer Kellar, Parks and Recreation Division Manager; Rob Romanek, Parks Planning Manager; Becky George, Recreation Supervisor; Milan Davis, City Urban Forester/Parks Supervisor; Leann Moore, Parks and Recreation Staff

AGENDA

1. Welcome and Call to Order
2. Approval of May 2024 Minutes
3. Public Comment - Appearance of persons wishing to address the Board on any matter other than those which appear on this agenda.
4. Board Items/Presentations
 - a. Amendment and restatement of an agreement between the City of Salem and Willamette University for use of Spec Keene Stadium, McCulloch Stadium, and Bush's Pasture Park – *Rob Romanek* (15 minutes)

Recommendation: Endorse and forward the proposed amendment and restatement of an agreement for use of John Lewis Field, McCulloch Stadium, and Bush's Pasture Park to the Salem City Council.

5. Board Member Updates
 - a. Research Committee Assignments
 - b. SPRAB Letter on Parks and Recreation Budget
6. Information Reports – written
 - a. Parks and Recreation Division Monthly Report
 - b. Parks Damage Report
7. New Business
8. Adjourn

Next Meeting: August 8, 2024

Interested persons may view the meeting online on [YouTube](#). Please submit written comments on agenda items, or pre-register to provide Public Comment on items not on the agenda, by 5 p.m. or earlier one day prior to the day of the meeting at salemparks@cityofsalem.net.

Special accommodations are available, upon request, for persons with disabilities or those needing sign language interpretation, or languages other than English. To request accommodations or services, please call 503-588-6336 (TTD/TTY 503-588-6439) at least two business days in advance.

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, source of income and housing status, as provided by Salem Revised Code 97. The City of Salem also fully complies with 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.



Board Meeting Minutes
April 16, 2024

In Attendance

Melissa Bazargani
Julia Battle
Gretchen Carnaby
Maureen McGee
Kathy Savicki
Emily Standish
Mike Weber

NOTES	ACTIONS
<p>1. Agenda: Maureen called the meeting to order and reviewed the agenda.</p>	
<p>2. Minutes: Gretchen moved and Julia seconded approval of the March minutes. Motion passed.</p>	
<p>3. Financial Report: The February and March reports were reviewed. Melissa moved and Emily seconded that we remove in-kind contributions from the line-item budget and replace it with a separate spreadsheet showing donated purchases for MSPC which can be documented with receipts. Motion passed. Julia moved and Mike seconded an amendment to the 2024 budget to reflect \$2000 of anticipated income and expenses for the Old Rose collection. Motion passed. Mike moved and Julia seconded that we combine our reserve bank account with the checking account, and add Melissa as a signer. Motion approved.</p>	<p>Kathy will convey these changes to Gary.</p>
<p>4. Regular Reports:</p> <ul style="list-style-type: none"> • Volunteer Coordinator. Emily reported a good turnout of Tuesday volunteers and that shifts for the plant sale are mostly covered. • Garden Management: Mike reported that 3 additional yards of hemlock mulch will be ordered to complete the spring work in the Woodland Garden. He will order a memorial sign to recognize donation of the Woodland Garden trees. We decided to develop a spreadsheet noting information about all of the memorial trees we have planted. Old Rose garden work is anticipated to continue all summer. Mike is meeting with Brian and Amy at least weekly to ensure that the volunteer work schedule reflects their priorities. Gretchen and Patti have purchased most of the herbs to plant in front of the conservatory, and Patti will lead the planting based on Gretchen’s design. 	<p>Mike will develop the spreadsheet, including information Melissa found on PayPal.</p>

<p>5. Old Business:</p> <ul style="list-style-type: none">• Development/fundraising Plan: Maureen and Mike have drafted a monthly calendar for communication with our partners and donation opportunities. The goal is to have a full development plan in place by the end of 2024.• Data and Software Services: Melissa now has access to QuickBooks and could back-up Gary if needed. She and Christine will be doing our taxes on Friday. Passwords have been updated and a corrected list is in Dropbox. She is working on updated phone numbers for accounts needing 2 factor identification. Currently we are locked out of our email account and she is researching a solution. Most of the software expenses look reasonable, but she recommends we stop paying for unneeded domain services and move \$2000 from the PayPal account into our bank account. Melissa has been able to get access to the website to add the plant sale information, and will explore what other updates she can do. We need to explore integrating our NEON data with MailChimp.• Plant Sale: Planning on track, including snacks for volunteers.• Education: Julia will be teaching 1-2 days per week for the SAA summer children’s art classes. She has purchased 10 holders for educational signs to post in the Park. We revisited the planning for a solstice scavenger hunt and decided to start small and not include a flyer in the AgFest event as previously planned.• Walking Tour: This partnership event was well attended and went well, except that it was difficult for the large group to hear the leaders. Suggestions for next year include either finding a portable sound system or splitting up a large group. We need to have MSPC sign-up sheets at all events.• Donor Party: After further discussion, the donor party scheduled for July is cancelled, with the intention that we hold a donor party at the end of a major project, or biennially.• Garden Manager Recruitment: The job description from the previous recruitment was distributed.• Willamette Baseball: Maureen has been attending all public meetings and stating our neutrality. As a major stakeholder in the Park, our role is to ensure that the City review of the application follows the CLMP process.	<p>All Board members are asked to review the plan and send comments to Maureen by mid-May, with a new draft for the May meeting.</p> <p>Maureen will inquire about potential contractors for website and e-newsletter work.</p> <p>All Board members are asked to send a list of website issues to Melissa.</p> <p>Maureen will clarify which activities qualify as ‘events’ and require City permission.</p> <p>Kathy will ensure that our sign-up sheets are not packed away with the plant sale materials.</p> <p>Board members are asked to review the job description and send comments to Maureen.</p>
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6. New Business:

- **Rhody Hillside:** The City has scheduled a clean-up day on April 19. SCAN members are organizing a neighborhood group to work there, in partnership with South High.
- **Greenhouse Hours:** Brian will reach out to City Parks staff to inquire about a solution to their erratic opening of the Conservatory. For now, we will put up a sign listing open hours as Monday through Thursday.
- **City Parks Budget:** Maureen reviewed opportunities for input into the City budget process.

Next meetings
May 28, 12:00
June 24m 12:00

Salem Parks and Recreation Advisory Board

(SPRAB)

May 31, 2024

Mayor and City Council, City of Salem
555 Liberty St. SE, Room 220
Salem, Oregon 97301

Dear Mayor Hoy and City Council,

I'm writing on behalf of the Salem Parks and Recreation Advisory Board, expressing our support for the Budget Committee's recommendation to restore funding to parks and recreation services in the FY25 budget. We encourage you to enact those measures as you move the budget forward.

We recognize that the City faces difficult budget decisions in the coming year. However, our Board strongly believes that the benefits of park access, recreation programs, and robust green space vastly outweigh the relatively low cost needed to provide these services to our entire community.

Prior to the recent action taken by the Budget Committee, Salem's Parks and Recreation services were facing a total of \$1,100,000 in cuts, \$700,000 in reductions from Parks and \$400,000 from Recreation. These cuts would have reduced services, closed many splash pads and restrooms, and cut popular programs like Movies in the Park and Kids Relays. We are grateful that the Budget Committee chose to restore a portion of the total funding to ensure some of these programs and services can continue.

However, the \$422,000 of the proposed cuts restored for parks and the \$96,000 restored for recreation still leave a 40% gap from Parks current operating level. The budget's partial restoration is an important step but will not fully restore what the City has typically provided. Without the partial restoration, however, Salem residents will experience drastically diminished services in their parks.

Parks, green space, and recreation programming provide proven benefits for mental and physical health, community engagement, and reducing climate impacts. These spaces also provide accessible opportunities for residents of all income levels and backgrounds. We have heard from community members concerned about these cuts and their ability to enjoy and engage in our community. SPRAB is proud of what our City's parks and recreational opportunities offer our community, and we encourage you to do what you can to ensure it is something our community can remain proud of.

We appreciate your attention to these issues and the tough decisions ahead. We encourage you to enact the Budget Committee's recommendation to restore funding to parks and recreation services in the coming year and ensure benefits are available to our entire community.

Sincerely,



Keith Norris
Chair
Salem Parks and Recreation Advisory Board

SALEM PARKS AND RECREATION ADVISORY BOARD (SPRAB) MEETING

Parks and Recreation Division Update – June 2024

1. Events/Facility Use

- We continue to receive and process a high volume of facility use requests. The number of expected events with finalized or pending permits at Riverfront Park is as follows: June (27), July (22), August (26), September (15), October (5), November (1), and December (1).
- Staff continue to prepare for the July 4th Fireworks Display at the Oregon State Fairgrounds. This year's event includes a demolition derby, a kid's zone, and live music, as well as a free 20-minute fireworks show.

2. Youth Recreation Programs

- The first STRIDE Run/Walk of the year was held in Bush's Pasture Park on May 18th. A total of 115 people participated in the 5K event including City of Salem employees attending on behalf of the City Wellness program, and a local elementary school running club.
- Due to the uncertainty of the budget and potential program reductions, Recreation staff have been working with members of the Communications Team to promote summer program opportunities. A City Council Budget Public Hearing and Deliberation will be held on June 10. Should programs and events be reinstated, staff will focus efforts on updating the public on recreation opportunities.
- We have Pickleball Match Play taking place on Thursdays at Woodmansee Park. The beginning and intermediate Pickleball classes are near capacity.
- We're in the process of onboarding approximately 25 seasonal and part time staff to work in our youth sports/neighborhood recreation programs.

3. Softball and Kickball Leagues/Tournaments

- League play started back up on May 9th after 14 days of rain that canceled league and tournaments.
- The complex has tournaments scheduled every weekend with the next highlight being our second Play for a Cure Oregon Fundraising tournament of the year. The Reach for the Stars Girl's Fastpitch will have 34 teams from all over the Northwest participating.
- Summer league registration is closed. All leagues are full with waiting lists on several nights. We even created a single game coed league on Wednesday nights with the waiting list from the Monday single game league.
- Depending on when we finish the spring league, we'll start summer league sometime in June.
- League is running 59 games a week on Monday, Tuesday, Thursday, and Friday nights. This serves approximately 1,064 players and 1,500 spectators a week.

4. Vote for Minto-Brown Island Park for USA Today's 10Best Dog Parks in the Country

Help us celebrate Minto-Brown Island Park's off-leash dog area by voting in USA Today's 10Best contest. You can vote once a day through June 24! This is a fantastic opportunity to showcase one of Salem's most cherished outdoor spaces on the national stage. Please follow the link and vote for Minto-Brown Island Park as the USA's Best designated off-leash dog area:

<https://10best.usatoday.com/awards/travel/best-dog-park-2024/minto-brown-island-park-salem-oregon/>

5. Individual Park Master Planning

- Fairview Park Master Plan Revisit and Refinement – After the second round of community engagement, where two new park concepts were reviewed, the project team evaluated feedback received through pop-up events, targeted stakeholder interviews, and an online survey. On June 10, Parks Planning staff and project consultant Cameron McCarthy Landscape Architecture and Planning held an internal design workshop to begin refining the two concepts into a draft preferred concept that addresses the community’s needs and vision for the site's future development. This refinement process will continue through June, with community review of the preferred plan scheduled for late summer, followed by SPRAB’s review in the fall.
- Fisher Road Park Master Plan – The project consultant, GreenWorks PC, has developed preliminary park design concepts, and the project team is now preparing for a second round of community engagement to review and collect feedback. These designs incorporate various features and amenities, reflecting input previously gathered from the community. The project team is also preparing for the next Park Ambassadors meeting. The main agenda topics will include a presentation of the two concepts, discussion of how these concepts respond to the first round of community feedback, and dialog about the Ambassadors’ next assignments. These assignments are: 1) presenting the concepts to their focus groups and collecting further feedback, and 2) promoting neighborhood participation in the upcoming public Open House #2, scheduled for 6:00 pm on Monday, June 17 at the Boys & Girls Club (3805 Lancaster Drive NE).

6. Park Improvements

- Rees Park Playground Equipment Replacement — We are nearing the completion of the playground equipment replacement project at Rees Park, located at 1545 Rees Hill Road S. The project is progressing very well! To celebrate the upgraded playground, we’re hosting a neighborhood event on June 18. Please consider joining Councilor Gwyn, Park staff, and the surrounding neighbors to celebrate this achievement.
 - Location: Rees Park, 1545 Rees Hill Road S
 - Date/Time: Tuesday, June 18, 2024, from 11 am to 1 pm
 - Parking is available of nearby local streets
- Minto-Brown Island Parking Lot Improvements – The project contractor, Knife River, has begun constructing improvements to Parking Lot #2. While this parking lot is closed for construction, alternative parking is available at Parking Lot #3 and the nearby overflow area. Park staff and the City Communication team have installed signage to guide park users through the construction areas. We also request that dogs be kept on leashes until they reach the designated off-leash area.

The City’s construction contract with Knife River allows for 45 days to complete Lot #2 and 90 days for Lot #3.

This project is the first park upgrade funded by the 2022 Safety and Livability Bond, aimed at enhancing visitors' experience with improved parking facilities.

- Targeted Open House for Livingston Park Playground Rehabilitation and Hoover Park Sport Court Replacement – Parks Planning is collaborating with consultant Cameron McCarthy Landscape Architecture and Planning to engage Latino, Black, and Pacific Islander residents around Livingston Park and Hoover Park in planning bond-funded park upgrades. At Livingston Park, we plan to

replace the playground equipment, and at Hoover Park, we are preparing to reconstruct the athletic courts. Both projects are scheduled for construction in 2025, thanks to funding from the 2022 Safety and Livability Bond.

To initiate this engagement, we are holding a public event at Hoover Elementary School aimed at engaging residents we do not typically hear from, though everyone is welcome to attend. The event is being promoted through targeted outreach and is the first of two planned events. The second event will take place in late summer or early fall to review design concepts for sport court programming at Hoover and play equipment options at Livingston. That event will likely be held at Washington Elementary School, closer to Livingston Park.

- Location: Hoover Elementary School cafeteria, 1104 Savage Road NE
- Date/Time: Tuesday, June 11, 2024, from 4-6pm

An online survey will be launched in advanced on the event, and the survey will be advertised more broadly to the neighbors served by these parks.

- Morningside Park Playground Rehabilitation and Sport Court Replacement – In 2025, the City plans to make significant upgrades to Morningside Park, replacing the aging playground equipment and multi-use sports court with new, modern facilities. To guide the selection of new playground equipment and gather input on the replacement court, Park Planning is preparing to engage surrounding neighbors through an online survey and at the upcoming Morningside Neighborhood Association Annual Member Open House on June 12.

Similar to the Livingston Park playground project, a second round of neighborhood engagement is planned for late summer to review play equipment options.

- Thorp Park – Replacement of slide completed due to vandalism-related activity.
- Bryan Johnston Park – Replacement of swings completed due to vandalism-related activity.

OBJECTID	PARK_NAME	FREQUENCY	IM_cleanup_durati
1	Bill Riegel Park	1	30
2	Bush's Pasture Park	1	15
3	Civic Center / Library	1	
4	Geer Community Park	6	230
5	Gilbert House Children's Museum	1	
6	Highland Park	1	15
7	Hoodview Park	4	150
8	Hoover Park	4	175
9	Lee Park	2	165
10	Livingston Park	1	30
11	Mill Race Beautification	2	
12	Northgate Park	5	165
13	River Road Park	1	40
14	Riverfront Park	11	455
15	Stephens-Yoshikai School Park	1	15

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