



City of Salem Salem Parks and Recreation Advisory Board

February 12, 2026

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/82216243520>

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

Rick Hartwig, Chair; Alan Holland, Vice-Chair; Chris Donaldson; Mauricio Flores; Zachery Hammerle; Sigrid Olsen; Delight Walker; Fraser Wick

City Council Liaison

Councilor Micki Varney

Alternate-Councilor Linda Nishioka

Staff

Jennifer Kellar, Parks and Recreation Division Manager; Rob Romanek, Parks

Planning Manager; Leann Moore, Parks and Recreation Staff Assistant

AGENDA

1. Welcome and Call to Order
2. Approval of Minutes from December 11, 2025, and January 8, 2026
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. Mission Street Park Conservancy 2026 Work Goals – *Chair Hartwig* (5 minutes)

Summary: Each year, the Mission Street Parks Conservancy collaborates with the City to develop annual goals for their work and events in Bush's Pasture Park. The plan includes three sections: maintenance, projects, and events. It details proposed maintenance activities, projects beyond routine upkeep, and events requiring

permits. The plan must be approved by the City before any activities or events commence.

Recommendation: Endorse and forward the Mission Street Parks Conservancy 2026 Annual Work Goals to the Community Services Department with a recommendation of approval.

- b. Park Planning Practice Spotlight: Community Engagement – *Rob Romanek* (15 minutes)

Summary: As the City begins a multi-year initiative to update the Salem Comprehensive Park System Plan, Parks Planning staff will be spotlighting key technical aspects of their work to build broader awareness of what this effort entails and how an updated plan will guide the long-range evolution of the park system. The first spotlight will focus on Community Engagement, highlighting how staff design and implement inclusive engagement processes; facilitate public participation; synthesize community feedback; and integrate stakeholder priorities into planning outcomes.

Recommendation: Information and discussion.

- c. Review Neighborhood Association Outreach Materials and Assignments – *Chair Hartwig* (15 minutes)

Summary: Since 2023, SPRAB has actively engaged in outreach to neighborhood associations citywide, with an emphasis on relationship-building and promoting the City's parks and recreation programs, including the Salem Park Improvement Fund. To continue this work in 2026, SPRAB will discuss member outreach assignments to specific neighborhood associations, the overall approach and mutual expectations for engagement, and identify any needed updates to outreach materials to better support members in their individual efforts.

Recommendation: Information and discussion.

- d. Wallace Natural Area Enhancement Project Consultation – *Rob Romanek* (20 minutes)

Summary: The City of Salem is initiating a long-range planning effort for the Wallace Natural Area, with the goal of protecting the site's natural resources while supporting safe, low-impact public use. In response to community feedback, staff are intentionally slowing the process and beginning with technical study and broad consultation—inviting SPRAB and community members to help shape priorities and guide any future improvements before any design or construction decisions are made.

Recommendation: Information and discussion.

- e. McKay Park Bond Project Update – *Rob Romanek* (10 minutes)

Summary: McKay Park will receive major improvements in 2026, funded by the 2022 Safety and Livability Bond. Planned improvements include extensive pathway repaving; redevelopment of the two existing soccer fields; construction of a reservable picnic shelter with food truck utility hookups; installation of two single-stall, prefabricated stainless steel restrooms; and related utility and site improvements. Staff will provide an update on final design elements, project schedule, budget status, and anticipated temporary construction impacts.

Recommendation: Information and discussion.

5. Council Liaison Updates (10 minutes)
6. Board Member Updates (10 minutes)
7. Information Reports – written
 - a. Parks and Recreation Division Report
 - b. Mission Street Parks Conservancy Meeting Minutes from Dec. 2, 2025
8. New Business
9. Adjourn

Next Meeting: March 12, 2026

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.



City of Salem

Salem Parks and Recreation Advisory Board (SPRAB)

December 11, 2025

[Hybrid Meeting](#)

Draft Minutes

Members Present

Keith Norris, Chair
Rick Hartwig, Vice Chair
Debbie Miller
Al Holland
Alan Alexander (via Zoom)
Zachary Hammerle (via Zoom)

Members Absent

Mauricio Flores
Sigrid Olsen

Staff Present

Jennifer Kellar
Rob Romanek
Leann Moore (via Zoom)
Kathleen Swarm
Billy Powers
Melinda Moon

City Council Liaison Present

Micki Varney

1. Call to Order and Roll Call

- a. Chair Keith Norris called the meeting to order at approximately 2:00 p.m.

2. Approval of Minutes

- a. October minutes and November Park Tour minutes
 - Motion by Vice Chair Hartwig, second by Member Al Holland
 - Minutes approved

3. Public Comment

- a. Ken Beerley (Ward 8, Chair of Glen Gibson Creek Watershed Council)
 - Expressed appreciation for the revised planning process for the Wallace Marine Park Natural Area.
 - Voiced strong support for the proposed natural area designation.
 - Offered participation on the technical advisory committee.
- b. Mike Weber
 - Spoke in support of oak tree preservation and urban forestry practices.
 - Thanked SPRAB for supporting no-mow policies and white oak protection.

4. Board Items/Presentations

- a. Annual Softball Program Update – Billy Powers, Softball Program Manager
 - Discussed field availability challenges and coordination with schools.
 - Noted partnerships with local athletic directors and coaches.
- b. Permit-Based Facility Use and Park Reservations – Kathleen Swarm, GFSRA Program Manager
 - Reviewed park facility rentals for events.
 - Provided overview of reservation trends and usage data.
- c. Recreation Program Highlights – Melinda Moon, Youth Programs and Event Manager
 - Launch of NFL Flag Football program with strong participation.
 - Plans to expand spring programming.
 - Successful football skills and scrimmage program.
 - Summer program adjustments occurred due to uncertainty with levy outcome during the typical off-season planning period.
- d. 2025 Park Tour Debrief
 - Members shared observations and discussed the value of touring parks as a board.
- e. Neighborhood Association Outreach
 - Members discussed neighborhood outreach efforts and challenges.
 - Emphasized the importance of early engagement to align with neighborhood schedules.
 - Noted coordination challenges related to summer schedules and grant timelines.
- f. 2026 Annual Work Plan Development
 - Staff reviewed requirements for development of the 2026 annual work plan.
 - Meeting schedule to be finalized at the January 2026 meeting.
 - Committee assignments deferred pending legal review and onboarding of new members.
 - Members reviewed the 2025 work plan and discussed timing and importance of Capital Improvement Program (CIP) check-ins and interest in exploring multiple park tours for 2026.

5. City Council Liaison Update – Councilor Micki Varney

- a. Salem's Housing Production Strategy.
- b. Proposed changes to the City's tree code to support housing density.
- c. The importance of SPRAB engagement related to urban forestry impacts.

6. Board Member Updates

- a. None

7. Written Information Reports

- a. No questions or comments from board members.

8. New Business

- a. Staff announced items anticipated for the January 2026 meeting:
 - Nomination and election of SPRAB officers for 2026.
 - Review of SPRAB membership requirements at the request of the City Attorney.
- b. New SPRAB members announced: Frasier Wick, Delight Walker and Chris Donaldson

9. Farewell and Recognition of Outgoing Members

- a. Outgoing board members were recognized for their service.
- b. Certificates of appreciation were presented.

10. Adjournment

- a. The meeting was adjourned at 3:52 p.m.



City of Salem

Salem Parks and Recreation Advisory Board

January 8, 2026

[Hybrid Meeting](#)

Draft Minutes

Members Present

Rick Hartwig, Chair
Al Holland, Vice Chair
Sigrid Olsen
Fraser Wick (via Zoom)
Chris Donaldson

Members Absent

Mauricio Flores
Zachary Hammerle
Delight Walker

Staff Present

Jennifer Kellar
Rob Romanek
Leann Moore

City Council Liaison Present

Micki Varney

1. Call to Order and Roll Call

- Member Hartwig called the meeting to order at approximately 2:00 p.m.

2. Approval of Minutes

- December 11, 2025 minutes were not available to approve

3. Public Comment

- No public comment received

4. Board Items/Presentations

a. Officer Nominations & Elections (Reorganization of agenda)

- **Chair Nominations:** Member Hartwig – No additional nominations
 - Vote: Member Hartwig elected Chair
- **Vice Chair Nominations:** Member Holland – No additional nominations
 - Vote: Member Holland elected to Vice Chair

b. Work Plan Review and Adoption

- Key work plan elements reviewed.
- Tree/Arboriculture committee: Member Chris Donaldson volunteered to participate
- Salem Park Improvement Fund application review: Vice Chair Holland volunteered to assist

Salem Parks and Recreation Advisory Board
Minutes from January 8, 2026

- Motion by Vice Chair Holland to adopt the work plan as presented with noted changes, second by Member Donaldson
 - Motion passed

 - c. Adoption of 2026 Meeting Schedule
 - Staff presentation of proposed schedule.
 - Discussion regarding changing the start time to 1 p.m.
 - Motion by Member Donaldson to adopted meeting schedule as presented by staff, seconded by Member Wick
 - Motion passed

 - d. 2025 Annual Report to City Council
 - Board reviewed proposed annual report
 - Report described as streamlined and concise
 - Staff noted report would be professionally formatted by graphic design staff prior to submission
 - Motion by Vice Chair Holland to approve the report as presented, seconded by Member Donaldson
 - Motion passed

 - e. Mission Street Park Conservancy – Goals and Presentation – Julia Battle and Mike Webber
 - Presentation Highlights:
 - Park preservation and volunteer stewardship: Protect historic features and oak trees, maintain gardens, and support interpretive programs through strong volunteer participation (30 people weekly, ~1,300 hours annually).
 - Future initiatives: Address tree losses, explore a conservancy-funded nature play area near the amphitheater, and consider a themed name to boost engagement.
- 5. Quorum lost/Adjournment**
- Meeting abruptly ended at approximately 2:45 p.m. due to loss of quorum.



Board Meeting Minutes
December 2, 2025

In Attendance

Julia Battle
Joe McNally (ex officio)
Kathy Savicki
Patti Sieg
Emily Standish
Mike Weber

NOTES	ACTIONS
1. Call to Order: Julia called the meeting to order.	
2. Minutes: Mike moved and Patti seconded approval of the November minutes. Motion carried.	
3. Financial Report: The November reports were distributed via email. Year to date expenditures are included in the draft budget.	
<p>4. REGULAR REPORTS:</p> <ul style="list-style-type: none"> • Garden Management: Mike and Joe are researching a power edger adequate to manage the rose beds. Joe reported that the City has contracted for repair of 7 glass panels in the conservatory and is seeking bids for repointing all of the glass. Winter tasks for volunteers when the weather allows include using the remaining cobbles between the Woodland Garden and the conservatory, edging rose beds, pruning, and mulching tree circles. Gretchen now has a number of unnamed crabapple and maple trees propagated from Bush Park scions by Lucille Whitman. • Volunteer Coordinator: Emily is organizing coffee get togethers for volunteers on Tuesdays. She will recruit volunteers to be available to assist with special projects and events. • Educational events: Julia has organized a mycology walk on January 24. A rose pruning workshop is scheduled for February 3, with the 10th as a back-up date in case of bad weather. We will ask the Monday Rosarians to plan a similar workshop for a Saturday. Both will be open to the public, and we will plan a coffee break for both to allow us to connect with attendees. 	<p>Joe will bring more wheelbarrows from Deepwood.</p> <p>Gretchen will identify the trees; Joe and Mike will determine placement.</p> <p>Emily will do an article on the need for the January newsletter.</p> <p>Emily will coordinate with Steve for the Saturday session and with Amanda for publicity and goodies.</p>

<p>5. OTHER BUSINESS</p> <ul style="list-style-type: none"> • 2005 report and 2006 Workplan: Julia has completed both for SPRAB and submitted them to Jennifer for review. • Plant Sale Dates: Spring plant sale will be April 24-25, with set up on the 23rd. Fall sale in conjunction with the Art Fair will be September. Kathy will reserve the derby track and convene the committee in late winter. • Garden Conservancy Workshop: Mike and Emily attended, and appreciated the opportunity to connect with the community of Northwest public gardens. Alternatives to the database we currently use were suggested. Emily will convene a group (Emily, Melissa, Jeff, Kathy) to review whether we can replace Neon with something better. Emily will develop an on-boarding questionnaire to help her know more about new volunteers and their skills. • Pringle Creek Restoration: The City has just completed an inventory of trees and assessment of invasive plants along Pringle Creek. We decided this is a good opportunity to begin restoration work, selecting an area where we can bring in work parties to clear invasives and plant natives. We will collaborate with Joe and Luke Westfall and recruit community groups to help. • Volunteer Appreciation Party: Consensus is that holding this event at the end of the last gardening day in November works well. Next year we'd like to book the larger gallery space at Bush Barn, arrange the chairs in small groups, and set up before the volunteers finish outside. • 2026 Budget: The draft budget was reviewed and modified for final approval next month. • By-laws Revision: Changes and updates proposed by Patti and Kathy were reviewed. Mike moved and Emily seconded accepting the changes as outlined and discussed. Motion passed. 	<p>Julia will write an article on the project for the February newsletter.</p> <p>Emily will check with SAA about the upstairs space.</p>
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Next meetings: usually second Wednesday mornings, 9:30 to 11:30.

January 14 9:30