



SALEM PARKS AND RECREATION ADVISORY BOARD

February 14, 2018

Traffic Control Center Conference Room 325

MINUTES

MEMBERS PRESENT

Tony Caito (Acting Chair)
Diana Dickey
Woody Dukes
David Fridenmaker
Dylan McDowell
Paul Rice
Patty Tipton
Micki Varney

MEMBERS ABSENT

Kasia Quillinan

STAFF PRESENT

Mark Bechtel
Tom Cupani
Patricia Farrell
Jennifer Kellar
Becky George
Tammi Starrs
Toni Whitler

1. ROLL

Roll Call: Kasia Quillinan was marked absent.

2. APPROVAL OF MINUTES

a. January 10, 2019 minutes approved.

3. PUBLIC COMMENT

No public comment.

4. BOARD ITEMS / PRESENTATIONS

a. Proposed Capital Improvement Projects – Tammi Starr, Program Manager

The CIP is adopted along with the budget; the first year of the CIP has to match the current budget. The current CIP runs from fiscal years 2019/20 through 2023/24. Ms. Starr presented how the CIP development and adoption process works.

Member Dickey asked whether SPRAB provides any guidance on the CIP. Ms. Farrell replied, this is informational but the Board can review and comment. Member Dickey said she is curious to know which projects are identified by community members and understanding the breakdown. Ms. Starrs said she would bring back that information. Ms. Kellar said generally the projects come from staff. Ms. Farrell said sometimes residents will contact a Councilor about a project such as a master plan for a neighborhood park.

b. Board Retreat Follow-up/Committee Sign-up

Ms. Farrell directed the Board to the Strategic Planning Meeting Summary report. She said that the tree committee was of most interest to the Board members, then master planning, followed by Art in the Parks and Mission Street Parks Conservancy. For the present time, will focus on the tree and master plan committees with trees possibly being a standing committee. She passed around sign-up sheets for the tree and master plan committees. Ms. Farrell went into detail about the specifics of the subcommittee meetings.

Member Rice asked about public meeting disclosure for subcommittees. Ms. Farrell said she received confirmation that a staff person should be present and the meetings should be advertised. Mr. Cupani, Assistant City Attorney, said from a process standpoint, meetings should be posted and staff present so that you have a product that people can be supportive of.

Ms. Farrell asked Mr. Cupani whether outside people can be part of the committee. Cupani said yes, if you initially provide for that.

5. ACTION ITEMS

a. Endorse Local Government Grant Application for Restroom Facility at Riverfront Park – Patricia Farrell

Ms. Farrell directed the Board to the staff report and attachments. The cost estimate has increased to \$800,000, half of which is for utility connections.

Member Caito: Is the cost affected by building on the cap? Ms. Farrell replied yes.

Member Rice: Right now the only permanent restrooms are down by the playground? Ms. Farrell replied yes.

Member Dickey asked about the City's portion of the match. Ms. Farrell replied that the City needs to provide a 50 percent match, but will try to provide more than 50 percent as this is preferable by the State. She added that the restroom is one of the items the public wanted to move forward as part of the master plan update. If the grant is successful, the restroom will be built next summer.

Member McDowell moved to endorse the Local Government Grant Application for a restroom facility at Riverfront Park. Member Dickey seconded the motion.

Vote: All members were in favor.

b. Adoption of Hearing Procedures on Director's Referral – Tom Cupani

Mr. Cupani presented *Hearing Procedures on Director's Referral*. He said he used a stock set of procedures used by other boards for this process. He expects that after the Board goes through a hearing there may be some changes. He is hopeful that the Board will adopt these procedures for the March hearing.

Member Varney asked for clarification of Item 6.d *Presentation of the case*. Cupani, there is only one proponent presentation. Staff will provide the report and explain the process. Interested citizens have three minutes to speak; then a question and answer period.

Member Varney asked for clarification on when members can ask questions. Mr. Cupani, members can ask questions during presentation time. He added that there is no right way or wrong way to do it.

Member Varney: What if the Board decides to accept new factual evidence? Mr. Cupani replied that after the presentation and questions, at some point there will be a motion to close and then deliberation. If it is determined that the evidence needs to be reopened, then there would be a motion and that evidence would be brought in. Ms. Farrell asked if an interested person brings evidence to the hearing and they want to put it in the record, is that considered new factual evidence. Cupani, no it would be presented at the hearing as factual evidence. There could be a motion to hold the record open to allow people to consider what has been presented and then come back at another time to close the hearing and let the Board deliberate.

Ms. Farrell asked if the procedures are accepted tonight will it be rolled into the Bylaws? Mr. Cupani said yes, but I would wait until the board has been through a hearing as there could be changes to the document.

Member Dukes moved to adopt the hearing procedures on Director's referral. Member Varney seconded the motion.

Vote: All were in favor.

c. Review and Adoption of 2019 Work Plan

Ms. Farrell directed the Board to the committee assignments and said once the committee assignments from the strategic planning meeting are complete, the work plan will be updated.

Member Varney asked were there any specific changes to this than previous years? Kellar, No but not sure if the Salem-Keizer School District was on previously.

Member Rice asked whether items can be added as they come up. The reply was yes.

Member Caito – recommended that the Urban Forester come quarterly, but have the report monthly.

Members Dickey and Tipton were added to master plan process.

Members Dukes, Quillinan, McDowell, Varney, and Rice were added to the tree committee.

Member McDowell moved to adopt the 2019 Work Plan with changes as noted. Member Rice seconded the motion.

Vote: All were in favor.

6. INFORMATION REPORTS

a. Food and Sundries Distribution to the Homeless Community Task Force – Mark Becktel

Mr. Becktel gave a brief presentation on the reasoning and goals of the Task Force.

Member Caito asked whether anyone from the Board applied for the task force. Becktel, yes, Micki Varney.

Member Dickey asked if there is currently a permitting process. Mr. Becktel replied yes, Becky George, Recreation Coordinator, manages the permit process, although many groups did not take advantage of it.

b. Referral of Division Street Tree Removal to the Board – Peter Fernandez

Ms. Farrell directed the Board to the formal request from Public Works Director Peter Fernandez for the Division Street Tree decision.

Member Rice: Confirming that this is a separate project from the Police Facility. Ms. Farrell replied yes, but the staff report lays out the changes to the overall traffic circulation in the area. She clarified that the Board is only being asked to decide on the trees in that specific block. The decision has been made regarding the trees in the block of the Police facility. Member Rice asked whether there was something causing a problem for the trees that currently exist such as heaving sidewalk. Ms. Farrell said a certified arborist has been hired to assess the trees and this report has not been received as yet.

c. Urban Forestry Update – Jan Staszewski

Jennifer Kellar is presenting in place of Mr. Staszewski. She presented the schedule of recent and pending removals and plantings. Ms. Farrell said there will be a tree report that will go to Council in early April at the time of the Arbor Day proclamation. This will consist of several reports that can be consolidated such as the City's work with Treecology, the Street Tree Inventory Report, and others.

Member Varney asked what happens to the tree wood after being cut down. Jen Kellar said the City has a contract with Marion County Juvenile Court who take the wood, cut an sell or distribute to those in need.

d. Parks Planning Update – Patricia Farrell

- Secor Park Master Plan – Ms. Farrell noted that Member Dukes is the liaison for this process. There is presently an old master plan in place, but it is quite old. The existing master plan will be presented to the Sunnyslope Neighborhood Association to receive any new ideas and move forward on a phased development. Ms. Farrell said she would like to start moving forward on some of the older parks that need development.
- Fairview Community Park – Looking at a more refined design in the area of the plan that includes the sports fields. Having a consultant look at this area to develop a more detailed plan and budget. Expecting quite a few people moving into this immediate area very soon.

- Battle Creek Park Master Plan – This plan was started a couple of years ago and was stopped due to the storm water plan that was underway. Flood control is a big component of Battle Creek Park and the best data available is needed for planning the park and water detention facility.
- SDC Methodology – Going through a new analysis and methodology on how SDCs are assessed. This goes to Council on February 25, 2019. The new methodology allows for 100 percent funding, which is a changed feature of the methodology.

e. Acquisition of Rees Hill Road Property – Patricia Farrell

Rees Hill Road Property is a 17-acre park property acquisition at the south end of Salem just outside the city limits. It will need to be annexed into the city. Open fields, Douglas fir, some topography. Lone Oak Road to the north and west will be extended into the park property at the western edge. This alignment is still being worked on due to the topography. This location is shown in the CPSMP as an area of identified need.

Member Tipton asked if we could visit this site on our next park tour.

Member Caito: Do we know the likelihood of the City limits and UGB changing in the next five years? Ms. Farrell replied no for the UGB; however, the city limits will change as they bring utilities in with the annexation.

f. Parks Operations Update - Jen Kellar

- Personnel changes - The recruitment to fill the Park Supervisor position will open in a week. She anticipates the position being filled in April.
- Bush's Pasture Park irrigation upgrade at the Rhododendron Garden - This was in part due to a \$4000 donation from the Compton Family Trust.
- Park lighting - Hoodview Park will receive security lights due to vandalism occurring. Switching lighting at Geer Park to LED lights.
- Wallace softball complex will have netting replaced and will be installed in the next three weeks.
- Pringle Hall – new doors in the back part of the hall now requiring a proxy card system. Back doors installed, front doors ordered and expect them to be installed in a month. This will be a much more efficient process for scheduling and maintenance. Also painting the inside of Pringle Hall and ordered new blinds.

g. Recreation Services Update – Becky George

- Spring Break programs - Lego camp for 6-11 year olds. Skyhawks basketball, baseball, flag football camp for 7-12 year olds.
- Annual recreation guide due out March 11.
- Softball and Kickball registration underway.
- Movies in the Park – Selected movies July 13, 20, 27, August 3 and August 24. *Ralph Breaks the Internet, Milana, Mary Poppins Returns, Spiderman into the Spiderverse and Star Wars, Hans Solo.*

h. Salem Park Improvement Fund Update – Toni Whitler

A staff report to the Board identified the five projects that were up for consideration. The committee considered the projects of high value and all of the requests were approved for the amount requested. Kellar distributed a spreadsheet showing the projects, cost estimate, and award amount.

i. Damage Report

6. NEXT MEETING

March 14, 2019

7. ADJOURN

7:15 p.m.