



**AGENDA**  
**JENSEN-OLSON ARBORETUM ADVISORY BOARD**  
Zoom Webinar  
Wednesday, May 12, 2021 at 5:15 P.M.

- I. Call to Order**
- II. Approval of Agenda**
- III. Public Participation on Non-Agenda Items**
- IV. Approval of Minutes**
  - A. Meeting of February 10, 2021
- V. New Business**
  - A. Welcome Sarah!
  - B. Memorial Policy Proposal
- VI. Unfinished Business**
- VII. Committee, Liaison, and/or Staff Reports**
  - A. Chair Report – N. McConahey
  - B. Manager Report – G. Hudson
  - C. Friends of JOA Report – P. Harris
  - D. Other Business
- VIII. Adjournment**

*Endowment Subcommittee meeting to follow immediately after adjournment.*

**Next JOAB Meeting:** Wednesday, August 11 at 5:15 – Zoom Webinar

**DRAFT MINUTES****JENSEN-OLSON ARBORETUM ADVISORY BOARD**

Zoom Webinar | Wednesday, February 10, 2021 5:15 P.M.

**I. Call to Order at 5:23 pm by Pat Harris****Present:** Ed Buyarski, Rose Evans, Peter Froehlich, Patricia Harris, Paulette Schirmer**Absent:** Kristin Bartlett, Nell McConahey, Deborah Rudis**Staff Present:** Ginger Hudson, Arboretum Manager; Michele Elfers, Deputy Director; Lauren Verrelli, Staff Liaison; Amanda Babin, Staff Liaison in training**II. Agenda Changes – None.****III. Public Participation on Non-Agenda Items – None.****IV. Approval of Minutes –**

**A. Wednesday, November 18, 2020:** P. Harris requests to add her name to the Friends of JOA Report. P. Froehlich moves to approve updated minutes, no objection. *Minutes adopted.*

**B. Subcommittee Wednesday, November 18, 2020:** P. Schirmer moves to approve minutes, no objection. *Minutes adopted.*

**V. New Business –**

**A. 2020 JOAAB Annual Report:** *Included in packet.*

P. Schirmer: Coming in new, it was a really good review for me.

P. Harris: Moves to approve report, no objection. Approved to submit to the HRC.

**B. Welcome Ginger:**

P. Harris: Welcome Ginger!

**C. Manager Residence Maintenance:**

G. Hudson: Bathroom update is complete, it's fantastic. Windows need to be repaired which has bumped down renovation of the kitchen.

M. Elfers: Window repairs will be paid out of the CBJ deferred maintenance fund, shouldn't require any extra money from the Arboretum operating budget.

G. Hudson: A full panel test has been requested for the water well. Extreme drought led to salt water infiltration. CBJ is aware that water shortage might need to be addressed in the future. Lots of vegetation on the house will need to be trimmed.

E. Buyarski: The plants next to the house definitely need to be moved away for the health of the house. Has rainwater collection and water storage been considered?

G. Hudson: An assessment would need to be done but it is something we are looking into.

M. Elfers: A cistern is something we looked into with Merrill and it is a good idea, and maybe a piece of the solution, but it couldn't handle the quantity of water needed for the garden.

P. Harris: Ginger, are you considering a cistern for domestic use?

G. Hudson: Yes, but as Michele said, factoring in how much water is needed. Maybe it's two cisterns. Maybe it's a cistern for the house and the well is still used for the garden. It is a big project to assess and see what we can do.

**VI. Unfinished Business –**

**A. Commercial Use Update:**

M. Elfers: I met with SEAL Trust in December and explained to them that commercial use had been with our law department but is stalled due to COVID. They agreed to review the version the board had looked at. SEAL Trust explained how they approach

supplements and easements and they want a really simple document. I had added quotes from CBJ regulation and they didn't want anything that was changeable. They don't want the regulations to become obsolete in five years and have to go back and change the administrative supplement. They shared a very preliminary draft with me today. It's short, simple, and I think, gets to the meat of what we're trying to do. I don't know how long it will take for their attorneys to review it but I hope at our next meeting you'll have something to look at again.

P. Froehlich: Michele, do you think having it by May is a realistic goal, with two attorney levels of review?

M. Elfers: I'm an optimistic person, so I'm going to say yes.

P. Harris: I spoke with Allison from SEAL Trust and they would like to have somebody that is on the land trust board or staff to be on the Advisory Board. I'm the current representative and I feel I haven't been representing them very well. I could leave my seat so they could be more involved.

L Verrelli: Someone from SEAL Trust is more than welcome to sit in on meetings.

M. Elfers: I will extend an invitation for them to attend the next meeting.

#### **B. Endowment Update:**

M. Elfers: Last year we had two issues that the board requested be brought to our finance director. The first was, the amount of withdrawal from the endowment each year. At the board's recommendation we established 4% of the five year average. The second issue was about creating an account where rental money could go into the endowment and could be held for household needs. I'm going to share a draft memo from the Finance Department. The FY22 Vanguard distribution of 4% was rounded down to 100,000 so that is the amount going into the operating budget this year and is our proposed budget that will go to the Assembly.

P. Harris: What does that represent as a percentage of the Arboretum's budget?

M. Elfers: Our total operating budget is somewhere in the \$250,000 range. We can get exact numbers, for you, for the next meeting.

P. Harris: I think that would be interesting.

M. Elfers: The question we posed this year, was about that rental donations, so the unrestricted balance within the endowment. The unrestricted balance from rents and donations is \$71,099. That means if there's a request by the board or the department to use that money it has to be approved by the Assembly. I asked the Finance Director a few questions and he thought that leaving a balance was a good idea for stability. If the board decides, they want to use some of that money now, I think it would be good to have a discussion now, but then let us do some work on it: the costs, priorities, and other funding sources within the City. The Arboretum pays into the General Maintenance fund every year and receives those maintenance services. The bathroom project came out of the Deferred Maintenance CIP Fund which comes from sales tax. The deferred Maintenance CIP is for bigger projects and is a great source of funding because it doesn't affect the Arboretum budget. There's a lot of needs within the city so the Deferred Maintenance fund gets prioritized. For example, the restroom rose in priority because there was a potential for structural damage from moisture and rot. The kitchen cabinets are functional, not a structural, health, or safety issue so they are a lower priority.

E. Buyarski: I think, based on Ginger's report, the water issues and water quality should be a priority.

G. Hudson: The kitchen is functional. I would say the water and the windows, but as Michele said the windows are part of the operation budget.

P. Harris: One of the problems with this advisory board is we only meet quarterly, so we never get up much steam on anything. How does the board feel about that?

M. Elfers: The endowment subcommittee is an appropriate place.

P. Schirmer: I think we can keep it within the endowment committee and meet more frequently.

L. Verrelli: We can move up the subcommittee meeting. I'll send out an email to arrange the date.

E. Buyarski: What happens if the water tests come back and they say you shouldn't be drinking that stuff?

M. Elfers: If we found out the water wasn't safe we would take immediate steps to find a safe water supply.

## VII. Committee Liaison and Staff Reports

**A. Chair Report:** None.

**B. Manager's Report:** *Included in packet.*

**C. Friends of JOA –**

Pat White: We had a strategic planning meeting at the end of January. We discussed what's going to work given vaccination rates and all those sort of things. The lovely loo is in and will be functional this spring. We hope to do more advertising, create a brand, increase our memberships, and have more year round events at the Arboretum, like music, or lights and bonfires in the wintertime. Ginger indicated she is interested in working with some members at the garden. I hope that could be a perk for members.

P. Evans: I'd love to do a paint class.

Pat White: We would love to offer one. The photography class and kids programs in the past were very successful.

P. Schirmer: I'm on the JAMM board (Juneau Alaska Music Matters) and could bring it up and see if they want to do something out there.

Pat White: That would be wonderful. The Friends of the Arboretum will be coordinating with CBJ on facility needs and taking on the organization and cataloguing of the basement.

**D. Other business—** None.

**Adjournment – 6:30p.m.** *Having no further business before the Board.*

Respectfully submitted by Amanda Babin, Parks & Recreation Administrative Assistant I, 4/26/21.

## **Memorial plaque, bench, tree policy proposal for Jensen-Olson Arboretum**

May 2021

Currently there is no formal policy for memorials to be purchased or placed at JOA. Most plaques onsite commemorate former board members of FJOA, SEAL Trust, and generous donors of financing or materials. Additionally, the plaques were only purchased at cost.

It is common for botanical gardens, arboreta, and other institutions to hold structured memorial policies. CBJ Parks & Rec has recently updated their policy and it is attached for reference. JOA is exempt from following P&R policy, but it can be used for guidance.

I am proposing to create a policy due to recent inquiries from the general public to purchase a plaque as opposed to the bricks that are sold by FJOA.

Some of my general thoughts are keeping the memorial purchases through FJOA for ease of management; a fee structure for bricks, secondary plaques on benches, complete bench with plaque, tree with plaque; and defining materials. Fees should be above and beyond the cost of purchase to include administration, maintenance, and to serve as a donation to operations. I feel like there should be limits on the number of items JOA can offer since it is a small property. Alternately, an idea is to create a piece of art that donors contribute to, such as a two-dimensional tree on the side of a building and donors buy a bronze leaf plaque as a memorial.

I'd like input from the JOAAB on the following questions:

Should JOA be a place where folks can purchase a memorial?

Are there creative ways you have seen memorials in other public gardens?

Do you support a pricing structure for different items?

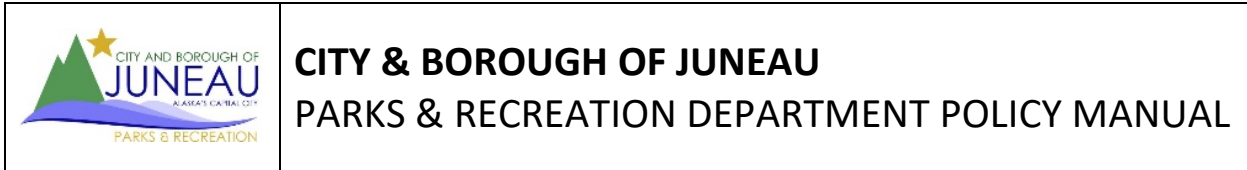
Do you support pricing over and above cost to include maintenance fee and donation?

Any other considerations not addressed?

Thank you for your input,

Ginger Hudson

Manager, JOA



<b>Policy No.</b> 700-001	<b>Title:</b> Memorial Benches
<b>Date Reviewed by PRAC:</b> <b>Date Approved:</b>	<b>Last Reviewed:</b>
<b>CBJ Code / Regulation:</b>	<b>Other Reference:</b>
<b>Purpose &amp; Need:</b> To establish standards and procedures for the donation, installation, and maintenance of memorial benches and similar furnishings in municipal parks and trails.	

### **Policy Statement**

It is the policy of the CBJ Parks and Recreation Department to:

1. Accommodate reasonable requests by the public to donate and install benches and similar furnishings that benefit the public's use and enjoyment of municipal parks and trails;
2. Deny requests that include obscenity, political or religious themes, violations of intellectual property laws, advertising, incitement of illegal acts, or such other terms as the Director, in their sole discretion, determines to be inappropriate.

### **Applicability**

This policy applies to Recreation Service Parks and trails managed by the City & Borough of Juneau. It does not apply to municipal buildings or the Jensen-Olson Arboretum.

### **Procedures**

#### **A. Locations**

Memorial benches may be placed in Recreation Service Parks and along trails maintained by the City. The City reserves the right to limit the number of memorial benches in a particular area. The exact location of all memorial benches must be approved in advance by the Director or Deputy Director. Location requests will be reviewed and considered under the following criteria: design and intent of the recreational facility, need for bench seating, and available space. Final location may be subject to change depending on installation conditions. Benches not approved pursuant to this policy will be removed.

#### **B. Bench Styles**

Donated benches shall be "Sterling Memorial Bench" (SKU # BN-64) available from Barco Products (<https://www.barcoproducts.com/sterling-memorial-bench>). Color shall be "Desert



## CITY & BOROUGH OF JUNEAU

### PARKS & RECREATION DEPARTMENT POLICY MANUAL

Tan,” “Cedar,” or “Brown.” In some locations, an alternate bench style that complements the existing site furnishings may be specified and required by the Department.

If custom engraving is ordered, all engraved lettering shall be black. Inlaid plaques may not be used. The donor is responsible for purchasing the bench, as well as all freight charges FOB Juneau, Alaska.

A custom message may be engraved on the bench back by the manufacturer. Engraving is limited to the top two boards of the bench back. The donor shall pay all costs for engraving. The message may not contain obscenities, and must conform to one of the following options:

1. In Memory of \_\_\_\_\_
2. In Honor of \_\_\_\_\_
3. In Recognition of \_\_\_\_\_
4. In Celebration of \_\_\_\_\_

#### **C. Installation & Maintenance**

Memorial benches shall be purchased, delivered, and installed at the donor’s expense by a licensed, insured contractor according to manufacturer’s specifications. Most installations will require a surface mount to an existing concrete sidewalk. Where no sidewalk exists, a steel-reinforced concrete pad may be required. CBJ will provide specifications and requirements for the concrete pad, if required. The Director may require additional conditions for maintenance, care, and public safety.

The City & Borough of Juneau shall provide normal maintenance of the bench during its useful life, as determined solely by the City. The City is not responsible for replacement of damaged or stolen benches. The City reserves the sole right to determine if a bench is no longer usable or has reached the end of its useful life. A memorial bench that has reached the end of its useful life, or is damaged or destroyed for any reason, may be replaced at the donor’s expense upon Department approval.

#### **D. Application Process**

Applications must be submitted on a form provided by the Department. There is no application fee. The application must be approved by the Director or Deputy Director prior to installation.

## Jensen-Olson Arboretum, Manager's Report to the Advisory Board

May 12, 2021

- JOA has a Covid mitigation plan posted on our website and on the entry panel by the gate. Groups holding events are required to submit their mitigation plans before approval for use of space. Calendar of events attached with this report. The first event held this year was an Intertidal Exploration workshop for families hosted by FJOA. Pat Harris arranged for multiple volunteer leaders to keep family groups separated.
- Late season snow melted rapidly mid- to end-April, primroses, corydalis, and daffodils are stars right now. Trees and shrubs budding out, veggie garden mostly planted.
- Ribbon Cutting on April 3 for the Lovely Loo, went lovely. Decent weather, attended by approx. 20 folks plus walk-in visitors, Mayor Beth Weldon cut the TP decorated ribbon. Nell McConahey is working with FJOA to acquire art to liven up the loo's appearance.
- The potable water supply continues to be an area of concern, for quality. I have contracted with Alaska Spring Water for delivery of bottled water for drinking, cooking, and a cold and hot water dispenser for the gardener's shed.
- Last December the heavy flooding caused the septic system of the manager's residence to overflow on the lawn. Overflow is partially cause by the regular overflow drain being clogged with shells and sand. CBJ maintenance is aware of the issue.
- There is a water leak in the sunroom where its roof joins the house roof. Discovered this winter, the water infiltrates the wall and comes out at an electrical outlet. Maintenance is aware of the issue.
- Two European mountain ash, *Sorbus acuparia*, on west and east side of gardener's shed were removed in April taking advantage of late winter conditions. Trees were downed without incident, wood will be firewood, some select straight pieces may be used for onsite benches or craft projects.
- A twisted snag hemlock was taken down near the entry gate on the north side of path. The snag leaned toward the path creating a safety hazard. The snag came down without incident, one log will be turned into a bench near the entry panel. Other wood may be planked, dispersed, or firewood.
- JOA seasonal staff began on April 23. They each bring special talent, interest, and enthusiasm for working at JOA. Khalil English, grew up in Juneau and has family here. Currently he is working on a horticulture degree. The second garden assistant Mattheus Tempel also grew up here, he is returning after half a season last summer. Mattheus is a ski-patroller at Eaglecrest in the winter.



- I will be presenting a video at the American Public Gardens Association annual conference the week of June 7-11. The topics are a virtual tour of JOA, the importance of small public gardens, their contributions to a community and gardening network.
- After several failed attempts to act as a presenter for online meetings, it has been determined that the internet at JOA cannot support the bandwidth. I can view and listen to other presentations. This is an issue Merrill did not have to work with because he did not act as a presenter, and 2020 was a challenging year for his schedule. CBJ MIS dept has provided me with a laptop, I will have to travel to other CBJ facilities with more robust internet capabilities to present at meetings.
- The BLM in conjunction with the UAA Herbarium and regional Fish & Wildlife Dept will be at JOA on June 9 and 10 to instruct staff on bumblebee identification, collection, and collection of associated data. This is to help fill in gaps of knowledge on native bumblebees, their habitats, and their part in pollination of wild and cultivated plants.
- Sealaska Heritage will conduct a devil's club, S'áxt', *Oplonanax horrida*, harvesting workshop at JOA on May 12 at 9am. The goal is to remove overgrown specimens by the manager's residence and driveway; to harvest for personal use; and to demonstrate proper harvesting and trimming techniques.

Thank you for your support of the arboretum.

Submitted by Ginger Hudson

## Jensen-Olson Arboretum, Summer 2021 Schedule

April 3, Lovely Loo ribbon cutting

April 2-9, Merrill on site to help orient new manager

April 13-14 Mtn ash tree removal

April 21, weekly P&R mtg at EVC

April 23, Mattheus and Khalil first day

April 23, Lindsey retirement event, downtown

May 1, 10a-12p “Tide pooling for families” by FJOA

May 6-15, Mattheus out

May 5, weekly P&R mtg at JOA

May 8, 1pm Don Abel’s hosting FJOA fundraiser, Ginger to attend

May 12, Devil’s Club harvesting by Sealaska Heritage

May 13, 5p-7p, FJOA Docent training

May 14 Justin Wedding (6-8 ppl)

May 15-18, guest of Ginger’s staying at arboretum

May 15, 10a-12p FJOA Docent training

May 15, 3p, Elfrida Nord, raffle winner, picnic in garden, 10-15 ppl (Norwegian Independence Day)

May 17, 7pm, Ginger presents “Verna’s quest for berries led to flowers” to master gardeners Anchorage

May 19, FJOA board meeting

May 23, 3:30p-4:30p, Brownie scout ceremony (8-10 ppl)

May 29, Alaska Public Gardens Day, our biggest attendance day

May 31 Memorial Day, open

June 5, “Peas are not Vegetables” kids workshop, by FJOA

June 7-11 APGA virtual conference, Ginger will be offsite some of this time to get better internet service

June 8, 4p, APGA Ginger presentation

June 9-10, Alaska bumble bee research project staff training onsite. Casey of BLM staying overnight at JOA

June 20, summer solstice event, after hours, hosted by FJOA

July 5, July 4<sup>th</sup> holiday

July 10, “Poop in the Garden”, kids program by FJOA

July 31, Juneau garden clubs picnic in the garden

August 7, 12p-3p, Roys wedding

August 5-18, Mattheus out

August 14, Bug Day, kids program by FJOA

September 6, Labor Day holiday

September, TBD, Mtn ash removal

October 18, Alaska Day holiday

Weekly:

Trash Tuesday mornings 7:30am

Recycling every other week with trash starting April 13

Water delivery every other Monday starting April 12

Parks&Rec dept head meeting Wednesdays 8am

Michele Elfers to visit site every other week

Closed Monday and Tuesday, except Monday holidays