



AGENDA For
Ashland Japanese Garden Advisory Committee
ASHLAND PARKS & RECREATION COMMISSION
Wednesday June 7, 2023
Lithia Park Admin Office – 10:00 am – 11:00 am
340 S. Pioneer Street

- I. Call to Order
- II. Additions or Deletions to Agenda
- III. Approval of Minutes from April 17, 2023 and May 15, 2023
- IV. Public Forum
- V. Garden Update – Director’s Report
- VI. Business
 - a) Working groups
- VII. Adjournment

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Administrator's office at (541) 488-6002 (TTY phone number 1-800-735-2900). Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting (28 CFR 35.102-35.104 ADA Title I).

MINUTES
ASHLAND PARKS & RECREATION COMMISSION (APRC)
Ashland Japanese Garden Advisory Committee Meeting
April 17, 2023, 10:30 am
Lithia Park Administration Office

Present: Commissioner Landt, Director Black, Analyst Kiewel, Jeff Mangin, Noriko Hansen, Donna Rhee, Nan Kane, Mark DiRienzo

Absent: Kerry KenCarin, Nan Kane

- I. Call to Order – Black called the meeting to order at 10:35 am
- II. Additions or Deletions to Agenda - none
- III. Approval of minutes from January 12, 2023, and January 30, 2023, DiRienzo moved to the minutes as presented. Mangin seconded and all approved.
- IV. Public Forum - None
- V. Garden Update – Director’s Report
Black updated the Committee that the garden is being closed for maintenance this week and Toru is finishing the construction punch list. The Committee reviewed the punch list which includes perimeter tile roof end caps and mortar clean up, Docent Booth completion, garden fencing and gates repairs, installing the handwash station, pump house door repair, burn treatment of bench legs and tree and plant trimming.
A short bamboo fence will be installed on Winburn Way in front of the garden to discourage visitors from walking through flower beds.
The pond is being drained this week for cleaning while the garden is closed.
- VI. Business
 - a) Review Draft Bylaws – Landt requested changes will be made to the Bylaws and the Committee can vote on approval at the next meeting.
 - b) Working group updates
Mangin – approval of serving alcohol in the Garden is a priority. Black mentioned that this is on the APRC agenda. Alcohol in parks is a Municipal Code and changes are made by the City Council. Staff is recommending that the Municipal Code language is changed.
Black recommends that the Events Working Group come back with hierarchy of events so we can form a structure then we can begin the review process.
Landt asked about donation box and that it needs to be a priority. Black said there is a donation box and staff is working on signage.
Rhee recommended having information in the garden for volunteers. Need to have a signage plan, tree identification, lantern information and Garden Maps.
- VII. Upcoming Meetings – Set Standing Meeting Second Monday of the month 10:30 am
- VIII. Adjournment- Black adjourned the meeting at 12:00 pm

Respectfully Submitted,
Tara Kiewel
APRC Administrative Analyst

MINUTES
ASHLAND PARKS & RECREATION COMMISSION (APRC)
Ashland Japanese Garden Advisory Committee Meeting
April 15, 2023, 10:30 am – 12:00 pm
Lithia Park Administration Office

Present: Commissioner Landt, Director Black, Analyst Kiewel, Jeff Mangin, Donna Rhee, Mark DiRienzo, Kerry KenCarin, Noriko Hansen

Absent: Nan Kane

- I. Call to Order – Black called the meeting to order at 10:30 am**
- II. Additions or Deletions to Agenda - None**
- III. Public Forum - None**
- IV. Garden Update – Director’s Report**
 - Black introduced Tempe a new employee with APRC who will be working in the garden.
 - Tools and equipment are being purchased for the garden.
 - Landt recommended that the security cameras should be black instead of white. AFN will be installing internet in the next few weeks.
 - Financial report – Donations are \$2,500 year to date since the garden opening. Donations are currently averaging \$300 per week. The donations go to the Ashland Parks Foundation into a restricted fund dedicated to Japanese Garden maintenance.
 - Toru has been completing the punch list and Black will schedule a final walk through for the project. Tempe will do an inventory of the fences to check for any issues before the final walkthrough. DiRienzo asked about a black pine tree that is stressed and if there is a warranty. An organic fungicide has been applied and the tree is under warranty and is being monitored. It will be replaced if need be.
 - Staff is monitoring an irrigation issue on one side of the garden to find the source of a leak.
 - Landt asked if we had asked if staff has the As-Builts for the project. Black expects to get them soon.
 - Rhee asked about management of the main gate and voiced concern about the wind damaging the gates and deer entering the garden. Landt recommended self-closing gates or hinges on the gates.
 - Staff is working on a chipped path to the north gates and a short bamboo fence off Winburn Way to deter visitors from walking through flowerbeds.
 - Mangin updated the group about working with KenCarin and APRC staff to create a functionally flat area outside the garden that can be used for debris removal and loading supplies. The area could also be used for staging supplies for special events.
 - The Docent Booth is almost completed.
 - Volunteer name tags have been ordered.
 - Landt asked about installation of the Tori Gate. Black is working with Toru on placement outside the North Gate.

V. Subcommittee Organization and Operations – Chair and Vice Chair

Black explained to the subcommittee that this group was created by the policy board of the elected Ashland Parks and Recreation Commission (APRC). That makes this group a public body. There are public meeting rules and laws which require public notice of meetings, public participation and minutes which are the legal record of the subcommittee. Electronic emails are considered meetings if a quorum of the group responds.

Black said he got feedback from some members of the group that felt like it was too formal and that they just wanted to volunteer and make recommendations. Black stated that another option for this group is that a management advisory committee could be formed that would report to APRC staff. These would be advisory meetings where staff could then make recommendations to the Parks Commission. This is a type of committee that the city uses.

KenCarin stated that having a formal body has more advisory input and supports the more formal format.

DiRienzo thinks that another way with the Ashland Parks Foundation could have a group that could make recommendations to APRC.

Landt discussed transparency and public participation and that it is important that there is a record of recommendations and meetings.

Mangin stated that he thinks the current structure slows things down and if this body is dissolved it would go faster and have the freedom to meet without the public meeting process.

Landt stated that the group has created bylaws and most of the formation of the group work has been completed. APRC would take a recommendation to dissolve this policy if the committee decided wanted that.

A majority of the Committee wanted to retain the current Advisory Committee.

VI. Business

- a) **Review Draft Bylaws** – Black made one change to the Bylaws to the draft that is included in the printed copy provided for the committee.

Motion DiRienzo motioned to approve the Ashland Japanese Garden Advisory Committee Bylaws as presented by staff.

KenCarin seconded.

Mangin accepted the nomination for Chair.

Vote: All yes.

Motion DiRienzo motioned for Jeff Mangin to be Chair of the Ashland Japanese Garden Advisory Committee

Rhee seconded.

Vote: All yes.

Motion Rhee motioned for Mark DiRienzo to be Vice Chair of the Ashland Japanese Garden Advisory Committee

KenCarin seconded.

DiRienzo accepted the nomination for Vice Chair.

Vote: All yes.

b) Working group updates

Events Black would like to meet and discuss Nan Kane's recommendations for events.

Black discussed with the group that the garden was made possible by many donations and would like to thank the Thalden's and allow them to use the garden for an event. This could be used as a trial run for events. The

Committee did not have any concerns. Black also mentioned that he is working with the Newman group and that APRC could possibly partner with them on an event in the garden.

Mangin told the group that Koi will be coming to the garden soon.

Rhee inquired about meeting minutes. Analyst Kiewel stated that minutes for approval will be included on the agenda and in the meeting materials when completed and ready for approval.

VII. Mangin adjourned the meeting at 11:44 a.m.

Respectfully Submitted,
Tara Kiewel
APRC Administrative Analyst