

Meeting Minutes
Mail Park Beautification Committee
July 14, 2025

Jeanette calls the meeting to order at 10:01 and conducts a roll call. Present: Kari Hoffman, Keith Redman, Katherine Patton, Jeanette Baysa, Guest Paul Derbyshire

Meeting Agenda and Mail Park Updates

The group discusses changes to the meeting agenda, including correcting a Minutes date typo and adding an item about bulletin boards. Motion to approve amended minutes from 5.14.25 by Kari, 2nd by Keith. Unanimous to approve the amended minutes. Kari mentions dropping off flower cuttings from a recent event, which Keith has already planted at the 4th and Kaloli location. The group expresses satisfaction with this progress and discusses the need for photos to document the improvements.

Park Weed Control Strategies

The group discusses weed control methods for the mail park sites. Kari mentions Lanell's success with baking soda and vinegar, while KP advocates for using glyphosate based on Tom's recommendations. The group considers a combination of spraying herbicides in less trafficked areas and using propane torches for burning weeds in parking lots. They agree maintaining the area without any spraying would be extremely difficult. Jeanette suggests spraying herbicides before the park opens, letting the weeds die, and then torching them to improve appearance, though caution is advised about burning recently sprayed areas.

Landscaping and Key Distribution Update

The group discusses landscaping strategies for the 4th/Kaloli and 6th/Maku'u sites, focusing on low-maintenance options like peanut grass and gravel to minimize weed growth. Kari reports that about 550 people have picked up keys for 4th/Kaloli mail park, and she plans to drop off more forms to the Keaau Post Office. There is some concern about the slow uptake of keys, with a rumor (and it is a false rumor) that the opening of 6th/Maku'u Street might be delayed if participation doesn't increase, though Teresa disputes this.

Prototype Site and Community Updates

Kari clarifies that the 4th and Kaloli mail park is not a test site but the first site to open and asks KP to rephrase her terminology. The group discusses alternative terms, settling on "prototype" or simply referring to it as the first site. Paul suggests installing bulletin boards at mail sites for community information, offering to help with installation. Keith requests to get the numbers assigned for the cluster boxes at 6th/Maku'u as soon as possible, and he and Kari agree to do this together on Thursday. Keith can then start stenciling the numbers in preparation for that mail park to be in service.

Parcel Locker Installation and Transition

Kari explains that new parcel lockers have been bought and are waiting to be installed, with some residents delaying their mail transition until these are available. The team discusses the need to notify residents about the upcoming discontinuation of old mailbox service, with Kari suggesting a letter be placed in everyone's box. KP mentions that some residents with roadside boxes are having their mail delivered to new boxes without signing up, which Kari clarifies is due to 19 people assigned to the 4th/Kaloli mail park were using their physical addresses for their roadside box. The group acknowledges that residents need to pick up their new keys promptly to access their mail.

Mailbox Accessibility and Mulch Delivery

Kari shares an incident with a handicapped customer who was upset about having to exit her vehicle to access her mailbox, contrary to what Alton had previously told her. The group discusses the accessibility of their sites and mailboxes. JB and Keith then talk about mulch for 4th and 6th, with Kari mentioning that Ben is supposed to deliver a small truckload of mulch this week. The conversation shifts to the cost of mulch delivery, with JB noting that earlier quotes for hauling services were between \$350 and \$450, leading them to rely on Keith's truck and Kari's trailer for transporting free mulch from the county.

Work Party Schedule and Planting

The group discusses changes to the work party schedule, deciding to hold them only on the fourth Saturday of each month at 4th/Kaloli. They agree to abandon the idea of hen laying boxes at 6th/Maku'u, opting instead for a more natural approach with native plants and minimal maintenance. Keith mentions that people are using the new path between the red cinder spots at 4th/Kaloli mail park. The group also touches on ti plant additions and briefly discusses gravel for a corner at 6th/Maku'u, which will be moved to Christopher's (GM) pending tasks. The conversation then shifts to bulletin boards.

New Committee Member

Paul Derbyshire has expressed interest in becoming a MPBC member. He has extensive construction experience and is newly retired. He has already been volunteering at all the mail park sites. Motion to add Paul by Keith, 2nd by Kari. Unanimously approved.

Bulletin Board Installation Project

Paul offers to help Keith install a bulletin board near the corner mailboxes at 4th/Kaloli mail park. They discuss using metal pipes for uprights and adding a roof. The group considers using a rock drill or jackhammer to create holes for installation, with Paul volunteering to operate the equipment. They plan to design a board with an enclosed section for official notifications and discuss maintenance needs. The group agrees to start small and potentially expand later, using mostly donated or repurposed materials to keep costs low.

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Mailbox Installation and Maintenance Plan

The committee discusses the installation of new mailboxes on Pohaku circle. Kari suggests waiting to see if there are enough new boxes to replace the old ones entirely, rather than refurbishing them. For 14th/Kaloli and 16th/Maku'u mail park sites, which are not getting new boxes, Paul offers to spray paint the existing boxes to match the new green color. The committee agrees to assess the situation after installation and potentially clean, prime, and paint the old boxes with volunteer help to improve their appearance.

Parks Reimbursement and Safety Measures

The committee discusses reimbursement for recent purchases. They approve reimbursement of \$574.55 for red cinder to Jeanette Baysa and approximately \$41 for paint and materials used for stenciling to Keith Redman. Kari proposes implementing one-way signs and a traffic flow system for the parks, which will be presented at the upcoming board meeting. Motion for the committee to recommend traffic flow signage made by Kari, 2nd by KP. The committee unanimously votes in favor of one-way signage for the beautification project. The group also addresses issues with improper parking and vandalism of mailboxes, emphasizing the need for clear communication of rules to new key recipients.

Key Distribution Banner Discussion

The group discusses placing additional banners to notify residents about key distribution for the next mail park site (6th/Maku'u) with Keith suggesting a banner on Paradise Street. Kari agrees to ask Jon to reinforce the message in the upcoming President's letter. The next meeting is scheduled for August 11th at 11 AM, though Kari may be absent.

Next steps

- Kari: Follow up with Kaya regarding the status of parcel locker installation at 4th Street
- Kari: Work with Nani to get a notice letter distributed to all mailbox holders about discontinuing service to roadside boxes
- Keith & Kari: Meet on Thursday to count and verify mailbox numbers at 6th/Maku'u mail park.
- Paul: Install bulletin board at 4th/Kaloli mail site
- Keith: Continue maintenance of 4th/Kaloli mail park with reduced schedule to one work party per month
- KP: Update work party flyer to reflect new schedule of 4th Saturday only for 4th/Kaloli mail park
- Kari: Create new website update to clarify that 4th/Kaloli is the first mail park to open
- Paul: Review the bulletin board at the office and develop a design proposal for new bulletin boards at mail sites
- Paul & Keith: Collaborate on bulletin board installation once design is finalized
- Kari: Verify if there are enough new mailboxes in the yard to install at Pohaku circle
- Kari: Ben: Deliver promised small truckload of mulch to 4th Street
- Keith: Share bulletin board design examples found online with the committee
- Paul: Source and prepare metal pipes for bulletin board posts
- Kari: Check with Road Maintenance Crew about availability of rock drill/jackhammer for bulletin board installation
- Paul: Paint the used mailboxes at 14th and 16th streets to match the green color of new boxes after installation
- Keith: Submit receipts for paint and materials used for stenciling to the office for reimbursement
- Kari: Present one-way signage plan for mailbox areas at the board meeting
- Keith: Install additional banner about key availability on the Kaloli side of Paradise
- Keith: Clean mailboxes to remove stickers and painted markings
- Paul: Clean and paint used mailboxes with green enamel after installation at 14th, including priming and oiling locks
- Kari: Include mailbox key information reinforcement in the upcoming President's letter with financials

Meeting adjourned at 11:10am