

**PARKS AND OPEN SPACE COMMISSION MEETING MINUTES**  
**January 11, 2024**

The Mound Parks and Open Spaces Commission met on Thursday, October 12, 2023, at 7:00 p.m. in the Council chambers of the Centennial Building.

Present: Chair Blievernicht, Commissioners Mark Stehlik, Joanna Kahn, Council Representative Sherrie Pugh  
Absent: Commissioner Travis Mills.  
Others Present: City Manager Jesse Dickson and Deputy City Manager Maggie Reisdorf  
Public Present: None.

**1. Call to Order**

The meeting was called to order by Chair Blievernicht at 7:00 p.m.

**2. Administer Oath of Office to Commissioners Mills and Kahn**

The Oath of Office was administered by Deputy City Manager, Maggie Reisdorf to Commissioner Joanna Kahn.

Commissioner Travis Mills was absent from the meeting.

**3. Roll Call – Chair Blievernicht, Commissioners Stehlik, Joanna Kahn and Council Representative Sherrie Pugh.**

Absent: Commissioner Travis Mills.

**4. Approval of Agenda**

Motion by Stehlik, Second by Kahn; Motion carried 4-0

**5. Selection of Chair and Vice Chair**

Commissioner Blievernicht stated that she is unable to be either position in 2024. She stated that she will keep serving on the Commission nonetheless.

**Motion by Stehlik to appoint Joanna Kahn as Vice Chair of the Parks and Open Spaces Commission for 2024. Motion seconded by Blievernicht. Motion passed 4-0.**

**Motion by Kahn to appoint Mark Stehlik as Chair of the Parks and Open Spaces Commission for 2024. Motion seconded by Blievernicht. Motion passed 4-0.**

**6. Approval of Work Rules for 2024**

Those present reviewed the work rules, noting that they are the same as 2023. Stehlik asked if any commissioners recommended any changes.

**Motion by Blievernicht to approve the work rules for 2024. Motion seconded by Kahn. Motion passed 4-0.**

**7. Approve Minutes from 10-12-2023 Meeting**

**Motion by Blievernicht to approve the 10-12-23 Meeting Minutes. Motion seconded by Pugh. Motion passed 4-0.**

**8. Comments and Suggestions from Citizens Present**

None provided

**9. General Projects Update**

Harbor Pavilion Repairs – Railing Repair Complete – “Tune Up” in the spring  
Artesa Development and Harbor District Improvements – Developer Build in Progress.  
Surfside Playground – City Manager Dickson stated that the Donation Agreement and Funding Solutions documents went to the City Council at their December 12, 2023 meeting and was approved.

**10. Adopt-A-Greenspace Promotional and Recognition Activities**

Kahn provided a presentation for the Commission on finding new ways to revamp park related programs. Kahn said that she would like to create more positive connections between the Park Commission and those that participate in the adopt-a-greenspace program. Kahn provided a brochure to the Commissioners and asked for feedback.

Website Improvements

Kahn recommended that the City website be updated to include more information on parks, specifically what parks and greenspaces have been adopted and by whom. In addition, she recommended that there include information on which parks and greenspaces still need to be adopted. Kahn asked if city staff could help with updating the website.

City Manager Dickson stated that Reisdorf and he could help to coordinate website updates.

Park Evaluations

Kahn asked the Commission to consider changing the current practice related to how the Commission evaluates the park system. Kahn recommended that they go away from rotating parks inspections to setting park assignment. Kahn said the pros to this approach include: consistency of inspections, assignments are based on each commissioner’s home geography, and each commissioner would serve as a designated point person for specific adopters.

Pugh stated that in the past, the Park Commissioners have provided a list of items to the Public Works Department regarding items that need to be looked at or fixed. Pugh asked if in the future, an update could be provided back as to what the status of those items are.

The Commissioners agreed with public works follow up.

Stehlik summarized that in the past, parks have been divided between Commissioners in March of that year. He mentioned that at the March meeting, there can be more discussion on what that will look like. He liked the idea of submitting information to public works and receiving an “annual checkup” report at the end of the year that provided an update on those items.

Timeline

Kahn provided the following timeline to the Commission:

March – Contact all current park adopters and see if they are interested in recommitting.  
April – Park Commissioners visit parks. Suggestion: meeting with adopters.  
May – Park Commissioners staff the Farmer’s Market Table.  
June – Park Commission hosts an adoption event with Commissioners and Adopters.

Monthly – Emails are sent to park adopters with information on seasonal suggestions for park care.

Blievernicht recommended creating more connections with city staff. Reisdorf stated that she can help with this.

Pugh mentioned that there will be another rain barrel event this year. Reisdorf stated that she put the rain barrel event information in the upcoming spring newsletter.

Pugh recommended that more is done with education information. Pugh asked if it would be possible for the Park Commission to give away seeds or \$50 gift cards for adopters to buy seeds. City Manager Dickson said that he could look into it.

#### June Kickoff Event

Kahn discussed hosting a recognition event to welcome volunteers for the year that would create a sense of “community” and serve as a “meet and greet” event. There was discussion on offering drinks and snacks.

Pugh brought up the bi-annual event at the Gillespie Center that recognizes all the volunteers of those who serve on the City Council/City Commissions. She said she believed the next one will be in 2025.

Stehlik stated that he likes the idea of gathering all of the volunteers who adopt a park or greenspace together. Stehlik asked about hosting it at the Depot at the park, but stated that June can be a busy time for rental reservations. Stehlik said that it may have to be one a weeknight. Stehlik recommended having the mayor as a speaker at the event.

Kahn said that the purpose would be to socialize and that in the past, certificates were handed out as a thank you.

Blievernicht stated that there is a lot that the Commissioners already take on, referencing the farmers market and connecting with adopters at the parks. Blievernicht asked if adding this additional event was “nice to have” versus a “have to have”.

Pugh recommended incorporating the recognition of the adoption volunteers with the event that celebrates the City Council and City Commissions in the fall.

#### Desired Outcomes

Kahn reviewed desired outcomes including the following:

1. Keep adopters invested in their park, and keep park adoptions as consistent as possible.
2. Create connections between Park Commissioners and Park Adopters.

3. Create Community as a whole parks team through the June Depot event.
4. Help create more positivity and place connection in Mound.

Reisdorf stated staff could help more with communications

**11. Reports:**

Pugh stated that since the last meeting, the new City Manager, Jesse Dickson started with the City of Mound.

Pugh stated that the Deputy City Manager, Maggie Reisdorf, started in August of 2023.

Pugh stated that in the near future, the city will be discussing the hiring of a new Public Works Director as the previous City Manager served as that position as well.

Pugh stated that the City is still working on getting funding from the State of Minnesota for the remaining financial needs for the Water Treatment Plant. Push said that staff has continued to work with its local state representatives: Kelly Morrison and Andrew Myers.

Pugh stated that the final budget levy for 2024 was a 12% increase from 2023.

Pugh said that the city has done a lot of infrastructure improvements over the past 10 years and that it has set the city up in a positive way.

Pugh mentioned a land use proposal from Colin Charlson for the potential rehabilitation of a building on Shoreline Drive.

Pugh stated that the Multi-family housing referendum was recently released by the City Council.

Pugh stated the there was a recommendation from the Artessa Development to change the name of Auditor's Road, but that it has been tabled until the Park Commission and City Council can finalize a name for the Park and the overall vision for that area.

**10. Adjourn**

**Motion by Kahn to adjourn the meeting at 7:55 PM. Second by Blievernicht. Motion carried 4-0**