



December 17, 2025 Regular Meeting of the Park And Recreation Committee

Time: 6:00 p.m.

Location: MCSD Office Conference Room, 1656 Sutter Road, McKinleyville, California

Or

Teleconference via ZOOM or Telephone

Use ZOOM MEETING ID: 826 4834 2851 (<https://us02web.zoom.us/j/82648342851>)

or DIAL IN TOLL FREE: 1-669-900-6833 (No Password Required!)

To participate by teleconference, please use the toll free number listed above, or join through the internet at the Zoom App with weblink and ID number listed above.

Agenda

1 Call To Order & Roll Call

2 Pledge of Allegiance

3 Additions or Changes to the Agenda

Items may be added to the Agenda in accordance with Section 54954.2(b)(2) of the Government Code (Brown Act), upon a determination by two-thirds vote of the members of the legislative body present at the time of the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the McKinleyville Community Services District after the Agenda was posted.

4 Approval of the Agenda (Action)

5 Public Comment and Written Communications

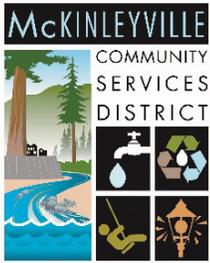
Any person may address the Committee at this time upon any subject not identified on this Agenda but within the jurisdiction of the Park And Recreation Committee; however, any matter that requires action will be referred to staff for a report of action at a subsequent Committee or Board meeting. As to matters on the Agenda, an opportunity will be given to address the Board when the matter is considered. Comments are limited to 3 minutes. Letters should be used for complex issues.

- 6 Consider Approval of Minutes of the Regular Meeting of the Park And Recreation Committee on November 19, 2025 (Action)**
 - Attachment 6.1 – Draft Minutes from November 19, 2025
- 7 Possible Addition of Tribal Land Acknowledgement to PARC Procedures (Information)**
- 8 Elect Officers & Renew Terms (Action)**
- 9 Transitioning the PARC Committee from Monthly to Quarterly Meetings for 2026 (Action)**
- 10 McKinleyville Community Forest Report (Information)**
- 11 Parks & Recreation Director Report (Information)**
- 12 Ad Hoc Committee Reports (Information)**
 - Skate Park (Charlie Caldwell)
 - Fischer Ranch Estuary Project (Heidi Conzelmann)
 - BMX Bike & Park at School/Washington (Charlie Caldwell)
 - Community Garden (Ciara Torres)
- 13 Committee Member Announcements and Future Agenda Items**
 - Next Committee Meeting: January 21, 2026
 - Next MCSD Board Meeting: February 4, 2026
- 14 Adjournment (Estimated 7:30 p.m.)**

Posted 5:00 p.m. on December 12, 2025

Pursuant to California Government Code Section 54957.5. this agenda and complete packet are available for public inspection upon request at the MCSD office, 1656 Sutter Road, McKinleyville. If you would like to receive the complete packet via email, free of charge, contact the Board Secretary at (707)839-3251 to be added to the mailing list.

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To: Members, Park And Recreation Committee

From: Kirsten Messmer, Parks & Recreation Director

Subject: Staff Notes for December 17, 2025 Meeting

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6 Consider Approval of Minutes of the Regular Meeting of the Park And Recreation Committee on November 19, 2025 (Action)

Attachment 6.1 – Draft Minutes from November 19, 2025

7 Possible Addition of Tribal Land Acknowledgement to PARC Procedures (Information)

This item was discussed at the May 15, 2024, PARC meeting at which one statement was offered and comments made. It was decided to bring the item back in June to give the committee members time to propose alternate statements for consideration. The statement below is one option provided by committee member Jane Fusek. This item was pulled from June 19, 2024,

PARC meeting to seek Tribal Approval. Staff contacted Michelle Vassel, the Tribal administrator for the Wiyot Tribe. Tribal Administrator Vassel has added the Tribal Land Acknowledgement below to their next Cultural Committee agenda for review and suggestions. At this point Staff has not heard back from Tribal Administrator Vassel. At the February 19, 2025, PARC meeting, it was decided that PARC Committee Chair Caldwell will reach out to Tribal Administrator Vassel on behalf of the PARC Committee, as well as, reach out to Twila Sanchez, who worked on the McKMAC's Tribal Land Acknowledgement. The item is being brought back as an informational item until the Chair hears back from Tribal Administrator Vassel.

“We acknowledge that the land we are meeting on, and the territorial jurisdiction of the McKinleyville Community Services District (MCSD) is unceded territory of the Wiyot People who continue to live and thrive here today. MCSD will strive to be good stewards of the land and learn from local indigenous peoples. This will be accomplished through developing respectful relationships with the native community that stem from a recognition of their deep understanding.”

Information

8 Elect Officers & Renew Terms (Action)

The following PARC Committee member terms expire in January 2026: Charlie Caldwell, Heidi Conzelmann, and Jennifer Ortega. The Committee should confirm which members intend to renew their terms. In addition, nominations and elections are needed for the roles of Committee Chair, Vice Chair, and Secretary.

Action

9 Transitioning the PARC Committee from Monthly to Quarterly Meetings for 2026 (Action)

Throughout 2025, the PARC Committee's monthly meetings largely focused on routine action items, primarily approval of agendas and minutes, along with occasional recommendations regarding new member appointments, nomination of a committee secretary, and guidance on the Parks & Recreation Community Survey, Public Workshop, and the 2025 Parks & Recreation Master Plan Update. During the year, one meeting failed to reach quorum and several others achieved only the minimum attendance needed, creating challenges for decision-making and consistency. To improve meeting efficiency, strengthen member participation, and enhance recruitment for the currently vacant alternate member seats, staff recommends transitioning the Committee to a quarterly meeting schedule beginning in 2026. Under this proposed structure, the PARC Committee would meet on the third Wednesday of January, April, July, and

October at 6:00 p.m. Fewer but more substantive meetings are expected to help consolidate action items, support better attendance, and improve committee engagement.

Action

10 McKinleyville Community Forest Report (Information)

Update on McKinleyville Community Forest from MCF Committee Member Jennifer Ortega or Kirsten Messmer.

Information

11 Parks & Recreation Director Report (Information)

RECREATION PROGRAM UPDATES:

- Drop-in Pickleball is back to its normal school year schedule: Monday, Wednesday and Friday mornings 9:00am to 12:00pm at the McKinleyville Activity Center. Drop in is \$4 per person.
- Youth Drop-In Pickleball will now be available once a month on the 4th Sunday of each month from 3-5pm. Drop-in is \$5 per participant.
- Beginning Pickleball's next session is yet to be determined. The classes are once a week for four weeks. The class fee is \$50 for residents and \$55 for non-residents.
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:45pm-7:15pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class.
- Drop-in Tai Chi is Sundays 11:00am-12:00pm \$10 per person per class. Bulk class passes are available to purchase at \$7.50 per class. The Martial Arts classes are averaging 5-8 people per class.
- Fast Break Friday is a drop-in basketball program for youth ages 13 to 17. Drop-in is \$5 per participant. It is averaging 18-20 participants per week.
- The Youth Basketball League's registration will open October 1st, the league will run from January 10 to February 28. The league is for youth in 3rd-9th grades. Registration fees are \$85 for McKinleyville residents and \$90 for non-residents.
- The Pee Wee Basketball League's registration will open January 1st, the league will run from April 4 to May 16, 2026. The league is for youth in TK – 2nd grades. Registration fees are \$85 for McKinleyville residents and \$90 for non-residents.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- Every Thursday from 10:30am to 12:30pm, the Activity Center hosts a playgroup for children ages 0–5 and their guardians.
- The Tot-letics: Basketball ran from October 25 to November 22, registration was full with 40 out of 40 spots filled. Tot-Letics Soccer will be held March 7-April 4, and T-Ball will be held May 23-June 20th. The registration fee will be

increasing in 2026 to \$80 for McKinleyville residents and \$85 for non-residents.

- We are partnering with MUSD this school year for After-school Leader Staffing.
- Thanksgiving Breakout had 14 kids signed up and was half classic camp, half specialty cooking camp. Because the Christmas and New Years holidays land in the middle of the week, there will not be a Breakout session those weeks, however, President's Week and Spring Break Weeks Breakout sessions will be Feb. 17-20 and April 13-17 in 2026.
- We are partnering with some local PTO's again to host 4 Middle School Dances this school year. The Dance dates are October 24 (sold out at just over 300 tickets sold), December 5 (187 tickets sold), February 13 and April 10.

PARK & FACILITY MAINTENANCE UPDATES:

The Parks crew and NHES continue the routine schedule for landscape maintenance on Central Avenue and Open Space Zone landscaping. The Saturday SWAP crews have been doing a great job working on the Central Avenue OSMZs. As we move through the peak growing season, plant/grass and weed growth has accelerated across all open spaces. With limited staff and hours in the day, we are prioritizing areas as best we can and appreciate the community's patience as we work to keep up. Staff continue to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.

FACILITY RENTALS & USE

November Rentals:

- 9 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental.
- 5 Pierson Park Rentals.
- 0 Hiller Park Picnic Area Rentals.
- 1 Teen Center Rentals.
- 12 Activity Center Rentals.
- 4 Activity Center and 1 Teen Center Birthday Party Program Rentals.
- The Teen Center Kitchen has one regular Vendor renting it for food preparation.
- The Azalea Hall Kitchen has two regular Vendors renting it for food preparation.

12 Ad Hoc Committee Reports (Information)

- Skate Park (Charlie Caldwell)
- Fischer Ranch Estuary Project (Heidi Conzelmann)
- BMX Bike & Park at School/Washington (Charlie Caldwell)
- Community Garden (Ciara Torres)

13 Committee Member Announcements and Future Agenda Items

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14 Adjournment (Estimated 7:30 p.m.)

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**MINUTES OF THE REGULAR MEETING OF THE PARK AND RECREATION COMMITTEE (PARC)
HELD ON WEDNESDAY, NOVEMBER 19, 2025 at 6:00 P.M.
IN PERSON AT THE MCSD OFFICE – 1656 SUTTER ROAD, MCKINLEYVILLE, CALIFORNIA**

Agenda Item 1 – Call To Order & Roll Call

The meeting was called to order at 6:00 pm. with following committee members in attendance in person at the MCSD Office:

Charlie Caldwell – Chair
Jennifer Ortega - Vice Chair
Heidi Conzelmann
John Kulstad
Dana Merrill
Amy Scott (Arrived at 6:04pm)
Patti Stuart
Ciara Torres
*Scott Binder - MCSD Board Director (non-voting member)

Absent:
Phil Heidrick – Vacation

**Jane Fusek submitted her PARC resignation via email at of October 31, 2025*

Staff in Attendance:
Kirsten Messmer

Members of the Public:
Areaa Yassan
Melitta Rojas Jackson

Agenda Item 2 – Pledge of Allegiance

The Pledge of Allegiance was led by Charlie Caldwell.

Agenda Item 3 – Additions or Changes to the Agenda

There were no additions or changes to the agenda.

Agenda Item 4 – Approval of Agenda

Motion: It was moved to approve the agenda.
Motion by: Committee Member Stuart; **Second:** Committee Member Torres _____
There were no comments from the Committee or public.
Roll Call: Ayes: Caldwell, Ortega, Conzelmann, Kulstad, Merrill, Stuart, Torres Nays: None
Absent: Heidrick, Scott
Motion Summary: Motion passed.

Agenda Item 5 – Public Comment

Public Comment Received from Jim Hoffmann was read into the minutes.
No additional comments from public.

Agenda Item 6 - Approval of the October 15, 2025 Meeting Minutes

Motion: It was moved to approve the October 15, 2025 Meeting Minutes.
Motion by: Committee Member Scott; **Second:** Committee Member Torres

There were no comments from the Committee or public.

Roll Call: Caldwell, Conzelmann, Kulstad, Merrill, Scott, Stuart, Torres Nays: None Abstained: Ortega Absent: Heidrick

Motion Summary: Motion passed.

Agenda Item 7 – Possible Addition of Tribal Land Acknowledgement to PARC Procedures (Information)

PARC Committee Chair Caldwell presented the item, giving an update on it's current status; which is that Charlie reached out to tribe with no response. Committee discussion ensued. The committee would like to keep this on the agenda until a response is received.

This was an informational item, no action was taken.

Agenda Item 8 – Consider Recommendation to the MCSD Board of Directors for Approval of PARC Applicant Area Yassan (Action)

Parks & Recreation Director Messmer presented the item. Areaa attended the meeting and was able to expand on his interest in joining the PARC Committee to the committee and answer a few of their questions.

Motion: It was moved to recommend to the MCSD Board of Directors for approval of Areaa Yassan to the PARC Committee for the open voting member seat.

Motion by: Committee Member Caldwell; **Second:** Committee Member Stuart

There were no comments from the Committee or public.

Roll Call: Caldwell, Ortega, Conzelmann, Kulstad, Merrill, Scott, Stuart, Torres Nays: None Absent: Heidrick

Motion Summary: Motion passed.

Agenda Item 9 – Review Art Concepts for the We Take Care of Each Other: Representing Tradition in a New Community Park Grant for the BMX Park (Information)

Parks & Recreation Director Messmer presented the item and introduced Melitta Jackson to the group. She let us know that she recently was married and is now Melitta Rojas-Jackson. She presented her artwork concepts to the committee, the committee asked questions and gave feedback on the concepts.

This was an informational item, no action was taken.

Agenda Item 10 – Round Up For Recreation Update (Information)

Parks & Recreation Director Messmer presented the item.

This was an informational item, no action was taken.

Agenda Item 11 – McKinleyville Community Forest Report

Update on McKinleyville Community Forest Subcommittees from MCF Committee Member Charlie Caldwell and Kirsten Messmer.

Agenda Item 12 – Parks & Recreation Director Report

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- Youth Drop-In Pickleball will now be available once a month on the 4th Sunday of each month from 3-5pm. Drop-in is \$5 per participant.
- Beginning Pickleball's next session is on Mondays from September 15 – October 6 at the Activity Center from 6-8pm. The class fee is \$50 for residents and \$55 for non-residents.
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- The Adult Softball League has 10 teams signed up and will start August 3rd, ending October 5th.
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Agenda Item 13 – Ad Hoc Committee Reports

Skate Park (Charlie Caldwell) – Fundraising is ongoing for Phase 2, about \$8,000 has been raised through the tile fundraising program.

Fischer Ranch Estuary Project (Heidi Conzelmann) – Nothing to Report

BMX Bike & Park at School/Washington (Charlie Caldwell) – Rains have paused construction. MCSD and MCKBMX are working on their MOU, MCKBMX is planning to have a State Qualifying Race in 2026.

Community Garden (Ciara Torres) – The Girls Scouts are planning to work on painting the Sign Board

Agenda Item 14 – Committee Member Announcements and Future Agenda Items

- Next Committee Meeting: December 17, 2025
- Next MCSD Board Meeting: December 3, 2025
- Elect Officers & Renew Terms
 - Terms up January of 2026: Committee Members Caldwell, Ortega, & Conzelmann
- December Potluck – Open up doors at 5:45
 - Charlie to bring Cheesecake, Dana a dessert, Heidi something savory and Scott will bring his habanero meatballs
- Discussion on Meeting Schedule/Frequency

Agenda Item 15 - Adjournment Meeting Adjourned at 7:19pm

Ciara Torres, PARC Secretary