

**MINUTES OF THE REGULAR MEETING OF THE PARK AND RECREATION COMMITTEE
(PARC) HELD ON WEDNESDAY, April 16, 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 6:06 p.m. with following committee members in attendance in person at the MCSD Office:

Charlie Caldwell – Chair
Jennifer Ortega - Vice Chair
Jane Fusek
John Kulstad - Arrived at 6:27pm
Evan Schwartz
Ciara Torres
*Scott Binder - MCSD Board Director (non-voting member)

Via Zoom:
Dana Merrill - AB1234 Compliance

Absent:
Patti Stuart
Heidi Conzelmann
Phil Heidrick

Staff in Attendance:
Kirsten Messmer
Pat Kaspari

Members of the Public:
Jamie Bellermann
Carol Cox
Rebecca Henson
Jacqueline Handy
Eric Frayer
Samantha Peters

Agenda Item 2 – Pledge of Allegiance

The Pledge of Allegiance was led by Charlie Cladwell.

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 Jane Fuskek; **Second:** Committee Member Ciara Torres. There were no comments from the Committee or public.

Roll Call: Ayes: Caldwell, Schwartz, Fusek, Merrill, Ortega, Schwartz, Torres Nays: None Absent: Patti Stuart, Heidi Conzelman, Phil Heidrick, John Kulstad. **Motion Summary:** Motion passed.

Agenda Item 5 – Public Comment

There was no Public Comment.

Agenda Item 6 - Approval of the March 19, 2025 Meeting Minutes

Motion: It was moved to approve the Meeting Minutes, with spelling corrections for Director Messmer's last name on Items 8 & 9.

Motion by: Committee Member Evan Schwartz; **Second:** Committee Member Jane Fusek There were no comments from the Committee or public.

Roll Call: Ayes: Ayes: Caldwell, Schwartz, Fusek, Merrill, Ortega, Schwartz, Torres Nays: None Absent: Patti Stuart, Heidi Conzelman, Phil Heidrick, John Kulstad.

Motion Summary: Motion passed.

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

PARC Committee Chair Caldwell presented the item, giving an update on it's current status; which is he hasn't heard back yet. Committee discussion ensued, with the following Motion approved.

Motion: Leaving it on and keeping it as informational going forward

Motion by: Committee Member Jane Fusek; **Second:** Committee Member Jenn Ortega

There were no comments from the Committee or public.

Roll Call: Ayes: Ayes: Caldwell, Schwartz, Fusek, Merrill, Ortega, Schwartz, Torres Nays: None Absent: Patti Stuart, Heidi Conzelman, Phil Heidrick, John Kulstad.

Motion Summary: Motion passed.

Agenda Item 8 – Update on Land & Water Conservation Fund Grant Opportunity (Information)

Parks & Recreation Director Messmer presented the item.

This was an informational item, no action was taken.

Agenda Item 9 – Review the Parks & Recreation Master Plan Update (Information)

Parks & Recreation Director Messmer presented the item. The committee reviewed Chapter 1 of the Master Plan Update.

This was an informational item, no action was taken.

Agenda Item 10 – Update on the Botanical Garden (Information)

PARC Committee member Jane Fusek presented the item. The committee reviewed Chapter 1 of the Master Plan Update.

This was an informational item, no action was taken.

Agenda Item 11 – Hiller “Off Leash” Dog Area Discussion (Information)

Parks & Recreation Director Messmer presented the item.

Members of the community came to discuss the issues with the dog park off leash some members in favor of it continuing to be off leash without fencing and others wanting it to be fenced.

This was an informational item, no action was taken. Will be included in our next meeting.

Make an action plan regarding public safety to prepare for the board.

Agenda Item 12 – McKinleyville Community Forest Report

Update on McKinleyville Community Forest Subcommittees from MCF Committee Member Jennifer Ortega.

Agenda Item 13 – Parks & Recreation Director Report

STAFFING UPDATES:

At the March 5 MCSD Board Meeting, a new position was created and added to the District's Organization Chart: Environmental Programs Coordinator. This position reports to the Parks and Recreation Director and will take on a variety of tasks, such as the Community Forest and other District owned open spaces, Grant Writing and Administration, CEQA, Public Meeting Administration, etc. We did the 1st round of interviews on March 28 and 30, narrowing down to two candidates. The 2nd round of interviews will take place on April 16.

John Trewin's last day as a Parks Maintenance Worker with the District was March 28, 2025. We wish him well in his retirement and hope his days are filled with relaxation and happiness. The position has been posted, we anticipate narrowing down the applicants and holding interviews the week of April 21.

RECREATION PROGRAM UPDATES:

- Drop-in Pickleball is back on its normal school year schedule: Monday, Wednesday and Friday mornings from 9:00am to 12:00pm at the McKinleyville Activity Center. Drop in is \$4 per person.
- Beginning Pickleball will return this summer with a longer 6-week class!
- 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's 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.
- Staff are running the Pee Wee Basketball Season now. As usual the Season runs April 5 – May 17 for TK-2nd Graders. Registration is done and full with 108 players signed up.
- Sunday Night drop-in Basketball is averaging 10-15 participants per week.
- Playgroup for children who are 0-5 years old and their caregivers runs every Thursday from 10:30am-12:30pm through the school year minus Holiday Break Weeks.
- The next Tot-letics session will be T-ball will take place May 24 – June 21. Registration is almost full with 35 out of 40 spots filled.
- Registration is open for Breakout for Spring Break week; these weeks will include skating at the Skatepark (weather dependent).
- The upcoming Middle School Dances for the 24-25 school year have been scheduled. Five different PTOs reached out with an interest to partner on a dance. Four PTOs were selected lotto style via zoom. The line up for next year will be:

- Friday, October 25, 2024 --Coastal Grove PTO 267 Middle Schoolers attended the first dance!
- Friday, December 6, 2024 – McKinleyville Schools PT 207 Middle Schoolers attended this dance
- Friday, February 7, 2025 – Jacoby Creek PTO 177 Middle Schoolers attended this dance
- Friday, April 18, 2025 – Pacific Union PTO
- Friday, April 18, 2025 – Pacific Union PTO

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 and spent a day doing trail work in the Community Forest. 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

March Rentals:

- 6 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental.
- 3 Pierson Park Rentals.
- 3 Teen Center Rentals.
- 9 Activity Center Rentals.
- 3 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 one regular Vendors renting it for food preparation.

Agenda Item 14 – Ad Hoc Committee Reports

Skate Park (Charlie Caldwell) – Had their meeting first of the month, update on website. Raising funds for phase 2.

Fischer Ranch Estuary Project (Heidi Conzelmann) – No new information.

BMX Bike Track & Park at School/Washington (Charlie Caldwell) – Staff are waiting for the contractor to sign the Building Permit. Staff anticipate construction to begin soon. Bike rodeo to promote park happening on May 31st.

Community Garden (Ciara Torres) – Clean up happening this weekend on April 19th.

Agenda Item 15 – Committee Member Announcements and Future Agenda Items

- Next Committee Meeting: May 21, 2025
- Next MCSD Board Meeting: May 7, 2025
- Agenda Item 7 – Possible Addition of Tribal Land Acknowledgement to PARC Procedures
- Update from staff on the LWCF 50% Matching Grant possibility.
- Further Review of the Master Plan Update & Parks & Recreation Survey Review

Agenda Item 16 - Adjournment

Meeting Adjourned at 7:59 pm



Kirsten Messmer, Parks & Recreation Director for Ciara Torres, PARC Secretary