

**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 Areaa 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 RECREATION PROGRAM UPDATES:

- Drop-in Pickleball's 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 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.
- 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.
- The Adult Softball League has 10 teams signed up and will start August 3rd, ending October 5th.
- 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.
- 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 will run from October 25 to November 22, registration is completely full with 40 out of 40 spots filled.
- We are partnering with MUSD this school year for After-school Leader Staffing.
- Thanksgiving Breakout will be half classic camp, half specialty cooking camp. Hands-on culinary fun designed for young chefs. It will take place Monday – Wednesday, November 24-26 at the Activity Center from 8am-5:30pm. The fee is \$120R/\$123NR for the week plus a \$20 supply fee specifically for the food/cooking supplies.
- We are partnering with some local PTO's again to host 4 Middle School Dances this school year. The Dance dates are October 24 (This dance sold out with 302 tickets sold), December 5, 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

October Rentals:

- 7 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental.
- 5 Pierson Park Rentals.
- 0 Hiller Park Picnic Area Rentals.
- 0 Teen Center Rentals.
- 6 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 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