



November 19, 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

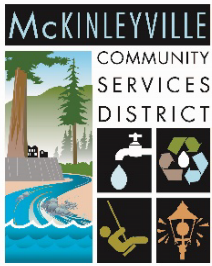
Any person may address the Committee at this time upon any subject not identified on this Agenda but within the jurisdiction of the Park And Recreation Committee; however, any matter that requires action will be referred to staff for a report of action at a subsequent Committee or Board meeting. As to 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 October 15, 2025 (Action)**
 - Attachment 6.1 – Draft Minutes from October 15, 2025
- 7 Possible Addition of Tribal Land Acknowledgement to PARC Procedures (Information)**
- 8 Consider Recommendation to the MCSD Board of Directors for Approval of PARC Applicant Area Yassan (Action)**
 - Attachment 8.1 – PARC Application – Area Yassan (Redacted)
- 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)**
 - Attachment 9.1 – Art Concepts from Melitta Jackson for BMX Park
- 10 Round Up for Recreation Update (Information)**
- 11 McKinleyville Community Forest Report (Information)**
- 12 Parks & Recreation Director Report (Information)**
- 13 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)
- 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
 - December Potluck
 - Discussion on Meeting Schedule/Frequency
- 15 Adjournment (Estimated 7:30 p.m.)**

Posted 5:00 p.m. on November 14, 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 November 19, 2025 Meeting

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6 Consider Approval of Minutes of the Regular Meeting of the Park And Recreation Committee on October 15, 2025 (Action)

Attachment 6.1 – Draft Minutes from October 15, 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 Consider Recommendation to the MCSD Board of Directors for Approval of PARC Applicant Areaa Yassan (Action)

Review and consider Areaa Yassan's Application for the open Committee Member seat.

Attachment 8.1 – PARC Application – Areaa Yassan (Redacted)

Action

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)

Staff will provide an overview of the *We Take Care of Each Other: Representing Tradition in a New Community Park* grant awarded to the McKinleyville Community Collaborative/McKinleyville Family Resource Center by Parks California in the amount of \$100,050. As part of this project, artist Melitta Jackson is developing art concepts for inclusion in the future BMX Park. PARC will review these preliminary concepts and offer feedback. The grant agreement, administered through Parks California, supports community-centered arts and cultural elements that honor local traditions within new park spaces. This item is for information only.

Attachment 9.1 – Art Concepts from Melitta Jackson for BMX Park

Information

10 Round Up For Recreation Update (Information)

At the October PARC meeting it was brought up to possibly add the “Round Up for Recreation” ability to our online payment system for customer’s water and sewer bills. Currently staff is working with the programmer for our software to see if this is a possibility. Staff also pulled together a report from the Round Up Contributions for the Month of October, which totaled \$191.49.

Information

11 McKinleyville Community Forest Report (Information)

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

Information

12 Parks & Recreation Director Report (Information)

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 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, 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.

13 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)

14 Committee Member Announcements and Future Agenda Items

- Next Committee Meeting: November 19, 2025
- Next MCSD Board Meeting: November 3, 2025
- Elect Officers & Renew Terms
 - Terms up January of 2026: Committee Members Caldwell, Ortega, & Conzelmann
- December Potluck
- Discussion on Meeting Schedule/Frequency

15 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, OCTOBER 15, 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 6:01 pm. with following committee members in attendance in person at the MCSD Office:

Charlie Caldwell – Chair
Heidi Conzelmann
Jane Fusek
Phil Heidrick – Arrived at 6:29pm
John Kulstad – Arrived at 6:33pm
Dana Merrill
Amy Scott
Patti Stuart
Ciara Torres
*Scott Binder - MCSD Board Director (non-voting member)

Absent:
Jennifer Ortega - Vice Chair

Staff in Attendance:
Kirsten Messmer

Members of the Public:
No Members of the Public in Attendance

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 Scott; **Second:** Committee Member Stuart
There were no comments from the Committee or public.
Roll Call: Ayes: Caldwell, Conzelmann, Fusek, Merrill, Scott, Stuart, Torres Nays: None Absent: Ortega, Heidrick, Kulstad
Motion Summary: Motion passed.

Agenda Item 5 – Public Comment

No additional comments from public.

Agenda Item 6 - Approval of the August 20, 2025 Meeting Minutes

Motion by: Committee Member Fusek; **Second:** Committee Member Merrill
There were no comments from the Committee or public.
Roll Call: Ayes: Caldwell, Conzelmann, Fusek, Merrill, Scott, Stuart, Torres Nays: None Absent: Ortega, Heidrick, Kulstad
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 to Approve the Parks & Recreation Master Plan Update (Action)

Parks & Recreation Director Messmer presented the item.

Motion by: Committee Member Stuart; **Second:** Committee Member Conzelmann
There were no comments from the Committee or public.

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

Motion Summary: Motion passed.

Agenda Item 9 – Presentation from RC Group (Information)

Committee Chair Caldwell gave a recap of last month's presentation from the RC Group.

This was an informational item, no action was taken.

Agenda Item 10 – McKinleyville Community Forest Report

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

**Agenda Item 11 – Parks & Recreation Director Report
RECREATION PROGRAM UPDATES:**

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Agenda Item 12 – Ad Hoc Committee Reports

Skate Park (Charlie Caldwell) – \$2,400 was raised from the McK ACE Round Up, adding to getting to 10% of the \$250,000 needed for Phase 2 of the McKinleyville Skatepark.

Fischer Ranch Estuary Project (Heidi Conzelmann) – Nothing New to Add.

BMX Bike & Park at School/Washington (Charlie Caldwell) – Construction is continuing. Work is beginning to be done for the Draft Memorandum of Understanding between McK BMX and MCSD.

Community Garden (Ciara Torres) – The Girl Scouts are still working on this project and want to paint the sign board.

Agenda Item 13 – Committee Member Announcements and Future Agenda Items

- Next Committee Meeting: November 19, 2025

- Next MCSD Board Meeting: November 5, 2025
- Address Meeting Regularity/Need for Monthly meetings going forward
- Committee Terms
- Report on Round Up for Recreation
- Committee Member Fusek let the committee know she is stepping down from her role on the committee but will continue her volunteer work at the Botanical Garden.

Agenda Item 14 - Adjournment
Meeting Adjourned at 7:05 pm

Ciara Torres, PARC Secretary



McKinleyville Community Services District Parks and Recreation Committee (PARC) Application

Name Areaa Yassan Date 10/24/25

Home Phone [REDACTED] Cell Phone [REDACTED]

Mailing Address [REDACTED] McKinleyville, CA

Permanent Address [REDACTED] McKinleyville, CA

Email Address [REDACTED]

Areas of Experience and Qualifications

What knowledge, skills and experience will you bring to the Parks & Recreation Committee?
(You may attach a resume or additional page if necessary).

I am an active citizen of McKinleyville that frequently utilizes the things managed by the Parks an Recreation department. I am young and athletic, and grew up playing outside in my neighborhood, thus I can relate to how the decisions made by the committee will affect those that utilize these services.

Can you commit to 2-4 hours of volunteer time per month? YES NO

Please describe why you want to participate as a member of the Parks and Recreation Committee.

I want to take on an active role in my community by volunteering my time to help the small town that gave me a chance in the first place.



Abalone Sun Catcher

Play with light - sunrise through late morning, afternoon through sunset

Remembrance and honoring important cultural being

Vision:

-Abalone shell with stained glass (other?) something to show fun colors on the ground

-Metal frame with squiggles - abalone tentacles, reminder it's a living being, not a resource, play with shadow

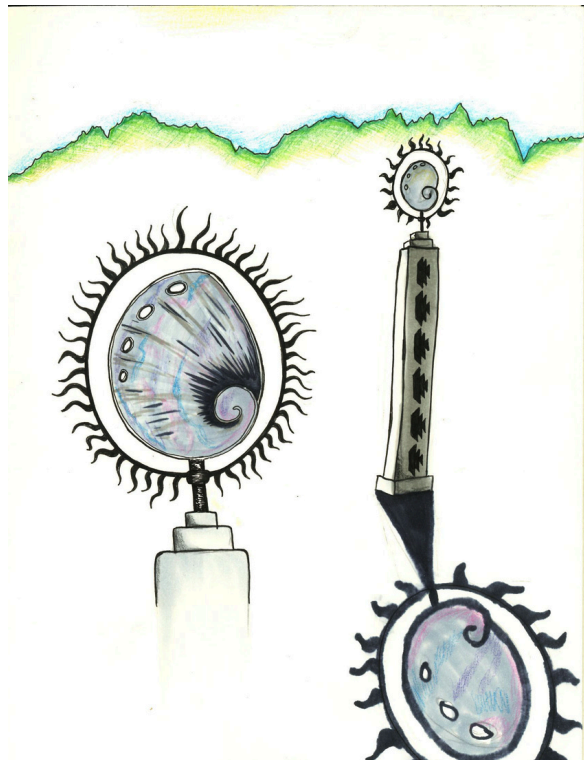
-Set up on tall pedestal (concrete? cement?) with native design/relief or local native word for "abalone": yurok on north face "yer'erner" (abalone shell), Karuk on East face, Hoopa on South face, Wiyot on West face?

-Abalone facing east/west

Logistics/worries:

Magnification - don't want to set fire to anything, help if not convex?

Heat- would it get too hot where light plays with color



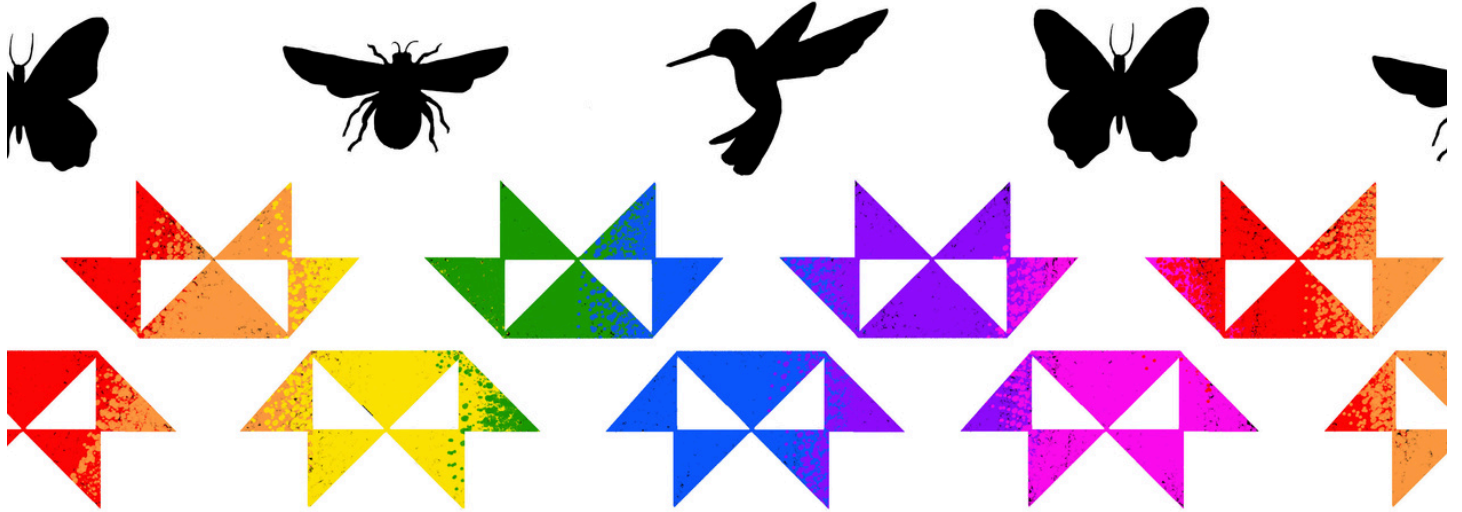
Butterfly Design/Pollinator Inlay on Planters/Retaining Walls

Survey Results: Beads and Native Design = Mosaic (or paint [Stippling])

No walls for murals - painting planters?

Butterfly design in fun colors to attract pollinators plus silhouettes of local pollinators (local plants in landscaping?)

Can go on Planters or Landscape Retaining walls



Bear Statue

Linking back up to Golden Bears at Klamath River Bridge

Do they need to be gold?

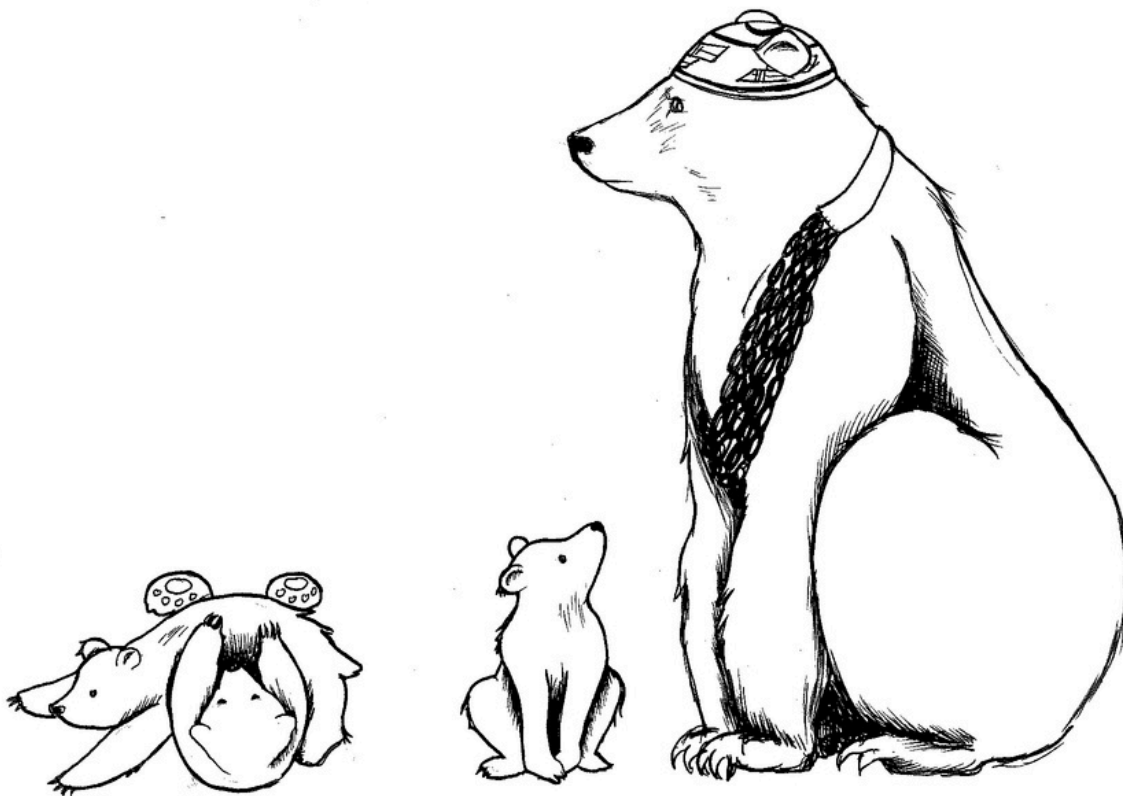
Mother bear watching over playful cubs

Cap and beads - native rep - cast iron?

Most example have bear statues on some kind of platform: native names for bears written around platform?

Connecting Ideas:

Bear paw print reliefs/paint/stepping stones in the walking path leading to bears?

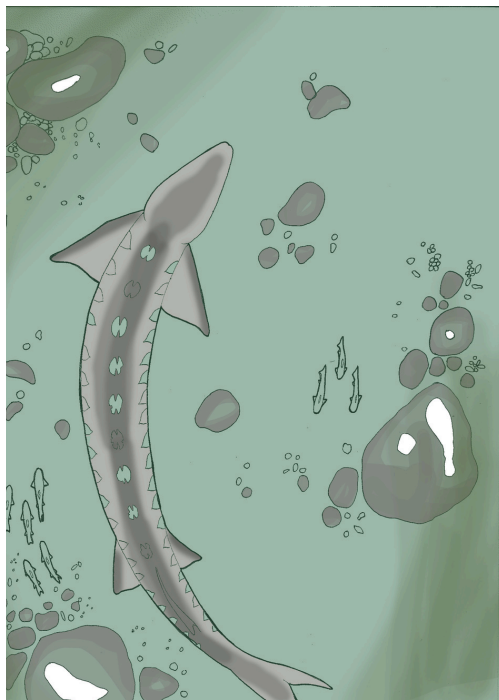
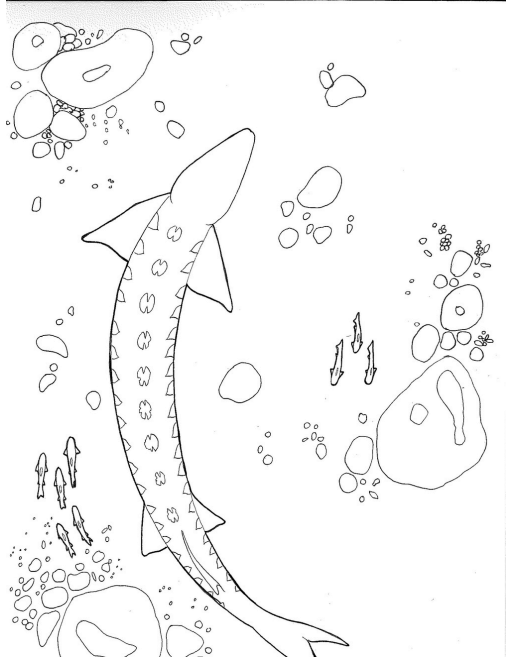


Sturgeon Ground Mural

I personally want to see more sturgeon representation

Not just sturgeon design, though I know that was requested

Idea is to make it look like there's a river under the concrete where sturgeon and other fish are passing through



Other Ideas

Eel Wind Sculpture

Unsure how this would look (no sketch :()

Would be cool to see more eels out and about

Sculpture could play with wind somehow - movement, sound?, light?

Eels...not the cutest, abstract? Or just normalize that they're here and are an important cultural food

Ground Mural Map of local area

no borders, with tribe names

Brad mentioned an elementary school having a ground mural of a map of the US he really enjoyed as a kid. Local rep? Lyn Risling did a local map - Native Forum

Ground Mural Spiral Fish

Lyn Risling Undam Klamath Painting (Current location - Goudini [Sample in Sturgeon file])

Mosaic Stepping Stones

Potential project to include youth creations