

**PHYSICAL ADDRESS:**

1656 SUTTER ROAD  
McKINLEYVILLE, CA 95519

**MAILING ADDRESS:**

P.O. BOX 2037  
McKINLEYVILLE, CA 95519



**MAIN OFFICE:**

PHONE: (707) 839-3251  
FAX: (707) 839-8456

**PARKS & RECREATION OFFICE:**

PHONE: (707) 839-9003  
FAX: (707) 839-5964

**TO: MEMBERS, PARK AND RECREATION COMMITTEE**  
**FROM: LESLEY FRISBEE, RECREATION DIRECTOR**  
**SUBJECT: STAFF NOTES MAY 18, 2023 MEETING**  
**CC: MCSD BOARD MEMBERS**  
**PAT KASPARI**  
**JAMES HENRY**  
**KIRSTEN MESSMER**  
**JENS ANDERSEN**  
**BRAD HAYMAN**  
**JACK DURHAM, MAD RIVER UNION**

Attached, is a copy of the agenda and meeting information for the upcoming Park and Recreation Committee meeting to be held:

**May 18, 2023**

**Hybrid meeting: in person at 1656 Sutter Rd.  
and**

**ZOOM Video Conference**

Meeting ID: **846 8532 4371**

<https://us06web.zoom.us/j/84685324371>

Members:

Chair- Laura Bridy

Phil Heidrick- Vice Chair

Scott Binder-MCSD Board Director (non-voting member)

Johnny Calkins

Charlie Caldwell

John Kulstad

Ben Winker

Heidi Conzelmann

Jane Fusek

Jennifer Ortega

Julie Gianini-Previde

Please contact the Parks & Recreation office at 839-9003 if you have any questions and/or if you are unable to attend.

Thank you.

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## Park And Recreation Committee (PARC)

**MEETING DATE**

Thursday, May 18, 2023  
6:30 p.m.

Location-Hybrid

**MCSD Office Conference Rm.  
1656 Sutter Rd., McKinleyville**

**Virtual ZOOM Video Conference  
Meeting ID: [846 8532 4371](https://us06web.zoom.us/j/84685324371)**

### MEETING Agenda

- I. Introductions, Call to Order & Flag Salute
- II. Communications
- III. Public Comment
- IV. Facility Fee Increases
- V. Community Forest
- VI. Parks & Recreation Director Report
- VII. Ad Hoc Committee Reports
- VIII. Discuss agenda topics for next meeting
- IX. Adjournment (Estimated 8:00 pm)

<https://us06web.zoom.us/j/84685324371>

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**TO: MEMBERS, RECREATION ADVISORY COMMITTEE**

**FROM: LESLEY FRISBEE, PARKS & RECREATION DIRECTOR**

**SUBJECT: STAFF NOTES FOR MAY 18, 2023 MEETING**

**AGENDA ITEM I- Introductions, Call to Order & Flag Salute**

**AGENDA ITEM II - Communications**

*Staff or members may communicate any pertinent information not already scheduled to be discussed on the agenda.*

**AGENDA ITEM III - Public Comment**

*Any person may address the Committee at this time upon any subject not identified on this Agenda but within the jurisdiction of the McKinleyville Community Services District.*

**AGENDA ITEM IV – Facility Fee Increases**

Facility use fees are analyzed annually and adjusted incrementally as needed to keep up with inflating costs of maintenance and operations. The last increase in fees was made in 2022 when fees were increased by 2%-2.5%.

Staff considered several factors in determining the amounts of increase for each facility. Staff researched similar facilities locally, analyzed maintenance and operation costs of existing facilities, and existing and historical use of each facility. In the last year costs related to the maintenance and operation of facilities have increased by approximately 18%. However in order to keep pricing competitive with similar facilities in the region the proposed increase for this year is between 2.5% and 3%. A table comparing the current fees to the proposed increased rates can be viewed in **Attachment 1**. This table also provides information related to facility fees charged for similar facilities in our region.

These proposed fees are scheduled to go to the MCSDD Board of Directors for approval on June 7<sup>th</sup>. Staff is looking for the PARC to make a recommendation to the Board for the proposed fee increases.

*Action*

## **AGENDA ITEM V – Community Forest**

Green Diamon Resource Co. is currently completing land surveys for lot line adjustments and preparing final legal descriptions of the property for the title documents. MCSD is requesting GDRC have an arborist assess some possibly hazardous trees within the property adjacent to residences.

### *Information*

## **AGENDA ITEM VI – Parks & Recreation Director Report**

### Recreation Program Updates

- Drop-in Pickleball is running on Monday, Wednesday and Friday mornings 9:30am to 12:30pm and. \$4 per person.
- Drop-in Kung Fu is on Tuesday and Thursday evenings 5:30pm-7:00pm \$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 10-14 people per class.
- Sunday Night drop-in Basketball is averaging 8-10 participants per week.
- The Pee Wee Basketball Program for Kindergarten through second grades is in full swing. Pee Wee Basketball will run through June 3<sup>rd</sup>.
- Registration for summer programs is open. The new slate of summer programs includes:
  - a 6 week, half day Tot-Camp for 3 to 5 year olds;
  - a 7-week half day Leadership Camp for 11-15 year olds;
  - a weekly half day specialty camps for youth ranging from 7 to 15 years old.
    - Specialty Camps will include: Makers Camp, Myth Busters Camp, Cooking Camp, Outdoor Adventure Camp; Fostering Artists Camp; Skate Camp; and Tabletop Gaming camp.
- Registration for the NEW Tot-Craft program is open. Tot-Crafts is an introduction to the fun of arts & crafts for youth 3-5 years old. Each session is 4 weeks long and will meet on Saturdays, June 10-July 1 for one hour.
- Playgroup for children 0-5 runs weekly on Thursdays from 10:30am-12:30pm. This program is funded by a grant through First 5 of Humboldt.

### Park & Facility Maintenance Updates

Spring is finally here, which means park and open space landscapes are growing fast. Staff is diligently working to stay on top of weeds and pruning. The Parks crew and NHES continue the routine schedule for maintenance on Central Ave. and Open Space Zone landscaping. Central Ave. trees are getting some much-needed trimming and maintenance this month. Staff continue to keep up with daily/weekly routine facility and vehicle maintenance. Monthly inspections were conducted on all facilities and Open Spaces.

Interior renovations at Azalea Hall are moving along smoothly. The walls have been textured and painted. New flooring is installed, and new blinds are up. New front doors are slated to be installed sometime late summer or early fall and the HVAC system will be getting an upgrade as well before the project is complete. Interior renovations at Azalea Hall are funded by the Prop 68 Per Capita Grant program. It is anticipated that all renovations will be complete by the end of the 2023 calendar year.

### Facility Rentals & Use

- 8 Azalea Hall Rentals plus a weekly and a bi-weekly meeting room rental in April through June.

- 15 Activity Center Rentals April through June.
- 28 Pierson Park rentals April through June.

The Boys & Girls Club of the Redwoods Teen Club at the Teen & Community Center is averaging 25-35 youth per day.

#### Vandalism Report

The park maintenance crew has had to address a consistent series of vandalism incidents at Pierson Park this month.

#### Hewitt Ranch Property Updates

No updates at this time.

#### North Bank River Property Updates

No updates at this time.

#### Other updates:

- Staff is preparing the Summer-Fall Newsletter and Activity Guide
- Staff is participating in the District's 5 year strategic plan update process.
- Staff continues to participate as members of the McKinleyville Chamber of Commerce Board of Directors, the McKinleyville Family Resource Center Board of Directors and the Boys & Girls Club of the Redwoods Board of Directors.
- Staff continues to provide support to other departments of the District; assisting with accounts payable, and payroll.

*Action: Information*

### **AGENDA ITEM VII – Ad Hoc Committee Reports**

Skate Park (Charlie Caldwell)

Fischer Ranch Estuary Project (Johnny Calkins):

BMX Bike Track & Park at School/Washington (Charlie Caldwell)

Community Garden (Ben Winker)

### **AGENDA ITEM VIII – Discuss Agenda Topics for Next Meeting**

*Action: Discussion*

### **AGENDA ITEM IX – Adjournment**

	2022-23	Proposed for							
	Hourly Rates	2023-24	1%	1.50%	2%	2.50%	3%	5%	
<b>ACTIVITY CENTER</b>									
Public/Business Rate	\$ 53.50	\$ 55.00	\$ 54.04	\$ 54.30	\$ 54.57	\$ 54.84	\$ 55.11	\$ 56.18	
Non-profit/vendor	\$ 37.75	\$ 38.75	\$ 38.13	\$ 38.32	\$ 38.51	\$ 38.69	\$ 38.88	\$ 39.64	
<b>AZALEA HALL-ENT.BLDG</b>									
Public/Business Rate	\$ 87.75	\$ 90.00	\$ 88.63	\$ 89.07	\$ 89.51	\$ 89.94	\$ 90.38	\$ 92.14	
Non-profit/vendor	\$ 66.00	\$ 67.75	\$ 66.66	\$ 66.99	\$ 67.32	\$ 67.65	\$ 67.98	\$ 69.30	
<b>AZALEA HALL-HEWITT ROOM</b>									
Public/Business Rate	\$ 64.00	\$ 65.75	\$ 64.64	\$ 64.96	\$ 65.28	\$ 65.60	\$ 65.92	\$ 67.20	
Non-profit/vendor	\$ 51.75	\$ 53.00	\$ 52.27	\$ 52.53	\$ 52.79	\$ 53.04	\$ 53.30	\$ 54.34	
All Day (12 hr) Rate	\$ 535.00	\$ 550.00	\$ 540.35	\$ 543.03	\$ 545.70	\$ 548.38	\$ 551.05	\$ 561.75	
Half Day (6 hr) Rate	\$ 324.00	\$ 332.00	\$ 327.24	\$ 328.86	\$ 330.48	\$ 332.10	\$ 333.72	\$ 340.20	
<b>AZALEA HALL-MEETING ROOM</b>									
Public/Business Rate	\$ 25.25	\$ 26.00	\$ 25.50	\$ 25.63	\$ 25.76	\$ 25.88	\$ 26.01	\$ 26.51	
Non-profit/vendor	\$ 18.85	\$ 19.50	\$ 19.04	\$ 19.13	\$ 19.23	\$ 19.32	\$ 19.42	\$ 19.79	
<b>AZALEA HALL-KITCHEN</b>									
All Users	\$ 18.85	\$ 19.50	\$ 19.04	\$ 19.13	\$ 19.23	\$ 19.32	\$ 19.42	\$ 19.79	
<b>LIBRARY CONFERENCE ROOM</b>									
Public/Business Rate	\$ 31.00	\$ 31.75	\$ 31.31	\$ 31.47	\$ 31.62	\$ 31.78	\$ 31.93	\$ 32.55	
Non-profit/vendor	\$ 28.00	\$ 28.75	\$ 28.28	\$ 28.42	\$ 28.56	\$ 28.70	\$ 28.84	\$ 29.40	
<b>TEEN CENTER-ENTIRE BLDG</b>									
Public/Business Rate	\$ 88.75	\$ 91.00	\$ 89.64	\$ 90.08	\$ 90.53	\$ 90.97	\$ 91.41	\$ 93.19	
Non-profit/vendor	\$ 71.50	\$ 73.50	\$ 72.22	\$ 72.57	\$ 72.93	\$ 73.29	\$ 73.65	\$ 75.08	
All Day (12 hr) Rate	\$ 933.00	\$ 950.00	\$ 942.33	\$ 947.00	\$ 951.66	\$ 956.33	\$ 960.99	\$ 979.65	
Half Day (6 hr) Rate	\$ 484.50	\$ 495.00	\$ 489.35	\$ 491.77	\$ 494.19	\$ 496.61	\$ 499.04	\$ 508.73	
<b>TEEN CENTER-MULTI PURPOSE RM</b>									
Public/Business Rate	\$ 49.75	\$ 51.00	\$ 50.25	\$ 50.50	\$ 50.75	\$ 50.99	\$ 51.24	\$ 52.24	
Non-profit/vendor	\$ 41.25	\$ 42.50	\$ 41.66	\$ 41.87	\$ 42.08	\$ 42.28	\$ 42.49	\$ 43.31	
<b>TEEN CENTER-MUSIC ROOM</b>									
Public/Business Rate	\$ 33.25	\$ 34.25	\$ 33.58	\$ 33.75	\$ 33.92	\$ 34.08	\$ 34.25	\$ 34.91	
Non-profit/vendor	\$ 26.25	\$ 27.00	\$ 26.51	\$ 26.64	\$ 26.78	\$ 26.91	\$ 27.04	\$ 27.56	
All Day (8 hr) Rate*	\$ 216.00	\$ 222.00	\$ 218.16	\$ 219.24	\$ 220.32	\$ 221.40	\$ 222.48	\$ 226.80	
*available weekends only									
<b>TEEN CENTER-KITCHEN</b>									
All Users	\$ 37.00	\$ 38.00	\$ 37.37	\$ 37.56	\$ 37.74	\$ 37.93	\$ 38.11	\$ 38.85	
	\$ 28.00	\$ 28.75	\$ 28.28	\$ 28.42	\$ 28.56	\$ 28.70	\$ 28.84	\$ 29.40	
<b>PARKS</b>									
Pierson Park Gazebo Picnic Area	\$ 56.75	\$ 58.25	4 hrs \$ 57.32	\$ 57.60	\$ 57.89	\$ 58.17	\$ 58.45	\$ 59.59	
Pierson Park Pavilion	\$ 111.00	\$ 114.00	4 hrs \$ 112.11	\$ 112.67	\$ 113.22	\$ 113.78	\$ 114.33	\$ 116.55	
Hillier Park Picnic Area	\$ 56.75	\$ 58.25	4 hrs \$ 57.32	\$ 57.60	\$ 57.89	\$ 58.17	\$ 58.45	\$ 59.59	
Special Event	\$ 169.25	\$ 174.00	daily \$ 170.94	\$ 171.79	\$ 172.64	\$ 173.48	\$ 174.33	\$ 177.71	
Commercial Event*	\$ 273.25	\$ 281.00	daily \$ 275.98	\$ 277.35	\$ 278.72	\$ 280.08	\$ 281.45	\$ 286.91	
Commercial Event Staff (*Required)	\$ 36.25	\$ 37.25	per hr. \$ 36.61	\$ 36.79	\$ 36.98	\$ 37.16	\$ 37.34	\$ 38.0625	
<b>SPECIAL EVENT SERVICES</b>									
Event Staff	\$ 19.00	\$ 19.50	per hr. \$ 19.19	\$ 19.29	\$ 19.38	\$ 19.48	\$ 19.57	\$ 19.95	
Set-Up									
Events with less than 100 people	\$ 88.75	\$ 91.25	\$ 89.64	\$ 90.08	\$ 90.53	\$ 90.97	\$ 91.41	\$ 93.19	
Events with 101-200 people	\$ 124.00	\$ 127.50	\$ 125.24	\$ 125.86	\$ 126.48	\$ 127.10	\$ 127.72	\$ 130.20	
Events with more than 200 people	\$ 155.00	\$ 159.50	\$ 156.55	\$ 157.33	\$ 158.10	\$ 158.88	\$ 159.65	\$ 162.75	
Clean-Up									
Events with less than 100 people	\$ 155.00	\$ 159.50	\$ 156.55	\$ 157.33	\$ 158.10	\$ 158.88	\$ 159.65	\$ 162.75	
Events with 101-200 people	\$ 185.50	\$ 191.00	\$ 187.36	\$ 188.28	\$ 189.21	\$ 190.14	\$ 191.07	\$ 194.78	
Events with more than 200 people	\$ 227.50	\$ 234.00	\$ 229.78	\$ 230.91	\$ 232.05	\$ 233.19	\$ 234.33	\$ 238.88	

D-Street Comm. Ctr Arcata-  
\$169.50 up to 3hrs (= \$56.50/hr)  
429.75 for 4-5 hrs (= \$107.44 to \$85.95 / hr)  
\$566.00 over 5 hours (= \$94.33/hr at 6 hrs  
\$56.60/hr at 10hrs)

Arcata Comm Ctr-Teen Rm & Arts Rm (Capacity of 50)  
\$62.25/hr  
\$170.00 for 4-5 hrs (\$42.50 - \$34.00/ hr)  
\$226.75 over 5 hours (\$37.79/hr at 6 hrs.  
\$22.68/hr at 10hrs)

Arcata Comm Ctr-Sr. Dining Rm & kitchen (occ. 96 at tables-122 just seats)  
\$311.25 up to 3 hrs (\$103.75 / hr)  
\$452.75 4-5hrs (\$113.19- \$90.550 / hr)  
\$566.00 over 5 hours (= \$94.33/hr at 6 hrs  
\$56.60/hr at 10hrs)

Library Conf Rm- \$33.75/hr (\$27/hr non-profit)

Adorni Center Gymnasium-  
\$330 for first 3 hours, \$125 per hour after (= \$110 per hour)

Wharfinger Bldg-Great room 2,100 sq ft  
\$570-\$600 for 10 hrs  
\$700-\$750 for 11-14 hrs

Arcata Vets Great Hall-occupancy 240  
\$65/hr  
\$475 for 8 hrs (\$375 nonprofit)

Arcata Vets Dining Hall-occupancy 199  
\$55/hr  
\$400 for 8 hours (\$300 non-profit)

Arcata Vets Meeting Room -occup. 35 (fees same for Kitchen)  
\$40/hr  
\$300 for 8 hrs (\$175 non-profit)

Arcata Vets Whole Day rental Whole Bldg only)  
\$1400 (\$1000 non-profit)

CPI increased by approximately 5% in last