

# MCKINLEYVILLE MUNICIPAL ADVISORY COMMITTEE, MCKINLEYVILLE INCORPORATION EXPLORATION SUBCOMMITTEE

McKinleyville is an unincorporated community of approximately 17,000 people where services are provided by the County of Humboldt and the McKinleyville Community Services District. Members of the McKinleyville community have explored the feasibility of incorporation multiple times; most recently a feasibility study was conducted in 2000. In September 2022, the McKinleyville Municipal Advisory Committee (MMAC) voted to form a subcommittee to conduct research and outline current findings to inform the MMAC and the community about the feasibility of incorporation. The Subcommittee meets and conducts business in accordance with MMAC bylaws that include publicly noticed and publicly held meetings.

**NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE  
MCKINLEYVILLE INCORPORATION EXPLORATION SUBCOMMITTEE (MIESC)  
WILL BE HELD  
WEDNESDAY, JUNE 18, 2025 at 4:00 P.M.**

**LOCATION: MCKINLEYVILLE COMMUNITY SERVICES DISTRICT  
Main Conference Room  
1656 Sutter Road  
McKinleyville, California  
OR**

**TELECONFERENCE Via ZOOM & TELEPHONE:  
<https://us02web.zoom.us/j/87922631706>  
Meeting ID: 879 2263 1706 or DIAL IN: 1 (669) 444-9171**

## **AGENDA** **4:00 p.m.**

### **A. CALL TO ORDER**

- A.1 Roll Call**
- A.2 Approval of the Agenda**
- A.3 Approval of Draft Meeting Minutes from May 21, 2025**  
Attachment 1 – Draft Minutes from May 21, 2025 Meeting

### **B. PUBLIC COMMENT AND WRITTEN COMMUNICATIONS**

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

### **C. CONTINUED AND NEW BUSINESS**

- C.1 MIESC Public Member Application Solicitation**
- C.2 Update On Procurement of Economic Data**
  - C.2.1 Memorandum of Understanding (MOU) with American Planning Association**
- C.3 Continued Discussion of Community Engagement and Review of Community Engagement Plan**
- C.4 Continued Discussion of Initial Feasibility Analysis**
- C.5 Legislative Activity Updates**

### **D. FUTURE AGENDA ITEMS**

### **E. MEMBER ANNOUNCEMENTS**

### **F. ADJOURNMENT**

**Posted 5:00 pm on June 13, 2025**

Pursuant to California Government Code Section 54957.5, this agenda and complete Board packet are available for public inspection on the web at <https://humboldt.gov/org/238/McKinleyville-Municipal-Advisory-Committ> or upon request at the Humboldt County Clerk, 825 5<sup>th</sup> Street, Eureka. If you would like to receive the complete packet via email, free of charge, contact the Clerk of the Board at [cob@co.humboldt.ca.us](mailto:cob@co.humboldt.ca.us) to be added to the emailing list. The MMAC will, on request, make agendas available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132), and the federal rules and regulations adopted in implementation thereof. Individuals who need this agenda in an alternative format or who need a disability-related modification or accommodation in order to participate in the meeting should contact the Clerk of the Board at [cob@co.humboldt.ca.us](mailto:cob@co.humboldt.ca.us). Notification 48 hours prior to the meeting will enable the Clerk to make reasonable arrangements for accommodation.

# McKinleyville Incorporation Exploration Sub-Committee (MIESC) Meeting Minutes

May 21, 2025– 4:00 p.m.

**Committee Members Present:** Lisa Dugan, Mary Burke, Kevin Jenkins, Pat Kaspari, Tom Sheets

**Guests Present:**

Adelene Jones

Jesse Miles, Executive Director, McKinleyville Chamber of Commerce

Call to order at 4:00 p.m.

**A.1 Roll Call**

**A.2 Approval of agenda:**

**Motion:** It was motioned to approve the agenda.

**Motion:** Jenkins **Second:** Burke

**Ayes:** Dugan, Burke, Jenkins, Kaspari, Sheets

**Nays:** None.

**A.3 Approval of Minutes from the April 26, 2025 Meeting**

**Motion:** To approve the minutes from the January 15, 2025 meeting.

**Motion:** Kaspari **Second:** Jenkins

**Ayes:** Dugan, Burke, Jenkins, Kaspari

**Abstain:** Sheets

**B. Public Comment**

Adelene Jones commended the work of the committee and offered her support.

**C.1 MMAC (MIESC) Public Member Application Solicitation**

Lisa Dugan reported that no applications had been received to date. The committee discussed strategies for additional community outreach.

**C.2 Update on Procurement of Economic Data**

Lisa Dugan stated there was nothing to report at the present time.

**C.2.1 Review Memorandum of Understanding with American Planning Association**

Lisa Dugan reported that the County continues their work on updating the contract to meet the County's requirements. American Planning Association staff are slated to visit the committee in September

### **C.3 Continued Discussion of Community Engagement and Review of Community Engagement Plan**

The committee continued discussion on the plan for producing a video like North Lake Tahoe's shared at the last meeting and that he is continuing outreach to community influencers. Jesse Miles offered to assist with contacting local business owners.

### **C.4 Continued Discussion of Initial Feasibility Analysis**

Lisa Dugan stated there is nothing to report at this time. The committee briefly discussed the East LA Incorporation Feasibility report and the similarities and differences to the process the exploration of the incorporation of McKinleyville.

### **C.5 Legislative Activity Updates**

There were no further reports at this time.

### **D. Future Agenda Items**

### **E. Member Announcements**

### **F. Adjournment**

Meeting adjourned at 5:20 p.m.

Next meeting is June 18, 2025.