

**CITY OF BERKLEY**  
**PUBLIC NOTICE**  
**PARKS AND RECREATION ADVISORY BOARD**  
**MEETING MINUTES**  
**7:00 P.M. FEBRUARY 13, 2025 AT THE COMMUNITY CENTER**

**CALL TO ORDER: 7:00 PM**

**Present:** Mike Kerby, Melissa Hammond, Betty Smith, and J.D. Otto

**Also, present:** Dan McMinn

**Absent:** Andrew Boring, John Nicolai, Dan Terbrack, and Ross Gavin

**APPROVAL OF AGENDA:** Approved by J.D. Otto and supported by Betty Smith to add one additional item (#6 Housekeeping) and approve the agenda.

**APPROVAL OF 12/12/24 MINUTES:** Approved by Betty Smith, support by Mike Kerby.

**PUBLIC COMMENTS:** No public comments.

**BOARD BUSINESS:**

**1. Department Update**

- Dan McMinn has been named Parks and Recreation Superintendent. Parks and Recreation will be more collaborative with Public Works. The Parks and Recreation team will be responsible for programming and events, and Public Works will be responsible for more of the outdoor maintenance, as well as supporting events. Dan will report to the Deputy City Manager of Public Services (Shawn Young).
- Mike Kerby mentioned an interest in including updates related to parks-related maintenance within these meetings. Dan indicated he could bring those updates back to these meetings.
- Renting out of the facilities will still funnel through the Parks & Recreation Department.

**2. Winterfest 2025 Wrap-up**

- It was a wonderful outdoor event, despite the cold. The space outside was utilized very well. Every corner had something, and there were people spread out throughout the park. Had a couple of food trucks on-hand (included a lunch option, and mini donuts and hot chocolate).
- The outdoor ice rink (on the tennis courts) has been getting a lot of use after school hours. In the past, it has been a Winterfest only event. But not this year. People have been out there almost every day skating.
- Two of the ice sculptures from Winterfest are still standing.
- Mike Kerby and Dan McMinn noted a special thank you to the Department of Public Works for salting and clearing the area for the event.

**3. Programming & Computer Software Update**

- The transition to the new software has gone extremely well. Have done first session of programming of it. 2<sup>nd</sup> session will start at the end of the month (Winter II programming). It is more user friendly than it has been in the past, and overall has been a good change.
- Winter II programming will bring back a dog obedience class.
- Mid-winter break camp is next week (4-day camp). Bobby has arranged daily field trips, including: the Science Center, the Henry Ford Museum, and downtown Detroit trip that includes the Boll Family YMCA and the Pistons Performance Center (their offsite practice facility).

- Specialty camps launched on 2/10 (for signing up for the week-long camps during the summer). There is still availability.
- CDBG (Community Development Block Grant) snow removal program for seniors this year has 40 residents on it this year. It is an income-based program, where co-pays could be charged. This year's contractor is Yard Guys based out of Plymouth, MI.

#### **4. Summer Camp 2025**

- Last year, summer camp opened 2/1/24 and was filled up within 3 days. They had 107 kids every day last summer.
- This year, they made a few modifications, every day all summer opened for residents on 2/3 and on 2/10 it opened for non-residents. We have sold out of spots for kids' camp (sold out at 50) and junior camp (sold out at 50), and 1 spot left for senior camp (40 allowed), and teen camp will have (30). They may move 10 spots from the teen camp to the kids' camp. Total of 170 kids this summer. The cost for every day/all summer for residents is \$1800, and for non-residents is \$2200. Anderson Middle School will allow the city to use their facility again.
- They will have an On-site Supervisor, Directors, and Counselors in the positions.

#### **5. Summerfest Plans**

- Two movies this summer on 6/13/25 and 8/21/25 (with an ice cream social before the 8/21 movie). The movies playing for these events are still TBD.
- There will be an event at Bacon Park on 7/24 (Bacon Jamboree).
- There will be 3 outdoor concerts as well (the dates for these are TBD).

#### **6. Housekeeping**

- Our meeting schedule needs to be aligned with the charter, which requires monthly meetings. Motion made by J.D. Otto and seconded by Melissa Hammond to move to monthly. Motion passed. As a result, we will add additional sessions on: 3/13/25, 5/8/25, 7/10/25, 9/11/25, and 11/13/25.
- Dan to send a copy of the current 5-year plan to the board members.

#### **MISCELLANEOUS:**

- Melissa congratulated Dan on his new position.
- J.D. also congratulated Dan on his new position, and was complimentary of all of the work Dan has done for the Department.
- Betty also congratulated Dan and noted that she appreciates that he is always accessible. Betty enjoys being on the board.
- Mike also congratulated Dan on his new position. Inquired about the contract with Community Field 1 and the Berkley School District. Dan indicated it has been signed. Mike also inquired about the Code of Conduct. The Code of Conduct is in progress.

**ADJOURNMENT:** 8:52 p.m.

**NEXT MEETING: March 13, 2025**