

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

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

**Present:** Mike Kerby, Melissa Hammond, Betty Smith, J.D. Otto, Andrew Boring, John Nicolai, and Dan Terbrack

**Also, present:** Dan McMinn and Ross Gavin

**APPROVAL OF AGENDA:** Approved by Dan Terbrack, support by John Nicolai

**APPROVAL OF 2/13/25 MINUTES:** Approved by J.D. Otto, support by Betty Smith

**PUBLIC COMMENTS:** No public comments

**BOARD BUSINESS:**

**1. Programming Update**

- Youth Updates
  - There are lots of events planned, including going to Cranbrook Science Center, Kid Cadia, and an indoor play structure in Dearborn.
  - Drop-In Play continues every Wednesday from 9:00 a.m. until 11 a.m., and is intended for the Toddler age group. They set-up a bouncer and gymnastics mats.
  - There is a free lacrosse trial next Tuesday. There will be 2 groups (grades 1-4 and grades 5-8).
  - Three more specialty camps also became available through Jump-a-Rama recently.
- Senior Events
  - Trivia Thursday occurred today and there were 35 people in attendance. The event included 6 rounds of trivia and a couple of bonus rounds. The cost was \$15 and they served lunch. Trivia is done every other month and supplemented with Bingo on the off months.
  - They will be touring Michigan Central Station next Wednesday, taking 13 people. There are 14 people on the wait list, so another trip will be taken in the coming months.
  - The Senior Trips are very popular.
- J.D. inquired whether summer camps were filled. Dan said they are full for the lower age groups, but will open the spots for the older age groups (grades 6-8). They were approximately 105 participants last year. This year they have 170.
  - They are now accepting applications for those over 18 who are interested in working at the camps. Interested candidates can visit the city's website to fill out an application.

**2. Library Collaboration**

- In an effort to collaborate more with other departments within the city, the Parks & Recreation Department is working with the Berkley Library to create a supplement to the Berkley Buzz (a Summer Program Guide).

- They are also teaming up with the Library for a Dog Man-themed Reading & Movie event that will take place on Friday, June 13<sup>th</sup>. Participants will obtain a reading log at the library, read the book, then watch the movie and turn in their log for a prize.
- The Department is really looking forward collaborating with the library in the future.

### **3. Budget 2025/2026**

- Work is underway on the budget. The budget meetings are scheduled for 4/28 and 4/29.
- As far as the parks go, there are no asks this year.
- For future years, there will be drainage projects. Moving capitol from this year to next year to re-do the pavilion at Bacon Park and fix concrete slab underneath the pavilion.
- Betty inquired whether the bathrooms would be open at Community 1. Dan said they are still looking at quotes to see if it would be feasible; however, porta johns are on order just in case. The funds for the bathrooms would come out of the Facilities budget.
- We will go through the 5-year plan, and look at things we will want for the future. More on that coming soon.
- There are a lot of benefits with combining the Facilities and Parks & Rec Departments. For example, the Parks & Recreation team will be able focus more on programming and Facilities will focus on the maintenance. Due to their involvement with the city parks, the Parks & Recreation team will still have an eye on maintenance as they will continue to visit the parks and review equipment. They will be able to use a GIS system which enables them to use an iPad to take pictures and fill out forms right on the spot. Everything will be stored in one place.

### **MISCELLANEOUS:**

- Andrew proposed an idea. Where we do not have concessions at Comm 1 or Community fields, could we consider having a food truck come? The truck could pay a permit fee to park in the parking lot for a few hours. This could be done for a trial period of a year to see how it goes.
- John expressed that Dan McMinn and the team have been doing a good job. He appreciated the information related to budgets. He would like to see the bathrooms up and running.
- Ross provided updates across multiple areas.
  - Budgets are earlier this year, occurring on 4/28 and 4/29.
  - Crystal is off to a great start, and has hit the ground running.
  - The new city website launched. If there is any feedback on any broken links, please share it on the website.
  - The first meeting for the Pocket Park was tonight, which is very exciting.
  - Infrastructure and facility assessments for all the buildings in the city occurring (to see where things stand and identify deferred maintenance).
  - Related to Boards and Commissions, the 2<sup>nd</sup> Ad Hoc committee meeting occurred. They are working on an application packet and handbook that better explains the board positions, how you would use your time as a board member, etc. At their next meeting, Chairs and Vice Chairs of the various boards will be invited.
- Melissa was unable to make the Pocket Park Committee meeting tonight due to other commitments, but is looking forward to being part of the committee.

- Dan Terbrack congratulated Dan McMinn on his Superintendent position. He is excited about the changes within the city.
- J.D. is excited to hear about all the new things going on, as well as the new events that are being planned by the Parks & Recreation Department.
- Betty is excited to see so many things going on for the children and is thankful for the Senior events. She noted that Dan McMinn has been very receptive and kind and that she is happy to see some potential movement with the bathrooms at Community 1.
- Dan McMinn is excited for spring and the longer day light hours. He is looking forward to everything that will be starting up quickly – baseball, softball, and very excited to see how everything works out with Community 1. He thanked all the members for being part of the group and sharing their thoughts. He indicated that he has invited Crystal to possibly attend the next meeting on April 10<sup>th</sup>.
- Mike thanked everyone for being there tonight, and noted his interest in being part of the Pocket Park Committee. He looks forward to future conversations around the budget, and is glad that the Board is back to a monthly meeting cadence. He inquired where we are at with the personnel for the Parks & Recreation Department. Dan indicated that conversations are being had regarding the future right now. He hopes to have a Senior Coordinator, Senior Program Manager, and be back to 5 full-time staff within the department.

**ADJOURNMENT:** 7:45 p.m.

**NEXT MEETING: April 10<sup>th</sup>, 2025**