

**CITY OF BERKLEY**  
**PUBLIC NOTICE**  
**PARKS AND RECREATION ADVISORY BOARD**  
**MEETING MINUTES**  
**7:00 P.M. May 8th, 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, Bridget Dean, Andrew McIndoo, Charles Tyrrell, Jessica Vilani, Corinna Campbell, Nick Smith

**APPROVAL OF AGENDA:** Approved by John Nicolai, support by J.D. Otto

**APPROVAL OF 3/13/25 MINUTES:** Approved by Dan Terbrack, support by John Nicolai

**PUBLIC COMMENTS:**

- Andrew McIndoo: With the addition of the new field at the high school, residents have lost their “unofficial” dog park. Proposed a fenced-in dog park near the community center that could potentially be funded through crowdsourcing. Mentioned that all the surrounding communities, except Berkley, have a dog park.
  - Dan McMinn state the space is utilized right now for soccer and for summer camp (for waterslides, etc). Noted that we are in the very beginning stages of starting a 5-year plan. Once those public meetings become available, he encouraged Mr. McIndoo to come to those meetings. Those meetings will begin over the summer and into the fall.
  - Andrew McIndoo inquired about what additional materials could he provide in his plan? Dan indicated the materials provided are enough to get started. However, he added that if thinking long-term, it might be a good idea to come with size/scope (e.g., come with fencing costs, clean-up of the area).
  - Dan McMinn noted he is aware of a dog park in the Cass area of Detroit has turf. He would be interested in understanding what the difference is with grass from a drainage and sanitation perspective.
  - Betty Smith inquired as to how much space would be needed. Andrew indicated they are open to discussing.
- Charles Tyrrell: Inquired whether this board is the place to bring up the invoicing on Community 1 field. He said there is supposed to be invoicing to the Dad’s Club and the school district, inquired if it has been invoiced. Dan McMinn indicated the first invoice has been sent to the school district, and they will be given their second invoice soon. Dad’s Club will be given their first invoice in the coming weeks.

**BOARD BUSINESS:**

**1. Community 1/Concession Stand/Equipment**

- Dan McMinn stated the infield materials are DuraEdge classic. A top conditioner was purchased to help combat extra moisture. 7 pallets of material were delivered recently to help keep the field in good condition. They will be implemented as soon as possible. The Dad’s Club, School District, and City have been meeting to discuss the maintenance plan, and want to do everything they can to maintain the life of the field. Some of the items include: lawn mowing each week, grub control and weeder feed, etc. It was noted there are no grubs, but it is a preventative measure.

- Nick Smith expressed concern related to the maintenance of the fields, pitcher's mound, and home plate. Dan McMinn indicated the DuraEdge Professional recommended that the conditioner not be applied before the winter, as it would come off and need to be re-applied. Dan McMinn did not realize the pitcher's mound and home plate were not being maintained and would make sure they were maintained.
- Related to the concession stand/equipment room/bathrooms, Dan McMinn stated there was a miscommunication. They are trying to reappropriate some grant money from the state. If that cannot happen, then there will need to be a capital improvement funding to rehab and add heat to the bathroom. The school district has been billed for their 1<sup>st</sup> half of their payment, and have made the payment.
- Nick Smith inquired about the bathroom status and expressed concern about the timing of the planning efforts, despite the field being in use since March. Nick reported that a child sustained a broken arm after slipping in the outfield on Comm 2, while two other players from the opposing team also slipped but were not injured. Despite significant financial investments in the fields, he noted the fields continue to deteriorate due to lack of maintenance.
- Mike Kerby indicated field dressing should happen in early to mid-March and recommended that as the routine we have as part of our yearly maintenance schedule.
- Nick Smith expressed that there should be more proactive measures versus reactive and would like DPW to come and check out what needs to be done.
- Dan McMinn will go out and look at the fields, and will inform those that need to know of the information.
- Andrew Boring inquired about the Toro machine that was purchased but has not been used. Dan said the equipment has been used.
- Betty Smith inquired if the bathrooms would be opened back up. Dan McMinn said that is the plan, if/when the funding becomes available; however, noted it is an extensive rehab. The goal is to make this happen.
- Andrew Boring about the cost and Dan McMinn said they have had contractors out.
- Bridget Dean said they are looking repurposing some grant money toward that project.
- Mike Kerby would like to see maintenance occurring and all parties working together on this. He has observed holes in the pavement (where the plumbing went through) that has been covered with asphalt that also need to be addressed. Dan McMinn said funds are being used to do work in the park, and after that, the cement will be addressed.
- Charles Tyrrell asked whether this work was part of the project to re-do the field? Nick Smith stated that, no, everything was within the fencing. Dan McMinn said he would contact DPW to make sure they are aware.
- Corinna Campbell noted that laws in the state of Michigan have changed. She also added, that the groups really need to work together. The Mom's Club has been together since 1971 and receives compliments for keeping youth rec programs intact. Keeping the programs intact is important to feeding into the school programs.
- Dan Terbrack indicated he feels we are incredibly fortunate to have these groups in the city.
- Nick Smith would like to see all 3 groups to work together: City, Dad's Club, and School District.

## **2. Dorothea Pocket Park**

- J.D. Otto stated there have been meetings regarding activating the pilot for the pocket park. He saw in the proposed budget that the money appears to be coming from a general fund,

and asked whether the vision is that it is a city hall park, or a park that is part of the city. He also inquired how it fits in with the Parks & Recreation Department.

- Dan McMinn indicated that it is a pilot park, scheduled for 6/14 to 7/19. Throughout that time, the DDA and Parks and Recreation will activate that area to encourage people to visit. They are in the early stages, and there will be a call to action on ideas that can be done there. They will make a master calendar. As far as Parks and Recreation goes, they are thinking about doing yoga or exercise classes. Another idea is to perhaps paint the road to make it more inviting. This could be potentially done during the 1<sup>st</sup> week of summer camp, where volunteers could tape and the area and the kids (as part of the summer camp) can paint the area. Other ideas include arts and crafts, a plant exchange, or dog activities.
- Bridget Dean said that we received a planning grant and they contracted with a company to come up with some ideas for that space.
- Mike Kerby inquired what the neighboring businesses think about the concept. Dan McMinn said there are some pro and some con, and that is why the pilot will be helpful.

### **3. Oxford Park Splash Pad Opening Day**

- Dan McMinn indicated the opening of the Oxford Park Splash Pad will be right around Memorial Day. Depending on weather, it may be a little earlier. The hours are currently 10:00 a.m. to 8 p.m. This is mostly in-line with other splash pads in the area.
- J.D. Otto mentioned visiting last summer around the 10 a.m. timeframe and it did not open until 11 a.m.
- Corrina inquired about the bathrooms near the splash pad, as one was not opening. Dan McMinn is aware of the issue (synching issue with the lock technology) and it will be corrected.

### **4. Boards and Commissions Ad-Hoc Committee**

- Initiative through city hall to make sure the boards and commissions are all working in the same way and that everyone knows their roles. A meeting took place and the Chairs and Vice Chairs from the boards were invited. There will be more information coming soon. They will be able to provide a handbook to the committee members so they know the requirements. J.D. appreciated seeing the draft that was shared and said it is like a guide book, with attendance policies, roles/responsibilities, sample agendas/meeting notes, etc.
- Luncheon for the board members will take place on 6/2 from 12-2 at the Community Center.

### **5. Program/Special Event/Summer Camp**

- Dog Man Reading Challenge is a collaboration between Parks and Recreation and the Library. Participants pick-up an entry form at the Community Center, read 13 books, have a parent sign off, and return their entry form for a ticket to win a small prize at the movie that will take place on 6/13/25.
- Summer camp is right around the corner. 2 Directors have begun planning. They expect to have full staff toward the end of the month to begin the required training. State license said staff must be 18, but they have a variance to allow staff to be 16 and up (this requires a lower camper-to-staff ratio).
- Interoffice movement is happening. Josie has been promoted to Senior Programming Manager. She has hit the ground running and is planning for the upcoming months. With her promotion, they will be looking to fill her position and that posting should be available soon. Josie will train the new hire, and Dan will train Josie regarding senior programming.
- Summer camp is currently at 170 per day (that have signed up for every day all summer). State licensing allows us to go up to 200, but we have capped at a certain number to make it more manageable for camp directors and staff.

**MISCELLANEOUS:**

- John Nicolai: Appreciated the comments this meeting, and learned a lot. It is good to have members of the public in attendance. Expressed appreciation to the staff, and the listening that occurred tonight.
- J.D. Otto: Things seem to be settling into the new normal with the Parks and Recreation Staff. Agreed that it was great to hear the concerns tonight. Noted it is important to think about protecting the investments we have made in the fields.
- Dan Terbrack: No further comments outside of what was said.
- Melissa Hammond: Thanked the Mom's Club program, and appreciated hearing the concerns tonight. Excited about the developments with the programs and pocket park.
- Betty Smith: Stated she is a lifelong baseball fan and thankful to hear the feedback tonight.
- Andrew Boring: No additional comments.
- Chuck Tyrrell: Noted there is a 90<sup>th</sup> anniversary get-together at Borgo Dance Studio (Rochester Road) this Saturday, from 2:00 - 5:00 pm.
- Bridget Dean: Noted that back in December, a group came together (council staff, directors) and pulled together a strategic framework to enable everyone to move in the same direction and ensure accountability. This will lead into a strategic plan. A facilities assessment was also conducted. A company came in and looked at all our buildings and graded them on a scale. It helped to understand the projects that need to be done and how to prioritize them. The assessment made recommendations on what to do and that was helpful with budgeting as well. Hoping to use opioid funding to have a "social worker ride along". Having a social worker to assist is helpful and other communities are doing this. She has also been visiting different locations across town to have conversations and meet with the residents.
- Corinna Campbell: Thank you to Parks and Recreation, appreciates everything that is being done. Would like to keep the relationships tight.
- Dan McMinn: Wished Betty Smith a happy early birthday.
- Mike Kerby: Also wished Betty Smith a happy early birthday. Appreciated everyone's input tonight. Inquired whether the budget is with the Parks and Recreation or DPW? Dan/Bridget think it is with Facilities.

**ADJOURNMENT:** 8:38 p.m.

**NEXT MEETING: June 12, 2025**