

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

**CALL TO ORDER:** 7:01 PM

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

**Also, present:** Dan McMinn

**Unable to Attend:** Mike Kerby, Andrew Boring, and Ross Gavin

**APPROVAL OF AGENDA:** Approved by Melissa Hammond support by Dan Terbrack

**APPROVAL OF 6/12/25 MINUTES:** Approved by Dan Terbrack, support by John Nicolai

**PUBLIC COMMENTS:** No public comments

**BOARD BUSINESS:**

**1. Touch a Truck Participation**

- The city will hold the annual event on Saturday, 9/13/25 from 10-1. The first hour is sensory-friendly without horns or sirens.
- Each city board has been offered the opportunity to have a table at the event to showcase what the board does, discuss events, and provide any literature. Each board must decide by 9/5/25 if they will participate.
- Betty inquired if Youth Assistance could have a table; Dan will confirm.

**2. Updated Boards & Commissions Handbook**

- The updated handbook is now held in the city clerk's office (formally, in the city manager's office). It explains the roles and responsibilities, purpose of board, policies, and procedures. While an electronic copy has been provided and printed copies were available at the meeting, Dan is working with the clerk's office to coordinate someone to come during a future meeting to review it with the board and answer any questions.
- John inquired if some of the key points could be highlighted in the meeting tonight. Dan commented it covered things like attendance, quorum, our role as an advisory board.
- J.D. added they tried to look at how each of the boards are defined and to ensure the boards are following those rules, as well as attendance and participation across the boards from members and liaisons.
- Dan added that chairs are responsible for making the agenda, and Dan turns it into the city.
- Dan also noted that Greg Patterson will become our liaison going forward.

**3. 5-Year Plan**

- Nine proposals were turned in to update the 5-year plan. They ranged from \$10K to \$140K.
- Dan McMinn, our City Manager, Deputy City Manager, and Community Development Director reviewed all 9 proposals and scored them with weighted scoring. They have made the decision (after the review and scoring) to go with Johnson Hill Land Ethics Studio.
- A few copies of the proposal were made available to the board during the meeting for review.
- The proposal will be taken to city council on 9/18/25.
- It was also noted the proposal must be updated and turned into Michigan Department of Natural Resources by 2/1/26 to apply for state grants.

#### **4. Community Park Updates**

- The work for the outdoor bathroom and the concession stand building is scheduled to be on the 8/18 city council meeting. The work will be paid for by a grant from the state of Michigan. Additionally, both bathrooms within the Community Center will be updated as part of the project.
- Anticipated to be completed by the start of next year's season.

#### **5. Programming & Special Events**

- Berkley Beats final concert of the season is today. There was a kids-themed concert a couple of weeks ago. Bacon Jamboree also occurred and was packed with activities. Those three signature events from Summerfest were well-attended.
- Fall/Winter special event development is underway. Will have a Halloween and Holiday gathering. Details being worked on now.
- Dream Cruise and Cruise Fest are next week. 300 cars are signed up for the Cruise Fest. Some highlights include live music on Robina, food trucks will be there (4 trucks are signed up), etc.
- Summer Camp ends a week from today. They have done a great job. This year, the Oak Park Pool where they normally swim was down for repair, so they swam at Royal Oak High School. The kids went to Starr Jaycee Park at the start of the day, and then were bussed over to the pool.
- Fall Programming guide will be available soon.
- Dan is very pleased with Josie's work. Running fabulous trips and has created community for the seniors (e.g., puzzles and donuts). Kudos to Josie.
- New Parks and Rec clerk started on Monday (Josh) and has hit the ground running.

#### **MISCELLANEOUS:**

- Melissa Hammond complimented the Parks and Recs team on all the activity that is occurring. Inquired about whether Dan was able to coordinate Deam Cruise Shirt selling for the community groups. Dan indicated the offer was extended to some of the community groups to see if there was interest; however, there was not this year.
- John Nicolai thanked everyone and is glad there is a full-team, is looking forward to working with them and is happy to hear the update about the bathrooms.
- Dan Terbrack is excited about the 5-year plan update and welcoming Greg back as the liaison. He is also excited about the Touch a Truck event.
- Betty Smith is thrilled to hear the bathrooms and concession stand updates. She noted that Josie has been wonderful with the senior community and Bobby has been great with the kids. Things are going in the right direction.
- Dan McMinn thanked all of us for our participation and appreciates all the work that we are doing.
- J.D. Otto noted that he has enjoyed taking advantage of that's offered in the community. Commented on recent sidewalk updates – investing in those things are great. The lining they are doing at the stop signs is also great. Helps for safety, and is excited to see these investments. Excited about the full staff here. Things have been going in a great direction, and having a full staff raises the potential even more.

#### **ADJOURNMENT: 7:44**

**NEXT MEETING:** September 11, 2025