

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

**CALL TO ORDER:** 7:00 P.M.

**Present:** J.D. Otto, Melissa Hammond, Dan Terbrack, John Nicolai, and Greg Patterson

**Also, present:** Dan McMinn

**Unable to Attend:** Andrew Boring, Mike Kerby, and Betty Smith

**APPROVAL OF AGENDA:** Motion to approve by Dan Terbrack and supported by John Nicolai

**APPROVAL OF 10/9/25 MINUTES:** Motion to approve by Dan Terbrack and supported by J.D. Otto

**PUBLIC COMMENTS:** No public comments

**BOARD BUSINESS:**

**1. Program Updates**

- **Tax Assistance for Seniors:** Josie and Dan met with AARP Tax Aid. This year, tax filing will be offered for Seniors two days a week—Mondays and Thursdays—in the multi-purpose room.
- **Art Workshops for Seniors:** Josie coordinated with Artcipate to host workshops in January and February for Seniors, with the potential for extended sessions in March. These will be held at their studio, and transportation will be provided for those who need it.
- **Senior Outings:** A successful trip to Meadowbrook took place recently, including visits to the Ford House and Continental grounds. A trip to the DSO is coming up.
- **Senior Engagement:** New participants have joined the Thursday Senior Hangout sessions and attended Trivia today.
- **Holiday Events:** December will feature some festive activities. Josie expressed appreciation to the board for their support.
- **Playtime Expansion:** With funds from the Friends of Berkley Parks and Rec group, new equipment for drop-in playtime, including bouncers, was purchased. Dan noted that attendance in a session increased to 32 kids and parents, prompting an online sign-up system. A new Wednesday evening drop-in session launched and 15 kids and their parents participated. These events cater to children ages 1–5.
- **Bike Rack Update:** Melissa inquired whether the bike racks (with the Friends of Berkly Parks and Recreation funds) had been purchased. Dan confirmed they have not been purchased yet but will be this winter. Plans include 5-wave bike racks for Oxford and Bacon Parks, and 3-wave bike racks for Tot Lot and Friends Park.
- **Summer Camp Planning:** Despite it being November, summer camp preparations are underway. Job postings will go live in December for the open positions.
- **S'mores with Santa:** Scheduled for Friday, December 5th, this event will be held on the front lawn and indoors at the Community Center. Registration filled within a day—40 families (3–5 people each) will participate in making s'mores, decorating, and creating cards for senior citizens.

**2. By Laws Discussion**

- **Bylaws Discussion:** The board decided to table the larger conversation about the bylaws until the next session.

- **Annual Submissions:** Dan noted he will need to submit the Board's yearly accomplishment summary, next year's meeting schedule, and a yearly work plan outlining goals, events, and other board-led initiatives.

### 3. Community 1 Updates

- **Bathroom Renovation:** Work is ongoing and the bathrooms are expected to open in early spring.
- **Field Maintenance:** Met with the Dad's Club and Berkley Schools earlier this month. More top dressing will be added in the spring.
- **Concession Planning:** Concession work is being completed alongside the bathroom renovations. Staffing plans were discussed during the meeting with the Dad's Club and Berkley Schools—more details to follow.

### 4. 5-Year Plan Discussion

- **5-Year Plan Timeline:** The 5-year plan will be available at the next meeting. It will then be submitted to City Council the following Monday for review, followed by a 30-day public comment period. A final version will return in January for board approval and adoption, then go to City Council for final approval. The plan must be submitted to the DNR by February 1st, with the Council meeting scheduled for January 26th.
- **Community Engagement:** J.D. asked about the second community engagement meeting. Dan reported it went well, with higher attendance than the first. Two stakeholder meetings were also held—one with Seniors, which sparked meaningful discussion, and one with youth sports organizations, where the idea of converting Lazenby Field into more of a multi-use space was proposed.

### MISCELLANEOUS:

- Melissa Hammond thanked the Parks and Recreation staff for their hard work and expressed excitement about the new and ongoing programming.
- John Nicolai shared his enthusiasm for the programming and looks forward to learning more about the 5-year plan.
- Greg Patterson reported that the election was held and provided an update on the results.
- Dan Terbrack noted that he will be stepping away from the advisory board due to other commitments and has enjoyed contributing to and serving on the board.
- Dan McMinn thanked Dan Terbrack for his dedication and contributions. He also emphasized the importance of board attendance at upcoming meetings and thanked everyone for their comments. A "get well soon" was extended to Betty Smith.
- J.D. Otto thanked Dan Terbrack for his dedication. He expressed excitement that new programming is shared each meeting and praised the team's ongoing efforts to explore programming in new and creative ways.

### ADJOURNMENT: 7:31

**NEXT MEETING:** December 11<sup>th</sup>, 2025