

CITY OF BERKLEY
PUBLIC NOTICE
PARKS AND RECREATION ADVISORY BOARD
MEETING MINUTES
7:00 P.M. October 9th, 2025 AT THE COMMUNITY CENTER

CALL TO ORDER: 7:00 P.M.

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

Also, present: Dan McMinn

Unable to Attend: Dan Terbrack, John Nicolai, Greg Patterson, and Andrew Boring

APPROVAL OF AGENDA: Motion to add the “Approval of the Agenda” to the agenda made by Mike Kerby. Motion to approve from by Betty Smith and supported by Melissa Hammond.

APPROVAL OF 9/11/25 MINUTES: Motion to approve by J.D. Otto and supported by Betty Smith.

PUBLIC COMMENTS: No public comments

BOARD BUSINESS:

1. Program Updates

- **Classes Update:** Regular classes are going well. Working on launching a Saturday drop-in Zumba class and looking to introduce additional offerings soon.
- **Youth Programming:** Drop-in Play has returned on Wednesday mornings from 9–11 AM. It restarted a few weeks ago, and we will be adding new equipment to enhance the experience.
- **Vacation Camps:** Registration is open for both winter break and mid-winter break camps. Spots are filling up quickly.
- **New for January:** Introducing a Kindermusik class for toddlers starting in January.
- **Senior Fitness:** Participation in senior exercise classes continues to grow every Tuesday and Friday. Our “Fittest Senior of the Month” program is thriving—last month’s winner received ankle weights and a water bottle.
- **Trivia Thursdays:** Attendance at our bi-monthly trivia events is climbing, with last month marking our highest turnout yet. Held every other Thursday, participants enjoy trivia games followed by lunch.
- **Halloween Bingo:** Our festive Halloween Bingo event is coming up, complete with a costume contest.
- **Senior Hangout Program:** Josie has successfully launched the Senior Hangout Program, held every Thursday. It typically draws 6–10 seniors for casual social time.
- **Senior Trips:** Recent senior outings have been very well attended and receiving feedback from participants.
- **Park Your Pumpkin Recap:** Last Thursday’s event at Oxford Park featured bookmark decorating, a pumpkin design contest with voting, and gift bags for winners. We also handed out 300 donuts.
- **Facility Updates:** Renovation of the men’s restroom is underway—fixtures have been removed and tilework is in progress, with grout scheduled for tomorrow. The women’s restroom will be next.

2. Board Goals for 2026

- **2026 Planning:** We need to begin defining our goals for 2026 as part of the ongoing development of the 5-year strategic plan.
- **Friends of Berkley Parks & Rec:** Mike expressed interest in reactivating the Friends of Berkley Parks & Recreation group. This would require a full restart. Dan currently holds the financial records and will look into the steps needed to retain the group's 501(c)(3) status.
- **Board Bylaws:** J.D. recommended establishing formal bylaws for the board. The library board recently adopted bylaws, which could serve as a helpful reference.
- **Board Recruitment:** Mike emphasized the importance of building a pipeline of potential candidates for future board openings.
- **Council Collaboration:** J.D. suggested that Greg help reset expectations with the city council—clarifying what support the board can expect and what contributions board members can offer. Mike noted that one way the board can assist is by providing input and recommendations to council. Dan continues to share updates from our meetings with the council liaison.
- **Board Governance Document:** Copies of Article III: Parks and Recreation Advisory Board were distributed during the meeting. Board members expressed enthusiasm about continuing their work in a fact-finding, advisory, and recommendation-focused role.

3. Community 1 Updates

- **Field Maintenance:** Sprinklers have been winterized for the season. Tonight marks the final night of league play, and preparations are underway to officially close the field.
- **Facility Improvements:** Renovation work on the bathrooms and concession stand is scheduled to begin on October 20, 2025. All upgrades will be completed in time for next season.
- **Quarterly Partnership Meeting:** The next joint meeting between the City, Dad's Club, and the School District is scheduled for October 15, 2025.

4. 5-Year Plan Discussion

- **Survey Extension & Focus Groups:** The survey deadline has been extended to October 19, 2025. Two stakeholder focus group meetings are scheduled for Thursday, October 16—one for seniors and another for athletic facility users (e.g., Steelers, Mom's Club).
- **Public Engagement Event:** The second public engagement session will take place on October 23 at 7:00 p.m.
- **Contractor Coordination:** Bi-weekly meetings continue with contractor JHLAS to review project needs, share observations, and track survey participation.
- **Survey Promotion:** Outreach efforts are underway for survey responses, including signage at local parks, posts on Facebook, on the community center sign, etc.

5. 2026 Meeting Schedule

- Dan reviewed the calendar and proposed that meetings continue on the second Thursday of each month. The tentative dates are: January 8, February 12, March 12, April 9, May 14, June 11, July 9, August 13, September 10, October 8, November 12, and December 10.
- Dan recommended rescheduling the January meeting from January 8 to January 15 to accommodate the 5-year plan discussion. He also suggested moving the August meeting from August 13 to August 6 due to CruiseFest.
- Mike made a motion to approve the revised schedule. J.D. supported the motion, and all members voted in favor.

MISCELLANEOUS:

- Betty Smith shared her appreciation for the Senior programming and praised the staff for doing an excellent job. She noted the variety and quality of offerings.
- Melissa Hammond echoed Betty's sentiments, commending the staff's efforts. She also thanked Dan McMinn for his prompt response in repairing a section of the Tot Lot fence and removing a dead rat from the park.
- J.D. Otto continued to highlight the outstanding work of the staff, expressing how meaningful it was to see their presence and engagement at the engagement meeting.
- Dan McMinn expressed gratitude to everyone for the thoughtful and positive conversation during the meeting.
- Mike Kerby remarked on the positivity coming from city administration and praised the Parks and Recreation team for their hard work and new programming. He also shared his excitement about the upcoming bathroom renovations.

ADJOURNMENT: 8:18

NEXT MEETING: November 13th, 2025