

**THE WORK SESSION MEETING OF THE FORTY-FIRST COUNCIL OF THE CITY OF BERKLEY, MICHIGAN WAS CALLED TO ORDER AT 5:30 PM ON MONDAY, MARCH 2, 2026 BY MAYOR DEAN**

**PRESENT:** Councilmember Steve Baker (arrived at 5:34 PM)  
Councilmember Gary Elrod  
Councilmember Dennis Hennen  
Councilmember Gregory Patterson  
Mayor Bridget Dean

**ABSENT:** Councilmember Clarence Black  
Mayor Pro Tem Gavin

**OTHER STAFF PRESENT:**

City Manager Crystal VanVleck  
City Attorney Lisa Hamameh  
City Clerk Victoria Mitchell  
Deputy City Manager of Public Services Shawn Young  
Community Development Director Kristen Kapelanski  
Parks & Recreation Superintendent Dan McMinn  
Public Safety Lt. Jordan Kobernick  
Public Safety Emergency Manager Jack Blanchard

**APPROVAL OF AGENDA**

Councilmember Hennen moved to approve the agenda  
Seconded by Councilmember Patterson  
Ayes: Elrod, Hennen, Patterson and Dean  
Nays: None  
Absent: Baker, Black and Gavin  
Motion Approved.

**PUBLIC COMMENT**

None.

**REGULAR AGENDA**

Discussion regarding City Special Events Policy.

City Manager Crystal VanVleck opened the work session.

City Events Journey:

- 2024: City Charges all special events 40% of costs(labor)
- 2025: Internal work group to establish City Special Events policy
- March 2026: Review first draft of policy – focus on levels of partnership

City Manager VanVleck said she wants to provide a civic events policy that covers everything – promotional, community events, charitable events, internal and external, block parties, etc.

City Manager VanVleck discussed the formation of the City of Berkley Special Event Review Committee.

City Manager VanVleck said she hopes to walk away from the work session with an understanding of the Council's view on partnerships.

Goal: Discuss Levels of Partnership

Special Event Categories:

- Neighborhood Special Events (block parties, etc.)
- Co-Sponsored Special Events
- Suggestion is to then jump to all other events
  - Community Group Special Events (not co-sponsored by City)
  - Promotional, For-profit, and Fundraising events

City Attorney Hamameh suggested not breaking down into different event categories and having only the Co-Sponsored event category, and then all others.

A discussion took place regarding differing categories of events and how to evaluate special event requests when city sponsorship is involved and when it is not.

A discussion took place regarding providing council members with an available event budget and projected costs for proposed events.

City Attorney Hamameh discussed providing council members with factors to weigh when deciding what events to sponsor. She said they could look at all the factors, including fees and what is budgeted.

Types of fees incurred by the City include:

- Labor
- Fringe benefits
- Equipment rental
- Replacement costs

A discussion took place on what sponsorships the City would entertain and what exactly that would look like.

Robust discussions took place regarding:

- Special event categories
- Criteria development to decide which events would be sponsored/co-sponsored by the City
- Application(s) development/timelines
- Fee structure
- City Council approval process
- Administrative staff involvement
- Creating contracts with event organizers
- Developing a “menu” of costs for event organizers to consider

Takeaways:

- Create a list of City events
- Look into offering 50 percent of costs up to \$5,000 for certain co-sponsored events
- Private event organizers would take on 100 percent of costs
- Refine event categories considering:
  - City events
  - Neighborhood events
  - Co-sponsored events - upon recommendation by the Special Event Review Committee
  - Catch all – not sponsored

**ADJOURNMENT:**

Councilmember Patterson moved to adjourn the Work Session at 6:50 PM

Seconded by Councilmember Hennen

Ayes: Hennen, Patterson, Baker, Elrod and Dean

Nays: None

Absent: Black and Gavin  
Motion Approved.

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Bridget Dean, Mayor

***ATTEST:***

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Victoria Mitchell, City Clerk