

CITY OF BERKLEY
PUBLIC NOTICE
PARKS AND RECREATION ADVISORY BOARD
MEETING MINUTES

7:00 P.M. May 14th, 2026 AT THE COMMUNITY CENTER

CALL TO ORDER: 7:00 p.m.

Present: Mike Kerby, J.D. Otto, Melissa Hammond, Andrew Boring, and John Nicolai

Also, present: Dan McMinn, Greg Patterson, Mary Koster, Meg Boring, Rachel Patterson, and Victoria Mitchell

Unable to Attend: Betty Smith

APPROVAL OF AGENDA: Motion to approve by Melissa Hammond and supported by Andrew Boring

APPROVAL OF 4/9/26 MINUTES: Motion to approve by John Nicolai and supported by Andrew Boring

PUBLIC COMMENTS:

- Meg Boring, a board member of the Berkley Mom's Club, is exploring options to install at least one batting cage lane to support the girls' rec softball program. Fundraising has initiated.
- Dan McMinn expressed support for the idea and potential spaces within the park were discussed for placement of the batting cage(s).
- Dan McMinn noted that if the Mom's Club fundraises enough to complete the project, they can gift the batting cages to the city. The project would then go to City Council for acceptance as a gift.
- Meg Boring inquired whether a non-permanent structure changes the approval process. Due to potential cost constraints, she is also researching systems that can be put up and taken down.
- Dan McMinn noted the main concern for a non-permanent structure would be maintenance. A non-permanent system would need to be taken down in winter to prevent damage. Meg Boring is already aware of that requirement.
- Meg Boring inquired whether installation must be bid out. Dan McMinn said that if the Mom's Club is paying and gifting the structure, a bidding process is not required to his knowledge.
- Mike Kerby provided some insight as to how the Dad's Club handled their batting cage installation and recommended a clear plan be developed (location, size, system type) to present to Dan McMinn and the City Manager.
- Meg Boring inquired asked about the old scoreboard at Oxford Merchants Park and whether the electrical status (associated with the old scoreboard) was known. Dan McMinn believes the scoreboard may be stored at DPW and will check on both the scoreboard and electrical situation.

- Mary Koster shared that she applied to join the board and attended the meeting to observe.

NEW BUSINESS:

1. Presentation on Board Changes

- Rachel Patterson (Deputy City Clerk) and Victoria Mitchell (City Clerk) attended the meeting and thanked the board for their time and service. They covered key points from the Boards Handbook, included in the Advisory Board Quick Guide.
- John Nicolai inquired about how the city advertises open board positions. Rachel Patterson and Victoria Mitchell referenced that they communicate through social media, e-mail, and information on the city's website. They also inform the city's Communication Director.

2. Program Updates

- Youth/Adult
 - Tennis/Pickleball classes have begun - Both Youth and Adult offered.
 - A series of Yoga classes are being held at "The Studio" on Coolidge.
 - Spring Volleyball Clinic just finished - 45 participants.
- Camps
 - Summer Camp hiring is underway - Goal is to have 40+ on staff.
 - Directors have started planning for summer.
 - Variety of specialty camps being offered.
- Senior Programming
 - Remain extremely active with all trips selling out.
 - Meadowbrook trip on 5/13.
 - Continue to collaborate with Articipate - couple of workshops a month.
 - Upcoming trips: DIA, Detroit Zoo, Eastern Market
- Events
 - Paint, Plant, Grow Spring event held 5/13.
 - First Concert is June 25.
 - First Movie is June 12.
 - CruiseFest Planning has begun - Nearly 100 cars registered.
- Parks & Recreation Staff Updates
 - Amanda attended a marketing summit through mParks.
 - Josie has become a member of the Michigan Association of Senior Centers.
 - Dan McMinn spent some time in April at a Certified Playground Inspector Course. He attended 2 days of class followed by a test. Test results were received this week and he passed: he is now an official Playground Inspector.

3. Board Business

- J.D. Otto inquired if there were updates on the tennis courts. Dan McMinn said that at this time, Goddard confirmed they could be resurfaced rather than re-done. He is not sure if the school district's company has come out, but once they get input from the district, they will make a decision.
- Dan McMinn said late last year, he applied for a grant for a mobile recreation unit. As a result, he shared that the city received a \$12,500 grant. They already have a trailer and generator, and the funds will be used to outfit it with items like branded tents and possibly a wet/dry slide. The goal is to support pop-up events in various parks, and staff is currently planning how to best use the funds, noting there were some good ideas already discussed. Dan and the Board expressed excitement about this award.
- Mike Kerby asked how the budget meeting went. Dan McMinn said the tennis courts are the biggest budget item and that the project is included in the Capital Improvement Plan for approximately \$120K. The resurfacing quote from Goddard is below that amount, and if the school district contributes, the cost would be reduced even further.
- Mike Kerby asked for an update on the concession stand equipment room. Dan McMinn reported that the bathrooms are in great shape, and staff is working to ensure consistent cleaning. He noted that upon an employee's departure with DPW, they are sorting out what work has been completed and what still needs attention. Access control systems for the doors have been approved by council and will be coming soon.
- Mike Kerby noted that Angell Field is currently in poor condition and muddy. Dan McMinn said he has already raised the issue with Sean at DPW, and staff is aware and will be working to address it as soon as possible.
- Dan McMinn reported that the Bacon Park project is nearly complete. Concrete has been poured, with an extra 2 feet added on each side to prevent rain runoff from creating mud. The structure will receive a new metal roof, and electrical outlets have been installed.
- Mike Kerby shared that Dad's Club Opening Day is this Saturday (it was moved up). He noted the organization submitted their usual Opening Day paperwork to the City within the required timeline but did not receive a response or approval which impacts the ability to hold a parade. Unfortunately, this meant the organization had to move forward with Opening Day without a parade. Dan McMinn said he would look into the situation; however, Mike noted it is too short of notice to add the parade at this time.

4. Bylaws Discussion

- The board continued reviewing and making modifications to their draft bylaws.
- Melissa Hammond will incorporate the final edits.

- The full revised draft will be reviewed at the next meeting for board approval, after which, it will be submitted to the city for approval.

MISCELLANEOUS:

- Andrew Boring thanked Dan for his work and congratulated him on earning his Playground Inspection Certification. He expressed excitement for the upcoming summer activities and appreciation for Dan's continued grant efforts.
- J.D. Otto noted there is consistently a lot of positive activity to report. He highlighted that senior programming continues to grow rapidly, with new offerings each month. He praised the team for doing an excellent job.
- Melissa Hammond agreed with Andrew's comments and shared her excitement about the potential for pop-up programming made possible through the new grant.
- Greg Patterson noted that the Bacon Park project is progressing. City Council approved expanding the Berkley Outdoor Social District, and the budget was approved. He praised Parks & Rec for partnering with local businesses and congratulated Dan McMinn on his Playground Inspection Certification, thanking him for his leadership.
- Dan McMinn thanked the board for their hard work and positive feedback. He shared that he's pleased with the department's overall direction and the many initiatives currently being developed.
- Mike Kerby expressed appreciation for Parks & Rec's work and thanked DPW for getting the scoreboard up. He reiterated that Dad's Club Opening Day is Saturday and their golf outing is Friday. He suggested having a sign up for the Board to attend summer activities, to enable one or two board members to attend activities.
- The entire board and Greg Patterson thanked the City Clerk's office for their participation during the meeting.

ADJOURNMENT: 8:40 p.m.

NEXT MEETING: June 11, 2026