

KEEGO HARBOR PARKS AND RECREATION COMMISSION

7:00 P.M. Wednesday, March 11, 2026, MEETING MINUTES  
2025 Beechmont  
Keego Harbor, MI 48320

**CALL TO ORDER:** Chairperson Kirsten Sonneville-Douglass called the meeting to order at 7:02 PM  
**Present:** Chairperson Kirsten Sonneville-Douglass, Secretary Kathleen Sexton, Treasurer Leslie Clark, Commissioners: Paul Daelemans, Amy Drain, Dan Harrington (7:06 pm arrival), Julie O'Brien.  
**Absent:**  
**Alternates Present:** None  
**Staff Present:** City Manager Tammy Neeb

**PUBLIC COMMENTS NON-AGENDA ITEMS ONLY:**

Leslie Clark mentioned that they are working on a landscape plan for the new sidewalk near Margaret's. Kirsten Sonneville-Douglass shared that she has reached out to artists about designing new thank you cards. Jennifer Vasquez shared that she met a new neighbor who has shared interest in launching a kayak in the canal, which is good news for planned projects.

**APPROVAL OF AGENDA**

**Motion by:** Leslie Clark, supported by Kathleen Sexton, to approve the March 11, 2026, agenda, with the addition of the election of officers to new business.

**Ayes:** Unanimous      **Nays:** None      **Motion Carried**

**APPROVAL OF MINUTES**

**Motion by:** Kirsten Sonneville-Douglass, supported by Paul Daelemans, to approve February 11, 2026, meeting minutes as written.

**Ayes:** Unanimous      **Nays:** None      **Motion Carried**

**REVIEW AND APPROVAL OF REVENUE AND EXPENDITURE REPORT:**

Leslie discussed egg hunt budget and expenditures.

**Resolution by:** Kirsten Sonneville-Douglass, supported by Dan Harrington, to approve the revenue and expenditure report dated March 4, 2026, as written.

**Roll Call:** Chairperson Kirsten Sonneville-Douglass Y, Vice Chairperson Paul Daelemans Y, Secretary Kathleen Sexton Y, Treasurer Leslie Clark Y, Commissioners: Amy Drain Y, Dan Harrington Y, Julie O'Brien Y

**Ayes:** Unanimous      **Nays:** None      **Resolution Carried**

**NEW BUSINESS:**

**Election of Officers and Oath of Office:**

Leslie nominated Kirsten Sonnevillle-Douglass for Chair, supported by Amy Drain.

Leslie nominated Paul Daelemans for Vice Chair, supported by Dan Harrington.

Leslie nominated Kathleen Sexton, who declined because she is moving to Hazel Park.

Katie nominated Amy Drain, supported by Julie O’Brien.

Julie nominated Leslie Clark for Treasurer, supported by Kirsten Sonnevillle-Douglass.

Tammy swore elected officers in with the oath of office.

**Keego Harbor Optimist Club – Mr. Hager:** Was supposed to give a presentation but he did not attend.

**OLD BUSINESS:**

**Newsletter:** Second one ready to send out. Discussion about formatting and email listserv.

**Motion by:** Kirsten Sonnevillle-Douglass, supported by Paul Daelemans, to send the final second newsletter to Tammy and the city attorney for approval.

**Ayes:** Unanimous      **Nays:** None      **Motion Carried**

**Egg Hunt:** Saturday April 4, 11 AM. Leslie needs to leave a bit early so everyone else needs to help put everything back into the trailer. Photographer and bunny are confirmed. Saturday March 28 at 3 PM at Leslie’s house for egg stuffing.

**Memorial Day Events:** Kirsten shared updates about Memorial Day Parade and Memorial ceremony at that rock. Everything is on schedule and going as planned.

**Block Party:** June is the Hey Dudes band and Grand Traverse Pie, July is the Slofoot band and Taqueria Flores, August is the Weekend Comeback and Chicken Headz.

**Resolution by:** Leslie Clark, supported by Amy Drain, to approve the expenditure of up to \$100 out of the Block Party budget for block party games and supplies. Kirsten will create Facebook events.

**Roll Call:** Chairperson Kirsten Sonnevillle-Douglass Y, Vice Chairperson Paul Daelemans Y, Secretary Kathleen Sexton Y, Treasurer Leslie Clark Y, Commissioners: Amy Drain Y, Dan Harrington Y, Julie O’Brien Y

**Ayes:** Unanimous      **Nays:** None      **Resolution Carried**

**Keego Konnect:**

- Story Time in the Park are the same days as block parties at 10:30 AM
- Disc Golf Sign – Julie finished design

**Oakland County RAPP Grant:** Application has been accepted. Jumpin Jam bounce for June, blast off bouncer for July, and putt-putt for August. July they will also throw a nature education table about invasive species. Kirsten will add photos and info to the Facebook events.

**City Signage:** Discussion about how to get Parks and Rec messaging out there. Three signs in a U-shape or 2-sided V-shaped sign at the corner of Orchard Lake and Cass Lake, near the rock. Subcommittee will play around with designs. Also smaller signs with all events at park signs.

**NEXT MEETING AGENDA ITEMS:**

Discussing items to add to next month's agenda. Park inspections assigned to commissioners, completed by April 1.

**BOARD MEMBER COMMENTS:**

ADJOURNMENT:

The meeting adjourned with a motion by Paul Daelemans at 8:22 PM.

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Kirsten Sonnevillie-Douglass, Chair

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Kathleen Sexton, Recording Secretary

**CITY OF KEEGO HARBOR RECREATION ACTIVITIES & GARDENING FUNDS**

**FY 2025/2026 Revenue & Expenditure Report Summary as of March 4, 2026**

Type	GL#	Description	Orig City Budget	YTD Activity	Committed but not yet paid	Balance forecast
Liability P&R	101-000-206.200-204	Old P&R Revenue (Liability Account)	Accrued past revenue from fundraising	6,152.74		6,152.74

Type	GL#	Description	Orig City Budget	YTD Activity	Committed but not yet paid	Balance forecast
Revenue	101-000-541.000	SMART	Smart Bus Credits (reimb)	2,000.00		
Expenditures	101-774-863.000	BUS TRANSPORTATION	Reimbursable bus rental	2,000.00		

Revenue	101-000-529.000	CDBG REVENUE	Next year, HCP project (reimb)	11,000.00		
Expenditures	101-694-850.000	CDBG EXPENDITURES	Here as a place holder example	11,000.00		

Revenue	101-000-674.010	DONATIONS BLOCK PARTY	Donations block parties	500.00	193.00		193.00
	101-000-674.012	PARKS & REC COMMUNITY EVENTS	Donations P&R General	1,000.00	0.00		0.00
Totals				1,500.00	193.00		193.00

Expenditures	101-774-728.000	SUPPLIES	Parts for Repair, Admin	900.00	(610.42)	0.00	289.58
	101-774-802.000	PROF & TECH SVCS	Things we hire out	2,300.00	0.00	0.00	2,300.00

Expenditures	101-774-882.000	COMMUNITY EVENTS	Whatever we propose	3,000.00	(1,461.90)	0.00	1,538.10
	101-774-890.003	EASTER EXPENDITURES	Egg hunt event '26	800.00	(694.79)	(100.00)	5.21
	101-774-890.004	WINTER WONDERLAND	Winter party event '25	1,000.00	(1,140.22)	0.00	(140.22)
	101-774-890.005	MEMORIAL DAY PARADE	Parade event '26	1,000.00	0.00	0.00	1,000.00
	101-774-890.006	BLOCK PARTIES	3 Block party events '25,'25,'26	3,000.00	(1,700.00)	0.00	1,300.00
Totals				8,800.00	(4,996.91)	(100.00)	3,703.09

<b>Funds avail thru 6/30/26</b>	P&R YTD Revenue	193.00
	P&R Current Allocations	8,800.00
	Liability Account Transfer In	
	P&R YTD Exp	(4,996.91)
	P&R Exp Not Yet Paid	(100.00)
	Balance Available YTD	3,896.09

Revenue	101-000-674.013	DONATIONS GARDEN CLUB	Donations Garden Club	300.00	0.00		0.00
Expenditures	101-774-890.007	GARDEN CLUB/TREES	Beautification	200.00	(211.83)	0.00	(11.83)
Expenditures	101-774-945.000	TREE PURCHASES	Outlay for grant-funded trees	0.00	0.00	0.00	0.00

**TRANSACTION DETAILS:**

Income: Enter donations, sponsorships, sales, grant reimbursements, raffle winnings etc in the appropriate yellow section below. We probably don't need a separate block party line.

Spending: As spending is approved by P&R, enter the amount in the Committed column for the appropriate account below. Use the General Ledger # on the PO. As bill payments are reported by city staff, enter actual amounts in Payments below & remove them from Committed column.

YTD & Current Totals roll up to the Summary above.

**PARKS & REC Funds Transactions – REVENUE (Donations and Sales & Grants)**

			Income FY 25/26 Year to Date	
			Date/source	Amount
DONATIONS BLOCK PARTY	101-000-674.010		July 5050	\$100.00
	101-000-674.010		Aug 5050	\$93.00
	101-000-674.010		June 2026 5050	
	<b>YTD Total</b>			

PARKS & REC COMMUNITY EVENTS	101-000-674.012			
	101-000-674.012			
	101-000-674.012			
<b>YTD Total</b>				<b>\$0.00</b>

DONATIONS GARDEN CLUB	101-000-674.013		Comm Gdn	
<b>YTD Total</b>				<b>\$0.00</b>

PARKS & REC Funds Transactions – **EXPENSES** - All POs must use one of these accounts.

			Expenses/Payments Year to Date		Committed but not yet spent/paid	
			Date / Description	Amount	Date / Description	Amount
EASTER EXPENDITURES	101-774-890.003	Egg Hunt '26	Feb prizes	\$123.96	Photographer	\$100.00
			Feb candy OT	\$343.86		
			Feb candy CIB	\$226.97		
			<b>YTD Total</b>	<b>\$694.79</b>	<b>Current Total</b>	<b>\$100.00</b>
MEMORIAL DAY PARADE	101-774-890.005	Parade '26				
<b>YTD Total</b>				<b>\$0.00</b>	<b>Current Total</b>	<b>\$0.00</b>
WINTER WONDERLAND	101-774-890.004	Winter party '25	Cambros	\$270.00		
			Lights & Adapters	\$396.53		
			Meteor lights	\$218.70		
			Groceries	\$183.71		
			Timers	\$71.28		
			<b>YTD Total</b>	<b>\$1,140.22</b>	<b>Current Total</b>	<b>\$0.00</b>
BLOCK PARTIES	101-774-890.006	Block parties '25,'25,'26	July Band	\$1,000.00		
			August band	\$700.00		
			<b>YTD Total</b>	<b>\$1,700.00</b>	<b>Current Total</b>	<b>\$0.00</b>
COMMUNITY EVENTS	101-774-882.000	Other spending	Oct band	\$200.00		
			Stickers	\$27.96		
			Groceries	\$85.91		
			Plastic sheets	\$23.98		
			2 tents	\$442.28		
			Jan WW u/grade	\$681.77		
			<b>YTD Total</b>	<b>\$1,461.90</b>	<b>Current Total</b>	<b>\$0.00</b>
GARDEN CLUB / TREES	101-774-890.007	Garden club supplies		\$211.83		
<b>YTD Total</b>				<b>\$211.83</b>	<b>Current Total</b>	<b>\$0.00</b>
TREE PURCHASES	101-774-945.000	Outlay for grant-funded trees				
<b>YTD Total</b>				<b>\$0.00</b>	<b>Current Total</b>	<b>\$0.00</b>
SUPPLIES	101-774-728.000	Supplies for repairs	Thank you cards	\$57.59		
			Bike ride snacks	\$0.00		
			Calendar mailings	\$552.83		
			<b>YTD Total</b>	<b>\$610.42</b>	<b>Current Total</b>	<b>\$0.00</b>
PROF & TECH SVCS	101-774-802.000	Hired services				\$0.00
<b>YTD Total</b>				<b>\$0.00</b>	<b>Current Total</b>	<b>\$0.00</b>

**Proposed Parks & Rec Budget for 2026/2027 Fiscal Year as of APRIL 1, 2026**

Parks & Rec		25-26 budgeted	Actual & anticipated	Proposed for FY 26-27 Budget
<b>Expenditures</b>				
101-774-728.000	SUPPLIES (mostly DPW, but we used for mailings)	900	610	900
101-774-802.000	PROFESSIONAL AND TECHNICAL SERVICES	2,300	0	2,300
101-774-863.000	BUS TRANSPORTATION	2,000	0	2,000
101-774-882.000	<b>COMMUNITY EVENTS *</b>	<b>3,000</b>	1,462	3,000
101-774-890.003	EASTER EXPENDITURES	800	795	800
101-774-890.004	<b>WINTER WONDERLAND *</b>	<b>1,000</b>	1,140	400
101-774-890.005	MEMORIAL DAY PARADE	1,000	0	500
101-774-890.006	BLOCK PARTIES	3,000	3,200	3,500
101-774-930.000	MAINTENANCE AND REPAIRS (mostly dpw)	2,000	0	2,000
<b>Expenditures total</b>		<b>16,000</b>	7,207	<b>15,400</b>

101-774-890.007	GARDEN CLUB/TREES (This used to be \$600)	200	370	500
101-000-674.013	DONATIONS GARDEN CLUB	300	0	0

* How did we use Community Events funds this year?		
Fall Event - Keego HarBoo!		338
<b>Durable Goods Invest</b>	2 Pop-up Tents	442
	WW Lighting Upgrades for 2026	682
		<b>1,462</b>

* How did we spend the WW extra funding this year?		
WW Party		184
<b>Durable Goods Invest</b>	2 Cambros	270
	WW Lighting upgrades for 2025	686
		<b>1,140</b>

What we anticipate doing with the Community Events Expense funds:		
	Fall event	500
	Block party extras	500
	Calendar mailings	500
	ad hoc backup funds, donation shortfalls	1,500
<b>Total</b>		<b>3,000</b>

Revenue (our accidental fundraising - we expect to spend what we raise asap)				
101-000-674.010	Block parties	500	300	500
101-000-674.012	Community Events (this came from...)	1,000		1,500
	Parade		1,500	
	Fall event		0	
	Egg hunt		0	
<b>Revenue total</b>		<b>1,500</b>	<b>1,800</b>	<b>2,000</b>