

**City of Keego Harbor**  
**Parks & Recreation Meeting Agenda**  
**Wednesday, June 10, 2026, at 7:00 PM**  
**2025 Beechmont St.**  
**Keego Harbor, MI 48320**

**CALL THE MEETING TO ORDER**

**ROLL CALL**

- Chairperson Kirsten Sonnevile-Douglass
- Vice-Chairperson Paul Daelemans
- Corresponding Secretary Amy Drain
- Treasurer Leslie Clark
- Dan Harrington
- Julie O'Brien
- Vacant
- Vacant
- Vacant

**ALTERNATE MEMBERS**

- Vacant
- Vacant
- Vacant

**PUBLIC COMMENTS**

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES / FINANCIALS**

- May 13, 2026, Parks & Recreation Meeting Minutes
- Financial Report

**NEW BUSINESS**

- Dog Waste Stations
- Beautification Awards
- Spend-Down Excess Funds

**OLD BUSINESS**

- Memorial Day Recap
- Block Parties
- Keego Konnect
- Community Gardens -Expenses

# NEXT MEETING AGENDA ITEMS

## BOARD MEMBER COMMENTS

## ADJOURNMENT

### **MEETING GUIDELINES AND RULES**

1. **Robert's Rules of Order:** Council members will follow the most recently published Robert's Rules of Order. In addition, a) rudeness shall not be tolerated; b) during an agenda item, speak to the agenda issue only; c) Board members may discuss agenda items before making a motion. For appeals and petitions, motions are made after the presentation of the case; d) speak into the microphone so that your comments can be heard and will be part of the public record.
2. **Cell Phones:** Cellular phones must be turned off or silenced during meetings.
3. **Consent Agenda:** The consent agenda is intended to expedite routine city business items. A Board member may remove an item from the Consent Agenda for the purpose of obtaining clarification, discussion, comment, or opposition.
4. **Public Comment:** Public comments will be provided for non-agenda related topics at the beginning of the meeting with a 3-minute limit per person. Audience members may speak once per issue. Large groups may appoint two or three representatives to present their position to the Board during this time. **Please note**, the public comment portion is not a question-and-answer session. Once the public has finished its comments, Board members shall be given the opportunity to comment regarding non-agenda related topics.
5. **Agenda Items:** Audience members may speak on agenda items with a 3-minute time limit per person. Audience members may speak once per issue. Large groups may appoint two or three representatives to present their position to the Board during their agenda item, except during Special Assessment District (SAD) proceedings.
6. **Time:** Chairperson or his/her designee shall use a timer to ensure adherence to time restrictions.
7. **Name and Residency:** Individuals speaking at any public meeting shall be requested to state their name and indicate whether they are a resident or non-resident.
8. **Interruptions:** No Board member or member of the public shall interrupt another individual when they are speaking.
9. **Presentations:** Lengthy presentations should be limited to a maximum of 30 minutes and scheduled through the City Clerk.
10. **Appeals:** Appeals from commissions and boards to the City Council shall be limited to a 15- minute presentation of the appeal.
11. **Public Hearing. The procedure for a public hearing will be:**
  1. The department head will state the purpose for the public hearing and provide relevant information.
  2. A petitioner, applicant, or appellant shall then be given the opportunity to address the Board, submit evidence, and state their case.
  3. The Chair will open the public hearing and provide an opportunity for the public to address the item. Board members shall not speak during the public comment portion. Once the Chair closes the public comment portion, comments from the public shall no longer be accepted.
  4. After the public comment portion is closed, the Chair shall turn the item over to the Board. At this time, Board members will be given the opportunity to ask questions and make comments on the item.
  5. A petitioner, applicant, or appellant shall be given the opportunity to respond prior to final action being taken.
  6. After a final vote on a motion, no further comments will be taken from anyone.
12. **Closed Sessions:** It can be held at the **beginning or end** of the agenda.

**City of Keego Harbor  
Parks & Recreation  
May 13, 2026, at 7:00 PM, Meeting Minutes  
2025 Beechmont St.  
Keego Harbor, MI 48320**

**CALL THE MEETING TO ORDER:**

Chairperson Kirsten Sonnevile-Douglass called the meeting to order at 7:00 p.m.

**ROLL CALL**

Chairperson Kirsten Sonnevile-Douglass, Vice-Chairperson Paul Daelemans, Recording Secretary Amy Drain, Treasurer Leslie Clark, Dan Harrington and Julie O'Brien.

**Absent:** None

**ALTERNATE MEMBERS:** None

**PUBLIC COMMENTS:**

City Manager Neeb inquired if the commission received the Volunteer Appreciation Invitation.

**APPROVAL OF AGENDA:**

Motion by Chairperson Sonnevile-Douglass support by Treasurer Clark to remove New businesses, Community Garden and Old Business- Egg Hunt Recap, add New Business- Park Assessment.

Ayes: 6      Nays: 0      Motion carried

**APPROVAL OF MINUTES / FINANCIALS**

Motion by Commissioner Dan Harrington, support by Vice- Chairperson Paul Daelemans to approve April 8, 2026, Parks & Recreation Meeting Minutes.

Ayes: 6      Nays: 0      Motion carried

**Financial Report**

*Resolution by Chairperson Kirsten Sonnevile- Douglass, support by Vice- Chairperson Paul Daelemans, to accept the report as presented.*

*Roll call vote: Chairperson Kirsten Sonnevile-Douglass yes, Treasurer Leslie Clark yes Vice Chairperson Paul Daelemans yes, Amy Drain yes, Dan Harrington yes and Julie O'Brien yes. Motion carried.*

**NEW BUSINESS**

- **Beautification Awards:** Treasurer Leslie Clark will Chair this event. Commissioners should expect notification to be received at the beginning of June. Secretary Drain will take 2 sections; section 7 and the business section. Commissioner Harrington will take 2 sections.

Parks Assessment: Treasurer Clark reported that Tate Park needs a wear mat for the spinner. Community Events funding is available for the purchase.

*Resolution by Treasurer Clark, supported by Commissioner O'Brien, to purchase the wear mat from the Community Events budget line item in an amount not to exceed \$650.00.*

*Roll call vote: Chairperson Kirsten Sonneville-Douglass yes, Treasurer Leslie Clark yes Vice Chairperson Paul Daelemans yes, Amy Drain yes, Dan Harrington yes and Julie O'Brien yes. Motion carried.*

Dog waste stations at 2 swim sites- Leslie will check pricing.

### **OLD BUSINESS**

- **Memorial Day Events:** Ceremony at the rock at 9:30a.m., Parade will start at 10:00 a.m.
- **Block Parties:** Third Friday of June, July and August. 5:30 p.m. to 8:30 p.m.  
Chairperson Sunneville- Douglass; presented two

Chairperson Sonneville-Douglass presented two proposed sign sizes for event signage at City parks and for block party signage. The consensus of the commission was for Chairperson Sonneville-Douglass to obtain quotes for the signage

- **Keego Kconnect:**  
**Story Time:** at Fran Leaf Park will be held on the third Friday in June at 10:30 a.m.  
**Astronomy:** Tentative date Saturday, August 22,2026.  
**Sound Bath:** Linda Hawkins, Rose Sortor Park June 20,2026 at 10:00a.m.  
**Yogo:** Juen 7,2026 at 9:00 a.m.  
**Disc Golf:** ACE Race date to be determined.

### **NEXT MEETING AGENDA ITEMS;**

Dog Waste Stations  
Memorial Day Parade recap.

### **BOARD MEMBER COMMENTS**

### **ADJOURNMENT**

Meeting adjourned at 7:47 p.m.

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Kirsten Sonneville- Douglass  
Chairperson,

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Tammy Neeb  
City Clerk/ Manager

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

**FY 2025/2026 Revenue & Expenditure Report Summary as of June 2, 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	1,100.00		1,100.00
Totals				1,500.00	1,293.00		1,293.00

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	(1,946.51)	0.00	1,053.49
	101-774-890.003	EASTER EXPENDITURES	Egg hunt event '26	800.00	(773.83)	0.00	26.17
	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	(1,749.15)	0.00	1,250.85
Totals				8,800.00	(5,609.71)	0.00	3,190.29

<b>Funds avail thru 6/30/26</b>	P&R YTD Revenue	1,293.00
	P&R Current Allocations	8,800.00
	Liability Account Transfer In	
	P&R YTD Exp	(5,609.71)
	P&R Exp Not Yet Paid	0.00
	Balance Available YTD	4,483.29

Revenue	101-000-674.013	DONATIONS GARDEN CLUB	Donations Garden Club	300.00	25.00		25.00
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	Parade	WBHS	\$100.00
	101-000-674.012	Parade	Team Keego	\$1,000.00
	101-000-674.012			
			<b>YTD Total</b>	<b>\$1,100.00</b>

DONATIONS GARDEN CLUB	101-000-674.013		Jan26 Fletcher	\$25.00
			<b>YTD Total</b>	<b>\$25.00</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	\$133.00		
			Feb candy OT	\$343.86		
			Feb candy CIB	\$226.97		
			Photog	\$70.00		
			<b>YTD Total</b>	<b>\$773.83</b>	<b>Current Total</b>	<b>\$0.00</b>
			<b>YTD Total</b>	<b>\$0.00</b>	<b>Current Total</b>	<b>\$0.00</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>
			<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>
			<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		
			Chalk & Tickets	\$49.15		
			<b>YTD Total</b>	<b>\$1,749.15</b>	<b>Current Total</b>	<b>\$0.00</b>
			<b>YTD Total</b>	<b>\$1,749.15</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 upgrade	\$681.77		
			Wear mat Tate	\$484.61		
<b>YTD Total</b>	<b>\$1,946.51</b>	<b>Current Total</b>	<b>\$0.00</b>			
			<b>YTD Total</b>	<b>\$1,946.51</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>
			<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>
			<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>
			<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>
			<b>YTD Total</b>	<b>\$0.00</b>	<b>Current Total</b>	<b>\$0.00</b>