

KEEGO HARBOR PARKS AND RECREATION COMMISSION

7:00 P.M. Wednesday, April 8, 2026, MEETING MINUTES
2025 Beechmont
Keego Harbor, MI 48320

CALL TO ORDER: Kirsten Sonnevile-Douglass called the meeting to order at 7:00 PM

Present: Chairperson Kirsten Sonnevile-Douglass, Secretary Amy Drain, Treasurer Leslie Clark, Commissioners: Kathleen Sexton, Paul Daelemans, Dan Harrington.

Absent: Julie O'Brien

Alternates Present: None

Staff Present: Tammy Neeb

EXCUSAL OF ABSENT BOARD MEMBERS

Motion by: Kirsten Sonnevile-Douglass, supported by Dan Harrington, to excuse Julie O'Brien.

Ayes: Unanimous **Nays:** None

Motion Carried

PUBLIC COMMENTS NON-AGENDA ITEMS ONLY:

No public comment.

APPROVAL OF AGENDA

Motion by: Leslie Clark, supported by Paul Daelemans, to approve the April 8, 2026, agenda as written.

Ayes: Unanimous **Nays:** None

Motion Carried

APPROVAL OF MINUTES

Motion by: Amy Drain, supported by Paul Daelemans, to approve the March 11, 2026, meeting minutes as written.

Ayes: Unanimous **Nays:** None

Motion Carried

REVIEW AND APPROVAL OF REVENUE AND EXPENDITURE REPORT:

Motion by: Kirsten Sonnevile-Douglass, supported by Amy Drain, to approve the revenue and expenditure report dated March 11, 2026, as written.

Ayes: Unanimous **Nays:** None

Motion Carried

NEW BUSINESS:

Canal Clean Up: Saturday, April 11th, 2026, from noon to 2 pm, all volunteers are welcome.

Community Bike Ride: Due to a lack of volunteer support, including multiple open seats on parks and rec, and already hosting multiple events in June, this puts a strain on volunteer hours, agreeing to cancel June's bike ride. We will work towards hosting the September bike ride.

Motion by: Paul Daelemans, supported by Leslie Clark, to cancel the June Community Bike Ride event.

Ayes: Unanimous

Nays: None

Motion Carried

Parks Inspection Report: Parks were divided among the commissioners for review and planning for the 2026/2027 budget. Budget requests were sent to the city by Leslie Clark.

Budget Planning for FY 26-27: Leslie Clark conducted a historical analysis of how the community events line item in the budget has been used over the last few years. Amy Drain asked how new playground equipment can be funded, discussions were had among all commissioners, and Amy Drain volunteered to conduct an analysis on how to fund playground equipment, potentially through corporate sponsorships, mileage, grants, etc.

OLD BUSINESS:

Newsletter: Kirsten Sonnevile-Douglass shared that the Newsletter would be tabled at this time due to a lack of volunteers and the newsletter's time commitment. Leslie Clark asked for specifics to understand the time commitment. Amy Drain shared that the city hall staff are not able to provide the support needed to move the newsletter forward. Leslie Clark asked Tammy Neeb, who shared that supposedly the e-blast system is not working.

Egg Hunt: Leslie Clark shared that it was an awesome time, good turnout, but it did rain. Paul Daelemans donated \$100 for the big kid winners.

Memorial Day Events: Kirsten Sonnevile-Douglass shared that there are not enough volunteers for the Memorial Day Parade at this time. She emailed the city council asking for volunteers; two responded, Cristina and Corine. Kirsten Sonnevile-Douglass connected with Orchard Lake St. Mary's for a volunteer partnership; more to come. Resident Sue Williams will chair, with Gino adding flowers to a wreath. Leslie Clark volunteered to be the bus coordinator. Kirsten Sonnevile-Douglass also emailed Chief Barnes about the road closure, and he shared that he will not have enough officers to do so. Discussions were held among all commissioners to find a solution, resulting in Leslie Clark knocking on the doors of nearby houses to see if the residents could mark off the road with caution tape. She will use her Parks and Recs badge provided by the city while doing this. It was determined then that Kirsten Sonnevile-Douglass, Amy Drain, and Julie O'Brien do not have Parks and Recs badges and that they will need to obtain them from the police station.

Block Party: Kirsten Sonnevile-Douglass shared that everything is set for the upcoming events, and then the remaining items are for Stacy to order chalk and for the Facebook events to be created.

Keego Konnect: Kirsten Sonnevile-Douglass is working on pop-up events for the summer, including yoga in the park, sound bath, astronomy club, disco golf ace race, Pokémon Go, art in the park rock painting. Stay Tuned! Kirsten Sonnevile-Douglass tabled the Disc Golf Sign as Julie O'Brien was absent.

Oakland County RAPP Grant: Kirsten Sonnevile-Douglass shared that everything is set for the upcoming events.

City Signage: Kirsten Sonnevile-Douglass shared that the committee is still reviewing options.

NEXT MEETING AGENDA ITEMS:

Discussed items to add to next month's agenda.

BOARD MEMBER COMMENTS:

Kathleen Sexton shared that today was her last meeting, and that she had enjoyed being on Parks and Rec for the last five years, and that the beautification award process has been shared with Kirsten Sonneville-Douglass. Leslie Clark shared that we need technical support from the city, specifically on having a stable shared drive so commissioners are not using their personal devices and drives. Leslie Clark mentioned that all Egg Hunt photos were shared on Facebook and that she would ask for them to be taken down due to children’s photos being shared on social media.

ADJOURNMENT:

The meeting adjourned with a motion by Paul Daelemans at 8:45 PM.

Kirsten Sonneville-Douglass, Chair

Amy Drain, Recording Secretary

CITY OF KEEGO HARBOR RECREATION ACTIVITIES & GARDENING FUNDS

FY 2025/2026 Revenue & Expenditure Report Summary as of May 5, 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	(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	(5,125.10)	0.00	3,674.90

Funds avail thru 6/30/26	P&R YTD Revenue	193.00
	P&R Current Allocations	8,800.00
	Liability Account Transfer In	
	P&R YTD Exp	(5,125.10)
	P&R Exp Not Yet Paid	0.00
	Balance Available YTD	3,867.90

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	
	YTD Total			

PARKS & REC COMMUNITY EVENTS	101-000-674.012	Parade		
	101-000-674.012			
	101-000-674.012			
			YTD Total	\$0.00

DONATIONS GARDEN CLUB	101-000-674.013		Comm Gdn	
			YTD Total	\$0.00

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		
			YTD Total	\$773.83	Current Total	\$0.00
			YTD Total	\$0.00	Current Total	\$0.00
MEMORIAL DAY PARADE	101-774-890.005	Parade '26				
			YTD Total	\$0.00	Current Total	\$0.00
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		
			YTD Total	\$1,140.22	Current Total	\$0.00
BLOCK PARTIES	101-774-890.006	Block parties '25,'25,'26	July Band	\$1,000.00		
			August band	\$700.00		
			Chalk & Tickets	\$49.15		
			YTD Total	\$1,749.15	Current Total	\$0.00
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		
YTD Total	\$1,461.90	Current Total	\$0.00			
GARDEN CLUB / TREES	101-774-890.007	Garden club supplies		\$211.83		
			YTD Total	\$211.83	Current Total	\$0.00
TREE PURCHASES	101-774-945.000	Outlay for grant-funded trees				
			YTD Total	\$0.00	Current Total	\$0.00
SUPPLIES	101-774-728.000	Supplies for repairs	Thank you cards	\$57.59		
			Bike ride snacks	\$0.00		
			Calendar mailings	\$552.83		
			YTD Total	\$610.42	Current Total	\$0.00
PROF & TECH SVCS	101-774-802.000	Hired services				\$0.00
			YTD Total	\$0.00	Current Total	\$0.00

Parks and Rec:

Memorial Day Event- Bus

An estimate for 1 bus is \$405, 2 buses \$810, for Monday May 25, 2026.

Please let us know if you would like to move forward and specify the location and time that the buses should be there/schedule for the day.

If you should cancel the day of, there will be a \$100 charge.