

Approved 7/10/19

KEEGO HARBOR PARKS AND RECREATION COMMISSION  
KEEGO HARBOR CITY HALL  
7:00 P.M. June 12, 2019 MEETING MINUTES

**CALL TO ORDER:** Chairperson Pat Ostroske called the meeting to order at 7:01 PM.

**Present:** Chairperson Pat Ostroske, Treasurer Amanda Witkowski, Secretary Leslie Clark, Commissioners Dan Harrington, Paul Daelemans, Kirsten Sonnevile-Douglass, Robin LaFrance

**Absent:** Commissioner Val Green, Vice Chairperson Angelica Arens

**Alternates Present:** None; **Absent:** Jan Hager

**Staff Present:** City Clerk Tammy Neeb, Council Liaison Councilwoman Karen Meabrod

**NOTE:** Since the last meeting, Amanda Witkowski has resigned the office of Treasurer; Commissioner Kelly Lindberg and Alternate Sue Murphy have resigned from the commission; City Manager determined that the Council is not required to approve the elevation of Alternate Robin LaFrance to full-time Commissioner. Two people have applied for the two open alternate seats.

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

- None.

**CONSENT AGENDA:**

The minutes of the 5/8/2019 Parks & Recreation Commission meeting were reviewed.

Motion by Commissioner Sonnevile-Douglass seconded by Commissioner Witkowski to approve the minutes.

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

The finance report as of 6/6/2019 was reviewed.

Motion by Commissioner Harrington, seconded by Commissioner Daelemans to approve the finance report.

Roll Call Vote: LaFrance Y, Ostroske Y, Sonnevile-Douglass Y, Harrington Y, Witkowski Y, Clark Y, Daelemans Y

Motion Carried

**Special item:**

Motion by Chairperson Ostroske seconded by Commissioner Daelemans to appoint Alternate Commissioner Robin LaFrance to Fulltime Commissioner.

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

**Election of Officers:**

Secretary Clark nominated Chairperson Pat Ostroske as Chairperson, seconded by Commissioner Harrington. Pat accepted. No other nominations were made.

Roll Call Vote: LaFrance Y, Ostroske Y, Sonnevile-Douglass Y, Harrington Y, Witkowski Y, Clark Y, Daelemans Y

Chairperson Ostroske is elected. Motion carried

Chairperson Ostroske nominated Vice-Chair Angelica Arens as Vice-Chair, seconded by Commissioner Daelemans. Angelica is willing. No other nominations were made.

Roll Call Vote: LaFrance Y, Ostroske Y, Sonnevile-Douglass Y, Harrington Y, Witkowski Y, Clark Y, Daelemans Y

Vice-chair Arens is elected. Motion carried

Secretary Clark nominated Commissioner Robin LaFrance as Secretary, seconded by Chairperson Ostroske. Robin accepted. No other nominations were made.

**Roll Call Vote:** LaFrance Y, Ostroske Y, Sonnevile-Douglass Y, Harrington Y, Witkowski Y, Clark Y, Daelemans Y  
Secretary LaFrance is elected. Motion carried

Chairperson Ostroske nominated Commissioner Clark as Treasurer, seconded by Commissioner Harrington. Leslie accepted. No other nominations were made.

Approved 7/10/19

Roll Call Vote: LaFrance Y, Ostroske Y, Sonneville-Douglass Y, Harrington Y, Witkowski Y, Clark Y, Daelemans Y  
Treasurer Clark is elected. Motion carried

**REGULAR AGENDA:**

**Old Business:**

**1. Memorial Day Parade**

Event Chair Sonneville-Douglass presented a review of the parade, with a summary of some lessons learned, including the need for a great many more volunteers next year. Gear is inventoried and stored. The financial report showed we came in under budget, and will be reimbursed by Sid Rubin from Team Keego funds. Public contributions collected will be earmarked for the parade next year. Commissioner Sonneville-Douglass will draft a thank-you letter for the donors and city staff will print them on city letterhead and mail them.

**2. Parks Update**

Treasurer Clark reported that the ground is still too wet for installation of the playscape at Fran Leaf.

**3. Summer Garden Party**

Event co-chair Witkowski reported that the theme is set to Neverland, with Peter Pan and Tinkerbell attending. Signage and flyers have been designed, and sponsors will be recognized. GreenKids will sponsor the bounce house. Commissioner Sonneville-Douglass will sponsor the cupcakes. City Clerk Neeb agreed that those who do not want to pay the EventBrite fee for online purchases can buy tickets for cash at city hall. Commissioner Sonneville-Douglass is researching sound systems, but our fallback is to borrow John Newberry's system that we used last year.

**4. Spring Beautification Awards**

Treasurer Clark reported that the signs have all been picked up. Spring was hard this year. July awards are next.

**5. Garden Club Update**

Treasurer Clark reported that the flower spots are nearly all done, and the Gazebo planting beds are prepared for replanting with a selection of native plants as a demonstration garden.

**6. Volunteers**

Chairperson Ostroske stressed the need for a large supply of volunteers who can help occasionally. Each commissioner should provide one volunteer. An effort will be made to collect contact information. In addition to social media, we will design a half-sheet flyer, B&W, that the city can print, and the commissioners will distribute door to door. The beautification awards maps can be used to divide up the distribution. Commissioner LaFrance will create the flyer with input from Chairperson Ostroske. Commissioner Sonneville-Douglass can train us on using SignupGenius for online appeals.

**New Business**

**1. Taste of Keego**

Chairperson Ostroske reported that in light of the low turnout last year, of both vendors and the public, this year we must work to make it exciting and profitable. If we cannot, then we need a different major fundraising event. We do have an offer of a band. Commissioners Witkowski and Clark offered to be on the subcommittee.

Motion by Commissioner Daelemans, seconded by Commissioner Sonneville-Douglass that Chairperson Ostroske chair the Taste of Keego for 2019.

Ayes: Unanimous

Nays: None

Motion Carried

**2. Skate Night**

City Clerk Neeb reported that the city has budgeted \$6K for the Skate Night event. Does Parks & Rec want to put on this event?

Motion by Treasurer Clark, seconded by Chairperson Ostroske, that Parks & Rec **NOT** put on a Skate Night in 2019.

Roll Call Vote: LaFrance Y, Ostroske Y, Sonneville-Douglass Y, Harrington Y, Witkowski Y, Clark Y, Daelemans Y

Approved 7/10/19

Motion Carried

Future events were discussed, including a hand-off event after the Memorial Day Parade, or at other times in the summer. Commissioners Sonnevile-Douglass, Witkowski, and Daelemans will look into it.

**3. Christmas Tree Lighting**

There is a small city budget for the Tree Lighting event. Does Parks & Rec want to put on this event?

Motion by Chairperson Ostroske, seconded by Treasurer Clark, that Parks & Rec WILL put on the Tree Lighting event.

Roll Call Vote: LaFrance Y, Ostroske Y, Sonnevile-Douglass Y, Harrington Y, Witkowski Y, Clark Y, Daelemans Y

Motion Carried

**4. Gino's Cruise Night**

Chairperson Ostroske has permission from Gino to have a table at his event. We can display P&R materials, sell bumper stickers (but not tee shirts), and collect contributions. Chairperson Ostroske will staff the table.

**ADJOURNMENT:**

The meeting adjourned without motion at 8:35 PM.



Patricia Ostroske, Chairperson



Leslie Clark, Recording Secretary

