

**City of Keego Harbor
Tax Increment Finance Authority
(TIFA) Meeting Minutes
Wednesday, July 20, at 5:00 pm**

Call the Meeting to Order:

Chairman Emerling called the meeting to order at 5:00 pm

Roll Call: Chairman David Emerling, Vice Chairperson Colleen Wade, Secretary Leslie Clark, Board Member Gino Santia, Board Member Paul Daelemans, Board Member Ethan Drain, and Council Member Corine Streng.

Staff Present:

Interim City Manager Joe Gacioch, Interim City Clerk Stacy Goodall, and Treasurer Denise Hanley

Public Comment:

Approval of the Agenda:

Motion by Board Member Santia; supported by Board Member Daelemans to approve the agenda.

Unanimous Vote Ayes: 7 Nays: 0

Motion carries

Approval of Meeting Minutes:

Motion by Vice Chair Wade; supported by Board Member Daelemans to approve the minutes from June 17th with the spelling correction.

Ayes: 7 Nays: 0

Motion carries

Financial Report

Motion by Vice Chair Wade; supported by Board Member Daelemans to accept the financial report.

Ayes: 7 Nays: 0

Motion Carries

New Business:

Shoreline Restoration at Dollar Lake

- Stormwater management, retention basin and rebuilding the culvert need to

be addressed.

- Possible SEMCOG grant
- Meet with HRC and the Drain Commission

Old Business:

TIFA Bylaws Update

The bylaws have been re-drafted to align with Main Street Community Standards and Public Act 57; DDA state law. Interim City Manager provided an overview.

Board member comments included changes to:

- Term limits
- Bi-monthly or quarterly meetings
- Nominating procedures

TIFA Marketing Support

- Developer's Day Discussion**-September 9, 2026, from 10am-12pm.
Marketing materials will be provided to reach out to local businesses as well as developers.
- Newsletter Update**- Newsletter distribution.
- Grant Application Update**- Three Site Improvement grant applications have been received from Gino's, Magnolia, and Merchant of Vino. Board Member Santia recused himself from the vote.

Motion by Secretary Clark; supported by Board Member Daelemans to approve Gino Santia's site improvement grant application in the amount not to exceed \$10,000.

Roll Call: Emerling yes, Wade yes, Clark yes, Daelemans yes, Drain yes, Streng yes.

Motion Carries

Magnolia applicant was not present to answer questions. The applicant will need to clarify or amend the application.

Motion by Chairman Emerling; supported by Vice Chair Wade to table.

Ayes: 7 Nays: 0

Motion Carries

Merchant of Vino applicant was not present to answer questions. The application meets the letter of intent, but the applicant will need to present before the board before approval.

Motion by Secretary Clark; supported by Vice Chair Wade to authorize the City Manager to approve the eligible activities within the application.

Roll Call: Emerling yes, Wade yes, Clark yes, Santia No, Daelemans yes, Drain yes, Streng yes.

Motion Carries

City Banners

- Tabled agenda item

Webb Park Fencing Discussion

- TIFA District legal description discrepancy

Motion by Chairman Emerling; supported by Secretary Clark to switch agenda items #5 and #6.

Ayes: 7 Nays: 0

Motion Carries

City Manager Update

- National Main Street membership has been completed.
- Cass Lake Corridor Statement of Work- RCOC project scope for 2028, curb to curb. The Streetscape on Cass Lake Road from Orchard Lake Road to Magnolia was presented to RCOC with 30% engineering and distributed to three firms for bids.
- Joint Strategic Planning Meeting- August 12, 2026, 4pm-8pm
- Screening Update- Ordinance concerns. Art installation option.
- ADA Sidewalk Improvements- Inventory of Cass Lake Road and parks for cost purposes.
- Fran Leaf Kayak Launch- Move forward with the 2nd kayak launch.
- Fran Leaf Archway- Stefani has begun fabricating the arch.
- Raised Walkway at Fran Leaf Park- City Manager will contact HRC.

Project Ideas

- Art Displays/Signs
- Business Committee
- Host a roundtable
- Tree trimming on Cass Lake Road
- Streetlight in front of Roosevelt
- Art at Webb Park and Firefighter's Park
- Marketing Taste of Keego

Board Member Comments:

Adjournment:

Chairman Emerling adjourned the meeting at 7:36 pm.

David Emerling
TIFA Board, Chairman

Stacy Goodall
TIFA Board, Recording Secretary

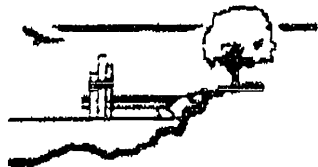
REVENUE AND EXPENDITURE REPORT FOR CITY OF KEEGO HARBOR

PERIOD ENDING 08/31/2026

% Fiscal Year Completed: 16.99

Tab 2

GL NUMBER	DESCRIPTION	YTD BALANCE 08/31/2025	2026-27 ORIGINAL BUDGET	YTD BALANCE 08/31/2026	ACTIVITY FOR MONTH 08/31/26	AVAILABLE BALANCE	% BDGT USED
Fund 247 - TAX INCREMENT FINANCE AUTHOR FUND							
Revenues							
Dept 000 - UNCLASSIFIED							
247-000-402.000	CURRENT TAXES	62,777.36	328,205.00	39,277.85	21,272.55	288,927.15	11.97
247-000-573.000	LOCAL COMMUNITY STABILIZATION	0.00	2,500.00	0.00	0.00	2,500.00	0.00
Total Dept 000 - UNCLASSIFIED		62,777.36	330,705.00	39,277.85	21,272.55	291,427.15	11.88
TOTAL REVENUES		62,777.36	330,705.00	39,277.85	21,272.55	291,427.15	11.88
Expenditures							
Dept 000 - UNCLASSIFIED							
247-000-964.000	MISC EXPENSE	0.00	9,500.00	4,836.37	4,779.84	4,663.63	50.91
Total Dept 000 - UNCLASSIFIED		0.00	9,500.00	4,836.37	4,779.84	4,663.63	50.91
Dept 191 - ADMINISTRATION							
247-191-802.000	PROFESSIONAL AND TECHNICAL SER	4,410.99	0.00	5,777.33	4,863.83	(5,777.33)	100.00
Total Dept 191 - ADMINISTRATION		4,410.99	0.00	5,777.33	4,863.83	(5,777.33)	100.00
Dept 693 - CASS LAKE ROAD							
247-693-702.000	WAGES-FULL TIME	5,658.16	37,242.00	63.64	0.00	37,178.36	0.17
247-693-711.000	FICA	432.66	2,849.00	4.87	0.00	2,844.13	0.17
247-693-711.004	HEALTH INSURANCE	0.00	10,000.00	0.00	0.00	10,000.00	0.00
247-693-711.005	RETIREMENT PLAN	0.00	3,500.00	0.00	0.00	3,500.00	0.00
247-693-711.006	LIFE INSURANCE	0.00	350.00	0.00	0.00	350.00	0.00
247-693-711.007	WORKERS COMP	0.00	400.00	0.00	0.00	400.00	0.00
247-693-802.000	PROFESSIONAL AND TECHNICAL SER	0.00	80,000.00	0.00	0.00	80,000.00	0.00
247-693-812.000	ADMINISTRATION CHARGES	0.00	48,061.00	0.00	0.00	48,061.00	0.00
247-693-830.005	FACADE IMPROVEMENTS - PROGRAM	0.00	50,000.00	0.00	0.00	50,000.00	0.00
247-693-944.000	RENTAL OF EQUIPMENT	4,223.38	0.00	111.80	0.00	(111.80)	100.00
247-693-970.000	CAPITAL EXPENSES	0.00	150,000.00	8,000.00	8,000.00	142,000.00	5.33
Total Dept 693 - CASS LAKE ROAD		10,314.20	382,402.00	8,180.31	8,000.00	374,221.69	2.14
Dept 899 - TAX TRIBUNAL/OTHER REFUNDS ORDERED							
247-899-956.000	COSTS, FEES, AND CHARGES	16.68	500.00	0.00	0.00	500.00	0.00
Total Dept 899 - TAX TRIBUNAL/OTHER REFUNDS ORDERED		16.68	500.00	0.00	0.00	500.00	0.00
TOTAL EXPENDITURES		14,741.87	392,402.00	18,794.01	17,643.67	373,607.99	4.79
Fund 247 - TAX INCREMENT FINANCE AUTHOR FUND:							
TOTAL REVENUES		62,777.36	330,705.00	39,277.85	21,272.55	291,427.15	11.88
TOTAL EXPENDITURES		14,741.87	392,402.00	18,794.01	17,643.67	373,607.99	4.79
NET OF REVENUES & EXPENDITURES		48,035.49	(61,697.00)	20,483.84	3,628.88	(82,180.84)	33.20



"Heart of the Lakes"

City of Keego Harbor

2025 Beechmont

Keego Harbor, Michigan 48320

TO: TIFA Board

FROM: Joseph Gacioch, City Manager / TIFA Director

MEETING: September 29, 2026, TIFA Board Meeting

SUBJECT: Cass Lake Corridor Redevelopment Implementation Plan – Consultant Selection Recommendation

Bottom Line Up Front

I recommend that the TIFA Board authorize the professional services agreement with Fleis & VandenBrink (F&V) and approve funding for the Cass Lake Corridor Redevelopment Implementation Plan. City Council has authorized me to finalize contract terms with F&V and approved the agreement subject to TIFA's authorization of the agreement and funding.

The recommended agreement authorizes \$127,900 for work through the 30% local design milestone, with the remaining \$30,500 held as a priced option for later authorization. This structure advances the work needed now, preserves the City's ability to coordinate with RCOC's 2028 road project, and limits TIFA's immediate commitment while construction costs and outside funding opportunities are developed.

Why This Project Matters

This is not another planning exercise. The City has already adopted a vision for Cass Lake Road through the 2021 Village Plan, the 2026 Master Plan, and the 2025 TIFA Development Plan. This project would convert that vision into a coordinated, buildable package of local improvements that can be considered alongside the Road Commission for Oakland County's planned 2028 road project.

The strategic value is timing. RCOC is already in the field preparing to engineer its project. During a meeting in July, RCOC shared that if the City has any local input on potential intersecting improvements, they needed to have progress in place by February, 2027.

If Keego Harbor completes this work now, the City can shape how the local portions of the corridor functions and looks before RCOC's plans are finalized. If the City waits, many of those opportunities may become more expensive, more disruptive, or no longer practical to coordinate with the road work.

Key Benefits

- Moves adopted plans toward implementation by translating broad goals into specific, costed improvements.
- Coordinates TIFA/City priorities with the 2028 road project, reducing the risk of rebuilding or disturbing newly completed work later.
- Focuses on improving the corridor for people walking, driving, visiting businesses, using transit, and accessing the lakefront and nearby neighborhoods.
- Provides clearer information about costs, phasing, and tradeoffs so the City Council and TIFA Board can make informed investment decisions.
- Positions projects for grants and outside funding by advancing concepts to a level that funding agencies can evaluate.
- Creates a coordinated public-realm framework for sidewalks, crossings, streetscape elements, bicycle parking, utility readiness, and future private investment.

Proposal Review

The City received two proposals. Staff evaluated both against the work requested, the ability to meet RCOC's schedule, team capacity, and cost certainty.

F&V remains the recommended firm. Its proposal covers the complete project, provides a clear schedule through RCOC's design process, and brings planning, engineering, survey, landscape architecture, GIS, and economic-development expertise together on one team. F&V scored 83 out of 100 in staff's review.

McKenna proposed a phased approach. Its initial proposal priced Phase 1, the discovery portion of the work, at \$20,000, with pricing for the remaining phases to be developed after that work was completed. McKenna proposed subcontracting the engineering work to OHM Advisors, a reputable civil engineering firm. Following additional review, McKenna estimated that the phases needed to reach the City's February 2027 30% design deadline would cost approximately \$150,000. McKenna scored 74 out of 100 in staff's evaluation. Staff's recommendation for F&V is based on its higher evaluation score, integrated project team, defined scope and pricing, and schedule extending through RCOC's later design milestones.

Recommended Contract Structure

Rather than authorize the full \$158,400 scope at once, I recommend structuring the agreement in two parts:

Phase	Fee	Decision Point
1 Project initiation and existing conditions	\$26,600	30% package
2 Corridor framework and redevelopment strategy	\$37,800	30% package
3 Preliminary engineering public realm standards and utility readiness	\$32,600	30% package
4 30% local scope package and implementation strategy	\$30,900	February 2027
Phases 1 through 4 subtotal	\$127,900	Authorize now
5 Design coordination final recommendations and closeout	\$30,500	Priced option
Full project total	\$158,400	Not to exceed

Council Action and Project Timing

RCOC's federally funded schedule is moving forward. Survey and engineering work are underway, the City's 30% local package is due in February 2027, RCOC's 70% plans are expected in July 2027, and construction is programmed for 2028.

Following its study-session review, City Council authorized me to negotiate and finalize contract terms with F&V. Council approved the agreement subject to the TIFA Board authorizing the agreement and its funding. TIFA approval is therefore the remaining action needed before the City can execute the agreement and begin work.

Financial Considerations

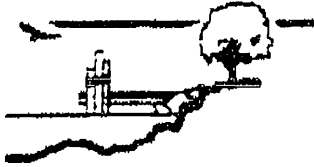
TIFA's current capital improvement budget supports approximately \$100,000 of available funding this fiscal year, and the Authority has a total fund balance of approximately \$703,000 from last year's financial statements.. The recommended initial authorization would equal approximately 18.2% of that fund balance; authorizing the entire scope would equal approximately 22.5%.

- The larger future commitment will be construction, not this professional-services agreement.

A key project deliverable is a reliable opinion of probable cost and a phasing and funding strategy. That information will allow the City and TIFA to prioritize improvements, pursue grants, and avoid committing local dollars before the full financial picture is known.

Motion:

Move to authorize the professional services agreement with Fleis & VandenBrink for the Cass Lake Corridor Redevelopment Implementation Plan and approve funding not to exceed \$127,900 for the initial scope through the 30% local design milestone to be paid for from capital account 207-693-970, and retain Phase 5, valued at \$30,500, as a priced option requiring separate authorization before proceeding.



"Heart of the Lakes"

City of Keego Harbor

2025 Beechmont

Keego Harbor, Michigan 48320

TO: TIFA Board

FROM: Joseph Gacioch, City Manager / TIFA Director

MEETING: September 29, 2026, TIFA Board Meeting

SUBJECT: TIFA Director Appointment

Enclosed is the updated job description for the combined City Manager / TIFA Executive Director position. I am sharing it to clarify my responsibilities in supporting the Authority and establish a common understanding of how we will work together.

The Board has sustained TIFA's work through substantial hands-on involvement in projects, communications, budgets, and proposal solicitations and awards. That commitment and institutional knowledge remain essential. My role is to provide consistent executive support, coordinate implementation, and carry the Board's priorities through to completion.

Michigan's Recodified Tax Increment Financing Act, Public Act 57 of 2018, authorizes the Board to employ a director subject to municipal governing-body approval. The director serves at the Board's pleasure and, subject to Board approval, supervises plans and Authority functions and reports regularly to the Board and City Council on activities and financial condition. [1]

Council's approval and budget authority remain central to the combined position and its funding. The current salary allocation is 70% General Fund and 30% TIFA, intended to better recognize the time and effort devoted to TIFA duties. The allocation should be reviewed during annual budget development to ensure it reasonably reflects the work performed. The director prepares the proposed TIFA budget for the Board, City Council approves it, and the TIFA Board adopts it. [2]

Main Street America's guidance emphasizes clear Board responsibilities, financial oversight, and support for an executive director. Applied here, the Board establishes priorities and evaluates results, while the director coordinates administration and implementation within approved plans, budgets, and delegated authority. Members continue contributing through committees, community relationships, and defined project assignments. [3]

References

- ❖ [MCL 125.4305 — TIFA Director appointment, duties, and reporting](#)
- ❖ [MCL 125.4325 — TIFA budget preparation, approval, and adoption](#)
- ❖ [Main Street America — Board Handbook overview](#)

City Manager and TIFA Executive Director Cost Summary

The contract is for a two year term. The combined City Manager / TIFA Executive Director position carries an annual base salary of \$150,000 and an estimated total cost of \$167,000,

including benefits, estimated payroll taxes and employer costs. The allocation of 70% to the General Fund and 30% to TIFA is intended to recognize the time and resources devoted to each entity's responsibilities.

Annual cost	Total	General Fund 70%	TIFA 30%
Base salary	\$150,000	\$105,000	\$45,000
Estimated benefits and employer costs	\$17,000	\$11,900	\$5,100
Total estimated annual cost	\$167,000	\$116,900	\$50,100

Based on approximately \$350,000 in annual TIFA revenue, the Authority's \$50,100 share represents about 14.3% of annual revenue for professional executive leadership and administration. The remaining \$299,900, or 85.7%, supports other TIFA expenditures and obligations.

The City Manager elected not to participate in the City's healthcare plan, reducing the position's current budget impact.

I recommend that the Board approve my appointment as TIFA Executive Director, consistent with Council's designation and the approved funding arrangement. The proposed motion follows. A shared work program and regular reporting will give the Board clear information on progress, expenditures, and decisions requiring its attention.

The Executive Director shall perform the duties described in the attached job description, consistent with applicable law, under the TIFA Board's policy direction for Authority matters and subject to the Board's statutory approval and oversight responsibilities.

Recommended Board Motion

Move to approve the appointment of Joseph Gacioch as TIFA Executive Director, consistent with City Council's designation of the combined City Manager / TIFA Executive Director position, and to approve TIFA's participation in the current salary allocation of 70% General Fund and 30% TIFA, within the Council-approved and TIFA-adopted budget.



City of Keego Harbor

2025 Beechmont
Keego Harbor, Michigan 48320

"Heart of the Lakes"

Position: City Manager / TIFA Executive Director

Department: City Manager's Office / Tax Increment Finance Authority

Oversight: Keego Harbor City Council (as City Manager); TIFA Board of Directors (as TIFA Executive Director)

Employment Status: Full-Time

Annual Salary: Commensurate with qualifications and experience (DOQ); established by individual employment agreement

Workplace Type: On-site, with regular attendance at evening City Council and TIFA Board meetings

Classification: FLSA and Bargaining Unit Status

This position is classified as exempt under the Fair Labor Standards Act (FLSA) and is therefore not eligible for overtime compensation. This position is an appointed, non-union employee of the City serving at the pleasure of the City Council under the terms of an individual employment agreement, and is not represented by a collective bargaining agreement.

General Statement of Duties:

Under the general policy direction of the City Council, the City Manager serves as the City's Chief Administrative Officer, responsible for the day-to-day management of all municipal departments and operations, implementation of Council-adopted policy, and stewardship of the City's financial and human resources. In the closely related capacity of TIFA Executive Director, the same individual serves as the principal staff officer to the Tax Increment Finance Authority (TIFA) Board, administering the City's tax increment financing district and leading downtown and economic development efforts.

The position divides attention between broad municipal management — budget preparation, personnel administration, public safety and public works oversight, and Council relations — and focused downtown revitalization work, including TIF administration, business retention and recruitment, capital improvement and streetscape projects, and grant administration. The position emphasizes sound judgment, strategic thinking, positive communications, transparency, and collaborative leadership while exercising discretion and independent authority within the City Charter, City ordinances, and Council- and Board-adopted policy.

SUPERVISION RECEIVED:

The employee exercises broad discretion and independent judgment under the general policy direction of the City Council, and, for TIFA-specific functions, under the policy direction of the TIFA Board of Directors.

SUPERVISION EXERCISED:

The employee directs and supervises all City department heads and staff (police, public works, building/code enforcement, and clerk's office), and oversees contractors, volunteers, and all TIFA related relationships.

ESSENTIAL DUTIES AND RESPONSIBILITIES — City Manager:

- Serves as the City's Chief Administrative Officer; carries out policies, ordinances, and directives adopted by the City Council and keeps Council fully informed of the City's affairs and financial condition.
- Plans, organizes, and directs the activities of all City departments, directly or through department heads. Performs or oversees the economic development function of the City.
- Responsible for the administration of adopted city plans, including the Strategic Plan, Master Land Use Plan, Parks and Recreation Master Plan, & other community plans adopted by the City Council.
- Prepares and recommends the annual municipal budget and capital improvement plan; monitors revenues and expenditures and reports variances to Council.
- Serves as the Human Resources Director; hires, evaluates, disciplines, and, when necessary, terminates City employees and department heads in accordance with City policy and applicable law; negotiates or oversees negotiation of labor contracts.
- Attends all City Council meetings and prepares or oversees preparation of agendas, resolutions, ordinances, and supporting staff reports.
- Serves as the City's principal spokesperson and representative to residents, businesses, regional partners, state agencies, and the media.
- Oversees procurement, contract administration, risk management, and compliance with applicable federal, state, and local law.
- Coordinates emergency management planning and response, and oversees the City's capital infrastructure program, including water, sewer, and road projects.
- Performs other duties as directed by the City Council or required by the City Charter and Code of Ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES — TIFA Executive Director:

- Serves as principal staff liaison and Executive Director to the TIFA Board, overseeing agendas, minutes, and staff reports and implementing Board-adopted policy and the TIFA Development and Tax Increment Financing Plan.
- Administers the tax increment financing district, including tracking captured taxable value and ensuring compliance with Michigan's tax increment financing statutes.
- Prepares and manages the TIFA operating and capital budgets; recommends bonding, grants, or other financing mechanisms to fund downtown improvements.

- Leads downtown and economic development efforts, including business retention and recruitment, facade improvement programs, and marketing of available commercial space.
- Plans and manages downtown capital projects (streetscape, lighting, signage, parking, placemaking) in coordination with engineering consultants and public works staff.
- Serves as the City's point of contact with the Michigan Economic Development Corporation (MEDC), Michigan Downtown Association, Oakland County economic development staff, and other regional and state redevelopment resources.
- Monitors legislative and regulatory changes affecting tax increment financing and downtown development tools, advising the TIFA Board and City Council accordingly.
- Coordinates downtown events, promotions, and volunteer/committee activity, and manages related contracts and consultants.

Knowledge, Skills, & Abilities:

Knowledge of:

- Municipal government structure, finance, budgeting, and capital improvement planning.
- Tax increment financing mechanics and downtown/economic development tools and programs.
- Michigan's Home Rule City Act, Open Meetings Act, Freedom of Information Act, and applicable tax increment finance statutes.
- Personnel management, labor relations, and collective bargaining principles.
- Public administration best practices and municipal records management requirements.
- Emergent technologies such as artificial intelligence systems (AI), cloud computing, government ERP systems, and related government oriented software.

Skills to:

- Lead and develop staff across multiple City departments.
- Communicate effectively, both verbally and in writing, with Council, boards, staff, and the public.
- Prepare clear staff reports, budgets, and public presentations.
- Build and sustain relationships with residents, business owners, developers, and regional and state partners.
- Manage multiple, competing priorities across citywide administration and downtown development functions.

Ability to:

- Exercise sound judgment, political awareness, and professionalism amid differing viewpoints on Council and within the community.
- Establish and maintain effective working relationships with elected and appointed officials, staff, residents, and business owners.

- Remain neutral, patient, and solution-oriented when addressing competing priorities and community concerns.
- Research, interpret, and apply municipal ordinances, statutes, and regulatory requirements.
- Represent the City professionally before Council, boards, courts, and the public.

Minimum Qualifications

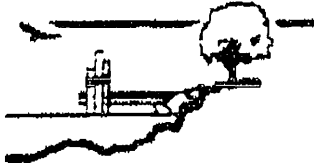
- Bachelor's degree in public administration, business administration, urban planning, economic development, or a closely related field required.
 - Master's degree in Public Administration (MPA) or a related field preferred.
- Five (3-5) years of progressively responsible experience in municipal management, economic development, or downtown/DDA-TIFA administration required; prior experience as a City Manager, Assistant City Manager, department head, or DDA/TIFA director preferred.
- Michigan municipal experience, and familiarity with Michigan's tax increment financing and Main Street America principles preferred.
- Proficiency with Microsoft Office applications and the ability to learn and utilize municipal financial and records management software.
- Experience in using chat-based and agentic AI tools such as Claude, ChatGPT, and Gemini.
- Possession of a valid Michigan driver's license and satisfactory driving record.
- An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered.

Equal Employment Opportunity

The City of Keego Harbor is an Equal Opportunity Employer and does not discriminate on the basis of any status protected by applicable federal or state law.

Reasonable Accommodation

The City of Keego Harbor will provide reasonable accommodation to qualified individuals with disabilities in accordance with applicable law, unless doing so would create an undue hardship on City operations.



"Heart of the Lakes"

City of Keego Harbor

2025 Beechmont

Keego Harbor, Michigan 48320

TO: TIFA Board

FROM: Joseph Gacioch, City Manager/TIFA Director

MEETING: September 29, 2026, TIFA Board Meeting

SUBJECT: Campers Pathway Sign Package

Recommendation

I recommend that the TIFA Board approve funding not to exceed \$2,000 for the design and purchase of four interpretive and wayfinding signs along the portion of Campers Path located within the TIFA District. Final sign designs and locations would be developed in collaboration with the Parks and Recreation Commission and reviewed by City staff before production.

Background

In April 2026, the City Council formally named the pedestrian route connecting Cass Lake Road, Fran Leaf Park, Willow Beach Street, and the Willow Beach Swim Site as Campers Path. The designation recognizes the generations of Roosevelt Summer Day Camp participants who used this route to walk to the beach, as well as the campers whose advocacy helped lead to the construction of the sidewalk connecting Cass Lake Road to the park.

The proposed sign package would help tell that story while making the route more visible and easier to follow. The concept includes a combination of interpretive signage describing the history of Campers Path and directional signs guiding pedestrians between Cass Lake Road, Fran Leaf Park, and the beach.

Collaboration with Parks and Recreation

This project has been developed through collaboration between TIFA and the Parks and Recreation Commission. Because Campers Path travels through Fran Leaf Park and connects to a public swim site, Parks and Recreation's involvement is important to both the design and placement of the signs.

The Parks and Recreation Commission reviewed the proposal at its September meeting and responded positively. Commission members expressed an interest in helping develop the sign designs and provided input on potential locations, particularly at the western end of the path. Signage near the park boundary and Willow Beach Street would help identify the public easement and reassure pedestrians that the route is open to the public.

The broader concept also creates opportunities for continued collaboration. Parks and Recreation may consider funding signs located outside the TIFA District and participating in a future pavement-marking project across the parking lot using footprints or images such as turtles, fish, or lifesavers to visually connect the two sidewalk segments.

Proposed TIFA Sign Package

The four signs proposed within the TIFA District would generally be located:

1. Along the new sidewalk near Cass Lake Road;
2. Near the intersection of Atlas Street and the new sidewalk;
3. Where the older sidewalk meets the Fran Leaf Park parking lot; and
4. Near the wooden footbridge.

The final locations will be coordinated with Parks and Recreation and City staff to avoid conflicts with park operations, utilities, snow removal, and potential future improvements.

iZone Imaging provided a quote for four 12-inch-by-18-inch custom high-pressure laminate signs with single-post, in-ground pedestals. This is the same durable sign material used for existing dedication signs in Webb Park and Firefighters Park. The material carries a ten-year manufacturer's warranty.

Design Coordination

This project provides a practical opportunity for TIFA and Parks and Recreation to work together on an improvement that recognizes Keego Harbor's history, strengthens the connection between the business district and the waterfront, and makes an important public pedestrian route more visible and welcoming.

Motion:

Move to approve the proposal to fund the design and purchase of four Campers Path interpretive and wayfinding signs in the amount not to exceed \$2,500 to be paid for from account 247-000-948-000 as submitted by the City Manager/TIFA Director.

Background:

The new sidewalk next to Margaret's Upholstering has been named 'Campers Path' by a resolution of the city council at the request of Karen Meabrod, a long-time counselor for the Roosevelt Summer Day Camp program. The route includes the new sidewalk, the parking lot, the old sidewalk, and the footbridge ending at the Willow Beach Swim Site.

Interpretive signage would be nice. Karen has provided photos of the route in use and some text that can be included in signs.

Sources:

The dedications signs in Webb and Firefighters were made in 2016 by iZone Imaging in Texas of Custom High Pressure Laminate and have held up beautifully. Those cost \$780 for two of them in 2016, 16"x24" x.5" thick. We did not need supports for those. They are like those used on the Trail. I'm thinking 12x16 with various mount types required.

9/16/2026: The quote from iZone for 4 signs with posts is included. They offer several mounting options.

How Many?

That will depend on how much they cost. I've laid out a map showing the maximum number of seven. We could certainly do with as few as two or three. Most are in the TIFA District and this same information is being presented to the TIFA board for consideration. There is also the asphalt in the parking lot that could get some painted markings connecting the two sidewalks. Footprints, turtles, etc. TIFA has expressed an interest in that.

Parks & Rec Involvement:

Since this goes to and through a park and to a swim site, we should have some input and perhaps even some hands involved. For instance, some of our more artistic members might volunteer to apply their skills to designing the signs. We might like to take on the parking lot painting project. We might like to pay for those signs outside of the TIFA district (2 or 3).

9/16/2026: Parks & Rec reviewed this proposal at their September meeting. Response was positive; members are willing to work on the design; placement suggestions were made: those at the west end of the path (#5-6) will be helpful in clarifying the public status of the easement connecting the park to Willow Beach St.

Other Considerations:

We should avoid posting anything along the section of the sunken sidewalk that might get renovated some day. The spot designated as #5 is west of that stretch, and marks the end/entrance to the park and has a chain link fence and a park rules sign on a post that people probably never notice. It would be good to bring visibility to that spot.

The spot marked #6 is on Willow Beach St. The city actually has a few feet of easement there running to the canal that could support a sign. People often worry that they are trespassing when they turn up what looks like

Campers Path Signage Notes – 9/1/2026 L. Clark *Updated 9/16/2026*

a driveway. This would be another good spot that could use visibility. But we need to consult DPW about plowing space requirements. I believe Doug pushes snow to the canal.

9/16/2026 Cost Estimate:

We have an estimate from iZone putting the cost for this type of sign, 12"x16"x .5" on a single aluminum post, at around \$350 each. Shipping for 4 was estimated at \$350. So the four in the TIFA district would be a little under \$2000. Another 2 or three funded by Parks & Rec would be less.

9/16/2026 Signage Coordination:

We already have some signage clutter at Fran Leaf Park in the parking lot. The addition of a kayak launch on the canal near the parking lot will add more signage. There have been discussions around branding, the city logo, wayfinding, an engineering study that will include advice on signage standards, etc. We can wait for that to settle over the next two years, or we can make a design and proceed quickly.

Map of Campers Path



Potential Signs Marking Campers Path

1. On the new sidewalk (TIFA)
With New Post; Could go on the pavers between bench & trash can, or further east
2. At Atlas St & New Sidewalk (TIFA)
With new post; could point to beach <-> Cass Lake Rd
---- Crossing Parking Lot (TIFA)
---- Paint on pavement, footprints, images like turtles, fish, lifesavers
3. At Old Sidewalk & Parking Lot (TIFA)
With new post, could point to beach <-> Cass Lake Rd
4. At Wooden Footbridge (TIFA)
Could mount on wooden footbridge railing; could point to beach <-> Parking lot
5. At Fence End of Park & Old Sidewalk (Not TIFA)
Could mount on Park Rules sign at chain link fence; could point to beach <-> Parking lot
6. At Willow Beach St & Easement (Not TIFA)
With new post; could point to beach <-> Parking lot
7. At Footbridge & Willow Beach St; Not TIFA
Could mount on metal footbridge railing; could point to beach <-> Parking lot

Single Pedestal

In-Ground Mount and Surface Mount All Aluminum Construction

> Standard Posts

3" x 3" post

In-Ground Mount: 60" long

Surface Mount: 44.5" long

* Custom post lengths available

* Standard and custom color options available

> Standard Mount Plates

✓ 6" x 6"

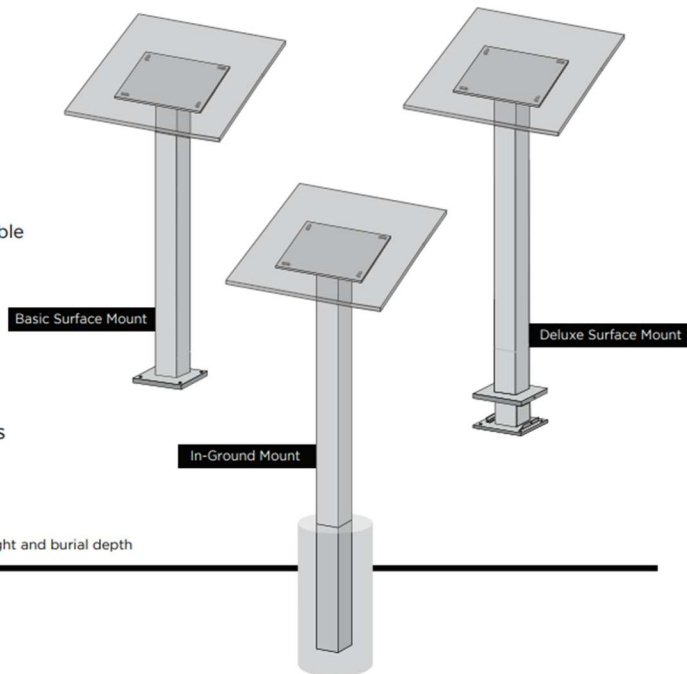
✓ 12" x 18"

✓ 12" x 12"

✓ 16" x 20"

> 45° or 30° Mount Options

> Basic and Deluxe Surface Mount Options



* Post length is determined by panel height, installation height and burial depth

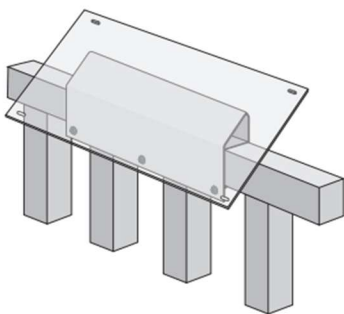
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Toll Free 888.464.9663
Local 254.778.0722
Fax 254.778.0938
Email info@izoneimaging.com

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Rail Mount

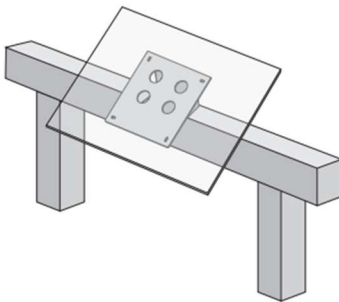
All Aluminum Construction



Thru Rail Mount - Square or Rectangle Metal Rails

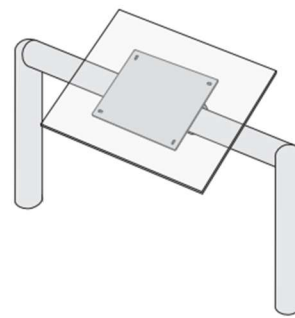
> For square & rectangle rails fences

> **Hardware** installs under the main run of the railing.



Heel Mount - Wooden Rails

- > For flat or slanted wood railing
- > **Large holes** in face plate to access the mounting holes in the heel
- > **Mount plate size determined by panel size.**



Round Metal Railing Mount - Round Rails

- > For round railings
- > **2 clamps needed per rail**
- > **Standard Mount Plates**
 - ✓ 6" x 6"
 - ✓ 12" x 18"
 - ✓ 10" x 10"
 - ✓ 12" x 12"
 - ✓ 16" x 20"

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Camper's Path

For many years, the Roosevelt School Summer Campers swam daily at the Willow Beach Swim Site. Every day they would choose a swim buddy, line up along Roosevelt's wall, then head to the beach. They'd cross Cass Lake Road and walk through a vacant lot between two businesses. They'd cross the parking lot to Fran Leaf Park and continue down a sidewalk to Willow Beach Street. Finally, they'd cross the Walking Bridge to Willow Beach Swim Site. This twice-a-day journey was part of the fun of going to the beach. In 2017 a "For Sale" sign appeared in the vacant lot. Fearing they'd lose their shortcut to the beach, the campers wrote letters to the Keego Harbor TIFA Board requesting that the city install a sidewalk on the easement next to the vacant lot. The idea was well received, and a new sidewalk was installed. In April 2026, the Keego Harbor City Council officially resolved that the entire walkway running from Cass Lake Road to Willow Beach Street be known as

“Camper's Path”

honoring the Roosevelt Summer Campers and their many journeys down that path.



Campers Path



To The Parking Lot

To The Beach!

FIREFIGHTERS PARK

This park was dedicated to the Tri-City Fire Department on September 11, 2005 in celebration of the City of Keego Harbor's 50th anniversary (1955-2005). Robert Burns, Mayor

In 1968 the citizens of Keego Harbor, Orchard Lake, and Sylvan Lake joined together and formed the Tri-City Fire Department.

For over three decades the sons, daughters, mothers, and fathers of the department worked tirelessly to protect the safety and property of Tri-City residents. Through their efforts, we lived with the knowledge that help was only a phonecall away.

Citizens of the Tri-Cities owe a debt of gratitude to the members of the Tri-City Fire Department for their constant courage, dedication, and professionalism in their service to the community.

Their commitment will not be forgotten.

Erected by the Parks and Recreation Commission
July 2016 with contributions from Keego Harbor residents



Photograph by Edward R. Noble and used with his kind permission.

TIFA Board Project Briefing

City of Keego Harbor

Meeting date: September 29, 2026

This briefing summarizes project progress, upcoming work, and matters requiring TIFA Board input.

1 Fran Leaf projects

Project	Current update	Next steps / Recommendations
Garden installation	The paver order is being finalized; installation is expected by early October.	Confirm fall plantings and prepare for a potential second phase of spring planting, subject to plant availability.
Arch installation	Awaiting a progress update from the artist.	Joe will schedule a follow-up site visit in early October.
Art wall installation	No bids were received in response to the RFP. Design and installation options are still being pursued.	Await a quote from Creative Brick and contact Sue's referral for an alternative proposal.
Bench and garbage can installation	Visited Creative Brick to review materials.	Confirm the budget for benches and garbage cans with TIFA.
Raised sidewalk	The preliminary quote is \$50,000 or more.	Include the project in the pending CIP and evaluate capital budget priorities during winter budget preparation.

2 Tree trimming along Cass Lake

Doug and I are preparing a seasonal work SOP which includes fall tree trimming. I need to be caught up to speed if there is a specific project that is requested.

3 Façade Grant program status

Sam will be in attendance at the meeting on the 29th. I have requested an update on the façade grant applications in the pipeline. Moving forward, she and I will collaborate to put in some structures around the program, communications, and reports.

4 Developer Day results and next steps

We confirmed 16 RSVPs for Developer Day. We had a positive turnout that has resulted in several follow up inquiries about the vacant corner lot. I am researching the history of the City's acquisition of the property and will prepare options for its disposition.

5 Kayak launch status

City Council approved locating the kayak launch purchased by TIFA at Fran Leaf Park rather than at the potential Dollar Lake site. David, Leslie, and I met with Decks and Docks to identify the installation location. Installation is scheduled for the week of September 28.

7 Dollar Lake improvements

I am exploring a phased approach to waterfront improvements at Dollar Lake for consideration in the pending Capital Improvement Plan (CIP). My target is to provide City Council and the TIFA Board with a draft CIP before January 1.

8 Signage and light pole projects

The Cass Lake Corridor Plan will identify street lighting locations and include cost estimates and options for lighting and banners. These elements will be incorporated into the CIP.

9 Webb Park fence status

Updating pending more background from TIFA Board and DPW.

10 TIFA newsletter schedule

I would like the Board's input on the newsletter's frequency, format (print or digital), budget, and intended outcomes. Potential goals include strengthening business contacts, increasing awareness of TIFA activities, encouraging small business participation, and engaging residents. This background will help align the newsletter with the Board's priorities.

11 Bylaw update status

I will provide the TIFA Board with proposed bylaw revisions in redline format and an overview of statutory provisions governing TIFA and DDA authorities that may inform City Council and TIFA Board consideration of the bylaws.

12 New application status

Consideration of new board members will be deferred until after the election. In the meantime, City Council and the TIFA Board can discuss the approach to the bylaws, including potential implications for the number of board vacancies.