

"Heart of the Lakes"

City of Keego Harbor

2025 Beechmont

Keego Harbor, Michigan 48320

FROM: Denise Hanley

MEETING: September 17, 2026

SUBJECT: Genisys Credit Union CD - Name

Introduction: The City's certificate of deposit (CD) with Genisys Credit Union is currently held under the name of former City Manager Tammy Neeb. To ensure the City's financial accounts accurately reflect current municipal leadership and authorized personnel, it is necessary to remove Tammy Neeb's name and replace it with the name of the current City Manager.

Background: Per the Genisys Credit Union's policies, this request must come by a motion from City Council.

Action Item: Motion to approve the City Treasurer to request the removal of the former City Manager from the all city accounts, including checking, saving, and certificates of deposit (CDs) with Genisys Credit Union and replace it with appointed City Manager.

Sincerely,
Denise Hanley, MiCPT
Treasurer

08/12/2026 09:03 AM

User: Goodall

DB: Keego Harbor

CHECK REGISTER FOR CITY OF KEEGO HARBOR

CHECK NUMBERS 65816 - 65855

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Description	CA-A	Amount
Bank APCHS ACCOUNTS PAYABLE							
08/12/2026	APCHS	65816	MISC	BOBBIE LEBLANC	AUGUST ELECTION WORKER		195.00
08/12/2026	APCHS	65817	BS&A	BS&A SOFTWARE	FIXED ASSEST SYSTEM ANNUAL SERVICE		541.00
08/12/2026	APCHS	65818	C&G NEWS	C & G NEWSPAPERS	ZONING ORD 2026-01 & 2026-02		90.50
08/12/2026	APCHS	65819	CARDMEMBER	CHASE CARD SERVICES	JULY CARD PURCHASES		2,074.15
08/12/2026	APCHS	65820	SYLVAN LAK	CITY OF SYLVAN LAKE	AUGUST 2026 NOTICE OF ELECTION		60.37
08/12/2026	APCHS	65821	SYLVAN LAK	CITY OF SYLVAN LAKE	NOTICE OF PAT & VOTER REGISTRATION		85.50
08/12/2026	APCHS	65822	CLARK LESL	CLARK, LESLIE	AUGUST ELECTION WORKER		138.75
08/12/2026	APCHS	65823	COMCAST	COMCAST	AUGUST INTERNET DPW		127.90
08/12/2026	APCHS	65824	CONSUMERS	CONSUMERS ENERGY	JULY CITY HALL UTILITIES		25.86
08/12/2026	APCHS	65825	CONSUMERS	CONSUMERS ENERGY	JULY DPW UTILITIES		21.00
08/12/2026	APCHS	65826	MISC	CREATIVE DESIGN BUILD ASSOCIATION,	CAMPERS PATH LANDSCAPE		8,000.00
08/12/2026	APCHS	65827	HAKIM-WALD	DALE HAKIM-WALDON	AUGUST ELECTION WORKER		213.25
08/12/2026	APCHS	65828	MISC	DEANNA MOODY	AUGUST ELECTION WORKER		93.75
08/12/2026	APCHS	65829	DENISE	DENISE HANLEY	AUGUST ELECTION WORKER		243.75
08/12/2026	APCHS	65830	FORD PRO	FORD PRO	JULY PD TELEMATICS		60.00
08/12/2026	APCHS	65831	FORSTER	FORSTER PARRY SYLVAN LLC	JULY PD CAR WASH		18.00
08/12/2026	APCHS	65832	GMH	GIRAMARCO,MULLINS & HORTON, P.C.	JULY RETAINER		2,500.00
08/12/2026	APCHS	65833	GMH	GIRAMARCO,MULLINS & HORTON, P.C.	JULY LABOR & EMPLOYMENT		930.00
08/12/2026	APCHS	65834	GMH	GIRAMARCO,MULLINS & HORTON, P.C.	JULY PROSECUTIONS		4,275.00
08/12/2026	APCHS	65835	GMH	GIRAMARCO,MULLINS & HORTON, P.C.	JULY TAX TRIBUNALS		210.00
08/12/2026	APCHS	65836	HARBORGPXH	HARBOR GRAPHX	CORRUGATED SIGNS		260.00
08/12/2026	APCHS	65837	HART	HART INTERCIVIC	ANNUAL LICENSE AND SUPPORT		1,368.00
08/12/2026	APCHS	65838	MISC	KENNEDY LAWN MAINTENANCE	JULY LAWN SERVICE		3,000.00
08/12/2026	APCHS	65839	KMH	KMH CLEANING SERVICES	JULY CITY HALL CLEANING SERVICE		540.00
08/12/2026	APCHS	65840	MISC	LINDA CASSAVOY	AUGUST ELECTION WORKER		93.75
08/12/2026	APCHS	65841	MAP	MICHIGAN ASSOCIATION OF POLICE	AUGUST UNION DUES		306.00
08/12/2026	APCHS	65842	MISC	MICHIGAN DIGITAL	JULY CITY COUNCIL MEETING		90.00
08/12/2026	APCHS	65843	MMRMA	MICHIGAN MUNICIPAL RISK MANAGEMENT	LIABILITY DEDUCTIBLE		5,000.00
08/12/2026	APCHS	65844	NERDS	NERDS XPRESS	AUGUST MANAGED SERVICES		1,508.49
08/12/2026	APCHS	65845	MISC	OAKLAND COUNTY LEGAL NEWS	AUGUST 25 PC PUBLIC HEARING		116.95
08/12/2026	APCHS	65846	OC TREAS	OAKLAND COUNTY TREASURER	2025 TIFA TAX INTEREST		4,779.84
08/12/2026	APCHS	65847	OC TREAS	OAKLAND COUNTY TREASURER	2025 CITY TAX INTEREST		259.98
08/12/2026	APCHS	65848	PRIORITY	PRIORITY WASTE	AUGUST CURBSIDE COLLECTION		20,112.30
08/12/2026	APCHS	65849	MISC	SHERRY ROACHE	AUGUST ELECTION WORKER		243.75
08/12/2026	APCHS	65850	SLADES	SLADES PRINTING	INSPECTOR STICKERS		280.00
08/12/2026	APCHS	65851	USBANK	US BANK EQUIPMENT FINANCE	AUGUST COPIER CONTRACT		297.19
08/12/2026	APCHS	65852	MISC	VIRTUAL ACADEMY	ANNUAL TRAINING		400.00
08/12/2026	APCHS	65853	WATERFORD	WATERFORD TOWNSHIP	AUGUST ASSESSMENTS		3,437.50
08/12/2026	APCHS	65854	MISC	WEEKEND COMEBACK	AUGUST BLOCK PARTY		1,000.00
08/12/2026	APCHS	65855	WEX	WEX BANK	AUGUST FUEL		1,823.61

APCHS TOTALS:

Total of 40 Checks:

Less 0 Void Checks:

Total of 40 Disbursements:

64,821.14

0.00

64,821.14

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank APCHS ACCOUNTS PAYABLE						
08/25/2026	APCHS	65856	AUTO VALUE	AUTO-WARES LLC	19-2 BATTERY	318.97
08/25/2026	APCHS	65857	BLUECARE	BLUE CARE NETWORK OF MICHIGAN	SEPTEMBER MEDICAL COVERAGE	1,662.05
08/25/2026	APCHS	65858	BCBSM	BLUE CROSS BLUE SHIELD OF MICHIGAN	AUGUST & SEPTEMBER MEDICAL COVERAGE	16,290.43
08/25/2026	APCHS	65859	BOSTICK	BOSTICK TRUCK CENTER LLC	UNINSTALL DPW SALTER AND WIRING	450.00
08/25/2026	APCHS	65860	BOSTICK	BOSTICK TRUCK CENTER LLC	INSTALL DPW CUTTING EDGE, SALTER, LIGHTS	5,018.57
08/25/2026	APCHS	65861	CONCENTRA	CONCENTRA MEDICAL CENTERS	PD APPLICANT PHYSICAL	446.00
08/25/2026	APCHS	65862	COPS HEALT	COPS HEALTH TRUST	SEPTEMBER DENTAL COVERAGE	396.85
08/25/2026	APCHS	65863	DTE ENERGY	DTE ENERGY	FRAN LEAF PARK	607.06
08/25/2026	APCHS	65864	DTE ENERGY	DTE ENERGY	VETERANS MEMORIAL	25.52
08/25/2026	APCHS	65865	DTE ENERGY	DTE ENERGY	1768 CLF STREET LIGHT CONTROLLER	62.29
08/25/2026	APCHS	65866	DTE ENERGY	DTE ENERGY	1765 CLF STREET LIGHT CONTROLLER	66.38
08/25/2026	APCHS	65867	DTE ENERGY	DTE ENERGY	SUNSET PARK	17.41
08/25/2026	APCHS	65868	DTE ENERGY	DTE ENERGY	ROSE SORTOR PARK	22.74
08/25/2026	APCHS	65869	DTE ENERGY	DTE ENERGY	CITY HALL	1,016.37
08/25/2026	APCHS	65870	DTE ENERGY	DTE ENERGY	DEPT OF PUBLIC WORKS	487.49
08/25/2026	APCHS	65871	MISC	FLEIS & VANDENBRINK	JULY TIFA ASSISTANCE	1,863.83
08/25/2026	APCHS	65872	GACIOCH	GACIOCH CIVIC ADVISORY	JULY & AUGUST RETAINER	12,540.00
08/25/2026	APCHS	65873	GWBCA	GR. W. B. CABLE FUND	VIDEO SERVICE FRANCHISE & IN-KIND PEG FE	4,254.58
08/25/2026	APCHS	65874	J&J TOWING	J & J AUTO REPAIR	19-4 OIL CHANGE	107.00
08/25/2026	APCHS	65875	MCKENNA	MCKENNA	JULY PROFESSIONAL SERVICES	5,480.00
08/25/2026	APCHS	65876	OC TREASUR	OAKLAND COUNTY	JULY MARINE PATROL	9,110.41
08/25/2026	APCHS	65877	MISC	PENCHURA, LLC	FRAN LEAF -DUMOR BENCH/RECEPTACLE	4,121.00
08/25/2026	APCHS	65878	MISC	PRIORITY ONE EMERGENCY	PD VEHICLE EQUIPMENT & GRAPHICS REMOVAL	1,035.00
08/25/2026	APCHS	65879	MISC	PRIORITY ONE EMERGENCY	PD VEHICLE OUTFITTING	22,095.52
08/25/2026	APCHS	65880	STANDARD	STANDARD INSURANCE COMPANY	LIFE INSURANCE SEPTEMBER PREMIUM	463.05
08/25/2026	APCHS	65881	VERIZON	VERIZON	JULY PHONE CHARGES	434.22
08/25/2026	APCHS	65882	WATERFORD	WATERFORD TOWNSHIP	SEPTEMBER ASSESSMENTS	3,437.50
08/25/2026	APCHS	65883	MISC	Z CONTRACTORS, INC	WILLOW BEACH ST. BRIDGE REHAB	229,655.88

APCHS TOTALS:

Total of 28 Checks:

321,486.12

Less 0 Void Checks:

0.00

Total of 28 Disbursements:

321,486.12

Check Date	Bank	Check	Vendor	Vendor Name	Description	Amount
Bank APCHS ACCOUNTS PAYABLE						
08/31/2026	APCHS	65884	MISC	Z CONTRACTORS, INC	WILLOW BEACH BRIDGE PAY #2	149,668.68
APCHS TOTALS:						
Total of 1 Checks:						149,668.68
Less 0 Void Checks:						0.00
Total of 1 Disbursements:						149,668.68

REVENUE AND ESPENDITURE REPORT FOR CITY OF KEEGO HARBOR

PERIOD ENDING 8.31.26

		2026-2027 Budget	YTD Balance as of 8/2026	Activity for Month	Available Balance	% Budget Used
TOTAL Fund 101	General Fund					
	Revenue	\$ 2,672,192.00	\$ 429,577.06	\$ 272,023.18	\$ 2,242,614.94	16.08
	Expenditure	\$ 2,672,192.00	\$ 603,557.72	\$ 223,709.67	\$ 2,068,634.28	22.59
TOTAL Fund 202	Major Streeet Fund					
	Revenue	\$ 252,787.00	\$ 40,197.92	\$ 20,805.44	\$ 212,589.08	15.9
	Expenditure	\$ 157,898.00	\$ 3,839.68	\$ 3,541.71	\$ 154,058.32	2.43
TOTAL Fund 203	Local Street Fund					
	Revenue	\$ 129,842.00	\$ 17,252.39	\$ 8,929.41	\$ 112,589.61	13.29
	Expenditure	\$ 103,490.00	\$ 20,693.91	\$ 2,417.28	\$ 82,796.09	20
TOTAL Fund 207	Police Fund					
	Revenue	\$ 1,215,336.00	\$ 345,059.36	\$ 154,390.97	\$ 870,276.64	28.39
	Expenditure	\$ 1,215,336.00	\$ 249,783.40	\$ 106,655.14	\$ 965,552.60	20.55
TOTAL Fund 247	TIFA					
	Revenue	\$ 330,705.00	\$ 39,277.85	\$ 21,272.55	\$ 291,427.15	11.88
	Expenditure	\$ 392,402.00	\$ 18,794.01	\$ 17,643.67	\$ 373,607.99	4.79
TOTAL Fund 271	Library					
	Revenue	\$ 38,531.00	\$ 6,402.12	\$ 3,782.12	\$ 32,128.88	16.62
	Expenditure	\$ 38,531.00	\$ -	\$ -	\$ 38,531.00	0.00
TOTAL Fund 401	Capital Improvements					
	Revenue	\$ 16,400.00	\$ -	\$ -	\$ 16,400.00	0.00
	Expenditure	\$ 16,400.00	\$ -	\$ -	\$ 16,400.00	0.00
TOTAL Fund 592	Water & Sewer Fund					
	Revenue	\$ 74,951.00	\$ -	\$ -	\$ 74,951.00	0.00
	Expenditure	\$ 258,051.00	\$ -	\$ -	\$ 258,051.00	0.00
TOTAL						
	Revenue	\$ 4,730,744.00	\$ 877,766.70	\$ 481,203.67	\$ 3,852,977.30	18.55
	Expenditure	\$ 4,854,300.00	\$ 896,668.72	\$ 353,967.47	\$ 3,957,631.28	18.47

PERIOD ENDING 08/31/2026

% Fiscal Year Completed: 16.99

		2026-27		ACTIVITY FOR		CA-A	
GL NUMBER	DESCRIPTION	YTD BALANCE 08/31/2025	ORIGINAL BUDGET	YTD BALANCE 08/31/2026	MONTH 08/31/26	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND							
Revenues							
Dept 000 - UNCLASSIFIED							
101-000-402.000	CURRENT TAXES	268,036.37	1,475,478.00	245,753.90	146,208.84	1,229,724.10	16.66
101-000-402.100	PUBLIC ACT 359 OF 1925	9,841.84	50,000.00	8,253.56	4,875.86	41,746.44	16.51
101-000-403.000	PRE DENIAL INT & PENALTY FR CO	0.00	300.00	0.00	0.00	300.00	0.00
101-000-404.000	NON CURRENT PROPERTY TAXES	0.00	2,250.00	23.00	23.00	2,227.00	1.02
101-000-434.000	TRAILER TAX-CITY PORTION	42.00	400.00	22.00	0.00	378.00	5.50
101-000-445.000	PENALTIES AND INTEREST ON TAXES	0.00	24,000.00	1,000.00	0.00	23,000.00	4.17
101-000-446.000	PROPERTY TRANSFER PENALTY	0.00	1,800.00	0.00	0.00	1,800.00	0.00
101-000-447.000	PROPERTY TAX ADMIN FEE	13,109.16	69,500.00	11,423.06	6,756.97	58,076.94	16.44
101-000-448.000	REFUSE COLLECTION	44,469.18	247,452.00	45,161.81	26,179.16	202,290.19	18.25
101-000-448.100	REFUSE COLLECTION ADMIN FEE	0.00	38,320.00	0.00	0.00	38,320.00	0.00
101-000-448.101	RECYCLING	769.36	5,000.00	757.75	439.25	4,242.25	15.16
101-000-449.000	WEED CUTTING	200.00	1,500.00	0.00	0.00	1,500.00	0.00
101-000-451.100	CONTRACTOR REGISTRATION FEE	180.00	1,500.00	420.00	260.00	1,080.00	28.00
101-000-451.101	BUILDING PERMIT FEE	4,688.54	36,000.00	10,637.69	6,093.35	25,362.31	29.55
101-000-451.102	MECHANICAL PERMIT FEE	1,175.00	6,500.00	1,820.00	1,365.00	4,680.00	28.00
101-000-451.103	ELECTRICAL PERMIT FEE	1,203.00	6,500.00	1,355.00	1,170.00	5,145.00	20.85
101-000-451.104	PLUMBING PERMIT FEE	315.00	5,200.00	380.00	65.00	4,820.00	7.31
101-000-451.106	WATERLINE/SEWER TRENCH FEE	0.00	1,000.00	0.00	0.00	1,000.00	0.00
101-000-451.107	REINSPECTION FEE	500.00	4,000.00	4,630.00	3,130.00	(630.00)	115.75
101-000-451.108	DEMOLITION PERMIT FEE	0.00	600.00	0.00	0.00	600.00	0.00
101-000-452.000	RENTAL REGISTRATION FEE	775.00	32,000.00	8,250.00	2,700.00	23,750.00	25.78
101-000-452.001	RENTAL REINSPECTION FEE	65.00	2,000.00	520.00	455.00	1,480.00	26.00
101-000-453.000	BUSINESS LICENSE	225.00	6,500.00	450.00	450.00	6,050.00	6.92
101-000-460.000	CABLE FRANCHISE FEE	9,540.25	30,000.00	8,508.99	8,062.45	21,491.01	28.36
101-000-477.000	PET LICENSE-CITY PORTION	0.00	100.00	0.00	0.00	100.00	0.00
101-000-529.000	CDBG REVENUE	0.00	30,000.00	0.00	0.00	30,000.00	0.00
101-000-541.000	SMART	0.00	2,500.00	0.00	0.00	2,500.00	0.00
101-000-569.001	STATE GRANTS - OTHER	0.00	0.00	64.82	0.00	(64.82)	100.00
101-000-573.000	LOCAL COMMUNITY STABILIZATION S	19.35	12,000.00	0.00	0.00	12,000.00	0.00
101-000-574.000	STATE REVENUE SHARING	56,406.00	320,954.00	48,698.00	48,698.00	272,256.00	15.17
101-000-576.000	STATE-ELECTION REIMBURSEMENT	0.00	4,500.00	0.00	0.00	4,500.00	0.00
101-000-581.000	COUNTY REVENUE SHARING	138.58	1,000.00	0.00	0.00	1,000.00	0.00
101-000-607.000	CHARGES FOR SERVICES	0.00	400.00	0.00	0.00	400.00	0.00
101-000-610.000	BUILDING DEPT REVIEW FEE	15.00	100.00	0.00	0.00	100.00	0.00
101-000-612.000	RECYCLING BINS	0.00	100.00	0.00	0.00	100.00	0.00
101-000-613.000	LAND DIVISION/CONSOLIDATION	0.00	500.00	0.00	0.00	500.00	0.00
101-000-614.000	PLANNER REVIEW FEES (NON-REFUND)	3,925.00	10,000.00	1,475.00	750.00	8,525.00	14.75
101-000-615.000	ZBA APPEAL FEE	0.00	2,500.00	0.00	0.00	2,500.00	0.00
101-000-625.000	NSF FEES	0.00	100.00	0.00	0.00	100.00	0.00
101-000-627.202	CONTRIBUTION/ADMIN FROM 202 MAJ	0.00	24,357.00	0.00	0.00	24,357.00	0.00
101-000-627.203	ADMIN CHARGES FROM 203 LOCAL S'	0.00	11,500.00	0.00	0.00	11,500.00	0.00
101-000-627.247	ADMIN CHARGES FROM TIFA FUND	0.00	49,231.00	0.00	0.00	49,231.00	0.00
101-000-643.900	BOAT KEY-PARKS PORTION	80.00	200.00	20.00	20.00	180.00	10.00
101-000-656.000	DISTRICT COURT FINES	0.00	1,500.00	0.00	0.00	1,500.00	0.00
101-000-665.000	INTEREST	23,277.54	99,000.00	19,302.31	11,058.13	79,697.69	19.50
101-000-668.000	EQUIPMENT AND VEHICLE RENTAL	10,567.25	35,000.00	2,206.42	2,206.42	32,793.58	6.30
101-000-674.000	DONATIONS	0.00	250.00	0.00	0.00	250.00	0.00
101-000-674.012	PARKS & REC COMMUNITY EVENTS	122.00	1,000.00	0.00	0.00	1,000.00	0.00
101-000-674.013	DONATIONS GARDEN CLUB	0.00	100.00	25.00	0.00	75.00	25.00
101-000-674.014	DONATIONS BLOCK PARTY	0.00	500.00	169.00	169.00	331.00	33.80
101-000-675.000	COST REC- MISC/REIMBURSEMENT	3,794.80	10,000.00	1,007.75	887.75	8,992.25	10.08
101-000-675.002	COST RECOVERY - COOKBOOKS	0.00	0.00	12.00	0.00	(12.00)	100.00
101-000-675.003	COST RECOVERY - MMRMA	5,516.00	7,000.00	7,230.00	0.00	(230.00)	103.29

PERIOD ENDING 08/31/2026

% Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	YTD BALANCE	2026-27	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		08/31/2025	ORIGINAL BUDGET	08/31/2026	MONTH 08/31/26		
Fund 101 - GENERAL FUND							
Revenues							
Total Dept 000 - UNCLASSIFIED		458,996.22	2,672,192.00	429,577.06	272,023.18	2,242,614.94	16.08
TOTAL REVENUES		458,996.22	2,672,192.00	429,577.06	272,023.18	2,242,614.94	16.08
Expenditures							
Dept 101 - CITY COUNCIL							
101-101-801.000	COUNCIL PAY	131.25	600.00	0.00	0.00	600.00	0.00
101-101-955.000	PROF DEVELOPMENT/TRAINING	0.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 101 - CITY COUNCIL		131.25	2,600.00	0.00	0.00	2,600.00	0.00
Dept 172 - CITY MANAGER							
101-172-702.000	WAGES-FULL TIME	15,370.76	34,300.00	19,213.45	11,528.07	15,086.55	56.02
101-172-711.000	FICA	1,221.40	2,621.00	1,469.85	881.91	1,151.15	56.08
101-172-711.005	RETIREMENT PLAN	1,537.08	0.00	0.00	0.00	0.00	0.00
101-172-711.006	LIFE INSURANCE	196.68	0.00	0.00	0.00	0.00	0.00
101-172-711.014	HEALTH INSURANCE OPT OUT	769.20	0.00	0.00	0.00	0.00	0.00
101-172-850.002	24/7 COMMUNICATION	333.34	0.00	0.00	0.00	0.00	0.00
101-172-955.000	PROF DEVELOPMENT/TRAINING	0.00	2,000.00	0.00	0.00	2,000.00	0.00
101-172-955.001	DUES & MEMBERSHIP	0.00	500.00	0.00	0.00	500.00	0.00
Total Dept 172 - CITY MANAGER		19,428.46	39,421.00	20,683.30	12,409.98	18,737.70	52.47
Dept 191 - ADMINISTRATION							
101-191-728.000	SUPPLIES	0.00	0.00	360.00	0.00	(360.00)	100.00
101-191-956.000	COSTS, FEES, AND CHARGES	0.00	0.00	259.98	259.98	(259.98)	100.00
Total Dept 191 - ADMINISTRATION		0.00	0.00	619.98	259.98	(619.98)	100.00
Dept 215 - CITY CLERK							
101-215-702.000	WAGES-FULL TIME	6,630.63	49,200.00	11,931.32	7,254.54	37,268.68	24.25
101-215-711.000	FICA	566.07	3,764.00	912.73	554.96	2,851.27	24.25
101-215-711.004	HEALTH INSURANCE	0.00	8,000.00	1,467.30	489.10	6,532.70	18.34
101-215-711.006	LIFE INSURANCE	114.60	450.00	114.60	38.20	335.40	25.47
101-215-711.014	HEALTH INSURANCE OPT OUT	769.24	0.00	0.00	0.00	0.00	0.00
101-215-862.000	MILEAGE REIMBURSEMENT	0.00	200.00	0.00	0.00	200.00	0.00
101-215-955.000	PROF DEVELOPMENT/TRAINING	40.00	2,000.00	60.00	0.00	1,940.00	3.00
101-215-955.001	DUES & MEMBERSHIP	50.00	500.00	0.00	0.00	500.00	0.00
Total Dept 215 - CITY CLERK		8,170.54	64,114.00	14,485.95	8,336.80	49,628.05	22.59
Dept 228 - INFORMATION TECHNOLOGY							
101-228-803.000	COMPUTER SERVICES	1,143.51	20,000.00	3,016.98	1,508.49	16,983.02	15.08
101-228-805.000	COMPUTER SUPPORT-BSA	527.00	4,000.00	541.00	541.00	3,459.00	13.53
101-228-805.001	COMPUTER SUPPORT-NON BSA	0.00	8,500.00	0.00	0.00	8,500.00	0.00
Total Dept 228 - INFORMATION TECHNOLOGY		1,670.51	32,500.00	3,557.98	2,049.49	28,942.02	10.95
Dept 253 - FINANCE/TREASURER							
101-253-702.000	WAGES-FULL TIME	3,600.03	25,220.00	4,680.00	2,808.00	20,540.00	18.56

PERIOD ENDING 08/31/2026

% Fiscal Year Completed: 16.99

		2026-27		ACTIVITY FOR			
GL NUMBER	DESCRIPTION	YTD BALANCE 08/31/2025	ORIGINAL BUDGET	YTD BALANCE 08/31/2026	MONTH 08/31/26	AVAILABLE BALANCE	% BDGT USED
Fund 101 - GENERAL FUND							
Expenditures							
101-253-711.000	FICA	239.52	1,927.00	306.00	183.60	1,621.00	15.88
101-253-711.004	HEALTH INSURANCE	2,930.29	20,800.00	3,317.40	958.61	17,482.60	15.95
101-253-711.006	LIFE INSURANCE	146.46	550.00	146.46	48.82	403.54	26.63
101-253-862.000	MILEAGE REIMBURSEMENT	0.00	200.00	0.00	0.00	200.00	0.00
101-253-955.000	PROF DEVELOPMENT/TRAINING	399.00	2,000.00	0.00	0.00	2,000.00	0.00
101-253-955.001	DUES & MEMBERSHIP	0.00	500.00	0.00	0.00	500.00	0.00
Total Dept 253 - FINANCE/TREASURER		7,315.30	51,197.00	8,449.86	3,999.03	42,747.14	16.50
Dept 257 - ASSESSING							
101-257-802.000	ASSESSING SERVICES	6,708.25	41,375.00	10,312.50	6,875.00	31,062.50	24.92
Total Dept 257 - ASSESSING		6,708.25	41,375.00	10,312.50	6,875.00	31,062.50	24.92
Dept 262 - ELECTIONS							
101-262-728.000	SUPPLIES	0.00	2,500.00	1,718.87	1,443.52	781.13	68.75
101-262-731.000	POSTAGE	0.00	900.00	0.00	0.00	900.00	0.00
101-262-800.000	SERVICES AND CHARGES	0.00	4,500.00	0.00	0.00	4,500.00	0.00
101-262-801.000	ELECTION WORKER PAY	0.00	3,000.00	1,222.00	1,222.00	1,778.00	40.73
101-262-862.000	MILEAGE REIMBURSEMENT	0.00	150.00	0.00	0.00	150.00	0.00
Total Dept 262 - ELECTIONS		0.00	11,050.00	2,940.87	2,665.52	8,109.13	26.61
Dept 265 - BUILDING & GROUNDS							
101-265-728.000	SUPPLIES	0.00	1,000.00	0.00	0.00	1,000.00	0.00
101-265-850.000	TELEPHONE	435.99	3,000.00	434.22	217.11	2,565.78	14.47
101-265-920.000	UTILITIES	2,160.32	14,000.00	2,195.14	935.86	11,804.86	15.68
101-265-930.000	MAINTENANCE AND REPAIRS	1,315.00	14,500.00	1,180.00	540.00	13,320.00	8.14
Total Dept 265 - BUILDING & GROUNDS		3,911.31	32,500.00	3,809.36	1,692.97	28,690.64	11.72
Dept 267 - GENERAL GOVERNMENT							
101-267-707.000	WAGES- PART TIME/SEASONAL	0.00	20,800.00	1,472.00	1,472.00	19,328.00	7.08
101-267-711.000	FICA	0.00	1,591.00	0.00	0.00	1,591.00	0.00
101-267-711.005	RETIREMENT - MERS DB	33,874.00	217,944.00	36,324.00	18,162.00	181,620.00	16.67
101-267-711.007	WORKERS COMP	0.00	1,200.00	0.00	0.00	1,200.00	0.00
101-267-711.008	UNEMPLOYMENT	14.99	500.00	3.45	0.00	496.55	0.69
101-267-711.015	RETIREMENT SUPPLEMENTAL	0.00	20,000.00	0.00	0.00	20,000.00	0.00
101-267-725.001	FUEL	0.00	200.00	0.00	0.00	200.00	0.00
101-267-728.000	SUPPLIES	1,215.44	7,500.00	966.98	943.98	6,533.02	12.89
101-267-731.000	POSTAGE	635.00	4,200.00	645.48	0.00	3,554.52	15.37
101-267-800.001	BANK SERVICE CHARGE	105.00	1,200.00	5.00	2.50	1,195.00	0.42
101-267-800.101	LEGAL FEES-GENERAL PERSONNEL	0.00	10,000.00	0.00	0.00	10,000.00	0.00
101-267-800.265	LEGAL FEES CITY ATTORNEY	9,882.50	70,000.00	7,300.30	3,790.00	62,699.70	10.43
101-267-802.000	PROFESSIONAL AND TECHNICAL SERV	27,867.35	198,100.00	42,637.35	18,306.81	155,462.65	21.52
101-267-802.203	STORMWATER	2,244.00	3,500.00	0.00	0.00	3,500.00	0.00
101-267-806.211	AUDIT SERVICES	0.00	15,500.00	0.00	0.00	15,500.00	0.00
101-267-827.000	INSURANCE-MMRMA	4,898.95	8,200.00	7,342.25	5,000.00	857.75	89.54
101-267-862.000	MILEAGE REIMBURSEMENT	0.00	500.00	0.00	0.00	500.00	0.00
101-267-900.000	PRINTING AND BINDING	928.49	3,200.00	987.32	0.00	2,212.68	30.85
101-267-901.000	PUBLICATION	471.90	2,600.00	353.32	353.32	2,246.68	13.59
101-267-944.001	COPIER & MAINTENANCE	237.45	3,500.00	644.18	297.19	2,855.82	18.41

REVENUE AND EXPENDITURE REPORT FOR CITY OF KEEGO HARBOR

PERIOD ENDING 08/31/2026

% Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	YTD BALANCE	2026-27	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		08/31/2025	ORIGINAL BUDGET	08/31/2026	MONTH 08/31/26		
Fund 101 - GENERAL FUND							
Expenditures							
101-267-955.000	PROF DEVELOPMENT/TRAINING	0.00	500.00	0.00	0.00	500.00	0.00
101-267-955.001	DUES & MEMBERSHIP	956.00	7,500.00	615.00	615.00	6,885.00	8.20
101-267-956.000	COSTS, FEES, AND CHARGES	0.00	1,705.00	0.00	0.00	1,705.00	0.00
Total Dept 267 - GENERAL GOVERNMENT		83,331.07	599,940.00	99,296.63	48,942.80	500,643.37	16.55
Dept 336 - FIRE PROTECTION							
101-336-814.000	TRI CITY FIRE SERVICES	95,193.00	390,972.00	97,743.00	0.00	293,229.00	25.00
Total Dept 336 - FIRE PROTECTION		95,193.00	390,972.00	97,743.00	0.00	293,229.00	25.00
Dept 371 - BUILDING INSPECTION SERVICES							
101-371-707.000	WAGES- PART TIME	5,355.00	36,700.00	5,750.75	3,768.00	30,949.25	15.67
101-371-711.000	FICA	456.74	2,532.00	513.02	337.80	2,018.98	20.26
101-371-711.006	LIFE INSURANCE	121.68	500.00	58.05	0.00	441.95	11.61
101-371-711.014	HEALTH INSURANCE OPT OUT	615.36	4,000.00	769.20	461.52	3,230.80	19.23
101-371-802.101	BUILDING PERMIT INSPECTION	1,730.00	11,500.00	645.00	0.00	10,855.00	5.61
101-371-802.102	MECHANICAL PERMIT INSPECTION	300.00	3,000.00	350.00	0.00	2,650.00	11.67
101-371-802.103	ELECTRICAL PERMIT INSPECTION	300.00	4,000.00	150.00	0.00	3,850.00	3.75
101-371-802.104	PLUMBING PERMIT INSPECTION	100.00	1,500.00	150.00	0.00	1,350.00	10.00
101-371-802.105	RENTAL INSPECTION	900.00	13,000.00	200.00	0.00	12,800.00	1.54
101-371-802.106	BLDG INSPECTION SERVICES	2,400.00	4,000.00	1,550.00	0.00	2,450.00	38.75
Total Dept 371 - BUILDING INSPECTION SERVICES		12,278.78	80,732.00	10,136.02	4,567.32	70,595.98	12.56
Dept 441 - DEPT OF PUBLIC WORKS							
101-441-702.000	WAGES-FULL TIME	6,348.93	40,600.00	6,051.67	4,798.41	34,548.33	14.91
101-441-704.000	OVERTIME	168.75	1,000.00	0.00	0.00	1,000.00	0.00
101-441-708.000	UNIFORM ALLOWANCE	0.00	300.00	0.00	0.00	300.00	0.00
101-441-711.000	FICA	445.44	3,106.00	813.90	402.38	2,292.10	26.20
101-441-711.004	HEALTH INSURANCE	4,828.71	4,000.00	129.04	0.00	3,870.96	3.23
101-441-711.005	RETIREMENT PLAN	1,834.95	7,100.00	1,058.88	529.44	6,041.12	14.91
101-441-711.006	LIFE INSURANCE	322.41	1,000.00	99.26	54.94	900.74	9.93
101-441-711.007	WORKERS COMP	0.00	800.00	0.00	0.00	800.00	0.00
101-441-711.008	UNEMPLOYMENT	0.00	300.00	0.92	0.00	299.08	0.31
101-441-711.014	HEALTH INSURANCE OPT OUT	615.36	4,000.00	769.20	461.52	3,230.80	19.23
101-441-725.000	FUEL	417.87	3,500.00	104.00	7.00	3,396.00	2.97
101-441-728.000	SUPPLIES	521.13	9,500.00	0.00	0.00	9,500.00	0.00
101-441-802.000	PROFESSIONAL AND TECHNICAL SERV	0.00	900.00	0.00	0.00	900.00	0.00
101-441-804.000	DOLLAR LAKE BOAT RAMP KEYS	0.00	200.00	0.00	0.00	200.00	0.00
101-441-827.000	INSURANCE-MMRMA	6,470.80	19,800.00	9,369.00	0.00	10,431.00	47.32
101-441-850.002	24/7 COMMUNICATION	120.00	720.00	120.00	60.00	600.00	16.67
101-441-920.000	UTILITIES	1,122.01	12,500.00	1,795.61	965.41	10,704.39	14.36
101-441-930.000	MAINTENANCE AND REPAIRS	244.08	5,000.00	2,422.30	0.00	2,577.70	48.45
101-441-933.000	DPW GROUNDS & MAINTANCE	120.00	8,500.00	0.00	0.00	8,500.00	0.00
101-441-955.000	TRAINING	0.00	500.00	0.00	0.00	500.00	0.00
101-441-970.000	EQUIPMENT	0.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 441 - DEPT OF PUBLIC WORKS		23,580.44	124,326.00	22,733.78	7,279.10	101,592.22	18.29
Dept 448 - STREET LIGHTING							
101-448-920.000	UTILITIES	11,457.96	82,000.00	12,828.76	0.00	69,171.24	15.64

PERIOD ENDING 08/31/2026

% Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	YTD BALANCE	2026-27	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		08/31/2025	ORIGINAL BUDGET	08/31/2026	MONTH 08/31/26		
Fund 101 - GENERAL FUND							
Expenditures							
Total Dept 448 - STREET LIGHTING		11,457.96	82,000.00	12,828.76	0.00	69,171.24	15.64
Dept 528 - REFUSE COLLECTION SERVICES							
101-528-808.000	REFUSE COLLECTION SERVICES	38,887.60	247,452.00	40,224.60	20,112.30	207,227.40	16.26
101-528-808.001	RECYCLE	0.00	7,500.00	0.00	0.00	7,500.00	0.00
Total Dept 528 - REFUSE COLLECTION SERVICES		38,887.60	254,952.00	40,224.60	20,112.30	214,727.40	15.78
Dept 694 - CDBG PROJECTS							
101-694-850.000	CDBG EXPENDITURES	0.00	40,000.00	456.75	0.00	39,543.25	1.14
Total Dept 694 - CDBG PROJECTS		0.00	40,000.00	456.75	0.00	39,543.25	1.14
Dept 722 - CODE ENFORCEMENT							
101-722-707.100	WAGES-P/T CODE ENFORCEMENT	1,860.45	24,800.00	3,463.38	3,463.38	21,336.62	13.97
101-722-711.000	FICA	142.35	1,897.00	363.30	363.30	1,533.70	19.15
101-722-725.000	FUEL	86.92	500.00	14.00	7.00	486.00	2.80
101-722-930.000	MAINTENANCE AND REPAIRS	0.00	1,200.00	0.00	0.00	1,200.00	0.00
Total Dept 722 - CODE ENFORCEMENT		2,089.72	28,397.00	3,840.68	3,833.68	24,556.32	13.52
Dept 774 - RECREATION ACTIVITIES							
101-774-728.000	SUPPLIES	105.57	900.00	385.70	385.70	514.30	42.86
101-774-802.000	PROFESSIONAL AND TECHNICAL SERV	0.00	2,300.00	0.00	0.00	2,300.00	0.00
101-774-863.000	BUS TRANSPORTATION	0.00	2,000.00	0.00	0.00	2,000.00	0.00
101-774-882.000	COMMUNITY EVENTS	1,415.04	4,000.00	0.00	0.00	4,000.00	0.00
101-774-890.003	EASTER EXPENDITURES	0.00	800.00	0.00	0.00	800.00	0.00
101-774-890.004	WINTER WONDERLAND	0.00	400.00	0.00	0.00	400.00	0.00
101-774-890.005	MEMORIAL DAY PARADE	0.00	500.00	0.00	0.00	500.00	0.00
101-774-890.006	BLOCK PARTIES	1,736.44	3,000.00	1,000.00	300.00	2,000.00	33.33
101-774-890.007	GARDEN CLUB/TREES	0.00	500.00	52.00	0.00	448.00	10.40
101-774-930.000	MAINTENANCE AND REPAIRS	0.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 774 - RECREATION ACTIVITIES		3,257.05	16,400.00	1,437.70	685.70	14,962.30	8.77
Dept 899 - TAX TRIBUNAL/OTHER REFUNDS ORDERED							
101-899-956.000	TAX TRIBUNALS	10.93	300.00	0.00	0.00	300.00	0.00
Total Dept 899 - TAX TRIBUNAL/OTHER REFUNDS ORDERED		10.93	300.00	0.00	0.00	300.00	0.00
Dept 990 - DEBT SERVICE							
101-990-991.000	OC BUILDING BOND 2010 PRINCIPAL	0.00	30,000.00	0.00	0.00	30,000.00	0.00
101-990-992.000	OC BUILDING BOND 2010 INTEREST	0.00	18,638.00	0.00	0.00	18,638.00	0.00
Total Dept 990 - DEBT SERVICE		0.00	48,638.00	0.00	0.00	48,638.00	0.00
Dept 995 - OTHER FINANCING USES							
101-995-999.207	TRANSFER OUT - POLICE FUND	0.00	720,778.00	250,000.00	100,000.00	470,778.00	34.68

REVENUE AND EXPENDITURE REPORT FOR CITY OF KEEGO HARBOR
PERIOD ENDING 08/31/2026
% Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	YTD BALANCE	2026-27	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		08/31/2025	ORIGINAL BUDGET	08/31/2026	MONTH 08/31/26	BALANCE	USED
Fund 101 - GENERAL FUND							
Expenditures							
101-995-999.401	TRANSFER OUT - CAPITAL PROJECT	0.00	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 995 - OTHER FINANCING USES		0.00	730,778.00	250,000.00	100,000.00	480,778.00	34.21
TOTAL EXPENDITURES		317,422.17	2,672,192.00	603,557.72	223,709.67	2,068,634.28	22.59
Fund 101 - GENERAL FUND:							
TOTAL REVENUES		458,996.22	2,672,192.00	429,577.06	272,023.18	2,242,614.94	16.08
TOTAL EXPENDITURES		317,422.17	2,672,192.00	603,557.72	223,709.67	2,068,634.28	22.59
NET OF REVENUES & EXPENDITURES		141,574.05	0.00	(173,980.66)	48,313.51	173,980.66	100.00

DB: Keego Harbor

PERIOD ENDING 08/31/2026
% Fiscal Year Completed: 16.99

Page: 7/16

		2026-27	ACTIVITY FOR				
GL NUMBER	DESCRIPTION	YTD BALANCE 08/31/2025	ORIGINAL BUDGET	YTD BALANCE 08/31/2026	MONTH 08/31/26	AVAILABLE BALANCE	% BDGT USED
Fund 202 - MAJOR STREET FUND							
Revenues							
Dept 000 - UNCLASSIFIED							
202-000-546.000	ACT 51 REVENUES	35,813.14	243,577.00	40,197.92	20,805.44	203,379.08	16.50
202-000-665.000	INTEREST	0.00	10.00	0.00	0.00	10.00	0.00
Total Dept 000 - UNCLASSIFIED		35,813.14	243,587.00	40,197.92	20,805.44	203,389.08	16.50
Dept 450 - WINTER MAINTENANCE							
202-450-650.000	ROAD SALT	0.00	1,200.00	0.00	0.00	1,200.00	0.00
Total Dept 450 - WINTER MAINTENANCE		0.00	1,200.00	0.00	0.00	1,200.00	0.00
Dept 460 - ROUTINE STREET MAINTENANCE							
202-460-675.002	COST RECOVERY - REIMBURSEMENT	0.00	3,000.00	0.00	0.00	3,000.00	0.00
202-460-675.003	COST RECOVERY - MMRMA	0.00	4,000.00	0.00	0.00	4,000.00	0.00
202-460-675.004	COST RECOVERY - LIGHT POLE	0.00	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 460 - ROUTINE STREET MAINTENANCE		0.00	8,000.00	0.00	0.00	8,000.00	0.00
TOTAL REVENUES		35,813.14	252,787.00	40,197.92	20,805.44	212,589.08	15.90
Expenditures							
Dept 000 - UNCLASSIFIED							
202-000-812.101	ADMINISTRATIVE CHARGES-TO 101	0.00	24,350.00	0.00	0.00	24,350.00	0.00
Total Dept 000 - UNCLASSIFIED		0.00	24,350.00	0.00	0.00	24,350.00	0.00
Dept 450 - WINTER MAINTENANCE							
202-450-702.000	WAGES-FULL TIME	0.00	6,500.00	0.00	0.00	6,500.00	0.00
202-450-711.000	FICA	0.00	521.00	0.00	0.00	521.00	0.00
202-450-725.000	FUEL	0.00	500.00	0.00	0.00	500.00	0.00
202-450-728.000	SUPPLIES	0.00	7,500.00	0.00	0.00	7,500.00	0.00
202-450-930.000	MAINTENANCE AND REPAIRS	0.00	1,000.00	0.00	0.00	1,000.00	0.00
202-450-935.000	STREET MAINTENANCE & REPAIR	0.00	10,000.00	0.00	0.00	10,000.00	0.00
202-450-944.000	RENTAL OF EQUIPMENT	0.00	7,000.00	0.00	0.00	7,000.00	0.00
Total Dept 450 - WINTER MAINTENANCE		0.00	33,021.00	0.00	0.00	33,021.00	0.00
Dept 460 - ROUTINE STREET MAINTENANCE							
202-460-702.000	WAGES-FULL TIME	2,695.60	9,000.00	1,988.75	1,893.29	7,011.25	22.10
202-460-711.000	FICA	206.40	727.00	152.14	144.84	574.86	20.93
202-460-725.000	FUEL	50.15	300.00	38.06	38.06	261.94	12.69
202-460-728.000	SUPPLIES	0.00	2,000.00	0.00	0.00	2,000.00	0.00
202-460-802.000	PROFESSIONAL AND TECHNICAL SERV	0.00	2,000.00	0.00	0.00	2,000.00	0.00
202-460-930.000	MAINTENANCE AND REPAIRS	84.65	8,000.00	0.00	0.00	8,000.00	0.00
202-460-930.004	MAINT & REPAIR-LIGHT POLE	0.00	2,000.00	0.00	0.00	2,000.00	0.00
202-460-944.000	RENTAL OF EQUIPMENT	2,100.92	10,000.00	1,633.22	1,465.52	8,366.78	16.33
Total Dept 460 - ROUTINE STREET MAINTENANCE		5,137.72	34,027.00	3,812.17	3,541.71	30,214.83	11.20
Dept 462 - TRAFFIC SERVICES							

REVENUE AND EXPENDITURE REPORT FOR CITY OF KEEGO HARBOR

PERIOD ENDING 08/31/2026

% Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	YTD BALANCE	2026-27	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		08/31/2025	ORIGINAL	08/31/2026	MONTH		
			BUDGET		08/31/26	BALANCE	USED
Fund 202 - MAJOR STREET FUND							
Expenditures							
202-462-806.000	CONTRACTED SERVICES	55.02	1,500.00	27.51	0.00	1,472.49	1.83
Total Dept 462 - TRAFFIC SERVICES		55.02	1,500.00	27.51	0.00	1,472.49	1.83
Dept 466 - ROAD PRESERVATION							
202-466-930.006	STREET PROJECT	0.00	65,000.00	0.00	0.00	65,000.00	0.00
Total Dept 466 - ROAD PRESERVATION		0.00	65,000.00	0.00	0.00	65,000.00	0.00
TOTAL EXPENDITURES		5,192.74	157,898.00	3,839.68	3,541.71	154,058.32	2.43
Fund 202 - MAJOR STREET FUND:							
TOTAL REVENUES		35,813.14	252,787.00	40,197.92	20,805.44	212,589.08	15.90
TOTAL EXPENDITURES		5,192.74	157,898.00	3,839.68	3,541.71	154,058.32	2.43
NET OF REVENUES & EXPENDITURES		30,620.40	94,889.00	36,358.24	17,263.73	58,530.76	38.32

PERIOD ENDING 08/31/2026

% Fiscal Year Completed: 16.99

		YTD BALANCE	2026-27	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
GL NUMBER	DESCRIPTION	08/31/2025	ORIGINAL	08/31/2026	MONTH	BALANCE	USED
			BUDGET		08/31/26		
Fund 203 - LOCAL STREET FUND							
Revenues							
Dept 000 - UNCLASSIFIED							
203-000-546.000	ACT 51 REVENUES	15,358.35	115,832.00	17,252.39	8,929.41	98,579.61	14.89
203-000-574.100	METRO ACT FUNDING	0.00	9,000.00	0.00	0.00	9,000.00	0.00
203-000-665.000	INTEREST	0.00	10.00	0.00	0.00	10.00	0.00
Total Dept 000 - UNCLASSIFIED		15,358.35	124,842.00	17,252.39	8,929.41	107,589.61	13.82
Dept 450 - WINTER MAINTENANCE							
203-450-650.000	ROAD SALT	0.00	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 450 - WINTER MAINTENANCE		0.00	5,000.00	0.00	0.00	5,000.00	0.00
TOTAL REVENUES		15,358.35	129,842.00	17,252.39	8,929.41	112,589.61	13.29
Expenditures							
Dept 000 - UNCLASSIFIED							
203-000-812.101	ADMINISTRATIVE CHARGES-TO 101	0.00	11,500.00	0.00	0.00	11,500.00	0.00
Total Dept 000 - UNCLASSIFIED		0.00	11,500.00	0.00	0.00	11,500.00	0.00
Dept 450 - WINTER MAINTENANCE							
203-450-702.000	WAGES-FULL TIME	0.00	6,300.00	0.00	0.00	6,300.00	0.00
203-450-704.000	OVERTIME	0.00	100.00	0.00	0.00	100.00	0.00
203-450-711.000	FICA	0.00	689.00	0.00	0.00	689.00	0.00
203-450-725.000	FUEL	0.00	500.00	0.00	0.00	500.00	0.00
203-450-728.000	SUPPLIES	0.00	15,000.00	0.00	0.00	15,000.00	0.00
203-450-802.000	PROFESSIONAL SERVICES	0.00	1,000.00	0.00	0.00	1,000.00	0.00
203-450-930.000	MAINTENANCE AND REPAIRS	0.00	1,500.00	0.00	0.00	1,500.00	0.00
203-450-944.000	RENTAL OF EQUIPMENT	0.00	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 450 - WINTER MAINTENANCE		0.00	27,089.00	0.00	0.00	27,089.00	0.00
Dept 460 - ROUTINE STREET MAINTENANCE							
203-460-702.000	WAGES-FULL TIME	3,646.76	14,500.00	5,313.94	1,431.90	9,186.06	36.65
203-460-704.000	OVERTIME	0.00	500.00	0.00	0.00	500.00	0.00
203-460-711.000	FICA	327.66	1,101.00	114.41	109.54	986.59	10.39
203-460-725.000	FUEL	177.78	800.00	134.94	134.94	665.06	16.87
203-460-728.000	SUPPLIES	0.00	1,500.00	0.00	0.00	1,500.00	0.00
203-460-728.001	METRO ACT- RIGHT OF WAY	0.00	1,500.00	0.00	0.00	1,500.00	0.00
203-460-802.107	BRIDGE INSPECTION	0.00	3,500.00	0.00	0.00	3,500.00	0.00
203-460-930.000	MAINTENANCE AND REPAIRS	0.00	3,000.00	0.00	0.00	3,000.00	0.00
203-460-935.000	STREET MAINTENANCE & REPAIR	300.10	25,000.00	0.00	0.00	25,000.00	0.00
203-460-944.000	RENTAL OF EQUIPMENT	4,242.95	13,500.00	4,495.39	740.90	9,004.61	33.30
Total Dept 460 - ROUTINE STREET MAINTENANCE		8,695.25	64,901.00	10,058.68	2,417.28	54,842.32	15.50
Dept 466 - ROAD PRESERVATION							
203-466-930.007	BRIDGE PROJECT	7,557.74	0.00	10,635.23	0.00	(10,635.23)	100.00
Total Dept 466 - ROAD PRESERVATION		7,557.74	0.00	10,635.23	0.00	(10,635.23)	100.00

GL NUMBER	DESCRIPTION	YTD BALANCE	2026-27	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		08/31/2025	ORIGINAL BUDGET	08/31/2026	MONTH 08/31/26	BALANCE	USED
Fund 203 - LOCAL STREET FUND							
Expenditures							
TOTAL EXPENDITURES		16,252.99	103,490.00	20,693.91	2,417.28	82,796.09	20.00
Fund 203 - LOCAL STREET FUND:							
TOTAL REVENUES		15,358.35	129,842.00	17,252.39	8,929.41	112,589.61	13.29
TOTAL EXPENDITURES		16,252.99	103,490.00	20,693.91	2,417.28	82,796.09	20.00
NET OF REVENUES & EXPENDITURES		(894.64)	26,352.00	(3,441.52)	6,512.13	29,793.52	13.06

PERIOD ENDING 08/31/2026

% Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	2026-27	2026-27	ACTIVITY FOR	AVAILABLE	% BDGT
		YTD BALANCE 08/31/2025	ORIGINAL BUDGET	YTD BALANCE 08/31/2026		
Fund 207 - POLICE FUND						
Revenues						
Dept 000 - UNCLASSIFIED						
207-000-402.000	CURRENT TAXES	89,437.70	479,378.00	91,094.91	54,195.97	19.00
207-000-543.000	ACT 302 REVENUES	0.00	800.00	0.00	800.00	0.00
207-000-545.000	LIQUOR LICENSE	4,736.60	6,000.00	0.00	6,000.00	0.00
207-000-631.000	RESTITUTION-POLICE	0.00	500.00	160.00	340.00	32.00
207-000-632.000	COURT COST RECOVERY-OWI	2,258.58	2,500.00	3,769.45	(1,269.45)	150.78
207-000-634.000	SOR	0.00	200.00	0.00	200.00	0.00
207-000-635.000	POLICE REPORTS	160.21	700.00	15.00	685.00	2.14
207-000-636.000	FINGERPRINT/BREATHALYZER	0.00	400.00	0.00	400.00	0.00
207-000-637.000	IMPOUND	60.00	600.00	0.00	600.00	0.00
207-000-643.901	BOAT KEY-MARINE PORTION	80.00	80.00	20.00	60.00	25.00
207-000-670.000	TRAINING	0.00	2,500.00	0.00	2,500.00	0.00
207-000-675.000	COST REC- MISC/REIMBURSEMENT	896.25	900.00	0.00	900.00	0.00
207-000-699.101	TRANSFERS-IN FR GENERAL	0.00	720,778.00	250,000.00	470,778.00	34.68
Total Dept 000 - UNCLASSIFIED		97,629.34	1,215,336.00	345,059.36	870,276.64	28.39
TOTAL REVENUES		97,629.34	1,215,336.00	345,059.36	870,276.64	28.39
Expenditures						
Dept 000 - UNCLASSIFIED						
207-000-702.000	WAGES-FULL TIME	66,080.91	411,225.00	83,381.72	327,843.28	20.28
207-000-704.000	OVERTIME	6,053.28	35,000.00	8,148.68	26,851.32	23.28
207-000-706.000	HOLIDAY PAY (PD)	0.00	19,000.00	0.00	19,000.00	0.00
207-000-707.000	WAGES- PART TIME/SEASONAL	8,302.10	62,000.00	9,641.78	52,358.22	15.55
207-000-708.000	UNIFORM ALLOWANCE	889.97	10,000.00	1,729.90	8,270.10	17.30
207-000-710.000	MARINE PATROL	17,437.12	35,000.00	0.00	35,000.00	0.00
207-000-711.000	FICA	5,998.82	40,811.00	7,559.15	33,251.85	18.52
207-000-711.004	HEALTH INSURANCE	17,246.31	117,600.00	24,146.26	93,453.74	20.53
207-000-711.005	RETIREMENT PLAN	25,154.69	173,000.00	28,575.29	144,424.71	16.52
207-000-711.006	LIFE INSURANCE	659.28	3,800.00	916.88	2,883.12	24.13
207-000-711.007	WORKERS COMP	0.00	6,000.00	0.00	6,000.00	0.00
207-000-711.008	UNEMPLOYMENT	0.00	200.00	6.51	193.49	3.26
207-000-711.011	CELL PHONE ALLOWANCE	333.34	2,000.00	448.72	1,551.28	22.44
207-000-711.014	HEALTH INSURANCE OPT OUT	461.52	3,000.00	461.52	2,538.48	15.38
207-000-725.000	FUEL	3,179.40	15,500.00	3,421.36	12,078.64	22.07
207-000-728.000	SUPPLIES	677.83	10,000.00	120.00	9,880.00	1.20
207-000-730.001	EQUIPMENT - BODY CAMERAS	0.00	500.00	0.00	500.00	0.00
207-000-800.101	LEGAL FEES-GENERAL PERSONNEL	11,872.50	62,500.00	9,510.00	52,990.00	15.22
207-000-800.300	CONTRACTED SERVICE	0.00	1,500.00	0.00	1,500.00	0.00
207-000-813.000	INTERGOVERNMENTAL SERVICES AGREI	22,157.35	87,000.00	33,598.84	53,401.16	38.62
207-000-827.000	INSURANCE-MMRMA	34,109.25	70,000.00	35,133.75	34,866.25	50.19
207-000-850.000	TELEPHONE	435.99	2,800.00	434.22	2,365.78	15.51
207-000-920.000	UTILITIES	1,268.39	14,000.00	1,206.87	12,793.13	8.62
207-000-930.000	MAINTENANCE AND REPAIRS	298.85	8,000.00	495.95	7,504.05	6.20
207-000-944.001	COPIER & MAINTENANCE	0.00	500.00	0.00	500.00	0.00
207-000-954.000	ACT 302 TRAINING	0.00	2,000.00	0.00	2,000.00	0.00
207-000-955.000	PROF DEVELOPMENT/TRAINING	400.00	6,000.00	846.00	5,154.00	14.10
207-000-999.401	TRANSFERS OUT CAPITAL PROJECTS	0.00	16,400.00	0.00	16,400.00	0.00
Total Dept 000 - UNCLASSIFIED		223,016.90	1,215,336.00	249,783.40	965,552.60	20.55
TOTAL EXPENDITURES		223,016.90	1,215,336.00	249,783.40	965,552.60	20.55

GL NUMBER	DESCRIPTION	YTD BALANCE	2026-27	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		08/31/2025	ORIGINAL	08/31/2026	MONTH	BALANCE	USED
			BUDGET		08/31/26		
Fund 207 - POLICE FUND							
Fund 207 - POLICE FUND:							
TOTAL REVENUES		97,629.34	1,215,336.00	345,059.36	154,390.97	870,276.64	28.39
TOTAL EXPENDITURES		223,016.90	1,215,336.00	249,783.40	106,655.14	965,552.60	20.55
NET OF REVENUES & EXPENDITURES		(125,387.56)	0.00	95,275.96	47,735.83	(95,275.96)	100.00

PERIOD ENDING 08/31/2026

% Fiscal Year Completed: 16.99

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 SI	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 SERV	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 SERV	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

PERIOD ENDING 08/31/2026

% Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	YTD BALANCE	2026-27	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		08/31/2025	ORIGINAL	08/31/2026	MONTH		
			BUDGET		08/31/26	BALANCE	USED
Fund 271 - LIBRARY MILLAGE FUND							
Revenues							
Dept 000 - UNCLASSIFIED							
271-000-402.000	CURRENT TAXES	7,258.48	38,531.00	6,402.12	3,782.12	32,128.88	16.62
Total Dept 000 - UNCLASSIFIED		7,258.48	38,531.00	6,402.12	3,782.12	32,128.88	16.62
TOTAL REVENUES		7,258.48	38,531.00	6,402.12	3,782.12	32,128.88	16.62
Expenditures							
Dept 790 - LIBRARY SERVICES							
271-790-813.000	INTERGOVERNMENTAL SERVICES AGREI	0.00	38,531.00	0.00	0.00	38,531.00	0.00
Total Dept 790 - LIBRARY SERVICES		0.00	38,531.00	0.00	0.00	38,531.00	0.00
TOTAL EXPENDITURES		0.00	38,531.00	0.00	0.00	38,531.00	0.00
Fund 271 - LIBRARY MILLAGE FUND:							
TOTAL REVENUES		7,258.48	38,531.00	6,402.12	3,782.12	32,128.88	16.62
TOTAL EXPENDITURES		0.00	38,531.00	0.00	0.00	38,531.00	0.00
NET OF REVENUES & EXPENDITURES		7,258.48	0.00	6,402.12	3,782.12	(6,402.12)	100.00

PERIOD ENDING 08/31/2026

% Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	YTD BALANCE	2026-27	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		08/31/2025	ORIGINAL	08/31/2026	MONTH	BALANCE	USED
			BUDGET		08/31/26		
Fund 401 - CAPITAL PROJECTS FUND							
Revenues							
Dept 000 - UNCLASSIFIED							
401-000-699.207	TRANSFER IN FROM POLICE FUND	0.00	16,400.00	0.00	0.00	16,400.00	0.00
Total Dept 000 - UNCLASSIFIED		0.00	16,400.00	0.00	0.00	16,400.00	0.00
TOTAL REVENUES		0.00	16,400.00	0.00	0.00	16,400.00	0.00
Expenditures							
Dept 207 - POLICE IN CAR COMPUTERS							
401-207-981.003	POLICE EQUIPMENT	5,696.97	16,400.00	0.00	0.00	16,400.00	0.00
Total Dept 207 - POLICE IN CAR COMPUTERS		5,696.97	16,400.00	0.00	0.00	16,400.00	0.00
TOTAL EXPENDITURES		5,696.97	16,400.00	0.00	0.00	16,400.00	0.00
Fund 401 - CAPITAL PROJECTS FUND:							
TOTAL REVENUES		0.00	16,400.00	0.00	0.00	16,400.00	0.00
TOTAL EXPENDITURES		5,696.97	16,400.00	0.00	0.00	16,400.00	0.00
NET OF REVENUES & EXPENDITURES		(5,696.97)	0.00	0.00	0.00	0.00	0.00

REVENUE AND EXPENDITURE REPORT FOR CITY OF KEEGO HARBOR

PERIOD ENDING 08/31/2026

% Fiscal Year Completed: 16.99

GL NUMBER	DESCRIPTION	2026-27	2026-27	ACTIVITY FOR	AVAILABLE	% BDGT	
		YTD BALANCE	ORIGINAL	MONTH			
		08/31/2025	BUDGET	08/31/2026	08/31/26	BALANCE	USED
Fund 592 - WATER & SEWER FUND							
Revenues							
Dept 000 - UNCLASSIFIED							
592-000-451.120	MISC PERMIT	0.00	2,400.00	0.00	0.00	2,400.00	0.00
592-000-528.004	CRITICAL INFRASTRUCTURE GRANT	0.00	58,051.00	0.00	0.00	58,051.00	0.00
592-000-601.000	WATER AND SEWER FLAT FEE	0.00	14,500.00	0.00	0.00	14,500.00	0.00
Total Dept 000 - UNCLASSIFIED		0.00	74,951.00	0.00	0.00	74,951.00	0.00
TOTAL REVENUES		0.00	74,951.00	0.00	0.00	74,951.00	0.00
Expenditures							
Dept 000 - UNCLASSIFIED							
592-000-930.000	MAINTENANCE AND REPAIRS	0.00	5,000.00	0.00	0.00	5,000.00	0.00
592-000-930.001	GENERAL CAPITAL OUTLAY	0.00	53,000.00	0.00	0.00	53,000.00	0.00
592-000-931.001	BEECHMONT DRAIN LIFT STATION	0.00	25,000.00	0.00	0.00	25,000.00	0.00
592-000-932.001	LSLR LEAD SER. LINE REPLACEMENT	0.00	175,051.00	0.00	0.00	175,051.00	0.00
Total Dept 000 - UNCLASSIFIED		0.00	258,051.00	0.00	0.00	258,051.00	0.00
TOTAL EXPENDITURES		0.00	258,051.00	0.00	0.00	258,051.00	0.00
Fund 592 - WATER & SEWER FUND:							
TOTAL REVENUES		0.00	74,951.00	0.00	0.00	74,951.00	0.00
TOTAL EXPENDITURES		0.00	258,051.00	0.00	0.00	258,051.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	(183,100.00)	0.00	0.00	(183,100.00)	0.00
TOTAL REVENUES - ALL FUNDS		677,832.89	4,730,744.00	877,766.70	481,203.67	3,852,977.30	18.55
TOTAL EXPENDITURES - ALL FUNDS		582,323.64	4,854,300.00	896,668.72	353,967.47	3,957,631.28	18.47
NET OF REVENUES & EXPENDITURES		95,509.25	(123,556.00)	(18,902.02)	127,236.20	(104,653.98)	15.30

CITY OF KEEGO HARBOR
STUDY SESSION MEETING MINUTES
Tuesday, August 18, 2026, 7:00 PM
2025 Beechmont St.
Keego Harbor, MI 48320

CALL THE MEETING TO ORDER

Mayor Ross called the meeting to order at 7:00 PM

ROLL CALL:

Present: Mayor Joel Ross, Mayor Pro Tem Elsen, Council Member Streng, and Council Member Williams

Motion by Mayor Pro Tem Elsen; supported by Council Member Streng to excuse Council Member Fletcher.

Ayes: 4 Nays: 0

Motion carries

STAFF PRESENT: Interim City Manager Joe Gacioch, Interim City Clerk Stacy Goodall, Chief Barnes

PLEDGE OF ALLEGIANCE

PRESENTATIONS

APPROVAL OF AGENDA

Motion by Council Member Streng; supported by Mayor Pro Tem Elsen to amend the agenda to add item F .

Ayes: 4 Nays: 0

Motion Carries

PUBLIC COMMENT:

Dr. Kyana Smith- Candidate for the West Bloomfield School Board

REGULAR AGENDA

Police Department Radar Unit Replacement

The radar unit that was installed in the new Police vehicle was determined to not be working and unserviceable. Police Chief Barnes presented four options and recommended the Stalker DUAL radar unit for \$2,241.

Water Quality Ordinance- HRC

Brad Shepler presented the proposed ordinance with additional information to clearly state the intent behind the ordinance. Water quality and stormwater

standards have become an expected component of the development process, particularly for larger redevelopment projects. With mapping analysis, HRC concluded that the ordinance will primarily affect a relatively limited number of large projects.

BS&A Update and Civic Plus Agenda Management

Interim City Manager Joe Gacioch presented both agenda items focusing on the modernization of the city. Currently the city is using the on-premise .NET platform of BS&A which is reaching end-of-support. The city will need to migrate to the cloud platform and will save money by migrating now as opposed to next year.

Genisys Credit Union/CD

In case of emergencies the city is requesting two additional credit cards. Credit card policy will be drafted. The former city manager is listed as a signer on the city's CD at Genisys Credit Union and needs to be removed.

GMH Agreement Amendment

GMH has adjusted their fee schedule and rates.

CITY COUNCIL COMMENTS

Meeting adjourned at 9:08 p.m.

Joel Ross
City of Keego Harbor, its Mayor

Stacy Goodall
City of Keego Harbor, its Interim
City Clerk

**CITY OF KEEGO HARBOR
CITY COUNCIL MEETING MINUTES
Thursday, August 20, 2026, AT 7:00 PM
2025 Beechmont St.
Keego Harbor, MI 48320**

CALL THE MEETING TO ORDER:

Mayor Ross called the meeting to order at 7:00 PM

ROLL CALL: Mayor Joel Ross, Mayor Pro Tem Cristina Elsen, Council Member John Fletcher, Council Member Corine Streng, and Council Member Sue Williams

STAFF PRESENT: Interim City Manager Joe Gacioch, Interim City Clerk Stacy Goodall, and City Attorney Tony Chubb.

Motion by Council Member Fletcher; supported by Council Member Williams to excuse Council Member Streng.

Ayes: 4 Nays: 0

Motion Carries

PLEDGE OF ALLEGIANCE

PRESENTATIONS

- Public Service Recognition: Former Mayor Rob Kalman

STAFF/COMMUNITY ANNOUNCEMENTS

- Mayor
- Planning Commission
- Parks and Recreation
- Police Chief
- City Attorney
- City Manager

APPROVAL OF AGENDA

Motion by Council Member Fletcher; supported by Council Member Williams to approve the agenda,

Ayes: 4 Nays: 0

Motion Carries

PUBLIC COMMENT: (non-agenda items only)

Amir Daiza- WBSD

Naomi Rivera- Transparency and communication

Rob Kalman- Trust and confidence in the city council and Thank you to Joe Gacioch.

APPROVAL OF CONSENT AGENDA: Resolution 26-23

A. Bills and Receipt of Revenue and Expenditure Report

B. Meeting Minutes:

- July 14, 2026, Study Session Meeting Minutes
- July 16, 2026, City Council Meeting Minutes
- July 16, 2026, City Council Closed Session Meeting Minutes
- August 12, 2026, Joint Strategic Planning Meeting

Resolution by Council Member Fletcher; supported by Mayor Pro Tem Elsen to approve the consent agenda 26-23.

Roll call: Fletcher yes, Ross yes, Elsen yes, Williams yes.

Resolution Carries

Council Member Streng arrived at 7:25pm

REGULAR AGENDA:

Police Department Radar Unit Replacement

Resolution by Council Member Fletcher; supported by Council Member Streng to authorize Chief Barnes to spend up to \$2,300 on a replacement radar unit.

Roll Call: Elsen yes, Williams yes, Streng yes, Fletcher yes, Ross yes.

Resolution Carries

Water Quality Ordinance

Motion by Mayor Pro Tem Elsen; supported by Council Member Fletcher to take our water quality ordinance amendment to be forwarded to the Planning Commission for their review along with Emily, our city planner, and be placed on the Planning Commission agenda for Tuesday's meeting.

Ayes: 5

Nays: 0

Motion Carries

Civis Plus Agenda Management

Resolution by Mayor Pro Tem Elsen; supported by Council Member Fletcher

to adopt the agenda management and meeting minutes agreement with Civic Plus with a one-time implementation fee of \$12,725 and annual software as-a-service licensing and support fees in the amount of \$9,150 estimated by our city manager.

Roll Call: Ross yes, Streng yes, Fletcher yes, Williams yes, Elsen yes
Resolution Carries

BS&A Update

Resolution by Mayor Pro Tem Elsen; supported by Council Member Streng to approve the software as a service agreement with BS&A including a one-time implementation cost of \$17,400 and an annual licensing and support cost as presented in the terms of agreement estimated by the city manager.

Roll Call: Williams yes, Ross yes, Elsen yes, Fletcher yes, Streng yes.
Resolution Carries

Genisys Credit Card

Motion by Council Member Fletcher; supported by Council Member Streng authorizing the city manager to get 2-credit cards with a \$25,000 limit per our policy on expenditures and designate by the interim city manager.

Roll Call: Streng yes, Fletcher yes, Williams yes, Ross yes, Elsen yes.
Resolution Carries

Genisys CD

Motion by Council Member Streng; supported by Council Member Fletcher to approve the City Treasurer to request the removal of the former City Manager from the city's CD with Genisys Credit Union and replace it with appointed City Manager.

Ayes: 5 Nays: 0

Motion Carries

GMH Agreement Amendment

Motion by Council Member Fletcher; supported by Mayor Pro Tem Elsen to table this with the understanding that we will form a subcommittee to work with the City Manager and the City Attorney to negotiate this out and will be brought before a full Council at a study session or a special meeting to discuss this amongst us all.

Ayes: 5 Nays: 0

Motion Carries

Council Member Fletcher and Council Member Streng will form a subcommittee for further discussion and negotiations with GMH.

Close Session

Motion by Mayor Ross; supported by Mayor Pro Tem Elsen: The City Attorney requests a closed session pursuant to MCL 15.268(1)(h) to consider a written attorney-client privileged memorandum exempt from disclosure under MCL 15.243(1)(g), regarding legal advice and strategy associated with the City's process for filling the permanent City Manager position.

*Roll Call: Ross yes, Elsen yes, Fletcher yes, Streng yes, Williams yes.
Resolution Carries*

Closed Session at 8:38 pm
Return to open session 9:42

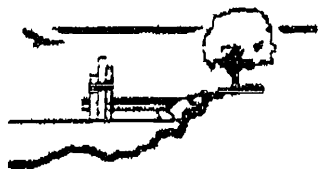
COUNCIL COMMENTS

ADJOURNMENT

Mayor Ross adjourned the meeting at 9:50 pm.

Joel Ross
City of Keego Harbor, its Mayor

Stacy Goodall
City of Keego Harbor, its Interim
City Clerk



"Heart of the Lakes"

City of Keego Harbor

2025 Beechmont

Keego Harbor, Michigan 48320

FROM: Joseph Gacioch, Interim City Manager

MEETING: September 17 Regular Session

Consent Agenda

SUBJECT: Police Chief Agreement Amendment

Background

The City Council previously authorized the Interim City Manager to modify the Police Chief's current employment agreement. The proposed amendment implements that direction and establishes a compensation structure intended to maintain an appropriate pay differential between command and patrol-oriented positions.

Maintaining a reasonable differential between patrol and command compensation is an important component of a law enforcement compensation structure. Advancement into a command position carries greater organizational, supervisory, administrative, and operational responsibility. At the same time, command personnel may no longer have access to certain compensation opportunities available to patrol personnel.

Compensation Framework

Consistent with the compensation framework previously presented to City Council, the proposed amendment establishes the Police Chief's base compensation at a differential of **15%** above the top-step patrol base wage.

Base compensation provides the most consistent comparison between the positions. Employee benefits are generally comparable, while patrol personnel may also be eligible for overtime compensation that is not available to the Police Chief as an FLSA-exempt command position. Establishing the differential in relation to the top-step patrol wage creates an objective and sustainable compensation benchmark. It recognizes the additional responsibilities associated with command while maintaining a clear relationship between the City's patrol and command compensation structures.

Council Direction

City Council discussed the Police Chief's employment agreement in closed session in July and subsequently authorized the City Manager to proceed with modifications to the agreement. The proposed amendment is consistent with that authorization and the compensation framework presented to Council.

Recommended Motion:

Motion to approve the amendment to the Police Chief employment agreement as presented and authorize the City Manager to execute the agreement on behalf of the City.

CITY OF KEEGO HARBOR POLICE CHIEF THREE-YEAR EMPLOYMENT AGREEMENT

THIS AGREEMENT, made and entered into this 20th day of March, 2025, by and between the City of Keego Harbor, a Home Rule City, whose address is 2025 Beechmont Street, Keego Harbor, Michigan 48320, hereinafter referred to as “City” and Robert Barnes, hereinafter referred to as “Employee,” collectively referred to as the “Parties,” both of whom understand as follows:

WITNESSETH:

WHEREAS, the City desires to hire Employee as the City’s Police Chief, and employ his services as set forth in Section 7.1(a) of the City of Keego Harbor City Charter; and

WHEREAS, the City Council, hereinafter referred to as the “Council,” as the City’s governing body, desires to provide certain benefits, to establish certain conditions of employment and to set working conditions of Employee; and

WHEREAS, the City desires to secure and retain the services of Employee; and

WHEREAS, Employee desires to accept appointment and employment as the City’s Police Chief; and

WHEREAS, the Parties agree that this Agreement supersedes and replaces any and all other agreements and addendums to agreements previously entered into by the Parties.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the City and Employee agree as follows:

1. **Duties**. The City agrees to employ Employee as its full-time Police Chief to perform all of the functions and duties specified in the City Charter and to perform whatever legally permissible and proper functions and duties as the City Manager and/or City Council from time to time may assign. Employee shall, at all times faithfully, industriously, and to the best of his ability, experience, and talents, perform all of the duties that may be required of and from him pursuant to the express and implicit terms of this Agreement and the direction of the City Manager, shall maintain regular office hours during the City’s regular hours of operation (8:00 am to 5:00 pm).

- a. **Direct Supervisor**. Employee’s immediate supervisor shall be the City Manager. Employee acknowledges, understands, and agrees that the City Manager shall have the final authority and the power to direct, control, or supervise the manner of Employee’s duties, consistent with the laws of the State of Michigan, the City Charter, and this Agreement.
- b. **Working Hours**. The work week of Employee shall be forty-five (45) hours in addition to any and all additional work time reasonably required to discharge the duties and responsibilities of the office of the Police Chief,

including, but not limited to, City Council meetings. The City Manager shall notify Employee when his attendance is required at any other City Council meeting, including special meetings and/or study sessions. Should Employee be required to attend any such meeting, Employee shall provide a report as to the police department and then shall be dismissed for the remainder of meeting. Should Employee choose to remain at any meeting beyond Employer requirements, he shall do so at his own discretion and shall not be entitled to compensation or compensatory time for remaining at the meeting. Employee shall earn compensatory time for all hours worked over the contractually agreed upon 45 hours per week at the rate of one hour earned for each hour worked over 45 hours in a work week. Accumulated but unused compensatory time shall not be eligible for a monetary pay out at any time. Employee shall be required to utilize all accrued compensatory time within six (6) months of accruing such time and any accrued but unused compensatory time shall be lost after such time period. The City Manager must authorize all of Employee's use of compensatory time in advance of Employee's use of such time. Employee shall attempt to utilize accrued compensatory time within one (1) month of accruing such time. Employee is exempt from receiving overtime compensation or compensatory time pursuant to the Fair Labor Standards Act ("FLSA"). Employer's agreement to provide compensatory time accumulation to Employee is outside the requirements of the FLSA and shall not impact Employee's status as an exempt Employee.

Employee is required to abide by, enforce, and be subject to enforcement and application of all City policies, as well as all State and federal laws, regulations, rules, orders, and policies in carrying out the duties of his position and shall enforce such policies, laws, regulations, etc., as to the Employees he oversees and supervises. Any deviation from such policies, laws, rules, etc., shall subject Employee to discipline, up to and including termination of employment, which decision is within the sole discretion of the City Council

2. **Salary.** The City agrees to compensate Employee at an annual salary of:

March 20, 2025:	\$87,500
March 20, 2026:	2% increase \$89,250
September 21, 2026:	\$97,000
March 20, 2027:	3% increase \$99,910

payable as set forth in the City's Employee Handbook. As stated in paragraph 8 of this Agreement, the term of this Agreement governs only the terms and conditions of Employee's employment set forth herein during Employee's employment with the City. Employee shall always remain an at-will Employee of the City.

3. **Performance Review.** Within thirty (30) days of this initial meeting, Employee shall provide to the City Manager a timeline for the performance and/or completion of these goals and expectations. On or before August 1, 2025, the City Manager shall meet with Employee to conduct an evaluation of Employee's job performance, including an evaluation of Employee's performance and/or completion of the goals and expectations previously established. The format and the content of said performance evaluation shall be established by the City Manager and shall be provided to Employee prior to the performance review. The City Manager may, in her discretion, initiate performance evaluations at other times in addition to those set forth herein, including an annual performance evaluation to take place in January.

4. **Mileage.** The City shall reimburse Employee for necessary and reasonable business travel outside of the City limits as well as for off -hour emergency travel at the standard IRS mileage reimbursement rate.

5. **Cellular Telephone.** The City agrees to provide Employee with a yearly cellular/mobile telephone stipend in the amount of \$2,000.00 per year. Employee shall maintain his own cellular/mobile phone service for City-related business and will be responsible for all equipment purchases, replacement fees, and monthly service charges. As the City is providing the above-referenced stipend, Employee's cellular telephone invoices and records, including information regarding telephone numbers called, calls received, and text messages sent and received, may be subject to public dissemination pursuant to Michigan's Freedom of Information Act ("FOIA"). Therefore, Employee shall maintain all cellular/mobile telephone invoices and records in compliance with the applicable retention period for production in the event that they are requested pursuant to FOIA and/or in connection with discovery in the litigation process. In the event that the City terminates Employee's employment without cause, the City shall pay all termination fees and/or costs associated with Employee's termination of the above-reference cellular telephone contract.

6. **Professional Development.**

- a. Professional development is understood to be a benefit to the City as well as Employee. The City agrees that Employee shall be given reasonable opportunity to develop his skills and abilities. The City hereby agrees to bear reasonable expenses for the registration, travel, and expenses of Employee for professional meetings, official travel, and attendance at institutes and seminars and such other national, regional, State, and local governmental groups and committees thereof on which Employee serves or of which Employee is a member. Any such expenses must be submitted to the City Manager for approval prior to incurring the expense. Any such expenses not provided to the City Manager for approval prior to incurring the expense will be denied and Employee shall be solely responsible for the expense.
- b. The City agrees to pay the reasonable dues and subscriptions of Employee for his continuation and full participation in national, State, and local associations

and organizations necessary and desirable for his continued professional participation, growth, advancement, and for the good of the City, including membership in one (1) local community service organization. Employee must submit any such fees or dues required for participation in the above-referenced associations and organizations to the City Manager for approval prior to incurring any expense. Any such expenses not provided to the City Manager for approval prior to incurring the expense will be denied and Employee shall be solely responsible for the expense.

- c. Expenditures on the professional development benefits referenced in subsections a. and b. above cannot exceed the annual budgeted appropriation(s) for such activities. The City Manager shall have final discretion in determining the reasonableness of any professional development activity and for making budget appropriations and approving expenditures.

7. **Employee Benefits.**

a. **Medical Insurance.**

Active: Employee shall be enrolled in the current medical insurance coverage provided by the City for the Employee, Employees' spouse, and dependent children, including a prescription Drug Rider, Optical, and Dental coverages, including all Employee cost sharing obligations, unless the Employee declines such coverage as set forth in provisions in the City's Employee Handbook.

Retired: Employee, if he retires with an immediate pension benefit and has a minimum of fifteen (15) years of full-time employment with the City shall be eligible for continuation of the health insurance plan as set forth above, at no cost to the Employee. If the premium costs for the health insurance plan, however, exceed the premium costs for a comparable Blue Cross/Blue Shield Plan, the Employee shall be enrolled in the comparable Blue Cross/Blue Shield Plan. If Blue Cross/Blue Shield will not, for any reason, enroll the Employee in a comparable plan, the Employee shall pay the difference in costs between the Plan set forth above for active employees and the cost of the comparable Blue Cross/Blue Shield Plan through monthly payments to the City. If elected by the Employee, these benefits shall also be made available to the Employee's spouse and/or dependent children at no cost to the City.

Employee shall be entitled to supplemental health care coverage, high option plan or equivalent for all retirees of the Police Department. The City shall not be obligated to pay any premium costs in excess of \$75.00 per month. In the event that costs shall exceed \$75.00 per month, Employee shall pay any and all costs in excess of \$75.00 per month. The benefits shall not become

available until Employee shall reach 65 years of age. In the event that there is a premium increase prior to the retirement of the Employee, the City shall pay the rate applicable at the time of said retirement. Subsequent to this date, Employee shall pay any and all costs in excess of the rate in effect on said date of retirement.

- b. **Paid Time Off.** Employee shall be entitled to five (5) weeks (200 hours) of paid time off on March 20, 2025, March 20, 2026, and March 20, 2027, to be utilized subject to the approval of the City Manager.

The Parties acknowledge that the City paid Employee for his unused paid time off in accordance with the POLC Collective Bargaining Agreement.

This paid time off encompasses all purposes for which Employee may request or require time off, including vacation and personal time but not including sick time. Employee shall be entitled to an additional six (6) days of paid time off for use as sick time.

This provision extinguishes and replaces Employee's entitlement to any other time off provided in the City's Employee Handbook, other than bereavement leave, Employee's entitlement to which shall be consistent with the bereavement leave provision contained in the City's Employee Handbook. Should Employee have available and unused paid time off on March 20, each year, Employee may be allowed to roll a portion not to exceed one week (40 hours) of the unused paid time off into the next year, in the discretion and with the approval of the City Manager. If Employee's employment with the City is terminated for any reason or by any party, Employee shall be entitled to a payout for unused paid time off on a prorated basis at the rate of 20 hours per month worked in addition to any of the remaining six (6) available sick days.

Employee shall appoint an Acting Officer in Charge for the duration of any vacation time taken and his distance from the City's boundaries would make responding to any issue taking place during the vacation unworkable in a reasonable amount of time. Employee and City Manager shall discuss this provision before Employee begins any vacation to determine when appointment of an Acting Officer in Charge is necessary.

Whenever Employee utilizes two (2) vacation days in a row, he shall be required to provide between 24 and 48 hours written notice to the City Manager for approval before the first day of the vacation period. Whenever Employee utilizes three (3) or more vacation days in a row, he shall be required to provide no less than two (2) weeks written notice to the City Manager for approval before the first day of the vacation period. The City

Manager is afforded the discretion to allow for Employee to provide less written notice of taking vacation time on a case-by-case basis.

- c. **Uniform Stipend.** Employee shall receive a uniform stipend in the amount of \$1,500.00. The City shall also provide Employee with a body armor vest at no cost to Employee.
- d. **Life Insurance.** The City shall provide life insurance coverage to Employee in the amount of \$75,000.00.
- e. **Retirement Plan.** Chief Barnes will remain in the existing DB Plan with MERS.
- f. **Death of Employee.** In the event of the death of Employee during the term of this Agreement, the City shall pay to Employee's estate all compensation due and owing to Employee by the City on the date of Employee's death. This payment shall include compensation for any accrued by unused vacation and sick days.

8. **Duration of Agreement.** The terms and conditions contained in this Agreement will terminate on March 20, 2028, and conditions contained in this Agreement shall be negotiated and executed in writing by the City Council and Employee no less than thirty (30) days prior to the expiration of this Agreement. The duration of this Agreement shall apply only to the terms and conditions set forth in this Agreement, and Employee shall always be an at-will Employee of the City. Accordingly, this employment relationship may be terminated by the City Manager, subject to the approval of City Council, at any time and for any reason, as set forth herein. If the City elects not to renew this Agreement for an additional term at the time of its expiration, the City Manager shall notify Employee of this intention not less than thirty (30) days prior to the expiration of the Agreement or by January 1st of each year.

- a. **Termination.** The City shall have the right to terminate Employee's employment without just cause. In the event that the City terminates Employee's employment without just cause, and Employee is willing, able, and ready to perform the duties as police chief, the City shall pay Employee the equivalent of two (2) months' salary at the time of termination. The payment by the City shall be considered full satisfaction of the City's obligation under this Agreement. The City shall not, however, be required to pay said sum to the Employee until such time as Employee executes a full and complete release in a form acceptable to the City.

The City shall also have the right to terminate Employee's employment for cause, and all rights of Employee as to compensation under this Agreement shall cease as of the date of such termination. If Employee is terminated for

cause, as defined below, or voluntarily resigns his employment, Employee shall be entitled to no severance payment. Cause shall include, but is not limited to, any of the following:

- (i) Fraud, dishonesty, or other intentional misconduct either:
 - (a) in the performance of Employee's duties and responsibilities pursuant to this Agreement, or
 - (b) which has a material adverse impact on the City, its officials, administrators, or Employee.
- (ii) The use by Employee of alcohol, drugs, or any other intoxicant or controlled substance in such a manner as to impair his ability to perform his duties and responsibilities pursuant to this Agreement in a competent and diligent manner or in a manner which harms the reputation of the City.
- (iii) Employee's arrest for a crime providing for a term of imprisonment (other than traffic violations and crimes not requiring the knowing involvement of Employee in the commission thereof).
- (iv) A pattern of neglect or persistent failure to perform the duties herein contained with respect to duties previously communicated to Employee in writing by the City Manager or City Council but only after Employee has been provided notice by the City Manager or City Council of its dissatisfaction with the performance of said duties and Employee has been provided a reasonable opportunity to correct his performance.
- (v) Otherwise willful misconduct in connection with the performance of his duties hereunder.

- b. **Resignation.** Employee may voluntarily resign from his employment at any time and for any reason. Employee shall notify the City of this intention by providing the City Manager thirty (30) days written notice unless both Parties mutually agree that shorter notice is acceptable. If Employee resigns, he shall not be entitled to severance pay.

9. **Employee Handbook.** Employee shall be subject to all terms and conditions of employment provided in the City of Keego Harbor Employee Handbook as to all matters not specifically addressed in this Agreement.

10. **Conflict of Interest Prohibition.** Because of the duties and responsibilities required of Employee pursuant to this Agreement and the City Charter, Employee, as a condition of his

continued appointment and employment, shall not individually, or as a partner, joint venture, officer, owner, Employee, independent contractor, or shareholder invest or participate in any business venture conducting business in the City, except for stock ownership in any company whose capital stock is publicly held and regularly traded, without the prior approval of the City Council. Nor will Employee invest in any real estate or real property improvements within the City, unless approved in advance by the City Council. Employee shall not serve as a member of a governing body, commission, or committee of any other local unit of government within the State of Michigan during the term of this Agreement.

11. **Residency.** Pursuant to MCL 15.602(2), Employee shall maintain his residence within 20 miles of the City's nearest boundary during his employment with the City.

12. **Severability.** If any provision of this Agreement is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of this Agreement which shall remain in full force and effect and enforceable in accordance with its terms.

13. **Waiver.** No waiver of any of the obligations contained herein shall be effective for any purpose unless the same shall be in writing signed by the appropriate representatives of the Board upon the Board's approval and by the Employee.

14. **Entire Agreement.** This Agreement contains all of the terms and conditions agreed upon by the Parties and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind either of the Parties. The Parties specifically agree that this Agreement supersedes and replaces any and all other agreements and addendums to agreements previously entered into by the Parties.

15. **Interpretation.** For purposes of interpretation of this Agreement, neither the City nor Employee shall be deemed to have been the drafter of this Agreement.

16. **Construction.** This Agreement has been prepared and negotiations have occurred in connection with said preparation pursuant to the joint efforts of the Parties hereto. This Agreement therefore shall not be construed against any party to this Agreement.

17. **Amendment.** This Agreement shall not be modified, altered, or amended except through a written amendment signed by the City Council and Employee.

18. **No Third-Party Beneficiaries.** This Agreement is not intended to confer upon any person or entity, other than the Parties hereto, any rights or remedies of any kind or nature whatsoever.

19. **Counterparts.** This Agreement may be executed in several counterparts each of which shall be deemed one and the same Agreement. It shall be binding upon and inure to the benefit of the Parties to it and their respective successors and assigns.

20. **Indemnification.** The City will defend, save harmless, and indemnify Employee against any tort, professional liability claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of his duties as Police Chief. Indemnification shall extend beyond the termination or expiration of this Agreement, to provide full and complete protection of Employee by the City, as described herein, for any acts undertaken or committed in his capacity as Police Chief, regardless of whether the notice or filing of a lawsuit for such tort, claim, demand, or other legal action occurs during or following his employment or this termination or expiration of this Agreement.

21. **Headings.** The headings of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

22. **Notices.** Any notice, demand, or communication required, permitted, or desired to be given under this Agreement shall be provided as follows:

If to City:

City Manager
City of Keego Harbor
2025 Beechmont
Keego Harbor, MI 48320

If to Employee:

Robert Barnes
Keego Harbor Police Department
2025 Beechmont
Keego Harbor, MI 48320

23. **Certification of Authority to Sign Agreement.** The persons signing on behalf of the City of Keego Harbor certify by their signatures that they are authorized to sign this Agreement on behalf of the City of Keego Harbor and that this Agreement has been authorized by the City Council.

IN WITNESS WHEREOF, the City Council has caused this Agreement to be signed and executed on its behalf by the City Mayor and duly attested by the City Clerk, and Employee has signed and executed this Agreement, both in duplicate, this 17th day of September, 2026.

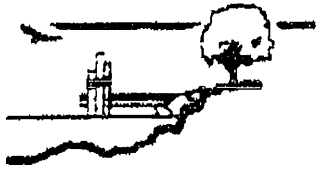
CITY OF KEEGO HARBOR

EMPLOYEE

By: Joel Ross
Its: Mayor

By: Robert Barnes

By: Joseph Gacioch
Its: Interim City Manager



"Heart of the Lakes"

City of Keego Harbor

2025 Beechmont

Keego Harbor, Michigan 48320

FROM: Joseph Gacioch, Interim City Manager

MEETING: September 17, Public Hearing

SUBJECT: Stormwater Management Ordinance

Council is being asked to hold a public hearing and consider adoption of the proposed water quality ordinance amendments at its September 17, 2026 regular meeting. The amendments have now been reviewed by Council, the Planning Commission, and the City's engineering consultant, Hubbell, Roth & Clark, Inc. (HRC). The final draft reflects that review and is intended to strengthen protection of Keego Harbor's lakes while keeping the approval process clear and workable for property owners and developers.

Background and Review

In 2023, the City received a \$100,000 Oakland County Local Government Critical Infrastructure Grant to improve the reliability and regulatory compliance of its water and sewer infrastructure. The funding was initially targeted for water service line verifications, but fewer were needed than originally anticipated, Oakland County approved the City's request to redirect a portion of the grant toward a broader review of its water quality ordinances. Given Keego Harbor's extensive lakefront and compact development pattern, this work presented an opportunity to modernize the City's standards and close gaps in the existing code.

Public Engagement Timelines:

Council first discussed the proposed amendments at its July 14, 2025 study session. HRC subsequently refined the draft and provided a section-by-section summary, followed by an FAQ presentation on August 18 addressing how the standards would apply to single-family, multi-family, and commercial properties. The Planning Commission also reviewed the amendments in August and recommended changes to simplify the approval process. HRC incorporated that feedback into the version now before Council.

Summary of Amendments

The proposed amendments update four areas of the City Code: Zoning Ordinance Article XVI, Section 16.06; Chapter 16, Articles III and IV; and Chapter 24, Article III, Section 24-58. A more detailed section-by-section summary is attached. In practical terms, the amendments would:

- Prohibit untreated stormwater runoff from being discharged directly into a lake, pond, or other surface water body, closing a gap in the current ordinance.
- Establish clear pretreatment options for single-family, multi-family, and commercial properties, including vegetated buffers, sumps, mechanical separators, and other measures approved by the City Engineer.
- Adopt the Oakland County Water Resources Commissioner's Stormwater Engineering Design Standards by reference, keeping the City aligned with standards already used throughout Oakland County.
- Incorporate stormwater and soil-erosion review into the City's existing final site plan process instead of creating a separate permitting track.

Planning Commission Recommendation

The most meaningful change from the earlier draft is the revised approval process in proposed Section 16-155. The prior version contemplated a separate construction permit administered by the City Engineer alongside the City's site plan process. In response to Planning Commission feedback, HRC revised the ordinance so stormwater management and soil-erosion and sediment-control review would occur as part of final site plan approval. This change avoids a duplicative process, gives applicants a clearer path through review, and keeps responsibility within the City's established development process.

The Planning Commission also asked whether the ordinance should include a small, defined exemption for minor projects. HRC advised against a fixed carve-out because project designs could be adjusted to fall just within it, producing inconsistent outcomes. HRC instead recommends one clear standard, triggered by soil disturbance, with discretion for the City Engineer to approve equivalent or right-sized measures, or for city administration to authorize a waiver. The Planning Commission also asked HRC to clarify that directing runoff to an established ditch or culvert satisfies the drainage standard for most residential properties. Staff agrees this approach addresses minor projects without creating a categorical exemption.

Balancing Water Quality and Redevelopment

Water is Keego Harbor's defining natural asset. Runoff generated within the City ultimately reaches Cass Lake, Dollar Lake, Sylvan Lake, a drainage system, or groundwater. The proposed amendments extend recognized water quality practices to the smaller redevelopment sites that are common in Keego Harbor, while allowing multiple compliance methods and discretion for the City Engineer to approve equivalent solutions.

This flexibility is important: the goal is to improve water quality without creating an unnecessary barrier to reinvestment in compact or constrained sites. The amendments also advance the City's broader planning priorities, including the protection of natural resources identified through the

recent joint strategic planning process involving Council, the Planning Commission, TIFA, and Parks and Recreation.

Recommended Action

Staff recommends that City Council:

- Hold the public hearing on September 17, 2026, and receive public comment on the proposed amendments; and
- Following the hearing, consider adoption of the amendments to Chapter 16, Articles III and IV; Chapter 24, Article III, Section 24-58; and Zoning Ordinance Article XVI, Section 16.06, as presented.
- Motion: Moved by _____ and seconded by _____ to approve of the proposed amendments to Chapter 16, Articles III and IV; Chapter 24, Article III, Section 24-58; and Zoning Ordinance Article XVI, Section 16.06, as presented.

The Notice of Public Hearing has been prepared for publication and posting in accordance with the City's standard procedures. The complete ordinance amendments and Summary of Changes will be available for public review at City Hall before the meeting.

Sincerely,

Joseph Gacioch

Interim City Manager

City of Keego Harbor



ARTICLE XVI.

ADMINISTRATION AND ENFORCEMENT

Sec. 16.00. Zoning administration.

The Zoning Administrator, or such deputies, shall be appointed by the City Council and designated to administer and enforce the provisions of this Ordinance.

(a) *Duties.* The Zoning Administrator shall:

- (1) Receive and review for completeness all applications for site plan review and special land use permits which the Planning Commission is required to decide under this Ordinance and refer such applications to the Planning Commission for determination.
- (2) Receive and review for completeness all applications for appeals, variances, or other matters, which the Zoning Board of Appeals is required to decide under this Ordinance and refer such applications to the Zoning Board of Appeals for determination.
- (3) Receive and review for completeness all applications for amendments to this Ordinance and refer such applications to the Planning Commission and City Council for determination.
- (4) Make periodic site inspections of the City to determine Ordinance compliance, and answer complaints on Zoning Ordinance violations. The Zoning Administrator shall order discontinuance of illegal uses of land, buildings or structures; removal of illegal buildings or structures; discontinuance of any illegal work being done; and/or shall take any other action authorized by this Ordinance to ensure compliance with or prevent violations of its provisions.
- (5) Grant certificates of zoning compliance, review administrative sketch plans, and make inspections of premises necessary to carry out administration and enforcement of this Ordinance.
- (6) Implement the decisions of the Planning Commission and City Council.

Sec. 16.01. Certificates of zoning compliance.

- (a) A building permit for erection, alteration, moving, or structural repair of any building or structure shall not be issued until a certificate of zoning compliance has been issued by the Zoning Administrator. Issuance of such a certificate shall indicate the use(s) and plans for which the permit is requested comply with this Zoning Ordinance.
- (b) It shall be unlawful to use or permit the use of any building or premises, or both, or part thereof, until a certificate of zoning compliance shall have been issued by the Zoning Administrator.
- (c) The Zoning Administrator shall maintain a record of all certificates of zoning compliance and said record shall be open for public inspection.
- (d) Certificates of zoning compliance authorize only the use, arrangement, and construction set forth in an approved application and plans, therefore no other use, arrangement, or construction is permitted. Use arrangement or construction at variance with the authorization shall be deemed a violation of this Ordinance. Any change in approved plans shall occur only as provided for in this Ordinance and shall require issuance of an amended certificate of zoning compliance.

Sec. 16.02. Duties of Building Inspector.

The Building Inspector shall:

- (a) Have the power to grant building and occupancy permits, to make inspections of buildings or premises necessary to carry out his duties in the enforcement of this Ordinance. It shall be unlawful for the Building Inspector to approve any plans or issue any permits or certificates of occupancy for any excavation or construction until he has inspected such plans in detail and found them to conform with this Ordinance.
- (b) The Building Inspector shall record all nonconforming uses existing at the effective date of this Ordinance for the purpose of carrying out the provisions of Article XII, Nonconformity.
- (c) Under no circumstances is the Building Inspector permitted to make changes to this Ordinance nor to vary the terms of this Ordinance in carrying out his duties as Building Inspector.
- (d) The Building Inspector shall not refuse to issue a permit when conditions imposed by this Ordinance are complied with by the applicant despite violations of contracts, such as covenants or private agreements which may occur upon the granting of said permit.

Sec. 16.03. Permits.

The following shall apply in the issuance of any permit:

- (a) *Permits not to be issued.* No building permit shall be issued for the erection, alteration or use of any building or structure or part thereof, or for the use of any land which is not in accordance with all provisions of this Ordinance.
- (b) *Permits for new use of land.* No land heretofore vacant shall hereafter be used or an existing use of land be hereafter changed to a different class or type unless a certificate of occupancy is first obtained for the new or different use.
- (c) *Permits for new use of buildings.* No building or structure or part thereof, shall be changed to or occupied by a use or a different class or type unless a certificate of occupancy is first obtained for the newer different use.
- (d) *Permits required.* No building or structure, or part thereof shall be hereafter erected, altered, moved, or repaired unless a building permit shall have been first issued for such work. The terms "altered and repaired" shall include any changes in structural parts, stairways, type of construction, type, class or kind of occupancy, light or ventilation, means of egress and ingress, or other changes affecting or regulated by the building code, or by this Ordinance, except for minor repairs or changes not involving any of the aforesaid features.

Sec. 16.04. Certificates of occupancy.

No land, building, or part thereof, shall be occupied by or for any use unless and until a certificate of occupancy shall have been issued for such use. The following shall apply in the issuance of any certificate:

- (a) *Certificates not to be issued.* No certificates of occupancy shall be issued for any building, structure or part thereof or for the use of any land, which is not in accordance with all the provisions of this Ordinance.
- (b) *Certificates required.* No building or structure, or parts thereof, which is hereafter erected or altered, shall be occupied or used or the same caused to be done, unless and until a certificate of occupancy shall have been issued for such building or structure.

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- (c) *Certificate including zoning.* Certificates of occupancy as required by the building code for new buildings or structures, or part thereof, or for alterations to or changes of use of existing buildings or structures, shall also constitute certificates of occupancy as required by this Ordinance.
 - (d) *Certificates for existing buildings.* Certificates of occupancy shall be issued for existing buildings, structures, or parts thereof, or existing uses of land if, after inspection, it is found that such buildings, structures, or parts thereof, or such use of land are in conformity with the provisions of this Ordinance.
 - (e) *Records of certificates.* A record of all certificates issued shall be kept on file in the office of the Building Inspector, and copies shall be furnished upon request to any person having a proprietary or tenancy interest in the property involved.
 - (f) *Certificates for dwelling accessory buildings.* Buildings or structures accessory to dwellings shall not require separate certificates of occupancy but may be included in the certificate of occupancy for the dwelling when shown on the plot plan and when completed at the same time as such dwelling.
 - (g) *Application for certificates.* Applications for certificates of occupancy shall be made in writing to the building inspector on forms furnished by that department, and such certificates shall be issued within five (5) days after receipt of such application if it is found that the building or structures, or part thereof, or the use of land is in accordance with the provisions of this Ordinance. If such certificate is refused for cause, the applicant therefore shall be notified of such refusal and cause thereof, within the aforesaid five-day period.

Sec. 16.05. Fees.

The City Council shall establish a schedule of fees, charges, and expenses, and a collection procedure, for building permits, certificates of occupancy, appeals, and other matters pertaining to this Ordinance. The City shall have the authority to include fees for the use of engineering, planning, legal or other special consultants. The schedule of fees shall be posted in the City offices, and may be altered or amended only by the City Council. No permit or certificate shall be issued or special use site plan, rezoning, or variance acted upon unless or until such costs, charges, fees, or expenses have been paid in full.

Sec. 16.06. Site plan review.

The Planning Commission shall have the authority to review and to approve or reject all site plans (i.e., preliminary, final and combined site plans). Prior to the issuance of building permits or commencement of construction, site plan review and approval is required in accordance with the procedures contained in this section.

- (a) *Waivers/exemptions.*
 - (1) *All projects.* The Planning Commission has the authority to waive or modify site standard requirements for any project.
- (b) *When required.*
 - (1) Site plan review is required for all projects that do not meet the sketch plan eligibility criteria.
 - (2) Projects that involve special land use, variance and/or planned development.
 - (3) Projects not eligible for sketch plan review as determined by the Zoning Administrator.
- (c) *Sketch plan review.*

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- (1) *Intent.* The intent of this section is to permit submittal of a sketch plan in instances where a complete site plan is not considered essential to ensure compliance with the intent and standards of this Zoning Ordinance.
- (2) *Eligibility.* The Zoning Administrator and Building Official may allow a sketch plan for the following activities:
- a. *One- to two-family residential.* Renovation, addition to or construction of a one- to two-family structure(s) or any residential structure up to three thousand five hundred (3,500) square feet.
 - b. *Minor modifications.* Projects that involve an alteration, addition, expansion, change or conversion that do not change the existing building footprint by more than twenty-five (25) percent.
 - c. Reoccupancies that do not involve a change in use or facade improvement, as defined in the Zoning Ordinance.
 - d. Changes in use, as defined in this Zoning Ordinance, that do not increase the gross floor area, provided all other improvements are consistent with the requirements of this Zoning Ordinance. This includes reoccupancies that do not have the required residential screening wall and/or dumpster enclosure. These projects would be required to install a screening wall and dumpster enclosure.
 - e. Alterations to the off-street parking layout or installation of pavement or curbing improvements provided the total number of spaces shall remain constant, and the construction plans and lot construction are approved by the City.
 - f. Relocation of a waste receptacle to a more inconspicuous location, or the installation of screening, both consistent with the requirements of this Zoning Ordinance.
 - g. Changes to a facade, architectural features or wall signs, provided such changes are consistent with the requirements of this Zoning Ordinance and do not significantly change the appearance of the building (an elevation plan showing changes and construction materials is required).
 - h. A change from a nonconforming use, building or site to a more conforming situation consistent with the requirements of this Zoning Ordinance. This includes re-occupancies that do not have the required residential screening wall and/or dumpster enclosure. These projects would be required to install a screening wall and dumpster enclosure.
 - i. Modifications to upgrade a building to improve barrier-free design, comply with Americans with Disabilities Act or other federal, state or county regulations.
 - j. Internal construction or change in the floor plan for a conforming use that does not increase gross floor area, provided the construction cost over a twelve-month period does not exceed fifty (50) percent of the building's state equalized value or effect parking requirements on a site.
 - k. Construction, improvements, or alterations of signs, retaining walls, fences, waste receptacles, sidewalks, antennae, lights, poles, cooling/heating or other mechanical equipment, telephone booths, newspaper boxes, landscaping or similar structures which conform to the requirements of this Zoning Ordinance or other City standards, and where site plan review is not specifically required under other sections of this Zoning Ordinance.
- (3) *Procedure.*

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- a. The process shall involve submittal of a sketch plan, required application form, and fee to the City. The Zoning Administrator and Building Official shall review the sketch plan in accordance with the same procedures, requirements, and standards used by the Planning Commission for a formal site plan. After the sketch plan review, the Zoning Administrator and Building Official will approve, approve with modifications, or deny the proposed plan. The Zoning Administrator and Building Official shall make a report of each sketch plan review to the Planning Commission including the rationale for allowing sketch plan review and the complete sketch plan review checklist.
 - b. The Zoning Administrator and Building Official retain the option to require additional information or a complete site plan for review by the Planning Commission, particularly for sites which do not comply with previously approved site plans, sites with parking deficiencies, sites abutting residential districts or sites experiencing problems with drainage, traffic, noise, aesthetics or other general health and safety issues. If a formal site plan is required, the Zoning Administrator shall inform the applicant to submit a complete application in accordance with this section. The applicant may also request review by the Planning Commission.
- (4) *Information required.* The Zoning Administrator shall require all applicable criteria set forth below to be met.
- a. General information required for all cases.
 - 1. Details of the propose changes to the use or structure in question.
 - 2. Proprietors', applicants', and owners' names, addressed and telephone numbers.
 - 3. Location map with north point indicated.
 - 4. Locations of existing landscaping, lighting, parking, if applicable.
 - 5. Gross acreage and building figures.
 - 6. Zoning classification of petitioners' parcel and all abutting parcels.
- (5) *Duration and termination.* Approval of a sketch plan by the Zoning Administrator shall remain in effect for a period of one (1) year. If construction is not initiated within this time period, such failure shall be considered abandonment of the sketch plan and shall make its approval null and void. The Zoning Administrator may grant an extension not to exceed one (1) year. No further extension may be permitted.
- (d) *Preliminary site plan review.*
- (1) *Application.* Any applicant may submit a request for preliminary site plan review by filing with the Zoning Administrator completed forms, site plan review checklist, payment of the review fee, and eighteen (18) copies of the preliminary site plan drawing(s) properly signed and sealed by a licensed professional. The Administrator, upon receipt of the application, shall transmit only complete submittals of the preliminary site plan drawings to the Planning Commission, City Planning and Engineering consultants, and any other consultants as necessary, at least twenty-one (21) days prior to its next regular meeting. The purpose of such preliminary review is to confirm general compliance with City standards as well as to suggest changes, if necessary, for final site plan approval.
 - (2) *Information required.* Each preliminary site plan submitted for review shall provide the following information:
 - a. Property owner and applicant name and address;

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- b. Scale, north arrow, and date of plan;
 - c. Location, description, dimensions, and area of the site; zoning classification; and, demonstration of compliance with lot area, width, coverage and setback requirements;
 - d. General topography and soils information and existing natural and manmade features to be retained or removed;
 - e. Use, location and dimensions of proposed buildings/structures; including floor area, number of floors, height, number and type of dwelling units (where applicable);
 - f. Proposed streets/drives; including general alignment, right of way, surface type, and width, based on ordinance requirements for proposed use;
 - g. Proposed parking; including location and dimensions of spaces and aisles, and surface type;
 - h. Demonstration that all barrier free requirements have been met;
 - i. Adjacent land uses, property owners, and zoning and location of adjacent buildings and drives/streets;
 - j. Proposed phasing;
 - k. Location and width of any easements on the site.
- (3) *Planning commission action.* The Planning Commission shall approve, approve with conditions or deny the preliminary site plan. The Planning Commission shall set forth the reason for its action in the record of the meeting at which action is taken.
 - (4) *Effect of approval.* Approval of a preliminary site plan by the Planning Commission shall indicate its general acceptance of the proposed layout of buildings, streets and drives, parking areas, other facilities and overall character of the proposed development.
 - (5) *Expiration of approval.* Approval of a preliminary site plan shall be valid for a period of one hundred eighty (180) days from the date of approval and shall expire and be of no effect unless an application for a final site plan is filed with the Zoning Administrator within that time period. The Zoning Administrator or duly appointed agent shall, within thirty (30) days of the date of action of the Planning Commission of the preliminary site plan, transmit a written certification of such approval to the applicant.
- (e) *Final site plan review.*
- (1) *Application.* Following approval of a preliminary site plan, the applicant shall submit to the Zoning Administrator eighteen (18) copies of a final site plan as well as other data and exhibits hereinafter required, the review fee, and a completed application form. The Administrator, upon receipt of the application, shall transmit only complete submittals of the final site plan drawing(s) to the Planning Commission, City Planning and Engineering consultants, and any other consultants as necessary, prior to its next regular meeting.
 - (2) *Information required.* A final site plan submitted for review and approval shall contain all of the following data presented in a clear and legible format. Site plans shall consist of an overall plan for the entire development. Sheet size shall be at least twenty-four (24) inches by thirty-six (36) inches with plan view drawn to a scale of no greater than 1" = 50' for property less than three (3) acres or no greater than 1" = 100' for property three (3) or more acres.
- General Information:*
- a. Proprietors', applicants', and owners' names, addresses and telephone numbers.
 - b. Date of preparation, including revisions.

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- c. Scale.
 - d. Northpoint.
 - e. Location map drawn at a scale of 1" = 2,000' with north point indicated.
 - f. Architect, Engineer, Surveyor, Landscape Architect, or Planner's seal and signature.
 - g. Existing and proposed lot lines, building or structures, parking areas, drives, etc., on the parcel and within one hundred (100) feet of the site.
 - h. Centerline and existing and proposed right-of-way lines of any street.
 - i. Zoning classification of petitioner's parcel and all abutting parcels.
 - j. Gross acreage figure.

Physical Features:

- a. Acceleration, deceleration and passing lanes and approaches.
- b. Proposed locations of access drives, street intersections, driveway locations, sidewalks, and curbing.
- c. Location of existing and proposed service facilities above and below ground, including:
 - i. Chemical and fuel storage tanks and containers.
 - ii. Water supply facilities.
 - iii. Sanitary sewage disposal facilities.
 - iv. Storm water control facilities and structures.
 - v. Location of all easements.
- d. Location of all structures with setback, yard dimensions and gross area.
- e. Dimensioned parking spaces and parking and loading calculations, drives type of surfacing and on-site circulation patterns.
- f. Details of barrier free parking, access and similar site features.
- g. Dimensioned floor plans, elevations, and proposed construction materials of all proposed buildings on the site.
- h. Proposed site lighting information.
- i. Location and description of all existing and proposed landscaping, berms, fencing and screening walls.
- j. Trash receptacle pad location, size and method of screening.
- k. Transformer pad location and method of screening.
- l. Dedicated road or service drive locations.
- m. Entrance details including sign locations, types and size.
- n. Designation of fire lanes.
- o. Any other pertinent physical features.

Natural Features:

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- a. Soil characteristics of the parcel to at least the detail provided by the U.S. Soil Conservation Service, Soil Survey of Oakland County, Michigan.
 - b. Existing topography with a maximum contour interval of two (2) feet. Areas with slopes greater than ten (10) percent (one (1) foot of vertical elevation for every ten (10) feet of horizontal distance) shall be delineated. Topography on the site and beyond the site for a distance of one hundred (100) feet in all directions shall also be indicated.
 - c. Grading plan, showing finished contours at a maximum interval of one (1) foot, correlated with existing contours so as to clearly indicate required cutting, filling and grading.
 - d. Location of existing drainage courses and associated bodies of water, on and off site, and their elevations. The location of existing wetlands and flood plains shall be included.
 - e. Location, size and type of all single trees having a diameter breast height (d.b.h.) of four (4) inches or greater. Wooded areas shall be delineated by symbolic lines tracing the spread of the outermost branches and shall be described as the general sizes and kinds of trees contained.
 - f. Keyed plan outlining soil erosion and sedimentation measures to be provided.

Additional Requirements for Residential Developments:

- a. Density calculations by type of unit by bedroom counts.
- b. Designation of units by type and number of units in each building.
- c. Carport locations and details where proposed.
- d. Specific amount, location and type of recreation spaces.
- e. Number and location of visitor parking spaces to be provided.

Additional Requirements for Commercial and Industrial Developments:

- a. Loading/unloading areas.
- b. Gross floor area.
- c. Number of employees in peak usage.

(3) *Standards for review.* In reviewing the final site plan, the Planning Commission shall determine whether the plan meets the following specifications and standards:

- a. The plan conforms to the approved preliminary site plan and with all Zoning Ordinance regulations;
- b. All required information is provided;
- c. The proposed use will not be injurious to the surrounding neighborhood and protects the general health, safety, welfare and character of the City.
- d. A proper relationship exists between major thoroughfares and proposed service drives, driveways and parking areas. Proper access to all portions of the site and all sides of any structure is provided. All structures or groups of structures shall be so arranged as to permit emergency vehicle access by some practical means to all sides.
- e. The location of buildings is such that the adverse effects of such uses will be minimized for the occupants of that use and surrounding areas.

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- f. Natural resources will be preserved to the maximum extent possible in the site design by developing in a manner which will not detrimentally affect or destroy natural features such as lakes, ponds, streams, wetlands, steep slopes, soils, groundwater and woodlands.
 - g. Storm water management systems and facilities will preserve the natural drainage characteristics and enhance the aesthetics of the site to the maximum extent possible, and will not substantially reduce or increase the natural retention or storage capacity of any wetland, water body or water course, or cause alterations which could increase flooding or water pollution on or off site. **All stormwater management systems, facilities, and site drainage shall comply with Chapter 16, Sections III, Illicit Discharge and Connections, and Section IV, Stormwater Management, including all applicable illicit discharge, stormwater discharge, and water quality protection provisions.**
 - h. Wastewater treatment systems, including on-site septic systems, will be located to minimize any potential degradation of surface water or groundwater quality and meet county and state standards.
 - i. Sites which include storage of hazardous materials or waste, fuels, salt, or chemicals will be designed to prevent spills and discharges of polluting materials to the surface of the ground, groundwater or nearby water bodies in accordance with county and state standards.
 - j. Landscaping, including grass, trees, shrubs and other vegetation is provided to maintain and improve the aesthetic quality of the site and area.
 - k. The proposed use is in compliance with all City ordinances and any other applicable laws.
- (4) *Planning commission action.* The Planning Commission shall approve, approve with conditions, or deny the final site plan. The Planning Commission may suggest and/or require modifications in the proposed final site plan as are needed to gain approval.
- In the interest of ensuring compliance with this Ordinance and protecting the health, safety and welfare of the residents of the City, the Planning Commission, as a condition of final approval of the site plan, shall require the applicant to deposit a performance guarantee as set forth in Section 15.19 of the Zoning Ordinance for the completion of improvements associated with the proposed use.
- (5) *Effect of approval.* Approval of a final site plan authorizes applicant to apply for a building permit, certificate of zoning compliance and/or certificate of occupancy. A building permit, certificate of zoning compliance and/or certificate of occupancy will not be granted for site plans approved with conditions until the remaining issues have been addressed and resolved to the satisfaction of the Planning Commission.
- (6) *Expiration of approval.* Approval of a final site plan shall expire and be of no effect one (1) year following the date of approval unless construction has begun on the property in conformance with the approved final site plan. The applicant can request a one-year extension from the Planning Commission a month prior to the date of expiration. Approval shall also expire and be of no effect unless a building permit shall have been taken out within one hundred eighty (180) days of the date of approval of the final site plan.
- (f) *Combining preliminary and final site plans.* An applicant may, at his or her discretion and risk, combine a preliminary and final site plan application for approval. In such a situation the portion of the review process concerning preliminary site plan application and review may be waived by the Planning Commission. The Planning Commission shall have the authority to require submittal of a preliminary site plan separate from a final site plan, where, in its opinion, the complexity and/or scale of the site for the proposed development so warrant.

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- (g) *Amendment of approved site plan.* The Zoning Administrator shall have the authority to determine if a proposed change requires an amendment to an approved final site plan. A site plan may be amended upon application and in accordance with the procedure herein for a final site plan. The Zoning Administrator may approve minor changes in an approved final site plan, provided that a revised final site plan drawing (s) be submitted showing such minor changes, for purposes of record.
 - (h) *Modification of plan during construction.* All improvements shall conform to the final site plan. Any changes, which result in a material alteration of the site plan approved by the Planning Commission, shall require re-submittal to the Planning Commission. The Planning Commission or Zoning Administrator may require the applicant to correct the changes so as to conform to the approved final site plan.
 - (i) *Phasing of development.* The applicant may, at his discretion, divide the proposed development into two (2) or more phases. In such case, the preliminary site plan shall cover the entire property involved and shall clearly indicate the location, the size, and character of each phase. A final site plan shall be submitted for review and approval for each phase.
 - (j) *Inspection.* The Building Inspector and Zoning Administrator shall be responsible for inspecting all improvements for conformance with the approved final site plan. All sub-grade improvements such as utilities; sub-base installations for drives and parking lots, and similar improvements shall be inspected and approved prior to covering. The applicant shall be responsible for requesting the necessary inspections.
 - (k) *Violations.* The approved final site plan shall regulate development of the property and any violation of this article, including any improvement not in conformance of the approved final site plan, shall be deemed a violation of this Ordinance as provided in Article XXI, and shall be subject to all penalties therein.

(Ord. No. 2024-06, pt. 15, 7-17-2024; Ord. No. 2025-01, pt. 2, 12-17-2024)

Sec. 16.07. Special land use review.

- (a) *Application.* Applications for special land use permits authorized in this Ordinance shall be submitted to the Zoning Administrator on a form provided by the City. In addition to a complete application form, the applicant is required to pay all required fees and submit a preliminary site plan prepared in accordance with Section 16.06, Site plan review. Incomplete submittals shall not be accepted by the Zoning Administrator.
- (b) *Procedures.*
 - (1) *Planning commission hearing and review.* Special land use approval shall not be granted until a public hearing has been held by the Planning Commission, in accordance with Public Act 110 of 2006, as amended. The Planning Commission shall make a recommendation with comments on the special land use to the City Council.
 - (2) *City council review.* Following the public hearing and recommendation from the Planning Commission, that application will be forwarded to the City Council for review. The City Council shall deny, approve, or approve with conditions, requests for special land use approval. The decision of the City Council shall be incorporated in a statement of conclusions relative to the special land use under consideration. Any decision, which denies a request or imposes conditions upon its approval, shall specify the basis for the denial or the conditions imposed.

The City Council may impose such additional conditions and safeguards deemed necessary for the general welfare, for the protection of individual property rights, and for insuring that the purposes of

this Ordinance and the general spirit and purpose of the district in which the special use is proposed will be observed.

- (c) *Basis of determinations.* The Planning Commission and City Council shall review the proposed special land use in terms of the standards stated within this Ordinance and shall establish that such use and the proposed location:
- (1) Taking into consideration the size, location and character of the proposed land use, viewed within the context of surrounding land uses and the Master Plan for such area, the proposed use shall not be incompatible nor inharmonious, as determined by the application of generally accepted planning standards and/or principles, with:
 - a. The surrounding uses; and/or
 - b. The orderly development of the surrounding neighborhood and/or vicinity in accordance with this section and the Master Plan.
 - (2) The proposed use shall be of a nature that will make vehicular and pedestrian traffic no more hazardous than is normal for the district involved, taking into consideration vehicular turning movements in relation to routes of traffic flow, proximity and relationship to intersections, adequacy of sight distances, location and access of off-street parking and provisions for pedestrian traffic, with particular attention to minimizing child-vehicle interfacing.
 - (3) The proposed special land use shall not unreasonably impact upon surrounding property in terms of noise, dust, fumes, smoke, air, water, odor, light and/or vibration, and further, shall not unreasonably impact upon persons perceiving the operation in terms of aesthetics. Where such concerns can be remedied by way of design, construction and/or use, the proposed use shall be designed, constructed and used so as to eliminate the effects of the use which would otherwise substantiate denial thereof, taking into consideration the location, size, intensity, layout and periods of operation of such use.
 - (4) The proposed use shall be such that the proposed location and height of buildings or structures and location, nature and height of walls, fences and landscaping will not interfere with or discourage the appropriate development and use of adjacent land and buildings or unreasonably affect their value.
 - (5) The proposed use shall relate harmoniously with the physical, historic, and economic aspects of adjacent land uses as regards prevailing shopping habits, convenience of access by prospective patrons, continuity of development, and need for particular services and facilities in specific areas of the City.
 - (6) The proposed use is in general agreement with the master plan designation for the area where the use is to be built.
 - (7) The proposed use is so designed, located, planned and to be operated that the public health, safety and welfare will be protected.
 - (8) The proposed use shall not cause substantial injury to the value of other property in the neighborhood in which it is to be located and will not be detrimental to existing and/or other permitted land uses in the zoning district.
 - (9) The proposed special land use shall not result in an impairment, pollution and/or destruction of the air, water, natural resources and/or public trust therein.
 - (10) The proposed special land use shall not unreasonably burden the capacity of public services and/or facilities.
- (c) *Duration, voiding and extensions of permit.* Unless otherwise specified by the City Council, any special land use permit granted under this section shall be null and void unless the development proposed shall have its

first building inspection within one (1) year from the date of the granting of the permit. The City Council may grant an extension thereof for good cause for a period not to exceed one (1) year.

The Zoning Administrator may suspend or revoke a permit issued under the provisions of this Ordinance whenever the permit is issued erroneously on the basis of incorrect information supplied by the applicant or his agent and is in violation of any of the provisions of this Ordinance or of any other ordinances or regulations of the City.

- (d) *Reapplication.* No application for a special use permit which has been denied wholly or in part shall be resubmitted until the expiration of one (1) year or more from the date of such denial, except on grounds of newly discovered evidence or change of conditions found to be sufficient to justify reconsideration by the City Council.

Sec. 16.08. Planned unit development (PUD).

- (a) *Purpose and intent.* Planned unit development (PUD) district regulations are intended to provide for various types of land uses planned in a manner which shall:

- (1) Encourage the use of land in accordance with its character and adaptability;
- (2) Conserve natural resources and energy;
- (3) Encourage innovation in land use planning;
- (4) Provide enhanced housing, employment, shopping, traffic circulation and recreational opportunities for the people of the City; and,
- (5) Bring about a greater compatibility of design and use.

The provisions of this article provide enabling authority and standards for the submission, review, and approval of applications for planned unit developments.

- (b) *PUD regulations.*

- (1) A planned unit development (PUD) may be applied for in any zoning district. The granting of a planned unit development application shall require a rezoning by way of amendment of this Ordinance upon the recommendation of the Planning Commission and approval of the City Council.
- (2) Any land use authorized in this Ordinance may be included in a planned unit development, subject to adequate public health, safety, and welfare protection mechanisms being designed into the development to ensure the compatibility of varied land uses both within and outside the development.
- (3) The applicant for a planned unit development must demonstrate each of the following criteria as a condition to being entitled to planned unit development treatment:
 - a. Granting of the planned unit development will result in at least one (1) of the following:
 1. A recognizable and material benefit to the ultimate users of the project and to the community, where such benefit would otherwise be unfeasible or unlikely to be achieved without application of the planned unit development regulations; or
 2. Long-term protection and preservation of natural resources and natural features of a significant quantity and/or quality, where such benefit would otherwise be unfeasible or unlikely to be achieved without application of the planned unit development regulations; or
 3. A nonconforming use shall, to a material extent, be rendered more conforming, or less offensive, to the zoning district in which it is situated.

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- b. The proposed type and density of use shall not result in an unreasonable increase in the need for or burden upon public services, facilities, streets and utilities.
 - c. The proposed development shall be consistent with the public health, safety and welfare of the City.
 - d. The proposed development shall not result in an unreasonable negative environmental impact on the subject site or surrounding land.
 - e. The proposed development shall not result in an unreasonable negative economic impact upon surrounding properties.
 - f. The proposed development shall be under single ownership and/or control such that there is a single person having responsibility for completing the project in conformity with this Ordinance.
 - g. The proposed development shall be consistent with the goals and policies of the Master Plan.
- (c) *Procedure for review.*
- (1) *Pre-application conference.* Prior to the submission of an application for planned unit development approval, the applicant shall meet with the Zoning Administrator, together with any staff and consultants the Administrator deems appropriate. The applicant shall present at such conference, or conferences, at least a sketch plan of the proposed planned unit development, as well as the following information:
 - a. Total number of acres in the project;
 - b. A statement of the number of residential units, if any;
 - c. The number and type of nonresidential uses, the number of acres to be occupied by each type of use;
 - d. The known deviations from ordinance regulations to be sought;
 - e. The number of acres to be preserved as open or recreational space; and,
 - f. All known natural resources and natural features to be preserved.
 - (2) *Preliminary plan.* Following the pre-application conference, the applicant shall submit a preliminary site plan of the proposed planned unit development. The preliminary site plan shall be prepared in accordance with the standard set forth in Section 16.06(c). A narrative report shall accompany the site plan providing a description of the project, discussing the market concept and feasibility of the project, and explaining the manner in which the criteria set forth in Section 16.08(b)(3) have been met.
 - a. *Planning commission action.* The preliminary plan shall be noticed for public hearing as a zoning amendment before the Planning Commission. Following the hearing, the Planning Commission shall review the preliminary site plan and shall take one of the following actions:
 - 1. *Approval.* Upon finding that the preliminary plan meets the criteria and standards set forth in Sections 16.08(a) and 16.08(b), the Planning Commission shall grant preliminary approval. Approval shall constitute approval of the uses and design concept as shown on the preliminary plan and shall confer upon the applicant the right to proceed to preparation of the final plan. Approval of the preliminary plan by the Planning Commission shall not constitute rezoning of the property to PUD nor bind the City Council to approval of the final plan.
 - 2. *Tabling.* Upon finding that the preliminary plan does not meet the criteria and standards set forth in Sections 16.08(a) and 16.08(b), but could meet such criteria if revised, the Planning Commission may table action until a revised preliminary plan is resubmitted.

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3. *Denial.* Upon finding that the preliminary plan does not and cannot meet the criteria and standards set forth in Sections 16.08(a) and 16.08(b), the Planning Commission shall deny preliminary approval.
- (3) *Final plan.* Within six (6) months following receipt of the Planning Commission comments on the preliminary plan, the applicant shall submit a final plan and supporting materials conforming with this section. If a final plan is not submitted by the applicant for final approval within six (6) months following receipt of Planning Commission comments, the preliminary plan approval becomes null and void.
- a. *Information required.* A final site plan and application for a PUD shall contain the following information:
 1. A site plan meeting all requirements of Section 16.06(d), Final site plan.
 2. A separately delineated specification of all deviations from this Ordinance, which would otherwise be applicable to the uses and development proposed in the absence of this planned unit development article.
 3. A specific schedule of the intended development and construction details, including phasing or timing.
 4. A specific schedule of the general improvements to constitute a part of the development, including, without limitation, lighting, signage, the mechanisms designed to reduce noise, utilities, and visual screening features.
 5. A specification of the exterior building materials with respect to the structures proposed in the project.
 6. Signatures of all parties having an interest in the property.
 - b. *Planning commission and action.* The final plan shall constitute an application to amend this Ordinance, and shall be noticed for public hearing as a zoning amendment before the Planning Commission, and otherwise acted upon by the Planning Commission and the City Council, as provided by law.
 1. *Approval.* Upon finding that the final plan meets the criteria and standards set forth in Sections 16.08(a) and 16.08(b), the Planning Commission shall recommend approval to the City Council.
 2. *Tabling.* Upon finding that the final plan does not meet the criteria and standards set forth in Sections 16.08(a) and 16.08(b), but could meet such criteria if revised, the Planning Commission may table action until a revised final plan is resubmitted.
 3. *Denial.* Upon finding that the final plan does not and cannot meet the criteria and standards set forth in Sections 16.08(a) and 16.08(b), the Planning Commission shall recommend denial to the City Council. The Planning Commission shall, to the extent it deems appropriate, submit detailed recommendations relative to the planned unit development project including, without limitation, recommendations with respect to matters on which the City Council must exercise discretion.
 - c. *City council action.* Upon receiving a recommendation from the Planning Commission, the City Council shall review the final plan. Taking into consideration the recommendations of the Planning Commission and the criteria and standards set forth in Sections 16.08(a) and 16.08(b), the City Council shall approve, table or deny the final plan. Prior to approval of a final plan, the City Council shall require all standards and conditions of approval to be incorporated in a

development agreement. The agreement shall be prepared by the City Attorney, reviewed by the City Planner, approved by the City Council, and signed by both the City and the applicant.

(d) *Design standards.*

(1) *Residential design standards.*

- a. Residential density shall not be greater than the maximum density permitted in the zoning district in which the property is situated immediately prior to reclassification under this article. Additional density for residential uses may be allowed at the discretion of the Planning Commission and based upon a demonstration by the applicant of consistency with the Master Plan and of planning and design excellence resulting in a material benefit to the City, adjacent land uses, and/or the ultimate users of the project, where such benefit would otherwise be unlikely to be achieved without the application of the PUD regulations, including, without limitation, innovative design producing significant energy efficiency, pedestrian or vehicular safety, long term aesthetic beauty, and protection and preservation of natural resources and features.

(2) *Non-residential design standards.*

- a. Non-residential uses may be permitted in combination with other nonresidential uses or as part of a common development with residential uses.
- b. The non-residential uses, including parking and vehicular traffic ways, shall be separated and buffered from residential units in a manner consistent with good land and community planning principles.

(3) *General design standards.*

- a. All regulations applicable to setbacks, parking and loading, general provisions, and other requirements shall be met in relation to each respective land use in the development based upon zoning districts in which the use is listed as a principal permitted use. In all cases, the strictest provisions shall apply.
- b. Notwithstanding the immediately preceding paragraph, deviations with respect to such regulation may be granted as part of the overall approval of the planned unit development, provided features or elements demonstrated by the applicant and deemed adequate by the Planning Commission are designed into the project plan for the purpose of achieving the objectives of this article.
- c. To the maximum extent feasible, the development shall be designed so as to preserve the natural resources and natural features. The benefit, which would reasonably be expected to accrue from the proposal shall be balanced against the reasonably foreseeable detriments of the activity, taking into consideration the local, state and national concern for the protection and preservation of the natural resources or features and the following criteria:
 1. The availability of feasible and prudent alternative methods of accomplishing any development.
 2. The extent and permanence of the beneficial or detrimental effects of the proposed activity.
 3. The size, quality and rarity of the natural resources or natural features, which would be impaired or destroyed.
- d. A perimeter setback and/or berm shall be required from the Planning Commission for the purpose of buffering the development in relation to surrounding properties. If the planned unit development project includes non-residential uses adjacent to a district authorizing residential

uses, and/or if the project is larger than one (1) acre in area, such perimeter setback shall be established with a dimension from the property line of up to fifty (50) feet at the discretion of the Planning Commission, taking into consideration the use or uses in and adjacent to the development. The setback distance need not be uniform at all points on the perimeter of the development.

- e. Thoroughfare, drainage, and utility design shall meet or exceed the standards otherwise applicable in connection with each of the respective types of uses served.
- f. Underground installation of utilities shall be required, including electricity and telephone, as found necessary by the Planning Commission.
- g. Pedestrian walkways shall be separated from vehicular circulation, as found necessary by the Planning Commission.
- h. Signage, lighting, landscaping, building materials for the exterior of all structures, and other features of the project, shall be designed and completed with the objective of achieving an integrated and controlled development, consistent with the character of the community, surrounding development or developments, and natural features of the area.
- i. Where non-residential uses adjoin off-site residentially zoned property, noise reduction and visual screening mechanisms such as earthen and/or landscape berms and/or decorative walls, shall be employed. The Planning Commission, at its discretion, shall review and approve the design and location of such mechanisms.
- j. The City Council upon the recommendation of the Planning Commission shall resolve all ambiguities as to applicable regulations using the Zoning Ordinance, Master Plan, and other City standards or policies as a guide.

(e) *Conditions.*

- (1) Reasonable conditions may be required with the approval of a planned unit development, to the extent authorized by law, for the purpose of ensuring that public services and facilities affected by a proposed land use or activity will be capable of accommodating increased service and facility loads caused by the land use or activity, protecting the natural environment and conserving natural resources and energy, ensuring compatibility with adjacent uses of land, and promoting the use of land in a socially and economically desirable manner.
- (2) Conditions imposed shall be designed to: protect the public health, safety, and welfare; preserve natural features and resources; and, be necessary to meet the intent and purpose of this Ordinance, and ensure compliance with the standards of this Ordinance. All conditions imposed shall be made a part of the record of the approved planned unit development.

(f) *Phasing and commencement of construction.*

- (1) *Phasing.* Where a project is proposed for construction in phases, the planning and designing shall be such that, upon completion, each phase shall be capable of standing on its own in terms of the presence of services, facilities, and open space, and shall contain the necessary components to ensure protection of natural resources and the health, safety, and welfare of the users of the planned unit development and the residents of the surrounding area. All conditions that are phase specific shall be completed during development of the subject phase, and cannot be postponed for completion during other phases. In addition, in developments which include residential and non-residential uses, the relative mix of uses and the scheduled completion of construction for each phase shall be disclosed and determined to be reasonable at the discretion of the City Council after recommendation from the Planning Commission.

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- (2) *Commencement and completion of construction.* To ensure completion of required improvements, the City is authorized to impose performance guarantees in accordance with Section 15.19. Construction shall be commenced within one (1) year following final approval of a planned unit development and shall proceed substantially in conformance with the schedule set forth by the applicant, as required by Section 16.08(f)(1). If construction is not commenced within such time, any approval of a site plan on the project shall expire and be null and void, provided, an extension for a specified period may be granted by the City Council upon good cause shown if such request is made to the City Council prior to the expiration of the initial period. Moreover, in the event a site plan has expired, the City Council, based on a recommendation from the Planning Commission, shall be authorized to rezone the property in any reasonable manner, and, if the property remains classified as PUD, a new application shall be required, and shall be reviewed in light of then existing and applicable law and ordinance provisions.

(g) *Effect of approval.*

- (1) When approved, the planned unit development amendment, with all conditions imposed, if any, shall constitute the land use authorization for the property, and all improvement and use shall be in conformity with such amendment. Notice of adoption of the final PUD plan and conditions shall be recorded by the applicant at the Oakland County Register of Deeds, evidence of which shall be supplied to the Zoning Administrator.

Sec. 16.09. Planning Commission.

The City Planning Commission shall perform all of the duties of such Commission as are set forth in the ordinance creating said Planning Commission, any amendments thereto and this Ordinance.

In cases where the Planning Commission is required to recommend certain use of premises under the provisions of this Ordinance, the applicant shall furnish such surveys, plans or other information as may be required by said Commission for the proper consideration of the matter.

The Planning Commission shall investigate the circumstances of each such case and shall notify such parties, who may in its opinion be affected thereby, of the time and place of any hearing which may be held relative thereto as required under its rules of procedure.

The Planning Commission may impose such conditions or limitations in recommending approval as may, in its judgment, be necessary to fulfill the spirit and purpose of this Ordinance.

When site plan review is required by the Planning Commission under the terms of this Ordinance, a site plan fee may be required to cover the cost of such reviews including plans, engineers and other such professional services in accordance with a schedule of fees adopted by Council resolution.

(Ord. 431, 12/15/2011; Ord. 433, 3/19/2012)

ARTICLE III. ILLICIT DISCHARGES TO STORM DRAIN SYSTEM

Sec. 16-99. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Authorized enforcement agency means the City Engineer and the Engineer's authorized representatives, which shall specifically include all inspectors and code enforcement, and any other individual designated by the City Manager of Keego Harbor to enforce this article. Where applicable, the term may also mean the Director of the **Department of Environment Great Lakes and Energy (EGLE)** or designated official, and/or the United States EPA Administrator or designated official.

Best management practices (BMPs) means schedules of activities, prohibitions of practices, general good housekeeping practices, pollution prevention and educational practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants directly or indirectly to stormwater, receiving waters, or stormwater conveyance systems. BMPs also include treatment practices, operating procedures, and practices to control site runoff, spillage or leaks, sludge or water disposal, or drainage from raw materials storage.

City means the City of Keego Harbor.

Clean Water Act means the federal Water Pollution Control Act (33 USC 1251 et seq.), and any subsequent amendments thereto.

County means the County of Oakland.

Construction activity means activities subject to NPDES construction permits. These include construction projects resulting in land disturbance of five (5) acres or more requiring an issued permit and small construction activities impacting one (1) to five (5) acres of land deemed to operate under a national permit. Such activities include, but are not limited to, clearing and grubbing, grading, excavating, and demolition.

Hazardous materials means any material, including any substance, waste, or combination thereof, which because of its quantity, concentration, or physical, chemical, or infectious characteristics may cause, or significantly contribute to, a substantial present or potential hazard to human health, safety, property, or the environment when improperly treated, stored, transported, disposed of, or otherwise managed.

Illegal discharge means any direct or indirect non-stormwater discharge to the storm drain system, except any discharges exempted in Section 16-104(b).

Illicit connections mean either of the following:

- (1) Any drain or conveyance, whether on the surface or subsurface, which allows an illegal discharge to enter the storm drain system, including, but not limited to, any conveyances which allow any non-stormwater discharge, including sewage, process wastewater, and wash water, to enter the storm drain system and any connections to the storm drain system from indoor drains and sinks, regardless of whether said drain or connection had been previously allowed, permitted, or approved by an authorized enforcement agency; or
- (2) Any drain or conveyance connected from a commercial or industrial land use to the storm drain system which has not been documented in plans, maps, or equivalent records and approved by an authorized enforcement agency.

Industrial activity means activities subject to NPDES industrial permits as defined in 40 CFR 122.26(b)(14).

MS4 means a municipal separate storm sewer system.

National Pollutant Discharge Elimination System (NPDES) stormwater discharge permit means a permit issued by United States Environmental Protection Agency (EPA), or by the State under authority delegated pursuant to 33 USC 1342(b) and codified in the Michigan Natural Resources and Environmental Protection Act Protection at MCL 324.101 et seq that authorizes the discharge of pollutants to waters of the United States or the State, whether the permit is applicable on an individual, group, or general area-wide basis.

Nonstormwater discharge means any discharge to the storm drain system that is not composed entirely of stormwater.

Person means any individual, association, organization, partnership, firm, corporation or other entity recognized by law and acting as either the owner or as the owner's agent.

Pollutant means anything which causes or contributes to pollution. Pollutants may include, but are not limited to, paints, varnishes, and solvents; oil and other automotive fluids; nonhazardous liquid and solid wastes and yard wastes; refuse, rubbish, garbage, litter, or other discarded or abandoned objects, articles, and accumulations, so that same may cause or contribute to pollution; floatables; pesticides, herbicides, and fertilizers; hazardous substances and wastes; sewage, fecal coliform and pathogens; dissolved and particulate metals; animal wastes; wastes and residues that result from constructing a building or structure; and noxious or offensive matter of any kind.

Premises mean any building, lot, parcel of land, or portion of land whether improved or unimproved including adjacent sidewalks and parking strips.

Storm sewer system or storm drainage system means a publicly-owned facility by which stormwater is collected and/or conveyed, including, but not limited to, any roads with drainage systems, municipal streets, gutters, curbs, inlets, piped storm drains, pumping facilities, retention and detention basins, natural and human-made or altered drainage channels, reservoirs, and other drainage structures.

Stormwater means any surface flow, runoff, and drainage consisting entirely of water from any form of natural precipitation, and resulting from such precipitation.

Stormwater pollution prevention plan means a document which describes the best management practices and activities to be implemented by a person or business to identify sources of pollution or contamination at a site and the actions to eliminate or reduce pollutant discharges to stormwater, stormwater conveyance systems, and/or receiving waters to the maximum extent practicable.

Wastewater means any water or other liquid, other than uncontaminated stormwater, discharged from a facility.

(Ord. No. 438, § 1.01(10.59), 1-19-2017)

Sec. 16-100. Purpose.

The purpose of this article is to provide for the health, safety, and general welfare of the citizens of **the City of Keego Harbor** through the regulation of non-stormwater discharges to the storm drainage system to the maximum extent practicable as required by federal and State law. This article establishes methods for controlling the introduction of pollutants into the municipal storm sewer system in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process. The objectives of this article are:

- (1) To regulate the contribution of pollutants to the municipal storm sewer system by stormwater discharges by any user.
- (2) To prohibit illicit connections and discharges to the municipal storm sewer system.

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- (3) To establish legal authority to carry out all inspection, surveillance and monitoring procedures necessary to ensure compliance with this article.

(Ord. No. 438, § 1.01(10.60), 1-19-2017)

Sec. 16-101. Applicability.

This article shall apply to all water entering the storm drain system generated on any developed or undeveloped lands unless expressly exempted by an authorized enforcement agency.

(Ord. No. 438, § 1.01(10.61), 1-19-2017)

Sec. 16-102. Enforcement, responsibility for administration.

This article shall be enforceable by the City Engineer or other authorized enforcement agency.

(Ord. No. 438, § 1.01(10.62), 1-19-2017)

Sec. 16-103. Minimum standards.

The standards set forth herein and promulgated pursuant to this article are minimum standards; therefore, this article does not intend nor imply that compliance by any person will ensure that there will be no contamination, pollution, nor unauthorized discharge of pollutants.

(Ord. No. 438, § 1.01(10.63), 1-19-2017)

Sec. 16-104. Discharge prohibitions.

- (a) *Prohibition of illegal discharges.* No person shall discharge or cause to be discharged into the storm drain system or watercourses any materials, including, but not limited to, pollutants or waters containing any pollutants that cause or contribute to a violation of applicable water quality standards, other than stormwater. The commencement, conduct or continuance of any illegal discharge to the storm drain system is prohibited except as described as follows:
- (1) Discharges from footing drains (not including active groundwater dewatering systems), crawl space pumps, air conditioning condensation, springs, non-commercial washing of vehicles, natural riparian habitat or wetland flows, swimming pools (if dechlorinated - typically less than one (1) PPM chlorine), exclude prohibiting the discharges or flows from firefighting activities to the application.
 - (2) Discharges specified in writing by the City Engineer as being necessary to protect public health and safety.
 - (3) Dye testing is an allowable discharge, but requires a verbal notification to the City Engineer prior to the time of the test.
 - (4) The prohibition shall not apply to any non-stormwater discharge permitted under an NPDES permit, waiver, or waste discharge order issued to the discharger and administered under the authority of the Federal Environmental Protection Agency, provided that the discharger is in full compliance with all requirements of the permit, waiver, or order and other applicable laws and regulations, and provided that written approval has been granted for any discharge to the storm drain system.
 - (5) Discharge stormwater runoff directly into any lake, pond, or other surface water body within the City without prior treatment and flow control, regardless of zoning classification, parcel size, or impervious

surface area, unless expressly exempted in writing by the City Engineer based on demonstrated finding that equivalent water quality protection is provided or the compliance is technically infeasible.

(b) *Exempt discharges.* The following discharges are exempt from the discharge prohibitions established by this article:

- (1) Water line flushing and discharges from potable water sources.
- (2) Landscape irrigation runoff, lawn watering runoff, and irrigation waters.
- (3) Diverted stream flows and flows from riparian habitats and wetlands.
- (4) Rising ground waters and springs.
- (5) Uncontaminated groundwater infiltration and seepage.
- (6) Foundation drains, water from crawl space pumps, footing drains, and basement sump pumps.
- (7) Air conditioning condensation.
- (8) Waters from noncommercial car washing.
- (9) Street wash water.
- (10) Dechlorinated swimming pool water from single-, two- or three-family residences. (A swimming pool operated by the permittee shall not be discharged to a separate storm sewer or to surface waters of the State without NPDES permit authorization from MDEQ.)
- (11) Discharge of flows from firefighting activities
- (12) Uncontaminated pumped groundwater, except for groundwater cleanups specifically authorized by NPDES permits.

(c) *Prohibition of illicit connections.*

- (1) The construction, use, maintenance or continued existence of illicit connections to the storm drain system is prohibited.
- (2) This prohibition expressly includes, without limitation, illicit connections made in the past, regardless of whether the connection was permissible under law or practices applicable or prevailing at the time of connection.
- (3) A person is considered to be in violation of this article if the person connects a line conveying sewage to a storm drain system or MS4 or allows such a connection to continue.

(Ord. No. 438, § 1.01(10.64), 1-19-2017)

Sec. 16-105. Suspension of storm sewer system access.

- (a) *Suspension due to illicit discharges in emergency situations.* The City Engineer or other authorized enforcement agency may, without prior notice, suspend storm sewer system discharge access to a person when such suspension is necessary to stop an actual or threatened discharge which presents or may present imminent and substantial danger to the environment, or to the health or welfare of persons, or to the storm sewer system or the waters of the United States or the State. If the violator fails to comply with a suspension order issued in an emergency, the authorized enforcement agency may take such steps as deemed necessary to prevent or minimize damage to the storm sewer system or waters of the United States or the State, or to minimize danger to persons.
- (b) *Suspension due to the detection of illicit discharge.* Any person discharging to the storm sewer system in violation of this article may have their storm sewer system access terminated if such termination would

abate or reduce an illicit discharge. The City Engineer will notify a violator of the proposed termination of its storm sewer system access. The violator may petition the City Engineer for reconsideration and hearing.

- (c) *Violation.* A person violates this article if the person reinstates storm sewer system access to premises terminated pursuant to this section, without the prior approval of the City Engineer or other authorized enforcement agency.

(Ord. No. 438, § 1.01(10.65), 1-19-2017)

Sec. 16-106. Industrial or construction activity discharges.

Any person subject to an industrial or construction activity NPDES stormwater discharge permit shall comply with all provisions of such permit. Proof of compliance with said permit may be required in a form acceptable to the City Engineer or other authorized enforcement agency prior to the allowing of discharges to the storm sewer system.

(Ord. No. 438, § 1.01(10.66), 1-19-2017)

Sec. 16-107. Monitoring of discharges.

- (a) *Applicability.* This article applies to all facilities that have stormwater discharges associated with industrial activity, including construction activity, **within the city of Keego Harbor.**

- (b) *Access to facilities.*

- (1) The City Engineer and/or representatives of the authorized enforcement agency shall be permitted to enter and inspect facilities subject to regulation under this article as often as may be necessary to determine compliance with this article. If a discharger has security measures in force which require proper identification and clearance before entry into its premises, the discharger shall make the necessary arrangements to allow access to the City Engineer or representatives of the authorized enforcement agency.
- (2) Facility operators shall allow the City Engineer and/or representatives of the authorized enforcement agency ready access to all parts of the premises for the purposes of inspection, sampling, examination and copying of records that must be kept under the conditions of an NPDES permit to discharge stormwater, and the performance of any additional duties as defined by State and federal law.
- (3) The City Engineer and/or representatives of the authorized enforcement agency shall have the right to set up on any permitted facility such devices as are necessary in the opinion of the City Engineer or authorized enforcement agency to conduct monitoring and/or sampling of the facility's stormwater discharge.
- (4) The City Engineer has the right to require the discharger to install monitoring equipment as necessary. The facility's sampling and monitoring equipment shall be maintained at all times in a safe and proper operating condition by the discharger at its own expense. All devices used to measure stormwater flow and quality shall be calibrated to ensure their accuracy.
- (5) Any temporary or permanent obstruction to safe and easy access to the facility to be inspected and/or sampled shall be promptly removed by the operator at the written or oral request of the City Engineer and/or designee and shall not be replaced. The costs of clearing such access shall be borne by the person operating the facility.
- (6) Unreasonable delays in allowing the City Engineer and/or a representative of the authorized enforcement agency access to a permitted facility is a violation of a stormwater discharge permit and

of this article. A person who is the operator of a facility with a NPDES permit to discharge stormwater associated with industrial activity violated this article if the person denies the City Engineer or authorized enforcement agency reasonable access to the permitted facility for the purpose of conducting any activity authorized or required by this article.

- (7) If the City Engineer and/or representatives of the authorized enforcement agency has been refused access to any part of the premises from which stormwater is discharged, and the City Engineer is able to demonstrate probable cause to believe that there may be a violation of this article, or that there is a need to inspect and/or sample as part of a routine inspection and sampling program designed to verify compliance with this article or any order issued hereunder, or to protect the overall public health, safety, and welfare of the community, then the City Engineer and/or authorized enforcement agency may seek issuance of a search warrant from any court of competent jurisdiction.

(Ord. No. 438, § 1.01(10.67), 1-19-2017)

Sec. 16-108. Requirement to prevent, controls, and reduce stormwater pollutants by the use of best management practices.

The City Engineer shall adopt requirements identifying best management practices for any activity, operation, or facility which may cause or contribute to pollution or contamination of stormwater, the storm drain system, or waters of the United States or the State. The owner or operator of a commercial or industrial establishment shall provide, at their own expense, reasonable protection from accidental discharge of prohibited materials or other wastes into the municipal storm drain system or watercourses through the use of these structural and non-structural BMPs. Further, any person responsible for a property or premises, which is, or may be, the source of an illicit discharge, may be required to implement, at said person's expense, additional structural and non-structural BMPs to prevent the further discharge of pollutants to the storm sewer system. Compliance with all terms and conditions of a valid NPDES permit authorizing the discharge of stormwater associated with industrial activity, to the extent practicable, shall be deemed compliance with the provisions of this section. These BMPs shall be part of a stormwater pollution prevention plan (SWPP) as necessary for compliance with requirements of the NPDES permit.

(Ord. No. 438, § 1.01(10.68), 1-19-2017)

Sec. 16-109. Watercourse protection.

Every person owning property through which a watercourse passes, or such person's lessee, shall keep and maintain that part of the watercourse within the property free of trash, debris, excessive vegetation, and other obstacles that would pollute, contaminate, or significantly retard the flow of water through the watercourse. This responsibility does not apply to publicly or privately owned drains that are not owned by the property owner and are otherwise the responsibility of the drain owner. In addition, the owner or lessee shall maintain existing privately owned structures within or adjacent to a watercourse, so that such structures will not become a hazard to the use, function, or physical integrity of the watercourse.

All direct discharge to any lake, pond, or surface water body within the City shall be required to pass through an approved pretreatment system designed to clean stormwater prior to discharge into waterways, complying with the following requirements:

(1) Single-family residential properties.

- a. Stormwater runoff shall be directed through a minimum 15-foot vegetated buffer for properties adjacent to a receiving water body prior to discharge whenever feasible. The vegetated buffer

shall consist of maintained natural vegetation, native plantings, or other approved vegetation designed to promote infiltration, pollutant removal, and runoff reduction.

- b. For properties not adjacent to a lake, pond, stream, wetland, or other surface water body, stormwater runoff may discharge to a ditch, swale, drainage course, or other conveyance system approved by the City Engineer. Property owners are encouraged to use vegetated swales, rain gardens, infiltration areas, or similar practices to reduce runoff and improve water quality where feasible.

(2) Non-single family residential properties.

- a. All direct discharges from a non-single family residential development or redevelopment projects shall be routed through one or more approved stormwater pretreatment system, including, but not limited to:
 - 1. Sump or pump system designed to maintain to detain and control discharge;
 - 2. Mechanical filtration system designed to remove sediment, hydrocarbons, and other pollutants; and/or
 - 3. Vegetated infiltration or treatment area including, but not limited to, bioswales, rain gardens, or other green infrastructure approved by the City Engineer.

(3) Compliance.

- a. The city engineer may approve alternative stormwater management practices that provide equivalent or greater water quality treatment and flow control.
- b. All pretreatment and treatment systems shall be designed, constructed, operated, and maintained in accordance with City standards and applicable state or federal requirements.

(Ord. No. 438, § 1.01(10.69), 1-19-2017)

Sec. 16-110. Notification of release or discharge.

Notwithstanding other requirements of law, as soon as any person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of any known or suspected release of materials which are resulting or may result in illegal discharges or pollutants discharging into stormwater, the storm drain system, or water of the United States or the State said person shall take all necessary steps to ensure the discovery, containment, and cleanup of such release. In the event of such a release of hazardous materials said person shall immediately notify emergency response agencies of the occurrence via emergency dispatch services. In the event of a release of non-hazardous materials, said person shall notify the authorized enforcement agency in person or by telephone or facsimile no later than the next business day. Notifications in person or by telephone shall be confirmed by written notice addressed and mailed to the City Engineer within three (3) business days of the telephone notice. If the discharge of prohibited materials emanates from a commercial or industrial establishment, the owner or operator of such establishment shall also retain an on-site written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three (3) years.

(Ord. No. 438, § 1.01(10.70), 1-19-2017)

Sec. 16-111. Notice of violation.

- (a) Whenever the City Engineer or authorized enforcement agency finds that a person has violated a prohibition or failed to meet a requirement of this article, the City Engineer or designee or other authorized

enforcement agency may order compliance by written notice of violation to the responsible person. Such notice may require, without limitation:

- (1) The performance of monitoring, analyses, and reporting;
 - (2) The elimination of illicit connections or discharges;
 - (3) That violating discharges, practices, or operations shall cease and desist;
 - (4) The abatement or remediation of stormwater pollution or contamination hazards and the restoration of any affected property;
 - (5) Payment of a fine to cover administrative and remediation costs; and
 - (6) The implementation of source control or treatment BMPs.
- (b) If abatement of a violation and/or restoration of affected property are required, the notice shall set forth a deadline within which such remediation or restoration must be completed. Said notice shall further advise that, should the violator fail to remediate or restore within the established deadline, the work will be done by the City or the authorized enforcement agency or a contractor and the expense thereof shall be charged to the violator.

(Ord. No. 438, § 1.01(10.71), 1-19-2017)

Sec. 16-112. Appeal of notice of violation.

Any person receiving a notice of violation may appeal the determination of the City Engineer to the City Council. The notice of appeal must be received by the City Engineer's office within seven (7) days from the date of the notice of violation. A hearing on the appeal before the City Council shall take place within 15 days from the date of receipt of the notice of appeal. The decision of the City Council shall be final.

(Ord. No. 438, § 1.01(10.72), 1-19-2017)

Sec. 16-113. Enforcement measures after appeal.

If the violation has not been corrected pursuant to the requirements set forth in the notice of violation, or, in the event of an appeal, within 15 days of the denial of an the appeal, then representatives of the City Engineer or authorized enforcement agency shall enter upon the subject private property and are authorized to take any and all measures necessary to abate the violation and/or restore the property. It shall be unlawful for any person, owner, agent or person in possession of any premises to refuse to allow the government agency or designated contractor to enter upon the premises for the purposes set forth above.

(Ord. No. 438, § 1.01(10.73), 1-19-2017)

Sec. 16-114. Cost of abatement of the violation.

- (a) Within 30 days after abatement of the violation, the owner of the property will be notified of the cost of abatement, including administrative costs. The property owner may file a written protest objecting to the amount of the assessment within 15 days. If the amount due is not paid within 60 days or by the expiration of the time in which to file an appeal, the charges shall become a special assessment against the property and shall constitute a lien on the property for the amount of the assessment.
- (b) Any person violating any of the provisions of this article shall become liable to the City for the cost of the abatement by reason of such violation. The liability shall be paid in not more than 12 equal payments.

Interest at the legal rate then applicable shall be assessed on a per annum basis on the balance beginning on the first day following discovery of the violation.

(Ord. No. 438, § 1.01(10.74), 1-19-2017)

Sec. 16-115. Compensatory action.

In lieu of bringing enforcement proceedings to seek the penalties and remedies authorized by this article, the City Engineer or authorized enforcement agency may impose alternative compensatory actions upon a violator, such as storm drain stenciling, attendance at compliance workshops, creek cleanup, etc. The decision to seek alternative compensatory actions does not waive the City's or authorized enforcement agency's right to seek legal enforcement from a court of law.

(Ord. No. 438, § 1.01(10.76), 1-19-2017)

Sec. 16-116. Violations deemed a public nuisance.

In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this article is a threat to public health, safety, and welfare, and is declared and deemed a public nuisance, and may be summarily abated or restored at the violator's expense, and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken.

(Ord. No. 438, § 1.01(10.77), 1-19-2017)

Sec. 16-117. Criminal prosecution.

- (a) All violations of this article shall be misdemeanor.
- (b) The authorized enforcement agency may recover all attorney fees court costs and other expenses associated with enforcement of this article, including sampling and monitoring expenses.

(Ord. No. 438, § 1.01(10.78), 1-19-2017)

Sec. 16-118. Remedies not exclusive.

The remedies listed in this article are not exclusive of any other remedies available under any applicable federal, State or local law and it is within the discretion of the authorized enforcement agency to seek cumulative remedies.

(Ord. No. 438, § 1.01(10.79), 1-19-2017)

Secs. 16-119—16-149. Reserved.

ARTICLE IV. STORMWATER MANAGEMENT

Sec. 16-150. Definition of terms.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Accelerated soil erosion means the increased movement of soils that occurs as a result of the impact of development upon the flow of stormwater.

BMP or best management practice means any structural, vegetative or managerial practice used to treat, prevent or reduce water pollution. Such practices include temporary seeding on exposed soils, detention and retention basins for stormwater control, and scheduling the implementation of all BMPs to ensure their effectiveness.

Conveyance facility means a storm drain, either open channel or pipe, as defined in this article.

Detention basin means a structure or facility, natural or artificial, which stores stormwater on a temporary basis and releases it at a controlled rate. A detention basin may drain completely after a storm event, or it may be a pond with a fixed minimum water elevation between runoff events.

Development means any change in grade, impervious surface area, or land cover that tends to alter stormwater impacts on non-residential properties will be held to Oakland County Water Resources Commissioner's Office (OCWRC) standards.

Discharge means any addition or introduction of any pollutant, stormwater, or any other substance into the stormwater system or into the groundwater table.

Disturbed area means an area of land subjected to development.

Ditch means a defined depression of land that transports and directs the flow of stormwater usually along the side of a road.

Drainage system means all facilities, measures, areas, and structures which serve to convey, catch, hold, filter, store, and/or receive stormwater, either on a temporary or permanent basis.

Earth change means a human-made change in the natural cover or topography of land, including, but not limited to, cut and fill activities, which may result in or contribute to soil erosion or sedimentation of watercourses or wetlands.

Floodplain means the area of land typically adjacent to a continuous watercourse that is covered temporarily by water during given flood events recorded elevation per FEMA.

French drain means a below-ground drain consisting of a trench filled with gravel to permit movement of water through the gravel and into the ground. Perforated pipe may be used to enhance the efficiency of the system.

Grading plan means a sealed drawing or plan and accompanying text prepared by a registered professional engineer, surveyor or landscape architect which shows alterations of topography, alterations of watercourses, flow directions of stormwater runoff, and proposed stormwater management and measures, having as its purpose to ensure that the objectives of this article and the City's grading ordinance are met.

Infiltration means the percolation of water into the ground, expressed in inches per hour.

Infiltration facility means a structure or designated area which allows runoff to seep gradually into the ground, e.g., French drains, seepage pits, infiltration trenches, dry well, or perforated pipe.

Maintenance agreement means a binding agreement that sets forth the terms, measures and conditions for the maintenance of stormwater management systems and facilities.

Nonerosive velocity means stormwater flow rate/speed that does not cause accelerated soil erosion.

Offsite facility means all or part of a drainage system that is located partially or completely off the development site for which it serves.

Peak rate of discharge means the maximum rate of stormwater flow at a particular location following a storm event, as measured at a given point and time in cubic feet per second (cfs).

Person means any individual, firm, partnership, association, corporation, company, or organization of any kind including school districts and government agencies conducting operations within the City.

Planning Commission means the City Harbor Planning Commission.

Ponding means the unwanted pooling of water.

Private storm drain means a drainage system serving a platted subdivision or other development which has been designed and constructed and accepted to be operated and maintained by the property owner, business or homeowner's association.

Public storm drain means a drainage system serving a platted subdivision or other development which has been designed and constructed and accepted to be operated and maintained by the City.

Receiving body of water means any watercourse or wetland into which stormwaters are directed, either naturally or artificially.

Retention basin means a holding area for stormwater, either natural or manmade, which does not have an outlet to adjoining watercourses or wetlands. Water is removed from retention basins through infiltration and/or evaporation processes, and retention basins may or may not have a permanent pool of water.

Runoff means that part of precipitation which flows over the land.

Sediment means mineral or organic particulate matter that has been removed from its site of origin by the processes of soil erosion, is in suspension in water, or is being transported.

Site improvement means any change in grade, impervious surface area, or land cover on the site that tends to alter stormwater impacts. The term "site improvement" does not include customary lawn maintenance or gardening.

Soil erosion means the wearing away of land by the action of wind, water, gravity or a combination thereof.

Soil erosion control measures means a structure, facility, barrier, berm, process, vegetative cover, basin, and/or other installations designed to control accelerated soil erosion. Temporary measures are installed to control soil erosion during construction or until soils in the contributing drainage area are stabilized. Permanent measures remain after the project is completed.

Storage facility means a basin, structure, or area, either natural or human made, which is capable of holding stormwater for the purpose of controlling or eliminating discharge from the site.

Stormwater discharge means the volume of water passing a given point at a given time expressed in cubic feet per second. Also referred to as "peak rate of discharge."

Storm drain means a conduit, pipe, ditch, swale, natural channel or manmade structure which serves to transport stormwater runoff. Storm drains may be either enclosed or open.

Stormwater management measure and facility means any facility, structure, channel, area, process or measure which serves to control stormwater runoff in accordance with the purposes and standards of this article.

Stormwater management plan means drawings and/or written information prepared by a registered professional engineer or registered landscape architect which describe the way in which accelerated soil erosion and/or stormwater flows are proposed to be controlled, both during and after construction, having as its purpose to ensure that the objectives of this article are met.

Stormwater management system means the entire existing or proposed stormwater conveyance and storage facilities and all appurtenances thereto.

Swale means a defined contour of land with gradual slopes that transports and directs the flow of stormwater. Also known as a shallow ditch. Generally, a swale is located between homes or through rear yards and is not within a public easement.

Watercourse means any natural or manmade waterway or other body of water having reasonably well-defined banks. Rivers, streams, creeks and brooks and channels, whether continually or intermittently flowing, as well as lakes and ponds are watercourses for purposes of stormwater management.

Watershed means an area in which there is a common receiving body of water into which stormwater ultimately flows, otherwise known as a drainage area.

Wetlands means land characterized by the presence of water at a frequency and duration sufficient to support, and that under normal circumstances does support, wetland vegetation or aquatic life and is commonly referred to as a bog, swamp or marsh, as defined by State law.

(Ord. No. 19-07, § 10-83, 11-21-2019)

Sec. 16-151. Construction of language.

The following rules of construction apply to the text of this article:

- (1) Particulars provided by way of illustration or enumeration shall not control general language.
- (2) Ambiguities, if any, shall be construed liberally in favor of protecting natural land and water resources.
- (3) Words used in the present tense shall include the future, and words used in the singular number shall include the plural, and the plural the singular, unless the context clearly indicates the contrary.
- (4) Terms not specifically defined in this article shall have the meaning customarily assigned to them.
- (5) Considering that stormwater management in many cases requires sophisticated engineering design and improvements, some of the terms of this article are complex in nature. Effort has been made to simplify terms to the extent the subject matter permits. In addition, assistance and examples will be provided by or on behalf of the City as needed for the interpretation and understanding of this article.

(Ord. No. 19-07, § 10-81, 11-21-2019)

Sec. 16-152. Purposes.

The purpose of this Chapter is to prevent contamination of surface and ground-water by regulating and controlling the construction, operation, and use of stormwater runoff facilities and discharge to the public storm drainage system and waterways; to protect public health, safety, and general welfare; and prevent the pollution, impairment, and destruction of natural resource and the environment of the City and the State. Specifically, the purpose of this article shall be too:

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- (1) To protect public health, safety, and welfare by requiring stormwater management i.e. quantity and quality enhancements, whenever site improvements or developments are undertaken and existing stormwater features are to be expanded, modified, or altered.
 - (2) To protect surface water and groundwater quality by minimizing pollutants, hazardous substance, sedimentation, soil erosion, flooding, and other adverse impacts associated with stormwater.
 - (3) To promote the minimization or degradation of water resources by reducing and/or avoiding impacts on the hydrology of stormwater runoff.
 - (4) To reduce the need for costly maintenance and repairs to streets, embankments, ditches, streams, lakes, wetlands and stormwater infrastructure, which are the result of inadequate soil erosion and stormwater runoff control.
 - (5) To ensure that stormwater management facilities are properly designed, constructed, maintained, and operated in a cost-effective and functionally effective manner to reduce the need for future remedial projects and infrastructure repairs.
 - (6) To regulate the quantity, rate, direction, and quality of stormwater discharge to prevent harmful effects and damage to adjacent properties, downstream areas, watercourses, lakes, wetlands, groundwater recharge areas, and public or private stormwater infrastructure and allow for off-site stormwater facilities and measures if the proposals meet the requirements of this chapter.
 - (7) To protect the public health, safety, and welfare by preserving, protecting, maintaining, and utilizing existing natural and manmade drainage systems and stormwater management facilities where feasible.
 - (8) To require the incorporation of stormwater management practices and runoff control measures into the early stages of site planning, design, construction, operation, and maintenance.
 - (9) To prevent groundwater contamination and accelerated soil erosion and to control stormwater runoff resulting from proposed earth changes both during and after construction.
 - (10) To ensure that stormwater runoff from development is controlled so that the water quality in watercourses, groundwater recharged by stormwater, and the habitat situated in areas impacted by stormwater are protected, and that siltation and pollution are minimized to the extent possible.
 - (11) To eliminate illicit stormwater connections, discharge to sanitary sewer system, and protect the integrity of the public storm drainage system.
 - (12) To ensure that property owners control the volume and rate of stormwater runoff originating from their property, so stormwater and groundwater quality is protected, soil erosion minimized, and flooding reduced.
 - (13) To encourage stormwater management systems that provide multiple benefits, including, but not limited to, flood control, water quality protection, groundwater recharge, and environmental preservation.
 - (14) To ensure compliance with all applicable local, State, and Federal stormwater, water quality, and environmental laws and regulations.
 - (15) To establish standards, administrative procedures, enforcement authority, and penalties necessary to implement and enforce the provisions of this chapter.
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- ~~(2) To protect the public health, safety, and welfare by protecting existing manmade or natural stormwater management facilities.~~

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- ~~(4) To establish regulations to prevent harmful effects of changes in the quantity and quality of surface water discharge into water bodies that are in the City or in downstream areas.~~
 - ~~(5) To protect homeowner/property owners from neighboring runoff.~~
 - ~~(7) To provide for cost-effective and functionally effective stormwater management, and to reduce the need for future remedial projects.~~
 - ~~(8) To minimize soil erosion and sedimentation.~~
 - ~~(9) To ensure that all stormwater management facilities will be properly maintained.~~
 - ~~(10) To eliminate stormwater connections to the separated sanitary sewer.~~
 - ~~(11) To recognize private responsibility to incorporate stormwater management systems into the early stages of site planning and design.~~
 - ~~(12) To ensure compliance with State and federal law and regulations relating to water quality.~~

(Ord. No. 19-07, § 10-80, 11-21-2019)

Sec. 16-153. Abrogation and conflict of authority.

- (a) Nothing in this article shall be interpreted to conflict with present or future State statutes in the same subject matter. Conflicting provisions of this article shall be abrogated to the extent of the conflict. The provisions of this article shall be construed, if possible, to be consistent with and in addition to relevant State regulations and statutes.
- (b) In their interpretation and application, the provisions of this article shall be held to be minimum requirements and shall be liberally construed in favor of achieving the objectives of this article, and shall not be deemed a limitation or repeal of any other powers granted by State statutes.
- (c) This article is not intended to repeal, abrogate or impair any existing easements, covenants, or deed restrictions. However, where this article imposes greater restrictions, the provisions of this article shall prevail. If there is another ordinance that is inconsistent, the terms of the ordinance that promotes the objectives of this article to the greatest extent shall apply.

(Ord. No. 19-07, § 10-82, 11-21-2019)

Sec. 16-154. Standards for stormwater management plan approval.

All developments requiring a stormwater management plan shall comply with the Oakland County Water Resources Commissioner's Office stormwater standards to prevent flooding and protect water quality. The particular facilities and measures required on-site shall take into consideration the natural features, wetlands, and watercourses on the site; the potential for on-site and off-site adverse stormwater impacts, water pollution, and erosion; and the size of the site. Developments shall be held to OCWRC Standards; site improvements will require a grading plan and must comply with the following:

- (1) *Protecting existing stormwater management systems.*
 - a. Natural drainage courses such as ditches, swales, streams, creeks, lakes, etc. shall be protected from:
 - 1. Increased discharge of pollutants or sedimentation;
 - 2. Adverse impacts from increased water quantity or velocity;

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3. Encroachments that could be otherwise avoided;
 4. Improvements, such as enclosures, for purely aesthetic reasons.
- b. Existing stormwater management systems shall not be obstructed, blocked or their route otherwise altered without the submittal of a stormwater management plan in accordance with this article and the approval granted by the City.
 - c. Regrading, such as cutting or filling, in a wetland is prohibited unless permitted by EGLE.
 - d. Regrading, such as cutting and filling, in a floodplain may be completed as long as a 1:1 cut to fill ratio is maintained and no adverse impact to the floodplain is created. Regrading in the floodplain requires approval from the City based on engineering review and administrative consent unless otherwise indicated.
 - e. Depositing soil, leaf, lawn, plant or other yard waste materials within an existing drainage facility or body of water shall be strictly prohibited.
 - f. All stormwater management plans shall first take into account existing drainage and stormwater facilities and preserve and protect these features.
- (2) *Discharge onto neighboring property.*
- a. Site drainage or discharge originating from one (1) property (including filling low-lying areas) is prohibited to flow onto another adjacent property, unless it is through an intended stormwater conveyance path through a right-of-way (ROW), such as a ditch, or protected by an easement. Increased site drainage must either be contained on site or drained to an intended conveyance path on the originating property.
 - b. In the case of a violation, a solution shall be proposed by the discharging party within ten (10) business days to resolve the issue. The solution must be agreed upon by both parties and by the City for a resolution to occur. If an agreement is made, the discharging entity will have 30 business days to implement the solution and resolve the issue.
 - c. If any entity violates this provision or an agreement cannot be reached, the City will determine and implement a solution. A lien will be placed on the discharging party's property for the cost of the solution. The property will be subject to a fine not exceeding \$500.00.
- (3) *Improving existing stormwater management systems.*
- a. Most existing stormwater conveyance paths, such as ditches and culverts, are located within county drainage districts or the City's public road ROW. The responsibility for routine maintenance (i.e., mowing, removing obstructions and debris, improving landscaping, etc.) lies with the adjacent property owners.
 - b. Under the provisions herein, property owners adjacent to the stormwater facility may individually or in concert with other such property owners petition the City to establish a Special Assessment District (SAD) to evaluate, design, construct, administer, and finance an improvement to a stormwater management facility. The SAD will be facilitated in accordance with the provisions herein, State law, and the City Charter. The benefiting property owners will be assessed their portion of the project costs based on benefit. Typically, drainage area, percent impervious, capacity, or other means as determined by the City are used to determine benefit. The City may elect to contribute to the project costs based on a review of the petition and benefit to the City at large.
 - c. Improvements to existing stormwater management systems can also be petitioned through the Oakland County Water Resources Drain Commissioner's Office in accordance the Drain Code of 1956 (MCL 280.1 et seq.).

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- d. Historically, drainage ditches have been filled in or regraded without approval or without an alternative drainage path constructed. The City has the right to require that drainage areas on or offsite be improved or restored as part of any site improvement or development.
 - e. Design and construction provisions for improving existing stormwater management systems shall be as indicated herein.

(4) *Ditches and driveway culverts.*

- a. It is recognized that existing roadside ditches and driveway culverts are an integral part of the City's overall stormwater management system and are important to local drainage patterns.
- b. Typically, maintenance of roadside ditches and driveway culverts are the responsibility of the adjacent property owner. As such the property owner is responsible for maintaining the drainage pattern through these facilities, removing obstructions, mowing in the case of a grassed ditch, and replacing or repairing these facilities if deteriorated or damaged.
- c. Should a property owner wish to modify or replace a driveway culvert, a plan meeting the requirements of this article shall be prepared, submitted, and include the following specific items:
 - 1. Size and material of the culvert to be replaced and any culverts within 100 feet on the same street of the culvert to be replaced.
 - 2. The existing and proposed inverts of the culvert to be replaced and any culverts within 100 feet on the same street of the culvert to be replaced and any other piping near the proposed replacement.
 - 3. Provisions for the replacement of the driveway including materials, cross sections, construction requirements, etc.
 - 4. The existing and proposed width of the driveway and culvert.
 - 5. Details of any culvert end treatments such as headwalls, end sections, bar grates, etc.
- d. Should a property owner wish to enclose an existing ditch and/or swale, a plan meeting the requirements of this article shall be prepared and submitted and include the following specific items:
 - 1. Size and material of the culvert to be installed and any culverts within 100 feet on the same street of the culvert to be replaced.
 - 2. The proposed inverts of the culvert to be installed and any culverts within 100 feet on the same street of the culvert to be replaced and any other piping near the proposed replacement.
 - 3. A cross section of the ditch enclosure showing the existing ditch bottom, pipe invert, bedding, backfill and at least six (6) inches of fall from the existing edge of the road to a swale over the top of the culvert.
 - 4. Drainage calculations showing the proposed culvert is sized adequately to convey the upstream drainage area.
 - 5. Drainage calculations showing the downstream culverts are sized adequately to convey the upstream drainage area.
 - 6. Location and details of at least two (2) inlets, catch basins or structures per property, to receive and inlet surface drainage into piping.
- e. Requests for enclosing ditches shall not be granted unless it can be demonstrated that:

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1. The proposed enclosure is sized accordingly and can be extended for a future storm sewer;
 2. The enclosure will not affect the subsurface drainage for the adjacent roadways; and
 3. Surrounding properties will not adversely be affected.
- f. All design, construction and maintenance costs for driveway culverts and ditch enclosures will be the responsibility of the adjacent property owner. The City may request a surety bond or escrow deposit be placed with the City to guarantee the completion of the project.
- g. If a City-initiated roadway or drainage project requires the cleaning or repairing of a driveway culvert or ditch enclosure the City shall cause said cleaning, repair or enclosure to be done at the project's cost. All other cleaning or repairing to maintain flow shall be completed by the property owner or at the City's request in accordance with the provisions herein. Failure to comply with the City's request may result in the City completing the project. Costs will be assessed to the adjacent property owner and a lien placed on the property if payment is not received.

(5) *Soil erosion control.*

- a. Cutting, filling and grading shall conform with the requirements of the grading ordinance and the soil erosion control permit issued by the Oakland County Water Resources Drain Commissioner's Office.
- b. All development and other earth changes shall be designed, constructed, and completed in such a manner that the exposed area of any disturbed land is limited to the shortest practical period of time. Proposed erosion control measures shall be submitted to the City for determination that such measures comply with the City regulations in the zoning ordinance that require property owners to obtain a grading permit, if relevant.
- c. Approved soil erosion control measures shall be installed and maintained between the disturbed area and any down gradient watercourses (including rivers, streams, creeks, lakes, ponds, and other watercourses), wetlands, roadways, and property lines.
- d. Sediment resulting from accelerated soil erosion shall be removed from runoff water before it leaves the site of the development.
- e. Temporary and permanent soil measures designed and constructed for the conveyance of water around, through, or away from the development or earth change area shall be designed to limit the water flow to a nonerosive velocity.
- f. Temporary soil erosion control measures shall be removed after permanent soil erosion control measures have been implemented and stabilized. All developments and earth change areas shall be stabilized with permanent erosion control measures.
- g. If inland lakes, ponds, rivers, creeks, wetlands, streams or other watercourses are located on or near the site, measures which trap sediment shall be provided. Straw bale berms may be used as temporary stormwater diversion structures but will not be considered sufficient by themselves for trapping sediment on-site. The use of temporary sediment basins, sediment traps, filter fabric, and rock filters in lieu of straw bale berms shall be employed as required as part of a permit. Other measures may be required if reasonably determined to be necessary to protect a watercourse or wetland.
- h. When it is not possible to permanently stabilize a disturbed area after an earth change has been completed or where significant earth change activity ceases, temporary soil erosion control measures shall be implemented within two (2) calendar days.
- i. Permanent soil erosion control measures for all slopes, channels, ditches, or any disturbed land area shall be completed within 15 calendar days after final grading or the final earth change has

been completed. All temporary soil measures shall be maintained until permanent soil measures are implemented and stabilized.

- j. Vegetated filter strips, 25 feet in width, shall be created or retained along the edges of all lakes, creeks, streams, and other watercourses. As part of permit approval, the width of a particular filter strip may be reduced to the extent it is demonstrated that a portion of the width will serve no useful function, e.g., to the extent the grade is such that water flow will be away from the watercourse and the filter strip does not serve to protect wildlife habitat or other useful function.
- k. The City shall have the authority to issue stop-work orders for failure to comply with the requirements of this section, provided a proprietor shall be entitled to a hearing before the chief building inspector or designee within three (3) business days to determine whether the stop-work order shall continue.

(6) Stormwater quality treatment requirements.

All new and substantially redeveloped non-single-family residential projects, regardless of size or disturbed area, shall incorporate stormwater management practices that improve stormwater runoff quality before discharge from the site. Untreated stormwater runoff to lakes, wetlands, watercourses, or municipal storm sewers shall be minimized to the maximum extent practicable through green infrastructure and other approved best management practices. Acceptable practices must follow the most current version of the Oakland County Water Resources Commissioner's Stormwater Engineering Design Standards.

The selected management practices shall be designed to remove pollutants, reduce sediment transport, promote infiltration, and protect downstream water resources. The City Engineer or designated reviewing authority may approve alternative practices that provide equivalent or greater water quality benefits based on site conditions and proposed land use.

(7) Post construction stormwater management and infiltration requirements.

- a. All development and redevelopment projects disturbing one acre or more shall comply with the post-construction stormwater management, water quality treatment, and infiltration requirements contained in the most current version of the Oakland County Water Resources Commissioner's Stormwater Engineering Design Standards.
- b. All non-single family residential development and redevelopment projects, regardless of size, shall provide stormwater quality treatment in accordance City of Keego Harbor Ordinances and/or with the most current version of Oakland County Water Resource Commissioner's Stormwater Design Standards.
- c. These requirements apply to development and redevelopment projects involving land disturbance, including but not limited to clearing, grading, excavating, construction and paving, that results in an earth change or disturbance in the existing cover or topography of land, including any external demolition, modification, or alteration of a site or the footprint of a building.
- d. Exemptions from these requirements shall be consistent with the exemptions contained in the most current version of the Oakland County Water Resources Commissioner's Stormwater Engineering Design Standards. Common exemptions to these stormwater standards include, but are not limited to, the following:
 - 1. Resurfacing of an asphalt, concrete, or similar surface (mill and fill) that does not expose the aggregate or subgrade or result in replacement of the onsite drainage system.

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2. The practices of clearing, plowing, and tilling soil and harvesting for the purpose of crop production.
 3. The project does not meet the development or redevelopment criteria as dictated by the City of Keego Harbor.
 4. The development or redevelopment project is for one single family detached dwelling that is not part of a common plan of development.
 5. The development or redevelopment project is for emergency maintenance and work performed to protect public health and safety.
 6. Development or redevelopment projects discharging to a Road Commission of Oakland County (RCOC) stormwater system or right-of-way shall comply with all applicable City of Keego Harbor, Oakland County Water Resource Commissioner, and Road Commission for Oakland County stormwater management requirements. Where requirements differ, the most restrictive standard shall apply as determined by the City Engineer.
 7. Other exemptions may apply based on technical infeasibility but must be approved by the City Engineer or will be updated based on the most current version of the Oakland County Stormwater Design Standards.
- e. Where site conditions prevent full compliance with infiltration due to groundwater conditions, unsuitable soils, contamination concerns, or other documented constraints, the application shall demonstrate infeasibility and provide alternative stormwater management measures acceptable to the City Engineer.
 - f. Compliance with this subsection shall not relieve an applicant from obtaining any other permits or approvals required by the City, Oakland County Water Resources Commissioner, Road Commission for Oakland County, Oakland County Health Division, Michigan Department of Environment, Great Lakes, and Energy (EGLE), or other applicable agencies.

(Ord. No. 19-07, § 10-84, 11-21-2019)

Sec. 16-155. Stormwater management and soil erosion and sediment control approval.

- (1) *Regulated land uses and earth changes.* Earth changes and other activities that may affect stormwater runoff, drainage, or water quality shall comply with the requirements in this Chapter, and per the requirements of the final site plan approval in Article XVI, Administration and Enforcement. Where a final site plan is required by the City, stormwater management and soil erosion and sediment control (SESC) measures shall be reviewed as part of the final site plan review process. Unless otherwise exempt from this Chapter, the following activities shall be subject to review under the stormwater management requirements of this Chapter:
- a. Any activity requiring a grading permit, as specified in Zoning Ordinance Article XV, Section 15.26, Site Grading, including grading, excavation, filling, stockpiling, or other alterations to the land.
 - b. Any development, redevelopment, or earth change activity associated with multiple-family, commercial, industrial, institutional, recreational, public, or mixed-use development that creates, modifies, replaces, or increases surface area.

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- c. Any earth changes activities requiring stormwater management facilities, best management practices, or other runoff control measures pursuant to this Chapter.
 - d. Any earth change activity identified by the City Engineer as having the potential to increase flooding, erosion, sedimentation, pollutant discharge, drainage impacts, or environmental degradation on-site or off-site.
 - e. Landscaping and routine grounds maintenance activities shall be exempt from permit requirements provided such activities do not alter drainage patterns, increase impervious surface area, or otherwise violate the requirements of this Chapter.
 - f. Separate permits pursuant to Part 91, Soil Erosion and Sedimentation Control, and other applicable federal, state, and local, or county regulations may be required as determined by the applicable enforcing agency.

(2) Final site plan approval.

- a. Where required by this Chapter, a stormwater management and SESC plan shall be submitted as part of the final site plan application.
- b. Final site plan approval shall not be granted until the City Engineer determines that the proposed control measures comply with the requirements in this Chapter.
- c. No development activities shall be made prior to final site plan approval. Any unauthorized work shall be considered a violation of this chapter regardless of any later actions taken toward compliance. Soil tests boring, cutting of vegetation for land surveys, percolation tests, and normal maintenance shall not be considered as a type of work under this chapter.
- d. Approval of a final site plan under this Chapter shall not relieve the applicant of the responsibility to obtain any grading permit, building permit, special land use approval, or other authorization required by the City Code or Zoning Ordinance.

(3) Modifications to an approved final site plan.

- a. Any substantial modifications to an approved final site plan that affects grading, drainage patterns, impervious surface area, stormwater management facilities, or other features affecting stormwater runoff or soil erosion and sediment controls shall be reviewed and approved by the City Engineer prior to implementation.
- b. Any approval of modifications to the final site plan for any stormwater runoff and SESC controls shall not relieve the applicant from obtaining any grading permit, special land use approval, or other authorization required by the City Code or Zoning Ordinance.

(Ord. No. X, § X, X)

ARTICLE III. LAND PARCEL IMPROVEMENTS

Sec. 24-56. Purpose, intent and validity of article.

- (a) *Purposes.* This article has been enacted for the purpose of protecting the public health, safety and general welfare of the residents of the City and of ensuring the orderly growth and harmonious development of the City by requiring:
- (1) Adequate and convenient open spaces for traffic, utilities, access of firefighting equipment, recreation, light, air, privacy and safety from fire hazards.
 - (2) Establishment of standards for the construction of any and all improvements as required in this article.
- (b) *Interpretation.* The provisions of this article shall be construed to be the minimum requirements necessary for the preservation of public health, safety and welfare within the City. This article is not intended to repeal, abrogate or supersede any existing regulations of the City, or to conflict with any statutes, laws or regulations of the State or the County; except that these regulations shall prevail in cases where these regulations impose a lawful restriction or requirement more severe than existing statutes, laws or regulations. If any section or provision of this article shall be held invalid by a court of competent jurisdictions, this shall not affect the validity of other sections or provisions of this article.

(Code 2001, § 14-71; Ord. No. 252, 3-19-1987)

Sec. 24-57. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Grading means any change or alteration of existing ground surface elevations of any parcel of land by excavating or filling.

Improvements means any additions to or change of the natural state of the land which increase its value, utility or habitability.

Parcel means a unit of land described by survey or metes and bounds, or identified by lot number in a plat.

Surface drainage means any stormwater collecting on and flowing over the surface of the ground.

(Code 2001, § 14-72; Ord. No. 252, 3-19-1987)

Sec. 24-58. Procedures, requirements, fees and standards.

- (a) *Deposit of plans and specifications.* Any land developer or owner of a parcel of land, prior to construction of any sanitary sewer, any storm sewer, any water main or any stormwater retention pond, or prior to any grading or changing of surface drainage or paving, shall deposit with the City Building Department the required number of copies, as provided in Subsection (b) of this section, of drawings and specifications, together with estimated costs of the improvements.
- (b) *Plans and specifications.*

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- (1) The plans and specifications shall be prepared by, and each sheet of the plans signed and sealed by, a professional engineer. Plans detailing parcel surveys must be signed and sealed by a licensed land surveyor.
 - (2) Plans shall be prepared on 24-inch by 36-inch size sheets and shall generally be drawn to scale of not more than 50 feet to the inch. The drawings shall contain sufficient detail to properly show the proposed locations and methods of construction or grading. The City consulting engineer may require the plans to be drawn to a scale of 30 feet to the inch when it is deemed necessary to properly show existing conditions. Site plan and profile drawings may also be required when deemed necessary by the engineer.
 - (3) As-built plans on a polyester film base and acceptable to the City must be submitted, showing the exact location of all water mains, sewers and appurtenances, after completion of the project and before it is accepted by the City. These plans must be prepared and certified by the developer's engineer.
 - (4) The number of copies of plans required to be submitted to the City Building Department shall be as follows:

<i>Type of Improvement</i>	<i>Initial Submission</i>	<i>Final Submission</i>
Grading and surface drainage	3	4
Water mains	3	4
Sanitary sewers	3	4
Storm sewer and paving	3	4
Retention basins	3	4

- (5) Before any construction takes place, all appropriate governmental permits covering noncity jurisdiction must be on file at City Hall.
- (c) *Grading and surface drainage plans.*
- (1) All fill brought on to the site shall be clean, inert granular or cohesive soil. Building debris, broken concrete, organic material or other objectionable materials will not be allowed to be dumped on a site being filled.
 - (2) In order to provide effective erosion and sediment control without impeding surface water flow, practical combinations of the following technical principles shall be applied to the erosion control aspects of the grading plan:
 - a. The smallest practical area of land should be exposed at any one (1) time during development.
 - b. When land is exposed during development, the exposure should be kept to the shortest practical period of time.
 - c. Temporary vegetation and/or mulching should be used to protect critical areas exposed during development.
 - d. Sediment basins (debris basins or silt traps) should be installed and maintained to remove sediment from runoff waters from land undergoing development.
 - e. Provision should be made to effectively accommodate the increased runoff caused by changed soil and surface conditions after development.
 - f. The permanent final vegetation and structures should be installed as soon as practical in the development.

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- g. The development plan should be fitted to the topography and soil so as to create the least erosion potential.
 - h. Wherever feasible, natural vegetation should be retained and protected.
 - i. Asphalt paved or grass covered areas shall have a minimum general slope of one (1) percent with specific water-carrying swales having a minimum slope of four-tenths (0.4) percent.
 - j. Concrete paved surfaces shall have a minimum slope of four-tenths (0.4) percent.
 - k. All project areas shall drain stormwaters to suitable inlet structures which will prevent such stormwater from flowing across adjacent private property and prevent damage to both private and public properties.
 - l. It shall be unlawful for any person to interfere with or obstruct the flow of surface water over easements for public utilities or to impede the flow of surface water across private property in a manner different from the approved grading plan and drainage pattern.
 - m. Prior to the issuance of a certificate of occupancy, it will be necessary that a grading survey, prepared and signed by a registered civil engineer or land surveyor, be submitted to the City Building Department attesting to the fact that the site is graded in accordance with the drainage pattern approved at the time of issuance of the building or land use permit. This may be submitted as part of the as-built construction drawings.
 - n. In lieu of this land survey, a surety bond, letter of credit or cash deposit in the amount set by the City Building Department may be required to ensure grading and submission of each survey at a later date when a building, land or structure is otherwise suitable for occupancy during that season of the year when weather conditions make finish grading unfeasible. In such case a temporary certificate of occupancy may be issued, and the date for completion of grading shall be indicated on the temporary certificate of occupancy or its related documents.
- (d) *Storm sewer system and retention basin design criteria and construction requirements.*
- (1) The developer's engineer must submit copies of all design data, together with plans for any storm drainage system.
 - (2) Determination of surface water runoff and sizing of sewer system pipes, culverts, open channels shall be as follows:
 - a. All storm drain systems shall be designed to carry the maximum anticipated stormwater runoff flowing full from the entire contributing acreage. The hydraulic gradient shall generally be kept at the top of pipe, and in no case shall it be higher than two (2) feet below any manhole or catchbasin cover.
 - b. The "rational method" of design shall be used to determine flow (Q), where $Q=CIA$.
 - c. The ten-year storm frequency of $I-175/(T+25)$ shall be used.
 - d. A realistic coefficient of runoff shall be used based upon the imperviousness of the contributing acreage.
 - e. An initial time of coefficient of 15 minutes shall be used on residential developments. A shorter time of concentration shall be used in industrial developments.
 - f. To select pipe sizes the manning's formula with an "N" factor of 0.013 for concrete pipe and an "N" factor of 0.025 for C.M.P. shall be used.
 - g. The minimum velocity of flow through pipes shall be two and one-half (2.5) feet per second when flowing full.

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- h. Pipe joints shall be such as to prevent excessive infiltration.
 - i. Minimum pipe size shall be 12 inches in diameter unless a restricted outlet is required. Design data must support restriction.
 - j. Inlet headwater control or outlet tailwater control nomographs with proper "K" factors shall be used to determine culvert size.
 - k. The Manning's formula shall be used to size an open channel and/or ditch. A minimum "N" factor of 0.035 shall be used unless special treatment is given to the bottom and side slopes, such as riprap or paving.
- (3) Stormwater retention is required as follows:
- a. On-site retention will be required if the storm drainage outlet is incapable of handling the developed runoff.
 - b. The allowable outflow from a retention basin shall be restricted to agricultural runoff, which is defined as 0.2 cfs per acre.
 - c. The volume of retention provided must be equal to or in excess of that required by the County Drain Commissioner's simplified retention basin design procedure for a ten-year frequency storm.
 - d. All retention basins should have a positive method in which to be dewatered such as by gravity flow or pump outlet.
 - e. Retention volume on a gravity outflow retention basin is defined as the volume of retention provided above the invert of the outflow pipe. Any volume provided below the invert of the outflow pipe will not be considered as retention.
 - f. Retention volume must be provided for all acreage contributing to the retention basin, including that acreage off the site.
 - g. Retention may be provided by either an in-line or off-line retention basin.
 - h. All in-line basins must have a control structure capable of passing the upstream ten-year storm flow.
 - i. Provision for maintenance of the retention basin shall be made by the developer with the property owners. The City will not accept the responsibility for the maintenance of any retention basin.
 - j. All retention basins must have provision for an overflow.
 - k. The bottom of all retention basins shall be graded in such a manner as to provide positive flow to the pump or pipe outlet.
 - l. One foot of freeboard shall be provided above the ten-year storm water elevation.
 - m. Fencing will be required as needed, depending upon basin depth, steepness of side slopes, etc.
 - n. All retention basins must be permanently stabilized to prevent erosion.
 - o. It is not acceptable to retain water on parking lots in excess of one (1) foot of depth. This depth shall not include curbs.
- (4) Drainage structures, open channels and/or ditches are regulated as follows:
- a. All drainage structures shall be constructed according to latest issue of standard details and specifications of the State Department of Transportation.

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- b. Minimum size of all manholes and catchbasins shall be four (4) feet in diameter, and all inlets shall be two (2) feet in diameter.
 - c. Inlets shall be used only in paved areas and shall not be connected to a sumpless drainage structure, e.g. an inlet can precede a catchbasin.
 - d. Drainage inlets and catchbasins shall be located as follows:
 - 1. To ensure complete positive drainage of all areas of the development.
 - 2. At all low points of streets and rear yards.
 - 3. Such that there is no flow across a street intersection.
 - 4. Such that there is a maximum of 500 feet of drainage from any particular point in the development to an inlet or catchbasin.
 - e. The flows to specific catchbasin or inlet castings shall conform to the following:
 - 1. Combination curb and gutter casting (M.D.O.T. Cover K) and gutter casting (M.D.O.T. Cover D-4) a maximum of 3.1 cfs at zero (0) percent grade (sump condition) and decreasing as grade increases.
 - 2. Rear yard or ditch (beehive) casting (M.D.O.T. Cover E) a maximum of 2.5 cfs at zero percent grade (sump condition) and decreasing as grade increases.
 - f. All drainage systems discharging into lakes, creeks, open drains or natural drainage courses shall terminate with A.M.D.O.T. standard headwall; and the first manhole upstream of a headwall shall have a two-foot-deep sump.
 - g. Leach basins will not be recognized as acceptable methods of providing adequate storm drainage.
 - h. Side slopes of all open channels and/or ditches shall be no steeper than one (1) vertical to four (4) horizontal.
 - i. Special erosion protection shall be placed at bends, drain inlets or outlets or other location as required in all open channels and/or ditches.

(5) Post construction stormwater management requirements are as follows:

- a. The Oakland County Water Resources Commissioners Stormwater Engineering Design Standards, as amended from time to time, are hereby adopted by the City of Keego Harbor in this chapter for the control and treatment of stormwater runoff.
- b. In addition, all new non-single family residential development and redevelopment projects shall comply with the post-construction stormwater management, water quality treatment, and infiltration requirements of the Oakland County Water Resources Commissioner's Stormwater Engineering Design Standards and as specified in Chapter 16, Section IV, Stormwater Management.
- c. All permanent and temporary stormwater management BMPs, constructed as part of the requirements of this section, are subject to these standards.
- d. These standards shall also apply to any activities that may affect the quantity or quality of a private or stormwater conveyance system or any waterway within the city. Any person(s) engaged in activities that may result in excessive quantities or pollutants entering any stormwater conveyance systems or waterways may be subject to the remedies for violation of this section. Examples of such pollutants may include, but are not limited to, debris, concrete washings, de-

icing materials, fertilizers, heavy metals, automobile fluids, topsoil, yard wastes, and commercial or light industrial wastes.

- e. Natural swales and channels should be preserved, whenever possible. If channel modification must occur, the physical characteristics of the modified channel will meet the existing channel in length, cross-section, slope, sinuosity, and carrying capacity. Streams and channels will be expected to withstand all events up to the two-year storm without increased erosion.
 - f. The construction plan review and approval shall demonstrate compliance with the Oakland County performance standards. The city will pursue enforcement if the site is not constructed in accordance with the approved construction plan.
 - g. The City reserves the right to adopt alternative standards as appropriate. The City Administrator shall have the authority to grant waivers and variances from specific control provisions of the stormwater management standards due to site-specific conditions, provided that any approved waiver or variance does not result in a level of stormwater management protection less stringent than that required by the Oakland County Water Resources Commissioner's Stormwater Engineering Design Standards.
 - h. The post construction stormwater requirements in this chapter supersede any other post construction stormwater requirements found in other city ordinances.
 - i. Long-term operation and maintenance through maintenance agreements of all structural and vegetative best management practices (BMPs) must be implemented to meet the performance standards. The maintenance agreements must allow for BMP inspection, the ability to perform necessary maintenance neglected by the BMP owner or operator, and to track the transfer of operation and maintenance responsibility of the BMP.
 - j. Where site conditions prevent full compliance with infiltration requirements due to groundwater conditions, unsuitable soils, contamination concerns, or other document constraints, the applicant shall demonstrate technical infeasibility and provide alternate stormwater management measures acceptable to the City Engineer.
- (e) *Water main and sanitary sewer regulation.* Water mains and sanitary sewers are regulated as follows:
- (1) All water mains and appurtenances shall be designed and constructed according to and in conformity with the requirements and specifications of the appropriate County and State agencies.
 - (2) All sanitary sewers and appurtenances shall be designed and constructed in accordance and conformity with the requirements and specifications of the appropriate County and State agencies.
 - (3) Copies of all required permits must be on file with the City before construction commences.
- (f) *Pavement design and construction.* Pavement design criteria and construction requirements are as follows:
- (1) *Grades.*
 - a. Minimum grades on roadways with curb and gutter section shall be four-tenths (0.4) percent and maximum grade shall be six (6.0) percent.
 - b. Minimum grades in parking lots shall be one (1.0) percent and maximum six (6.0) percent.
 - c. Vertical curves will be required at all intersection grades where the grade change exceeds one (1.0) percent.
 - (2) *Subbase and aggregate base material and construction.*
 - a. Subbase materials shall meet the requirements for granular material Class II of M.D.O.T. specifications.

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- b. Base material shall consist of either 21AA crushed stone, 21A slag or 22A aggregate meeting the gradation requirements of M.D.O.T. specifications.
 - c. The base shall be constructed in two (2) equal courses. In no instance shall the depth of any one (1) layer be more than six (6) inches compacted thickness nor less than three (3) inches compacted thickness. Each layer shall be spread uniformly and located with an approved motor grader until the surface is smooth and evenly distributed. The floating and leveling shall be done in combination with rolling by a tamping type, vibrating type or pneumatic tired roller until each layer is compacted to 95 percent of its maximum density, measured according to ASTM Designation D-1557, also known as AASHTO No. T-180, for a minimum depth of nine (9) inches. Compaction tests of the base shall be conducted by an independent testing laboratory and results furnished to the City's Engineer upon request.
- (3) *Bituminous aggregate pavement and construction.* All materials and construction shall meet the requirements of the latest edition of M.D.O.T. specifications.
- (4) *Full-depth asphalt pavement and construction.* Bituminous aggregate base course shall conform to the latest edition of M.D.O.T. specifications.
- (5) *Concrete pavement and construction.*
- a. All concrete shall have a compressive strength at 28 days of not less than 3,500 psi.
 - b. All concrete shall be produced by use of air entraining Portland cement. Air entrained concrete shall contain six and one-half (6.5) percent entrained air with a tolerance of plus or minus one and one-half (1.5) percent.
 - c. All concrete pavement shall be minimum six-inch uniform thickness and shall have six-inch integral roll curb or four-inch mountable curbs, except industrial development pavements shall have eight-inch minimum uniform thickness, with six-inch roll curbs.
 - d. All longitudinal and transverse contraction joints shall be sawed one-fourth-inch wide and to a depth of one-fourth (1/4) of the pavement thickness plus one-half (1/2) inch.
 - e. On pavements with widths of 31 feet or less, longitudinal joints will be required at the third points of the pavement; and on pavements with widths greater than 31 feet, longitudinal joints will be required at the quarter points of the pavement.
 - f. Prior to sealing, all joints shall receive a cleaning with a jet of compressed air supplied at a working pressure of not less than 90 psi in addition to any other cleaning which may be required to ensure a thoroughly clean joint.
 - g. All joints, either contraction or expansion, shall be filled and sealed with a hot-poured rubber-asphalt type compound which shall be placed in two (2) applications.
 - h. Maximum single pour width for concrete pavement shall not exceed 31 feet back of curb to back of curb. Pavements with widths greater than 31 feet back of curb to back of curb shall be placed by part width construction.
 - i. The subgrade shall be constructed for the entire development (special consideration may be given to large developments) prior to the installation of any subbase or concrete pavement and shall be compacted to 95 percent of its maximum density measured according to AASHTO T-180 test, accurately trimmed to within one-fourth (1/4) inch plus or minus of the established grade and shaped to provide adequate drainage.
 - j. When required, subbase material, in addition to conforming to requirements of Subsection (f)(2)a of this section, shall be placed not less than four (4) feet wider than the proposed width of

the concrete pavement, and compacted for its entire width to not less than 95 percent of its maximum density as measured according to AASHTO No. T-180 test.

- k. All forms shall be set on a true line and on grade with a minimum of 1,000 lineal feet set prior to and maintained during all paving operations. The proprietor's engineer is to verify the setting of the forms, in writing, prior to placing of the concrete pavement.
 - l. Concrete pavement placed in intersections and approaches shall be constructed with independent grades to provide smooth riding transitions and a variable joint layout. In addition, concrete pavement placed within all intersections and approaches shall be poured as a single unit from radius point to radius point and shall be constructed two (2) inches greater in thickness than the uniform widths portions of the streets, but shall not exceed nine (9) inches in thickness.
 - m. All compaction tests of subgrade and subbase shall be conducted by an independent testing laboratory and results furnished to the City's Engineer upon request.
- (6) *Pavement thickness.*
- a. In residential developments:
 - 1. Pavement on existing natural granular subgrades shall consist of 2 1/2-inch asphalt surface on eight-inch 22 aggregate base or on six-inch 21AA stone, or 21A slag base, or six-inch full-depth asphalt, or six-inch uniform concrete pavement.
 - 2. Pavement on cohesive (clay) soil subgrades shall consist of:
 - (i) Nine-inch full-depth asphalt or eight-inch uniform concrete pavement.
 - (ii) Seven-inch full depth asphalt or six-inch uniform concrete with six-inch subbase, and full-length edge drain.
 - (iii) Seven-inch full-depth asphalt or six-inch uniform concrete with six-inch lime stabilized subgrade and edge drains as needed.
 - (iv) Eight-inch full-depth asphalt or seven-inch uniform concrete on 12-inch excavated, replaced and compacted subgrade.
 - b. For industrial developments, pavement shall meet County Road Commission specifications as to type, construction procedures, materials and thickness requirements.
 - c. All concrete curb and gutter sections shall meet requirements of section 6:09 of current M.D.O.T. specifications and shall be constructed according to M.D.O.T. standard details.
- (g) *Deposit to cover expenses for consulting engineering review work.* At the time of initial submittal of the required number of copies to the City Building Department, the land developer or owner shall also deposit the sum of one and one-half (1.5) percent of the total estimated cost of improvements or \$100.00, whichever sum is greater, which amount will be used by the City to defray their expenses incurred for consulting engineering review work.
- (h) *Copies of plans, specifications, cost estimates and fees required for review.* Upon receipt of the required number of copies of plans, specifications, cost estimates and fees, the Building Department shall transmit all except one (1) copy to the City's consulting engineers for their review.
- (i) *Approval of plans, specifications, cost estimates and fees; noncompliance with design and construction standards.* Upon completion of the review, the City's consulting engineer shall approve the plans, specifications, cost estimates and fees if they comply with the City's design and construction standards and shall forward such items to the cognizant governmental agencies. If any item does not comply with such design and construction standards, the plans shall be returned to the land developer or owner or their agents with the engineer's notations as to any deficiency. Upon correction of the necessary deficiency, the

land developer or owner shall again submit the required number of copies directly to the City's consulting engineer.

- (j) *Submission of approvals and/or permits of governmental agencies.* Before commencement of construction of any improvements, the owner or the owner's agent shall submit copies of approvals and/or permits of all cognizant governmental agencies to the City's Building Department.
- (k) *Grading work or facilities' installation undertaken without inspection.* No grading work or construction of improvements shall be undertaken without City inspection. Any facilities installed without inspection may be required to be removed and reinstalled at the owner's or land developer's expense with proper City inspection.
- (l) *Deposit to cover inspection costs.* Prior to commencement of construction, the developer or owner shall deposit with the City the sum as shown below to cover the inspection costs:
 - (1) On projects less than \$100,000.00, the deposit shall be five (5) percent of the total estimated cost.
 - (2) On projects of \$100,000.00 or more, the deposit shall be three and one-half (3.5) percent of the total estimated cost.

The inspection fees will be drawn from the moneys deposited with the City. The actual inspection cost will be normal hourly billing rate of the City's consulting engineer. Any unused moneys will be rebated, and moneys due will be billed at the completion of the construction.

- (m) *Posting of performance bond.* The owner or contractor shall post a performance bond issued to the City for all grading work, either excavation or filling operations. The amount of the bond shall be equal to the construction cost as estimated by the City Engineer or as set by the City Engineer if the construction cost cannot be reasonably established.

(Code 2001, § 14-73; Ord. No. 252, 3-19-1987)

Sec. 24-59. Penalties.

Any person violating any of the provisions of this article shall be guilty of a misdemeanor and upon conviction shall be punished as provided in Section 1-7.

(Code 2001, § 14-74; Ord. No. 252, 3-19-1987)



MCKENNA

Memorandum

TO: Keego Harbor City Council

FROM: Dan Commer, AICP
Sommer Nafal

SUBJECT: Zoning Ordinance Update: Parking and storage of recreational vehicles on vacant residentially zoned lots

DATE: September 8, 2026

Dear Planning Commissioners,

At the Planning Commission meetings on July 28, 2026, the Planning Commission discussed potential changes to the City's Ordinance relating to parking and storage of recreational vehicles on vacant residentially zoned lots.

The following memorandum outlines ordinance changes recommended by the Planning Commission to the City Council for consideration. It also implements suggested changes offered by Planning Commission on this potential Ordinance language at their August 25, 2026 public hearing where it was recommended that instead of removing natural groundcover entirely, they would like to keep it as permitted, but if the property owner receives more than 2 code enforcement violations for the property within 6 months, they have to install gravel of some other durable surface

If adopted, the Ordinance would require that all parked or stored recreational vehicles be registered and licensed to a current resident of Keego Harbor.

All Zoning Ordinance language proposed to be removed is shown in ~~strike through~~, while language being added is in red.

We look forward to further discussion at your upcoming meeting.

Respectfully,

Dan Commer, AICP
Senior Planner

Sommer Nafal, NCI
Assistant Planner



SEC. 4.05: PARKING AND STORAGE OF RECREATIONAL VEHICLES ON VACANT RESIDENTIALLY ZONED LOTS

Per discussion with Planning Commission, McKenna has noted the following improvements that could be made to support the City's approach to recreational vehicle storage within districts zoned as residential. Language proposed to be removed is noted with a strikethrough, while language being added is in red.

Not more than two (2) recreational vehicles, as defined in [Section 2.00](#), Definitions, may be parked or stored on a vacant, separate lot of record than the principal structure subject to the following conditions:

(a) All recreational vehicles shall be currently registered and licensed to a current resident of Keego Harbor.
~~and/or the current property owner of record.~~

(b) The following recreational vehicles parked, or stored outdoors may not exceed:

(1) Travel trailer, thirty-five (35) feet or less in length.

(2) Camper trailer (pop-up), shall be stored in a collapsed position to a height not more than six (6) feet.

(3) Pick-up camper, thirty-two (32) feet or less in length.

(4) Watercraft, thirty-five (35) feet or less in length, but not to exceed twelve (12) feet in height, either mounted on a boat trailer or unmounted; also boat trailer without boat mounted.

(5) Motor home, forty (40) feet or less in length.

(c) Storage of recreational vehicles shall be in the rear one-third ($\frac{1}{3}$) of the lot, but, not closer than five (5) feet to a side or rear property line. Recreational vehicles may be stored within the clear vision triangle of a waterfront lot between September 15 and May 15.

(d) Recreational vehicles which are parked or stored shall be in good repair. Open storage of partially or disassembled component parts is prohibited. The vehicles must be capable of being moved from place to place.

(e) Recreational vehicles shall not be used for living, lodging or housekeeping purposes.

(f) Recreational vehicles parked or stored shall not be connected to electricity, water, gas, or sanitary sewer facilities.

(g) The owner of a recreational vehicle shall not park or store such a recreational vehicle in such a manner as to create a dangerous or unsafe condition on the lot where parked or stored. Parking or storage in such a fashion that the recreational vehicle, whether loaded or not, may readily tip or roll, shall be considered a dangerous and unsafe condition.

(h) The ground underneath the stored recreational vehicles must be surfaced and maintained to avoid muddy conditions and an unkempt appearance. It can be surfaced with natural ground cover, **concrete**, gravel, or crushed stone.,

(i) Landscaping located at the rear and sides of the storage area shall comply with requirements in [Section 15.23\(d\)\(6\)](#) so as to create an evergreen or landscaped screen.

(j) For the purposes of this section, two (2) personal watercraft, snowmobiles, all terrain vehicles, or motorcycles stored on a single trailer shall be counted as one (1) recreational vehicle.

City of Keego Harbor

RA-B

Application for Board, Commission or Committee

Please Print or Type

Tax Increment Finance Authority (TIFA)

Name of Board, Commission or Committee

Naomi

Rivera

First Name

Last Name

Home and Business Telephone Number

3160 Kenrick St, Keego Harbor, 48320

Address

Email

Aquisition/Logistics

US Army TACOM

Occupation

Company

Are you a blood or in-law relative of any City of Keego Harbor elected official or the City Manager?

Check One: ☐ Yes or ☒ No If YES, please list below:

Have you ever served on or are you presently serving on any other City of Keego Harbor board, commission or committee? Check One: ☐ Yes or ☒ No If YES, please list below:

Please tell us why you would like to serve on the board, commission or committee you are applying for:
please see attached

List any education qualifications, work experience, community or volunteer experience or other qualifications that would help you serve on the board, commission or committee you are applying for:

please see attached

City Clerk's Office Use Only

Date application received:

Referred to Liaison/Chair:

Signature

Date

Please tell us why you would like to serve on the board, commission or committee you are applying for:

It's a pretty simple answer. I care about Keego Harbor and I can't think of a better way to translate that love for my community than to get involved and help the City be the best it can be for years to come. I believe I have the experience, willingness to learn, and willingness to listen to make a positive impact for those who live here.

List any education qualifications, work experience, community or volunteer experience or other qualifications that would help you serve on the board, commission or committee you are applying for:

Education:

Master of Science in Administration Leadership
Central Michigan University – 2025

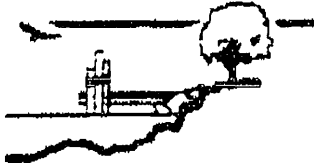
Bachelor of Arts Communication Studies
Wayne State University – 2016

Additional Experience:

Family Readiness Group (SFRG) – 1225th CSSB
-Chapter Leader (2017-2021)
Student Senate – Wayne State University
-Member at Large (2013-2014)
-President (2014-2015)
Student Association of Michigan
-Representative (2013-2014)
“Distinctly Wayne State, 5-year Strategic Plan”
-published contributor, only student member

Current Professional Affiliations:

Phi Kappa Phi Honor Society
Signal Corp Regimental Association – Michigan Chapter
Women in Defense Michigan
AUSA – Detroit Chapter



"Heart of the Lakes"

City of Keego Harbor

2025 Beechmont

Keego Harbor, Michigan 48320

FROM: Joseph Gacioch, Interim City Manager

MEETING: September 15 Study Session

ITEM: Regular Agenda

SUBJECT: TIFA funded Kayak Launch

Background: Dollar Lake

The proposed Dollar Lake location for a floating kayak launch was identified based on several practical considerations, including public access, water depth suitable for launching kayaks, and the ability for paddlers to travel from Dollar Lake into Cass Lake.

At its April 16, 2026 meeting, Council received written correspondence and public comment regarding the proposed location. In reviewing the meeting minutes, staff did not identify a recorded motion or resolution specifically authorizing installation at Dollar Lake. Authorization may have occurred through another action not reflected in those minutes, such as approval of a site plan or related budget item. Before installation proceeds, I recommend confirming the prior authorization and providing Council an opportunity to clarify its preferred location. An excerpt from the April 16 minutes is attached for reference.

Neighborhood Considerations

In early August, I walked the proposed Dollar Lake site and spoke with residents of the surrounding neighborhood. The proposed access point is located among residential properties that generally do not have privacy fencing or other substantial separation from the public access area. Introducing a new public use in this setting may create challenges involving privacy, pedestrian activity near private yards, and the interaction between visitors and neighboring residents.

The residents asked the City to consider placing the launch closer to the existing parking area. They indicated that this alternative could shorten the distance users must carry kayaks, reduce pedestrian traffic along Andres Street and adjacent yards, and lessen the need for improvements separating public and private property.

If Council prefers the originally proposed location, the residents asked that fencing or another appropriate boundary treatment be considered between Andres Street and the waterfront rather than relying on a visual boundary that the Interim City Manager considered like glacial boulders alone. Their request reflects a broader site-design consideration: a permanent public access point should provide a clear and comfortable relationship between public activity and the surrounding residential properties.

Fran Leaf Park Alternative

Separately, the TIFA Board authorized installation of a 2nd kayak launch at Fran Leaf Park, adjacent to the existing parking lot, at its July 2026 meeting. This location offers established public access and parking and provides greater separation from neighboring residential yards. Staff and Councilman Fletcher has walked the Fran Leaf Park canal and identified several maintenance items that should be completed to improve the paddle experience. These include marking or removing an old metal rod near the bank, removing debris along the canal's southern shoreline near Brock Street, and evaluating reasonable water-quality improvements to support the paddling experience.

Staff will review opportunities to progress some improvements and confer with neighboring cities and EGLE on strategies for small site cleanups. I also recommend incorporating canal cleanup into a recurring spring and fall maintenance schedule rather than treating it as a one-time project.

Staff Recommendation

The kayak launch has already been purchased, and TIFA has authorized installation at Fran Leaf Park. The available Council record does not appear to contain a completed authorization for installation at Dollar Lake.

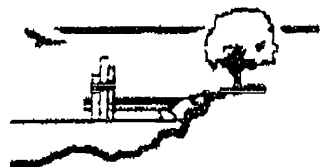
Given the neighborhood considerations associated with the proposed Dollar Lake site, the established public setting available at Fran Leaf Park, and the limited time remaining in the paddling season, I recommend that Council use the September 15 study session to confirm its preferred location.

If Council supports Fran Leaf Park, staff should be directed to collaborate with the vendor on an installation plan, this should include the preparation of signage.

Sincerely,

Joseph Gacioch, Interim City Manager
City of Keego Harbor





"Heart of the Lakes"

City of Keego Harbor

2025 Beechmont

Keego Harbor, Michigan 48320

FROM: Joseph Gacioch, Interim City Manager

MEETING: September 15 Study Session

ITEM: Regular Agenda

SUBJECT: DRAFT 2026 City of Keego Harbor Strategic Plan

Background

On August 12, 2026, the City of Keego Harbor convened a joint strategic planning session bringing together members of the City Council, Planning Commission, Tax Increment Finance Authority (TIFA), and Parks and Recreation Commission.

The purpose of the session was to establish greater alignment around the City's long-term redevelopment direction and translate the community's existing plans, priorities, and opportunities into a more focused framework for implementation.

The strategic planning process was designed and facilitated by Gacioch Civic Advisory (GCA). Following the August 12 session, the discussion and input provided by participants have been organized into the attached Draft Strategic Plan for City Council review.

Strategic Plan Framework

The draft plan is organized around a community vision supported by four strategic pillars, or areas of success, that describe the conditions necessary to advance that vision.

City of Keego Harbor Vision Statement:

"Keego Harbor is an inviting lakeside community built on neighborly connections, where thoughtful growth preserves small-town character, stewards natural resources, and channels investment into lasting opportunities and shared community benefit"

Four Strategic Pillars

1. Natural Resources & Stewardship

Protect and responsibly enhance the lakes, waterways, parks, trails, tree canopy, and other natural features that define Keego Harbor's identity, while increasing their accessibility and usefulness for residents.

2. Small-Town Character & Connection

Preserve an inviting, safe community built on neighborly connections by strengthening relationships among people, neighborhoods, local institutions, businesses, and public spaces.

3. Welcoming to Business

Encourage appropriately scaled investment, redevelopment, entrepreneurship, and lasting local businesses that strengthen the city's fiscal health and create benefits shared across the community.

4. Quality of Life Across Life Stages

Provide the infrastructure, services, housing choices, walkability, mobility, recreation, community amenities, and effective local governance people need to live safely, participate fully, and thrive throughout every stage of life.

From Vision to Implementation

The vision and four strategic pillars provide the foundation of the plan. The Draft Strategic Plan further translates this framework into plan priorities and an implementation model intended to connect the City's long-term direction with its ongoing work.

The implementation model is intended to make the strategic plan a practical management and governance tool rather than a static planning document. Over time, the framework can be used to help align City Council priorities, board and commission activities, staff work plans, annual budgeting, capital investment, policy development, and other implementation efforts.

The accompanying study-session presentation will provide additional detail regarding the proposed priorities and implementation approach.

Study Session Discussion

The draft is being presented during the study session to provide City Council an opportunity to review the overall framework, discuss proposed language and priorities, and identify any desired revisions before the plan is presented for formal consideration.

Council feedback during the study session will be incorporated, as appropriate, into a final draft for consideration at a subsequent City Council meeting.

Sincerely,

Joseph Gacioch, Interim City Manager
City of Keego Harbor





Aerial video still: "A Great Distance: Venice of the Lakes," THIS METAL SKY (YouTube).

KEEGO HARBOR

2026 Strategic Plan

Visioning Process, Emerging Pillars, and Implementation Framework

DRAFT FOR REVIEW

August 2026

Vision Statement:

"Keego Harbor is an inviting lakeside community built on neighborly connections, where thoughtful growth preserves small-town character, stewards natural resources, and channels investment into lasting opportunities and shared community benefit"

Table of Contents

Right-click anywhere in this list and choose "Update Field" to refresh page numbers after edits.

Table of Contents.....	2
Plan at a Glance.....	3
Executive Summary	6
1. Session Overview	6
2. Pre-Session Reflection Survey	6
3. Opening Generational Exercise	7
4. Future Headlines Exercise	8
5. Synthesis of Common Elements	8
6. Vision Statement Development.....	9
7. Four Strategic Pillars.....	11
8. From Vision to Decisions	12
9. Phase Two: Prioritization	14
Appendix A. Sources Reviewed.....	16

Plan at a Glance

The vision, four strategic pillars, and top six consensus priorities that guide this plan — the full analysis and methodology begin on the following pages.

OUR VISION

“Keego Harbor is an inviting lakeside community built on neighborly connections, where thoughtful growth preserves small-town character, stewards natural resources, and channels investment into lasting opportunities and shared community benefit.”

FOUR STRATEGIC PILLARS

 1 Natural Resources & Stewardship Protect, enhance, and increase resident use of natural assets.	 2 Small-Town Character Strengthen safety, belonging, walkability, volunteerism, and neighborly ties.	 3 Thoughtful Growth & Opportunity Create lasting fiscal and economic value shared across the city.	 4 Quality of Life Across Generations Support services, housing, mobility, recreation, infrastructure, and effective governance.
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TOP 6 CONSENSUS PRIORITIES

Rank	Priority Initiative (Consensus, Aug 12)	Focus Area	Votes
1	Six-year Capital Improvements Plan aligned with the community vision and corridor priorities	Citywide	18
2	Dollar Lake Park and boardwalk concept	Dollar Lake corridor	14
3	Cass Lake Road diet and streetscape feasibility package *tie	Cass Lake corridor	12
3	Redevelop and promote vacant properties *tie	Cass Lake corridor	12
5	Waterfront preservation and public access	Dollar Lake corridor	11
6	Streamline redevelopment processes	Citywide	10

* Tied rank; combined with related redevelopment actions in Section 9. Voting note: participants received 7 dots each; ties received equal marks.

HOW IT WORKS

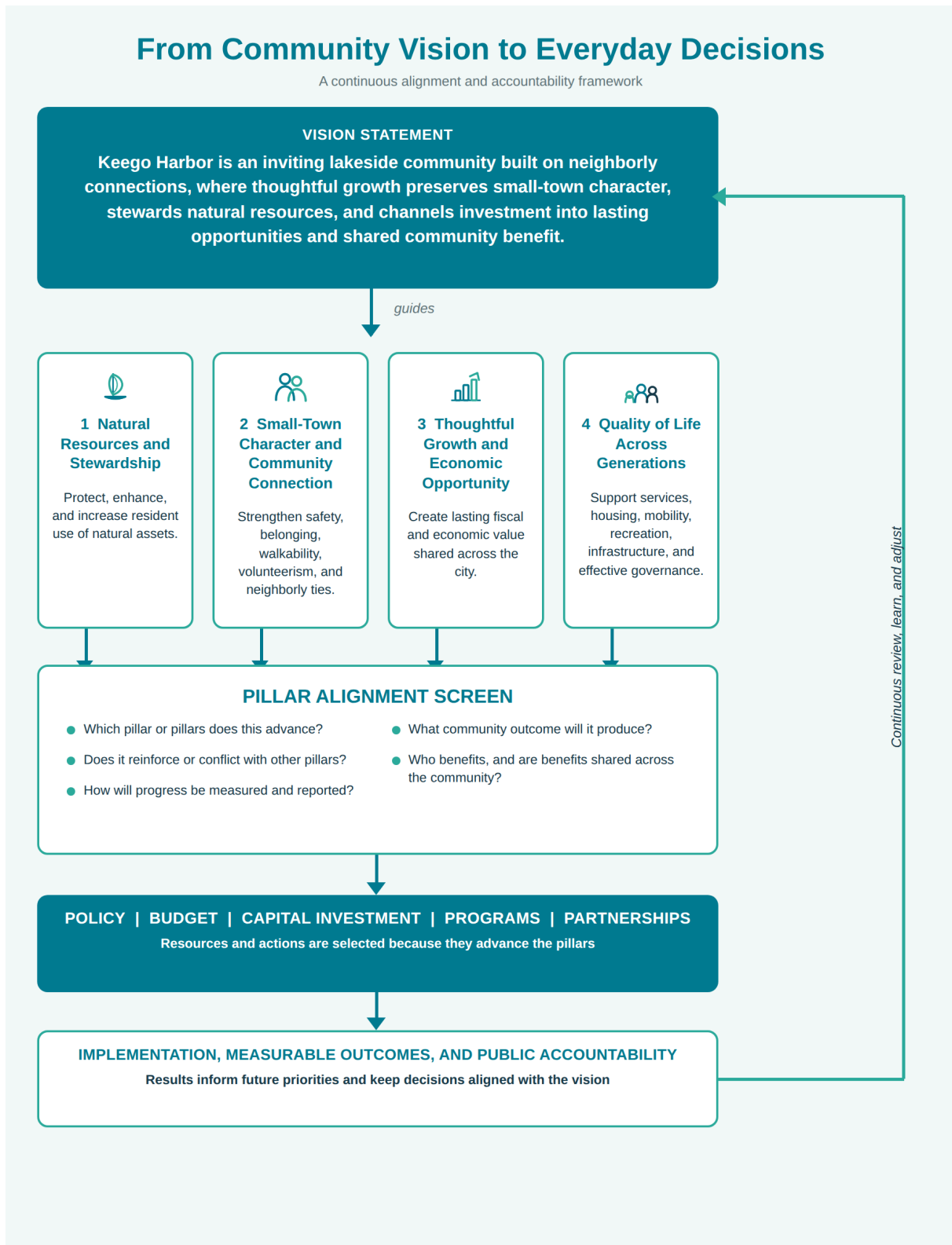


Figure 1. Vision-to-decision alignment and accountability framework.

September 15, 2026

TO: Members of the Keego Harbor City Council, Planning Commission, TIFA Board, and Parks and Recreation Board

Dear Board and Commission Members:

I appreciate the opportunity to facilitate this strategic planning process for the City of Keego Harbor.

Strategic plans often fall short—not because their ideas lack merit, but because the systems needed to carry them forward are not designed alongside them. Without a clear connection to everyday decisions, even strong plans can sit on a shelf while immediate pressures, political realities, and operational demands compete for attention.

Keego Harbor approached this process differently. Members of four public bodies gathered with enthusiasm and a shared intention to listen, contribute, and build a thoughtful vision for the community's future. That collaboration produced more than a vision statement. It established a framework for aligning policies, budget priorities, capital investments, and City initiatives with the qualities and outcomes the community values.

This alignment is especially important for a small community such as Keego Harbor, where resources must be used deliberately and individual decisions can have a lasting effect. The vision, strategic pillars, and prioritized initiatives presented in this report are intended to help the City maintain that alignment as circumstances, opportunities, and leadership evolve.

I applaud the positive attitude, energy, and neighborly care each participant brought to this effort. Throughout the process, I also came to appreciate the neighborly authenticity that distinguishes Keego Harbor—a genuine familiarity, concern for one another, and willingness to contribute to the community's future.

Thank you for your trust, participation, and thoughtful engagement. I look forward to seeing Keego Harbor carry this shared vision into action.

Sincerely,

Joseph Gacioch
Principal
Gacioch Civic Advisory



Executive Summary

Keego Harbor began a collaborative strategic visioning process to form a shared vision for the community's desired future and to create a practical framework for aligning public decisions with that future. The process engaged members of the City Council, Planning Commission, Tax Increment Financing Authority Board, and Parks and Recreation Commission through a pre-session reflection survey, facilitated exercises, group synthesis, and follow-up review.

Across the work completed to date, participants consistently described Keego Harbor as an inviting lakeside community whose natural resources, small-town character, neighborly connections, and local economic potential are central to its identity. They also expressed a desire for thoughtful growth that protects these qualities while creating lasting opportunities and shared benefits across the city.

Four strategic pillars emerged from the process: Natural Resources and Stewardship; Small-Town Character and Community Connection; Thoughtful Growth and Economic Opportunity; and Quality of Life Across Generations. The pillars are intended to function as an implementation framework. Policies, budgets, capital investments, development decisions, programs, and partnerships should be evaluated according to how they strengthen one or more pillars and contribute to realizing the community's vision. A second phase of the session translated this framework into an initial action plan through group consensus and dot voting. The strongest support centered on coordinated capital planning, waterfront and corridor investments, and a proactive approach to redevelopment.

A follow up survey was issued to form consensus around a vision statement. Based on 15 responses and an 80 percent preference for a vision that emphasizes growth-and-shared-community-benefit, this report presents a refined vision statement for review at the September 15 study session and potential adoption with the strategic plan in October.

1. Session Overview

On Wednesday, August 12, 2026, the City of Keego Harbor convened a joint strategic visioning session with representatives of the City Council, Planning Commission, Tax Increment Financing Authority Board, and Parks and Recreation Board. A quorum was present for each of the four public bodies. The City Clerk conducted the official roll call, and the complete attendance record will be incorporated into the final report.

The session brought the four bodies together to develop a shared understanding of Keego Harbor's defining qualities, consider the needs of current and future residents, and begin identifying the principles that should guide the city's long-term direction.

2. Pre-Session Reflection Survey

Before the session, members of all four bodies were invited to complete a pre-session reflection survey. 13/20 responses were received. The survey used an reflective, experience-based approach intended to prepare participants for the visioning process.

Through the survey, participants identified words describing the community at its best, existing assets that should be protected or strengthened, elements of community identity that have been lost or may be at risk, and examples from other communities that could provide useful inspiration.

This sequence encouraged participants to begin with lived experiences rather than immediately focusing on problems or projects. It revealed not only which community assets people value, but also why those assets matter and which qualities should be preserved as the community changes.

Themes from the responses

- Keego Harbor's lakes, waterways, parks, trails, and other natural resources are central to its identity and quality of life.
- The city's small-town character is associated with familiarity, friendliness, safety, belonging, and everyday connections among neighbors.
- Walkability and bicycle access are valued strengths, but major roads and incomplete connections can make travel between neighborhoods, businesses, trails, and waterfront areas difficult or unsafe.
- Local businesses, community events, and informal gathering places contribute to the city's vitality and sense of connection.
- Participants expressed concern about the loss of schools, family-oriented businesses, everyday services, gathering places, and community trust.
- Respondents identified opportunities to strengthen downtown activity, support local businesses, improve access to natural assets, invest in public spaces, and position Keego Harbor as a welcoming lakeside destination.
- Successful change was generally understood as growth that protects or enhances the city's tax base, community scale, the natural setting, and close-knit character.

Together, these responses established an important premise for the session: Keego Harbor's future should build upon the qualities people already cherish while addressing the physical, economic, and social conditions that could weaken them.

3. Opening Generational Exercise

The facilitated session opened with a generational perspective exercise. Participants considered how community needs and priorities vary across different stages of life and how an individual's relationship with the community may change over time. The exercise encouraged members to look beyond their own immediate experiences and consider Keego Harbor from the perspectives of teenagers, young adults, young families, established adults, and retirees.

Teenagers and young adults

Participants emphasized community connections and the services, facilities, and resources that help create them. Lake and trail access provide recreation, while bicycle connections and public transportation support mobility and independence. Because this stage of life often includes a first job and the development of new social relationships, employment opportunities and welcoming social spaces were also considered important.

Young families

Participants identified affordable housing, strong schools, access to childcare, quality public library resources, parks, playgrounds, and other outdoor public spaces as important community assets. Convenient access to daily needs and activities can reduce demands on families. Participants repeatedly emphasized that supportive relationships with neighbors help create a safe and welcoming environment in which to raise children.

Established adults and families

Adults with more established families shared many of these priorities, including access to quality education and summer employment opportunities for young people. For their own quality of life, they valued year-round recreation, social spaces, local services, and Keego Harbor's regional access to employment, Detroit Metropolitan Airport, Downtown Detroit, and the wider metropolitan area. Grocery stores, restaurants, and local retail establishments serve both practical and social purposes by creating places where residents routinely encounter one another.

Residents approaching or entering retirement

Participants emphasized dependable infrastructure, safe access to lakes and trails, year-round recreation, community events, and close relationships with familiar and supportive neighbors. Appropriately sized housing requiring less maintenance and offering features such as first-floor living was identified as important for

allowing residents to remain in the community as they age. Some participants also recognized the value of access to a local faith community and other supportive institutions.

Across the perspectives discussed, natural resources, a welcoming small-town atmosphere, strong resident connections, opportunities for local businesses, accessible recreation, affordability, and quality of life remained important. The exercise demonstrated that people may experience the community differently as their circumstances change, but safety, access, belonging, opportunity, walkability, supportive relationships, and active public and social spaces benefit residents at every stage of life.

4. Future Headlines Exercise

Following the reflection exercises, attendees divided into two groups and were asked to imagine Keego Harbor in 2035-2040. Each group collaborated to create three newspaper-style headlines describing achievements they hoped the community would be celebrating in the future. The exercise bridged participants' reflections on the past and lived experience with a forward-looking vision for community and economic redevelopment.

Group A headlines

1. "Up North City Without the Drive"
2. "Oakland County's Best-Kept Secret"
3. "100 Years Later, the Downtown Is Back"

Group A associated these headlines with Keego Harbor's lakes, parks, trails, walkability, history, local eateries, and small-town atmosphere. Its vision included a renewed downtown, active businesses, waterfront destinations, and a stronger public identity built around the city's natural setting.

Group B headlines

1. "Keego Improves Water Access for All Residents"
2. "Population Boom Increases Tax Revenue for Keego Harbor"
3. "Keego Harbor Nationally Recognized for Reducing Blight"

Group B focused on measurable community improvements and their economic effects. Its headlines envisioned greater resident benefit from natural assets, population growth that strengthens the municipal tax base, and visible reinvestment in properties and commercial areas.

Although the groups approached the exercise differently, both imagined a future in which Keego Harbor capitalizes on its lakeside setting and small-town identity, restores activity to commercial areas, welcomes new residents and investment, and makes community assets more useful and accessible to residents. Successful redevelopment was expected to be visible and broadly experienced through active storefronts, improved properties, stronger public spaces, enhanced public amenities, and renewed community pride.

5. Synthesis of Common Elements

After sharing their headlines, each group reviewed the full sequence of exercises - the pre-session reflections, generational perspectives, and future headlines - to identify the feelings, attributes, and physical conditions that appeared consistently across its discussions.

Group A synthesis

Group A described a future Keego Harbor as vibrant, welcoming, and rooted in its small-town character. Members emphasized the city's lakes and natural resources, connections among generations, and an environment that welcomes residents, visitors, businesses, and entrepreneurs. Positive change, resident-focused decisions, year-round activity, and openness to opportunity were important conditions for achieving this future.

Group B synthesis

Group B described Keego Harbor as charming, walkable, and closely connected to its lakes and trails. Its discussion emphasized quality of life, year-round recreation, and economic development working together so that community investment and business activity strengthen rather than diminish the natural resources and small-town character residents value.

Both groups wanted Keego Harbor to feel welcoming, friendly, vibrant, charming, safe, and connected. They associated those feelings with walkable neighborhoods, protected lakes and trails, year-round recreation, active social spaces, quality public services, thriving local businesses, and opportunities for residents and entrepreneurs. These common elements became the basis for the four strategic pillars.

6. Vision Statement Development

A vision statement describes the ideal future the city is working to achieve. It gives elected and appointed officials, staff, community partners, residents, and businesses a shared long-term direction that can remain consistent as individual projects, budgets, and leadership change.

In planning and governance, the vision helps decision-makers evaluate whether policies, budget priorities, capital investments, development proposals, partnerships, and initiatives advance the community's desired future. Externally, it supports consistent public messaging and can inform branding, logo development, economic development materials, grant applications, partnerships, and communications.

Recommended vision statement

Keego Harbor is an inviting lakeside community built on neighborly connections, where thoughtful growth preserves small-town character, stewards natural resources, and channels investment into lasting opportunities and shared community benefit.

Final follow-up survey results

Following the facilitated session, participants received two draft vision statements for review. Each option was grounded in the same workshop themes and four strategic pillars but carried a distinct messaging emphasis: one centered on community identity and experience, while the other emphasized thoughtful growth and shared community benefit. Respondents were asked to rank the two statements in order of preference and provide contextual comments identifying the language they supported and additional ideas they believe should be better captured.

- 12/15 respondents (80 percent) ranked the growth-and-shared-community-benefit option first, while three respondents (20 percent) preferred the identity-and-experience option. The final response reinforced the direction of the results and expressed confidence in the visioning process and its outcome.

The written feedback supported retaining Keego Harbor's lakeside setting, small-town character, lasting opportunities, and shared community benefit. It also called for clearer language around thoughtful growth, natural-resource stewardship, safety, sidewalks, walkability, infrastructure, and durable local businesses. These ideas informed both the recommended statement and refinements to the four strategic pillars.

Participants repeatedly used close-knit to describe good neighbors, volunteerism, familiarity, and a place where people know one another. One respondent, however, identified a tension between close-knit and inviting, noting that close-knit can also suggest an established circle that is difficult to enter. The recommended language - built on neighborly connections - preserves the positive meaning expressed during the workshop while emphasizing openness and belonging.

Selected participant comments

"I feel the points of close-knit lakeside represent one of the biggest assets of Keego which is our small city being on the lake."

-- Follow-up survey respondent

"Not sure if 'tailored, sensible growth' is right wording. Maybe 'thoughtful growth' instead?"

-- Follow-up survey respondent

"I wish it included something about protecting natural resources / environmental stewardship..."

-- Follow-up survey respondent

"To me, 'close-knit' is the opposite of inviting or welcoming."

-- Follow-up survey respondent

"It ended up in a great way and just by getting everyone thinking in this direction, it moved us forward. Whatever vision statement is chosen will be great for our city.."

-- Follow-up survey respondent

7. Four Strategic Pillars

The four pillars translate the emerging vision into a practical framework for governance and implementation. A proposed action does not need to advance every pillar. It should clearly support at least one pillar, demonstrate how it contributes to the vision, and avoid unnecessarily undermining the others. I have provided sample decision-oriented questions that a City Council member or board member may ask themselves.

1. Natural Resources and Stewardship

Protect and responsibly enhance the lakes, waterways, parks, trails, tree canopy, and other natural features that define Keego Harbor's identity, while increasing their accessibility and usefulness for residents.

The health of the community is inseparable from the health of its natural environment. Decisions should promote environmental stewardship, protect water and land resources, maintain public recreational assets, and increase residents' ability to access, use, and enjoy publicly available natural amenities. Investments should help these resources serve recreational, social, environmental, and quality-of-life purposes throughout the year. Growth and development should respect the city's environmental setting and contribute to long-term resilience.

Decision question: Does this action protect or enhance Keego Harbor's natural resources while increasing their accessibility, usefulness, or enjoyment for residents?

2. Small-Town Character and Community Connection

Preserve an inviting, safe community built on neighborly connections by strengthening relationships among people, neighborhoods, local institutions, businesses, and public spaces.

This pillar reflects the value residents place on familiarity, neighborly relationships, volunteerism, walkability, local gathering places, community events, and Keego Harbor's distinctive small-town atmosphere. Decisions should reinforce belonging, improve physical and social connections, welcome people across neighborhoods and generations, and ensure that growth remains compatible with the city's scale and character.

Decision question: Does this action strengthen safety, belonging, connectivity, walkability, or the small-town character residents value?

3. Thoughtful Growth and Economic Opportunity

Encourage appropriately scaled investment, redevelopment, entrepreneurship, and lasting local businesses that strengthen the city's fiscal health and create benefits shared across the community.

Growth should be intentional and suited to Keego Harbor. Economic activity should reduce blight, support durable businesses, expand opportunity, make productive use of the city's location and lakeside economic strength, and contribute to a stable municipal tax base. Public and private investment should produce visible, lasting value for residents while protecting natural resources and community character.

Decision question: Does this action generate lasting economic or fiscal value while ensuring that the benefits of investment extend across the community?

4. Quality of Life Across Generations

Provide the infrastructure, services, housing choices, walkability, mobility, recreation, community amenities, and effective local governance people need to live safely, participate fully, and thrive throughout every stage of life.

Community needs change across stages of life, while dependable services and responsible governance remain essential across generations. Decisions should consider families, young people, working adults, older

residents, and future generations. Priorities include dependable infrastructure, walkable neighborhoods, safe streets and sidewalks, year-round recreation, accessible services, appropriate housing choices, and social spaces that strengthen daily life. The City must also maintain the capacity to deliver these outcomes through long-term planning, fiscal responsibility, coordinated capital investment, effective administration, transparent decision-making, and responsible stewardship of public resources. Quality of life depends on both what residents experience today and the City's ability to plan, fund, maintain, and improve it over time.

Decision question: Does this action improve residents' quality of life while strengthening the City's ability to plan responsibly, maintain fiscal sustainability, provide effective services, and meet community needs over the long term?

8. From Vision to Decisions

The vision and pillars are intended to shape routine governance, not remain separate from implementation. The vision defines the desired future. The pillars identify the conditions needed to reach it. Policy, budget, capital, program, and partnership decisions then become the means by which the city delivers measurable progress.

The diagram on page 3 illustrates the Vision to Execution relationship at the core of this framework.

Applying the framework

1. Identify which pillar or pillars the proposal advances.
2. Describe the specific community outcome the proposal is expected to produce.
3. Explain who will benefit and whether benefits extend across the community.
4. Consider whether the proposal reinforces or conflicts with the other pillars.
5. Evaluate whether the investment is financially and operationally sustainable.
6. Define how progress and results will be measured and communicated.

Using these questions consistently will connect individual decisions to the city's long-term direction. Budget requests and policy recommendations should identify the relevant pillar or pillars, state the expected result, and describe how the request advances the vision. Over time, outcome reporting should help officials and residents assess progress and adjust priorities.

KEEGO HARBOR STRATEGIC VISION PLAN

PHASE TWO

PRIORITIZATION

Translating the shared vision and strategic pillars
into an aligned action plan



Consensus building | Initiative selection | Dot voting | Implementation alignment

9. Phase Two: Prioritization

Exercise preparation and structure

Following a brief break, participants moved from developing a shared vision to identifying initiatives that could begin translating that vision into action.

In preparation for the session, GCA compiled economic redevelopment initiatives previously adopted through the 2025 TIFA Plan and the 2026 Master Land Use Plan. Group A reviewed seven initiatives related to Cass Lake Road, while Group B reviewed 14 initiatives related to Orchard Lake Road and Dollar Lake. Each group also reviewed the same 18 citywide or generally applicable initiatives.

The groups were not initially informed that their citywide lists were identical. This allowed the exercise to test whether they would independently identify similar priorities and reveal areas of natural alignment around a citywide vision.

Each group was asked to reach consensus on six initiatives: three from its assigned geographic focus area and three from the citywide list. After the groups reconvened and presented their recommendations, the results showed substantial overlap in both the priorities selected and the reasoning behind them.

Dot voting and final ranking

The related recommendations were organized on a master prioritization board. Each participant received seven voting dots to distribute among the initiatives, with no more than one individual dot assigned to any single initiative. During the report-out, participants directed that the two Capital Improvements Plan recommendations be treated as one coordinated action. Their support marks are therefore combined below.

Rank	Priority initiative	Focus	Support marks
1	Develop a six-year Capital Improvements Plan aligned with the community vision and corridor priorities	Citywide	18
2	Advance the Dollar Lake Park and boardwalk concept	Orchard Lake Road / Dollar Lake	14
3 (tie)	Prepare a Cass Lake Road diet and streetscape feasibility package	Cass Lake Road	12
3 (tie)	Develop plans to promote and redevelop vacant properties*	Cass Lake Road	12
5	Advance waterfront preservation and public access	Orchard Lake Road / Dollar Lake	11
6	Streamline redevelopment processes*	Citywide	10
7	Complete a zoning ordinance audit and establish an amendment schedule*	Citywide	9
8 (tie)	Complete Fran Leaf Park improvements	Orchard Lake Road / Dollar Lake	8
8 (tie)	Pursue strategic property acquisitions*	Citywide	8
10	Package and advertise redevelopment properties*	Citywide	7
11	Create a Keego Harbor public art plan	Cass Lake Road	5

Voting note: Support marks reflect the dots visible on the final master board. Tied initiatives received the same number of marks.

A shared direction for redevelopment

*The marked redevelopment priorities remain distinct actions and retain their individual rankings. Together, however, they represent a connected redevelopment strategy: identifying opportunities for vacant or underused

properties; creating efficient and predictable review and zoning processes; strategically acquiring or assembling property where public involvement can advance community goals; and packaging and marketing opportunities to appropriate businesses, investors, and development partners.

The five related redevelopment actions received 46 support marks in total. Those marks should not be interpreted as one combined ranking because participants voted on separate actions. Their distribution nevertheless demonstrates strong alignment around a shared view of change:

Keego Harbor should take a deliberate, coordinated, and proactive role in shaping redevelopment so that investment is appropriately scaled, protects community character, and produces lasting public benefits.

How the priorities support the pillars

Each initiative has a primary relationship to one pillar and may support additional pillars. The six-year Capital Improvements Plan is primarily aligned with Quality of Life Across Generations because that pillar includes long-term planning, fiscal responsibility, organizational effectiveness, and coordinated capital investment. The CIP also enables implementation across all four pillars by translating priorities into projects, funding strategies, schedules, responsibilities, and measurable results.

Strategic pillar	Primary initiative alignment	Additional support
Natural Resources and Stewardship	Dollar Lake Park and boardwalk; waterfront preservation and public access	Fran Leaf Park; six-year CIP
Small-Town Character and Community Connection	Keego Harbor public art plan	Cass Lake Road streetscape; redevelopment strategy; parks and waterfront projects; six-year CIP
Thoughtful Growth and Economic Opportunity	Promote and redevelop vacant properties; streamline redevelopment; zoning audit; strategic acquisitions; package and advertise properties	Cass Lake Road improvements; public art; six-year CIP
Quality of Life Across Generations	Six-year CIP; Cass Lake Road diet and streetscape; Fran Leaf Park improvements	Dollar Lake Park and boardwalk; waterfront access; redevelopment strategy

Figure 2. Prioritized initiatives roll up through the four pillars to support the final vision statement.

POLICY, BUDGET, OR ADMINISTRATIVE ACTION -> PRIORITY INITIATIVE -> STRATEGIC PILLAR(S) -> COMMUNITY VISION -> MEASURABLE OUTCOMES

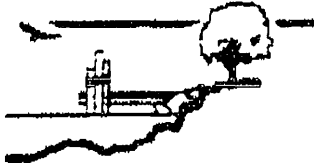
Applying the initiative model

1. Identify the prioritized initiative advanced by the proposed action.
2. Identify its primary pillar and any additional pillars it supports.
3. Describe how the action moves Keego Harbor toward the community vision.
4. Establish the funding, timing, responsibility, and measurable result through the CIP, annual budget, or departmental work plan.
5. Report progress and use the results to inform future policy and investment decisions.

This model creates a continuous line of accountability between individual decisions and the community's long-term direction. It also allows future initiatives to be added without changing the vision or pillars: the City can evaluate each proposed action according to the same alignment questions and incorporate qualifying priorities into its capital plan, budget, policies, and work program.

Appendix A. Sources Reviewed

- August 12th Strategic Plan Roll Call attendance
- Keego Harbor Strategic Vision Pre-Session Reflection survey
- Facilitated generational exercise worksheets and group synthesis notes.
- 2035-2040 future-headline exercise worksheets from Groups A and B.
- Vision statement follow-up survey
- Group A and Group B initiative-selection boards.
- Final master prioritization board and dot-voting results.



"Heart of the Lakes"

City of Keego Harbor

2025 Beechmont

Keego Harbor, Michigan 48320

FROM: Joseph Gacioch, Interim City Manager

MEETING: September

ITEM: Regular Agenda

SUBJECT: RFQ Responses: Cass Lake Corridor Redevelopment Implementation Plan

Introduction

On July 14, 2026, the City issued a Statement of Work seeking proposals for a Cass Lake Corridor Redevelopment Implementation Plan to serve as an implementation bridge between the City's adopted planning vision and the Road Commission for Oakland County's (RCOC) planned 2028 Cass Lake Road reconstruction project.

RCOC has confirmed that its base project is a federally funded surface-work project focused on curb repairs, pavement removal, and pavement replacement, and has agreed that the City may identify local improvements – such as sidewalk expansion, streetscape amenities, and utility readiness – that could be coordinated with or incorporated into its work at the city's cost.

The City received two proposals by the August 25, 2026 deadline: one from McKenna, proposing to partner with engineering subconsultant OHM Advisors, and one from Fleis & VandenBrink (F&V), an employee-owned civil engineering firm with in-house planning, engineering, survey, and landscape architecture capacity. Staff completed a detailed technical and financial review of both submissions against the RFP's stated requirements. This memo summarizes that review and presents staff's recommendation.

Bottom Line Up Front (BLUF)

Staff recommends that the TIFA Board authorize staff to proceed with contract negotiations with Fleis & VandenBrink (F&V) for the Cass Lake Corridor Redevelopment Implementation Plan, and direct staff to return with a negotiated agreement for final authorization.

Key findings include:

- Timing is critical. RCOC's 30% local-scope deadline is February 2027, RCOC survey crews are already working along the corridor, and the City's typical November–December slowdown reduces the effective working months available before that deadline. Authorizing negotiations now preserves the runway needed to meet RCOC's schedule.
- F&V's proposal is the only one of the two received that provides a complete, fully priced scope of work (\$158,400) covering the full project – including coordination through

- RCOC's 70% (July 2027) and final (Fall 2027) design milestones, as the RFP requested.
- F&V delivers the project with a single in-house team – engineering, survey, landscape architecture, GIS, and a dedicated TIFA/economic development specialist – reducing coordination risk relative to McKenna's proposal, which relies on an engineering subconsultant (OHM Advisors) not yet under contract.
- The other proposal received, from McKenna, priced only its first phase (\$20,000) and left the remainder of the project – including existing conditions/survey review, the corridor framework plan, and 30% engineering – as “to be determined.”

Accordingly, staff believes moving forward with F&V is the option most likely to deliver a complete, ready-to-execute local-scope package in time to meet RCOC's February 2027 deadline.

Summary of RFP Goals

The Cass Lake Corridor Redevelopment Implementation Plan RFP, issued July 14, 2026, was structured around the following goals:

- Translate the City's adopted planning vision – the 2021 Cass Lake Road Village Plan and the City's 2026 Master Plan – into implementable, engineerable local improvements timed to RCOC's 2028 roadway project, rather than produce another planning document.
- Coordinate directly with RCOC on project limits, survey, right-of-way mapping, GIS parcel fabric, ACAD files, and federal-aid delivery requirements, using RCOC's information to the maximum extent practicable before authorizing any supplemental survey.
- Produce roll-plot markups and a Corridor Framework Plan addressing sidewalk expansion, pedestrian crossings, streetscape amenities, bicycle parking, bus shelter and patio considerations, and curbside operations (loading, delivery, rideshare, truck routing).
- Evaluate on-street parking feasibility and tradeoffs without presuming parking as the recommended outcome, pending Council direction.
- Advance a targeted 30% local-scope engineering package by February 2027, coordinated with RCOC's anticipated 70% (July 2027) and final (Fall 2027) design milestones.
- Develop streetscape and public realm standards, along with utility and future-readiness recommendations (conduit, electrical, communications, EV-charging readiness) to reduce future implementation costs.
- Prepare a cost, phasing, and funding strategy, including readiness recommendations for Transportation Alternatives Program (TAP) grant funding.
- Support decision-making by City Council, the Planning Commission, and the TIFA Board through a joint work session and clear presentation materials.

Proposal Responses Received

Two firms submitted proposals by the August 25, 2026 deadline:

- McKenna (with proposed subconsultant OHM Advisors) – McKenna has a long-standing relationship with the City, having prepared the City's Master Plan and recent TIFA Plan update. However, its proposal prices only the first phase of work (\$20,000); the remaining phases – existing conditions/survey review, the Corridor Framework Plan, and 30% engineering – are listed as “to be determined.” The proposed engineering partner, OHM Advisors, is not yet under contract with McKenna, and the proposed schedule extends only through February 2027 without addressing RCOC's 70% or final milestones.
- Fleis & VandenBrink (F&V) – F&V submitted a complete, fully priced lump-sum proposal of \$158,400 covering the entire scope of work in five phases, from project initiation through design coordination and closeout, with a schedule that explicitly carries the project through RCOC's February 2027, July 2027, and Fall 2027 milestones. F&V's in-house team includes a professional engineer as project manager, two landscape architects, a design engineer, a survey group manager, a GIS technician, and a dedicated TIFA/economic development specialist, along with relevant road-commission coordination experience.

Timing Considerations

RCOC has indicated that a 30% local-scope plan is due by February 2027, with a 70% plan targeted for July 1, 2027, and final plans in Fall 2027. RCOC's survey crews have already begun work along the corridor. The City has not yet selected or contracted with a consultant, and staff is mindful that the City's effective working months typically slow during November and December.

Given this, staff believes it is important for the Board to authorize negotiations at this meeting rather than delay further. Doing so allows staff to bring a negotiated agreement back for execution and allow the selected consultant to mobilize – including RCOC kickoff coordination and existing conditions review – before the winter slowdown, preserving the runway needed to meet the February 2027 deadline.

Recommendation

Staff recommends that the TIFA Board:

- Authorize staff to proceed with contract negotiations with Fleis & VandenBrink for the Cass Lake Corridor Redevelopment Implementation Plan, consistent with F&V's proposed scope and a fee not to exceed \$158,400; and
- Direct staff to return to the Board with a negotiated professional services agreement for final review and authorization.

Financial Impact

- F&V's proposed lump-sum fee for the complete scope of work is \$158,400, inclusive of reimbursables. The proposal excludes geotechnical review, environmental review, irrigation design, boundary surveys, and construction administration, staking, or engineering; these could be added later if needed.
- Staff recommends sourcing funds from TIFA fund balance to complete the project.

Sincerely,

Joseph Gacioch, Interim City Manager
City of Keego Harbor



CASS LAKE CORRIDOR REDEVELOPMENT IMPLEMENTATION PLAN CITY OF KEEGO HARBOR



AUGUST 25, 2026
P52602



August 25, 2026

Joseph Gacioch
Interim City Manager
City of Keego Harbor / TIFA District
2025 Beechmont
Keego Harbor, MI 48320

RE: Cass Lake Corridor Redevelopment Implementation Plan

Dear Joseph:

On behalf of Fleis & VandenBrink (F&V), we are pleased to submit our proposal for the City of Keego Harbor's **Cass Lake Corridor Redevelopment Implementation Plan**. F&V is an employee-owned, multi-disciplined civil engineering firm with 11 offices serving Michigan and Indiana, and more than 300 staff available to assist with your project. *Our nearby Farmington Hills office is located just 20 minutes from the project area, providing our team with a strong understanding of the local community and convenient access throughout the project.*

Our team encompasses a broad range of services designed to provide our clients with a one-stop-shop consultant. Providing a wide range of services allows us to design custom-fit solutions and award-winning projects, on time and on budget. Our growth has been an outcome of hiring the best people, doing great work, and focusing on client relationships.

PROJECT VISION

Our team is excited about the opportunity to partner with the City to advance its vision of creating a more walkable, mixed-use downtown area. We understand your desire for this project to be an **implementation bridge between already adopted planning goals and the Road Commission of Oakland County (RCOC) road project**.

We will work to develop high-level local improvement markups on RCOC's roll plot early that can be discussed with RCOC, priced, and advanced by TIFA if authorized.

Our goal is to help the City move from planning to implementation by creating a clear, realistic roadmap for improvements that support its long-term vision while maximizing the opportunity presented by the RCOC project. **Dave DeLind, PE**, and **Sam Mariuz, EDFP**, will serve as F&V's primary points of contact and will be available throughout to address any questions, coordinate with City staff and stakeholders, and guide the effort from planning through implementation.

We appreciate the opportunity to propose on your Cass Lake Corridor Redevelopment Implementation project and look forward to working with you to advance your community corridor vision.

Sincerely,

FLEIS & VANDENBRINK

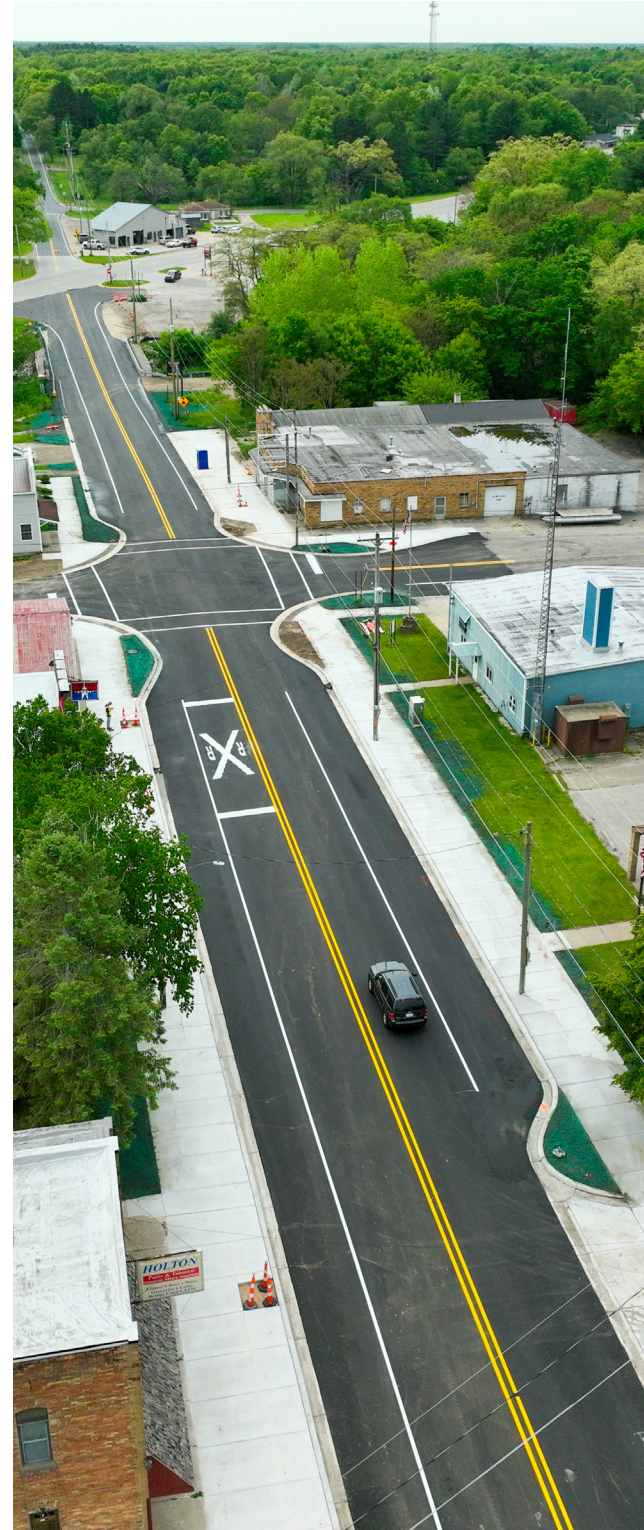
Dave DeLind, PE
Project Manager
P: 248.536.3616
E: ddelind@fveng.com

Sam Mariuz, EDFP
Economic Development
Project Manager
P: 810.201.6171

27725 Stansbury Boulevard, Ste 195
Farmington Hills, MI 48334
P: 248.536.0080
www.fveng.com

TABLE OF CONTENTS

SECTION 1:	FIRM INTRODUCTION
SECTION 2:	UNDERSTANDING AND PROJECT APPROACH
SECTION 3:	SCOPE OF WORK
SECTION 4:	SCHEDULE
SECTION 5:	PROJECT TEAM
SECTION 6:	PROJECT EXPERIENCE
SECTION 7:	DETAILED FEE



*DUCK LAKE HOLTON ROAD SAFETY
IMPROVEMENTS - MUSKEGON CRC*



SECTION 1

FIRM INTRODUCTION

Fleis & VandenBrink (F&V) is an employee-owned, multi-disciplined civil engineering firm with 11 offices serving Michigan and Indiana. Our team encompasses a broad range of services designed to provide our clients with a one-stop-shop consultant. Providing a wide range of services allows us to design custom-fit solutions and award-winning projects - on time and on budget. Our growth has been an outcome of hiring the best people, doing great work, and focusing on client relationships.

We believe great relationships are built over time through communication and an understanding of our client's needs. We work collaboratively to gain that understanding by uncovering potential issues and concerns prior to beginning work. Knowledge of those critical success factors gives us agreed upon expectations and allows us to work together towards successful projects.

We also understand the critical component funding has in turning a project vision into reality. Our team of funding experts actively pursues grants and low interest loan opportunities on behalf of our clients. We work diligently with state and federal organizations to find and obtain the best option for each project. Since our inception, we have obtained more than \$1 billion in grants and low interest loans for our clients.

CORE PRINCIPLES

Understand our customers' needs
and satisfy them...

Employ, value, and empower good people...

Do what we say we are going to do...

Have fun!

VISION STATEMENT

F&V is the leader for delivering efficient,
effective, innovative projects by top
professionals who are making a difference.

As a strategic partner, F&V listens to clients'
needs to provide customized solutions to design,
build, and operate successful projects.

CORPORATION

Fleis & VandenBrink Engineering, Inc. (F&V)
was established in January of 1993 as a firm of
Professional Consulting Engineers.

F&V currently operates as a Corporation in the
States of Michigan and Indiana.

Years in Business: 33

John DeVol, PE
President

Craig Shumaker, PE
Sr. Vice President

www.fveng.com | 800.494.5202

SECTION 2

UNDERSTANDING OF THE PROJECT

The Cass Lake Corridor Redevelopment Implementation Plan represents a significant opportunity for the City of Keego Harbor to advance its **long-standing vision for Cass Lake Road as a more walkable, vibrant, mixed-use commercial corridor**. More importantly, this effort is not intended to create another planning document. It is an implementation project that must translate the City's existing planning, redevelopment, and economic development priorities into coordinated, engineerable improvements that can be advanced in conjunction with the Road Commission for Oakland County's (RCOC) planned 2028 roadway project.

The timing of the RCOC project creates a unique implementation window for Keego Harbor. While RCOC's federally funded project is principally focused on curb repairs, pavement removal, and pavement replacement, the City has an opportunity to determine which pedestrian, streetscape, utility, and public realm improvements should be incorporated, coordinated, or enabled while work is already occurring within the corridor. Doing so requires careful coordination with RCOC's federal-aid process, schedule, survey, design standards, and project limits, while avoiding unnecessary duplication of RCOC's mapping and survey efforts. Our team understands that the immediate objective is to establish a clearly defined local scope and advance it to approximately 30% design by February 2027 so improvements can be evaluated, priced, prioritized, and incorporated into the RCOC project where feasible.

We also recognize that the Cass Lake Road initiative is part of a broader economic development strategy already being advanced by the City and its Tax Increment Finance Authority (TIFA). The TIFA has actively supported reinvestment within the corridor through business and property improvement initiatives, including its Site and Façade Improvement Grant Program, and continues to promote private investment, redevelopment opportunities, corridor identity, and placemaking. Recent TIFA efforts reflect a willingness to partner with existing businesses and property owners on visible improvements while also positioning the corridor for larger-scale private investment. The Cass Lake Corridor Implementation Plan provides an opportunity to build upon those efforts by establishing a coordinated public realm framework that allows future public and private investments to reinforce one another rather than occur incrementally without a common design direction.

Accordingly, TIFA coordination should be integrated throughout the project rather than treated solely as a future funding consideration. Improvements need to be evaluated not only for engineering feasibility, but also for their relationship to TIFA priorities, available resources, maintenance responsibilities, redevelopment potential, and ability to leverage private investment. We envision working with City staff, TIFA, City Council, and the Planning Commission to distinguish improvements that should be pursued with the RCOC project from those that can be strategically phased as future TIFA or City investments. This allows the City and TIFA to focus limited resources on improvements with the greatest ability to improve walkability, strengthen corridor identity, support existing businesses, and catalyze redevelopment.

The former Roosevelt Elementary property is particularly important within this framework. The approximately six-acre site adjacent to City Hall represents one of the City's most significant redevelopment opportunities and has the potential to materially change the intensity and character of activity along Cass Lake Road. Its eventual redevelopment reinforces the need to establish pedestrian connections, streetscape standards, curbside functionality, utility readiness, and a strong relationship between private development and the public realm before major investment occurs.

Ultimately, we understand that success is not measured simply by finishing a corridor plan or a set of 30 percent drawings. Success is a practical implementation framework that gives RCOC a clear understanding of Keego Harbor's near-term intentions, gives City Council and TIFA the information needed to make informed investment decisions, establishes consistent public realm expectations for future redevelopment, and positions the City to leverage the 2028 roadway project, TIFA resources, grant opportunities, and private investment to incrementally realize its **community corridor vision**.





SECTION 3

SCOPE OF WORK

PHASE 1. PROJECT INITIATION AND EXISTING CONDITIONS ASSESSMENT

The success of the Cass Lake Corridor Redevelopment Implementation Plan will depend on establishing a clear understanding of the City's goals, available information, project constraints, and opportunities associated with the Road Commission for Oakland County's (RCOC) planned 2028 roadway improvements. The project will begin with coordination among City staff, TIFA representatives, key stakeholders, and RCOC to confirm project objectives, implementation priorities, decision-making processes, and critical schedule milestones.

Our team will **review adopted planning documents**, Cass Lake Village planning efforts, Roosevelt redevelopment initiatives, community engagement findings, utility information, traffic data, parcel information, and available GIS resources to establish the foundation for the project. Because the City's objective is implementation rather than development of a new master plan, this effort will focus on understanding and advancing previously identified goals into a realistic and coordinated improvement program.

Concurrent with the **City kickoff** process, we will **coordinate directly with RCOC** to review project limits, survey efforts, utility investigation limitations, federal-aid project requirements, and opportunities for coordinating local improvements with the roadway project. Available mapping, survey information, and ACAD files will be reviewed to determine their suitability for corridor planning and preliminary engineering activities. **A survey gap assessment** will be completed to identify any information necessary to support corridor recommendations while maximizing the use of RCOC-provided data and minimizing duplicate efforts.

Phase Deliverables

- Existing Conditions Assessment
- Survey Gap Memorandum
- Project Management Plan
- RCOC Coordination Memorandum

PHASE 2. CORRIDOR FRAMEWORK AND REDEVELOPMENT STRATEGY

Building upon the information collected during Phase 1, Fleis & VandenBrink will develop a Corridor Framework Plan that transforms the City's adopted vision into a practical implementation strategy. This framework will **establish a cohesive vision** for the corridor while identifying improvements that may be coordinated with the RCOC roadway project as well as longer-term opportunities that can be advanced through TIFA initiatives, redevelopment activity, or future funding programs.

The framework will evaluate pedestrian connectivity, sidewalk expansion, ADA improvements, pedestrian crossings, streetscape enhancements, bicycle amenities, transit-supportive features, public gathering opportunities, and connections between City Hall, the Roosevelt redevelopment site, existing businesses, and surrounding neighborhoods. Particular emphasis will be placed on **creating a walkable, mixed-use downtown environment** that supports redevelopment while strengthening corridor identity and improving the public experience.

In addition to **public realm enhancements**, this phase will evaluate corridor operations and redevelopment-supportive infrastructure, including loading and delivery activity, service access, rideshare accommodations, truck circulation, emergency access, bus stop considerations, and snow storage requirements. If desired by the City, opportunities for on-street parking will be evaluated along with associated operational, maintenance, and safety considerations.

The recommendations developed during this phase will be documented through a **Corridor Framework Plan and roll-plot markups** that clearly communicate the City's vision and implementation priorities to RCOC.

Phase Deliverables

- Corridor Framework Plan
- RCOC Roll-Plot Markups
- Connectivity and Pedestrian Improvement Concepts
- Curbside Operations Assessment
- On-Street Parking Feasibility Evaluation, if requested

PHASE 3. PRELIMINARY ENGINEERING, PUBLIC REALM STANDARDS, AND UTILITY READINESS

Following review of the Corridor Framework Plan, the project will advance into preliminary engineering and standards development. The goal of this phase is to define corridor improvements at a level sufficient to support decision-making, implementation planning, cost development, and coordination with RCOC. Preliminary engineering exhibits and typical corridor sections will be developed to illustrate proposed sidewalk improvements, pedestrian crossings, streetscape features, public gathering spaces, roadway interfaces, and redevelopment-supportive improvements. Recommendations will be reviewed for consistency with **RCOC standards**, federal-aid requirements, ADA accessibility requirements, MMUTCD guidance, and long-term maintenance considerations.

To establish a consistent identity throughout the corridor, we will **develop public realm standards** addressing sidewalk character, furnishing zones, landscape treatments, street trees, pedestrian lighting, bicycle amenities, bus stop enhancements, wayfinding elements, gateway features, and other placemaking elements. These recommendations will be developed with consideration of future redevelopment patterns and the City's long-term vision for the corridor.



This phase will also evaluate **utility and infrastructure readiness** opportunities that can support future development and reduce long-term implementation costs. Consideration will be given to conduit installation, communications infrastructure, electrical service extensions, irrigation sleeves, utility conflict mitigation, pedestrian infrastructure, and future EV charging readiness. Opportunities to incorporate enabling infrastructure during roadway reconstruction will be identified wherever practical.

Phase Deliverables

- Preliminary Engineering Exhibits
- Typical Corridor Sections
- Public Realm Standards and Design Palette
- Utility Readiness Recommendations

PHASE 4. 30% LOCAL-SCOPE PACKAGE AND IMPLEMENTATION STRATEGY

The recommendations developed during the previous phases will be advanced into a **coordinated 30% local-scope package** suitable for review by the City and RCOC. This package will provide the level of detail necessary to support planning-level cost estimating, project prioritization, implementation planning, and future funding pursuits.

Recommended improvements will be organized by implementation responsibility and funding source, clearly distinguishing between improvements that may be incorporated into the RCOC project, City-funded betterments, and future stand-alone improvements. This distinction will help the City understand where immediate coordination is necessary and where future opportunities may be pursued independently.

Planning-level **opinions of probable cost** will be developed to support City decision-making and future grant pursuits. Improvements will be organized by corridor segment and implementation phase, creating a practical roadmap that identifies near-term coordination opportunities as well as longer-term investments that may occur in conjunction with redevelopment activity.

This phase will also include preparation of **funding readiness recommendations**, including documentation and planning considerations that may assist the City in pursuing future Transportation Alternatives Program (TAP) funding and similar grant opportunities.

Phase Deliverables

- 30% Local-Scope Package
- Opinion of Probable Cost
- Phasing and Implementation Strategy
- Funding and TAP Grant Readiness Recommendations
- City and RCOC Review Package

PHASE 5. DESIGN COORDINATION, FINAL RECOMMENDATIONS, AND PROJECT CLOSEOUT

Following completion of the 30% local-scope package, our team will continue supporting coordination with RCOC as the roadway project advances through preliminary and final design. This phase is intended to ensure that corridor recommendations remain integrated within the evolving roadway project and that opportunities for local improvements continue to be evaluated as project details are refined into 70% plans by the July 1, 2027 target date.

Fleis & VandenBrink will review advancing design information, participate in agency coordination meetings, evaluate impacts to recommended corridor improvements, and provide updates to cost opinions, implementation priorities, and coordination recommendations as necessary. Particular attention will be given to pedestrian improvements, public realm enhancements, utility readiness measures, and local betterments that may influence final project decisions.

The project will conclude with preparation of a comprehensive implementation package that documents the corridor framework, public realm recommendations, final engineering design, phasing priorities, cost opinions, and funding strategies. Target completion on the final documentation is the Fall of 2027 and will provide the City with a practical roadmap for **future investment and redevelopment** coordination while clearly distinguishing between RCOC project elements, City-funded betterments, and future implementation opportunities.

Phase Deliverables

- 70% Design Coordination Review
- Final Design Coordination Review
- Updated Cost and Implementation Recommendations
- Final Funding and Phasing Recommendations
- Final Implementation Summary Memorandum
- Comprehensive Project Closeout Package



EXPECTED MEETINGS

The following meetings are included as part of the project scope:

City Coordination Meetings

- Project Kickoff Meeting
- Corridor Framework Plan Review Workshop
- Preliminary Engineering and Public Realm Standards Review Meeting
- 30% Local-Scope Review Meeting

Stakeholder Engagement

- Joint Work Session with City Council, Planning Commission, and TIFA

RCOC Coordination Meetings

- RCOC Kickoff Meeting
- Corridor Framework and Roll-Plot Review Meeting
- 30% Coordination Meeting
- 70% Design Review Meeting
- Final Design Review Meeting

Total Meetings Included: 10

FINAL PROJECT DELIVERABLES

Upon completion, the City will receive a comprehensive implementation package that advances the goals of the Cass Lake Corridor, supports redevelopment of the Roosevelt property, maximizes coordination opportunities with RCOC, and establishes a clear roadmap for future public and private investment.

Final deliverables will include:

- Existing Conditions Assessment
- Survey Gap Memorandum
- Corridor Framework Plan
- RCOC Roll-Plot Markups
- Connectivity and Pedestrian Improvement Exhibits
- Curbside Operations Assessment
- On-Street Parking Feasibility Evaluation (if requested)
- Public Realm Standards and Design Palette
- Utility Readiness Recommendations
- Preliminary Engineering Exhibits and Typical Sections
- 30% Local-Scope Package
- Planning-Level Opinion of Probable Cost
- Phasing and Implementation Strategy
- TAP Funding Readiness Recommendations
- Presentation Materials and Decision Memorandum
- 70% and Final Design Coordination Memoranda
- Final Implementation Summary Memorandum

This phased approach provides a clear path from vision confirmation through implementation planning and agency coordination, positioning the City to capitalize on the RCOC roadway project while advancing its long-term vision for a vibrant, walkable, mixed-use Cass Lake Corridor.

Optional Services

Supplemental Survey - If necessary for areas outside the RCOC committed project corridor.

Exclusions

The above scope of services does not include geotechnical review, environmental review, irrigation design. Based on our understanding of the project we don't anticipate these being needed. Construction administration, construction staking, or construction engineering are also excluded but could be provided if requested.

SECTION 4

SCHEDULE

Anticipated Project Schedule



		2026					2027												
Phase	Task/ Milestone	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December	
		Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	Week	
		1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	
1	Project Initiation & Existing Conditions Assessment																		
2	Coordination Framework and Redevelopment Strategy																		
3	Preliminary Engineering, Public Realm Standards, & Utility Readiness																		
4	30% Local Scope Package & Implementation Strategy																		
5	Design Coordination, Final Recommendations, & Project Closeout																		

The above anticipated schedule is approximate and subject to change based on various factors such as, but not limited to, authorization to proceed, response times and schedules of local and county agencies, and/or owner requested design changes. This is simply a planning tool that may be adjusted throughout the project based on these or other factors out of our control.

LEGEND	
	Initial kick-off meeting with City by the end of September 2026
★	30% Local-Scope Deadline
★	70% Plans by July 1, 2027
★	Final Plans by Fall 2027

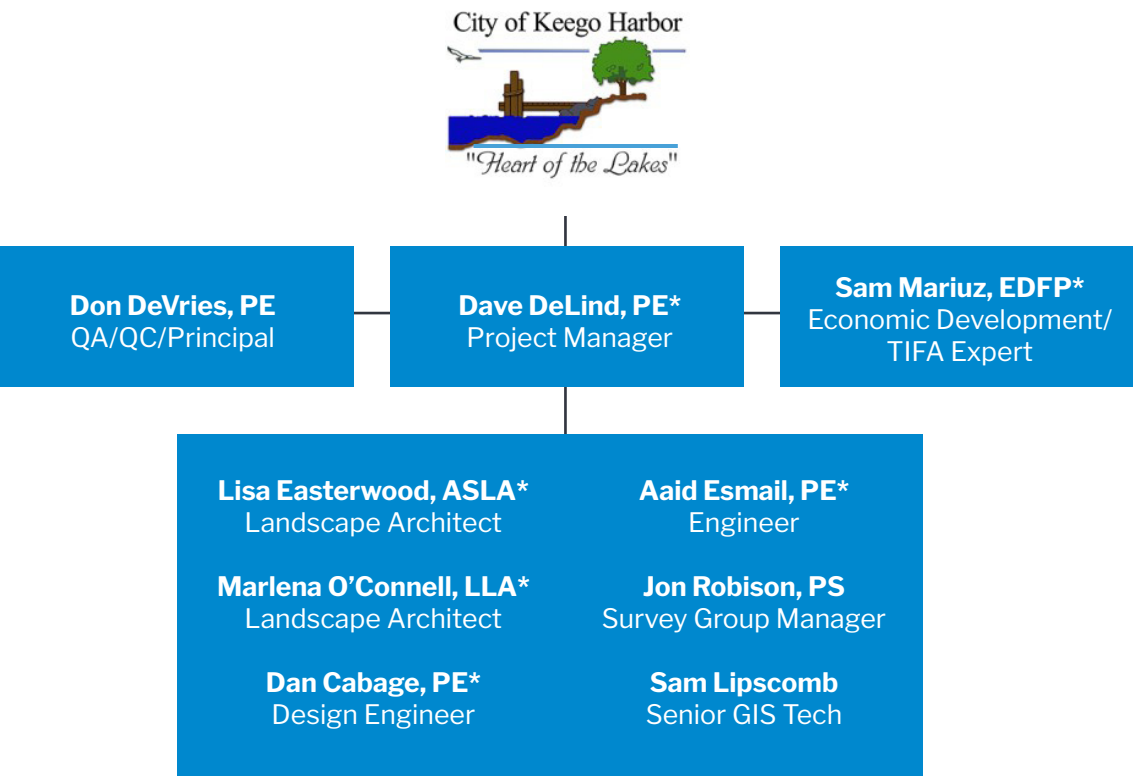
SECTION 5

PROJECT TEAM

F&V is providing a highly experienced team in the design and construction of streetscapes and downtown revitalization projects.

F&V has a team of more than 300 professionals across 11 offices in Michigan and Indiana available to support this project, with the staff shown in the organizational chart below serving as the core project team.

Resumes of key personnel (*) are provided on the following pages. Additional resumes can be provided upon request.





DAVE DELIND, PE

Regional Manager

David has more than 16 years of experience in contract management, engineering supervision, city government, sales/marketing operations, and project management across diverse teams and industries. He has worked on many high-profile projects and has coordinated complex workflow and logistics.

David's diverse experience in the public and private sectors provides him with the ability to work cross functionally on complex projects delivering clients actionable project recommendations and substantial value.

PROJECT EXPERIENCE

- Martin Luther King Jr. Bridge Replacement - City of Pontiac
- DWSRF Water System Improvements - City of Marine City
- Guy Community Center - City of Marine City
- Site Plan Reviews and Inspection - Saline Township
- Section Manager - Burns & McDonnell - City of Detroit
- Principal Supervisor - DTE Energy - City of Detroit
- Elected Official - City of Farmington
- Contract Manager - DTE Energy - City of Detroit
- Ethanol Plant Phase 2 - Zeeland Farms
- Lions Club Park - City of Marine City



FEATURED PROJECT GUY COMMUNITY CENTER City of Marine City, MI

PROJECT HIGHLIGHTS

Project manager who secured a MEDC RAP grant of over \$950,000. The project upgrades the main building for full ADA compliance, revitalizes the outdoor pavilion, adds a splash pad, removes chain-link fencing for aesthetic improvement, installs outdoor restrooms, and establishes the Guy Community Center as the trailhead for the Marine City segment of the Bridge to Bay walking and biking trail.



Professional Engineer
Michigan (No. 6201060470)



MBA: Michigan State University
BS: Civil Engineering, University of Michigan



SAM MARIUZ, EDFP

Economic Development/TIFA Expert

With over nine years of Economic Development experience, Samantha has developed an inclusive approach to the field that offers efficient management of complex projects. Samantha has extensive public service knowledge and passion for economic and community development which serves a diverse mix of stakeholders including municipal, business, state, and federal agencies. She is adept at coordinating multi-faceted projects to promote transformation in communities while supporting environmental and development goals and objectives.

Throughout her career, she has facilitated over \$475 million in direct local investment, resulting in the creation of over 2,700 jobs in Michigan.

PROJECT EXPERIENCE

- Brownfield Redevelopment Consulting - Shiawassee County Brownfield Redevelopment Authority
- Blight Elimination Program - Shiawassee County Land Bank Authority
- Brownfield Redevelopment Consulting - City of Tecumseh
- Brownfield Redevelopment Consulting - City of Eaton Rapids
- Brownfield Redevelopment Consulting - Northville Township Brownfield Redevelopment Authority
- Brownfield Redevelopment Consulting - Zeeland Brownfield Redevelopment Authority
- Brownfield Redevelopment Consulting - Sanilac County Brownfield Redevelopment Authority
- Brownfield Redevelopment Consulting - City of Northville Brownfield Redevelopment Authority
- Vice President of Economic Development Services - AKT Peerless Environmental Services
- Director of Economic Development - City of Farmington Hills
- Director of Authorities - City of Auburn Hills



FEATURED PROJECT BROWNFIELD REDEVELOPMENT CONSULTING Sanilac County Brownfield Redevelopment Authority

PROJECT HIGHLIGHTS

Economic Development and Brownfield Manager for consulting services to the Sanilac County Brownfield Redevelopment Authority. Providing technical environmental and brownfield consulting for projects submitted to the BRA for consideration..



Economic Development Finance
Professional (EDFP) #0420-044



MS: Public Administration, Wayne State University
BA: Political Science, Oakland University



LISA EASTERWOOD, ASLA

Landscape Architect

Lisa has more than 30 years of experience in site planning and design of various types of land development projects that include governmental, commercial, industrial, residential, and municipal enhancement projects. She is responsible for managing and coordinating each stage of a project from conceptual layout to design, to processing plans for approvals, to construction administration. Her multifaceted skill set and attention to detail allows her to take a hands-on approach in various aspects of her projects and has resulted in many positive and long-standing client relationships.

PROJECT EXPERIENCE

- Grand Blanc Road Streetscape - City of Grand Blanc
- Roscommon Metro Park - Village of Roscommon
- Parks Master Planning - Edenville Township
- Municipal Parking Lot Reconstruction - City of Grand Blanc
- Saginaw St Corridor Master Plan - City of Burton DDA
- Lansing Public Safety Campus and Plaza - City of Lansing
- Guy Community Center and Park - City of Marine City
- Feasibility and Development Master Plan - Gun Lake Tribal Gaming Authority
- Landscape Master Plan - Gun Lake Casino
- Marathon Township Community Park - Lapeer County
- Ross Lake Park and Downtown Development - City of Beaverton
- Hiawatha Park Master Planning - Village of Roscommon
- Rust Park Veterans Memorial Plaza - City of Grand Blanc
- Dennis Smith Memorial Park - City of Grand Blanc
- Kelly Lake Park Improvements - City of Burton
- Iron Belle Trail Segment - City of Burton
- Fred Meijer CIS Trailway Study - Owosso and Owosso Township
- YMCA's Camp Copneconic Health and Wellness Center - City of Grand Blanc
- Perry Road Pathway - Grand Blanc Township
- Silver Lake Road Multi-Use Pathway - Argentine Township



FEATURED PROJECT

DOWNTOWN SIDEWALK REPLACEMENT - Village of Peck, MI

Landscape Architect for the Village of Peck's sidewalk replacement project to help improve the walkability and accessibility of the downtown area.

Improvements will include a raised sidewalk design, outdoor dining areas, and accessibility improvements from the street to the storefront.



Certified Survey Technician
(No. 0599-1080)



BS: Math and Computer-aided Design and Drafting,
University of Phoenix





MARLENA O'CONNELL, LLA

Landscape Architect

Marlena brings more than 10 years of experience in the landscape architecture industry. She is involved in projects relating to public plazas, parks, trailways, sporting fields, and waterway recreation, and she assists communities with grant applications and 5-year parks and recreation plans. During her career, she has planned and/or designed over 100 miles of trailway.

PROJECT EXPERIENCE

- Community Space Improvements – City of Wayland
- Fifth Street Corridor Plaza – City of Royal Oak
- City Square Improvements – City of Fennville
- Scheid Park Conceptual Planning – Village of Saranac
- Gourdneck State Game Area – DTMB, Portage
- Silver Lake Sand Dunes ORV Area Improvements – Mears
- McGraft Park Pickleball Court Renovations – City of Muskegon
- Hartshorn Marina Improvements – City of Muskegon
- Community Park Improvements – Allendale Charter Township
- City Park and Campground - City of Gladwin
- Riverside Park Improvements – City of Evart
- Park Improvements – City of Muskegon
- Putnam Park Improvements – Village of Nashville
- Smith Park Improvements – City of White Cloud
- 2025 Park Improvements – Allendale Charter Township
- 5-Year Parks and Recreation Plan Update – Village of Westphalia
- Boat Launch Improvements – Charter Township of Long Lake
- Boat Launch Improvements – Gilbert Township



FEATURED PROJECT FIFTH AVENUE PLAZA STREETScape IMPROVEMENTS Royal Oak, MI

Landscape Architect assisting in the revitalization of the Fifth Avenue corridor between Lafayette Avenue and South Center Street into a vibrant, pedestrian-friendly public plaza. This project, initiated by the City and Downtown Development Authority (DDA), aimed to improve connectivity, support community gatherings, and enhance downtown walkability while maintaining essential vehicle access. The result is a sustainable, inclusive space that strengthens the downtown experience for residents, businesses, and visitors alike.



Licensed Landscape Architect
Michigan (No. 3901046970)



BS: Landscape Architecture, Michigan State University
MA: Environmental Design, Michigan State University



DAN CABAGE, PE

Design Engineer

Dan has 31 years of experience working on municipal engineering projects. His experience includes design, project administration and management, site plan review, client representation, construction oversight, marketing and business development, monitoring project budgets, and meeting with clients. He has designed solutions for numerous utility, transportation and municipal projects, MDOT LAP projects, including public roadways, streetscapes rehabilitation, bridges, sanitary sewer and water distribution systems, and treatment facilities.

PROJECT EXPERIENCE

- Streets & Utilities Improvements - City of Saline
- Road Improvements - City of Royal Oak
- Clark Street Improvements - City of Saline
- Rockridge Road Reconstruction - City of Farmington Hills
- Township Municipal Offices Building Improvements - Stockbridge Township
- Engineer of Record - Saline Township
- ADA Transition Plan and Policy Statement - City of Saline
- Seaholm High School Parking Lot - Birmingham Public Schools
- Civic Center Drive and Municipal Parking PASER Study - Waterford Township
- North Leroy Street Sidewalk Improvements - City of Fenton
- Church Street Replacement - City of Mount Clemens
- Maple Road Diet Pilot Program - City of Birmingham
- SAW Projects - Various
- Lakeville Road Water Main Extension - Village of Oxford
- Site Plan Reviews and Inspection - Saline Township
- Site Plan Reviews and Inspection - City of Fenton
- Belleville Skate Park - City of Belleville
- Veterans Memorial Improvements - City of Belleville
- Canton Center Road Improvements - Canton Township
- Main Street Corridor Improvements - City of Fenton
- Woodland Drive - City of Saline
- Curtis Park Improvements - City of Saline
- South Saginaw Street (Woodward Ave.) - City of Pontiac



FEATURED PROJECT CLARK STREET IMPROVEMENTS City of Saline, MI

Project Manager for the improvements project between N. Maple and N. Harris Street was proposed for MDOT STUL LAP funds and programmed for engineering design, along with construction during the summer of 2023. In addition to the general project scope for full depth road replacement, the project will include miscellaneous storm sewer structures, sidewalks, ADA ramps upgrades, potential provisions for future Bus Route, bike lanes, new signage, and pavement markings.



Professional Engineer
Michigan (No. 6201042580)



BSCE: Roadway & Geotechnical,
University of Michigan





AAID ESMAIL, PE

Engineer

Aaid has over 25 years of municipal engineering and land development experiences in the State of Michigan. He also has structural design experience in reinforced concrete buildings and related structures, including structural analysis and design experience in bridges, tunnels, and retaining wall structures. He plans, supervises, and coordinates the design, construction, and maintenance of a wide variety of civil engineering projects, including inspection of street, sewer, highway, and water distribution systems and bridge construction and other major civil engineering projects.

PROJECT EXPERIENCE

- Major Road Improvements - City of Royal Oak
- Local Streets and Watermain Program - City of Northville
- Local Streets and Watermain Program - City of Dearborn
- Oceana Drive Reconstruction - Oceana County Road Commission
- Saginaw Street Improvements - City of Grand Blanc
- Clio Road Improvements - Genesee County Road Commission
- Martin Luther King Jr. Bridge Replacement - City of Pontiac
- DWSRF Water System Improvements - City of Vassar
- DWSRF Water System Improvements - City of Montrose
- DWSRF Water System Improvements - City of Capac
- DWSRF Water System Improvements - City of Croswell
- Michigan Ave Retaining Wall Design at Oakwood Cemetery - City of Saline
- Sanitary Sewer Improvements - Old Club Harsens Island
- Oakwood Street Retaining Wall - City of Saline



FEATURED PROJECT MAJOR ROAD IMPROVEMENTS City of Royal Oak, MI

PROJECT HIGHLIGHTS

Project Engineer for the design and construction for major road improvement. The first is replacing Massoit Road from Hampton Blvd to Tonawanda Ave with new concrete pavement and drive approaches. The second is designing traffic calming chicanes on Marais Avenue between Thistle Lane and Lexington Blvd, which also includes storm drainage improvements at each bump out.



Professional Engineer
Michigan (6201049417)



MS: Engineering Structures, Trinity College
BS: Civil Engineering, University College of Swansea



A photograph of a street scene in a small town. In the foreground, a black lamppost stands on the sidewalk, with a stop sign and other traffic signs attached to it. A small tree with yellow leaves is also on the sidewalk. The street is paved with concrete and has white crosswalk markings. Several cars are parked along the right side of the street, and a few are driving in the distance. In the background, there are buildings, including a red brick one and a tan one, and bare trees. The sky is overcast.

SECTION 6 PROJECT EXPERIENCE

DUCK LAKE HOLTON ROAD SAFETY IMPROVEMENTS

MUSKEGON COUNTY ROAD COMMISSION, MI



PROJECT HIGHLIGHTS

Date Completed: 2026

MDOT Tap: \$530,000

Local Match: \$132,510

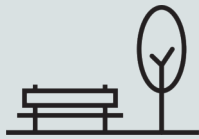
Pedestrian safety was an issue in the downtown area of Holton Township. The corridor along Holton-Duck Lake Road lacked traffic calming measures, had non-American Disabilities Act (ADA) compliant sidewalk in disrepair, and was equipped with outdated lighting and electrical. The Township received a grant from the MDOT TAP to pay for the improvements.

F&V assisted the Township with the grant application and provided survey and design engineering services for 0.3 miles of improvements which include ADA compliant sidewalk and sidewalk ramps, pedestrian safety lighting, benches, bike loops, trash receptacles, and a rain garden to improve stormwater quality running into Cedar Creek. F&V will also be assisting with construction observation and testing.

The improvements, including bump outs and dedicated crosswalks, promote traffic calming and pedestrian safety along Holton-Duck Lake Road, the main north/south arterial that runs through the heart of the community.



DOWNTOWN REVISIONING CITY OF MONTROSE, MI



PROJECT HIGHLIGHTS

Date Completed: 2025

F&V worked with the City of Montrose and Downtown Development Authority to develop a coordinated streetscape improvement concept for the City's downtown core along M-57/Genesee Street. The project was undertaken in conjunction with planned Congressional Directed Spending and future grant opportunities and focused on creating a more inviting and functional pedestrian environment while balancing the operational requirements of a state trunkline, existing on-street parking, constrained sidewalk widths, and the needs of downtown businesses and visitors.

F&V developed concept plans, detailed renderings, and project cost estimates evaluating improvements such as enhanced sidewalks and pedestrian areas, decorative intersection treatments, street lighting, seating and gathering spaces, flowerbox seat walls, curb bump-outs, pavement markings, and strategic modifications to on-street parking. The design process incorporated review of previous MDOT improvement plans and considered potential agency requirements, maintenance and snow-removal concerns, traffic operations, and opportunities to phase or modify improvements as the project advances. F&V also prepared visual materials for DDA review and developed a comprehensive project cost estimate, including engineering and administrative costs, to align the proposed improvements with available Congressional Directed Spending and support implementation planning.

The project demonstrates F&V's ability to move from community priorities and conceptual ideas to a realistic corridor improvement strategy by integrating landscape architecture, transportation engineering, municipal coordination, visualization, cost estimating, funding requirements, and implementation considerations into an actionable streetscape plan.



FIFTH AVENUE CORRIDOR PLAZA

ROYAL OAK, MI



PROJECT HIGHLIGHTS

Date Completed: Antic. 2026

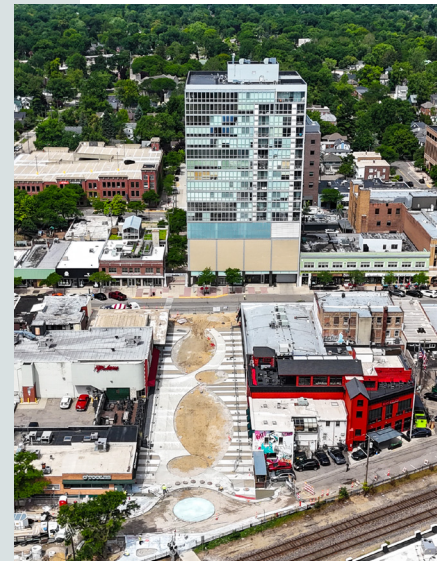
Construction Cost: Antic. \$3,400,000

The City and Downtown Development Authority (DDA) sought to revitalize the Fifth Avenue corridor into a dynamic public plaza that enhances pedestrian access while maintaining essential vehicle circulation.

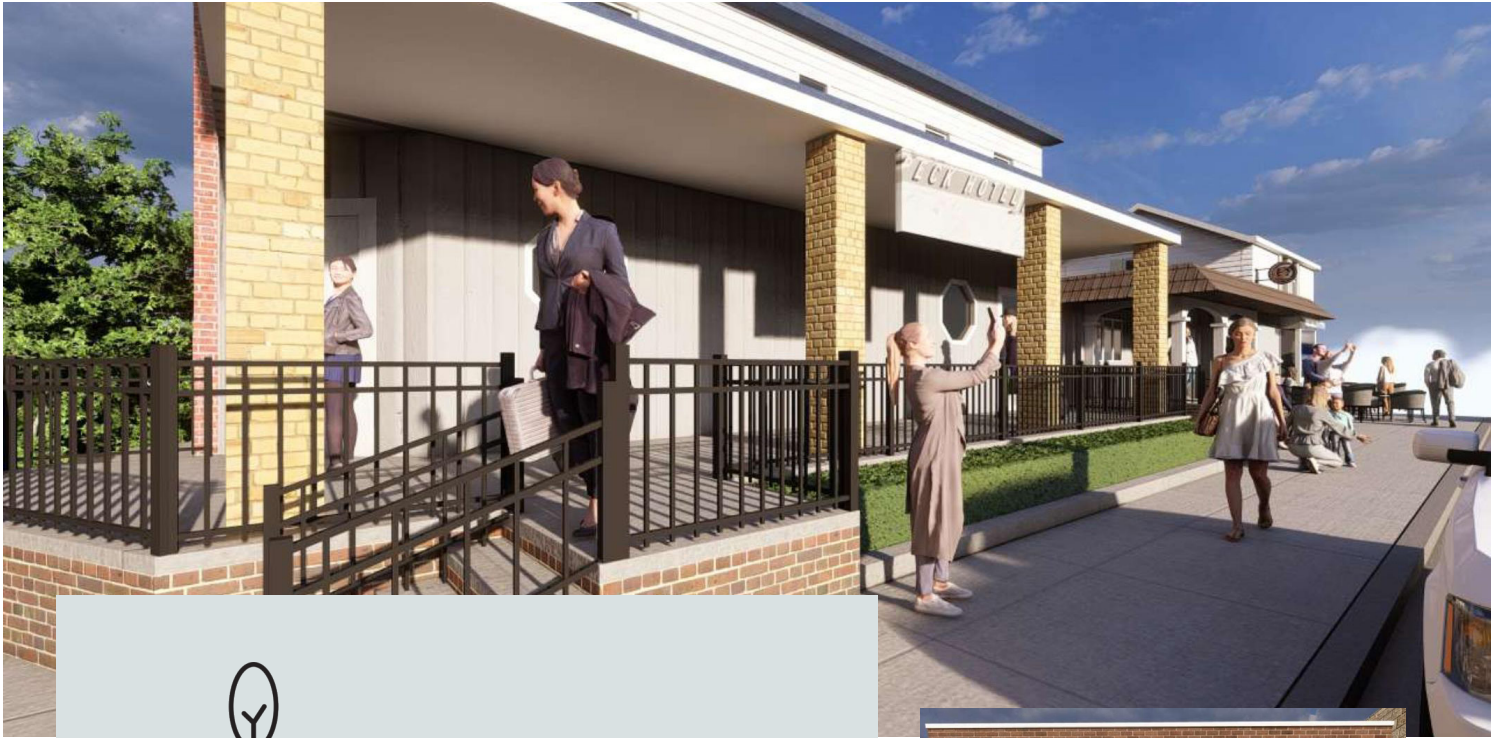
F&V provided comprehensive planning, design, and engineering services to support the redevelopment, including:

- **Topographical Survey & Geotechnical Work:** Collected detailed survey and subsurface data to guide design decisions.
- **Public Engagement:** Facilitated three rounds of input meetings with DDA members, City staff, and the public to shape the vision and final concept.
- **Final Design Engineering:** Developed detailed construction documents, specifications, cost estimates, and permitting support. Designs followed the “Woonerf” philosophy, emphasizing universal accessibility, safety, flexibility, and livability.
- **Construction Engineering:** Provide construction oversight and administration, including bid support, contractor coordination, inspection, and final as-built documentation.

The redesigned Fifth Avenue corridor, once constructed, will create a vibrant, pedestrian-friendly public plaza that enhances connectivity, supports community gatherings, and improves overall downtown walkability. By incorporating sustainable design, green infrastructure, and universal access, the project delivers a flexible and inclusive space that benefits residents, businesses, and visitors.



DOWNTOWN SIDEWALK REPLACEMENT VILLAGE OF PECK, MI



PROJECT HIGHLIGHTS

Date Completed: Antic. 2026

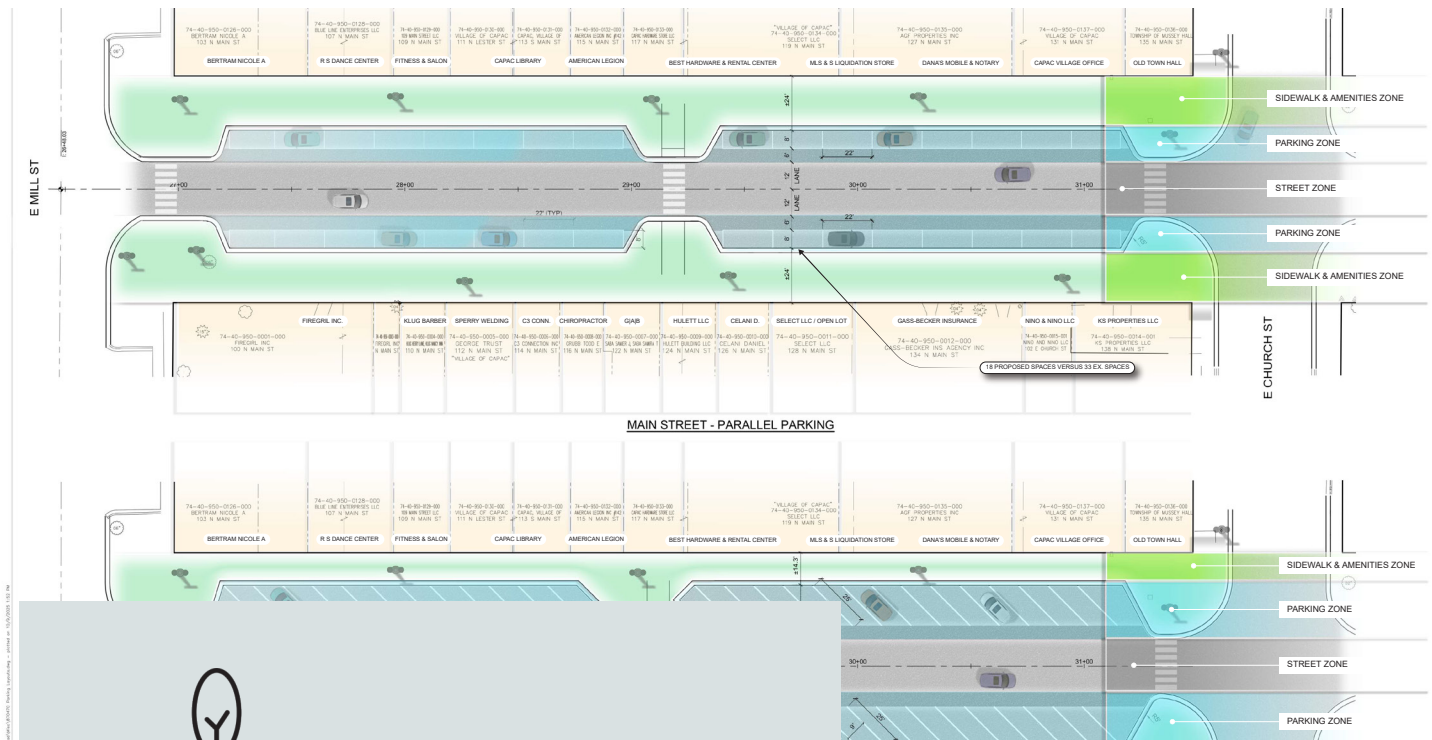
The Village of Peck wanted to help improve the walkability and accessibility of the downtown area. The Village received \$144,250 through the Financially Distressed Cities, Villages, and Townships (FDCVT) grant program for the downtown sidewalk improvements.

F&V provided topographic surveying and mapping, design engineering, bidding services, and will be providing construction administration services during the construction in the fall of 2026.

Improvements will include a raised sidewalk design and accessibility improvements from the street to the store fronts.



MAIN STREET RECONSTRUCTION AND STREETSCAPE VILLAGE OF CAPAC, MI



PROJECT HIGHLIGHTS

Date Completed: Antic. 2026

The Village of Capac wanted to help improve the walkability and accessibility of the downtown area.

F&V helped the Village to receive grant funding through the U.S. Department of Housing and Urban Development Community Project Funding for the Main Street Reconstruction and Streetscape Project improvements.

F&V is providing design engineering services, including topographic survey, geotechnical investigation, and utility coordination. F&V is also helping with public engagement (steering committee and public workshop meetings), conceptual and final design engineering with agency coordination, grant administration support, and bidding services.



KENT STREET IMPROVEMENTS PORTLAND, MI



PROJECT HIGHLIGHTS

Date Completed: 2024

Construction Cost: \$200,000

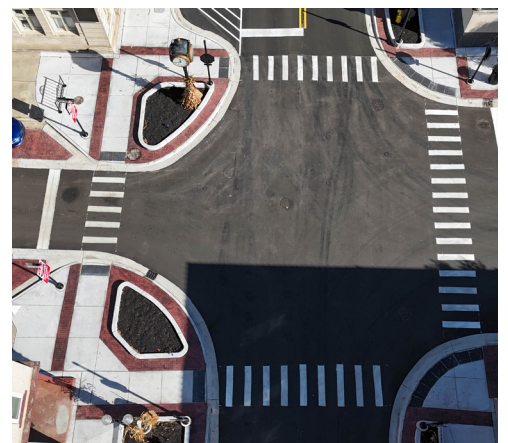
Funding: MDOT Small Urban: \$375,000

MDOT Transportation Alternatives: \$322,800

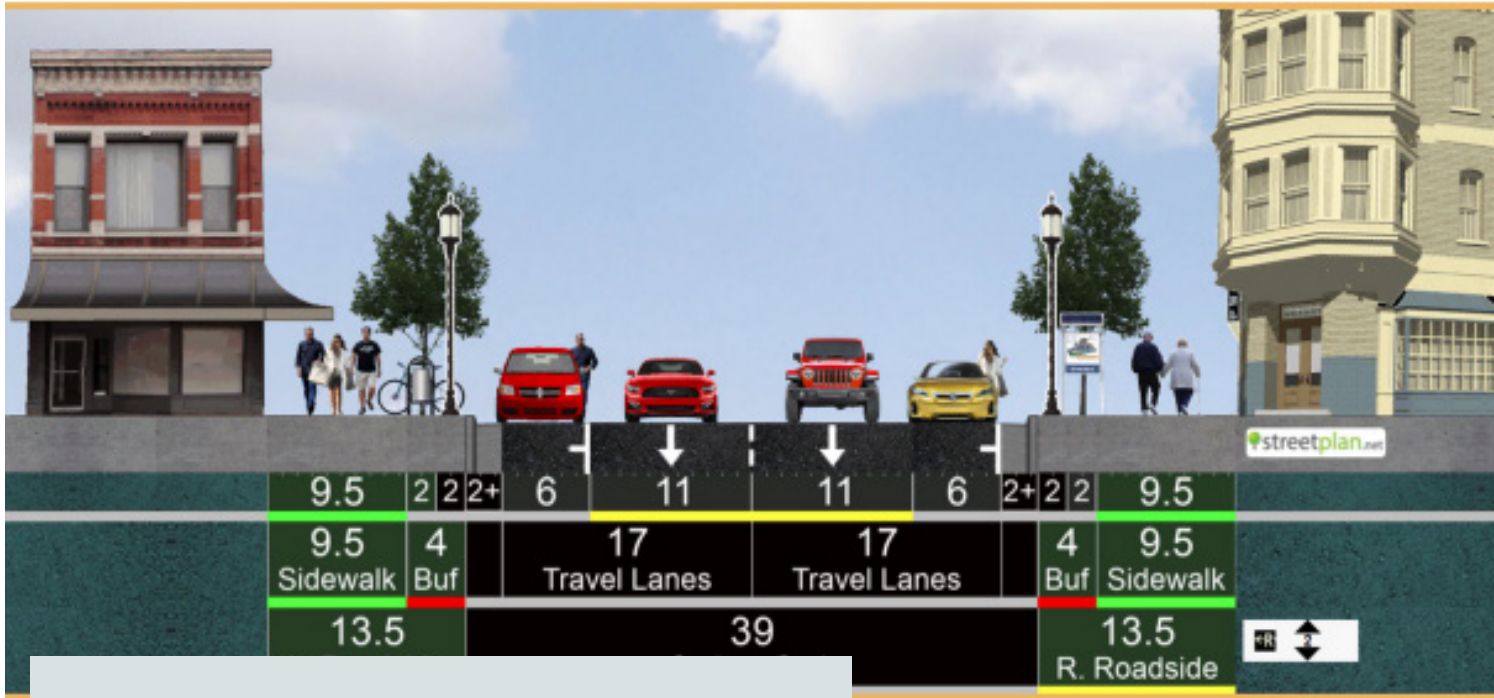
The City's downtown infrastructure had far exceeded its useful life. The sanitary sewer was aging and deteriorated, the cast iron watermain was undersized, and the storm sewer was inadequate for drainage. City officials decided to modernize its infrastructure with a once-in-a-generation project, including upgrading deteriorated sidewalks that did not comply with current ADA guidelines.

F&V assisted with funding, planning, design, permitting, public outreach, and construction engineering services for the project.

The City conducted an overhaul of the downtown infrastructure, including replacing watermain, sanitary and storm sewers, and coordinating sewer crossings of the Looking Glass and Grand Rivers, building demolition, and public plaza construction on East Grand River Avenue, a blighted property donated to the City at the north end of Kent Street.



RIVER STREET TRAFFIC AND PARKING STUDY MANISTEE, MI



PROJECT HIGHLIGHTS

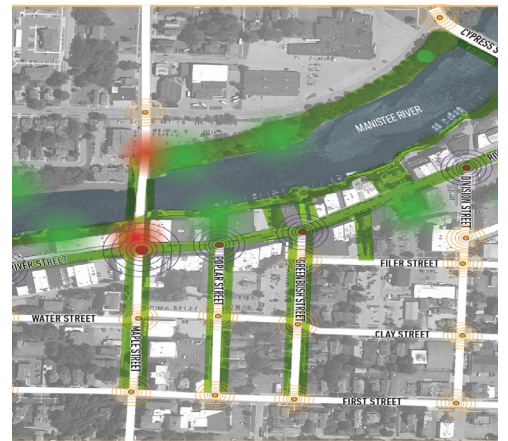
Date Completed: 2023

The City of Manistee, through their Development Plan and Tax Increment Financing Plan, envisioned creating a downtown social district to make the historic downtown more inviting and cohesive. F&V provided traffic and parking analysis for the streetscape project.

The study included the data collection throughout the downtown and the development of a Synchro model to evaluate the change in operations. Additionally, future development plans were included in the evaluation to determine the impact of the potential trip generation and the impact to the one-way to two-way conversion and intersection operations.

Our study recommended:

- Upgrade the signalized intersection at River Street and Maple Street to accommodate two-way traffic volumes on River Street.
- Update the pavement markings and signage to reflect two-way operations.
- Convert the section of River Street between Water Street and Pine Street to a pedestrian-only facility.
- Metered parking spaces in the downtown and additional wayfinding to downtown parking areas.



NAUTICAL MILE CORRIDOR STUDY

ST. CLAIR SHORES, MI



PROJECT HIGHLIGHTS

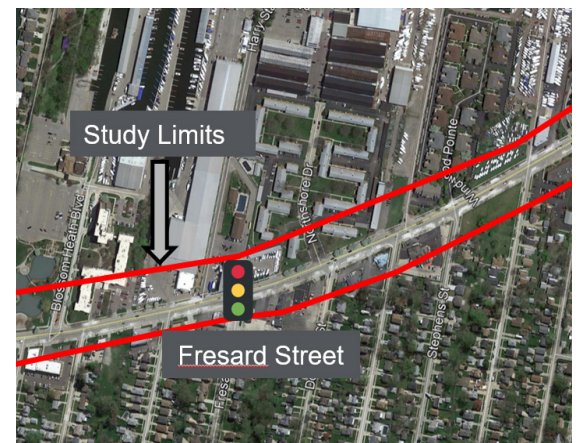
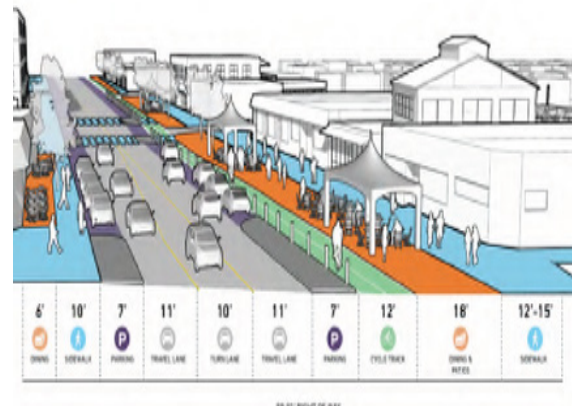
Date Completed: 2019

Construction Cost:

F&V provided an evaluation for the Jefferson Avenue (Nautical Mile) corridor between 9 Mile Road and 10 Mile Road in the City of St. Clair Shores. The Nautical Mile corridor through St. Clair Shores is a five-lane roadway with two lanes of travel in each direction and a center left-turn lane.

F&V performed a feasibility study to evaluate the impact of converting the existing five-lane roadway to a three-lane roadway, with on-street parking and bike lanes. The evaluation considered both the weekday and weekend peak periods to determine if the conversion to a three-lane roadway may only be considered as a temporary fixture during the weekends, or if it could be a permanent fixture, providing on-street parking seven days a week.

The corridor study evaluated existing and future intersection operations and provided mitigation recommendations to improve operations. The results and recommendations of the corridor study were presented to the City and a final report was prepared for their use as a guidance document for implementation.



HARVEY STREET WOONERF HUDSONVILLE, MI



PROJECT HIGHLIGHTS

Date Completed: 2019

Construction Cost: \$976,045

ACEC-MI 2019 Engineering Merit Award

The City of Hudsonville 2030 Visioning Plan includes four main principles for Hudsonville to be a distinctive, livable, vibrant, and connected city. Harvey Street streetscape and extension project, from Plaza Avenue to School Avenue, is the second project in the 2030 Visioning Plan. F&V provided design and landscape architectural services for the project.

F&V designed Harvey with a woonerf concept - a term from the Netherlands which means “shared” or “living” street that prioritizes the pedestrian experience. It is intended to transform the street from car prioritized space to a shared space for all modes of transport, including cars, bicycles, and pedestrians.

Harvey will also be extended to the east to intersect with the Terra Square Farmers Market, which was the first project implemented in the 2030 visioning plan. It is intended for this shared use connector to offer fun seating areas, splash pad, bike racks, art, permeable paver drives, decorative stamped concrete, tree bisques, and interactive areas for people to socialize and hang out before grabbing a bite to eat or shopping at one of the shops along Harvey Street.



SECTION 7

DETAILED FEE

NO.	PHASE	FEE
1	Project Initiation & Existing Conditions	\$ 26,600.00
2	Coordination Framework and Redevelopment Strategy	\$ 37,800.00
3	Preliminary Engineering, Public Realm Standards, & Utility Readiness	\$ 32,600.00
4	30% Local Scope Package & Implementation Strategy	\$ 30,900.00
5	Design Coordination, Final Recommendations, & Project Closeout	\$ 30,500.00
Total Lump Sum Fee		\$ 158,400.00

Reimbursables are in the project fee.

Optional services include a supplemental topographic survey - to be determined once survey limits are defined, if necessary, for areas outside the RCOC committed project corridor.

Exclusions include boundary surveys, geotechnical review, environmental review, irrigation design. Construction administration, construction staking, or construction engineering are also excluded but could be provided if requested.