

**KEEGO HARBOR PARKS & RECREATION COMMISSION
MEETING MINUTES
Wednesday, January 11th**

CALL TO ORDER: Chairperson Sonneville-Douglass called the meeting to order at 7:00pm

Present: Chairperson Kirsten Sonneville-Douglass, Vice Chairperson Paul Daelemans, Treasurer Leslie Clark, Secretary Robin LaFrance, Board Member Daniel Harrington, Board Member Kathleen Sexton, Board Member Dayna Krukowski, Board Member Jaky Van Doox, and Board Member Joshua Bolton

Absent: None

Staff Present: City Manager / City Clerk Tammy Neeb

PUBLIC COMMENTS NON-AGENDA ITEMS ONLY:

Mayor Pro Tem Attisha expressed a thank you to Leslie Clark, Jaky Van Doox and the other volunteers that helped with the Holiday light display. She also brought to the commissions attention city council was interested in using tree grant funds to plant arborvitaes as a screen at the Wall ST water pump station. Leslie Clark addressed this with a possibility, but they would need to be watered twice a week or water bagged.

APPROVAL OF AGENDA

Motion by; Chairperson Sonneville-Douglass, supported by Treasurer Clark to approve the agenda with the add on of 23/24 budget discussion.

Ayes: Unanimous **Nays:** None

Motion Carried

APPROVAL OF MINUTES

Motion by; Kirsten Sonneville-Douglass, support by Paul Daelemans, to approve the December 14, 2022, meeting minutes.

Ayes: Unanimous **Nays:** None

Motion Carried

FINACIAL REPORT:

Treasurer Clark gained more knowledge after meeting with City Treasurer Denise as how to proceed with the accounting and budgeting of the Parks a& Rec funds going forward. She presented a document on why the budget works. The current unspent balance for the fiscal year is 4,899.00, and the current donations and sponsorship are 585.00.

Motion by; Chairperson Sonneville-Douglass, support by Secretary LaFrance, to make a resolution to approve the Financial Report.

Roll Call: Chairperson Kirsten Sonneville-Douglass Y, Vice Chairperson Paul Daelemans Y, Treasurer Leslie Clark Y, Secretary Robin LaFrance Y, Board Members Daniel Harrington Y, Kathleen Sexton Y, Dayna Krukowski Y. Jaky Van Doox Y, Joshua Bolton Y.

Motion Carried

NEW BUSINESS:

Removal of the Lights from Rose Sortor Park: Treasurer Clark asked for volunteers to help with the removal of the lights on Sunday, January 15th at 1 pm.

Memorial Day Parade Discussion: Chairperson Sonnevile-Douglass talked about the upcoming expenses for the 2023 parade. The cost of the rental fee mentioned available bus credits to be used, and she asked for a resolution of 500.00 to go toward the cost of the stage.

Motion by: Treasurer Clark, supported by Board Member Bolton to make a resolution for the expense of 500.00 needed for payment of the stage rental for the parade.

Roll Call: Chairperson Kirsten Sonnevile-Douglass Y, Vice Chairperson Paul Daelemans Y, Treasurer Leslie Clark Y, Secretary Robin LaFrance Y, Board Members Daniel Harrington Y, Kathleen Sexton Y, Dayna Krukowski Y. Jaky Van Dox Y, Joshua Bolton Y. **Motion Carried**

Block Part Discussion: Chairperson Sonnevile-Douglass asked to have signs printed for the event and placed at the bus stops like what was done at the Winter Wonderland event one week prior to the event.

OLD BUSINESS:

23/24 Budget Discussion: Treasurer Clark explained the budgeting process going forward, should compare costs of past events of the 2022 fiscal year and include the increased costs of materials, to forecast the expenses for the 2024 fiscal year budget. She also explained how the general fund works. With help from City Treasurer Hanley, Treasurer Clark has a better understanding of how we can budget ahead to meet the June deadline. Chairpersons are needed for upcoming events and Capital improvements projects; pickle ball courts, disc golf, etc., and to bring a plan and information to help organize and create a budget the events for the year. They were asked to bring this to the February meeting.

2022 Master Plan: there was some discussion on the public feedback on the proposed Parks and Rec Master Plan.

Resolution by Chairperson Sonnevile-Douglass supported by Board Member Sexton to pass the Keego Harbor Parks and Rec Master Plan as written.

Roll Call: Chairperson Kirsten Sonnevile-Douglass Y, Vice Chairperson Paul Daelemans Y, Treasurer Leslie Clark Y, Secretary Robin LaFrance Y, Board Members Daniel Harrington Y, Kathleen Sexton Y, Dayna Krukowski Y. Jaky Van Dox Y, Joshua Bolton Y.

Resolution by Chairperson Sonnevile-Douglass supported by Vice Chairperson Daelemans to send the Keego Harbor Parks and Rec Master Plan to City Council for adoption

Roll Call: Chairperson Kirsten Sonnevile-Douglass Y, Vice Chairperson Paul Daelemans Y, Treasurer Leslie Clark Y, Secretary Robin LaFrance Y, Board Members Daniel Harrington Y, Kathleen Sexton Y, Dayna Krukowski Y. Jaky Van Dox Y, Joshua Bolton Y.

Taste of Keego 2.0 Update: Chairperson Sonneville-Douglass, the restaurants needed a reminder to submit their specials and logos and the contact list has been updated.

Board Member Comments

ADJOURNMENT:

Chairperson Sonneville-Douglass adjourned the meeting at 7:45pm



Kirsten Sonneville-Douglass, Chairperson



Robin LaFrance, Recording Secretary

