



# **GLADSTONE PARKS & RECREATION ADVISORY BOARD**

Parks & Recreation Office - 901 Montana Avenue

May 07, 2024

6:30 PM

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Pursuant to Ordinance No. 486, notice is hereby given to the members of the City of Gladstone Parks and Recreation Advisory Board and to the general public that a Parks & Recreation Advisory Board will be held on Tuesday, May 07, 2024 at 6:30 PM at Parks & Recreation Office - 901 Montana Avenue.

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## **AGENDA**

### **CALL TO ORDER**

### **ROLL CALL**

### **PUBLIC COMMENT**

### **APPROVAL OF MINUTES**

1. Parks & Recreation Regular Meeting Minutes of 04-09-2024

### **UNFINISHED BUSINESS**

2. Sublet of City Campground Sites
3. 10<sup>th</sup> Street Banner Project

### **NEW BUSINESS**

4. Harbor Security Camera Purchase
5. Vacancy of Parks & Recreation Board Member Stacie Carter
6. City of Gladstone Open Mic Night Special Event

### **CITY MANAGER REPORT**

### **BOARD MEMBER COMMENTS**

### **ADJOURNMENT**

**Posted: 05-03-2024**

**GLADSTONE PARKS & RECREATION  
ADVISORY BOARD MEETING  
April 09, 2024**

**MINUTES**

Chairman Gary Stevenson called the meeting to order at 6:34pm, Chairman Stevenson called roll.

**PRESENT:**

Anne Pfothenauer  
Gary Stevenson  
Jay Bostwick  
Bob Bosk  
Cathy Sjoquist  
Jeremy Cook

**ABSENT:**

Stacie Carter

**STAFF PRESENT**

Erik Buckman, City Manager  
Robert Brown, Acting Parks Director  
Troy Drebenstedt, Parks Employee

**PUBLIC COMMENT:**

No Public Comment

**APPROVAL OF MINUTES:**

City Manager Eric Buckman raised a query concerning individuals subletting their campsites within the campground, as well as other regulations outlined in the updated campground rules. Deliberation ensued regarding the permissible number of sites for subletting, the duration of stay permitted, and additional stipulations necessary to enforce.

Motion by Cathy Sjoquist; seconded by Jay Bostwick, to defer the approval of the updated campground regulations until additional specifications regarding subletting terms are established.

Voting Yea: ALL

MOTION CARRIED

Motion by Anne Pfothenhauer; seconded by Jeremy Cook to approve the Regular Meeting Minutes of March 5, 2024, and to incorporate an agenda item for the upcoming May meeting to address the issue of individuals subletting their campsites and to review the updated campground rules.

Voting Yea: ALL

MOTION CARRIED

### **UNFINISHED BUSSINESS:**

Acting Director Robert Brown presented a summary of the 10th St. Banner Project, highlighting the continued collaboration with the Parks Department and the Downtown Development Authority (D.D.A.). Brown noted the D.D.A.'s generous contribution of \$2000 towards the project. He elaborated on the current status of the project, detailing the advancements made thus far and the diverse designs and activities depicted on the banners.

During the discussion, board members explored various concepts and possibilities for the banners. Stevenson proposed the addition of banners at both ends of 10th St featuring simply saying: "Year-Round Playground."

Sjoquist suggested integrating the Gladstone school district into the banner themes. Bosk and Pfothenhauer expressed an interest in incorporating more winter-themed sports, including downhill skiing and cross-country skiing.

Motion by Jay Bostwick; seconded by Pfothenhauer to proceed the 10<sup>th</sup> St Banner Project.

Voting Yea: ALL

MOTION CARRIED

### **CITY MANAGER COMMENTS:**

City Manager Eric Buckman provided an update on the progress of the recruitment process for the open Parks and Recreation Director position. He

noted that resumes have been received and interviews are scheduled to take place next week.

### **STAFF REPORTS:**

Parks and Recreation's Acting Director, Robert Brown, presented updates and enhancements implemented within the park. These include the installation of a new safety life ring and shelter for the fishing pier. Additionally, Brown highlighted the renovation of the west skid pier utilized for boat launching. He also addressed the impact of the contract with the DDA on the budget and outlined improvements made to the lighting system on the fishing pier.

Parks and Recreation employee Troy Drebenstedt spoke about the Land based mooring proposal. The proposal aims to address the needs of both the community members and the Gladstone Sail School by establishing a summer mooring field. The primary objectives are to provide convenient boat storage for community members with small boats and to generate a sustainable revenue stream for the Sail School. By utilizing the South Facing sandy beach in front of the Sail School, we can offer an accessible and secure location for boat storage, benefiting both parties involved.

Motion by Cathy Sjoquist; seconded by Jeremy Cook, to approve the proposal and forward it to the city commissioners for their approval.

Voting Yea: ALL

MOTION CARRIED

### **BOARD MEMBER COMMENTS:**

**Bob Bosk:** initiated discussions on several topics during the meeting:

1. **Harbor Rates:** Bosk raised a query regarding the harbor rate increase, seeking a comprehensive breakdown of the increment, its allocation, and a comparison with DNR rates. Additionally, he inquired about the rationale behind the Parks department's \$25 application fee for joining the waiting list for harbor slips.
2. **Fourth of July:** Bosk inquired about the participation criteria for the 4th of July Parade and whether any prizes will be awarded. He also seeks information on who is leading the planning efforts for the Fourth of July celebrations, an update on the progress of the preparations, and whether there is a volunteer list available. Additionally, Bosk is

interested in knowing who oversees coordinating volunteers for the event.

**Jay Bostwick:** Bostwick expressed interest in Stacy's current standing with the board and inquired about potential actions regarding her continued absence, including the possibility of her removal from the board.

**Jeremy Cook:** Cook informed the board that a member of the community, Dwayne Kinnart, has proposed building a roof over the Indian Statues, enhancing lighting in the area, and adding more benches.

**Cathy Sjoquist:** "Cathy Sjoquist presented several items for the board's consideration during the meeting. Firstly, she expressed her interest in obtaining further details about the boardwalk. Additionally, she shared that a service group from the high school has volunteered to assist with the refurbishment of Kids Kingdom on May 11th. Furthermore, she inquired about the availability of a job description for the harbor master position. Cathy also informed the board that Jim Hansen has offered assistance with Harbor Master training. She expressed her desire to contribute more to the beautification of Gladstone. Lastly, she proposed implementing a designated area for advertisement signs."

**Gary Stevenson:** Stevenson requested budgetary information for both the Parks Department and the DDA, particularly regarding how the change in funding from the DDA will impact the Parks Department. Additionally, he inquired about the availability of funding or the possibility of applying for grants to support the installation of a basketball court and playground equipment at the campground. Stevenson would also like to know about the harbor and the status of updating the transient docks are.

**ADJOURNMENT:**

There being no further business before the board Anne Pfothenauer motioned; Jay Bostwick seconded to adjourned meeting at 9:15



THE GLADSTONE LIONS CLUB and  
THE BAY DE NOC LIONS CLUB



# SPRING SOCIAL AND FUNDRAISER

## APRIL 20 | 7 PM



PROCEEDS BENEFIT THE CITY OF GLADSTONE SAIL SCHOOL

**MUSIC BY**  
**THE JAM BAND**  
*starting at 8 PM*

**ADMISSION:**  
**\$15 at the door**

**50/50, BUCKET, &  
GUN RAFFLES;  
SILENT AUCTION  
& MORE!**

# AT THE BLUFF COUNTRY CLUB



Refurbished skid Pier - spring 2024  
west side



**CONCERT TIMES 7:00 PM - 9:00 PM**

**BRING LAWN CHAIRS, BLANKETS, COOLERS,  
FRIENDS, DOGS (ON A 6' LEASH), AND YOUR DANCE MOVES!**

<b>JUNE 13</b>	<b>SETH BROWN DUO</b>	<b>American / Folk Duo</b>
<b>JUNE 20</b>	<b>FAILTE</b>	<b>Traditional Celtic</b>
<b>JUNE 27</b>	<b>COSMIC EXPOSURE</b>	<b>Funk Rock</b>
<b>JULY 4</b>	<b>BAD DOG</b>	<b>Classic Rock / Rockin Blues</b>
<b>JULY 4</b>	<b>BIG AL AND THE TOMATAS</b>	<b>Rock Variety</b>
<b>JULY 4</b>	<b>DERRILL SYRIA BAND</b>	<b>Variety Acoustic</b>
<b>JULY 11</b>	<b>JAM BAND</b>	<b>Classic Rock</b>
<b>JULY 18</b>	<b>2ND EDITION</b>	<b>Classic Rock / Blues</b>
<b>JULY 25</b>	<b>DERRILL SYRIA BAND</b>	<b>Variety Acoustic</b>
<b>AUGUST 1</b>	<b>THE MAYNARD'S BAND</b>	<b>60, 70, 80's Soft Rock</b>
<b>AUGUST 8</b>	<b>ANGELS AND OUTLAWS BAND</b>	<b>Classic Rock, Country</b>
<b>AUGUST 15</b>	<b>GRAND DESIGN</b>	<b>Variety Music</b>

**VAN CLEVE PARK, GLADSTONE, MI**





GLADSTONE



City of Gladstone, MI

1100 Delta Avenue  
Gladstone, MI 49837  
www.gladstonemi.org

MEETING TYPE  
STAFF REPORT

Agenda Date: 05-07-2024

Eric Buckman, City  
Manager:

Department: \_\_\_\_\_  
Campground

Department Head Name: \_\_\_\_\_

Presenter: \_\_\_\_\_  
Eric Buckman

Kim Berry, City Clerk: \_\_\_\_\_

**This form and any background material must be approved by the City Manager, then delivered to the City Clerk by 4:00 PM the Tuesday prior to the Commission Meeting.**

**AGENDA ITEM TITLE:**

Sublet of City Campground Sites

**BACKGROUND:**

**FISCAL EFFECT:**

**SUPPORTING DOCUMENTATION:**

**RECOMMENDATION:**

Motion to table to June 4, 2024 Regular Meeting

GLADSTONE



**City of Gladstone, MI**

1100 Delta Avenue  
Gladstone, MI 49837  
www.gladstonemi.org

**MEETING TYPE  
STAFF REPORT**

**Agenda Date:** 05-07-2024

**Eric Buckman, City  
Manager:**

**Department:** Parks & Recreation

**Department Head Name:**

**Presenter:** Eric Buckman

**Kim Berry, City Clerk:**

**This form and any background material must be approved by the City Manager, then delivered to the City Clerk by 4:00 PM the Tuesday prior to the Commission Meeting.**

**AGENDA ITEM TITLE:**

10<sup>th</sup> Street Banner Project

**BACKGROUND:**

**FISCAL EFFECT:**

**SUPPORTING DOCUMENTATION:**

**RECOMMENDATION:**

Motion to table to June 4, 2024 Regular Meeting

GLADSTONE



City of Gladstone, MI

1100 Delta Avenue  
Gladstone, MI 49837  
www.gladstonemi.org

**MEETING TYPE  
STAFF REPORT**

**Agenda Date:** 05-07-2024

**Eric Buckman, City  
Manager:**

**Department:** Harbor

**Department Head Name:**

**Presenter:** Eric Buckman

**Kim Berry, City Clerk:**

**This form and any background material must be approved by the City Manager, then delivered to the City Clerk by 4:00 PM the Tuesday prior to the Commission Meeting.**

**AGENDA ITEM TITLE:**

Harbor Security Camera Purchase

**BACKGROUND:**

This is the final camera purchase for the harbor security camera project.

**FISCAL EFFECT:**

**SUPPORTING DOCUMENTATION:**

Quote # NWDK177 from CDW-G in the amount of \$6,445.69 and installation costs.

**RECOMMENDATION:**

Motion to purchase harbor security cameras from CDW-G in the amount of \$6,445.69 and any installation costs.



Thank you for choosing CDW. We have received your quote.

Hardware      Software      Services      IT Solutions      Brands      Research Hub

## QUOTE CONFIRMATION

**MARK CHRISTOFF,**

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

Convert Quote to Order

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NWDK177	4/24/2024	CISCO	2740805	<b>\$6,445.69</b>

**QUOTE DETAILS**

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Cisco Meraki Enterprise - subscription license (5 years) + 5 Years Enterpri</a> Mfg. Part#: LIC-MV-5YR UNSPSC: 43233204 Electronic distribution - NO MEDIA Contract: Michigan Cisco NASPO ValuePoint AR3227 (AR3227 210000001333)	4	4314377	\$534.39	\$2,137.56
<a href="#">Cisco Meraki MR86 - wireless access point - Wi-Fi 6 - cloud-managed</a> Mfg. Part#: MR86-HW Contract: Michigan Cisco NASPO ValuePoint AR3227 (AR3227 210000001333)	1	6073863	\$1,235.62	\$1,235.62
<a href="#">Cisco Meraki MS130 8-Port Cloud-Managed Network Switch</a> Mfg. Part#: MS130-8P-HW Contract: Michigan Cisco NASPO ValuePoint AR3227 (AR3227 210000001333)	1	7610044	\$589.17	\$589.17
<a href="#">Cisco Meraki MV72 - network surveillance camera - dome</a> Mfg. Part#: MV72X-HW Contract: Michigan Cisco NASPO ValuePoint AR3227 (AR3227 210000001333)	4	5992679	\$513.98	\$2,055.92
<a href="#">Cisco Meraki MR Series Enterprise - subscription license (5 years) - 1 acce</a> Mfg. Part#: LIC-ENT-5YR Electronic distribution - NO MEDIA Contract: MARKET	1	4959858	\$320.89	\$320.89
<a href="#">Cisco Meraki Enterprise - subscription license (5 years) + Support - 1 lice</a> Mfg. Part#: LIC-MS130-CMPT-5Y Electronic distribution - NO MEDIA Contract: Michigan Cisco NASPO ValuePoint AR3227 (AR3227 210000001333)	1	7610046	\$106.53	\$106.53

<b>SUBTOTAL</b>	\$6,445.69
<b>SHIPPING</b>	\$0.00
<b>SALES TAX</b>	\$0.00
<b>GRAND TOTAL</b>	<b>\$6,445.69</b>

PURCHASER BILLING INFO	DELIVER TO
<b>Billing Address:</b> DELTA-SCHOOLCRAFT ISD ACCTS PAYABLE 2525 3RD AVE S ESCANABA, MI 49829-1258 <b>Phone:</b> (906) 786-9300 <b>Payment Terms:</b> NET 30-VERBAL	<b>Shipping Address:</b> DELTA-SCHOOLCRAFT ISD MARK CHRISTOFF 2525 3RD AVE S ESCANABA, MI 49829-1258 <b>Phone:</b> (906) 786-9300 <b>Shipping Method:</b> DROP SHIP-GROUND
	<b>Please remit payments to:</b>  CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



**Sales Contact Info**

**Nikki Serra** | 800.808.4239 | [nikki.serra@cdwg.com](mailto:nikki.serra@cdwg.com)

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$6,445.69	\$186.99/Month	\$6,445.69	\$213.22/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

Need Help?

 <a href="#">My Account</a>	 <a href="#">Support</a>	 <a href="tel:800.800.4239">Call 800.800.4239</a>
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# City of Gladstone, MI

1100 Delta Avenue  
Gladstone, MI. 49837  
www.gladstonemi.gov

## Staff Report

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Agenda Date: 05-07-2024      Eric Buckman, Interim City Manager: \_\_\_\_\_  
 Department: Parks & Recreation      Department Head Name: \_\_\_\_\_  
 Presenter: Eric Buckman      Kim Berry, City Clerk: \_\_\_\_\_

**This form and any background material must be approved by the City Manager then delivered to the City Clerk by 4:00 PM the Tuesday prior to the Commission Meeting.**

**AGENDA ITEM TITLE:** Board Resignation – Stacie Carter

**BACKGROUND:**

An email was sent to Stacie Carter on 04-05-2024 requesting a response to confirm desire to continue to serve on the Parks & Recreation Board or resign.

City Clerk Kim Berry did not receive a response and Ms. Carter was not in attendance at the April Board Meeting.

Per the Application appointed members are expected to attend all meetings of board/committee. A member who misses more than 3 consecutive meetings or 1/2 of all meetings will tender their resignation to the board/committee chair.

Per the Article II Parks & Recreation Commission Section 38-36 Vacancies in Membership states the following:

Sec. 38-36. - Vacancies in membership.

Vacancies on the parks and recreation commission occurring before the expiration of any terms of office shall be reported by the parks and recreation commission to the mayor and shall be filled by appointment for the unexpired term.

(Ord. No. 486, § 1(91.45), 9-26-1994)

**FISCAL EFFECT:**

None

**SUPPORTING DOCUMENTATION:**

- Stacie Carter Application
- Email from 04-05-2024
- Article II Parks & Recreation Commission

**RECOMMENDATION:**

Motion to remove Ms. Stacie Carter from the Parks & Recreation Advisory Committee and inform the City Commission at the next regular Commission meeting of the vacancy with a term expiration January 2026. Applications on file with the City Clerk will be presented at the next Parks & Recreation Advisory Board meeting for consideration.

**From:** [Kim Berry](#)  
**To:** [Stacie Carter](#); [Stacie Carter](#)  
**Cc:** [Eric Buckman](#)  
**Subject:** Gladstone Parks & Recreation Advisory Board Attendance  
**Date:** Friday, April 5, 2024 4:05:00 PM  
**Attachments:** [rec-regaqd-04092024.pdf](#)  
[Stacie Carter - Parks & Recreation Board - Appointed.pdf](#)  
**Importance:** High

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Good Afternoon, Stacie,

The Gladstone Parks & Recreation Advisory Board has asked me to reach out to you to confirm your availability to continue to serve on the Board.

You have missed more than the allowable absences as agreed to per your application (see attached). Please send me confirmation of your desire to continue to serve or your desire to resign.

I have also attached the agenda packet for the next meeting scheduled for April 9, 2024.

Thank you,  
Kim

Kimberly Berry, MiPMC  
Gladstone City Clerk  
906-428-2311 x 7  
kberry@gladstonemi.gov





**APPLICATION FORM  
GLADSTONE CITY BOARDS AND COMMITTEES**

Please use this form to express your interest in serving on a particular board/committee or commission. You may attach additional material if you wish. For information on vacancies and board/committee bylaws, please visit [www.gladstonemi.org](http://www.gladstonemi.org), call 906-428-2311 or e-mail [kberry@gladstonemi.org](mailto:kberry@gladstonemi.org). Please note that applications are kept on file for six months. The Gladstone City Commission makes appointments to City Boards at their regular meetings as vacancies occur. Completed applications are public documents and are subject to the Michigan Freedom of Information Act.

**Eligibility Requirements:**

Are you a registered voter in the City of Gladstone?*	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Have you been a City resident for at least 12 months?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Are you currently in default to the City of Gladstone?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Are you related to any elected City Commissioner (including by marriage)?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

\*According to the City Charter, each member appointed by the City Commission shall be a qualified and registered elector of the city on such day and throughout the member's tenure of office.

Name of City Board or Committee: If applying for more than one board/committee, please list order of preference:

- 1) Parks and Rec Board
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

Applicant Name as it Appears on License: Stacie Carter

Driver's License Number: \_\_\_\_\_

Home Address: 200 Mplk. Ave. Phone: 420-6448

Occupation: Financial Professional Business: Thrivent Financial

Business Address: 823 Delta Ave., Suite 102 Phone: 428-6545

E-Mail Address: Stacie.pouliot@ymail.com

Are you currently serving or have you served on any City board or committee? If so, please list and give approximate dates. NO

(over)

Education/Credentials: Licensed financial and insurance advisor

Professional activities that relate to this board/committee: Thrivent Financial is very community minded and I am trying to do as many community events as possible.

Community activities that relate to this board/committee: boating, camping, skiing

Why are you interested in serving on this board/committee? I have lived here all my life and plan to stay! My kids love what this city offers and I would love to play a role in how things progress

What talents or experience would you bring to the board/committee? Boating experience, financial experience, plus community money available through my business.

Any other comments or information you wish to provide to the Mayor and City Commissioners?

Are you involved in any personal, professional or business pursuit that would affect your ability to make fair and impartial recommendations as a member of a City advisory board or committee? Yes  No

**Appointed members are expected to attend all meetings of the board/committee. A member who misses more than 3 consecutive meetings or 1/3 of all meetings will tender their resignation to the board/committee chair.** Are you aware of the meeting schedule and are you available to attend regularly scheduled meetings? Yes  No

Stacie Carter 11/15/19  
Signature Date

I certify that there are no misrepresentations, omissions or falsifications on this application and by signing this application I give consent to the City to conduct a background check to verify the information I have provided.

Please return this form with any attachments to:  
kberry@gladstonemi.org; fax to: 906-428-3122; or mail to: City Clerk's Office, Gladstone City Hall, Gladstone, MI 49837.  
**Thank you for your interest in serving as a volunteer board or committee member. Your willingness to serve is greatly appreciated.**

ARTICLE II. - PARKS AND RECREATION COMMISSION<sup>[2]</sup>

Footnotes:

--- (2) ---

**Cross reference**— Boards, commissions and authorities, § 2-251 et seq.

Sec. 38-31. - Established; advisory commission.

There is established a parks and recreation commission of the city to act solely in an advisory capacity to the city commission and city administration.

(Ord. No. 486, § 1(91.40), 9-26-1994)

Sec. 38-32. - Composition; appointment.

The parks and recreation commission shall consist of seven members who shall be appointed by the mayor.

(Ord. No. 486, § 1(91.41), 9-26-1994; Ord. No. 550, § 1, 3-8-2004)

Sec. 38-33. - Persons ineligible for membership.

A person shall not be eligible for appointment to the parks and recreation commission who is the holder of any public office, elective or appointive under the city Charter and who does not meet the eligibility requirements for holding public office as provided in the city Charter.

(Ord. No. 486, § 1(91.42), 9-26-1994)

Sec. 38-34. - Director of parks and recreation to serve as nonvoting member.

The director of parks and recreation shall serve as a nonvoting permanent member of the parks and recreation commission.

(Ord. No. 486, § 1(91.43), 9-26-1994)

Sec. 38-35. - Terms of office.

All members of the parks and recreation commission, other than the director of parks and recreation, shall serve a term of three years. The terms of the present members of the parks and recreation commission shall remain as established. Any new members shall be appointed in staggered terms so that reappointment and replacement members shall serve full three-year terms with different expiration dates.

(Ord. No. 486, § 1(91.44), 9-26-1994)

Sec. 38-36. - Vacancies in membership.

Vacancies on the parks and recreation commission occurring before the expiration of any terms of office shall be reported by the parks and recreation commission to the mayor and shall be filled by appointment for the unexpired term.

(Ord. No. 486, § 1(91.45), 9-26-1994)

Sec. 38-37. - Meetings.

The parks and recreation commission shall elect one of its members as chairman and such other officers as the members deem necessary. The parks and recreation commission shall adopt bylaws for the orderly conduct of its meetings, which shall be held on a monthly basis or as often as may be deemed necessary by the chairman. A copy of the minutes of all parks and recreation commission meetings shall be filed with the city clerk for submittal to the city commission.

(Ord. No. 486, § 1(91.46), 9-26-1994)

Sec. 38-38. - Duties.

The parks and recreation commission shall act in an advisory capacity to the city commission and the director of parks and recreation. The parks and recreation commission shall review and from time to time make recommendations to the city commission relative to the improvement of existing and the development of new parks and recreation programs. The parks and recreation commission shall establish reasonable rules and regulations for the protection of rights and property vested in the city and under control of the parks and recreation department for the use, care, maintenance and management of all parks, public lands and waters in and adjacent to the city. It shall be the duty of the parks and recreation commission to make sure the rules, regulations and ordinances governing the parks, public land and waters of the city are adequately enforced.

(Ord. No. 486, § 1(91.47), 9-26-1994)

Sec. 38-39. - Authority to call on other city bodies for assistance.

The parks and recreation commission may call on any department, board or commission of the city for such technical and advisory assistance as may be needed.

(Ord. No. 486, § 1(91.48), 9-26-1994)

Sec. 38-40. - Expenditures.

The parks and recreation commission and its members shall not incur any expense or create any obligation or liability upon the city. If any expenditure of city funds may be required in connection with the functioning of the parks and recreation commission, prior approval of such expenditure shall first be obtained from the city commission.

(Ord. No. 486, § 1(91.49), 9-26-1994)

Sec. 38-41. - Fee schedule.

The parks and recreation commission shall develop on an annual basis a fee schedule for parks and recreation activities which it shall recommend for adoption by the city commission as part of their annual budgetary process.

(Ord. No. 486, § 1(91.50), 9-26-1994)

Sec. 38-42. - Director of parks and recreation.

A director of parks and recreation shall be appointed by and serve under the general direction of the city manager.

(Ord. No. 486, § 1(91.51), 9-26-1994)

**Cross reference**— Officers and employees, § 2-61 et seq.

Sec. 38-43. - General duties of director.

The director of parks and recreation shall be the administrative head of the department of parks and recreation and shall have the duty to:

- (1) Provide recreation programs and activities for the inhabitants for the city;
- (2) Plan and coordinate functions, activities, additions, developments and improvements for the department, draft and implement a city recreation plan, train and administer personnel and enforce department policies; and
- (3) Maintain and repair parks, playgrounds, public grounds, play areas and the public harbor, including the interior and exterior of all city buildings and park service buildings, and provide for the maintenance and storage of all park and recreational equipment.

(Ord. No. 486, § 1(91.52), 9-26-1994)

Sec. 38-44. - Rules and regulations.

The parks and recreation commission shall establish rules and regulations for the use of the city parks and special recreational facilities, which shall be published upon adoption and a copy of which shall be kept by the city clerk's office. Rules and regulations for the use of the special activity parks shall be posted in a conspicuous place within the special activity park and shall be accessible for viewing 24 hours a day. Such rules and regulations shall be designed to protect the parks and preserve the right of the public to use such parks and to protect public health and safety.

(Ord. No. 486, § 1(91.65), 9-26-1994)

Secs. 38-45—38-70. - Reserved.



# City of Gladstone, MI

1100 Delta Avenue  
Gladstone, MI. 49837  
www.gladstonemi.org

## Staff Report

---

Agenda Date: 05-07-2024 Eric Buckman, City Manager: \_\_\_\_\_  
 Department: Recreation Department Head Name: \_\_\_\_\_  
 Presenter: Eric Buckman Kim Berry, City Clerk: \_\_\_\_\_

**This form and any background material must be approved by the City Manager then delivered to the City Clerk by 4:00 PM the Tuesday prior to the Commission Meeting.**

**AGENDA ITEM TITLE:**

Proposed Special Event – Open Mic Night – Saturday June 15, 2024

**BACKGROUND:**

This proposed event is sponsored by Gladstone Parks & Recreation Department to be held Saturday, June 15, 2024 5-7 PM

A recommendation of approval is required by the Parks & Recreation Advisory Board to the City Commission for the event to be formally approved. A City of Gladstone Special Event Form must be completed prior to submission to the Commission.

If the event is successful and going to become an annual event it can be added to the City Commission Annual Special Event List that is approved at the beginning of each year.

**FISCAL EFFECT:** Unknown

**SUPPORTING DOCUMENTATION:**

Special Event Permit Application  
Flyer

**RECOMMENDATION:**

Motion to recommend approval of the first City of Gladstone Open Mic Night special event for Saturday, June 15, 2024.

THE CITY OF GLADSTONE AND  
THE MUSIC CO-OP OF DELTA  
COUNTY ARE SPONSORING

# OPEN MIC NIGHT

SAT JUNE 15TH  
5PM - 7PM

AT THE GLADSTONE  
BEACH HOUSE

JOIN US FOR SOME LOCAL  
MUSIC AND GOOD VIBES!  
BRING A CHAIR AND YOUR  
COOLER!

JUNE'S BOOTH BUS  
WILL BE OFFERING FREE PHOTOS

MUSIC CO-OP OF DELTA COUNTY

CONTACT LOIS TO SIGN UP AT 428-2843



# SPECIAL EVENT PERMIT APPLICATION

**APPLICATION**

Name of Sponsor \_\_\_\_\_ Non Profit ID # \_\_\_\_\_

Address \_\_\_\_\_ City/ Zip \_\_\_\_\_

Business \_\_\_\_\_ Fax Number \_\_\_\_\_

Email \_\_\_\_\_

**PERSON  
IN CHARGE  
OF ACTIVITY**

Name \_\_\_\_\_

Address \_\_\_\_\_ City/ Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

**EVENT TYPE  
& LOCATION**

\_\_\_\_\_  
\_\_\_\_\_

**EST. # OF  
PARTICIPANTS**

\_\_\_\_\_

**DATES**

From \_\_\_\_\_ 202\_\_ To \_\_\_\_\_ 202\_\_

**HOURS OF OPERATION**

Set Up \_\_\_\_\_ to \_\_\_\_\_

Event \_\_\_\_\_ to \_\_\_\_\_

Clean Up \_\_\_\_\_ to \_\_\_\_\_

**SPECIAL REQUEST**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR INTERNAL USE**

Date Received \_\_\_\_\_  Approved  Denied Signature \_\_\_\_\_ Date \_\_\_\_\_



# WAIVER OF LIABILITY

**NAME OF EVENT** \_\_\_\_\_ **DATE OF EVENT** \_\_\_\_\_

\_\_\_\_\_ Shall indemnify, and hold harmless the City of Gladstone, it's officers, employees and agents from and against any and all claims, demands, liability, costs and expenses of whatever nature, including court cost and counsel fees arising out of injury to or death of any person or persons or loss of or physical damage to any property resulting in any manner from the willful misconduct acts, or negligence of the applicant, it's sub-consultants, agents, employees, volunteers, licensees, or guest in the making or performance of this Special Event Permit.

It is understood the City of Gladstone issues the permit in order to review and approve all plans for events which will affect public facilities or the public right of way.

*Note: General Liability Coverage with a minimum limit of liability of \$1,000,000.00 is required*

**NAME** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

## WAIVER OF SUBROGATION

The lessor waives all rights of recovery against the lessee, lessee's employees, agents and invites for any loss or damage to property of the lessor located at the premises covered by the Special Events Permit, including property insured under valid and collectible insurance policies, to the extent of any recovery collectible under such insurance.

**PLEASE SUBMIT COMPLETED FORM VIA  
MAIL | FAX | EMAIL | @ CITY HALL**

**CITY OF GLADSTONE**  
1100 Delta Avenue  
Gladstone, Michigan 49837  
Fax | 906-428-3122  
kberry@gladstonemi.org