



GLADSTONE PARKS & RECREATION ADVISORY BOARD

City Hall Chambers - 1100 Delta Avenue

May 05, 2026

6:30 PM

AGENDA

CALL TO ORDER

ROLL CALL

CONFLICTS OF INTEREST

PUBLIC COMMENT

APPROVAL OF MINUTES

- [1.](#) Approval of Minutes from 03.03.2026 Recreation Advisory Board Meeting

UNFINISHED BUSINESS

2. Gladstone Sail School Boathouse Rental

NEW BUSINESS

- [3.](#) Land Mooring Review
- [4.](#) 2026-2027 Service Agreement, Downtown Development Authority & Parks & Recreation Department

DIRECTOR'S REPORT

BOARD COMMENTS

ADJOURNMENT



Parks & Recreation Office
 901 Montana Avenue
 March 3, 2026
 6:30 pm

MINUTES

CALL TO ORDER

Ann Pfotenhauer called the work session to order at 6:30pm. Wendy Taavola called roll.

ROLL CALL

PRESENT

Gary Stevenson
 Bob Bosk
 Roger Aho
 Anne Pfotenhauer
 John DeFiore
 Jay Bostwick

ABSENT

Cathy Sjoquist

STAFF PRESENT

Wendy Taavola, Director
 Rob Spreitzer, City Manager

PUBLIC COMMENT

Mr. Kelly King spoke, by invitation from the city manager, in regard to his approaching the City Commission to initiate changes to the current Metal Detecting Policy.

APPROVAL OF MINUTES FROM 11.11.25 RECREATION ADVISORY BOARD MEETING

Bostwick made a motion to approve the minutes from the 11.11.25 Recreation Advisory Board Meeting, seconded by Pfotenhauer. MOTION CARRIED

APPROVAL OF MINUTES FROM 01.06.26 WORK SESSION

Stevenson made a motion to approve minutes from the 01.06.26 Recreation Advisory Work Session, Pfotenhauer seconded. MOTION CARRIED

UNFINISHED BUSINESS

2026 MEETING SCHEDULE: Change November meeting to October 6, 2026. Board discussed the schedule being changed to bimonthly meetings. Bostwick made a motion to approve the schedules with the November meeting change to October 6, 2026, Aho seconded. MOTION CARRIED

NEW BUSINESS

RECREATION ADVISORY BOARD MEMBER EXPIRATIONS – ROGER AHO, GARY STEVENSON:

Aho plans to renew. Stevenson plans to renew.

FOURTH OF JULY COMMITTEE – USA'S 250TH BIRTHDAY:

Director Taavola asked for volunteers from the board to be on the Fourth of July Committee for this year. Jay Bostwick volunteered.

BRUCE MOVALSON SLIP LEASE: Mr. Movalson is a longtime slip lessee in the harbor. He is currently waiting for his new boat to be delivered and does not want to lose his slip. He is requesting to share the slip cost with the city and allow the city to rent his slip to transient boaters. The cost would be \$1377.50 each. Bostwick made a motion to share the cost with Mr. Movalson, 50/50, seconded by DeFiore. **MOTION CARRIED**

METAL DETECTION POLICY REVIEW: The board reviewed the city Metal Detection Policy and changes presented by Commissioner Maloney. Motion to approve the policy with discussed changes made by Bostwick, seconded by Aho. **MOTION CARRIED.**

2026 FEE SCHEDULE REVIEW: The board reviewed the current fee schedule for items that are not included in the schedule and items that do not align with the ordinance. Stevenson made a motion to approve the fee schedule with changes discussed, seconded by Pfothhauer. **MOTION CARRIED**

DIRECTOR'S REPORT

The new Recreation Management program rollout has had limited issues. Harbor applications are out and are being integrated into the program once information is returned. The Ski Hill season and After School Program has been successful this year. Summer Concert Series band schedule will soon be out. Summer seasonal applications are starting coming in.

BOARD COMMENTS

Bob Bosk asked about the e-bike regulations, it was noted that they are currently regulated the same as all bicycles. Gary Stevenson mentioned the need to start working on Phase III at the harbor.

ADJOURNMENT

There being no further business before the board, Pfothhauer motioned; seconded by DeFiore to adjourn the meeting at 8:23 pm.



Board:	Recreation Advisory Board
Agenda Date:	May 5, 2026
Department:	Recreation
Presenter:	Wendy Taavola, Director

Staff Report

Agenda Item Title:

Establishment of a Land Based Mooring Field

Background:

This proposal aims to establish a summer Land Based mooring field to benefit both the community and Gladstone Sail School. Objectives include providing convenient boat storage for community members and generating revenue for the Sail School by utilizing the South Facing sandy beach in front of the Sail School Shed.

Objectives:

1. **Convenient Boat Storage:** Accommodate small boats for community members seeking easy access to water for recreational purposes.
2. **Revenue Generation:** Rent mooring slips to create a consistent revenue stream for the Sail School.

Fiscal Effect:

Set fee of \$200 per mooring site, Five mooring sites for a potential total of \$1000.00.

Supporting Documentation:

Supplied with packet.

Recommendation:

Based on the analysis of the proposal, it is recommended that the commissioners approve the establishment of the summer mooring field as outlined in this report immediately.

Small Boat Land Based Mooring Proposal

Proposal: Establishment of a Land Based Mooring Field for Community Members and Revenue Generation for Gladstone Sail School

Introduction: This 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.

Objectives:

1. **Provide Convenient Boat Storage:** Establish a summer mooring field to accommodate small boats such as sailing dinghies and small fishing boats for community members. These boats may be too small or unpowered to justify a marina slip but require easy access to the water for recreational purposes during the summer months.
2. **Generate Revenue for Sail School:** Rent out mooring slips to community members, thereby creating a consistent revenue stream for the Gladstone Sail School. The generated funds will contribute towards the maintenance costs of the school's facilities and the salaries of seasonal workers involved in teaching activities.

Proposal Details:

Location: The proposed mooring field will be situated on the South Facing sandy beach in front of the Sail School, away from the primary activities of the school which predominantly utilize the east-facing beach of “Mary’s Cove”.

Infrastructure: Five individual anchor points will be installed above the high-water mark, which individuals can use to secure their watercraft. This setup ensures minimal disruption to the beach and surrounding environment while providing a secure mooring solution.

Fee Structure: A set fee will be implemented for the use of the mooring field, which individuals must pay before utilizing the facility. The fee structure will be designed to be reasonable and competitive, considering factors such as boat size and duration of use.

Benefits:

Convenience: Community members will have access to a convenient and secure storage solution for their small boats, enhancing their recreational experiences on the water.

Revenue Generation: The establishment of the mooring field will create a sustainable revenue stream for the Gladstone Sail School, supporting its operational expenses and the salaries of seasonal workers.

Environmental Considerations: By situating the mooring field above the high-water mark, we minimize the environmental impact on the beach and surrounding ecosystem.

Conclusion:

The establishment of a summer mooring field presents a mutually beneficial opportunity for both the community members and the Gladstone Sail School. By providing convenient boat storage and generating revenue for the Sail School, this initiative contributes to the overall well-being and sustainability of the community. We look forward to your support in implementing this proposal.



GLADSTONE SAIL SCHOOL BEACH LAND MOORING

Item 3.

Assigned Slip #

Name: _____ Date: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____

Emergency Contact Phone: _____ Boat Name: _____

Boat Make: _____ Power ☐ Sail ☐ Year: _____

Beam: _____ feet. Length: _____ feet (*Including Platform*)

Draft: _____ feet Registration No: _____

Insurance Company: _____

WAIVER OF LIABILITY

In considering for the foregoing, I for myself, my executors, administrators, and assignees, do hereby release and discharge all sponsors, coordination groups, volunteers, and any individual associated with this contract for mooring of watercraft, from all claims of damages, demands, actions, and whatsoever in a manner arising or growing out of my lease with the City of Gladstone, Gladstone, Michigan.

I (we) the undersigned have read and understand the policy and procedures for the City of Gladstone and agree to abide by the policies and procedures and all other local and state laws, ordinances, rules and regulations.

Signature: _____ Date: _____

City of Gladstone

2024 Seasonal Land Mooring Slip Information

Attached is the paperwork for your intent to rent a **land mooring space** for the 2024 boating season. A land mooring space has been assigned to you on the sail school beach and it is denoted on the top of the slip agreement. *As a land mooring user, it is your responsibility to ensure your watercraft is secure to the shoreline to prevent damage to other boats. Anchoring points will be provided by the city.* If you are **not** interested in land mooring your boat with the City of Gladstone this year, please contact the Recreation Department at the information below so the spot may be reassigned. There is a waiting list.

The rules, regulations and procedures are available on our website at www.gladstonemi.gov on the Parks and Recreation page. Please read before sending in your Seasonal Boat Slip Agreement.

The cost of your assigned land mooring slip for 2024 is \$200. These mooring slips are predominantly used for sailboats, kayaks, and paddle boats. Fishing boats must be under 15 feet, all boats must be able to be hand launched/retrieved from the beach.

Please contact the Recreation Department at 906-428-9122 with any questions or Robert Brown by email at rbrown@gladstonemi.org.

Payment may be mailed to Gladstone City Hall or dropped off in person. Hours are 9am to 4pm Monday through Friday. Payments will not be taken over the phone.

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837



RETURN THIS PORTION WITH PAYMENT
With Dock Slip Agreement
Land Mooring Slip Agreement

Name:

Slip #

Balance Due: \$ 200.00

City of Gladstone
1100 Delta Ave
Gladstone, MI 49837



Board:	Recreation Advisory Board
Agenda Date:	May 5, 2026
Department:	Recreation
Presenter:	Wendy Taavola, Director

Staff Report

Agenda Item Title:

2026-2027 Service Agreement, Downtown Development Authority & Parks & Recreation Department

Background:

In a meeting between the department and the DDA, the 2024 contract commitments were discussed. The department informed the DDA of the work completed under the contract and the need for additional funding to cover the commitments. The 2025 contract includes the necessary additional funding with the stipulation of revisiting the funding if the Gladstone Social District is implemented.

Fiscal Effect:

\$15,000 plus \$5300 for materials and supplies

Supporting Documentation:

2026-2027 Service Agreement, Downtown Development Authority & Parks & Recreation Department

Recommendation:

The department recommends approval of this agreement.

2026-2027 Service Agreement

City of Gladstone's Downtown Development Authority & Parks & Recreation Department



This agreement is entered into between the **Gladstone Downtown Development Authority (DDA)** and the **Parks & Recreation Department** for the provision of services to enhance and maintain the downtown district. The DDA agrees to pay the Parks & Recreation Department ~~\$10,000~~ **\$15,000** during the **2026- 2027** budget period in exchange for the services outlined in this agreement.

Parks & Recreation Responsibilities

Beautification & Maintenance

- Beautify boulevards, the Farmers Market area, and downtown parking lots.
- Ensure the pocket park at the end of Delta Avenue is regularly mowed, trimmed, and maintained.
- Maintain grass and control weeds on City Hall property, the Farmers Market property, the downtown pocket park, and other downtown properties, ensuring grass length does not exceed six inches.
- Maintain trees within the DDA district, including trimming, watering, and any other necessary care.
- Plant and maintain flowers in all DDA-designated green spaces.
- Pull weeds in and around business districts.
- Purchase materials and supplies for beautification within the downtown district **and charge up to \$5,000 to the DDA.**
- ~~Remove snow from sidewalks on city-owned properties within the downtown district within 24 hours of snowfall, in accordance with the Code of Ordinances.~~
- Water flower baskets a minimum of every other day.

DDA-Sponsored Events

The Parks & Recreation Department will provide support for DDA-sponsored events, including but not limited to:

- Business After Hours
- Downtown Day
- Farmers Market
- Hot Rods & Harleys
- Old-Fashioned Christmas
- Other DDA-hosted, sponsored, or supported events.

Staff assistance will include:

- Set-up and tear-down of required event supplies (canopies, chairs, tables, additional trash receptacles, etc.)
- Providing trash removal prior to, during, and after the events.
- Assisting with other event preparation as needed.

Farmers Market Services

- Clean the market square of debris and waste **each week before the market.** ~~the week before the first market of the season.~~
- Ensure timely trash pickup at the Farmers Market.
- Hang the Farmers Market sign visible from US 2/41 at the beginning of the season and return it to storage at the end.
- Maintain the Farmers Market shed.
- Place and remove sandwich board signs on market days.
- Provide at least two concierge staff for setup **completed by 1:30 PM**, teardown, and general assistance during market days.
- Repair market equipment as needed (canopies, wagons, etc.).
- Return borrowed canopies to the market square each Monday and repair/replace any damaged ones **in accordance with DDA inventory policy.**

Downtown Day Services

- Provide at least two concierge staff for street fair and market setup **completed by 11:00 AM**, teardown, and general assistance during the event.
- Coordinate with Public Works for additional trash receptacles.
- Place and remove sandwich board signs for the event in coordination with the Downtown Ambassador.
- Transport old DDA yellow wagons to the event and collect them afterward.

Old-Fashioned Christmas Services

- Perform snow removal and ensure the market square is properly de-iced in preparation for the Old-Fashioned Christmas.
- Clean the market square of debris and waste in preparation for the Old-Fashioned Christmas.
- Transport and set up tables and chairs for the indoor market in coordination with the Downtown Ambassador.
- Place sandwich board signs the morning of the event.
 - Collect sandwich board signs following the event no later than Monday.
- Assist in the placement of burning barrels in coordination with the Downtown Ambassador.

- Assist in transporting and setting up large items as needed on Wednesday before the event such as, but not limited to, letters for Santa drop box, nativity, and other holiday decor.

Trash Collection

- A visual review will be conducted daily to assess the trash needs of the downtown and they should be cleaned out as needed.
 - Perform trash pickup and cleanup in the streets, around businesses, and in boulevards.
 - Coordinate with the Public Works Department to arrangement weekly and as needed emptying of the downtown receptacles.

Miscellaneous Duties

- Assist the DDA with special requests that arise within the DDA boundaries during summer months throughout the year.
- Seasonally set up and remove DDA-owned bike racks, benches, picnic tables, and garbage cans as weather permits.
- Oversight of staff activities will be supervised by the Parks & Recreation Director and Assistant Director.

Agreement Signatures

 DDA Board Chair

 Date

 Parks & Recreation Director

 Date