



GLADSTONE PARKS & RECREATION ADVISORY BOARD

Parks & Recreation Office - 901 Montana Avenue

November 11, 2025

6:30 PM

AGENDA

CALL TO ORDER

ROLL CALL

PUBLIC COMMENT

APPROVAL OF MINUTES

- [1.](#) PARKS & RECREATION REGULAR MEETING MINUTES OF 08-05-2025

CONFLICTS OF INTEREST

ADDITIONS TO THE AGENDA

UNFINISHED BUSINESS

- [2.](#) Sports Park Pickleball Courts Use Agreement Final Draft

NEW BUSINESS

- [3.](#) DCN TRAILS - GLADSTONE SPORTS PARK BIKE PARK PROPOSAL

STAFF REPORT

BOARD MEMBER COMMENTS

ADJOURNMENT



Parks & Recreation Office
 901 Montana Avenue
 August 5, 2025
 6:30 pm

MINUTES

CALL TO ORDER

Gary Stevenson called the meeting to order at 6:30pm. Wendy Taavola called roll.

ROLL CALL

PRESENT

Gary Stevenson
 John DeFiore
 Roger Aho
 Jay Bostwick
 Anne Pfotenhauer
 Cathy Sjoquist

ABSENT

Bob Bosk

STAFF PRESENT

Wendy Taavola, Director

PUBLIC COMMENT

None.

APPROVAL OF MINUTES

Motion made to approve minutes of August 5, 2025 meeting by Bostwick seconded by Stevenson.

Voting Yea: ALL

MOTION CARRIED

OLD BUSINESS

The board discussed conflicts of interest when voting on agenda items. Members shall abstain from voting on items in which they have a conflict of interest.

NEW BUSINESS

Fee Schedule: The campground fees will be increasing next year. Member Stevenson suggested that the website be updated, and signs be posted at the campground office stating this. Member DeFiore would like the yellow bikes to be added to the fee schedule. Daily rental for Bayshore Ballfield should also be added to the fee schedule.

Moving forward, the fee schedule will be reviewed annually in March for approval at the April meeting. Member DeFiore requested the number of rentals per facility per year be presented at that time. The graduation weekend rates and west end fees in the harbor should also be revisited in April.

Review of Rental, Campground and Harbor Policies: Discussions regarding the cancellation policies for the rentals were initiated.

Bostwick made a motion to bring cancellation policies for the reservation of the Beach House, Big Pavilion, Kid's Kingdom Pavilion and Gazebo to the City Commission for approval; the cancellation policy is to return the reservation fee if cancelled more than 30 days prior to reservation date. Member Pfotenhauer seconded the motion.

Voting Yea: ALL

MOTION CARRIED

Bostwick made a motion bring a cancellation policy for the rental of the Ski Chalet to the City Commission for approval – Cancellation of reservation 60 days or more, the rental fee will be returned less the security deposit; cancellations less than 60 days prior to the date, only security deposit will be returned. Member Pfotenhauer seconded the motion.

Voting Yea: ALL

MOTION CARRIED

Looking at the rental agreements, the city noise ordinance is different in each document. Director Taavola will look in the ordinances for the correct information and correct on each document.

During the discussion regarding the campground rules, Director Taavola inquired whether golf carts should be allowed in the campground. The board concluded the discussion by agreeing that golf carts should be allowed as long as the driver is 16 or older, this should be reviewed by Public Safety. Member Aho also stated that there should be a rule stating that campfires should be in designated fire rings only. He also suggested that the rule requiring that pets be on a 6 ft leash should also include pets being allowed on a tie out that restricts them to the campsite boundaries.

Discussing the harbor policies and procedures, Director Taavola informed the board of the need for a cancellation policy for seasonal slip rentals and a review of the wait list policy. It was recommended to the board that a cancellation policy is written that prorates the refund according to the number of days in the season the renter waited prior to requesting the refund. The board agreed to the recommendation and requested to review the policies at a future meeting.

The wait list is over 30 people long and the calling process has become a time-consuming process. Over half of the people on the list have been called and passed the chance to rent a slip for more than two years. The board agreed to put a limit of two years to pass on a slip before you have to reapply to the waitlist and are moved to the bottom of the list. The board also requested a review of the new policies at a future meeting.

DIRECTOR'S REPORT

The 4th of July Celebration was a success. Member Bostwick mentioned that one of the delineator posts was removed from the edge of the ballfield and was not placed back in and a citizen stepped in the hole. Next year we should be aware of this happening when we move the vendors into place. Director Taavola asked the board to think about removing these delineators from the park entirely. There are several of them that need replacement due to damage or removal. They are turning into an eye sore and take a lot of time to weed whack around them when doing the grass in the park. The plan for next year's celebration is to form a committee to plan the 250th Birthday of the USA. If you want to be a member of that committee, contact the department.

Summer Concert Series has been well attended each week so far, even the week that was rained out halfway through.

The department has completed a safety project in the campground implementing electrical zones that can be shut off to do work in a site pedestal without interrupting the entire campground. Gravel pads were also added to some of the campsites that were missing them. The water tower that was damaged last year has also been replaced.

The park seasonals and maintenance crew have been doing an excellent job this year and are getting so much done, take the time to check it out.

BOARD MEMBER COMMENTS

Anne Pfothauer: Pfothauer asked if the department has any grants for 2025-26. Director Taavola stated that the harbor grant will be completed in the spring, and the MACC grant will be completed prior to the end of September. Pfothauer expressed the desire to continue applying for grants to replace the ski chalet.

Pfothauer suggested that we add a bike parade for kids to the 4th of July celebration.

Cathy Sjoquist: Sjoquist suggested we open the games on the 4th to neighboring community groups. She complimented the work done around the Native American statues. She is glad the pram shack project is getting underway.

Sjoquist asked if the sand sculpture group will be coming back next year. Taavola stated that she expressed how grateful we were for the project and would love to have them back, even would like to integrate a sand sculpting contest on the beach during that time.

Sjoquist also inquired about food trucks for the fishing tournament next spring. During the discussion, the board recommended that we promote the event along the highway for more exposure. Sjoquist also suggested reaching out to the schools for volunteers.

Sjoquist mentioned that kids kingdom playground should be inspected for sharp edges.

Roger Aho: Aho stated that the sign that directs traffic to the left towards the boat launch is up too high and that vehicles often travel the wrong way. Member Aho also inquired about the boardwalk project. Director Taavola informed the board that it is still on the radar.

Gary Stevenson: Stevenson inquired about the maintenance of the parking lot near the legion and who maintains it. He stated that it needs some cleanup and should be included in the DDA service agreement.

Jay Bostwick: Bostwick asked if Public Safety could man the traffic lights after the fireworks on the 4th of July to eliminate the backups. He also stated that the grass along Lowry Avenue needs attention and was not sure of who took care of it. Taavola will check with DPW. Bostwick also inquired about the planter pots in the boulevard near the Gladstone Motel and if they are allowed. Taavola will check with George Sailer.

John DeFiore: DeFiore complimented the department on the work done at the skate park wall, the beach and the park next to the wastewater plant. He suggested that games be planned for the 4th of July, he also volunteered to assist with the project.

DeFiore also inquired about people parking on the grass on the west end of the harbor for the slip holders and would like the department to look at putting some type of system in place to allow for that parking.

DeFiore asks about future plans to connect the bike path along the highway to Escanaba. He would like to further conversations with the neighboring townships. He also expressed the need for a safe crossing over the

highway between the two sections of town. He also mentioned the crossing from the beach house to 13th street should be brought to the attention of Public Safety, there are many little kids that cross there.

ADJOURNMENT

There being no further business before the board, Pfotenhauer motioned; Aho seconded to adjourned meeting at 8: 34 pm.



Board:	Recreation Advisory Board
Agenda Date:	11-11-2025
Department:	Parks and Recreation
Presenter:	Wendy Taavola

Staff Report

Agenda Item Title:

Sports Park Pickleball Courts Use Agreement Final Draft

Background:

The Gladstone Area Pickleball group and the City of Gladstone have put together a use agreement for the pickleball courts at the sports park. Both the pickleball group and the recreation board have discussed the agreement. The department has made the discussed revisions.

Fiscal Effect:

Unknown

Supporting Documentation:

Sports Park Pickleball Courts Use Agreement

Recommendation:

The department recommends a motion to approve the final draft of this agreement.

Sports Park Pickleball Courts Use Agreement

Under the direction of Gladstone Area Pickleball's Board of Directors, Gladstone Area Pickleball will be responsible for the following:

- 1) Maintenance of the fenced in areas of the courts pursuant to the separately executed "Gladstone Pickleball Courts Maintenance Plan".
- 2) Liability associated with operations by Gladstone Area Pickleball members.
- 3) Balls, ball machine(s), and any other property of Gladstone Area Pickleball kept within the facility.
- 4) All aspects of organized court play programming and scheduling. Schedules will be posted at the Snack Shack. "Organized court play programming and scheduling" shall not be defined as a special public event.
- 5) All aspects of tournament play, or special court events. Tournament and special court event schedules shall be submitted to the city a minimum of two weeks prior to event and posted at the Snack Shack.
- 6) All revenues earned from Gladstone Area Pickleball member fees, fee-based clinics, Pickleball tournaments, special events, sponsor donations and advertising banners and fees shall be the revenue of Gladstone Area Pickleball.
- 7) Development of a budget surplus for future repairs and capital outlay and improvements. Provide a list of future improvements for approval by the City, when known.
- 8) Manage Pickleball facility entrance security, including a gate lock or code entry system. Facility shall be open from May 1st to September 30th, weather permitting. Courts shall be open from dawn to dusk daily during pickleball season.
- 9) Ensuring "open play" access to public during daylight hours to be agreed to between Gladstone Area Pickleball and the City of Gladstone.

Under the direction of Parks & Recreation Director, the City of Gladstone will be responsible for the following:

- 1) Maintenance of areas outside the facility court fences pursuant to the separately executed "Gladstone Pickleball Courts Maintenance Plan".
- 2) Insurance coverage for public facilities, limited to structure fire and liability.
- 3) Water and electricity costs associated with use of the facility.
- 4) Addition of trash pickup, including those inside the facility, to the Besse Sports Park trash pickup schedule.
- 5) Staffing, stocking and cleaning the Snack Shack during the pickleball season for special public events and/or tournaments. Revenue earned at the Snack Shack shall be revenue of the City.
- 6) Inspection of the facility in the fall and spring. All facilities shall be open to City inspections at City request.
- 7) Management of donations for pickleball courts that are made directly to the city.
- 8) Requesting additional public courts be made available to tournament attendees during the Gladstone Area Pickleball open play scheduling a minimum of two weeks in advance of a ball field tournament in the Sports Park.

PUBLIC FACILITY OPERATION:

1. All laws, ordinances and guidelines associated with facility operation are the responsibility of Gladstone Area Pickleball.
2. Gladstone Area Pickleball shall be allowed exclusive use of all but one court during the hours of 7:00 am – 12:00 pm, Monday – Saturday. The one court shall be open to the public for play, if no public is using the court, Gladstone Area Pickleball is welcome to utilize the public court.
3. Public is welcome to play during Gladstone Area Pickleball “organized court play programming and scheduling” with a payment of the \$20.00 annual membership fee to Gladstone Area Pickleball.
4. Balls and ball machine(s) are the property of Gladstone Area Pickleball.
5. Ball machine(s) and court cleaning supplies are accessible to paying members of Gladstone Area Pickleball only.
6. All permanent structures and any new permanent structures that are added are the property of the City of Gladstone. A permanent structure is any structure that cannot be removed without damaging the structure being removed or the structure to which it is attached.
7. All removable equipment and fixtures, specifically nets and net posts, windscreens, fence covers, pavilions benches, tables, trash cans, and sheds are the property of the City of Gladstone.
8. Any services provided by the City that are not outlined will be charged to the appropriate Court users.
9. No facility equipment shall be removed without prior City and Gladstone Area Pickleball approvals.
10. The facility shall not be sub-leased without the expressed prior approval of the Gladstone City Commission. Approval shall be requested by using a special event permit.
11. No property, new or used, shall be used as collateral against any debt.

All maintenance and improvements must be in accordance with the City of Gladstone’s Parks and Recreation Department standards and must comply with master plan and design specifications, if applicable.

The Parties involved shall meet annually in the spring to discuss any problems, suggestions, concerns and updates to the Use Agreement prior to renewal.

Wendy Taavola, Director - Parks and Recreation

Date

Richard Beauvais, Director -Gladstone Area Pickleball

Date



Board:	Recreation Advisory Board
Agenda Date:	10-07-2025
Department:	Parks and Recreation
Presenter:	Wendy Taavola

Staff Report

Agenda Item Title:

DCN Trails Proposal – Gladstone Sports Park Bike Park Proposal

Background:

DCN Trails contacted the department regarding a proposal for a bike park project at the Sports Park.

Fiscal Effect:

None,

Supporting Documentation:

Proposal for the Gladstone Community Bike Park

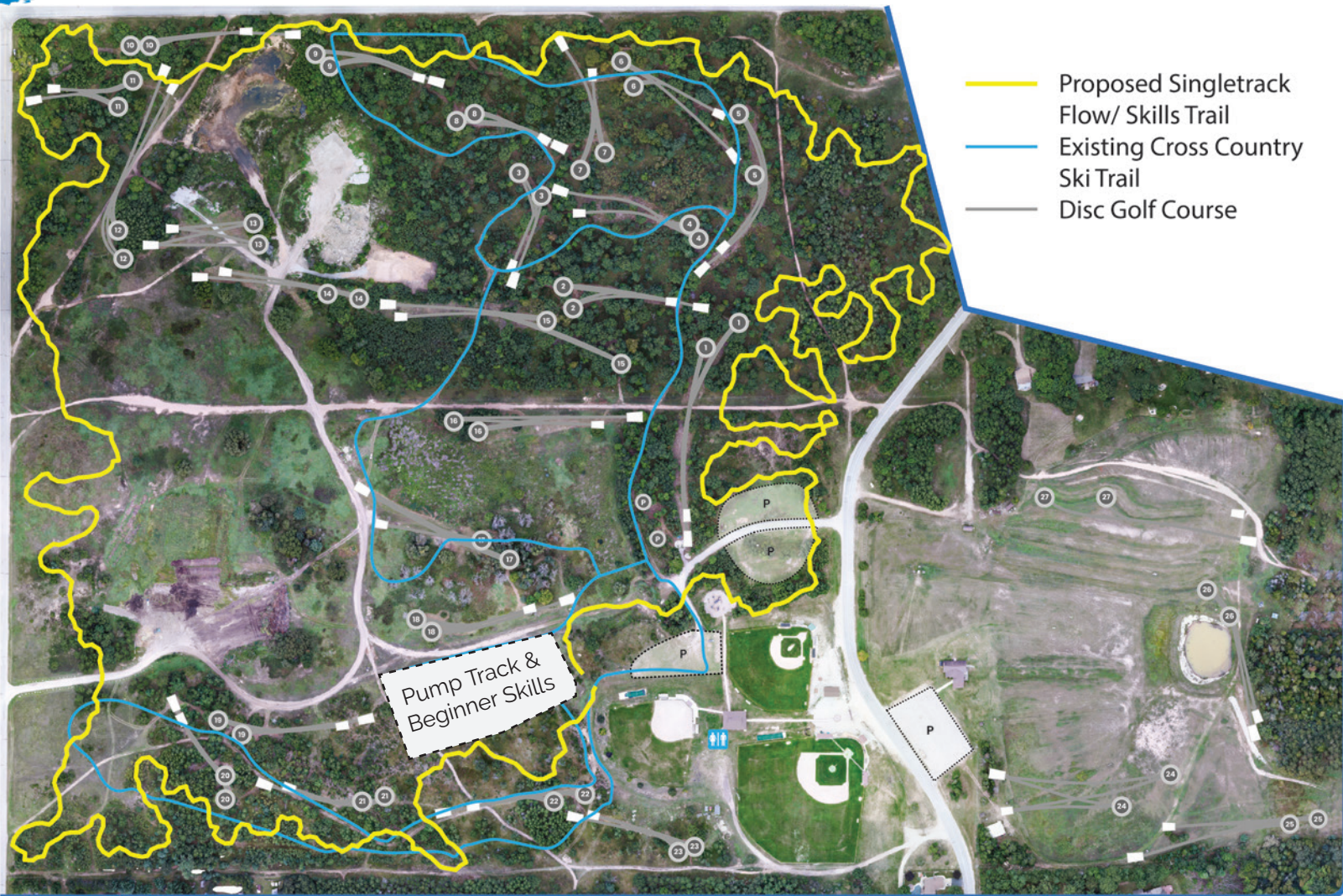
Recommendation:

The department is recommending support for DCN Trails to further develop this project plan.

Proposal for the Gladstone Community Bike Park

Item 3.

A Healthy, Accessible, and Sustainable Recreation Project



Project Vision

We propose the creation of a community bike park on city-owned recreation land in Gladstone. This park will feature a 3-mile flowing mountain bike singletrack loop around the property's perimeter, integrated with skills features and a beginner-to-intermediate pump track. The design prioritizes accessibility, progression, and fun, making it suitable for kids, families, and riders of all abilities.

Why Gladstone Needs a Bike Park

- Provides youth and families a safe, outdoor activity that promotes fitness.
- Positions Gladstone as a recreation destination in Michigan's Upper Peninsula.
- Attracts visitors who will stay in local hotels, dine in restaurants, and shop locally.
- Complements existing recreation opportunities with spring-fall biking options.

Key Features

- 3-mile singletrack loop with natural flow, berms, and optional technical lines.
- Skills features (balance beams, rock gardens, small drops) for progression and fun.
- Pump track and skills area for beginner and intermediate riders.
- Built with sustainable, low-maintenance construction.

No Cost to the City

The project will be fully funded through a combination of grants, sponsorships, and community contributions. Similar projects across the Midwest have been supported by organizations such as the Bike Parks for Kids Foundation, IMBA, and the Michigan DNR recreation grant program. Volunteers and local partners will assist with construction and ongoing maintenance.

Community & Economic Benefits

- A safe, designated space for biking reduces conflicts on city streets.
- Enhances resident quality of life while attracting regional visitors.
- Opens the door to events, youth programs, and clinics.
- Builds community pride and engagement through volunteerism and partnerships.

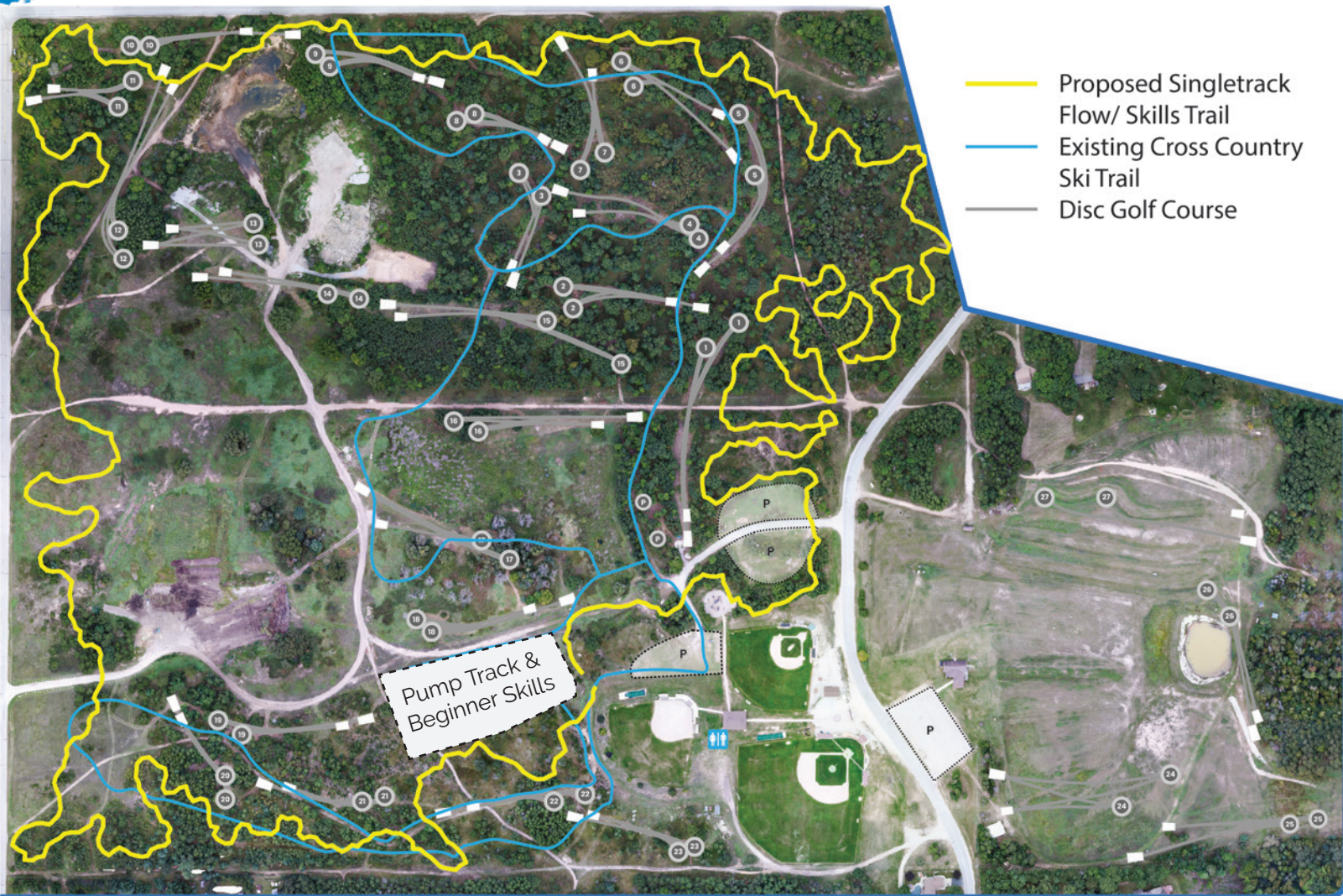
Next Steps

We are requesting City approval to proceed with grant applications and partnerships. With your support, we can secure funding and bring this project to life, creating a lasting asset for Gladstone at no cost to the City.

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